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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 521, 31st July 1911.

Lawrence Asylum, Ootacamund.

Approving the revised rules relating to the working of the —.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.E.S., Acting Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 14th June 1911.

No.—Ref. on Cur. 130.

I have the honour to submit herewith letter from the Vice-Chairman, Lawrence Asylum Committee, Ootacamund, submitting, for the sanction of Government, a revised draft of the Lawrence Asylum rules as passed by the committee. As stated by the vice-chairman, the majority of the alterations are found necessary in order to bring the rules up to date in accordance with the Madras Educational Rules and the Code of Regulations for European Schools. I beg to recommend that they be approved subject to the following additions and alterations :—

Rule 3.—The word “and” in the sixth line is unnecessary; “others” may be substituted for “other” in the same line.

Rule 9.—The change proposed is not in strict accordance with G.O., No. 433, Educational, dated 25th July 1910. The words “the Asylum” should be inserted between “may visit” and “at any time.”

Rule 10.—The word “shall” in the last line should be “should” in accordance with the Government Order quoted above, and with reference to the alterations proposed in rule 2, the expression “female branch” may be altered into “branch for girls.”

Rule 11.—For “the approval of the Inspector” in the last sentence may be substituted “the approval of the Educational officer charged with the inspection of the institution,” with the following note added: “This officer is at present the Inspector of European and Training Schools.”

Rule 14.—The word “rules” inserted by the committee should be “these rules.”

Rule 21.—For the expression “prescribed by the Code of Regulations for European Schools to be necessary for efficient instruction” may be substituted “considered by the Educational Department to be necessary for efficient instruction.” There is at present nothing prescribed in the Code of Regulations for European Schools.

Rule 22.—Which seems antiquated as it is, may run as follows :—

“Provision shall be made for imparting instruction to both boys and girls up to a high school standard according to the courses prescribed by the Educational Department but only such pupils as would clearly benefit by a high school education shall be allowed to continue beyond the middle school. The courses taken up in the school shall be those which have for their object the preparation of pupils for a commercial or industrial career and for work for which a university training is not ordinarily necessary.” The Lawrence Asylum Committee have accepted this rule.

Rule 23.—For the second sentence, viz., “Boys who are selected” may be substituted “Boys who are selected to enter on the high school course shall follow the curriculum for European high schools of class A A.” This type of curriculum has been recommended by Inspecting officers and is to be adopted in the school.

Between “will” and “be taught” in the third sentence may be inserted “subject to the general approval of the Inspector.”

Rule 29.—“Educational Rules” should be “Code of Regulations for European Schools.”

Rule 31.—For the additions proposed by the committee may be substituted “other special classes may be held with the approval of the Director of Public Instruction.”

Rule 46.—May run as follows :—

“A scholarship of Rs. 20 *per mensem* may be awarded annually to any pupil who has passed in the first class the high school examination or its equivalent to enable him to proceed to a college affiliated to the University of Madras to study for the Intermediate examination in Arts or to enter some technical school or college. The scholarship shall be tenable for two years but may be renewed for such further period as may be necessary to enable the student to continue reading for the B.A. degree or to complete the course of study in a technical college and its value may be increased to Rs. 25 *per mensem* for the first, to Rs. 30 for the second and to Rs. 35 for the third and subsequent years of renewal.”

Rule 49.—The second sentence may be “Heads of institutions shall be requested to furnish brief half-yearly reports on the conduct and progress of scholarship holders and stipendiaries.”

Rule 56.—May be better put thus :—

“The institution shall be inspected annually by such officer or officers as Government may, from time to time, entrust with this duty.”

Rule 57.—“Examination” in the third line may be “Examinations.”

Rule 58.—The alteration proposed seems unnecessary.

The expression “Madras and South Indian Railways” should be “Madras and Southern Mahratta Railway and the South Indian Railway.”

Rule 59.—May be—

“In addition to the records required by article 82 of the Code of Regulations for European Schools the following shall be kept :—

- (1) A library catalogue and register.
- (2) A register of drill and gymnastics.
- (3) A register of corporal punishments.
- (4) A register of scholarships.
- (5) A history of former pupils.

3. In regard to the revised rule 46, I beg to submit that the provision of scholarships for any below the college classes seems unnecessary, there being nothing to prevent boys going straight from the Lawrence Asylum to a college on passing the high school examination. A limitation of the period for which a scholarship may be renewed seems also unnecessary. Each case may be decided on its merits. This rule as now amended has been accepted by the committee; but they would insert the words “or second” between the words “first” and “class” in the first sentence. The committee’s amendment, it will be seen, would throw open the scholarship even to students who take a second class. I see no objection to this and would suggest, as an alternative, that the following be substituted for the first sentence of the rule, viz. :—

“A scholarship of Rs. 20 *per mensem* may be awarded annually to any pupil who, in the opinion of the committee, is likely to profit by higher education to enable him to proceed to a college affiliated to the University of Madras to study for the Intermediate examination in Arts or to enter some technical school or college.” I consider this to be desirable as a boy who has passed the high school examination only in the second class may show such special aptitude in one subject or group of subjects as may justify his education being continued.

4. Rule 42 A may be numbered 43, the numbering of the other rules being correspondingly altered.

ENCLOSURE.

Letter—from the Vice-Chairman, Ootacamund Lawrence Asylum Committee.

To—the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).

Dated—Ootacamund, the 7th January 1911.

No.—3516.

I have the honour to submit for the consideration and orders of Government a revised draft of the Lawrence Asylum rules. A copy of the rules is attached to this letter with corrections made in it, as passed by the committee and approved by the Chairman, Lieutenant-General Sir James Wolfe-Murray, K.C.B. It will be observed that the great majority of the alterations are only required in order to bring the terminology of the rules in accordance with that of the educational rules now in force, and no special explanation of such changes is called for.

2. *Rule 2*.—For “shall consist of a male and a female branch” read “shall comprise two branches, one for boys and one for girls.” The English of the existing rule is clumsy.

Rule 3.—The changes are in accordance with G.O., No. 513, Educational, dated 30th August 1910.

Rules 9 and 10.—The changes are in accordance with G.O., No. 433, dated 25th July 1910.

Rule 11.—An Inspectress is not recognised by the Code for European Schools.

Rule 21.—For “Senior Medical Officer” read “Civil Surgeon, Ootacamund.” He is so named in rule 3 and this is the correct nomenclature.

Rule 22.—The opening of high school classes for the girls’ school has been sanctioned in the proceedings of the Director of Public Instruction, No. 1277, dated 27th February 1909, and technical schools were abolished in G.O., No. 2, dated 2nd January 1899.

Rule 31.—Add “and such other subjects as may be approved by the Director of Public Instruction.” This would give greater scope. It is for instance possible that at some time the veterinary or some technical department may offer openings for the Lawrence Asylum boys.

Rule 35.—For “election” read “selection.” The word “election” in other than Biblical or Elizabethan English implies voting whereas the admission is actually made and the pupil selected by the Principal and Secretary.

Rule 39. (1).—Between “died” and “service” (deleting the word “on”) insert “of wounds received or sickness contracted on active.” This is more explicit.

(4). Between “the” and “medical” insert “marine and.” This brings the rule into “line with rule 39 (3) to which it is co-ordinated. There is no reason to leave out the words “marine and.”

(5). For “living” read “still serving.” The rule as it stands overlaps rule 39 (6) for men on the invalid or pension establishments are “living.”

(6). See (4) above.

Rule 41.—Delete “or to ranks” and after “charge” and “beyond payment of the subsistence allowance drawn for them.” The Military Department pays a subsistence allowance of Rs. 2-8-0 for each such pupil.

Rule 42.—Add after corporal “or are pensioners.” This is the existing practice. To the schedule add as the first line “income under Rs. 30 per mensem, free.”

Rule 42-A.—For “Principal” read “Secretary” as this is an office transaction. It is here suggested that all the rules after 42 may be re-numbered.

Rule 44.—Delete the proviso. A comparison with rule 39 will show that it is both inaccurate and redundant.

Rule 46.—For “shall” read “may” in lines 5 and 8. This gives the committee more latitude and permits the awarding of a scholarship only on proof of good behaviour.

Rule 47.—Insert “or more” after “two.” This also gives the committee more liberty of action subject, of course, to consideration of ways and means.

Delete “such pupils” to “other expenses” as the Civil Orphan Asylum does not accept boarders.

Rule 48.—Insert “or more years” after “one” and delete “years” for the above reason; also substitute “may” for “shall.”

Rule 50.—Similarly substitute “may” for “shall” and “such” for “an” inserting “as may be” for “of kind.” There is no such agreement now prescribed and it does not appear that any such was ever actually entered into. Power is then reserved to the Government and the rule provides for a contingency.

Rule 53.—The committee propose to leave out the words “and have either to the end.” A case recently occurred in which the mother of two children obstinately refused to receive them or withdraw them from the asylum. As the rule stands the parents are able to offer passive resistance for an indefinite period. It is proposed to leave it open to the Principal or the committee to take such further actions as may be called for in the case of contumacious parents and not to bind them by a cast iron rule.

Rule 58 (last sentence).—In practice it is found that this is never done. The Principal would, of course, like to know what happens to the pupils. But he has no power to enforce the rule. It is proposed to substitute the word “invited” for “required.”

Rule 61.—This is the most important alteration that the committee desire to make. For the words “of Government” substitute the words “of the committee” and add “provided that the total budget allotment is not thereby exceeded,” at the end of the rule. Attention is invited to G.O., No. 659, dated 22nd December 1909, and especially to paragraph 3 of Mr. Padfield’s letter and to paragraph 2 of the Government Order. The committee does not desire that the audit should be relaxed in any way and does not press for the grant of largely extended powers. But considering that the committee consists of highly placed officers, both military and civil, and that the chairman is in the responsible position of a divisional commander, it considers that it is not unreasonable to ask for extended powers within the budget provision and that such a concession will also relieve the Government itself of some petty work while no possible disadvantage is likely to accrue. I am further desirous to point out that the powers now asked for are vested in the committees of other asylums.

Rule 62.—After “ninth division” insert “or, in the absence of all three, any member of the committee.” The chairman and Assistant Quartermaster-General have both been away from Ootacamund of late, and had the Collector also been in camp, there would have been considerable difficulty in getting cheques countersigned. This contingency, however, will be very rare. The remaining alterations are chiefly verbal and are proposed in order to bring the rules up to date in accordance with the existing facts.

Order—No. 521, Educational, dated 31st July 1911.

The revised draft of the rules relating to the Lawrence Asylum, Ootacamund, submitted by the committee, together with the amendments suggested by the Director of Public Instruction are approved with a few verbal alterations.

2. The rules, as now revised, are printed as an appendix to these proceedings.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Committee of the Lawrence Asylum, Ootacamund.
“ Director of Public Instruction.
“ Accountant-General.
Editor: Table.

APPENDIX.

Rules regulating the constitution and working of the Lawrence Asylum, Ootacamund.

1. The following code of revised rules relating to the constitution and working of the Lawrence Asylum, Ootacamund, has been sanctioned by Government, and shall have effect from 1st August 1911.

In these rules the term "Eurasian" shall be restricted to the children of European fathers by Eurasian or native mothers, and of Eurasian fathers and mothers, of whom both are the children of Europeans.

OBJECT.

2. The object of the institution, which shall comprise two branches—one for boys and one for girls—is to secure for European and Eurasian children of the classes specified in rule 39 a healthy and invigorating climate, to remove them from objectionable surroundings, to afford them secular and religious education, and to train them to earn a livelihood.

CONTROL.

3. The management of the Asylum shall be vested in a committee, consisting of the General Officer Commanding the 9th Division as *ex-officio* Chairman, the Collector of the Nilgiris as *ex-officio* vice-chairman, the Assistant Quartermaster-General of the 9th Division, the General Staff Officer, 2nd grade, of the Southern Army, the Officer Commanding the British Infantry Regiment at Wellington, the Civil Surgeon, Ootacamund, two others to be appointed by Government either by office or by name as official members and three non-official members resident at Ootacamund and elected by the committee. The committee shall be directly responsible to Government for the administration of the Asylum, and shall carry out all the orders of Government relating thereto. The Principal shall ordinarily be the secretary to the committee; but if the Principal be not a clergyman of the Church of England, a clergyman of that church shall be appointed as Chaplain, and the committee may empower the latter to perform the duties of secretary, and with the sanction of Government, fix his remuneration as chaplain and secretary and define his duties in relation to those of the Principal.

