

Government of Madras.

EDUCATIONAL DEPARTMENT.

—

Recd.

} 1911.

Enclosures

Regd.

Spare copies

G.O., No. 580, 17th August 1911.

Standardization of Forms.

Passing orders on the proposals for the — in the Educational Department.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from T. E. MOIR, Esq., I.C.S., Acting Superintendent of Stationery, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 3rd June 1911.

No.—R.O.C. 2619/Gl. of 1909.

On receipt of Government Memorandum No. 2431-1, Financial, dated 5th November 1909, lists and specimens of the printed forms of all kinds in use in the office of the Director of Public Instruction and in the offices subordinate to him were called for and obtained from him.

2. These lists and specimens were scrutinised by the officer on special duty and the forms classified under the following heads:—

I Forms special to the Department of Education,

II. Forms already common to the Education and other departments, comprising—

(a) Treasury and Account Code forms, and

(b) Miscellaneous forms, such as stock forms of letters to Government.

III. Forms, such as India Army forms, Madras University forms, Civil Medical forms, Local Fund forms, Municipal forms, supplied by the departments concerned, and

IV. Address slips.

3. My present letter is concerned only with forms falling under head I above. An examination of the lists and specimens furnished by the Director of Public Instruction showed that, leaving out of account the forms in use in the offices of the Inspector of Schools, IV Circle, and of the Inspectress of Girls' Schools, Central Circle, which were not included in the original lists, there were 1,477 forms printed specially for use in his office and in the offices subordinate to him. The Special officer made various suggestions for reducing them, by omitting a number of forms which were such as could be made common to the Educational and other departments, by amalgamation of certain other forms or otherwise. After a consideration

- * (1) List of forms common to the Educational Department.
- (2) List of forms to be printed for subordinate offices.
- (3) List of forms for the office of the Director of Public Instruction.

of these suggestions the Director of Public Instruction furnished three revised lists of forms which, he considered, should be printed specially for the use of his department. The number of forms included in these lists amounted to 417, excluding covers which as usual will be

dealt with separately. Particulars of these 417 forms are given in statements A, A-1, A-2 attached to this report. These statements were again scrutinised by the Special officer and a further reference was made to the Director suggesting that some of them might be eliminated from the lists of special forms as they were such as might be made common to the Educational and other departments or amalgamated. The Director has accepted most of these suggestions but in respect of a few forms he states that they cannot conveniently be amalgamated as proposed. I agree with him. Statements B, B-1, and B-2 show details of the forms, 311 in number, which, I

recommend, may be printed specially for use in the office of the Director of Public Instruction and in the offices of his subordinates. The "remarks" column of statements A, A-1 and A-2 shows how the difference is accounted for, and column 3 of statements B, B-1 and B-2 shows the size and description of paper which it is proposed to use in printing the forms hereafter. The description of paper is generally in accordance with the proposals of the Director of Public Instruction except that printing double foolscap 24 lb. paper has been substituted for printing double foolscap 28 lb. paper for some forms in statement A and cream laid foolscap 10 lb. paper has been substituted for foolscap cream wove 14 lb. paper for letter forms in statements A-1 and A-2, as sufficient for the purposes of the forms concerned. Specimens of all the forms are also enclosed.

4. *Form No. 1 in statement A (letter form).*—In accordance with the usual practice, enquiry was made as to whether the name of the officer might not be omitted in this form. The Director states that "the omission of the officer's name is not desirable." As a general rule, however, the name of the officer is omitted in letter forms—vide G.O., Mis. No. 82 L., dated 19th January 1911, and I see no reason to make an exception in respect of the office of the Director of Public Instruction.

5. *Forms Nos. 2 and 3 (proceedings forms) and 14 and 15 (semi-official letters) in statement A.*—The Director of Public Instruction desires that these forms should continue to be embossed with his department crest, but, as stated in Mr. Cumming's letter, R. Dis. No. 42, dated 31st January 1911, the embossing of office crest has been disallowed in forms standardised till now. Here again I see no reason to recommend a deviation in the case of the office of the Director of Public Instruction.

6. *Form No. 15 in statement A (semi-official letter on hand-made paper).*—In G.O., No. 79, Financial, dated 12th February 1909, Government have restricted the supply of hand-made paper to the Accountant-General and directed that in other offices it should be replaced by the Lancashire ledger paper. In G.O., No. 401, Financial, dated 15th September 1910, Government have approved of the Forms Committee's proposal that the *quarto* semi-official letter form for Revenue offices including those of the Board of Revenue in the Land Revenue and Settlement Departments should be on foolscap cream wove 14 lb. paper. The Inspectors-General of Registration and Prisons have accepted the same kind of paper for their *quarto* size semi-official letter forms. On an enquiry whether the same paper might be adopted for *quarto* semi-official forms in the office of the Director of Public Instruction, he desires that Lancashire ledger may be substituted. The ledger paper costs Rs. 9-14-11 per ream of foolscap size against Rs. 2-2-8 the price of cream wove 14 lb. and is necessary only for permanent records. I therefore recommend that cream wove 14 lb. paper may be prescribed for *quarto* semi-official letter forms in the Director of Public Instruction's office, pending orders on Mr. Cumming's general reference regarding semi-official papers.

7. Subject to the exceptions specified above, the Director of Public Instruction has agreed to the proposals embodied in statements B, B-1 and B-2 and I have the honour to request that they may be sanctioned by Government.

8. At present the forms specified in statements A and A-1 are printed at the Government Press, stocked at and distributed from the office of the Director of Public Instruction, while the forms specified in statement A-2 are printed at the Government or district presses on the application of the officers concerned. The Director of Public Instruction agrees to this system being discontinued in future and to all printed forms being obtained from the Government Press by indents on the Stationery office. He suggests that the officers who now indent on this office for *stationery* articles may also be allowed to indent for *printed forms*. I support this suggestion. The officers who now indent direct on the Stationery office for *stationery* articles besides the Director of Public Instruction are (1) Inspectors of Schools, (2) Inspector of European and Training Schools, (3) Inspectresses of Girls' Schools, (4) Assistant Inspectors of Schools, (5) Assistant Inspectresses of Girls' Schools, (6) Sub-Assistant Inspectresses of Girls' Schools, (7) Sub-Assistant Inspector of Schools, Nilgiri Range, (8) Sub-Assistant Inspector of Sanskrit Schools, Madras, (9) Headmistress, Government Hobart School, Madras, (10) Superintendent, Presidency Training School for Mistresses, (11) Principals of Colleges, (12) Headmasters of

Schools, (13) Superintendents of Schools, (14) Registrar of Books, (15) Curator, Oriental Manuscripts Library and (16) President, Board of Examiners. The indents for stationery are now countersigned by the Director of Public Instruction and I recommend that the same course may be prescribed in respect of the indents for forms.

9. In regard to the question whether any reduction of establishment in his office can be made in consequence of the relief afforded in the work of stocking and supplying the forms specified in statements A and A-1, the Director of Public Instruction says that there is no separate establishment in his office for the storage and supply of forms and that no part of the establishment can therefore be spared for transfer to this office or to that of the Government Press.

ENCLOSURES.

STATEMENT A.—List of forms which are in use in the office of the Director of Public Instruction, Madras.

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
1	Letter form	1 P.C.C.W. L.B. 14	..	..	Standard Form No. 1.— Vide paragraph 4 of the covering letter.
2	Proceedings form	1 " " "	..	..	Standard Form No. 2.— Vide paragraph 5 of the covering letter.
3	Do.	1 " " "	..	..	Do. No. 4.
4	Proceedings regarding building grant—Notice to manager.	1 Pg. D.F. .. 28	..	..	Do. No. 5.
5	Proceedings regarding Text Book Committee.	1 " " .. 28	..	..	Do. No. 6.
6	Proceedings promising building grant.	1 " " .. 28	..	..	Do. No. 7.
7	Proceedings authorizing building grant.	1 " " .. 28	..	..	Do. No. 8.
8	Proceedings recognising change of management.	1 " " .. 28	..	..	Do. No. 9.
9	Proceedings sanctioning stipendiary grant.	1 " " .. 28	..	..	Do. No. 10.
10	Proceedings sanctioning cadet grant.	1 " " .. 28	..	..	Do. No. 11.
11	Proceedings promising furniture grant.	1 " " .. 28	..	..	Do. No. 12.
12	Proceedings authorizing furniture grant.	1 " " .. 28	..	..	Do. No. 13.
13	Proceedings regarding teaching grant.	1 " " .. 28	..	..	Do. No. 14.
14	Demi-official letter	1 Octavo Post C.V.	..	..	Do. No. 15.
15	Demi-official hand-made paper ..	1 H.M. .. 30	..	..	Do. No. 16.
16	Letter form, Audit branch ..	1 D. F. .. 28	..	..	Do. No. 17.
17	Official memorandum Text Book Committee.	1 Post card.	..	..	Do. No. 18.
18	Memorandum regarding duplicate copies of certificates.	1 Pg. D.F. .. 28	..	..	Do. No. 19.
19	Gymnastic Teachers' certificates ..	1 White cartridge, Royal 40	..	..	Do. No. 20.
20	Technical Teachers' certificates ..	1 " " "	..	..	Do. No. 21.
21	Collegiate Teachers' certificates ..	1 " " "	..	..	Do. No. 22.
22	Communication slip	1 Pg. D.F. .. 28	..	..	Do. No. 23.
23	Register of expenditure—grants-in-aid.	1 " " .. 28	..	..	Do. No. 24.
24	Annual return form 1 (a) ..	1 " " .. 24	..	..	Do. No. 25.
25	Do. 1 (b)	1 " " .. 24	..	..	Do. No. 26.
26	Do. 16	1 " " .. 24	..	..	Do. No. 27.
27	Register of expenditure on elementary schools.	1 " " .. 24	..	..	Do. No. 28.
28	Scholarship register—Audit branch.	1 " " .. 24	..	..	Do. No. 29.

Statement A.—List of forms which are in use in the office of the Director of Public Instruction, Madras—cont.

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
29	Register of expenditure on education.	1 Royal M.M. L.B. 44	..	..	Standard Form No. 27.
30	Docket sheet for deeds	1 Pg. D.F. .. 28	..	..	..
31	Note file, first page	1 " " yellow. 55	..	..	..
32	Office-note	1 " " .. 28	..	..	..
33	Note for clerks, etc.	1 " " .. 16	..	..	Card board.
34	Docket sheet for currents ..	1 " " dark green. 25	..	..	..
35	List of documents forwarded to the Director's camp.	1 " " .. 16	..	..	..
36	Record slip (marked and indexed).	1 " " .. 16	..	..	..
37	Do. (despatched papers) ..	1 " " .. 16	..	..	..
38	N. Reference sheet	1 " " .. 16	..	..	..
39	N. Disposal	1 " " .. 16	..	..	..
40	Index form	1 " " .. 16	..	..	..
41	Telephone form	1 " " .. 16	..	..	..
42	Receipt form for covers, etc. ..	1 Pg. 16	..	..	..
43	Certificate under article 72 (a) ..	1 " " .. 28	..	..	..
44	Do. 72 (b)	1 " " .. 28	..	..	..
45	Do. 74	1 " " .. 28	..	..	..

