

Government of Madras.
EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. No. 634, 9th September 1911.

Record of the subsequent career of pupils.

Addressing the Government of India on the subject of the maintenance of a — who have passed through a college, a secondary school or technical institution.

2

Government of Madras.

EDUCATIONAL DEPARTMENT.

— — —

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. No. 634, 9th September 1911.

Record of the subsequent career of pupils.

Addressing the Government of India on the subject of the maintenance of a — who have passed through a college, a secondary school or technical institution.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Letter—from the Hon'ble Mr. H. SHARP, Joint Secretary to the Government of India, Department of Education (Education).

To—the Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 21st June 1911.

No.—858.

I am directed to address you on the subject of the maintenance of a record of the subsequent career of pupils who have passed through a college, a secondary school or any kind of technical institution.

2. From many points of view the value of such statistics would be very great. This is especially the case with regard to technical institutions as it is particularly interesting to have information as to the amount of employment which those who have received technical or industrial instruction are able to obtain. But these figures would be of no less interest in the case of High and, almost more, of Middle English schools, since it is obvious from our general tables that a great wastage of pupils takes place in the high and middle stages; and it would be very valuable if we could find out what happens to the boys who fail to prosecute their studies to a degree or even to Matriculation.

3. The Government of India are aware that the collection of this kind of information is attended with great difficulty and that the lower we descend in the educational grades the greater do those difficulties become. Nevertheless, they would be glad, with the permission of His Excellency the Governor in Council, to be informed whether any steps are at present taken to collect such information, and with what success. Further they would be glad to be favoured with the opinion of His Excellency in Council upon the steps which may be taken in order to collect fuller information upon this point.

4. There are three measures which, in the opinion of the Government of India, might perhaps conduce to facilitating this work. One is the establishment of associations for passed students of institutions; another is the holding of gatherings on "Old boys' days"; the third is the extension of the system of college or school magazines which already, to some extent, obtains in the larger educational institutions in this country. It would, of course, ordinarily be impossible for a single High school to produce an efficient magazine, but it is a matter for consideration whether such magazines could be produced for the High schools and the Middle English schools of a single district or division, and whether, if a wide dissemination of these publications were encouraged among the old students of these institutions, the collection of information regarding their subsequent careers would be facilitated, and other desirable results would be obtained.

II

Endorsement No. 1540-1, Educational, dated 5th July 1911.

Referred to the Director of Public Instruction for report.

L. DAVIDSON,

Ag. Secretary to Government.

To the Director of Public Instruction.

III

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

To—the Secretary to Government, Educational Department.

Dated—the 7th August 1911.

No.—Ref. on Cur. 4694.

With reference to your Memorandum No. 1540-1, dated 5th July 1911, referring for report the letter of the Government of India on the subject of the maintenance of a record of the subsequent career of pupils, I have the honour to state that in the case of graduates the Registrar of the University sends out a circular every year to collect what information is available regarding their profession or occupation and incorporates it in the University Calendar. I doubt if anything more can be done except that in the case of L.T.'s it is probable that the Principal, Teachers' College, might be in a position to help the Registrar, as he gets periodical reports for at least three years after training. Similarly in the case of those who adopt the teaching profession in the lower grades, information for a few years is available.

2. As regards those who have received technical or industrial education, in the tabular inspection report forms, information regarding subsequent employment of students trained is given. It would be possible to consolidate this information by comparing a series of years. Managers of institutions could do this from their records.

3. As regards High and Middle English schools, it is difficult to get information. Managers do not keep records of what their old boys do; often they do not know where they are or what they are doing; nor do they seem to care to know, except in a few exceptional cases, e.g., the managers of mission schools naturally evince an interest in the careers of their Christian boys. I do not think that the measures suggested in paragraph 4 of the Government of India's letter to facilitate the collection of information would succeed. *Esprit de corps* and feeling for the school are not strong enough. "Old boys' days" are often held; but the number of old boys who attend is not large and usually consists of those who have prospered. The boys who leave without matriculating or who are in any way failures are probably never heard or again by their schools. These "Old boys' days" are too often not therefore days of re-union. They are more frequently merely opportunities for reading an annual report and asking for funds. As regards school magazines, there are very few of these at present and I do not anticipate any immediate increase in the number. Inspectors will be asked to give any help in their power to existing magazines and to encourage such schools to start others as seem likely to be able to maintain them. The inspecting officers will also be asked to encourage schools to start registers such as are kept in English public schools, which give the address, occupation, school record, etc., of boys who have left.