4. A meeting of the committee shall be held every month for the transaction of business. Three members shall form a quorum. In the absence of the chairman and the vice-chairman, the committee shall elect its own chairman.

5. Any three members shall have the power of convening an extraordinary meeting on giving the chairman, or, in his absence, the vice-chairman, through the secretary, one week's notice.

6. A non-official member may at any time resign by giving notice, in writing, to the chairman, or, in his absence, the vice-chairman, through the secretary. He shall also be held to have vacated his appointment if he ceases for a period of three consecutive months to reside at Ootacamund, or if he fails to attend three consecutive meetings of the committee. The committee shall supply any vacancy which occurs and report the appointment to Government.

7. The chairman, or, in his absence, the vice-chairman, shall have power to defer declaring a resolution to have been carried, until he shall have obtained in writing the opinion, on the point at issue, of members who may have been absent from the meeting.

8. All letters to Government shall be passed by the committee and shall be signed by the chairman or the vice-chairman, or, during the absence of both from head-quarters, by the secretary for the chairman, and shall be submitted through the Director of Public Instruction.

9. Members of the committee may visit the Asylum at any time and shall record any remarks they may have to make in a book provided for that purpose. This book shall be laid on the table at each monthly meeting.

10. The committee shall elect six ladies as visitors. These may visit the branch for girls and shall record any remarks they may have to make in a book provided for that purpose. This book should be laid on the table at each monthly meeting.

STAFF.

11. The Principal shall be appointed by Government on the nomination of the committee, to which he shall be directly responsible and subordinate. All other appointments shall be made by the Principal, subject to the confirmation of the committee. The approval of the educational officer charged with the inspection of the institution shall be obtained before the appointments of teachers are confirmed.

NOTE.—This officer is at present the Inspector of European and Training Schools.

12. The Principal, besides possessing suitable educational and administrative qualifications, shall be a member of the Church of England and a clergyman. If, however, at any time, a duly qualified clergyman is not available, a military officer, who is a member of the Church of England, may be appointed.

13. Government may dispense with the services of the Principal at any time on giving him six months' notice or six months' salary in lieu of notice. Before resigning his appointment, the Principal shall give six months' notice, unless a shorter notice be accepted by Government.

14. The Principal shall be responsible for the working of the Asylum, and will, subject to the orders of the committee, have the direction and control of every department. He shall be responsible for the moral and intellectual training of the pupils. If a clergyman, he shall have pastoral charge of the institution. He shall be the executive officer of the committee and shall be held responsible for the accounts; and he shall make all necessary disbursements, subject to the provisions of these rules. He shall communicate with the chairman, or, in his absence, with the vice-chairman, either directly or through the secretary, if there be a separate secretary, on all important matters which cannot be conveniently postponed to the next meeting of the committee and shall generally be immediately subordinate to the chairman or vice-chairman as representing the committee.

15. The Principal or the Chaplain specially appointed by the committee under rule 3 shall, besides performing all such religious services as he may be required to perform by the committee with the sanction of Government, give religious catechetical instruction to all the pupils, except such as are exempted by these rules.

16. The headmaster shall, under the orders and control of the Principal, superintend the tuition in the branch for boys and take such part in the teaching as the Principal may direct.

17. The headmistress shall, under the orders and control of the Principal, superintend the tuition in the branch for girls, and take such part in the teaching as the Principal may direct. She shall also be responsible for the moral and intellectual training of the girls, who shall be subject to her control, both in and out of school.

18. The assistant teachers in the branch for boys shall be under the immediate direction of the headmaster, subject to the general authority of the Principal.

19. The assistant teachers in the branch for girls shall be under the immediate direction of the headmistress, and shall assist her both in and out of school, subject to the general authority of the Principal.

20. The domestic arrangements of the branch for boys shall be under the control of the Principal. Those of the branch for girls shall, subject to the approval of the Principal, be carried out by a matron subordinate to the headmistress. The matron shall instruct the girls in the duties of housewifery and be present at their meals. In her absence, the headmistress or one of the assistant mistresses shall be present at meals.

ACCOMMODATION, FURNITURE AND APPLIANCES.

21. The institution shall be provided with such accommodation, furniture and appliances as the committee may consider necessary and as are considered by the educational department to be necessary for efficient instruction. The advice of the Civil Surgeon, Ootacamund, shall be obtained in medical and sanitary matters.

COURSES OF INSTRUCTION.

22. *Instruction in literary subjects.*—Provision shall be made for imparting instruction to both boys and girls up to a high school standard according to the courses prescribed by the educational department, but only such pupils as would clearly benefit by a high school education shall be allowed to continue beyond the middle school. The courses taken up in the school shall be those which have for their object the preparation of pupils for a commercial or industrial career and for work for which a University training is not ordinarily necessary.

23. *Instruction in technical subjects.*—In the branch for boys instruction shall be given in drawing, in music, in commercial correspondence and in shorthand or typewriting up to the standard of the intermediate technical examination, and in telegraphy up to the standard required for the telegraph department. Boys who are selected to enter on the high school course shall follow the curriculum for European high schools of class A A. Other boys, after passing the middle school standard will, subject to the general approval of the Inspector, be taught telegraphy or music, or be prepared for the civil and military medical entrance examinations or for the examination of inspectors' assistants for the Madras and other railways.

24. *Instruction in religion.*—The work of the day shall commence with religious teaching. The authorized version of the Bible shall be used, and the main truths of Christianity shall be taught without allusion to controverted points of faith and practice. The children of the Roman Catholic faith shall not be compelled to receive religious instruction from other than a clergyman or layman of their own faith. At the time when religious instruction is given in school, clergymen of the Church of England, or ministers of the Church of Scotland or other Presbyterian church or of a non-conformist body, may, on giving previous notice to the Principal, attend and give instruction to the children of their respective communions in a place set apart for that purpose.

DIVINE SERVICE.

25. Divine service, in accordance with the rites of the Church of England, shall be performed twice on each Sunday.

26. On the application of a clergyman of the Church of Rome, or a minister of the Church of Scotland, or other Presbyterian church or non-conformist body requesting permission to perform divine service on a Sunday, with such of the pupils or officers of the institution as are members of his communion, a place shall be set apart for the purpose. Such applications, however, shall be made to the Principal on or before the previous Saturday. The children of the Roman Catholic faith shall not be compelled to attend divine service conducted otherwise than in accordance with the rites of the Church of Rome.

27. The pupils shall be assembled daily, morning and evening, when the sanctioned form of prayer shall be read by the Principal or by such officer as he may appoint, subject to the condition in the preceding rule.

28. Clergymen of the Church of Rome, and ministers of the Church of Scotland or other Presbyterian church, or of a non-conformist body, shall have free access to the sick of their respective communions in the hospital on giving notice to the Principal.

STANDARDS AND CLASSES.

29. *General education and technical classes.*—The scheme of standards or classes shall correspond with that prescribed in the Code of Regulations for European Schools, and the Government technical examination notification.

30. *Telegraph class.*—The telegraph class shall contain pupils preparing for the test examination of the telegraph department.

31. *Special class.*—Special classes may be held for pupils preparing for the medical and railway examinations; other special classes may be held with the approval of the Director of Public Instruction.

STRENGTH.

32. The maximum strength, exclusive of day scholars of the branch for boys, shall be 300, and of the branch for girls, 165. There shall be no limits to the strength of any particular class, except such as are laid down in the Code of Regulations for European Schools.

ADMISSIONS AND WITHDRAWALS.

33. Applications for admission shall be made through officers commanding regiments, or the heads of the departments, to which the parents or guardians belong; and, in the case of pensioners, through their paymasters or employers. In other cases applications shall be made through any person of known respectability. All applications shall be addressed to the Secretary, who shall furnish printed forms of application and descriptive rolls to be filled up. The baptismal certificate of the candidate shall also be required, with the last-pay certificate, if he is in receipt of a Government allowance; also a leaving certificate if the candidate had attended a recognized school. Application forms shall contain a provision to the effect that, on withdrawing a pupil, the parent or guardian shall state his reason for doing so.

34. No candidate shall be admitted under five, nor above twelve, years of age, except in special cases to be decided by the committee.

35. The secretary, in announcing to the parent or guardian the selection of a candidate, shall fix a reasonable time for the candidate to join. If the candidate does not join within the period fixed, the fact shall be reported to the committee.

36. On any boy attaining the age of sixteen (or eighteen in the case of boys allowed to enter on their high school course) or any girl that of eighteen, the Principal shall report the circumstances to the committee, and the committee shall call upon the parent or guardian to remove the pupil. In the event of such pupil having neither parent nor guardian, the committee shall take such measures as may seem best for the pupil's settlement in life. This rule, however, shall not prevent the committee from accepting any suitable situation for a girl who shall have attained the age of sixteen years.

QUALIFICATIONS FOR ADMISSION.

37. The legitimate children of Europeans and Eurasians, being officers or soldiers of His Majesty's British and Indian military and marine services, or persons employed in the military and civil medical services, or effective volunteers, or civilians whether connected with the public service or not, shall be eligible for admission. The cases of illegitimate orphan children shall be dealt with specially by the committee.

38. Children labouring under any form of disease, mental or physical, which is likely to incapacitate them for the ordinary duties of life, and, except with the special sanction of the committee, the children of soldiers who have been dismissed the service by sentence of court-martial, shall not be admitted.

SELECTION OF PUPILS.

39. The following is the order in which claims for admission shall be considered:—

(1) The orphan children of fathers who have been killed in action, or have died of wounds received or sickness contracted on active service, preference being given to children of pure European parentage.

(2) Orphan children of European commissioned officers and of civil medical officers, if left destitute.

(3) Orphan children of European officers and soldiers, and of Europeans in the marine and medical services, preference being given to those who have lost both parents.

(4) Orphan children of Eurasian officers and soldiers, and of Eurasians in the marine and medical services, preference being given to those who have lost both parents.

(5) Children of any of the above whose fathers are still serving, preference being given to children of European fathers.

(6) Children of European or Eurasian officers and soldiers, and of Europeans or Eurasians in the marine and medical services transferred to the invalid or pension establishments, preference being given to the children of European fathers.

(7) Orphan children of volunteers, who at the time of their death were borne on the rolls.

(8) Orphan children of civilians, connected or unconnected with the public service, one of whose parents is or was of pure European descent, and who are destitute.

(9) Children of volunteers who are living and who have had seven years' effective service.

(10) Children of civilians, not being orphans and destitutes.

40. Donors of Rs. 300, or subscribers of Rs. 50 per annum for four years shall have the right to nominate one pupil, who shall take precedence over the other candidates belonging to the same class.

FEES.

41. The children of soldiers of the rank of corporal or private shall be admitted free of charge beyond payment of the subsistence allowance drawn for them.

42. Children whose fathers or step-fathers are above the rank of corporal or are pensioners shall be charged for according to the following scale, except under extraordinary circumstances, when the power of exemption from or reduction of payment shall be exercised by the committee:—

When the income of the fathers or step-fathers is per annum.	First child.				Second child.	Third child.				Fourth child.	Remarks.
	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.	Rs.		
Under Rs. 30	Free.	Free.	Free.	Free.	Free.	Free.	Free.	Free.	Free.	Free.	
Ra. 30 and upwards, but less than Ra. 40	3	1	1	1	1	1	1	1	1	1	Ra. 3 for 4 children.
40	4	1	1	1	1	1	1	1	1	1	
50	5	2	1	1	1	1	1	1	1	1	
60	6	3	1	1	1	1	1	1	1	1	
70	7	4	2	1	1	1	1	1	1	1	
80	8	5	3	1	1	1	1	1	1	1	
90	9	6	4	2	1	1	1	1	1	1	
100	10	7	5	3	1	1	1	1	1	1	
110	11	8	6	4	2	1	1	1	1	1	
120	12	9	7	5	3	1	1	1	1	1	
130	13	10	8	6	4	2	1	1	1	1	
140	14	11	9	7	5	3	1	1	1	1	
150	15	12	10	8	6	4	2	1	1	1	
160	16	13	11	9	7	5	3	1	1	1	
170	17	14	12	10	8	6	4	2	1	1	
180	18	15	13	11	9	7	5	3	1	1	
190	19	16	14	12	10	8	6	4	2	1	
200 and above	20	17	15	13	11	9	7	5	3	1	

"Note."—"Income" means the pay and allowances, staff or consolidated pay, exchange compensation allowance, charge allowance and all other items of personal remuneration drawn by an individual, but does not include house allowance if drawn as a separate item, office and contract allowances, ration money, messing allowance, clothing allowance, or subsistence allowances for wife and children.