N.B.—Consumption not reported by the Director of Public Instruction.

STATEMENT A-1.—List of forms which are special to the Education Department but common to two or more offices in it.

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
1	Application for admission to aid elementary schools—English.	1 Pg. D.F. .. 16	..	..	Standard Form No. 1.
2	Application for admission to aid elementary schools—Tamil.	1 " " .. 16	..	..	Do. No. 2.
3	Application for admission to aid elementary schools—Telugu.	1 " " .. 16	..	..	Do. No. 3.
4	Application for admission to aid elementary schools—Canarese.	1 " " .. 16	..	..	Do. No. 4.
5	Application for admission to aid elementary schools—Malayalam.	1 " " .. 16	..	..	Do. No. 5.
6	Application for admission to aid elementary schools—Hindustani and English.	1 " " .. 16	..	..	Do. No. 6.
7	List of elementary schools admitted to aid.	1 " " .. 21	..	..	Do. No. 7.
8	Statement showing the teachers employed and the average attendance of pupils—English.	1 " " .. 21	..	..	Do. No. 8.
9	Statement showing the teachers employed and the average attendance of pupils—Tamil.	1 " " .. 21	..	..	Do. No. 9.
10	Statement showing the teachers employed and the average attendance of pupils—Telugu.	1 " " .. 21	..	..	Do. No. 10.
11	Statement showing the teachers employed and the average attendance of pupils—Canarese.	1 " " .. 21	..	..	Do. No. 11.
12	Statement showing the teachers employed and the average attendance of pupils—Malayalam.	1 " " .. 21	..	..	Do. No. 12.
13	Statement showing the teachers employed and the average attendance of pupils—English and Hindustani.	1 " " .. 21	..	..	Do. No. 13.

Statement A-1.—List of forms which are special to the Education Department but common to two or more offices in it—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
14	Bill for teaching grants—elementary schools.	½ Pg. D.F. .. 24	..	..	Standard Form No. 14.
15	Bill for teaching grants—elementary schools (yellow).	½ " .. 25	..	..	
16	Application for teaching grants—(1) Technical, (2) Industrial, (3) Arts and (4) Secondary school.	½ " .. 21	..	..	
17	Financial statement for use in secondary schools and colleges.	½ " .. 21	..	..	Do. No. 16.
18	Bill for teaching grants on behalf of colleges, secondary schools or special schools.	½ " .. 24	..	..	Do. No. 17.
19	Bill for teaching grants on behalf of colleges, secondary schools or special schools (yellow).	½ " .. 25	..	..	Do. No. 18.
20	Application for teaching grants on behalf of training schools.	½ " .. 21	..	..	Do. No. 19.
21	Application for stipendiary grants in training schools.	½ " .. 24	..	..	Do. No. 20.
22	Bill for grant towards stipends in training schools.	½ " .. 25	..	..	Do. No. 21.
23	Bill for grants towards stipends in training schools (orange).	½ " .. orange	..	..	Do. No. 22.
24	Application for grants for school building.	½ " .. 21	..	..	Do. No. 23.
25	Mortgage deed for construction of buildings.	½ Pg. Demy .. 25	Numbered.	..	Do. No. 24.
26	Mortgage deed for purchase of building.	½ " .. 25	Do.	..	Do. No. 25.
27	Completion certificate under rule 63 of Grant-in-Aid Code.	½ Pg. D.F. .. 16	..	..	Do. No. 26.
28	Deed of acceptance with schedule ..	½ " .. 24	..	..	Do. No. 27.
29	Do. without schedule.	½ " .. 24	..	..	Do. No. 28.
30	Bill for drawing building grants ..	½ " .. 16	..	..	Do. No. 29.
31	Bill for drawing building grants (orange).	½ " .. orange	..	..	Do. No. 30.
32	Application for grants, furniture, books, etc.	½ " .. 21	..	..	Do. No. 31.
33	Bill for drawing furniture, etc., grants.	½ " .. 24	..	..	Do. No. 32.
34	Bill for drawing furniture, etc., grants (orange).	½ Pg. orange D.F. 25	..	..	Do. No. 33.
35	Statement showing the accounts of endowments.	½ Pg. D.F. .. 21	..	..	Do. No. 34.
36	Endowment bill form ..	½ " .. 24	..	..	Do. No. 35.
37	Do. (yellow) ..	½ " .. yellow 25	..	..	Do. No. 36.
38	Applic. Sub-Asst. Insps. Test. tion for Supervisors' ..	½ " .. 16	..	..	Do. No. 37.
39	Application for permission to print, publish and sell the Government copyright books.	½ " .. 16	..	..	Do. No. 38.
40	Application for Government scholarships.	½ " .. 16	..	..	Do. No. 39.
41	Application for Government scholarships (special for Mappilas).	½ " .. 16	..	..	Do. No. 40.
42	Application for Government scholarships (for widows).	½ " .. 16	..	..	Do. No. 41.
43	Application for Government scholarships for post graduate study.	½ " .. 16	..	..	Do. No. 42.
44	Application for renewal of Government scholarship.	½ " .. 16	..	..	Do. No. 43.
45	Recommendation roll ..	½ " .. 16	..	..	Do. No. 44.
46	Half-yearly return of receipts and charges.	½ " .. 16	..	..	Do. No. 45.
47	Quarterly return of receipts and charges.	½ " .. 16	..	..	Do. No. 46.
48	Diary of the Sub-Assistant Inspectors.	½ " .. 24	..	..	Do. No. 47.
49	Abstract of work done by the Sub-Assistant Inspectors.	½ " .. 24	..	..	Do. No. 48.
50	Statement No. I relating to general statistics.	½ " .. 21	..	..	Do. No. 49.
51	Statement No. II, showing the proportion of pupils.	½ Pg. .. 21	..	..	Do. No. 50.
52	Statement No. III showing the qualifications of teaching staff.	½ " .. 21	..	..	Do. No. 51.
53	Report on the inspection of the office of the Assistant Inspector of schools.	½ " .. 21	..	..	Do. No. 52.

Statement A-1.—List of forms which are special to the Education Department but common to two or more offices in it—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
54	Abstract of monthly returns of schools.	½ Pg. .. 21	..	..	Standard Form No. 47.
55	Statement of Inspection work ..	½ " .. 21	..	..	
56	Sanitary officers' certificate ..	½ " .. 21	..	..	
57	Application for recognition on behalf of elementary schools.	½ " .. 21	..	..	Do. No. 50.
58	Application for recognition on behalf of secondary schools.	½ " .. 21	..	..	Do. No. 51.
59	Application for recognition of schools for special education.	½ " .. 21	..	..	Do. No. 52.
60	Capitation allowance bill of the establishment.	½ Pg. D.F. .. 21	..	..	Do. No. 53.
61	Text-book committee form ..	½ " .. 21	..	..	Do. No. 54.
62	Report of patients—medical schools.	½ " .. 21	..	..	Do. No. 55.
63	Notes on cases of treatment—medical schools.	Laid .. 14	..	..	Do. No. 56.
64	Notes on cases of treatment (remarks)—medical schools.	1 " .. 14	..	..	Do. No. 57.
65	Inspection report of training schools.	¾ Pg. D.F. .. 24	Numbered.	..	Do. No. 58.
66	Inspection report for colleges ..	¾ " .. 24	Do.	..	Do. No. 59.
67	Inspection report for Technical, Industrial and Art Schools.	2½ Pg. .. 24	Do.	..	Do. No. 60.
68	Inspection report for secondary schools.	¾ " .. 24	Do.	..	Do. No. 61.
69	Annual Return No. 2 (a) or 3 (a) 4 (a) or 5 (a) (10 × 12½).	½ Pg. D.R. .. 35	Ruled	..	Do. No. 62.
70	Do. No. (10 × 20) ..	1 Pg. .. 16	Do.	..	Do. No. 63-A.
71	Do. No. 6 (a) (27 × 8½) ..	½ Pg. D.F. .. 16	Do.	..	Do. No. 63.
72	Do. No. 6 (b) (27 × 17) ..	1 " .. 16	Do.	..	Do. No. 64.
73	Do. No. 7 do. ..	1 " .. 16	Do.	..	Do. No. 65.
74	Do. No. 8 do. ..	1 " .. 16	Do.	..	Do. No. 66.
75	Do. No. 9 (a) (13½ × 8½) ..	1 " .. 16	Do.	..	Do. No. 67.
76	Do. No. 9 (b) do. ..	1 " .. 16	Do.	..	Do. No. 68.
77	Do. No. 10 (17 × 13½) ..	1 " .. 16	Do.	..	Do. No. 69.
78	Do. No. 11 (13½ × 8½) ..	1 " .. 16	Do.	..	Do. No. 70.
79	Do. No. 12 (a) (17 × 13½) ..	1 " .. 16	Do.	..	Do. No. 71.
80	Do. No. 12 (b) do. ..	1 " .. 16	Do.	..	Do. No. 72.
81	Do. No. 13 (27 × 17) ..	1 Pg. D.R. .. 35	Do.	..	Do. No. 73.
82	Do. No. 14 (a) (40 × 12½) ..	1 Pg. D.F. .. 16	Do.	..	Do. No. 74.
83	Do. No. 14 (b) (13½ × 8½) ..	1 Pg. D.F. .. 16	Do.	..	Do. No. 75.
84	Do. No. 15 do. ..	1 " .. 16	Do.	..	Do. No. 76.
85	Statement to be submitted by students on admission (First grade colleges).	1 " .. 16	..	..	Do. No. 77.
86	Statement to be submitted by students on admission (Mangalore College Madrasat-aram and Practising Section, Teachers' College).	1 " .. 16	..	..	Do. No. 78.
87	School fee receipts for colleges ..	½ Pg. .. 16	Ruled	..	The Director of Public Instruction has agreed that this form may be amalgamated with form No. 103 <i>supra</i> . Standard Form No. 79.
88	School fee receipts for schools ..	½ " .. 16	Do.	..	
89	School fee register for colleges and schools.	½ Pg. D.F. .. 24	Ruled and numbered.	..	
90	Register of admission and withdrawal—elementary schools.	½ " .. 24	Do.	Do.	Do. No. 82.
91	Register of admission and withdrawal—colleges and secondary schools.	½ " .. 24	Do.	Do.	Do. No. 83.
92	Time table for model school students.	½ " .. 24	..	..	Do. No. 84.
93	Time table for schools and colleges.	½ " .. 21	..	..	Do. No. 85.
94	Progress certificate for schools and colleges.	½ " .. 21	Ruled	..	Do. No. 86.
95	Railway concession certificate for schools and colleges.	½ " .. 16	..	..	Do. No. 87.
96	Prize labels for schools and colleges.	1½ Pg. .. 16	..	..	Do. No. 88.
97	Mark register for colleges ..	½ Pg. D.F. .. 24	..	..	Do. No. 89.
98	Do. secondary schools ..	½ " .. 24	..	..	Do. No. 90.
99	Do. do. (rough).	½ " .. 24	..	..	Do. No. 91.
100	Class report form for medical schools.	½ " .. 21	..	..	Do. No. 92.
101	Application for admission to the model schools.	½ " .. 16	..	..	Fide remarks against No. 86 <i>supra</i> . Standard Form No. 93.
102	Descriptive roll for colleges and schools.	½ " .. 16	..	..	
103	Conduct certificate for schools and colleges.	½ " .. 24	..	..	Do. No. 94.