Order—No. 634, Educational, dated 9th September 1911.

The attention of Government has recently been invited to the desirability of making an organized effort to maintain a systematic record of the subsequent career of pupils who have passed through a college, a secondary school or technical institution.

2. In the case of collegiate students who have actually taken a degree such a record is already compiled by the Registrar of the University and published in volume II of the University Calendar and similar information is to be found in the published calendars of certain affiliated colleges. Particulars are however not ordinarily available in the case of students who leave their college without taking a degree. The simplest and most effective way of supplying this omission will, in the opinion of the Governor in Council, be to provide for the maintenance of a register showing the addresses and employment of all past students. The Director of Public Instruction will accordingly be requested to move the Senate of the University of Madras to consider the propriety of amending regulation 384 so as to make the maintenance of such a register a condition of affiliation to the University.

3. In the case of secondary schools under public management the Director of Public Instruction is himself competent to prescribe the preparation of similar registers and he will now be requested to do so. He should at the same time issue a circular to all managers of private secondary schools impressing upon them the advisability of keeping a systematic record of the subsequent career of their old pupils. All inspecting officers should be directed in the course of their tours to exercise their influence in this direction.

4. In the case of technical institutions particulars of this description are embodied in the tabular inspection reports, but as a general rule the information given is of a scanty character and relates only to a small number of the former pupils. In training schools, rule 127 of the Madras Educational rules makes special provision for the report of the residence and employment of all stipendiary students who have passed out successfully, but the information supplied is restricted to a period of at most three years from the date on which their training came to a close. The Government desire that special efforts should be made to compile more complete and accurate information in both these cases and the Director of Public Instruction will be requested to prescribe such measures as he may consider best adapted for the attainment of this purpose. When the course of action requisite with regard to public institutions has been decided upon, the managers of private institutions should, as in the case of secondary schools, be advised to maintain similar records.

5. Another direction in which the object in view might be furthered in regard to collegiate, secondary and technical institutions alike is by assistance to existing school magazines and the encouragement of the starting of such magazines in cases where the institutions concerned are likely to continue the maintenance of such publications.

6. The following letter will be addressed to the Government of India.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 635.

From

THE HON'BLE MR. L. DAVIDSON, I.C.S.,

Acting Secretary to the Government of Madras,

Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

Dated Ootacamund, the 9th September 1911.

SIR,

I am directed to reply to your letter No. 853, Education, dated 21st June 1911, on the subject of the maintenance of a record of the subsequent career of pupils who have passed through a college, a secondary school or any kind of technical institution. The Government of India desire to know whether any steps are at present taken to collect such information and with what success, and what steps may be taken in order to collect further information on the subject.

2. In this Presidency there is no organized system for the collection of such information or the maintenance of a continuous record of the subsequent career of students who pass out of educational institutions. But in the case of collegiate students who have taken a degree the University of Madras annually compiles such particulars as are available and incorporates the resultant information in the list of graduates given in volume II of the University Calendar. Similar information is also furnished in the annual calendars relating to some of the Government colleges and one aided institution, namely, the Madras Christian College. So far as concerns those who have passed through a college and have taken a degree, the information contained in the list annexed to the University Calendar is, in the opinion of this Government, sufficient for practical purposes; but in order to ensure the systematic future maintenance of a record of the history of all collegiate students including those who have not taken a degree, it appears expedient that every affiliated college should as a condition of affiliation be required to maintain a register showing the addresses and employment of all its past students. The desirability of amending the University regulations so as to give effect to this proposal will be suggested to the University of Madras.