43. When the fees payable in respect of any pupil have not been paid on the date fixed for the payment of such fees, the secretary, with the consent of the committee, shall give notice by registered letter to the parent or guardian of such pupil that unless the fees are paid within 15 days of the receipt of the notice, the name of such pupil will be struck off the rolls. In the event of the pupil's being re-admitted to the Asylum, he shall pay, in addition to the amount of fees due by him on the date on which his name was struck off, a fine not exceeding 2 annas in the rupee for each rupee due by him.

44. Children of Europeans and Eurasians in the marine and medical services and of volunteers shall be admitted on payment of fees according to the above scale in proportion to the salary drawn by the father or step-father.

45. The children of civilians, not being orphan and destitute, may be admitted on payment of Rs. 20 *per mensem* for a child under 12 years of age, and Rs. 25 *per mensem* for a child above 12 years of age.

46. The children of members of the staff and establishment shall be admitted to the classes as Day Scholars without payment of any fee.

SCHOLARSHIPS AND STIPENDS.

47. A scholarship of Rs. 20 *per mensem* may be awarded annually to any pupil who, in the opinion of the committee, is likely to profit by higher education, to enable him to proceed to a college affiliated to the University of Madras to study for the Intermediate Examination in Arts or to enter some technical school or college. The scholarship shall be tenable for two years but may be renewed for such further period as may be necessary to enable the student to continue reading for the B.A. degree or to complete the course of study in a technical college, and its value may be increased to Rs. 25 *per mensem* for the first, to Rs. 30 for the second, and to Rs. 35 for the third and subsequent years of renewal.

48. Two or more scholarships of the value of Rs. 15 each *per mensem*, and tenable for two or more years, may be awarded annually to boys who show an aptitude for any particular trade or industry to enable them to learn that trade or industry in some well-known firm or institution approved of by the committee. The names of pupils thus sent out shall be borne on the strength of the asylum.

49. A stipend of the value of Rs. 20 *per mensem*, tenable for one or more years, may be awarded annually to a girl who has passed the middle school examination with credit, with a view to her being trained as a schoolmistress in a training school approved of by the committee.

50. Scholarships and stipends shall be liable to reduction or withdrawal for misconduct, idleness, or want of progress. Heads of institutions shall be requested to furnish brief half-yearly reports on the conduct and progress of scholarship holders and stipendiaries.

51. Stipendiaries sent to training institutions may be required to enter with the committee into such agreement as may be prescribed for Government stipendiaries.

TIME-TABLE

52. The Principal shall regulate the hours of attendance in the several classes in both branches. Five hours at least shall be devoted every day to general instruction.

VACATIONS AND HOLIDAYS.

53. The school shall be closed for the Christmas vacation for a period not exceeding two months, and there shall be no midsummer vacation. The Principal shall have power to grant such miscellaneous holidays as are consistent with the provisions of the Code of Regulations for European Schools and which he may consider necessary with reference to the special character of the institution.

LEAVE AND DISMISSAL.

54. The Principal shall have power to grant such leave as he may consider necessary to pupils on application by their parents or guardians. He shall also have power, subject to the confirmation of the committee, to dismiss any pupil for grave misconduct, provided that the pupil shall not be sent out of the institution until the parents or guardians have been communicated with.

EXAMINATION AND INSPECTION.

55. *Public examinations.*—The pupils of the seventh and ninth standards shall ordinarily be presented for the middle and high school examinations, respectively. The pupils of the telegraph class shall be presented for examination in telegraphy in accordance with the regulations of the telegraph department.

56. Arrangements will also be made for preparing some of the boys who have passed the middle school examination for the civil and military medical entrance examinations and for the examination for inspectors' assistants in the Madras and other railways. Pupils will also be prepared for the Government technical examinations in the subjects taught in the asylum.

57. *Inspection.*—The institution shall be inspected annually by such officer or officers as the Director of Public Instruction may, from time to time, entrust with this duty.

CERTIFICATES.

58. Every pupil shall, on leaving the institution in accordance with rule 36, be furnished by the Principal with a certificate as to general conduct, the period of residence, and the highest examination passed in literary and technical subjects.

EMPLOYMENT OF PUPILS.

59. The Principal shall keep a register of all pupils who leave the institution and who have not obtained employment. He shall furnish the President of the Eurasian and Anglo-Indian Association and the Agents and Managers of the Madras and Southern Mahratta Railway and the South Indian Railway with extracts therefrom, and shall afford the students all reasonable assistance in his power in securing for them a fair start in life. Each pupil shall be invited to furnish the Principal half-yearly for three years after leaving the institution with information as to how he is employed, in order that the history of former pupils may be correctly kept.

REGISTERS.

60. In addition to the records required by article 82 of the Code of Regulations for European Schools, the following shall be kept:—

- (1) A library catalogue and register.
- (2) A register of drill and gymnastics.
- (3) A register of corporal punishments.
- (4) A register of scholarships.
- (5) A history of former pupils.

ACCOUNTS.

61. The committee shall, not later than the 15th February in each year, submit in print, for the sanction of the Governor in Council, a budget for the ensuing official year. Such budget shall be drawn up in the form prescribed by Government.

62. The committee shall see that the expenditure of the year is in accordance with the budget as sanctioned by Government. When any important variations in the allotments are necessary, the committee shall obtain the sanction of Government for such change. Subject to this provision the committee may appoint a finance sub-committee of two members to scrutinize the accounts and to pass, pending the sanction of the committee, such charges as are urgent and unforeseen and for which no allotment has been made in the budget provided that the total budget grant is not thereby exceeded.

63. All money belonging to the institution shall be lodged with the Bank of Madras or with the Post Office Savings Bank in the names of the chairman and vice-chairman, one of whom, or, in the absence of both of them, the Assistant Quartermaster-General of the 9th Division, or in the absence of all three, any member of the committee shall countersign all drafts thereon which are signed by the Principal. The committee shall invest all surplus income, after providing a sufficient cash balance, in Government securities or in the Post Office in the names of the trustees appointed by Government, viz., the Director of Public Instruction and the Collector of the Nilgiris.

64. The accounts shall be audited each year by a superior officer of the account department.

ANNUAL REPORT.

65. The committee shall, not later than the 31st March of each year, submit to Government, through the Director of Public Instruction, a report upon the condition and progress of the asylum during the preceding calendar year, the following documents forming appendices thereto:—

- (a) A statement of accounts, in which the actual expenditure under each head shall be compared with the budget provision.
- (b) Extracts from the reports of inspecting officers and special examiners.
- (c) A statement showing the history of former pupils.

MISCELLANEOUS.

66. The Lieutenant-General Commanding the Southern Army and the Right Reverend the Lord Bishop of Madras shall be *ex-officio* patrons of the institution, and shall be at liberty to visit the asylum at any time and to refer to the committee, or to the Government, any matter that, in their opinion, demands attention.

67. The Civil Surgeon, Ootacamund, shall be in medical charge of the asylum, and shall visit the institution at least once a week and whenever it is necessary.

68. This code, with such alterations as may have been made during the preceding twelve months, shall be published annually in the Lawrence Asylum Press Almanac, and copies of it shall be sent to the Commanding Officers of British units of the Southern Army.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 521, EDUCATIONAL, DATED
31st JULY 1911.

[SUBJECT.—Revision of the rules of the Lawrence Asylum, Ootacamund.]

Precious papers :				
G.O., No.	2.	Educational, dated	2nd January	1899.
" "	320	" "	29th April	1908.
" "	751	" "	7th November	"
" "	659	" "	22nd December	1909.
" "	433	" "	25th July	1910.
" "	513	" "	30th August	"

From the Director of Public Instruction, Madras, dated 14th June 1911,
R.C. No. 130.

The Director of Public Instruction submits for the sanction of Government a revised draft of the rules relating to the Lawrence Asylum, Ootacamund, as passed by the Committee of the Asylum. The majority of the alterations are said to be rendered necessary in order to bring the rules up to date in accordance with the Madras Educational Rules and the Code of Regulations for European schools. The Director of Public Instruction recommends that the draft rules be approved subject to the additions and alterations which he has suggested in his letter read above.

2. The alterations in the rules affected by the present proposals are dealt with below.

3. Rule 2 runs as follows :—

"2. The object of the institution, which shall consist of a male and a female branch, is to secure for European and Eurasian children of the classes specified in rule 39 a healthy and invigorating climate, to remove them from objectionable surroundings, to afford them secular and religious education and to train them to earn a livelihood."

4. The Committee proposes to amend the rule as shown below :—

"2. The object of the institution, which shall comprise two branches, one for boys and one for girls, is to secure for European and Eurasian children of the classes specified in rule 39 a healthy and invigorating climate, to remove them from objectionable surroundings, to afford them secular and religious education, and to train them to earn a livelihood."

5. The alteration is purely verbal and may be adopted.

K. RANGASWAMI AYYANGAR—12-7-11.

L. DAVIDSON—20-7-11.

Approved.

M. H[AMMICK]—25-7-11.

6. Rule 3 runs thus :—

"3. The management of the Asylum shall be vested in a Committee consisting of the General Officer Commanding, 9th Division, "as *ex-officio* Chairman, the Collector of the Nilgiris as *ex-officio* Vice-Chairman, the Assistant Quartermaster-General, 9th Division, "the General Staff Officer, 2nd grade, Southern Army, the Officer Commanding British Infantry Regiment, Wellington, the Civil Surgeon, Ootacamund, and two others to be appointed by Government either by office or by name as official members and three non-official members resident at Ootacamund and elected by the Committee. The Committee shall be directly responsible to Government for the administration of the Asylum, and shall carry out all the orders of Government relating thereto. The Principal shall ordinarily be the secretary to the Committee; but if the Principal be not a Clergyman of the Church of England, a clergyman of that church shall be appointed as chaplain, and the Committee may empower the latter to perform the duties of secretary, and, with the sanction of Government, fix his remuneration as chaplain and secretary and define his duties in relation to those of the Principal."

7. The modifications indicated in the copy of the rules submitted by the Committee have already been approved by Government (G.O., No. 513, Educational, dated 30th August 1910) and the rule above set forth embodies them. The Director of Public Instruction suggests the deletion of the word "and" in line 7. This may be approved. The Director of Public Instruction's suggestion to alter "other" into "others" has reference to the copy of the rules submitted by the Committee where the word "other" is a misprint for "others".

K.R.—12-7-11.

The "and" in line 7 ought to go out. I would also delete the commas before and after "9th Division" and insert "the" before "9th."

L. DAVIDSON—20-7-11.

I agree.

M. H[AMMIK]—25-7-11.

8. Rule 9 runs as follows :—

"9. Members of the Committee may visit the Asylum at any time and shall record any remarks they may have to make in a book provided for that purpose. This book should be laid on the table at each monthly meeting."

9. The alterations shown in the copy of the rules submitted by the Asylum have already been approved by Government (G.O., No. 433, Educational, dated 25th July 1910) and the rule set forth above embodies them. The Director of Public Instruction's suggested alteration is intended only to remedy a clerical error in carrying out the alterations in the Committee's copy of the rules.

K.R.—12-7-11.

L. DAVIDSON—20-7-11.

Approved.

M. H[AMMIK]—25-7-11.

10. Rule 10 is as follows :—

"10. The Committee shall elect six ladies as visitors. These may visit the Female Branch at any time and shall record any remarks they may have to make in a book provided for that purpose. This book should be laid on the table at each monthly meeting."

11. The alterations shown in the Committee's copy have already been approved by Government (G.O., No. 433, Educational, dated 25th July 1910); but the word "shall" should have been altered into "should" as pointed out by the Director of Public Instruction. The rule as reproduced above, embodies the alterations. The

Director of Public Instruction's suggestion to substitute the words "branch for girls" for the words "Female Branch" may be accepted. This alteration will bring the wording of this rule in conformity with that of rule 2, as now proposed to be amended.

K.R.—12-7-11.

Yes.

L. DAVIDSON—20-7-11.

I agree.