Statement A-1.—List of forms which are special to the Education Department but common to two or more offices in it—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
104	Transfer certificate for schools and colleges.	½ Pg. D.F. .. 16	..	..	Standard Form No. 95.
105	Draft form	½ Pg. D.F. .. 16	Ruled ..	..	These are such as can be made common to the Educational and other departments and the Director of Public Instruction has agreed that these may be eliminated from the list of forms special to his department.
106	Official memorandum	½ Pg. D.F. .. 21	..	..	
107	Reminder form	½ Pg. D.F. .. 21	..	..	
108	Do.	Post card .. 16	..	..	
109	Quarterly return of unanswered references.	½ Pg. D.F. .. 16	..	..	
110	Record slip	½ Pg. D.F. .. 16	..	..	
111	Disposal docket	½ Pg. D.F. .. 16	..	..	
112	Current register	½ Pg. D.F. .. 21	..	..	
113	Periodical register	½ Pg. D.F. .. 21	..	..	
114	Personal register	½ Pg. D.F. .. 21	Ruled ..	..	
115	Disposal register	½ Pg. D.F. .. 21	..	..	Standard Form No. 96.
116	Despatch register	½ Pg. D.F. .. 16	..	..	
117	Requisition slip for library books	½ Pg. D.F. .. 16	..	..	
118	Library register	½ Pg. D.F. .. 16	Ruled ..	Calico bound.	
119	Arrival and departure report	½ Pg. D.F. .. 16	..	..	
120	Application for exemption from the Examination rules.	½ Pg. D.F. .. 16	..	..	
121	Statement of leave and appointment made.	½ Pg. D.F. .. 16	..	..	
122	Return of appointments and transfers.	½ Pg. D.F. .. 16	..	..	
123	Return of leave	½ Pg. D.F. .. 16	..	..	
124	Return of fire and diamant	½ Pg. D.F. .. 16	..	..	
125	Application for casual leave	½ Pg. D.F. .. 16	..	..	Standard Form No. 97.
126	Appointment order form	½ Pg. D.F. .. 21	..	..	
127	Application for leave	½ Pg. D.F. .. 16	..	..	
128	Do. do. (students)	½ Pg. D.F. .. 16	..	..	
129	Attendance register (professors, teachers, etc.)	½ Pg. D.F. .. 16	Ruled ..	Calico bound.	
130	Attendance register (colleges and schools)	½ Pg. D.F. .. 21	Do. ..	Leather bound.	
131	Stock book of articles of stationery, daily or frequently issued.	½ Pg. D.F. .. 21	Do. ..	Do. ..	
132	Stock book of articles of stationery periodically issued.	½ Pg. D.F. .. 21	Do. ..	Do. ..	
133	Stock book of printed forms	½ Pg. D.F. .. 21	Do. ..	Calico bound.	
134	Personal ledger	½ Pg. D.F. .. 21	Do. ..	Do. ..	
135	Application for additional budget allotment.	½ Pg. D.F. .. 16	..	..	Vide remarks against Nos. 105 to 128. <i>supra.</i>
136	Statement of expenditure on stores	½ Pg. D.F. .. 16	..	..	
137	Return of valuable stock	½ Pg. D.F. .. 16	..	..	
138	Extract from the service register	½ Pg. D.F. .. 16	..	..	
139	Receipt form	½ Pg. D.F. .. 21	..	..	
140	Advice of despatch of money to the Bank or treasury.	½ Pg. D.F. .. 21	..	..	
141	Letter form for public service transfer receipt.	½ Pg. D.F. .. 21	..	..	
142	Letter form for remitting school or college fee collections.	½ Pg. D.F. .. 16	..	..	
143	Letter form for service stamp	½ Pg. D.F. .. 16	..	..	
144	Application for spare copies of Government Orders, Proceedings, etc.	½ Pg. D.F. .. 16	..	..	
145	Requisition for spare copies of Gazette notifications.	½ Pg. D.F. .. 16	..	..	Standard Form No. 98.
146	Requisition for publication in the Gazette of notifications.	½ Pg. D.F. .. 16	..	..	
147	Requisition to the District Medical Officer for health, etc., certificates.	½ Pg. D.F. .. 21	..	..	
148	Indent for European publications	½ Pg. D.F. .. 21	Ruled ..	..	
149	Shipping bill	½ Pg. D.F. .. 16	..	..	
150	Bill of entry	½ Pg. D.F. .. 16	..	..	
151	Indent for rubber stamps	½ Pg. D.F. .. 16	..	..	
152	Indent for rubber stamping ink	½ Pg. D.F. .. 16	..	..	
153	Tonnage statement	½ Pg. D.F. .. 16	..	..	
154	Statement of immovable property—A Form.	½ Pg. D.F. .. 21	..	..	
155	Statement of immovable property—B Form.	½ Pg. D.F. .. 21	..	..	Vide remarks against Nos. 105 to 128. <i>supra.</i>
156	Certificate, A	½ Pg. D.F. .. 16	..	..	
157	Do. B	½ Pg. D.F. .. 16	..	..	
158	Do. C	½ Pg. D.F. .. 16	..	..	

Statement A-1.—List of forms which are special to the Education Department but common to two or more offices in it—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
159	Cash bill form	½ Pg. D.F. .. 16	..	..	Vide remarks against Nos. 105 to 128 <i>supra.</i>
160	Credit bill form	½ Pg. D.F. .. 16	..	..	
161	Requisition for articles	½ Pg. D.F. .. 16	..	..	
162	Letter form to Director of Public Instruction (for inspecting officers' use) I.	½ Pg. D.F. .. 14	..	..	
163	Letter form to Director of Public Instruction (for inspecting officers' use) II.	½ Pg. D.F. .. 14	..	..	Do. No. 99.
164	Letter form to other officers, I	½ Pg. D.F. .. 14	..	..	Do. No. 100.
165	Do. do. II	½ Pg. D.F. .. 14	..	..	Do. No. 101.
166	Docket sheet to other officers	½ Pg. D.F. .. 14	..	..	Do. No. 102.
167	Demi-official letter form (other officers)	Octavo post, C.V. ..	..	..	Do. No. 103.
168	Letter form (for the use of Training and other special schools and Madras-i-Azam), I.	½ Pg. D.F. .. 14	..	..	Do. No. 104.
169	Letter form (for the use of Training and other special schools and Madras-i-Azam), II.	½ Pg. D.F. .. 14	..	..	Do. No. 105.
170	Demi-official letter form (for the use of Training and other special schools and Madras-i-Azam), I.	Octavo post, C.V. ..	..	..	Do. No. 106.
171	Demi-official letter form (for the use of Training and other special schools and Madras-i-Azam), II.	½ Pg. D.F. .. 14	..	..	
172	Docket sheet (for the use of schools and colleges).	½ Pg. D.F. .. 14	..	..	Do. No. 107.
173	Intimation regarding inspection of elementary schools (Tamil).	Post card	..	..	Do. No. 108.
174	Intimation regarding inspection of schools and colleges.	½ Pg. D.F. .. 16	..	..	Do. No. 109.
175	Intimation regarding Final Examination for Teachers' Certificate.	Post card	..	..	Do. No. 110.
176	Advice of despatch of diplomas and certificates.	½ Pg. D.F. .. 16	..	..	Do. No. 111.
177	Letter form (for the use of head teachers of Government Girls' schools).	½ Pg. D.F. .. 14	..	..	Do. No. 112.
178	Letter form (for the use of colleges).	½ Pg. D.F. .. 14	..	..	Do. No. 113.
179	Do. do.	½ Pg. D.F. .. 14	..	..	Do. No. 114.
180	Demi-official letter form	Octavo Post, C.V. ..	..	..	Do. No. 115.

N.B.—Consumption not reported by the Director of Public Instruction.

STATEMENT A-2.—List of forms printed for the use of the subordinate offices in the Education Department.

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
<i>Inspector of European and Training Schools, Madras.</i>					
1	Untrained Teachers' certificate	½ Pg. white cart-ridge. 40	..	..	Standard Form No. 1.
2	Trained Teachers' certificate	½ Pg. D.F. 40	..	..	Do. No. 2.
3	Grants-in-Aid bill for European schools.	½ Pg. D.F. 24	..	..	Do. No. 3.
4	Grants-in-Aid bill for European schools (orange).	½ Pg. orange. 25	..	..	
5	Bill for special grants for European schools.	½ Pg. orange. 24	..	..	Do. No. 4.
6	Bill for special grants for European schools (orange).	½ Pg. orange. 25	..	..	

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Inspector of European and Training Schools, Madras—cont.</i>				
7	Application for special grants for European schools.	½ Pg. D.F. .. 24	..	..	Standard Form No. 5.
8	Application for boarding grants for European schools.	½ " .. 24	..	..	Do. No. 6.
9	Annual statement of income and expenditure (European schools).	½ " .. 24	..	..	Do. No. 7.
10	Bill for building grants for European schools.	½ " .. 24	..	..	Do. No. 8.
11	Bill for building grants for European schools (orange).	½ " (orange) 25	..	..	Do. No. 9.
12	Memorandum sanctioning stipends tenable in the Government Training schools.	½ Pg. D.F. .. 21	..	..	Do. No. 10.
13	Review of monthly return of Government Training schools.	½ " .. 21	..	..	Do. No. 11.
14	Form of application for help from Government.	½ " .. 21	..	..	Do. No. 12.
15	Application for admission to the Written Examination for European teachers.	½ " .. 21	..	..	Do. No. 13.
16	Application form for teachers who are already certified under the Madras Educational Rules.	½ Pg. F.C., Azure laid. 14	..	..	Do. No. 14.
17	Certificate—Middle School Examination.	½ " .. 14	..	..	Do. No. 15.
18	Certificate—High School Examination.	½ " .. 14	..	..	Do. No. 16.
19	Technical teachers' certificate.	½ Deny azure laid 24	..	..	Do. No. 17.
20	Probationary Teachers' certificate—English.	½ Pg. D.F., Lancashire ledger. 30	Ruled and Numbered.	Paper bound.	Do. No. 18.
21	Probationary Teachers' certificate—Malayalam.	½ " .. 30	Do.	Do.	Do. No. 19.
22	Probationary Teachers' certificate—Tamil.	½ " .. 30	Do.	Do.	Do. No. 20.
23	Probationary Teachers' certificate—Urdu.	½ " .. 30	Do.	Do.	Do. No. 21.
24	Probationary Teachers' certificate—Telugu.	½ " .. 30	Do.	Do.	Do. No. 22.
25	Probationary Teachers' certificate—Cannara.	½ " .. 30	Do.	Do.	Do. No. 23.
26	Probationary Teachers' certificate—Hindustani.	½ " .. 30	Do.	Do.	Do. No. 24.
27	Monthly Return of Brecks' Memorial School, Ootacamund.	½ Pg. D.F., 21	..	..	Do. No. 25.
28	Application for recognition of European schools.	½ " .. 24	..	..	Do. No. 26.
29	Application for scholarships for European schools.	½ " .. 16	..	..	The Director of Public Instruction has agreed that this form may be replaced by form No. 40 in his A—I.
30	Inspection report on European schools.	¾ " .. 24	Ruled and Numbered.	Stitched.	Standard Form No. 26.
31	Application for a grant-in-aid for European schools.	½ " .. 24	..	..	Do. No. 27.
32	Application for a building grant for European schools.	½ " .. 24	..	..	Do. No. 28.
33	Form of trust deed (two kinds) for European schools.	½ " .. 24	..	..	Do. No. 29.
34	Form of transfer certificate.	½ " .. 24	..	..	Do. No. 30.
35	Annual return 2 (a) or 3 (b) 4 (b) or 5 (b).	½ Pg. D.R., 35	..	..	Do. No. 30-A.
36	Do. Do.	½ Pg. " 35	..	..	Do. No. 30-B.
	<i>Sub-Assistant Inspectresses of Girls' Schools.</i>				
37	Monthly return of Government Girls' schools.	½ Pg. D.F. .. 16	..	..	Do. No. 31.

