

27.7.25

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

1911.

Enclosures

Regd.

Spare copies

G.O., No. 705, 6th October 1911.

Subsidy to the local boards.

Approving the proposals of the Director of Public Instruction for the distribution of the sum of Rs. 1,25,000 among the district boards of the Presidency for the construction of elementary school buildings.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 209, Educational, dated 11th April 1911.

ABSTRACT.—Passing orders regarding the distribution of the allotment of Rs. 6·57 lakhs made by the Government of India for non-recurring expenditure on educational objects in the Madras Presidency.

II

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

To—the Secretary to Government, Educational Department.

Dated—Madras, the 15th September 1911.

No.—Ref. on Cur. 2567/11.

With reference to G.O., No. 209, Educational, dated 11th April 1911, and in continuation of my letter, Ref. on Cur. No. 824/11, dated 7th instant, I have the honour to submit herewith proposals for the distribution of the special allotment of Rs. 1,25,000 made in the current year's budget for the construction of buildings for board elementary schools.

2. The statement marked A furnishes particulars as to the number of school-houses proposed to be built during the current year in each of the 23 districts in the Presidency (excluding Madras and the Nilgiris) and the amounts required for the purpose by the several district boards. The Presidents of the District Boards of Koraput and Vizagapatam have not as yet sent in their proposals in spite of two reminders. The amounts asked for by the remaining 22 district boards total up to Rs. 1,70,900, i.e., Rs. 45,900 more than the grant of Rs. 1,25,000 made by Government. In order to bring the total to the allotment sanctioned by Government, I have reduced the amounts asked for by the several district boards with due regard to the recommendations of the Presidents and the needs of each case. I beg, therefore, to propose that the distribution made in the statement marked B may be sanctioned.

3. The President, District Board, Bellary, proposes two buildings at a cost of Rs. 6,000 each. This estimate is rather extravagant. Further, the plan of the proposed school building furnished by him strikes me as too elaborate. Tiffin-rooms are superfluous. Also verandahs are in excess. From the averages in other districts, I think Rs. 3,000 for each school ought to be ample.

Some of the Presidents have asked for (1) the completion of buildings which were constructed last year but were not finished for want of funds, and (2) the cost of extensions to existing buildings. I see no objection to a portion of the allotment being diverted for these purposes so long as the grant allotted to each district board is not exceeded. It would not, however, be appropriate for the cost of new furniture and equipment to be met from this grant since the buildings are intended for well-equipped and long-standing schools only.

4. In paragraph 2 of my letter, Ref. on Cur. No. 2567/11, dated 19th May 1911 (copy enclosed), the Presidents were informed of the essentials of the buildings contemplated, but I think they should now be distinctly told that the expression "type-building" in the letter referred to above has no reference to any type-design to be imposed on the boards, that it merely implies an expectation that the buildings erected will serve as types or models for the future, and that the framing of designs and estimates within the grant allotted is left to them.

5. A statement marked C showing the names of board schools, for which type-buildings are recommended is also enclosed for the information of Government. It is, however, not intended to fetter the discretion of the Presidents in the choice of schools to be housed. The Presidents may be allowed to substitute one school for the other or to construct any additional buildings necessary within the amount allotted.

ENCLOSURES.

A

Serial No.	District.	Number of school-houses proposed to be built.	Amount required by the District Board.
			RS.
1.	Ganjām	3	6,000
2.	Vizagapatam including Koraput District Board ...	4	6,000
3.	Gōdāvari	4	6,100
4.	Kistna	3	6,000
5.	Guntūr	3	7,000
6.	Nellore	3	6,000
7.	Bellary	4†	13,650†
8.	Anantapur	6	11,400
9.	Cuddapah	3	6,000
10.	Kurnool	3	6,800
11.	Chingleput	3	6,000
12.	North Arcot	3	8,700
13.	Chittoor	3	4,900
14.	South Arcot	3	6,000
15.	Tanjore	3	9,560
16.	Trichinopoly	6	12,800
17.	Madura	3	6,000
18.	Rāmnād	3	6,000
19.	Tinnevely	3	6,000
20.	Coimbatore	9‡	13,500‡
21.	Salem	3	9,000
22.	Malabar	5	8,000
23.	South Canara	3	5,490
Total ...		82	1,70,900

B

Serial No.	District.	Number of school-houses recommended for each District to be built.	Amount recommended for each District Board.
			RS.
1.	Ganjām	3	6,000
2.	Vizagapatam including Koraput District Board ...	§	6,000
3.	Gōdāvari	4	6,000
4.	Kistna	3	6,000
5.	Guntūr	3	6,000
6.	Nellore	3	6,000
7.	Bellary	2	6,000
8.	Anantapur	3	6,000
9.	Cuddapah	3	6,000
10.	Kurnool	3	6,800
11.	Chingleput	3	6,000
12.	North Arcot	2	5,800
13.	Chittoor	2	3,600
14.	South Arcot	2	4,500
15.	Tanjore	2	6,000
16.	Trichinopoly	3	6,360
17.	Madura	2	4,000
18.	Rāmnād	3	6,000
19.	Tinnevely	2	3,000
20.	Coimbatore	3	4,500
21.	Salem	2	5,400
22.	Malabar	3	6,000
23.	South Canara	2	3,100
Total ...		58	1,25,000

* Proposals not yet received from the Presidents.