M. H[AMMIK]—25-7-11.

11. Rule 11 runs as follows :—

"11. The Principal shall be appointed by Government on the nomination of the committee, to which he shall be directly responsible and subordinate. All other appointments shall be made by the Principal, subject to the confirmation of the committee. The approval of the inspector or the inspectors, as the case may be, shall be obtained before the appointments of teachers are confirmed."

13. The Committee proposes to alter this rule as shown below :—

"11. The Principal shall be appointed by Government on the nomination of the committee, to which he shall be directly responsible and subordinate. All other appointments shall be made by the Principal, subject to the confirmation of the committee. The approval of the inspector shall be obtained before the appointments of teachers are confirmed."

14. The Director of Public Instruction suggests that for the words "the approval of the inspector" in the last sentence may be substituted the words "the approval of the Educational officer charged with the inspection of the institution" and that the following note may be added :—

"Note.—This officer is at present the Inspector of European and Training schools."

15. The Director of Public Instruction's suggestion may be accepted.

K.R.—12-7-11.

Yes, Surely the "confirmation" of the committee ought not to be prescribed in every case *e.g.*, the post of a peon. It is for consideration whether a salary limit should not be laid down and the intervention of the committee restricted to appointments the pay attached to which exceeds that limit. The committee might be asked to propose a limit.

L. DAVIDSON—20-7-11.

Not necessary. The arrangement as it is works well enough. I suppose each Committee meeting passes orders. Let the rule stand as amended by the Director of Public Instruction.

M. H[AMMIK]—25-7-11.

16. Rule 14 runs as follows :—

"14. The Principal shall be responsible for the working of the Asylum, and will, subject to the orders of the committee, have the direction and control of every department. He shall be responsible for the moral and intellectual training of the pupils. If a clergyman, he shall have pastoral charge of the institution. He shall be the executive officer of the committee and shall be held responsible for the accounts; and he shall make all necessary disbursements, subject to the provisions of rule 62. He shall communicate with the chairman, or, in his absence, with the vice-chairman, either directly or through the secretary, if there be a separate secretary; on all important matters which cannot be conveniently postponed to the next meeting of the committee and shall generally be immediately subordinate to the chairman or vice-chairman as representing the Committee."

17. The Committee propose to substitute the words "rules" for the words "rule 62" in line 8. The Director of Public Instruction states that the words to be substituted should be "these rules." This proposal may be accepted.

K.R.—12-7-11.

Yes.

L. DAVIDSON—20-7-11.

Approved.

M. H[AMMICK]—25-7-11.

18. Rule 21 runs thus :—

"21. The institution shall be provided with such accommodation, furniture and appliances as the committee may consider necessary and as are prescribed by the Madras Educational Rules to be necessary for efficient instruction. The advice of the senior medical officer shall be obtained in medical and sanitary matters."

19. The Committee proposes to alter the rule as follows :—

"21. The institution shall be provided with such accommodation, furniture and appliances as the committee may consider necessary and as are prescribed by the Code of Regulations for European schools to be necessary for efficient instruction. The advice of the Civil Surgeon, Ootacamund, shall be obtained in medical and sanitary matters."

20. The Director of Public Instruction would, however, substitute the words "considered by the Educational Department" for the words "prescribed by the Code of Regulations for European schools," as there is at present nothing prescribed in the Code of Regulations for European schools. The proposal may be accepted.

K.R.—12-7-11.

Yes.

L. DAVIDSON—20-7-11.

Yes, accepted.

M. H[AMMICK]—25-7-11.

21. Rule 22 runs as follows :—

"22. *Instruction in literary subjects.*—The courses of instruction prescribed in the educational rules shall be followed. In the male branch instruction shall be given up to the standard of the upper secondary, and in the female branch up to that of the lower secondary examination. All boys shall be taught up to the lower secondary standard and shall receive manual training by means of wood work, or metal or other work, in accordance with a scheme to be approved of by the Director of Public Instruction. On passing the lower secondary examination, such of the boys of good and approved character as are bright and possess literary tastes shall be taken on the upper secondary course."

22. The Committee propose to modify the rule as follows :—

"22. *Instruction in literary subjects.*—The courses of instruction prescribed in the educational rules shall be followed. In the male branch instruction shall be given up to the high school standard. On passing the middle school examination, such of the boys of good and approved character as are bright and possess literary tastes shall be taken on the high school course."

23. The above alterations are rendered necessary by the opening of high school classes in the girls' school and the abolition of the technical schools sanctioned in G.O., No. 2, Educational, dated 2nd January 1899.

24. The Director of Public Instruction proposes to recast the rule as shown below :—

"Provision shall be made for imparting instruction to both boys and girls up to a high school standard according to the courses prescribed by the Educational Department, but only such pupils as would clearly benefit by a high school education shall be allowed to continue beyond the middle school. The courses taken up in the school shall be those which have for their object the preparation of pupils for a commercial or industrial career and for work for which a university training is not ordinarily necessary."

25. The Director of Public Instruction's suggestion may be approved.

K.R.—12-7-11.

L. DAVIDSON—20-7-11.

Approved.

M. H[AMMICK]—25-7-11.

26. Rule 23 runs thus :—

"23. *Instruction in technical subjects.*—In the male branch instruction shall be given in drawing, in music, in commercial correspondence and in shorthand or typewriting up to the standard of the intermediate technical examination, and in telegraphy up to the standard required for the telegraph department. Boys who are selected to enter on the upper secondary course shall be taught, in addition to drawing, two other optional subjects, in lieu of a second language as prescribed for the upper secondary examination. Other boys, after passing the lower secondary examination, will be taught telegraphy or music, or be prepared for the civil and military medical entrance examinations or for the examination of Inspectors' assistants for the Madras and other railways."

27. The Committee would amend the rule as shown below :—

"23. *Instruction in technical subjects.*—In the male branch instruction shall be given in drawing, in music, in commercial correspondence and in shorthand or typewriting up to the standard of the intermediate technical examination, and in telegraphy up to the standard required for the telegraph department. [Boys who are selected to enter on the high school course shall be taught, in addition to drawing, two other optional subjects, in lieu of a second language as prescribed for the high school examination.] Other boys, after passing the middle school standard, will be taught telegraphy or music, or be prepared for the civil and military medical entrance examinations or for the examination of Inspectors' assistants for the Madras and other railways."

28. In support of the amendments proposed, the Committee states that the Code now allows schools to pass pupils through the VII standard (middle school) without necessarily passing the Government examination.

29. The Director of Public Instruction suggests that for the second sentence in the rule (*vide* portion enclosed in brackets in paragraph 27) be substituted "Boys who are selected to enter on the high school course shall follow the curriculum for European high schools of class A A," as this is the type of curriculum which has been recommended by Inspecting officers and is to be adopted in the school. He also suggests that the words "subject to the general approval of the Inspector" be inserted between "will" and "be taught" in the third sentence.

30. The suggestions of the Director of Public Instruction may be adopted.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Yes. Approved.

M. H[AMMICK]—25-7-11.

31. Rule 29 runs as follows :—

"29. *General education and technical classes.*—The scheme of standards or classes shall correspond with that prescribed in the Educational rules and the Government technical examination notification."

32. The Director of Public Instruction proposes to alter it as follows:—

"29. *General education and technical classes.*—The scheme of standards or classes shall correspond with that prescribed in the Code of Regulations for European schools and the Government technical examination notification."

33. The alteration is consequential—*vide* rule 21, page 4 *ante*—and may be approved.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

34. Rule 31 runs thus:—

"31. *Special class.*—Special classes may be held for pupils preparing for the medical and railway examinations."

35. The Committee proposes to modify it as follows:—

"31. *Special class.*—Special classes may be held for pupils preparing for the medical and railway examinations, and for the Senior Oxford and Cambridge local examinations and such other subjects as may be approved by the Director of Public Instruction."

36. The addition is intended to give greater scope, as it is possible, for instance, that at some time the Veterinary or some technical department may offer openings for the Lawrence Asylum boys.

37. The Director of Public Instruction suggests the substitution of the following for the addition proposed by the Committee:—

"Other special classes may be held with the approval of the Director of Public Instruction."

This may be accepted.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

38. Rule 32 runs as follows:—

"32. The maximum strength, exclusive of day scholars, of the male branch shall be 300, and of the female branch, 165. There shall be no limits to the strength of any particular class, except such as are laid down in chapter III of the Educational rules."

39. The Committee proposes to substitute the words "the Code of Regulations for European schools" for the words "chapter III of the Educational rules" occurring at the end of the rule.

40. This is a mere consequential alteration.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

41. Rule 35 runs thus:—

"35. The Secretary, in announcing to the parent or guardian the election of a candidate, shall fix a reasonable time for the candidate to join. If the candidate does not join within the period fixed, the fact shall be reported to the Committee."

42. The Committee proposes to substitute the word "selection" for the word "election." The amendment is verbal and may be adopted.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

43. Rule 36 runs thus:—

"36. On any boy attaining the age of sixteen (or eighteen in the case of boys allowed to enter on their *upper secondary* course) or any girl that of eighteen, the Principal shall report the circumstances to the committee, and the committee shall call upon the parent or guardian to remove the pupil. In the event of such pupil having neither parent nor guardian, the committee shall take such measures as may seem best for the pupil's settlement in life. This rule, however, shall not prevent the committee from accepting any suitable situation for a girl who shall have attained the age of sixteen years."

44. The Committee would substitute the words "high school" for "upper secondary" in line 2 of the rule. The alteration is consequential.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

45. Rule 39 now stands as follows:—

"39. The following is the order in which claims for admission shall be considered:—

"(1) The orphan children of fathers who have been killed in action, or have died on service, preference being given to children of pure European parentage.

"(2) Orphan children of European commissioned officers and of civil medical officers, if left destitute.

"(3) Orphan children of European officers and soldiers, and of Europeans in the marine and medical services, preference being given to those who have lost both parents.

"(4) Orphan children of Eurasian officers and soldiers, and of Eurasians in the medical service, preference being given to those who have lost both parents.

"(5) Children of any of the above whose fathers are living, preference being given to children of European fathers.

"(6) Children of European or Eurasian officers and soldiers, and of Europeans or Eurasians in the medical service, transferred to the invalid or pension establishments, preference being given to the children of European fathers."

46. The Committee would amend the rule as shown below:—

"39. The following is the order in which claims for admission shall be considered:—

"(1) The orphan children of fathers who have been killed in action, or have died of wounds received or sickness contracted on active service, preference being given to children of pure European parentage.

"(2) Orphan children of European commissioned officers and of civil medical officers, if left destitute.

"(3) Orphan children of European officers and soldiers, and of Europeans in the marine and medical services, preference being given to those who have lost both parents.

"(4) Orphan children of Eurasian officers and soldiers, and of Eurasians in the marine and medical services, preference being given to those who have lost both parents.

"(5) Children of any of the above whose fathers are still serving, preference being given to children of European fathers.

"(6) Children of European or Eurasian officers and soldiers, and of Europeans or Eurasians in the marine and medical services, transferred to the invalid or pension establishments, preference being given to the children of European fathers.

"(7) Orphan children of volunteers, who at the time of their death were borne on the rolls.

"(8) Orphan children of civilians, connected or unconnected with the public service, one of whose parents is or was of pure European descent, and who are destitute.

"(9) Children of volunteers who are living and who have had seven years' effective service.

"(10) Children of civilians, not being orphans and destitute."

47. The alterations in clauses (1) and (5) are intended to make the meaning clear, while those in clauses (4) and (6) are for the purpose of bringing these clauses in a line with clause (3). The proposals may be approved.

K.R.—12-7-11.

These amendments are sound. The reasons are better stated in the current.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

48. Rule 41 runs thus :—

“41. The children of soldiers of the rank of corporal or private, or of pensioners who are drawing only the pay of those ranks, shall be admitted free of charge.”

49. The Committee proposes to alter this rule as follows :—

“41. The children of soldiers of the rank of corporal or private shall be admitted free of charge beyond payment of the subsistence allowance drawn for them.”

50. The amendment is intended to make express provision in the rules for the payment to the Asylum of the subsistence allowance given by the Military department on behalf of the children of soldiers. This may be approved, as it only embodies existing practice.

K.R.—12-7-11.