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Medical College, Madras.</i>				
38	Hospital posting roll.	½ Pg. D.F. .. 16	..	..	Standard Form No. 32.
39	Certificate of honour.	½ D.F.C.W. .. 28	..	..	Do. No. 33.
40	Honorary certificates.	½ " .. 28	..	..	Do. No. 34.
41	Application for admission.	½ Pg. D.F. .. 16	..	..	Do. No. 35.
42	Notice of payment of stipends.	½ " .. 16	..	..	Do. No. 36.
43	Certificate of attendance of lectures in M.B. & C.M. class.	½ " .. 24	Ruled.	..	Do. No. 37.
44	Certificate of attendance of lectures in L.M. & S. class.	½ " .. 24	..	..	Do. No. 38.
45	Certificate of attendance of lectures in Apothecary department.	½ " .. 24	Ruled.	..	Do. No. 39.
46	Certificate of attendance of lectures in Pathological, etc., examinations.	½ " .. 24	..	Marble cover bound.	Do. No. 40.
47	Intimation to students registered for admission.	½ " .. 16	..	..	Do. No. 41.
48	Letter to Treasury officer to explain discrepancies in figures.	½ " .. 16	..	..	The Director of Public Instruction has agreed that this form can be made common to the Educational and other departments.
49	Statement to be submitted by students on admission.	½ " .. 16	..	..	Standard Form No. 42.
50	Tabular class report.	½ " .. 16	..	..	Do. No. 43.
	<i>College of Engineering, Madras.</i>				
51	Letter form acknowledging receipts of fees for entrance examinations.	½ " .. 16	..	..	Do. No. 44.
52	Letter form requesting to allow a party of students to inspect local works.	½ " .. 16	..	..	The Director of Public Instruction has agreed that the printing of this form may be dispensed with.
53	Memorandum directing students to join practical course.	Post card	..	..	Standard Form No. 45.
54	Memorandum informing registry of application.	Do.	..	..	Do. No. 46.
55	Application for admission to the College.	½ Pg. D.F. .. 16	..	..	Do. No. 47.
56	Monthly account current of the College.	½ " .. 16	..	..	<i>Vide remarks against No. 52 supra.</i>
57	Survey coolie bill.	½ " .. 16	..	..	Standard Form No. 48.
58	Acquittance roll.	½ " .. 16	..	..	Do. No. 49.
59	Abstract of receipts and charges.	½ " .. 16	Numbered.	Stitched.	Do. No. 50.
60	Circulation slip for periodicals.	½ " .. 16	..	..	Do. No. 51.
61	Statement of balance due to students.	½ " .. 16	..	..	Do. No. 52.
62	Title page for answer papers.	½ " .. 16	..	..	Do. No. 53.
63	Receipt for returning survey instruments.	½ " .. 16	..	..	Do. No. 54.
64	Trigonometrical Survey Form A.	½ Pg. Med. .. 25	..	..	Do. No. 55.
65	Do. B.	½ " .. 25	..	..	Do. No. 56.
66	Do. C.	½ " .. 25	..	..	Do. No. 57.
67	Do. D.	½ " .. 25	..	..	Do. No. 58.
68	Do. E.	½ " .. 25	..	..	Do. No. 59.
69	Do. F.	½ " .. 25	..	..	Do. No. 60.
70	Do. G.	½ " .. 25	..	..	Do. No. 61.
71	Do. H.	½ " .. 25	..	..	Do. No. 62.
72	Do. K.	½ " .. 25	..	..	Do. No. 63.
73	Curve form.	½ Pg. D.F. .. 16	..	..	Do. No. 64.
74	Table for Gauss' traverse system.	½ Pg. Med. .. 25	..	..	Do. No. 65.
75	Level form.	½ Pg. Med. .. 25	..	..	Do. No. 66.
76	Coolie bill survey camp.	½ Pg. Royal .. 16	..	..	Do. No. 67.
77	Daily survey report.	½ Pg. Royal .. 16	..	..	Do. No. 68.
78	Abstract of survey reports.	½ Pg. Royal .. 22	..	..	Do. No. 69.
79	Pay sheet.	½ Pg. D.F. .. 21	..	..	<i>Vide remarks against No. 48 supra.</i>
80	Diary form.	½ Bad. D.F. .. 16	..	..	Standard Form No. 70.
81	Report on tests.	½ Pg. D.F. .. 21	..	..	Do. No. 71.
82	Do. Tension tests.	½ " .. 21	..	..	Do. No. 72.
83	Do. Compression tests.	½ " .. 21	..	..	Do. No. 73.
84	Do. Bending tests.	½ " .. 21	..	..	Do. No. 74.

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
<i>College of Engineering, Madras—cont.</i>					
85	Report on Tensile strength ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	Standard Form No. 76.
86	Register of cement tests ..	$\frac{1}{2}$ " .. 16	..	Leather bound.	Do. No. 76.
87	Cement test sheets ..	$\frac{1}{2}$ " .. 16	..	$\frac{1}{2}$ bound.	Do. No. 77.
88	Memorandum of articles issued to workshop.	$\frac{1}{2}$ Pg. Demy .. 26	..	Paper bound.	<i>Vide</i> remarks against No. 48 <i>supra</i> .
89	Orderly Sergeant's report ..	$\frac{1}{2}$ Bad. D.F. .. 16	..	..	Standard Form No. 78.
90	Rations on payment ..	$\frac{1}{2}$ " .. 16	..	..	Do. No. 79.
91	Nominal roll ..	$\frac{1}{2}$ " .. 16	..	..	Do. No. 80.
92	Weekly report ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	Do. No. 81.
93	Statement to accompany an application for registration of name for the Entrance Examination of the Account Branch, Public Works Department.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 82.
94	Title page for answer book do.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 83.
96	Acknowledging receipt of money (Military department).	$\frac{1}{2}$ " .. 16	..	..	<i>Vide</i> remarks against No. 48 <i>supra</i> .
96	Indent for repairs to surveying instruments.	$\frac{1}{2}$ " .. 16	..	..	Do. do.
97	Objection memorandum ..	$\frac{1}{2}$ " .. 16	..	..	Standard Form No. 84.
98	Mark register ..	$\frac{1}{2}$ " .. 16	Ruled	Stiff cover.	Do. No. 85.
99	Time table ..	$\frac{1}{2}$ " .. 21	..	..	Do. No. 86.
<i>Teachers' College, Saidapet.</i>					
100	Letter form regarding the award of stipend to normal students.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 87.
101	Memorandum stating that there are no vacancies for stipendiary students.	Post card ..	..	..	Do. No. 88.
102	Memorandum to renew application after qualifying for the B.A., degree.	Do. ..	..	..	Do. No. 89.
103	Application for admission ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	Do. No. 90.
104	Half-yearly report of normal students.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 91.
105	Docket form for application for admission.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 92.
106	Progress register of practising school pupils.	$\frac{1}{2}$ " .. 21	..	Leather bound.	Do. No. 93.
107	Fee statement of pupils ..	$\frac{1}{2}$ White cart. .. 40	..	..	Do. No. 94.
108	Kindergarten lessons for the weeks ending.	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	Do. No. 95.
109	Drawing certificate ..	$\frac{1}{2}$ F.C. C.W. .. 14	..	..	Do. No. 96.
110	Training do ..	$\frac{1}{2}$ " .. 14	..	..	Do. No. 97.
<i>Reformatory School, Chingleput.</i>					
111	Accommodation post card ..	Post card ..	..	..	Do. No. 98.
112	Letter to Chief Presidency Magistrate on the completion of the term of detention prescribed for a student.	$\frac{1}{2}$ Pg. D.F. .. 21	..	..	Do. No. 99.
113	Do. sending to his parents or relations.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 100.
114	Half-yearly application regarding the delivered youth's mode of occupation and conduct.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 101.
115	Last application to Chief Presidency Magistrate regarding the delivered youth's mode of occupation and conduct.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 102.
116	Letter to Magistrates regarding start in life made by ex-pupils.	$\frac{1}{2}$ " .. 16	..	..	Do. No. 103.
117	Register of outstandings ..	$\frac{1}{2}$ Pg. Bad. D.F. .. 28	..	..	Do. No. 104.
118	Reminder for bills due ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	Do. No. 105.