3. In the case of Government training institutions it is a condition of the grant of a stipend that the holder shall, after leaving the institution, furnish the head of it once in every six months, for three years in the case of male teachers and for two years in the case of female teachers, with particulars regarding his or her residence and employment. As, however, the information which is thus collected and maintained

by the heads of these institutions does not extend beyond the initial stage of the subsequent career of passed students, action will now be taken to bring the existing record of these students up to date so far as may be possible and to ensure its continued and systematic maintenance in a more complete form.

4. Particulars of employment of students who have received technical or industrial education is now furnished by the inspecting officers in their annual inspection reports. But such information is of a very scanty description and as a rule relates only to a small proportion of the strength. Instructions will now be issued to consolidate and bring up to date information available in the case of technical institutions under public management, while in the case of institutions of this class under private management the desirability of adopting similar measures will be suggested to the managers concerned.

5. As regards boys who have passed through high and middle schools but have not entered upon a university course and taken a degree, no record is at present maintained and the Government consider that it would be very difficult to do so in any effective manner. The managers of such schools seldom keep in touch with their old pupils and take little interest in their subsequent career except perhaps in the isolated case of mission schools the superintendents of which to some extent follow the movements of the Christian boys who have passed out of their hands.

6. The Governor in Council fears that the measures suggested in paragraph 4 of your letter under reply would not be attended with any great success in this Presidency for the reason that *esprit de corps* and feeling for the school are factors of little moment. "Old boys' days," it is true, are often held; but the numbers who attend such gatherings are not large and usually consist of those who have prospered, while boys who leave school without matriculating or are in any way failures are probably never heard of again by their schools. "Old boys' days" are too often therefore not days of re-union; they are more frequently merely opportunities for reading an annual report and asking for funds. School magazines again are very few in this Presidency and no immediate increase in their number is anticipated. The Director of Public Instruction will however be instructed to give all the aid in his power to existing magazines and to encourage the starting of others by such schools as seem likely to be able to maintain them.

The only other measure which seems feasible is the issue of

(i) instructions requiring the maintenance in secondary schools under public management of registers such as are kept in English public schools giving the address, occupation and school record of former pupils, and

(ii) a circular to the managers of private secondary schools impressing on them the advisability of adopting the same procedure.

The necessary action will be taken in both these directions.

I have the honour to be,

Sir,

Your most obedient servant,

L. DAVIDSON,

Ag. Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. Nos. 634-35, EDUCATIONAL, DATED 9TH SEPTEMBER 1911.

[SUBJECT.—Record of the subsequent career of pupils of schools and colleges.]

From the Government of India, dated 21st June 1911, No. 858.

Previous papers :

G.O. No. 158,	Educational,	dated 20th March	1907.
" "	335	" "	11th June 1910.
" "	495	" "	19th August "

Please let me see the draft reply.

V. K[RISHNASWAMI Aiyar]—30-6-11.

At present a register giving the history * of former students is maintained in all Government Training institutions. For ^{three}/_{two} years from the commencement of their service as a ^{male}/_{female} teacher in the Madras Presidency.

L. DAVIDSON—4-7-11.

rules on page 5 of G.O. No. 158, Educational, dated 20th March 1907. Information about the employment of past students is given in the reports on the working of the School of Arts and the College of Engineering; but it is not known whether a regular history of all students is maintained in these institutions.

2. In Government arts colleges no history of the students is maintained but annual calendars are issued and it may not be difficult to embody a history of the students in these calendars.

3. The letter may be referred to the Director of Public Instruction for report. The draft is for approval.

T.K.—3-7-11.

K. RANGASWAMI Aiyangar—3-7-11.

L. DAVIDSON—4-7-11.

[Memorandum No. 1540-1, dated 5th July 1911.]

From the Director of Public Instruction, R.C. No. 4694/11, dated 7th August 1911.

A draft is submitted for approval. It embodies the suggestions made by the Director of Public Instruction for collecting fuller information regarding the subsequent career of pupils in the training and technical institutions. If the Government of India approve of these suggestions, the Director of Public Instruction may be requested to give effect to them.

T.K.—22-8-11.