Pensioners are dealt with by an amendment in rule 42 below.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

51. Rule 42 runs as follows :—

“42. Children whose fathers or step-fathers are above the rank of corporal shall be charged for according to the following scale, except under extraordinary circumstances, when the power of exemption from or reduction of payment shall be exercised by the committee :—

When the income of the fathers or step-fathers is per mensem	First child	Second child.	Third child.	Fourth child.	Remarks.
Rs. 30 and upwards, but less than Rs. 40	3	Free.	Free.	Free.	Rs. 8 for 4 children.
“ 40 “ “ “ 50	4	1	“	“	“ 5 “
“ 50 “ “ “ 60	5	2	“	“	“ 7 “
“ 60 “ “ “ 70	6	3	1	“	“ 10 “
“ 70 “ “ “ 80	7	4	2	“	“ 13 “
“ 80 “ “ “ 90	8	5	3	1	“ 17 “
“ 90 “ “ “ 100	9	6	4	2	“ 21 “
“ 100 “ “ “ 110	10	7	5	3	“ 25 “
“ 110 “ “ “ 120	11	8	6	4	“ 29 “
“ 120 “ “ “ 130	12	9	7	5	“ 33 “
“ 130 “ “ “ 140	13	10	8	6	“ 37 “
“ 140 “ “ “ 150	14	11	9	7	“ 41 “
“ 150 “ “ “ 160	15	12	10	8	“ 45 “
“ 160 “ “ “ 170	16	13	11	9	“ 49 “
“ 170 “ “ “ 180	17	14	12	10	“ 53 “
“ 180 “ “ “ 190	18	15	13	11	“ 57 “
“ 190 “ “ “ 200	19	16	14	12	“ 61 “
“ 200 and above	20	17	15	13	“ 65 “

“Note.—‘Income’ means the pay and allowances, staff or consolidated pay, exchange compensation allowance, charge allowance, and all other items of personal remuneration drawn by an individual, but does not include horse allowances if drawn as a separate item, office and contract allowances, ration money, messing allowance, clothing allowance, or subsistence allowance for wife and children.”

52. The Committee proposes to add the words “or are pensioners” after the word “corporal” in line 2, and to insert the following as the first item in the schedule :—

L. DAVIDSON.

“Income under Rs. 30 per mensem. Free. Free. Free. Free.”

The proposals may be approved. The rule as it now stands makes fees payable only in respect of pupils whose fathers or step-fathers are in receipt of an income of Rs. 30 per mensem and upwards. The proposal to insert a new clause in the schedule is unnecessary, as the existing rule is clear; but if it is considered necessary, the insertion of “under Rs. 30” in column 1 and of the word “free” in the next four columns would be sufficient.

K.R.—12-7-11.

Approved.

M. H[AMMICK]—25-7-11.

53. Rule 42-A [43] runs thus :—

“42-A. When the fees payable in respect of any pupil have not been paid on the date fixed for the payment of such fees, the Principal, with the consent of the Committee, shall give notice by registered letter to the parent or guardian of such pupil that unless the fees are paid within 15 days of the receipt of notice, the name of such pupil will be struck off the rolls. In the event of the pupil being re-admitted to the Asylum, he shall pay, in addition to the amount of fees due by him on the date on which his name was struck off, a fine not exceeding two annas in the rupee for each rupee due by him.”

54. It is proposed to substitute the word “Secretary” for the word “Principal” in line 2, as the transaction referred to in the rule is an office transaction. The alteration may be accepted.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

55. Rule 44 [45] runs as follows :—

“44. The children of civilians, not being orphan and destitute, may be admitted on payment of Rs. 20 per mensem for a child under 12 years of age and Rs. 25 per mensem for a child above 12 years of age; [Provided that such children shall only be admitted if vacancies exist, which no eligible children belonging to the classes specified in rule 39 are available to fill].”

56. The Committee proposes to omit the proviso, as it is both inaccurate and redundant, having regard to the provisions of rule 39.

57. This alteration may be approved.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

58. Rule 47 [46] runs as follows :—

“46. A scholarship of Rs. 15 per mensem, tenable for three years, may be awarded annually to any boy who has passed the lower secondary examination in the first class, to enable him to proceed to a recognized school, approved of by the committee, to study for the matriculation examination. On his passing that examination he shall be awarded a scholarship of Rs. 20, tenable for two years, on similar terms, to enable him to study for the first examination in arts. If he passes this examination and undertakes to study in an approved college for the B.A. degree examination, the scholarship shall be raised to Rs. 25 for the first year of the B.A. course and to Rs. 30 for the second year.”

59. The Committee proposes to substitute "may" for "shall" in lines 6 and 10 and to substitute "middle school" for "lower secondary" in line 3.

60. The Director of Public Instruction would recast the rule as shown below :—

"A scholarship of Rs. 20 per mensem may be awarded annually to any pupil who, in the opinion of the committee, is likely to profit by higher education to enable him to proceed to a college affiliated to the University of Madras to study for the intermediate examination in arts or to enter some technical school or college. The scholarship shall be tenable for two years but may be renewed for such further period as may be necessary to enable the student to continue reading for the B.A. degree or to complete the course of study in a technical college and its value may be increased to Rs. 25 per mensem for the first, to Rs. 30 for the second and to Rs. 35 for the third and subsequent years of renewal."

61. The Director of Public Instruction considers that the provision of scholarships for any below the college classes is unnecessary, as there is nothing to prevent boys going straight from the Lawrence Asylum to a college on passing the high school examination. The revised rule proposed by him, which has been substantially accepted by the Committee, may be approved. The Lawrence Asylum now teaches up to the high school standard—*vide* rule 22, page 4 *supra*.

K.R.—12-7-11.

May be approved.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

62. Rule 47 [48] runs as follows :—

"47. Two scholarships of the value of Rs. 15 each per mensem, and tenable for two or more years, may be awarded annually to boys who show an aptitude for any particular trade or industry to enable them to learn that trade or industry in some well-known firm or institution approved of by the committee. Such pupils shall, if living in Madras, be boarded and lodged ordinarily in the Civil Orphan Asylum (with the consent of the committee of that asylum), and their scholarships shall be paid to the trustees in view of defraying their boarding and other expenses. The names of pupils thus sent out shall be borne on the strength of the asylum."

63. The committee would alter the rule as shown below :—

"47. Two or more scholarships of the value of Rs. 15 each per mensem, and tenable for two or more years, may be awarded annually to boys who show an aptitude for any particular trade or industry to enable them to learn that trade or industry in some well-known firm or institution approved of by the Committee. [Such pupils shall, if living in Madras, be boarded and lodged ordinarily in the Civil Orphan Asylum (with the consent of the Committee of that asylum), and their scholarships shall be paid to the trustees in view of defraying their boarding and other expenses.] The names of pupils thus sent out shall be borne on the strength of the asylum."

64. The insertion of the words "or more" in the first line gives greater liberty to the Committee as to the number of scholarships to be awarded, subject to consideration of ways and means. The reason for the omission of the second sentence is that the Civil Orphan Asylum does not accept boarders.

65. These alterations do not call for any remarks.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

66. Rule 48 [49] runs as follows :—

"48. A stipend of the value of Rs. 20 per mensem, tenable for one year, shall be annually awarded to a girl who has passed the lower secondary examination with credit, with a view to her being trained as a schoolmistress in a training school approved of by the committee."

67. The Committee would alter the rule as shown below :—

"48. A stipend of the value of Rs. 20 per mensem, tenable for one or more years may be awarded annually to a girl who has passed the middle school examination with credit, with a view to her being trained as a schoolmistress in a training school approved of by the committee."

68. The alterations would make the grant of scholarships permissive and not obligatory as under the existing rule.

K.R.—12-7-11.

May be accepted.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

69. Rule 49 [50] runs as follows :—

"49. Scholarships and stipends shall be liable to reduction or withdrawal for misconduct, idleness or want of progress. Brief half-yearly reports on the conduct and progress of scholarship-holders and stipendiaries shall be furnished to the committee by the head of the institutions in which they study."

70. The Committee does not propose to alter this rule. The Director of Public Instruction however suggests that the second sentence of the rule should be recast as shown below :—

"Heads of institutions shall be requested to furnish brief half-yearly reports on the conduct and progress of scholarship-holders and stipendiaries."

The reason for the proposed alteration is apparent and it may be accepted.

K.R.—12-7-11.

Approved.

L. DAVIDSON—23-7-11.

M. H[AMMICK]—25-7-11.

71. Rule 50 [51] runs as follows :—

"50. Stipendiaries sent to training institutions shall be required to enter with the committee into an agreement of the kind prescribed for Government stipendiaries in chapter VI of the Educational rules."

72. As proposed to be altered by the Committee, the rule will run as shown below :—

"50. Stipendiaries sent to training institutions may be required to enter with the committee into such agreement as may be prescribed for Government stipendiaries."

73. It is stated that no such agreement is now prescribed and that none was ever actually entered into. Power is now reserved to Government to prescribe such agreement, if necessary, and the rule thus provides for a contingency.

K.R.—12-7-11.

[I am not certain that it would not be wise to give the Committee power to prescribe agreements irrespective of this course being laid down for Government stipendiaries. But it is not necessary to do this.]

L. DAVIDSON—23-7-11.

We may approve.

M. H[AMMICK]—25-7-11.

74. Rue 52 [53] stands thus :—

"52. The school shall be closed for the Christmas vacation for a period not exceeding two months, and there shall be no midsummer vacation. The Principal shall have power to grant such of the miscellaneous holidays mentioned in chapter VII of the Educational rules, fifth edition, as he may consider necessary with reference to the special character of the institution."

75. The Committee proposes to alter the rule by omitting the reference to the Educational Rules and would substitute the following for the words "such of the miscellaneous holidays mentioned in chapter VII of the Educational Rules, 5th edition as," namely.

"Such miscellaneous holidays as are consistent with the provisions of the Code of Regulations for European schools and which."

76. The alterations may be approved.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

77. Rule 53 [54] runs thus :—

"53. The Principal shall have power to grant such leave as he may consider necessary to pupils on application by their parents or guardians. He shall also have power, subject to the confirmation of the committee, to dismiss any pupil for grave misconduct, provided that the pupil shall not be sent out of the institution until the parents or guardians have been communicated with and have either in person or otherwise taken charge of the pupil."

78. The Committee would alter the rule as follows :—

"53. The Principal shall have power to grant such leave as he may consider necessary to pupils on application by their parents or guardians. He shall also have power, subject to the confirmation of the committee, to dismiss any pupil for grave misconduct, provided that the pupil shall not be sent out of the institution until the parents or guardians have been communicated with."

79. It is stated that a case recently occurred in which the mother of two children obstinately refused to receive them or to withdraw them from the Asylum. As the rule now stands, parents are able to offer passive resistance for an indefinite period. It is proposed to leave it open to the Principal or the Committee to take such further action as may be called for in the case of contumacious parents and not to bind them by a cast iron rule. The proposed alteration seems to be necessary.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

I know the case. The lady gave me trouble. Approved.

M. H[AMMICK]—25-7-11.

80. Rule 54 [55] runs as follows :—

"54. *Public Examinations*.—The pupils of the third and sixth forms shall ordinarily be presented for the lower secondary and upper secondary examinations, respectively. The pupils of the telegraph class shall be presented for examination in telegraphy in accordance with the regulations of the telegraph department."

81. The Committee proposes to substitute "VIIth and IXth standards" for "IIIrd and VIth forms", and the words "middle and high school" for the words "lower secondary and upper secondary."

The amendments are consequential.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

82. Rule 55 [56] runs as follows :—

"55. Arrangements will also be made for preparing some of the boys who have passed the lower secondary examination for the civil and military medical entrance examinations and for the examination of inspectors' assistants in the Madras and other railways. Pupils will also be prepared for the Government technical examinations in the subjects taught in the Asylum."

83. The Committee would substitute the words "middle school" for "lower secondary". This is also a consequential alteration.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

84. Rule 56 [57] runs as shown below :—

"56. *Inspection*.—The male branch shall be annually inspected and examined by the Inspector of schools and the female branch by the Inspectress of girls' schools in accordance with the Madras Educational rules. In addition to the annual inspection of the male branch by the Inspector, the technical class shall be inspected and examined by such other officer or officers as may, from time to time, be appointed by the Director."