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
Reformatory School, Chingleput—cont.					
119	Pupils' Banking Account	$\frac{1}{2}$ Pg. D.F. .. 24	LE. Ruled and numbered.	Leather bound.	Standard Form No. 106.
120	Bed side ticket	$\frac{1}{2}$ " .. 24	Ruled	Do. ..	Do. No. 107.
121	Hospital case book	$\frac{1}{2}$ " .. 24	Do.	Leather bound.	Do. No. 108.
122	Indent for raw materials	$\frac{1}{2}$ " .. 16			This form is in use in the Jail Department and can therefore be made common to that department and the Reformatory School, Chingleput.
123	Superintendent's journal	$\frac{1}{2}$ " .. 24	Ruled		Standard Form No. 109.
124	Notice of section 26 of the Reformatory Act.	$\frac{1}{2}$ " .. 16			Do. No. 110.
125	License under section 18 of the Reformatory Act.	$\frac{1}{2}$ Pg. D.F.C.W. .. 28			Do. No. 111.
126	Certificate for discharged pupil	$\frac{1}{2}$ Pg. D.F. .. 28			Do. No. 112.
127	Docket for warrants	$\frac{1}{2}$ Pg. D.F. .. 21			Do. No. 113.
128	Juveniles' receipt form	$\frac{1}{2}$ " .. 16			Do. No. 114.
129	History of discharged pupil	$\frac{1}{2}$ " .. 24	Ruled and numbered.	Leather bound.	Do. No. 115.
130	History of board of pupil	$\frac{1}{2}$ F.C. Lancashire 16			Do. No. 116.
131	Weightment register of pupils	$\frac{1}{2}$ Pg. D.F. .. 24	Ruled	Leather bound.	Do. No. 117.
132	Diet roll	$\frac{1}{2}$ " .. 24	Do.	Calico bound.	Do. No. 118.
133	Pupils' admission register	$\frac{1}{2}$ " .. 24		Leather bound.	Do. No. 119.
134	Deputy Superintendent's report book.	$\frac{1}{2}$ " .. 24		Do. ..	Do. No. 120.
135	Stock book of rations	$\frac{1}{2}$ " .. 24	Ruled	Calico bound.	} <i>Vide</i> remarks against No. 122 <i>supra</i> .
136	Stock and sale account of manufactured articles.	$\frac{1}{2}$ " .. 24	Ruled and numbered.	Marble bound.	
137	Pupils' good-conduct badge register.	$\frac{1}{2}$ " .. 24	Ruled	Do. ..	Standard Form No. 121.
138	General mark register for conduct of the pupils.	$\frac{1}{2}$ " .. 24	Do.	Do. ..	Do. No. 122.
139	Stock account of raw materials	$\frac{1}{2}$ " .. 24	Ruled and numbered.	Calico bound.	} <i>Vide</i> remarks against No. 122 <i>supra</i> .
140	Register of tools	$\frac{1}{2}$ " .. 24	Do.	Do. ..	
141	Advice of despatch of invoices	$\frac{1}{2}$ " .. 16			Standard Form No. 123.
142	Statement of money remitted into the treasury.	$\frac{1}{2}$ " .. 16			
143	Bill form	$\frac{1}{2}$ " .. 16			} <i>Vide</i> remarks against No. 122 <i>supra</i> .
144	Statement of supplies	$\frac{1}{2}$ " .. 16			
145	Bill form (with counterfoil)	$\frac{1}{2}$ " .. 28	Ruled and numbered.	Half leather bound.	
146	Credit book	$\frac{1}{2}$ " .. 28	Do.	Do. ..	
147	Cash book of receipts	$\frac{1}{2}$ " .. 28	Do.	Do. ..	} <i>Vide</i> remarks against No. 48 <i>supra</i> .
148	Cash book of receipts and disbursements.	$\frac{1}{2}$ " .. 28	Do.	Do. ..	
School of Arts, Madras.					
149	Gate pass	$\frac{1}{2}$ " .. 16			<i>Vide</i> remarks against No. 48 <i>supra</i> .
150	Application for admission to the school.	$\frac{1}{2}$ " .. 16			Standard Form No. 124.
Government Training Schools.					
151	Monthly returns, A.B.C.D.	$\frac{1}{2}$ " .. 16			Standard Form No. 125.
152	History of former students	$\frac{1}{2}$ " .. 24		Calico bound.	Do. No. 126.
153	Question and answer register : History of normal student.	$\frac{1}{2}$ " .. 24			Do. No. 127.

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Government Training Schools—cont.</i>	L.B.			
164	Report of the final examination for Teachers' certificates.	½ Pg. D.F. .. 16	Ruled ..	..	Standard Form No. 128.
165	Application for admission to Secondary Training Schools.	½ " .. 16	..	..	Do. No. 129.
	<i>Elementary</i>				
166	Register of leave granted to students.	½ " .. 16	Ruled ..	Marble bound.	<i>Vide</i> remarks against No. 48 <i>supra</i> .
167	Form of application for leave for students.	½ " .. 16	..	..	Standard Form No. 130.
168	Relieving certificate ..	½ " .. 24	Ruled ..	..	Do. No. 131.
169	Application for admission to the Technical Teachers' certificates.	½ " .. 16	..	..	Do. No. 132.
170	Application for admission to the practising section.	½ " .. 16	..	..	Do. No. 133.
181	Application for admission to the Training section.	½ " .. 16	..	..	Do. No. 134.
182	Application for admission to the preliminary examination for Teachers' certificates.	½ " .. 16	..	..	Do. No. 135.
183	Application for admission to the preliminary examination for Gymnastic certificates.	½ " .. 16	..	..	Do. No. 136.
184	Form of attendance certificate ..	½ " .. 16	..	..	Do. No. 137.
185	Half-yearly History report ..	½ " .. 16	..	..	Do. No. 138.
186	Application for the final examination.	½ " .. 16	..	..	Do. No. 139.
	<i>[Government Madras + Azam.]</i>				
187	Application for Carnatic stipends ..	½ Pg. D.F. .. 16	..	..	Standard Form No. 140.
	<i>School of Commerce, Calicut.</i>				
188	Application for admission to English department.	½ Pg. D.F. .. 16	..	..	Standard Form No. 141.
189	Application for admission to Anglo-Malayalam department.	½ " .. 16	..	..	Do. No. 142.
170	Certificate for Vernacular class, Commercial class, Final examination.	½ D.F. C.W. .. 28	..	..	Do. No. 143.
171	Student's age certificate ..	½ " .. 16	..	..	Do. No. 144.
	<i>Registrar of Books, Madras.</i>				
172	Letter form, single sheet ..	½ F.C. G.W. .. 14	..	..	Standard Form No. 145.
173	Do. double sheet ..	½ " .. 14	..	..	Do. No. 146.
174	Do. (general) ..	½ " .. 14	..	..	Do. No. 147.
175	Do. to press for copies of printed books ..	½ Pg. D.F. .. 24	..	..	Do. No. 148.
176	Letter to Director of Public Instruction regarding copyright books.	½ F.C.C.W. .. 14	..	..	Standard Form No. 149. To be printed every quinquennium.
177	Deny official form ..	Octavo post C.V. 14	..	..	Standard Form No. 150.
178	Memorandum to the Press calling for copies of undelivered books for registration.	½ Pg. D.F. .. 24	..	..	Do. No. 151.
179	Acknowledgement certifying the copyright registration.	½ Pg. D.F. .. 16	..	..	Do. No. 152.
180	Acknowledgement for receipt of books, etc.	½ " .. 16	..	..	Do. No. 153.
181	Returning memorandum of particulars for want of information.	½ " .. 16	..	..	Do. No. 154.
182	Tabular form for entering names of copyright books since 1867.	½ " .. 16	..	..	Do. No. 155.
183	Monthly memorandum of books, etc., printed in a press.	½ " .. 16	..	..	The Director of Public Instruction has agreed that form No. 185 <i>infra</i> may be used in lieu of this form.
184	Application for copyright registration.	½ Pg. D.F. .. 24	..	..	Standard Form No. 156.
185	Printed specimen of memorandum of particulars with instructions to prepare them.	½ " .. 16	..	..	Do. No. 157.
186	Quarterly return of books and pamphlets issued.	½ " .. 16	..	..	Do. No. 158.

Statement A-2.—List of forms printed for the use of the subordinate offices in the Education Department—*cont.*

Serial number.	Name and description of forms.	Size and description of paper on which forms are to be printed.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Registrar of Books, Madras—cont.</i>				
187	Quarterly return showing the date of receipt of the marked catalogues and books and despatch of books to British Museum, London.	½ Pg. D.F. .. 24	..	..	Standard Form No. 169.
188	India office Detailed statement of charges incurred for transmission of books to the British Museum.	½ " .. 24	..	..	Do. No. 160.
189	Circular *memorandum to District Registrars regarding transmission through them of books, etc., printed at mufassal presses.	½ " .. 24	..	..	Do. No. 161.
190	Circular memorandum to proprietors for delivery of books.	½ " .. 24	..	..	Do. No. 162.
191	Circular memorandum for quarterly return.	½ " .. 16	..	..	Do. No. 163.
192	Circular memorandum exempting certain publications from Act XXV of 1867.	½ " .. 16	..	..	Do. No. 164.
193	Notice to printers and publishers regarding correctness of entries in the memorandum of particulars.	½ " .. 16	..	..	Do. No. 165.

N.B.—Consumption not reported by the Director of Public Instruction.

STATEMENT B.—List of forms to be printed and supplied hereafter specially for use in the office of the Director of Public Instruction, Madras.

Serial number.	Name and description of forms.	Size and description of paper proposed for printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
1	Letter form ..	½ F.C.W. .. 14	..	..	
2	Proceedings form ..	(a) ½ F.C.W. .. 14 (b) Manifolded paper.	..	..	
3	Proceedings regarding building grants—Notice to Managers.	½ Pg. D.F. .. 24	..	..	
4	Proceedings regarding Text-book Committee.	½ " .. 24	..	..	
5	Proceedings promising building grant.	½ " .. 24	..	..	
6	Proceedings authorising building grant.	½ " .. 24	..	..	
7	Proceedings recognising change of management.	½ " .. 24	..	..	
8	Proceedings sanctioning stipendiary grant.	½ " .. 24	..	..	
9	Proceedings sanctioning cadet grant.	½ " .. 24	..	..	
10	Proceedings promising furniture grant.	½ " .. 24	..	..	
11	Proceedings authorising furniture grant.	½ " .. 24	..	..	
12	Proceedings regarding teaching grant.	½ " .. 24	..	..	
13	Demi-official letter ..	(a) 1 Octavo post crown vellum. (b) ½ F.C.W. .. 14	..	..	
14	Letter to the treasury officer for copies of Grants-in-aid Bill.	½ Pg. D.F. .. 24	..	..	
15	Memorandum acknowledging receipt of books.	Post card ..	..	..	
16	Memorandum regarding duplicate copies of certificates.	½ Pg. D.F. .. 24	..	..	
17	Gymnastic teachers' certificate ..	½ White royal cartridge, 40	..	..	
18	Technical teachers' certificate ..	½ " .. 40	..	..	
19	Collegiate teachers' certificate ..	½ " .. 40	..	..	
20	Communication slip ..	½ Pg. D. F. .. 24	..	..	
21	Register of expenditure on Grants-in-aid.	½ " .. 28	Ruled ..	..	

Statement B.—List of forms to be printed and supplied hereafter specially for use in the office of the Director of Public Instruction, Madras—cont.

Serial number.	Name and description of forms.	Size and description of paper proposed for printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
22	Annual return form 1 (a) ..	1 Pg. D.F. .. 24	..	..	..
23	Annual return form 1 (b) ..	1 " .. 24	..	..	..
24	Annual return form 16 ..	1 " .. 24	..	..	..
25	Register of expenditure on Elementary schools ..	1 " .. 24	Ruled ..	..	..
26	Scholarship register ..	1 " .. 24	Ruled and numbered.	Stitched.	..
27	Register of expenditure on education ..	1 royal M.M. .. 44	..	..	..
		Az. Ld. .. 44	Ruled ..	..	..