The draft should be circulated to the Hon'ble Mr. Krishnaswami Aiyar also who has asked to see the draft reply—*vide* his note *supra* on the advance copy of India's letter circulated to him.

K. RANGASWAMI AIYANGAR—23-8-11.

The draft is too *laissez faire*. I think more might be done. Please see note below.

L. DAVIDSON—24-8-11.

Honourable Member—

The Hon'ble Mr. Krishnaswami Aiyar—

The position seems to be as follows. In the case of graduates a regular record of the information available is maintained by the Registrar of the University and published in Volume II of the university calendar.

Similar information is furnished in the calendars of the Christian College and some Government colleges, *e.g.*, the Teachers' College, the Presidency College and the Kumbakonam and Rajahmundry Colleges.

In the case of Government technical institutions particulars of the subsequent career of pupils are embodied in the tabular inspection report (item VIII), but to judge from pages 10 and 11 of G.O. No. 495, Educational, dated 19th August 1910, such information is of a very scanty description and relates to only a small number of the pupils.

In regard to training schools it is a condition of the grant of a stipend that the holder shall furnish the head of the training school every six months for two or three years with information regarding his residence, appointment, etc. (see rule 127 of the Madras Educational Rules).

Apparently in no other class of institutions is any systematic record maintained.

2. As regards the remedies suggested by the Government of India, the Director thinks that old boys' gatherings are of little practical value in this connection. It is submitted that he is right. School and college magazines are seldom in existence and are not likely to increase, while old boys' associations are, I believe, practically unknown.

Quite right.

M. H[AMMICK].

3. As to the steps which should be taken to collect fuller information in the future, it is submitted that action might with advantage be taken to prescribe registers to that end for maintenance in Government and recognized institutions. I take it that so far as concerns colleges it would be necessary to move for an amendment of Regulation 384 at page 241 of the University Calendar, Volume I. One of the conditions of affiliation is the maintenance of a register of addresses of students. A further register showing the addresses and employment of passed students might be prescribed. Information of this character cannot be obtained with certainty, but the mere existence of such a register would be of some service and heads of colleges might be relied upon to make some endeavour to keep in touch with their former students and record their career.

Such a register might be maintained but it would be very incomplete. We may suggest it to the Senate.

M. H[AMMICK].

would be of some service and heads of colleges might be relied upon to make some endeavour to keep in touch with their former students and record their career.

4. In the case of secondary schools a similar condition might be made to the prescribed list of registers contained in rule 60 of the Madras Educational Rules.

The maintenance of such registers is a condition of recognition under rule 22, and under rule 11 of the Grant-in-Aid Code, the managers of institutions applying for aid are bound to furnish such returns as may be required by the department.

M. H[AMMICK].

5. If such registers were prescribed and the heads of Government and aided institutions were given to understand that importance was attached to their maintenance in as complete a form as possible, the result would, I submit, be a record of some value. I do not see what more can be done except, as the Director says, to encourage the starting of school magazines.

L. DAVIDSON—24-8-11.

The Government of India is on the rampage for collecting information. It is an easy way of showing how active they are. I am willing to ask the Senate to consider the matter as regards colleges. I am also willing that the Director of Public Instruction should be told to suggest to schools the advisability of keeping these registers. I certainly would not make it a condition of recognition. We may do this and tell India how matters now stand, as is done in the draft below.

M. H[AMMICK]—31-8-11.

I agree with A.

V. K[RISHNASWAMI AIYAR]—1-9-11.

A revised draft is submitted.

T.K.—7-9-11.

K. RANGASWAMI AIYANGAR—7-9-11.

Issue as revised.

L. DAVIDSON—9-9-11.

[G.O. Nos. 634-35, Educational, dated 9th September 1911.]

G.No.1540 from the Govt., of India, No.858, dated 21-6-11.

G.No.1929, from the D.P.E., No.4694, dated 7-2-1911.

ORDER :- No 6349 9.9.11
F.V.

Not for ET

The attention of Government has recently been invited to the desirability of making an organized effort to maintain a systematic record of the subsequent career of pupils who have passed through a college, a secondary school or technical institution.