85. The Committee would substitute the words "Both branches" for the words "The male branch," delete the words "and the female branch by the Inspectress of girls' schools," and substitute the words "Code of Regulations for European schools" for "Madras Educational rules." The word "shall" occurring in the 5th line is also to be replaced by "may."

86. The Director of Public Instruction suggests that the following may be substituted for the whole rule :—

"The institution shall be inspected annually by such officer or officers as Government may, from time to time, entrust with this duty."

87. The revised rule suggested by the Director of Public Instruction is in general terms and may be accepted.

K.R.—12-7-11.

I would replace "Government" in the Director of Public Instruction's draft by "The Director of Public Instruction." If Government wishes to intervene it can always order the Director of Public Instruction to depute a particular officer.

L. DAVIDSON—23-7-11.

I agree with the Secretary.

M. H[AMMICK]—25-7-11.

88. Rule 58 [59] runs as follows :—

"58. The Principal shall keep a register of all pupils who leave the institution and who have not obtained employment. He shall furnish the President of the Eurasian and Anglo-Indian Association and the agents and managers of the Madras and South Indian railways with extracts therefrom, and shall afford the students all reasonable assistance in his power in securing for them a fair start in life. Each pupil shall be required to furnish the Principal half-yearly for three years after leaving the institution with information as to how he is employed, in order that the history of former pupils may be correctly kept."

89. The Committee proposes to substitute the word "invited" for "required." It is stated that the Principal has no power to enforce the rule as it now stands.

An immaterial change, hardly worth making, but I would not veto the Committee's recommendation in regard to so small a point.

L. DAVIDSON—23-7-11.

90. The Director of Public Instruction considers the proposed alteration unnecessary. The word "required" seems to be unobjectionable.

K.R.—1-7-11.

I agree.

M. H[AMMICK]—25-7-11.

91. The Director of Public Instruction would alter "Madras and South Indian railways" into "Madras and Southern Mahratta railway and the South Indian railway." This may be accepted.

Yes.

M. H[AMMICK]—25-7-11.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

92. Rule 59 [60] runs as shown below:—

"59. In addition to a time-table and a log-book, the following registers shall be kept in accordance with the educational rules:—

- "(1) A register of admissions and withdrawals for each class.
- "(2) A monthly register of attendance and fees.
- "(3) An acquaintance roll.
- "(4) A library catalogue and register.
- "(5) A register of drill and gymnastics.
- "(6) A register of corporal punishments.
- "(7) A register of scholarships.
- "(8) A history of former pupils."

93. The Director of Public Instruction proposes to alter the rule as follows:—

"In addition to the records required by article 82 of the Code of Regulations for European schools the following shall be kept:—

- "(1) A library catalogue and register.
- "(2) A register of drill and gymnastics.
- "(3) A register of corporal punishments.
- "(4) A register of scholarships.
- "(5) A history of former pupils."

94. The Director of Public Instruction's altered rule may be accepted.

Yes.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

95. Rule 61 [62] runs thus:—

"61. The Committee shall see that the expenditure of the year is in accordance with the budget as sanctioned by Government. When any important variations in the allotments are necessary, the committee shall obtain the sanction of Government for such change. The committee shall appoint a finance sub-committee of two members to scrutinize the accounts and to pass, pending the sanction of Government, such charges as are urgent and unforeseen and for which no allotment has been made in the budget."

96. The Committee proposes to substitute the words "of the Committee" for the words "of Government" in line 7 and to add at the end the words "provided that the total budget allotment is not thereby exceeded."

I would say "grant" here.

L. DAVIDSON.

97. The Committee invites attention to G.O., No. 659, Educational, dated 22nd December 1909, especially to paragraph 3 of Mr. Padfield's letter and to paragraph 2 of the Government Order and urges that it does not desire that the audit should be relaxed in any way and does not press for the grant of largely extended powers, but that considering that it consists of highly placed officers both military and civil and that the chairman is in the responsible position of a Divisional Commander, it is

not unreasonable to ask for extended powers within the budget provision. The Committee points out that such a concession will also relieve the Government of some petty work while no possible office. (Mr. Padfield has often told me this is disadvantage is likely to accrue. The case and he has personal experience of Committee further urges that the powers now asked for are vested in the Committees of other asylums.)

L. DAVIDSON.

98. The question of the grant of extended financial powers to the Committee was raised in 1909 in connection with the report on the audit of the accounts of the asylum for the year 1908-1909. Attention is solicited to the last portion of the remarks of the sub-committee on page 16 of G.O., No. 659, Educational, dated 22nd December 1909.

of G.O., No. 659, Educational, dated 22nd December 1909, to paragraphs 35 to 40 of the office note on pages 7 to 9 of the notes to that Government Order and the Honourable Member's remarks on pages 9 and 10 of the notes. It will be seen from these notes and also from the notes with G.O., No. 320, Educational, dated 29th April 1908, that the Government held the opinion that it was absolutely necessary to maintain the control which they had over the financial administration of the Committee. The present request of the Committee to be given the power to sanction urgent and unforeseen expenditure, subject to the condition that the total budget allotment is not exceeded seems to be a reasonable demand. District boards have been given certain powers in regard to varying the sanctioned budget allotments in order to meet urgent and unforeseen expenditure. This rule which is contained in article 813 of the Local Fund Code authorizes the boards to sanction transfers of allotment from one major or minor head in the budget to another major or minor head, subject to the limitations—

(1) that if, at the end of the year, the total allotment of the year is found to have been exceeded, a special report should be submitted to Government stating the reasons why the excess could not be foreseen during the course of the year and the sanction of the Government obtained for the admission of the excess expenditure; and

(2) that excesses of over 5 per cent. under any major head are reported to Government with a suitable explanation.

Similar powers have also been given to municipal councils—(vide articles 5 to 8 of the Municipal Account Code) and to Cantonment Committees—(vide section 33 of the Cantonment Code). It is for consideration whether the financial powers of the Lawrence Asylum Committee may be extended on similar lines, the Committee being authorized to sanction transfers of allotments from one major or minor head to another major or minor head subject to the conditions—

(1) that the total budget allotment is not exceeded; and

(2) that the sanctioned allotment under any major head is not varied by more than 5 per cent.

K.R.—12-7-11.

The change suggested in the wording of the rule will allow the Committee to pass urgent and unforeseen charges for which no provision is made in the budget. Under the second sentence they will still have to obtain Government sanction for all "important variations in the allotments." I see no objection to the modification.

L. DAVIDSON—23-7-11.

It would be best, I think, to make the wording run thus. After the words "for such change" insert the words "subject to this provision the Committee may appoint a finance sub-committee, etc.," as drafted now by the Committee.

The insertion of the words "subject to the provision" will make it more clear that important variations are to be reported to Government.

I approve of the change suggested with the above amendment.

M. H[AMMICK]—25-7-11.

99. Rule 62 [68] runs thus:—

"62. All money belonging to the institution shall be lodged
"with the Bank of Madras in the names of the chairman and vice-
"chairman, one of whom, or, in the absence of both of them, the
"Assistant Quartermaster-General, IX Division, shall countersign all
"drafts thereon which are signed by the Principal. The Committee
"shall invest all surplus income, after providing a sufficient cash
"balance, in Government securities or in the Post Office in the
"names of the trustees appointed by Government viz., the Director
"of Public Instruction and the Collector of the Nilgiris."

100. The Committee proposes to insert after the words "IX Division", the following words, namely, "or in the absence of all three, any member of the Committee".

It is stated that the Chairman and the Assistant Quartermaster-General have both been away from Ootacamund, and that if the Collector (Vice-Chairman) had also been in camp there would have been considerable difficulty in getting cheques countersigned. This contingency, however, will be very rare.

101. In G.O., No. 757, Educational, dated 7th November 1908, special authority was given to one of the members of the Committee to countersign cheques of the Lawrence Asylum in the absence of the Chairman and the Vice-Chairman and the Assistant Adjutant-General. The present request of the Committee is to make the rule general. There appears to be no objection to the proposal.

K.R.—12-7-11.

None, and occasions do arise when the rule as at present worded causes inconvenience.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

102. Rule 64 [65] runs as follows:—

"64. The Committee shall, not later than the 31st August of
"each year, submit to Government, through the Director of Public
"Instruction, a report upon the condition and progress of the Asylum
"during the preceding official year, the following documents forming
"appendices thereto:—

"(a) A statement of accounts, in which the actual expenditure
"under each head shall be compared with the budget provision.

"(b) Extracts from the reports of inspecting officers and
"special examiners.

"(c) A statement showing the history of former pupils."

103. The Committee proposes that the date for the annual report should be changed from 31st August to 31st March and that it should be stated that the report should be for the calendar year. These alterations are in accordance with existing practice.

104. These alterations may be approved.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

105. Rule 66 [67] runs thus:—

"66. The Senior Medical officer at Ootacamund shall be in
"medical charge of the Asylum and shall visit the institution at least
"once a week and whenever it is necessary."

106. The words "Civil Surgeon" are to be substituted for "Senior Medical officer". The latter is the correct term —cf. rule 21, page 4 ante—and the alteration may be approved.

K.R.—12-7-11.

L. DAVIDSON—23-7-11.

Approved.

M. H[AMMICK]—25-7-11.

107. Rule 67 [68] runs as follows:—

"67. This Code, with such alterations as may have been made
"during the preceding twelve months, shall be published annually in
"the Lawrence Asylum Press Almanac, and copies of it shall be sent
"to the Commanding Officers of the regiments and batteries serving
"in the Madras Presidency."

108. The Committee proposes to substitute the words "British units of the Southern Army" for the last nine words of the rule. The alteration is verbal.

109. The Committee suggests and the Director of Public Instruction supports the suggestion, that the rules commencing from rule 42-A should be renumbered. This will be done when orders have been passed on these notes.

K.R.—12-7-11.

It does not seem necessary to trouble His Excellency the Governor with this series of petty alterations.

L. DAVIDSON—23-7-11.

Approved.

2. His Excellency need not be troubled with this. I have noted within.

M. H[AMMICK]—25-7-11.

Draft submitted for approval.

K.R.—27-7-11.

L. DAVIDSON—23-7-11.

[G.O., No. 521, Educational, dated 31st July 1911.]

Educational DEPARTMENT.

READ AGAIN G.O., No. _____, dated _____, 19____

” ” ” ” ” ” 19

READ ALSO:—

C. No. 1414, From the D. O. J., No. 130, dated 14-6-1944.

19

19

ORDER

No. 521, dated 31. 7. 1911.

P.S.

Sparks

The revised draft of the rules relating to the Lawrence Hughes Octacommund, submitted by the Committee, together with the amendments suggested by the D.O.D. are approved with a few verbal alterations.

2. The rules, as now revised are printed as an appendix to these proceedings.

$$\begin{array}{r} \textcircled{\text{R}} \\ 29 \overline{) 7.11} \end{array}$$

28.7.11

To The Committee of the L^d. of the
" D. P. J. \$ & p
Accountant General. 7/9

8/10
7/9/11

Appendix

2

Appendix

12 113A

RULES REGULATING THE CONSTITUTION AND WORKING OF THE
LAWRENCE ASYLUM, OOTACAMUND.

[Revised up to 20th April 1909]

1. The following code of rules relating to the constitution and working of the Lawrence Asylum, Ootacamund, has been sanctioned by Government, and shall have effect from 1st January 1901.

In these rules the term "Eurasian" shall be restricted to the children of European fathers by Eurasian or native mothers, and of Eurasian fathers and mothers, of whom both are the children of Europeans.

OBJECT.

2. The object of the Institution, which shall consist of a male and a female branch, is to secure for European and Eurasian children of the classes specified in rule 39 a healthy and invigorating climate, to remove them from objectionable surroundings, to afford them secular and religious education, and to train them to earn a livelihood.

CONTROL.

3. The management of the Asylum shall be vested in a Committee, consisting of the Colonel on the Staff, Commanding the Southern Brigade as *ex-officio* chairman, the Collector of the Nilgiris as *ex-officio* vice-chairman, the two Assistant Adjutants-General, 9th (Sudderbuck) Division, the Commandant of the depot at Wellington, the Civil Surgeon, Ootacamund, and two others to be appointed by Government either by office or by name as official members, and three non-official members resident at Ootacamund. And elected by the Committee. The Committee shall be directly responsible to Government for the administration of the Asylum, and shall carry out all the orders of Government relating thereto. The Principal shall ordinarily be the Secretary to the Committee; but if the Principal be not a clergyman of the Church of England, a clergyman of that Church shall be appointed as Chaplain, and the Committee may empower the latter to perform the duties of Secretary, and, with the sanction of Government, fix his remuneration as Chaplain and Secretary and define his duties in relation to those of the Principal.