STATEMENT B-1.—List of special forms which are common to two or more offices in the Education Department.

Serial number.	Name and description of forms.	Size and description of paper proposed for printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
1	Application for admission to aid—Elementary schools—English.	1 Pg. D.F. .. 16	..	..	..
2	Application for admission to aid—Elementary schools—Tamil.	1 " .. 16	..	..	..
3	Application for admission to aid—Elementary schools—Telugu.	1 " .. 16	..	..	..
4	Application for admission to aid—Elementary schools—Canarese.	1 " .. 16	..	..	..
5	Application for admission to aid—Elementary schools—Malayalam.	1 " .. 16	..	..	..
6	Application for admission to aid—Elementary schools—Hindustani and English.	1 " .. 16	..	..	..
7	List of Elementary schools admitted to aid.	1 " .. 21	..	..	The Director reports that English is also necessary.
8	Statement showing the teachers employed and the average attendance of pupils—English.	1 " .. 21	..	..	..
9	Statement showing the teachers employed and the average attendance of pupils—Tamil.	1 " .. 21	..	..	..
10	Statement showing the teachers employed and the average attendance of pupils—Telugu.	1 " .. 21	..	..	..
11	Statement showing the teachers employed and the average attendance of pupils—Canarese.	1 " .. 21	..	..	..
12	Statement showing the teachers employed and the average attendance of pupils—Malayalam.	1 " .. 21	..	..	..
13	Statement showing the teachers employed and the average attendance of pupils—Hindustani and English.	1 " .. 21	..	..	..
14	Bill for teaching grants—Elementary schools.	1 Yellow D.F. .. 24	..	..	..
15	Application for teaching grant ..	1 Pg. D.F. .. 21	..	..	..
16	Financial statement in schools and colleges.	1 " .. 21	..	..	..
17	Bill for teaching grants on behalf of colleges, secondary schools or special schools.	1 Yellow D.F. .. 24	..	..	..
18	Application for teaching grants on behalf of training schools.	1 Pg. D.F. .. 21	..	..	..
19	Application for stipendiary grants in training schools.	1 " .. 21	..	..	..
20	Bill for grant towards stipends in training schools.	1 Yellow D.F. .. 24	..	..	..
21	Application for grants for school building.	1 Pg. D.F. .. 21	..	..	..
22	Mortgage-deed for construction of building.	1 Pg. Demy .. 25	..	..	..
23	Mortgage-deed for purchase of building.	1 " .. 25	..	..	..
24	Completion certificate under rule 53 of Grant-in-aid Code.	1 Pg. D.F. .. 16	..	..	..
25	Deed of acceptance with schedule ..	1 " .. 24	..	..	..
26	Do. without schedule.	1 " .. 24	..	..	..

Statement B-1.—List of special forms which are common to two or more offices in the Education Department—cont.

Serial number.	Name and description of forms.	Size and description of paper proposed for printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
26	Bill for drawing building grants.	1 Pg. D.F. .. 16	..	..	..
27	Application for grants for furniture, books, etc.	1 Orange D.F. .. 25	..	..	..
28	Bill for drawing furniture, etc., grants.	1 " .. 24	..	..	..
29	Statement showing the accounts of endowments.	1 Orange D.F. .. 25	..	..	..
30	Endowment bill form ..	1 Pg. D.F. .. 21	..	..	..
31	Application for Sub-Assistant Inspectors' Supervisors' Test.	1 Yellow D.F. .. 24	..	..	..
32	Application for permission to print, publish and sell the Government copyright books.	1 Pg. D.F. .. 16	..	..	..
33	Application for Government scholarships.	1 " .. 16	..	..	..
34	Application for Government scholarships (special for Mappillas).	1 " .. 16	..	..	..
35	Application for Government scholarships (for widows).	1 " .. 16	..	..	..
36	Application for Government scholarships (for post-graduate study).	1 " .. 16	..	..	..
37	Application for Government scholarships (for renewal of Government scholarships).	1 " .. 16	..	..	..
38	Recommendation roll ..	1 " .. 16	..	..	..
39	Half-yearly return of receipts and charges.	1 " .. 16	..	..	..
40	Quarterly return of receipts and charges.	1 " .. 16	..	..	..
41	Diary of the Sub-Assistant Inspectors.	1 " .. 24	..	..	..
42	Abstract of work done by the Sub-Assistant Inspectors.	1 " .. 24	..	..	..
43	Statement I relating to General Statistics.	1 " .. 21	..	..	..
44	Statement II showing the proportion of pupils.	1 " .. 21	..	..	..
45	Statement III showing the qualifications of teaching staff.	1 " .. 21	..	..	..
46	Report on the inspection of the office of the Sub-Assistant Inspector of Schools.	1 " .. 21	..	..	..
47	Abstract of monthly return of schools.	1 " .. 21	..	..	..
48	Statement of inspection work ..	1 " .. 21	..	..	..
49	Sanitary officers' certificates ..	1 " .. 21	..	..	..
50	Application for recognition on behalf of Elementary schools.	1 " .. 21	..	..	..
51	Application for recognition on behalf of Secondary schools.	1 " .. 21	..	..	..
52	Application for recognition of schools for special education.	1 " .. 21	..	..	..
53	Capitation allowance bill of the establishment.	1 " .. 21	..	..	..
54	Text-book Committee form ..	1 " .. 21	..	..	..
55	Report of patients—Medical schools.	1 " .. 21	..	..	..
56	Notes on cases of treatment—Medical schools.	1 F'n. cap. Az. Ld. 14	..	..	..
57	Notes on cases (remarks)—Medical schools.	1 " .. 14	..	..	..
58	Inspection report of Training schools.	3 Pg. D.F. .. 24	..	..	..
59	Do. for colleges ..	1 " .. 24	..	..	..
60	Do. for Technical, Industrial and Art schools.	1 " .. 24	..	..	..
61	Inspection report for Secondary schools.	3 1/2 " .. 24	..	..	..
62	Annual return 2 (a) or 3 (a) ..	1 Pg. D.R. .. 35	Ruled ..	..	..
62-A	Do. 2 (b) or 3 (b) ..	1 " .. 35	..	..	..
63	Do. 6 (a) ..	1 Pg. D.F. .. 16	..	..	..
64	Do. 7 (b) ..	1 " .. 16	..	..	..
65	Do. 7 (c) ..	1 " .. 16	..	..	..
66	Do. 8 ..	1 " .. 16	..	..	..
67	Do. 9 (a) ..	1 " .. 16	..	..	..
68	Do. 9 (b) ..	1 " .. 16	..	..	..
69	Do. 10 ..	1 " .. 16	..	..	..
70	Do. 11 ..	1 " .. 16	..	..	..

STATEMENT B-2.—List of forms to be printed hereafter specially for use in the subordinate offices in the Education Department.

Standard form number, ac- cording to Statement A-2.	Name and description of forms.	Size and description of paper proposed in printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Inspector of European and Training Schools, Madras.</i>	LE.			
1	Untrained Teachers' Certificate ..	½ White cartridge	40	..	..
2	Trained " do ..	" "	40	..	..
3	Grants-in-aid bill for European Schools.	(a) ½ Pg. D.F.	24	..	..
4	Bill for special grants for European schools.	(b) ½ Orange D.F.	25	..	..
5	Application for special grants for European schools.	(a) ½ Pg. D.F.	24	..	..
6	Application for Boarding grants for European schools.	(b) ½ Orange D.F.	25	..	..
7	Annual statement of income and expenditure (European schools).	½ Pg. D.F.	24	..	..
8	Bill for building grants for European schools.	½ " " " " " " " "	24	..	..
9	Memo. sanctioning stipends tenable in the Government Training schools.	(a) ½ " " " " " " " "	24	..	..
10	Review of monthly return of Government Training schools.	(b) ½ Orange D.F.	25	..	..
11	Form of application for help from Government.	½ Pg. D.F.	21	..	..
12	Application for admission to the written examination for European Teachers.	½ " " " " " " " "	21	..	..
13	Application form for teachers who are already certified under the Madras Educational Rules.	½ " " " " " " " "	21	..	..
14	Certificate—Middle School Examination.	½ F. Az. Laid ..	14	..	..
15	Certificate—High School Examination.	½ " " " " " " " "	14	..	..
16	Technical Teachers' Certificate ..	½ Deny Az. Laid ..	24	..	..
17	Probationary Teachers' Certificate—English.	½ P.F. Lanesabrie Ledger	30	Ruled.	Paper bound.
18	Probationary Teachers' Certificate—Malayalam.	½ " " " " " " " "	30	Do.	Do.
19	Probationary Teachers' Certificate—Tamil.	½ " " " " " " " "	30	Do.	Do.
20	Probationary Teachers' Certificate—Urdu.	½ " " " " " " " "	30	Do.	Do.
21	Probationary Teachers' Certificate—Telugu.	½ " " " " " " " "	30	Do.	Do.
22	Probationary Teachers' Certificate—Cannara.	½ " " " " " " " "	30	Do.	Do.
23	Probationary Teachers' Certificate—Hindustani.	½ " " " " " " " "	30	Do.	Do.
24	Monthly Return of Brooks' Memorial School, Ottaseamund.	½ Pg. D.F.	21	..	..
25	Application for recognition of European schools.	½ " " " " " " " "	24	..	..
26	Inspection report on European Schools.	3½ " " " " " " " "	24	Ruled.	Stitched.
27	Application for a grant-in-aid for European schools.	½ " " " " " " " "	24	..	..
28	" " " " " " " " " " " " " "	½ " " " " " " " "	24	..	..
29	Form of trust deed for European schools.	½ " " " " " " " "	24	..	..
30	Form of transfer certificate ..	½ " " " " " " " "	24	..	..
30-A	Annual return 2 (b) or 3 (d)	½ Pg. D.R.	35	..	..
30-B	" " 4 (b) or 5 (d)	1 " " " " " " " "	35	..	..
	<i>Sub-Assistant Inspectresses of Girls' Schools.</i>				
31	Monthly return of Government Girls' schools.	½ Pg. D.F.	16	..	..