2. In the case of collegiate students who have actually taken a degree, such a record is already compiled by the Registrar of the University and published in volume II of the University Calendar, and similar information is to be found in the published calendars of certain affiliated colleges. Particulars are however not ordinarily available in the case of students who leave their college without taking a degree. The simplest and most effective way of supplying this omission will, in the opinion of the Governor in Council, be to provide for the maintenance of a register showing the addresses and employment of all past students. The Director of Public Instruction will accordingly be requested to move the Senate of the University of Madras to consider the propriety of amending regulation 584 so as to make the maintenance of such a register a condition of affiliation to the University.

3. In the case of secondary schools under

27

27

public management the Director of Public Instruction is himself competent to prescribe the preparation of similar registers and he will now be requested to do so. He should at the same time issue a circular to all managers of private secondary schools impressing upon them the advisability of keeping a systematic record of the subsequent career of their old pupils. All inspecting officers ^(be directed) should in the course of their tours to exercise their influence in this direction.

4. In the case of technical institutions particulars of this description are embodied in the tabular inspection reports, but as a general rule the information given is of a scanty character and relates only to a small number of the former pupils.

In training schools rule 127 of the Madras Educational Rules makes special provision for the report of the residence and employment of all stipendiary students who have passed out successfully, but the information supplied is restricted to a period of at most three years from the date on which their training came to a close. The Government desire that special efforts should be made to compile more complete and accurate information in both these cases and the Director of Public Instruction will be requested to ~~make arrangements~~ ^{prescribe} such measures as he may consider best adapted for the attainment of this purpose.

5. Another direction in which the object in

When the more factious require
with regard to public institutions
has been decided upon, the managers
of private institutions should be
advised to maintain similar
records.

3
*
90 9
view might be furthered in regard to ~~the~~
collegiate, secondary and technical institu-
tions alike is by the assistance to exist-
ing school magazines and the encouragement
of the starting of such magazines in cases
where the institutions concerned are likely
to continue the maintenance of such publica-
tions.

7. The following letter will be ad-
dressed to the Government of India.

To The D.P.I. *Sept 9.9.11.*
S. S. S. S. S.
28/9/11

9.9.11

LETTER:

To

The Secretary to the Govt. of India,
Department of Education.

Sir,

I am directed to reply to your letter No. 858, Education, dated 21st June 1911 on the subject of the maintenance of a record of the subsequent career of pupils who have passed through a college, a secondary school or any kind of technical institution. The Government of India desire to know whether any steps are at present taken to collect such information and with what success, and what steps may be taken in order to collect further information on the subject.

2. In this Presidency there is no organized system for the collection of such information or the maintenance of a continuous record of the subsequent career of students who pass out of educational institutions. But in the case of collegiate students who have taken a degree, the University of Madras annually compiles such particulars as are available and incorporates the resultant information in the list of graduates given in volume II of the University calendar. Similar information is also furnished in the

annual

Department of Education
The Secretary to the Govt. of India,
To

LETTER

Sir,

I am directed to reply to your letter No. 858, Education, dated 21st June 1911 on the subject of the maintenance of a record of the subsequent career of pupils who have passed through a college, a secondary school or any kind of technical institution. The Government of India desire to know whether any steps are at present taken to collect such information and with what success, and what steps may be taken in order to collect further information on the subject.

2. In this Presidency there is no organized system for the collection of such information or the maintenance of a continuous record of the subsequent career of students who pass out of educational institutions. But in the case of collegiate students who have taken a degree, the University of Madras annually compiles such particulars as are available and incorporates the resultant information in the list of graduates given in volume II of the University calendar. Similar information is also furnished in the

annual calendars relating to some of the Government colleges and one aided institution, namely the Madras Christian College. So far as concerns those who have passed through a college and have taken a degree, the information contained in the list annexed to the University calendar is, in the opinion of this Government, sufficient for practical purposes; but in order to ensure the systematic future maintenance of a record of the history of all collegiate students including those who have not taken a degree it appears expedient that every affiliated college should as a condition of affiliation be required to maintain a register showing the addresses and employment of all its past students. The desirability of amending the University Regulations so as to give effect to this proposal will be suggested to the University of Madras.