4. A meeting of the Committee shall be held every month for the transaction of business. Three members shall form a quorum. In the absence of the chairman and the vice-chairman, the Committee shall elect its own chairman.

5. Any three members shall have the power of convening an extraordinary meeting on giving the chairman, or, in his absence, the vice-chairman, through the secretary, one week's notice.

G.O., No. 213, Educational, dated 5th April 1904.
G.O., No. 513, Educational, dated 27th July 1905.
G.O., No. 423, Educational, dated 15th June 1909.

General officer Commanding the
G. Division,

Comprise two branches one for boys and one for girls

the Assistant Quarter Master General, 9th Div., the General Staff Officer, 2nd grade, Southern Army, The Officer Commanding the British Infantry Regiment,

6. A non-official member may at any time resign by giving notice, in writing, to the chairman, or, in his absence, the vice-chairman, through the secretary. He shall also be held to have vacated his appointment if he ceases for a period of three consecutive months to reside at Ootacamund, or if he fails to attend three consecutive meetings of the Committee. The Committee shall supply any vacancy which occurs and report the appointment to Government.

7. The chairman, or, in his absence, the vice-chairman, shall have power to defer declaring a resolution to have been carried, until he shall have obtained in writing the opinion, on the point at issue, of members who may have been absent from the meeting.

8. All letters to Government shall be passed by the Committee and shall be signed by the chairman or the vice-chairman, or, during the absence of both from head-quarters, by the secretary for the chairman, and shall be submitted through the Director of Public Instruction.

9. The Committee shall, at each monthly meeting, appoint two of their members to visit the institution during the ensuing month. These shall record any remarks they may have to make in a book provided for that purpose. The book shall be laid on the table at each monthly meeting.

10. The Committee shall elect six ladies resident in Ootacamund as visitors, two of whom shall be appointed at each monthly meeting to visit the female branch during the ensuing month. These shall record any remarks they may have to make in a book provided for that purpose. This book shall be laid on the table at each monthly meeting.

STAFF.

11. The Principal shall be appointed by Government on the nomination of the committee, to which he shall be directly responsible and subordinate. All other appointments shall be made by the Principal, subject to the confirmation of the Committee. The approval of the Inspector or the Inspectress, as the case may be, shall be obtained before the appointments of teachers are confirmed.

12. The Principal, besides possessing suitable educational and administrative qualifications, shall be a member of the Church of England and a clergyman. If however, at any time, a duly qualified clergyman is not available, a military officer, who is a member of the Church of England, may be appointed.

13. Government may dispense with the services of the Principal at any time on giving him six months' notice or six months' salary in lieu of notice. Before resigning his appointment, the Principal shall give six months' notice, unless a shorter notice be accepted by Government.

14. The Principal shall be responsible for the working of the Asylum, and will, subject to the orders of the Committee, have the direction and control of every department. He shall be responsible for the moral and intellectual

training of the pupils. If a clergyman, he shall have pastoral charge of the institution. He shall be the executive officer of the Committee and shall be held responsible for the accounts; and he shall make all necessary disbursements, subject to the provisions of rule 69. He shall communicate with the chairman, or, in his absence, with the vice-chairman, either directly or through the secretary, if there be a separate secretary, on all important matters which cannot be conveniently postponed to the next meeting of the Committee and shall generally be immediately subordinate to the chairman or vice-chairman as representing the Committee.

15. The Principal or the Chaplain specially appointed by the Committee under rule 3 shall, besides performing all such religious services as he may be required to perform by the Committee with the sanction of Government, give religious catechetical instruction to all the pupils, except such as are exempted by these rules.

16. The headmaster shall, under the orders and control of the Principal, superintend the tuition in the male branch and take such part in the teaching as the Principal may direct.

17. The headmistress shall, under the orders and control of the Principal, superintend the tuition in the female branch, and take such part in the teaching as the Principal may direct. She shall also be responsible for the moral and intellectual training of the girls, who shall be subject to her control, both in and out of school.

18. The assistant teachers in the male branch shall be under the immediate direction of the headmaster, subject to the general authority of the Principal.

19. The assistant teachers in the female branch shall be under the immediate direction of the headmistress, and shall assist her both in and out of school, subject to the general authority of the Principal.

20. The domestic arrangements of the male branch shall be under the control of the Principal. Those of the female branch shall, subject to the approval of the Principal, be carried out by a matron subordinate to the headmistress. The matron shall instruct the girls in the duties of housewifery and be present at their meals. In her absence, the headmistress or one of the assistant mistresses shall be present at meals.

ACCOMMODATION, FURNITURE AND APPLIANCES.

21. The institution shall be provided with such accommodation, furniture and appliances as the Committee may consider necessary and as are prescribed by the Madras educational rules to be necessary for efficient instruction. The advice of the senior medical officer shall be obtained in medical and sanitary matters.

COURSES OF INSTRUCTION.

22. Instruction in literary subjects.—The courses of instruction prescribed in the educational rules shall be followed. In the male

G.O., No. 764, Educational, dated 13th November 1908.

G.O., No. 764, Educational, dated 13th November 1908.

are considered by the Educational Department

Provision shall be made for imparting instruction to both boys and girls up to a high school standard according to the courses prescribed by the Educational Department but only such pupils as would clearly benefit by

Members of the committee may visit the Asylum at any time and should be

These may visit the branch for girls and

Educational officer charged with the inspection of the institution

Note. This officer is at present the Inspector of European and Training Schools

G.O. No. 764, Educational, dated 13th November 1908.

a high school education shall be allowed to continue beyond the middle school. The courses taken up in the school shall be those which have for their object the preparation of pupils for a commercial or industrial career and for work for which a University training is not ordinarily necessary.

Boys who are selected to enter on the high school course shall follow the curriculum for European high schools of Class A A.

Subject to the general approval of the Inspector

branch instruction shall be given up to the standard of the upper secondary, and in the female branch up to that of the lower secondary, examination. All boys shall be taught up to the lower secondary standard and shall receive manual training by means of wood-work or metal or other work, in accordance with a scheme to be approved of by the Director of Public Instruction. On passing the lower secondary examination, such of the boys of good and approved character as are bright and possess literary tastes shall be taken on the upper secondary course.

23. *Instruction in technical subjects.*—In the male branch instruction shall be given in drawing, in music, in commercial correspondence and in shorthand or type-writing up to the standard of the intermediate technical examination, and in telegraphy up to the standard required for the telegraph department. Boys who are selected to enter on the upper secondary course, shall be taught, in addition to drawing, two other optional subjects, in lieu of a second language as prescribed for the upper secondary examination. Other boys, after passing the lower secondary examination, will be taught telegraphy or music, or be prepared for the civil and military medical entrance examinations or for the examination of Inspectors' assistants for the Madras and other railways.

24. *Instruction in religion.*—The work of the day shall commence with religious teaching. The authorized version of the Bible shall be used, and the main truths of Christianity shall be taught without allusion to controverted points of faith and practice. The children of the Roman Catholic faith shall not be compelled to receive religious instruction from other than a clergyman or layman of their own faith. At the time when religious instruction is given in school, clergymen of the Church of Rome, or ministers of the Church of Scotland or other Presbyterian church or of a non-conformist body, may, on giving previous notice to the Principal, attend and give instruction to the children of their respective communions in a place set apart for that purpose.

DIVINE SERVICE.

25. Divine service, in accordance with the rites of the Church of England, shall be performed twice on each Sunday.

26. On the application of a clergyman of the Church of Rome, or a minister of the Church of Scotland, or other Presbyterian church or non-conformist body, requesting permission to perform divine service on a Sunday, with such of the pupils or officers of the institution as are members of his communion, a place shall be set apart for the purpose. Such applications, however, shall be made to the Principal on or before the previous Saturday. The children of the Roman Catholic faith shall not be compelled to attend divine service conducted otherwise than in accordance with the rites of the Church of Rome.

Other special classes may be held with the approval of the Director of Public Instruction.

Local examinations and special other subjects, as may be approved by the Director of Public Instruction

middle school standard

27. The pupils shall be assembled daily, morning and evening, when the sanctioned form of prayer shall be read by the Principal or by such officer as he may appoint, subject to the condition in the preceding rule.

28. Clergymen of the Church of Rome, and ministers of the Church of Scotland or other Presbyterian church, or of a non-conformist body, shall have free access to the sick of their respective communions in the hospital on giving notice to the Principal.

STANDARDS AND CLASSES.

29. *General education and technical classes.*—The scheme of standards or classes shall correspond with that prescribed in the educational rules and the Government technical examination notification.

30. *Telegraph class.*—The telegraph class shall contain pupils preparing for the test examination of the telegraph department.

31. *Special class.*—Special classes may be held for pupils preparing for the medical and railway examinations.

STRENGTH.

32. The maximum strength, exclusive of day scholars, of the male branch, shall be 300, and of the female branch, 165. There shall be no limits to the strength of any particular class, except such as are laid down in Chapter III of the educational rules.

ADMISSION AND WITHDRAWALS.

33. Applications for admission shall be made through officers commanding regiments, or the heads of the departments to which the parents or guardians belong; and, in the case of pensioners, through their paymasters or employers. In other cases applications shall be made through any person of known respectability. All applications shall be addressed to the secretary, who shall furnish printed forms of application and descriptive rolls to be filled up. The baptismal certificate of the candidate shall also be required, with the last-pay certificate, if he is in receipt of a Government allowance; also a leaving certificate if the candidate had attended a recognized school. Application forms shall contain a provision to the effect that, on withdrawing a pupil, the parent or guardian shall state his reason for doing so.

34. No candidate shall be admitted under five, nor above twelve, years of age, except in special cases to be decided by the Committee.

35. The Secretary, in announcing to the parent or guardian the election of a candidate, shall fix a reasonable time for the candidate to join. If the candidate does not join within the period fixed, the fact shall be reported to the Committee.

36. On any boy attaining the age of sixteen (or eighteen in the case of boys allowed to enter on their upper secondary course) or any girl that of eighteen, the Principal shall report the circumstances to the Committee, and the

Committees shall call upon the parent or guardian to remove the pupil. In the event of such pupil having neither parent nor guardian, the Committee shall take such measures as may seem best for the pupil's settlement in life. This rule, however, shall not prevent the Committee from accepting any suitable situation for a girl who shall have attained the age of sixteen years.

QUALIFICATIONS FOR ADMISSION.

37. The legitimate children of Europeans and Eurasians, being officers or soldiers of Her Majesty's British and Indian military and marine services, or persons employed in the military and civil medical services, or effective volunteers, or civilians whether connected with the public service, or not, shall be eligible for admission. The cases of illegitimate orphan children shall be dealt with specially by the Committee.

38. Children labouring under any form of disease, mental or physical, which is likely to incapacitate them for the ordinary duties of life, and, except with the special sanction of the Committee, the children of soldiers who have been dismissed the service by sentence of court-martial, shall not be admitted.

SELECTION OF PUPILS.

39. The following is the order in which claims for admission shall be considered:—

(1) The orphan children of fathers who have been killed in action, or have died in service, preference being given to children of pure European parentage.

(2) Orphan children of European commissioned officers and of civil medical officers, if left destitute.

(3) Orphan children of European officers and soldiers, and of Europeans in the marine and medical services, preference being given to those who have lost both parents.

(4) Orphan children of Eurasian officers and soldiers, and of Eurasians in the medical service, preference being given to those who have lost both parents.

(5) Children of any of the above whose fathers are living, preference being given to children of European fathers.

(6) Children of European or Eurasian officers and soldiers, and of Europeans or Eurasians in the medical service, transferred to the invalid or pension establishments, preference being given to the children of European fathers.

(7) Orphan children of volunteers, who at the time of their death were borne on the rolls.

(8) Orphan children of civilians, connected or unconnected with the public service, one of whose parents is or was of pure European descent, and who are destitute.

(9) Children of volunteers who are living and who have had seven years' effective service.

(10) Children of civilians, not being orphans and destitute.

40. Donors of Rs. 300, or subscribers of Rs. 50 per annum for four years shall have the right to nominate one pupil, who shall take precedence over the other candidates belonging to the same class.