† Includes the amount required for the completion of two buildings constructed last year but left unfinished for want of funds.

‡ Includes the cost of extension of two school-houses.

§ Proposals not yet received from the Presidents, District Boards, Vizagapatam and Koraput. The Assistant Inspector, Vizagapatam, has, however, recommended to the President, Vizagapatam District Board, the construction of four school-houses at a cost of Rs. 6,000.

C

Serial No.	District.	Name of school for which type-building is recommended to be built.	Amount recommended for sanction. RS.
1.	Ganjām ...	1. Board elementary school, Ballipadra ...	...
		2. Do. Baruva ...	6,000
		3. Do. Calingapatnam ...	6,000*
2.	Vizagapatam including Koraput District Board.	1. Board elementary school, Mammidivaram ...	...
		2. Do. Korkkonda ...	...
3.	Gódvári ...	3. Do. Draksharma ...	6,000
		4. Do. Atchayyapalem ...	...
		1. Do. Gunnavarani ...	...
4.	Kistna ...	2. Do. Pamarru ...	6,000
		3. Do. Undi ...	...
		1. Do. Chirala ...	...
5.	Guntūr ...	2. Do. Pedakurupad ...	6,000
		3. Do. Gurzala ...	...
		1. Do. Panur ...	...
6.	Nellore ...	2. Do. Kodavallur ...	6,000
		3. Do. Brahmadevam ...	...
7.	Bellary ...	1. Do. Rayadrug ...	6,000
		2. Do. Harpanahalli ...	...
		1. Do. Uravakonda ...	...
8.	Anantapur ...	2. Board Muhammadan school, Kadiri ...	6,000
		3. Board Hindu school, Madakasira ...	...
9.	Cuddapah...	1. Board Hindu Elementary school, Vallur ...	6,000
		2. Do. Nandalur ...	...
		3. Do. Simhadripuram ...	...
10.	Kurnool ...	1. Board elementary school, Koilkuntla ...	6,800
		2. Do. Owk ...	...
		3. Do. Peapalli ...	...
		1. Do. Kavantandalam ...	...
11.	Chingleput ...	2. Do. Kunnathur ...	6,000
		3. Do. Santhavelur ...	...
12.	North Arcot ...	1. Do. Ambur ...	5,800
		2. Do. Chengam ...	...
13.	Chittoor ...	1. Do. Graemspet ...	3,600
		2. Do. Narayanavanam ...	...
14.	South Arcot ...	1. Do. Panruti ...	4,500
		2. Do. Vikravandi ...	...
15.	Tanjore ...	1. Do. Darasuram ...	6,000
		2. Do. Kuthanallur (Muhammadan) ...	...
		1. Do. Aravakurichi ...	...
16.	Trichinopoly ...	2. Do. Manapparai ...	6,300
		3. Do. Mohanur ...	...
17.	Madura ...	1. Do. Karunkattankulam ...	4,000
		2. Do. Chinnalapati ...	...
		1. Do. Ilanagudi ...	...
18.	Rámnád ...	2. Do. Anandur ...	6,000
		3. Do. Tiruthangal ...	...
19.	Tinnevely ...	1. Board elementary school, Kallidakurichi for Muhammadans and Kaikolars ...	3,000
		2. Board elementary school, Kazhugumalai ...	...
		1. Do. Vellalalayam ...	...
20.	Coimbatore ...	2. Combined Muhammadan school, Dharapuram ...	4,500
		3. Board elementary school, Dhalli ...	...
		1. Do. Rasipuram ...	...
21.	Salem ...	2. Do. Sankaridrug ...	5,400
		1. Do. Beypore ...	...
22.	Malabar ...	2. Do. Ponnani (Mappilla) ...	6,000
		3. Do. Kuttippuram ...	...
23.	South Canara ...	1. Do. Panemangalore ...	3,100
		2. Do. Shiroor ...	...
		Total ...	1,25,000

* Proposals not yet received from the Presidents. The Assistant Inspector, Vizagapatam, has, however, recommended to the President, District Board, Vizagapatam, the construction of four school-houses at a cost of Rs. 6,000.

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

To—Presidents of District Boards.

Dated—Madras, the 19th May 1911.

No.—Ref. on Cur. No. 2567/11.

Government have sanctioned an allotment of Rs. 1,25,000 on account of contribution to local boards for the construction of elementary school buildings during the current official year and I have been asked to take very early steps to distribute this allotment suitably among the several district boards.

It is intended that three type-buildings at a cost of about Rs. 2,000 each in each of the 23 districts in the Presidency (excluding Madras and the Nilgiris) should be built by the boards as models for imitation and used for the location of such of the well-established board elementary schools as may be in need of suitable accommodation. The plans and estimates of the proposed buildings need not be sent to the Public Works Department authorities. The boards will be left free to build as they like in consultation with the local educational officers, but special attention should be paid to the importance of their designs providing a sufficiency of air and light, affording sufficient accommodation for the number of pupils in attendance with some margin for expansion and being adapted to local climatic conditions. The buildings should be constructed of materials and in the style proved by experience to be most suitable to the locality, and as economically as is consistent with a reasonable degree of durability.