Statement B-2.—List of forms to be printed hereafter specially for use in the subordinate offices in the Education Department—*cont.*

Standard forms numbers as appearing in Statement A-2.	Name and description of forms.	Size and description of paper proposed in printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Medical College, Madras.</i>				
32	Hospital posting roll	1/2 Pg. D.F. .. 16	..	..	
33	Certificate of honour	1/2 D.F. Cr. W. .. 28	..	..	
34	Honorary certificate	1/2 D.F. Cr. W. .. 28	..	..	
35	Application for admission	1/2 Pg. D.F. .. 16	..	..	
36	Notice of payment of stipends ..	1/2 " .. 16	..	..	
37	Certificate of attendance of lectures in M.B. & C.M. class ..	1/2 " .. 24	Ruled ..	..	
38	Certificate of attendance of lectures in L.M. & S. class ..	1/2 " .. 24	..	..	
39	Certificate of attendance of lectures in Apothecary department ..	1/2 " .. 24	Ruled ..	..	
40	Certificate of attendance of lectures in Pathological, etc., examinations ..	1/2 " .. 24	Marble cover bound.	..	
41	Intimation to students registered for admission ..	1/2 " .. 16	..	..	
42	Statement to be submitted by students on admission ..	1/2 " .. 16	..	..	
43	Tabular class report	1/2 " .. 16	..	..	
	<i>College of Engineering, Madras.</i>				
44	Letter form acknowledging receipt of fees for entrance examinations ..	1/2 Pg. D.F. .. 16	..	..	
45	Memorandum directing students to join practical course ..	Post card ..	..	..	
46	Memorandum informing registry of application ..	Do. ..	..	..	
47	Application for admission to the college ..	1/2 Pg. D.F. .. 16	..	..	
48	Survey cooly bill	1/2 " .. 16	..	..	
49	Aquittance roll (of Military students) ..	1/2 " .. 16	..	..	
50	Abstract of receipts and charges ..	5 " .. 16	..	Stitched.	
51	Circulation slip for periodicals ..	1/2 " .. 16	..	..	
52	Statement of balance due to students ..	1/2 " .. 16	..	..	
53	Title page for answer papers ..	1/2 " .. 16	..	..	
54	Receipt for returning survey instruments ..	1/2 " .. 16	..	..	
55	Trigonometrical Survey Form A ..	1/2 Pg. Med. .. 25	..	..	
56	Do. do. B ..	1/2 " .. 25	..	..	
57	Do. do. C ..	1/2 " .. 25	..	..	
58	Do. do. D ..	1/2 " .. 25	..	..	
59	Do. do. E ..	1/2 " .. 25	..	..	
60	Do. do. F ..	1/2 " .. 25	..	..	
61	Do. do. G ..	1/2 " .. 25	..	..	
62	Do. do. H ..	1/2 " .. 25	..	..	
63	Do. do. K ..	1/2 " .. 25	..	..	
64	Curve form	1/2 Pg. D.F. .. 16	..	..	
65	Table for Gales' traverse system ..	1/2 Pg. Med. .. 25	..	..	
66	Level form	1/2 Pg. Royal .. 32	..	..	
67	Cooly bill survey camp	1/2 Pg. D.F. .. 16	..	..	
68	Daily survey report	1/2 " .. 16	..	..	
69	Abstract of survey reports	1/2 Pg. Royal .. 32	..	..	
70	Diary form	1/2 Bad. D.F. .. 16	..	..	
71	Report on tests	1/2 Pg. D.F. .. 21	..	..	
72	Do. tension tests	1/2 " .. 21	..	..	
73	Do. compression tests	1/2 " .. 21	..	..	
74	Do. bending tests	1/2 " .. 21	..	..	
75	Do. tensile strength	1/2 " .. 21	..	..	
76	Register of cement tests	1/2 " .. 16	..	Leather bound.	
77	Cement test sheets	1/2 " .. 16	..	..	
78	Orderly Sergeant's report	1/2 Bad. D.F. .. 16	..	..	
79	Rations on payment	1/2 " .. 16	..	..	
80	Nominal roll	1/2 " .. 16	..	..	
81	Weekly report	1/2 Pg. D.F. .. 16	..	..	
82	Statement to accompany application for registration of name for the entrance examination of the Account Branch, Public Works Department ..	1/2 " .. 16	..	..	

Statement B-2.—List of forms to be printed hereafter specially for use in the subordinate offices in the Education Department—*cont.*

Standard forms numbers as appearing in Statement A-2.	Name and description of forms.	Size and description of paper proposed in printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>College of Engineering, Madras—cont.</i>				
83	Title page for answer book of the entrance examination of the Account Branch, Public Works Department ..	1/2 Pg. D.F. .. 16	..	..	
84	Objection memorandum	1/2 " .. 16	..	..	
85	Mark register	1/2 " .. 16	Ruled.	Stiff cover.	
86	Time-table	1/2 " .. 21	..	..	
	<i>Teachers' College, Saidapet.</i>				
87	Letter form regarding the award of stipends to normal students ..	1/2 Pg. D.F. .. 16	..	..	
88	Memorandum stating that there are no vacancies for stipendiary students ..	Post card ..	..	..	
89	Memorandum to renew application after qualifying for the B.A. degree ..	Do. ..	..	..	
90	Application for admission	1/2 Pg. D.F. .. 16	..	..	
91	Half-yearly report of normal students ..	1/2 " .. 16	..	..	
92	Application for admission	1/2 " .. 16	..	..	
93	Progress register of Practising school pupils ..	1/2 " .. 21	..	Leather bound.	
94	Fee statement of pupils	1/2 White cartridge Royal. .. 40	..	..	
95	Kindergarten lessons for the week ending ..	1/2 Pg. D.F. .. 16	..	..	
96	Drawing certificate	1/2 F.C.W. .. 14	..	..	
97	Training certificate	1/2 " .. 14	..	..	
	<i>Reformatory School, Chingleput.</i>				
98	Information regarding accommodation ..	Post card ..	..	..	
99	Letter to Magistrate on the completion of the term of detention prescribed for a student ..	1/2 Pg. D.F. .. 21	..	..	
100	Letter to Magistrate sending with remarks the pupil for delivery to his parents or relations ..	1/2 " .. 16	..	..	
101	Half-yearly application regarding the delivered youth's mode of occupation and conduct ..	1/2 " .. 16	..	..	
102	Final application to Magistrate regarding the delivered youth's mode of occupation and conduct ..	1/2 " .. 16	..	..	
103	Letter to Magistrates regarding start in life made by ex-pupils ..	1/2 " .. 16	..	..	
104	Register of outstandings	1/2 Bad. D.F. .. 28	..	..	
105	Reminder for bills due	1/2 Pg. D.F. .. 16	..	..	
106	Pupils' banking account	1/2 " .. 24	Ruled and numbered.	Leather bound.	
107	Bed side ticket	1/2 " .. 24	Ruled ..	Leather bound.	
108	Hospital case book	1/2 " .. 24	Do. ..	Leather bound.	
109	Superintendent's journal	1/2 " .. 24	Do. ..	..	
110	Notice of section 26 of the Reformatory Act	1/2 " .. 16	..	..	
111	License under section 18 of the Reformatory Act	1/2 D.F.C.W. .. 28	..	..	
112	Certificate for discharged pupil ..	1/2 Pg. D.F. .. 28	..	..	
113	Docket for warrants	1/2 " .. 16	..	..	
114	Juveniles' receipt form	1/2 " .. 24	Ruled and numbered.	Leather bound.	
115	History of discharged pupil	1/2 " .. 24	..	..	
116	History of board of pupil	1/2 F. Lancashire Ledger. .. 16	..	..	
117	Weightment register of pupils ..	1/2 Pg. D.F. .. 24	Ruled ..	Leather bound.	
118	Diet roll	1/2 " .. 24	Do. ..	Calico bound.	
119	Pupils' admission register	1/2 " .. 24	..	Leather bound.	
120	Deputy Superintendent's report ..	1/2 " .. 24	..	Do. ..	
121	Pupils' good conduct badge register ..	1/2 " .. 24	Ruled ..	Marble bound.	

These are to be printed and supplied triennially.

Statement B-2.—List of forms to be printed hereafter specially for use in the subordinate offices in the Education Department—*cont.*

Standard form numbers according to Statement B-2.	Name and description of forms.	Size and description of paper proposed in printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Reformatory School, Chingleput—cont.</i>				
122	General mark register for conduct of the pupils.	$\frac{1}{2}$ Pg. D.F. .. 24	Ruled ..	Marble bound.	
123	Statement of money remitted into the treasury.	$\frac{1}{8}$ " .. 16	..	..	
	<i>School of Arts, Madras.</i>				
124	Application for admission to the school.	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
	<i>Government Training Schools.</i>				
125	Monthly returns A, B, C, D ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
126	History of former students ..	$\frac{1}{2}$ " .. 24	..	Calico bound.	
127	Question and answer register: History of normal student ..	$\frac{1}{2}$ " .. 24	..	..	
128	Report of the final examination for teachers' certificates.	$\frac{1}{2}$ " .. 16	Ruled ..	..	
129	Application for admission to Secondary Training school.	$\frac{1}{2}$ " .. 16	..	..	
130	Elementary Application for leave for students ..	$\frac{1}{2}$ " .. 16	..	..	
131	Relieving certificate ..	$\frac{1}{2}$ " .. 24	Ruled ..	..	
132	Application for admission to the technical teachers' certificates.	$\frac{1}{2}$ " .. 16	..	..	
133	Application for admission to the Practising section.	$\frac{1}{2}$ " .. 16	..	..	
134	Application for admission to the Training section.	$\frac{1}{2}$ " .. 16	..	..	
135	Application for admission to the preliminary examination for teachers' certificates.	$\frac{1}{2}$ " .. 16	..	..	
136	Application for admission to the gymnastic certificates.	$\frac{1}{2}$ " .. 16	..	..	
137	Form of attendance certificate ..	$\frac{1}{2}$ " .. 16	..	..	
138	Half-yearly history report ..	$\frac{1}{2}$ " .. 16	..	..	
139	Application for the final examination.	$\frac{1}{2}$ " .. 16	..	..	
	<i>Government Madras-i-Azam.</i>				
140	Application for Carnatic stipends ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
	<i>School of Commerce, Calicut.</i>				
141	Application for admission to English department.	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
142	Application for admission to Anglo-Malayalam department.	$\frac{1}{2}$ " .. 16	..	..	
143	Certificate for vernacular class, commercial class, final examination.	$\frac{1}{2}$ D.F. C.W. .. 28	..	..	
144	Students' age certificate ..	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
	<i>Registrar of Books, Madras.</i>				
145	Letter form ..	$\frac{1}{2}$ F.C.L. .. 10	..	..	
146	Do. ..	$\frac{1}{2}$ " .. 10	..	..	
147	Do. ..	$\frac{1}{2}$ " .. 10	..	..	
148	Letter to the press for copies of printed books.	$\frac{1}{2}$ Pg. D.F. .. 24	..	..	
149	Letter to the Director of Public Instruction regarding copyright books.	$\frac{1}{2}$ F. Cr. Ld. .. 10	..	..	
150	Demi-official letter ..	1 Octavo Post Crown Vellum.	..	..	To be printed and supplied once in five years.
151	Memorandum to the press calling for copies of undelivered books for registration.	$\frac{1}{2}$ Pg. D.F. .. 24	..	..	
152	Acknowledgment certifying the copyright registration.	$\frac{1}{8}$ " .. 16	..	..	
153	Acknowledgment for receipt of books, etc.	$\frac{1}{2}$ " .. 16	..	..	
154	Returning memorandum of particulars for want of information.	$\frac{1}{2}$ " .. 16	..	..	
155	Tabular form for entering names of copyright books since 1867.	$\frac{1}{2}$ " .. 16	..	..	
156	Application form for copyright registration.	$\frac{1}{2}$ " .. 24	..	..	