FEEs.

41. The children of soldiers of the rank of corporal or private, or of pensioners who are drawing only the pay of those ranks, shall be admitted free of charge.

42. Children whose fathers or step-fathers are above the rank of corporal shall be charged for according to the following scale, except under extraordinary circumstances, when the power of exemption from or reduction of payment shall be exercised by the Committee:—

When the income of the Fathers or Step-fathers is per mensem.	First child.	Second child.	Third child.	Fourth child.	Remarks.
	Rs. Free.	Rs. Free.	Rs. Free.	Rs. Free.	
Under Rs. 30 per mensem					
Rs. 30 and upwards, but less than Rs. 40 ..	3	Free.	Free.	Free.	Rs. 3 for 4 children.
" 40 ..	4	1	"	"	" 5 "
" 50 ..	5	2	"	"	" 7 "
" 60 ..	6	3	1	"	" 10 "
" 70 ..	7	4	2	"	" 13 "
" 80 ..	8	5	3	"	" 17 "
" 90 ..	9	6	4	"	" 21 "
" 100 ..	10	7	5	"	" 25 "
" 110 ..	11	8	6	"	" 29 "
" 120 ..	12	9	7	"	" 33 "
" 130 ..	13	10	8	"	" 37 "
" 140 ..	14	11	9	"	" 41 "
" 150 ..	15	12	10	"	" 45 "
" 160 ..	16	13	11	"	" 49 "
" 170 ..	17	14	12	"	" 53 "
" 180 ..	18	15	13	"	" 57 "
" 190 ..	19	16	14	"	" 61 "
" 200 and above ..	20	17	15	"	" 65 "

Note.—'Income' means the pay and allowances, staff or consolidated pay, exchange compensation allowance, charge allowance and all other items of personal remuneration drawn by an individual, but does not include horse allowance if drawn as a separate item, office and contract allowances, ration money, messing allowance, clothing allowance, or subsistence allowance for wife and children.

43. The children of Europeans, not being orphan and destitute, may be admitted on payment of Rs. 20 per mensem for a child under 12 years of age, and Rs. 25 per mensem for a child above 12 years of age. Provided that such children shall only be admitted if vacancies exist, which no eligible children belonging to the classes specified in rule 39 are available to fill.

44. The children of members of the Staff and Establishment shall be admitted to the classes as Day Scholars without payment of any fee.

45. When the fees payable in respect of any pupil have not been paid on the date fixed for the payment of such fees, the Principal, with the consent of the Committee, shall give notice by registered letter to the parent or guardian of such pupil that unless the fees are paid within 15 days of the receipt of the notice, the name of such pupil will be struck off the rolls. In the event of the pupil's being re-admitted to the Asylum, he shall pay, in addition to the amount of fees due by him on the date on which his name was struck off, a fine not exceeding 3 annas in the rupee for each rupee due by him.

G.O. No. 228, Educational, dated 22nd April 1909.

SCHOLARSHIPS AND STIPENDS.

46. A scholarship of Rs. 16 per mensem, tenable for three years, may be awarded annually to any boy who has passed the lower secondary examination in the first class, to enable him to proceed to a recognized school, approved of by the Committee, to study for the matriculation examination. On his passing that examination he shall be awarded a scholarship of Rs. 20, tenable for two years, on similar terms, to enable him to study for the First examination in Arts. If he passes this examination and undertakes to study in an approved college for the B.A. degree examination the scholarship shall be raised to Rs. 25 for the first year of the B.A. course and to Rs. 30 for the second year.

47. Two scholarships of the value of Rs. 15 each per mensem, and tenable for two or more years, may be awarded annually to boys who show an aptitude for any particular trade or industry to enable them to learn that trade or industry in some well-known firm or institution approved of by the Committee. Each pupil shall, if living in Madras, be boarded and lodged ordinarily in the Civil Orphan Asylum (with the consent of the Committee of that asylum), and their scholarships shall be paid to the trustees in view of defraying their boarding and other expenses. The names of pupils thus sent out shall be borne on the strength of the asylum.

48. A stipend of the value of Rs. 20 per mensem, tenable for one year, shall be annually awarded to a girl who has passed the lower secondary examination with credit, with a view to her being trained as a schoolmistress in a training school approved of by the Committee.

49. Scholarships and stipends shall be liable to reduction or withdrawal for misconduct, idleness, or want of progress. Brief half-yearly reports on the conduct and progress of scholarship holders and stipendiaries shall be furnished to the Committee by the head of the institutions in which they study.

50. Stipendiaries sent to training institutions shall be required to enter with the Committee into an agreement, to be prescribed for Government stipendiaries in chapter VI of the Educational Rules.

TIME-TABLE.

51. The Principal shall regulate the hours of attendance in the several classes in both branches. Five hours at least shall be devoted every day to general instruction.

VACATIONS AND HOLIDAYS.

52. The school shall be closed for the Christmas vacation for a period not exceeding two months, and there shall be no midsummer vacation. The Principal shall have power to grant such of the miscellaneous holidays mentioned in chapter VII of the Educational Rules, with additions as he may consider necessary with reference to the special character of the institution.

LEAVE AND DISMISSAL.

53. The Principal shall have power to grant such leave as he may consider necessary to pupils on application by their parents or guardians. He shall also have power, subject to the confirmation of the Committee, to dismiss any pupil for grave misconduct, provided that the pupil shall not be sent out of the institution until the parents or guardians have been communicated with and have either in person or otherwise taken charge of the pupil.

EXAMINATION AND INSPECTION.

54. Public Examinations.—The pupils of the third and sixth forms shall ordinarily be presented for the lower secondary and upper secondary examinations, respectively. The pupils of the telegraph class shall be presented for examination in telegraphy in accordance with the regulations of the telegraph department.

55. Arrangements will also be made for preparing some of the boys who have passed the lower secondary examination for the civil and military medical entrance examinations and for the examination for inspectors' assistants in the Madras and other railways. Pupils will also be prepared for the Government technical examinations in the subjects taught in the asylum.

56. Inspection.—The male branch shall be annually inspected and examined by the inspector of schools and the female branch by the inspectors of girls' schools in accordance with the Madras educational rules. In addition to the annual inspection of the male branch by the inspector, the technical class shall be inspected and examined by such other officer or officers as may, from time to time, be appointed by the Director.

CERTIFICATES.

57. Every pupil shall, on leaving the institution in accordance with rule 36, be furnished by the Principal with a certificate as to general conduct, the period of residence, and the highest examinations passed in literary and technical subjects.

EMPLOYMENT OF PUPILS.

58. The Principal shall keep a register of all pupils who leave the institution and who have not obtained employment. He shall furnish the president of the Eurasian and Anglo-Indian Association and the agents and managers of the Madras and South Indian railways with extracts therefrom, and shall afford the students all reasonable assistance in his power in securing for them a fair start in life. Each pupil shall be required to furnish the Principal half-yearly for three years after leaving the institution with information as to how he is employed, in order that the history of former pupils may be correctly kept.

REGISTERS.

59. In addition to a time-table and a log-book, the following registers shall be kept in accordance with the Educational Rules—

(1) A register of admissions and withdrawals for each class.

which who, in the opinion of the Committee is likely to profit by higher education, to enable him to proceed to a college affiliated to the University of Madras to study for the intermediate exam. in Arts or to enter some technical school or college. The scholarship shall be tenable for two years, but may be renewed for such further period as may be necessary to enable the student to continue reading for the B.A. degree or to complete the course of study in a technical college, and its value may be increased to Rs. 25 per mensem for the first, to Rs. 30 for the second, and to Rs. 35 for the third and subsequent years of renewal.

Heads of institutions shall be requested to furnish

G.O., No. 607, Educational, dated 25th August 1908.

as are consistent with the provisions of the Code of Regulations for schools

Eleventh and twelfth standards

Middle School

Both branches
The institution shall be inspected annually by such officer or officers as the Director of Public Instruction may from time to time entrust with this duty

and Southern Mahratta Railway

invited

The records required by Art. 82 of the Code of Regulations for European schools,

Middle and high school

The

cap

(2) A monthly register of attendance and fees.

(3) An acquittance roll.

(4) A library catalogue and register.

(5) A register of drill and gymnastics.

(6) A register of corporal punishments.

(7) A register of scholarships.

(8) A history of former pupils.

ACCOUNTS.

60. The Committee shall, not later than the 15th February in each year, submit in print, for the sanction of the Governor in Council, a budget for the ensuing official year. Such budget shall be drawn up in the form prescribed by Government.

61. The Committee shall see that the expenditure of the year is in accordance with the budget as sanctioned by Government. When any important variations in the allotments are necessary, the Committee shall obtain the sanction of Government for such change. The Committee shall appoint a finance sub-committee of two members to scrutinize the accounts and to pass, pending the sanction of Government, such charges as are urgent and unforeseen and for which no allotment has been made in the budget.

62. All moneys belonging to the institution shall be lodged with the Bank of Madras or with the Post Office Savings Bank in the names of the chairman and vice-chairman one of whom, or, in the absence of both of them the Assistant Adjutant General, Madras Command, shall countersign all drafts thereon which are signed by the Principal. The Committee shall invest all surplus income, after providing a sufficient cash balance, in Government securities or in the Post Office in the names of the trustees appointed by Government, viz., the Director of Public Instruction and the Collector of the Nilgiris.

63. The accounts shall be audited each year by a superior officer of the account department.

ANNUAL REPORT.

64. The Committee shall, not later than the 31st August of each year, submit to Government, through the Director of Public Instruction, a report upon the condition and progress of the asylum during the preceding official year, the following documents forming appendices thereto:-

(a) A statement of accounts, in which the actual expenditure under each head shall be compared with the budget provision.

(b) Extracts from the reports of inspecting officers and special examiners.

(c) A statement showing the history of former pupils.

MISCELLANEOUS.

65. The Lieutenant-General Commanding the Southern Army and the Right Reverend the Lord Bishop of Madras shall be *ex-officio* patrons of the institution, and shall be at liberty to visit the asylum at any time and to refer to the Committee, or to the Government, any matter that, in their opinion, demands attention.

66. The senior medical officer at Ootacamund shall be in medical charge of the asylum, and shall visit the institution at least once a week and whenever it is necessary.

67. This code, with such alterations as may have been made during the preceding twelve months, shall be published annually in the Lawrence Asylum Press Almanac, and copies of it shall be sent to the Commanding Officers of the regiments and batteries serving in the Madras Presidency.

British units of the Southern Army

28.7.9

Assistant Quarter Master General of the 9th Division, or in the absence of all three, any member of the Committee

Subject to the provision the Government may

G.O., No. 457, Educational, dated 22nd September 1903.

the Committee

G.O., No. 751, Educational, dated 17th November 1908.

provided that the total budget grant is not exceeded thereby

march

Calendar

G.O., No. 513, Educational, dated 27th July 1905.

G.O., No. 145, Educational, dated 11th March 1909.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
DEPARTMENT.

Current No., dated 19 ..

G.O., No. 521, dated 31-7-1911.

Number of MS. pages sent { Correspondence including order or orders
(b)
Notes.

Docket: Lawrence Asylum, Calcutta.

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(c) Number of copies required when struck off (not including
copies for columns and editors' table which are retained
in the Press). Complete
correspondence
and orders. Notes

FOR RECORD.*			
Madras Records	...	...	30
Ooty Records	...	...	2
For filing with original	...	...	2
Total			34

FOR ISSUET			
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Financial Department.....			
Revenue Department.....			
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.....Dept.			
Total			

The Director of Public Instruction.....	5		
The Comr. for Govt. Examinations.....			
The Superintendent, Govt. Museum.....			
The Surgeon-General.....			
The Accountant-General.....	10		
The Collector of.....			
The P. D. B.....			
The Committee of the Press.....	5		
The.....			
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Total			

* Copies distributed on.....*(Press Clork.)
† Copies distributed on.....*(Despatcher.)

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(c) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(e) In the absence of special instructions to the Press to keep matter standing for a special period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS
OOTY.

A

B

C

Please send proof in triplicate. The papers have been carefully edited.

Proof returned corrected. Please strike off and send number of copies as indicated.

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

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at once.

Type may be released after usual interval.

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Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

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Received in Press on.....	3-8-11.....
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Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	29-8-11.....
Final copies supplied on.....	

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