3. In the case of Government training institutions it is a condition of the grant of a stipend that the holder shall, after leaving the institution, furnish the head of it once in every six months, for three years in the case of male teachers and for the year in the case of female teachers, with particulars regarding his or her residence and employment. As however the information which is thus collected and maintained by the heads of these institutions does not extend beyond the initial stage of the subsequent career of passed students, action will now be taken to bring the existing record of these students to date so far as may be possible and to ensure

Done

634-35-Ed
9-9-11

5

11/11

its continued and systematic maintenance
in a more complete form.

4. Particulars of employment of students who have received technical or industrial education is now furnished by the inspecting officers in their annual inspection reports. But such information is of a very scanty description and as a rule relates only to a small proportion of the strength. Instructions will now be issued and to consolidate and bring up to date information available in the case of technical institutions under public management, while in the case of institutions of this class under private management the desirability of adopting similar measures will be suggested to the managers concerned.

5. As regards boys who have passed through high and middle schools but have not entered upon a university course and taken a degree, no record is at present maintained and the Government consider that it would be very difficult to do so in any effective manner. The managers of such schools seldom keep in touch with their old pupils and take little interest in their subsequent career except perhaps in the isolated case of mission schools the superintendents of which to some extent follow the movements of the Christian boys who have passed out of their hands.

The Governor in Council fears that the measures suggested in paragraph 4 of your

leave
"Old boys' days"

136
13
letter under reply would not be attended with any great success in this Presidency for the reason that ^{the} ~~desire~~ ^{the} ~~desire~~ de Corps and feeling for the school are factors of little moment. "Old boys' days," it is true, are often held; but the numbers of who attend such gatherings are not large and usually consist of those who have prospered, while boys who leave school without matriculating or are in any way failures are probably never heard of again by their schools. "Old boys' days" are too often therefore not days of re-union; they are more frequently merely opportunities for reading an annual report and asking for funds. School magazines again are very few in this Presidency and no immediate increase in their number is anticipated. The Director of Public Instruction will however be instructed to give all the ^{aid} ~~aid~~ in his power to existing magazines ^{and} to encourage the starting of others by such schools as seem likely to be able to maintain them.

The only other measure which seems feasible is the issue of .

(i) instructions requiring the maintenance in secondary schools under public management of registers such as are kept in English public schools giving the address, occupation and school record of former pupils, and

(ii) a circular to the managers of private secondary schools impressing on them the advisability of adopting the same procedure.

The necessary action will be taken in

Reus8
*

both these directions.

14^r 14

I have the honour to be

Yours.

8
9th

EDUCATIONAL DEPARTMENT

Current No., dated 19
G.O., No. 634-35, dated 9-9-1911

Number of MS. pages sent { Correspondence including order or orders
(b¹)

Docket: Record of the subsequent

Proposals A letter from the school
organization in the subject of the membership
and a letter have been sent them.
A letter, a second school N.

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.
--	-------------------------------------

FOR RECORD.

Madras Records	...	...	...	...	3
Ooty Records	...	...	...	...	1
For filing with original	...	...	...	...	

Total ...	34
-----------	----

FOR ISSUE.

Letter only.	Complete G.O.	(b) Special issue copies of G.O.	
		No.	Papers.

Signature copies.....

India Office.....	Dept.	32
Govt. of India.....		
Public Department.....		
Judicial Department.....		
Financial Department.....		
Revenue Department.....		
Public Works Department.....		
Local and Municipal Department.....		
	Dent.	

Total	...
-------	-----

[illegible]

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.

4) 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, etc., the number being written in red ink on the left, 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.

(b¹) 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.

* Copies distributed on..... (Press Clerk.)

† Copies distributed on.....*(Despatcher.

* To be entitled and dated

1 P.T.O.

TO PRESS, MADRAS.
OOTY.

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.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	11-9-21
First proof furnished on.....	St.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	23-9-21
Final copies supplied on.....	27-9-21

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " Issue.....	37		
For Volumes.....	16		
For E.T.....			
Total ...	87		