Statement B-2.—List of forms to be printed hereafter specially for use in the subordinate offices in the Education Department—*cont.*

Standard form numbers according to Statement B-2.	Name and description of forms.	Size and description of paper proposed in printing the forms hereafter.	Whether ruled, numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Registrar of Books, Madras—cont.</i>				
157	Printed specimen of memorandum of particulars with instructions for preparation.	$\frac{1}{2}$ Pg. D.F. .. 16	..	..	
158	Quarterly return of books and pamphlets issued.	$\frac{1}{2}$ " .. 16	..	..	
159	Quarterly return showing the date of receipt of the marked catalogues and books and despatch of books to British Museum India Office London.	$\frac{1}{2}$ " .. 24	..	..	
160	Detailed statement of charges incurred in transmitting books to the British Museum.	$\frac{1}{2}$ " .. 24	..	..	
161	Circular memorandum to District Registrars regarding transmission through them of books, etc., printed at mufassal presses.	$\frac{1}{2}$ " .. 24	..	..	
162	Circular memorandum to proprietors for delivery of books.	$\frac{1}{2}$ " .. 24	..	..	
163	Circular memorandum for quarterly return.	$\frac{1}{2}$ " .. 16	..	..	
164	Circular memorandum exempting certain publications from Act XXV of 1867.	$\frac{1}{2}$ " .. 16	..	..	
165	Notice to printers and publishers regarding correctness of entries in the memorandum of particulars.	$\frac{1}{2}$ " .. 16	..	..	

Order—No. 580, Educational, dated 17th August 1911.

The Government approve the proposals contained in paragraphs 3, 4, 5 and 8 of the Superintendent's letter and those embodied in statements B, B-1 and B-2 referred to in paragraph 7. The question raised in paragraph 6 should be governed by the orders which may be passed on the Superintendent's reference regarding demi-official papers.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Superintendent of Stationery.
" Director of Public Instruction.
" Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 580, EDUCATIONAL, DATED
17TH AUGUST 1911.

[SUBJECT.—Standardization of forms in use in the office of the Director
of Public Instruction and in the offices subordinate to the
Director of Public Instruction.]

Previous papers :

G.O., No.	79, Financial,	dated 12th February 1909.
" "	498 "	" 5th November "
" "	401 "	" 15th September 1910.
" "	82-L.	" 19th January 1911.
" "	130, Financial	" 15th March "

From the Superintendent of Stationery, dated 3rd June 1911, No. 2619.

With reference to paragraph 2 of Memorandum No. 2431-1, Financial, dated
5th November 1909, the Superintendent
Page 12 of G.O., No. 498, Financial, dated of Stationery submits proposals in regard
5th November 1909. to the standardization of the forms in use
in the office of the Director of Public
Instruction and in the various educational offices subordinate to him.

2. Orders are required on the following points :—

(1) *Paragraph 3 of the Superintendent's letter.*—The Director of Public Instruction would print certain proceedings forms and letter forms in use in his office (*vide* Nos. 4 to 13, 16, 18, 22 and 23 in statement A) in printing paper, double foolscap, 28 lbs., and letter forms in use by the inspecting officers and others (*vide* Nos. 162 to 166, 168, 169 and 177 to 179 in statement A-1 and Nos. 172 to 174 and 176 in statement A-2) in foolscap paper, cream wove, 14 lbs. The Superintendent of Stationery, however, proposes to print them in printing paper, double foolscap, 24 lbs., and in cream laid foolscap, 10 lbs., respectively, and observes that paper of this description is sufficient for the purposes of the forms concerned. The Superintendent's proposal may be approved.

(2) *Paragraph 4 of the Superintendent's letter.*—Please see form No. 1 in the bundle containing samples of forms in use in educational offices. It is a letter form and the name of the Director of Public Instruction is printed at its top. The proposal is to omit the name of the Director of Public Instruction. The Director considers that the omission of the name is undesirable. The Superintendent states that as a general rule the name of the officer is omitted in letter forms. If so, there is no reason to make an exception in favour of the office of the Director of Public Instruction, and the Superintendent's proposal may be approved.

(3) *Paragraph 5 of the Superintendent's letter.*—Please see forms Nos. 2, 3, 14 and 15 in the bundle of sample forms. A crest containing the words "Department of Public Instruction, Madras", is embossed in red in these forms. The Director desires that these forms should continue to be embossed with this crest. The Superintendent states that the embossing of crest has been disallowed in forms standardized till now and proposes to omit it from the forms in use in the Director of

Public Instruction's office. There does not however appear to be any necessity to retain the crest and the Superintendent's proposal may be approved in this respect also.

(4) *Paragraph 6 of the Superintendent's letter.*—The Director of Public Instruction desires that the quarto demi-official letter form (No. 15 in the bundle) in use in his office which has hitherto been printed in hand-made paper should in future be printed in Lancashire ledger paper as the Government have disallowed the supply of hand-made paper. The Superintendent states that this paper (ledger paper) costs Rs. 9-14-11 per ream and proposes to substitute cream wove, 14 lbs., which costs only Rs. 2-2-8 per ream. A file is now under disposal in the Financial Department, regarding the kind of demi-official papers to be supplied for the use of heads of departments and others and the question raised here may be left to be governed by the decision arrived at in that file.

(5) *Paragraph 8 of the Superintendent's letter.*—The Director of Public Instruction proposes that the educational officers, who now indent on the Superintendent of Stationery for stationery, may also be allowed to indent on that officer for printed forms. The Superintendent supports the proposal which may, it is submitted, be approved. The indents for forms from these educational officers will be countersigned by the Director of Public Instruction.

3. The draft submitted is for approval. The file was detained for G.O., No. 82 L., dated 19th January 1911 and G.O., No. 130, Financial, dated 15th March 1911, which are referred to in paragraphs 4 and 5 of the current. The first Government Order has been taken out for Judicial current No 3215, and the second for Financial current No. 2185 and are not available still. Requisitions and reminders were sent for the Government Orders and the Judicial Department promised to return G.O., No. 82 L., dated 19th January 1911, when the file in which it was put up returned from the Chief Secretary. The Judicial file has now gone to Madras with the Government Order in question, and the Madras office which was telegraphed for it says that the Government Order has not been received there. In these circumstances this file is submitted without the Government Orders to save further delay.

G.O., No. 130*, Financial, dated 15th March 1911, has just been received and is put up.

T.K.—28-7-11.

4. The draft may be sent to Financial for acceptance.

K. RANGASWAMI AYYANGAR—28-7-11.

L. DAVIDSON—29-7-11.

To the Financial Department u.o.

FINANCIAL DEPARTMENT.

Paragraph 2 (4) of the Educational Department office-note, dated 28th July 1911.—

Letter R.O.C. No. 113-Gl., dated 21st April 1911. The file referred to in this paragraph relates to a proposal from the Superintendent of Stationery for reducing the various kinds of demi-official note papers now stocked in the Stationery office. On receipt of those proposals, demi-official note papers of certain qualities and certain sizes were selected here and the Private Secretary to His Excellency the Governor, Honourable Members, the Secretaries to Government, the Board of Revenue, the High Court and the Assistant Quartermaster-General, 9th Secunderabad Division, were asked whether they had any remarks to offer on the selection. As regards the heads of departments it has been proposed to supply them with quarto and octavo sizes of demi-official note papers of cream wove papers, 15 lbs., foolscap size, in two finishes, smooth and rough. Replies have been received from all except the Assistant Quartermaster-General. Orders will issue on the case only on receipt of reply from that officer.

2. It is now proposed to state that the question raised by the Superintendent of Stationery, in paragraph 6 of his letter "should be governed by the orders passed "on the Superintendent's reference regarding demi-official papers." As orders are yet to be passed on the case the second portion of the draft order requires slight amendment, the words "to be" being added before the word "passed" in the draft order.

3. *Paragraph 2 (5) of the Educational Department office-note, dated 28th July 1911.*—The Superintendent of Stationery will, it is expected, when submitting his final proposals on the standardization of forms in non-Revenue offices, refer also to the question of the unit for the indent and supply of forms. The decision which the Educational Department have arrived in the present case will be borne in mind when dealing with those proposals.

4. The draft order, subject to the remarks in paragraph 2 above, may, it is submitted, be accepted in Financial.

S.D.S.—11-8-11.

T. HARI RAO—11-8-11.

C. REILLY—14-8-11.

H. A. STUART—15-8-11.

To the Educational Department u.o.

EDUCATIONAL DEPARTMENT.

Issue as amended.

L. DAVIDSON—17-8-11.

[G.O., No. 580, Educational, dated 17th August 1911.]

C.No.1413, from the Superintendent of Stationery, No.2619-Gl., d/3-6-11.

H-1-5CF

ORDER:
P.S.

No 580 d/17.8.11

not for E.T.

(H-2-5CF)

wh. may be/that

8/1/18

The Government approve the proposals contained in paragraphs 3, 4, 5 and 8 of the Superintendent's letter and those embodied in statements B₁ and B₂ referred to in para.7. The question raised in paragraph 6 should be governed by the orders ^{which might} passed on the Superintendent's reference regarding D.O. papers.

78/287-11

80/287-11

2.7.11
12.2.11

2/10/11 forms

To the Supt. of Stationery (to be returned)

" D.P.I. ✓

" Financial Dept.

18/9/11

6

Current No....., dated.....19
G.O., No. 580, dated 17-8-1911.

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

Docket... Standardization of Press...
Proposed to the...
Educational Dept.

Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	Complete correspondence and orders.	Notes
FOR RECORD.*		
Madras Records ...	30	15
Octy Records ...	7	7
For filing with original		
Total ...	34	22

FOR ISSUE.†	Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
		No.	Papers.	
Signature copies.....	24			
India Office.....				
Govt. of India.....Dept.				
Public Department.....				
Judicial Department.....				
Financial Department.....				
Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....Dept.				
Total ...				

The Director of Public Instruction.....	5			
The Comr. for Govt. Examinations.....				
The Superintendent, Govt. Museum.....				
The Surgeon-General.....				
The Accountant-General.....				
The Collector of.....				
The P. D. B.....	5			
The Capt. P. Lakshman.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total ...				

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.
(b) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.
(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.
(d) In the absence of special instructions to the Press to keep matter standing for a specified 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.
(e) 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.
OUTY.

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

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

C
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.

Type may be released after usual interval.
at once.

Type may be released after usual interval.

.....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.

Press Statements
Please print the ~~proof~~ placed below
here with attached, — ~~AA-1, A-2,~~
B, B-1, B-2 — as enclosures to the letter
from the Dept of Stationery.
SRA
23-8-11

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.		
Received in Press on.....	23.8.11	[Signature]	
First proof furnished on.....	1.9.11	[Signature]	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	11.9.11	[Signature]	
Final copies supplied on.....	18.9.11	[Signature]	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	15	19	
" " " Issue.....	15-4		
For Volumes.....	16		
For E.T.....			
Total ...			