I have, therefore, the honour to request that you will be good enough to let me know, as soon as possible in the accompanying form, in consultation with the Presidents of Taluk Boards and the Assistant Inspectors of Schools in what places the type-buildings may be constructed and at what cost.

It is particularly requested that this matter may be treated as very urgent.

Taluk.	Town or village.	Name of school.	Strength of each standard.	Scale of staff.	Probable cost of construction.	Necessity for the erection of a building.	Remarks.

III

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

To—the Secretary to Government, Educational Department.

Dated—Madras, the 26th September 1911.

No.—Ref. on Cur. No. 2567/11.

In continuation of my letter, Ref. on Cur. No. 2567/11, dated 15th September 1911, submitting proposals for the distribution of the special allotment of Rs. 1,25,000 made in the current year's budget for the construction of buildings for board elementary schools, I have the honour to state that proposals have since been received from the Presidents of the District Boards of Koraput and Vizagapatam. The President of the former board requires an allotment of Rs. 4,000 for the construction of two school-houses, one for the board elementary school at Nowrangapur and the other for the board elementary school at Kotapad, while the President of the latter board wants an allotment of Rs. 6,000 for the construction of three school-houses for the board elementary schools at Gudari, Jami and Madgole. As a provision of Rs. 6,000 only has been made in my letter referred to above for the Vizagapatam and Koraput District Boards, I beg to propose that Rs. 2,000 be allotted for the former board and Rupees 4,000 for the latter.

Order—No. 705, Educational, dated 6th October 1911.

The proposals of the Director of Public Instruction for the distribution of the sum of Rs. 1,25,000 among the district boards of the Presidency for the construction of elementary school buildings are approved. The sums allotted for each of the district boards are shown in the annexure to these proceedings.

2. The Accountant-General is authorized to place at the disposal of the local bodies concerned immediately the amounts shown in the annexure.

3. All Presidents of district boards will be requested to make special arrangements to utilize the grants as far as possible before the close of the current financial year. The buildings to be constructed need not be of a uniform design for all districts, but should be in the style proved by experience to be most suitable for the locality so as to serve as models for the future. They should preferably be constructed in the villages recommended by the Director of Public Instruction in the statement C appended to his letter, dated 15th September 1911, but it is not intended absolutely to fetter the discretion of the boards as to their location. The Government have no objection to the devotion of a portion of the grants now made to the completion of buildings begun in previous years but left unfinished for want of funds or to the extension of existing buildings or to the construction of a larger number of school-houses than that specified in the annexure, provided that this can be done without any sacrifice of efficiency.

4. A careful record should be maintained of the manner in which these grants are utilized and the expenditure thereof should be specially noticed in the annual administration reports.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ all Presidents of District Boards (except the Nilgiris).
„ the Accountant-General.
„ the Financial Department.
„ the Local and Municipal Department.
Editors' Table.

ANNEXURE.

District Boards.	Number of school-houses to be constructed.	Amount allotted. Rs.
Ganjám	3	6,000
Vizagapatam	2	4,000
Koraput	1	2,000
Górávari	4	6,000
Kistna	3	6,000
Guntúr	3	6,000
Nellore	3	6,000
Bellary	2	6,000
Anantapur	3	6,000
Cuddapah	3	6,000
Kurnool	3	6,800
Chingleput	3	6,000
North Arcot	2	5,800
Chittoor	2	3,600
South Arcot	2	4,500
Tanjore	2	6,000
Trichinopoly	3	6,300
Madura	2	4,000
Rámnád	3	6,000
Tinnevely	2	3,000
Coimbatore	3	4,500
Salem	2	5,400
Malabar	3	6,000
South Canara	2	3,100
Total	61	1,25,000

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 705, EDUCATIONAL,
DATED 6TH OCTOBER 1911.[SUBJECT.—*Contribution to local boards for the construction and equipment of elementary school-buildings.*]*From the Director of Public Instruction, No. 2567, dated 15th September 1911.*

In their letter No. 364, Education, dated 11th March 1911, recorded with G.O., No. 209, Educational, dated 11th April 1911, the Government of India sanctioned a special grant of 6.57 lakhs for expenditure on educational objects in this Presidency. Out of this grant a sum of three lakhs has been provided in the educational budget for 1911-1912 for expenditure during the current year. The objects on which this sum of three lakhs is to be spent are specified in paragraph 2 of G.O., No. 209, Educational, dated 11th April 1911, and according to this a sum of Rs. 1,25,000 has been allotted for contribution to local boards for the construction and equipment of elementary school-buildings. The Director of Public Instruction now submits proposals for the distribution of this sum.

2. The Director proposes to distribute this sum of 1.25 lakhs among 23 districts, excluding Madras and the Nilgiris. In G.O., No. 820 M., dated 25th May 1911. Madras the Corporation of the City is taking steps to provide 40 elementary school-buildings from its own funds, but in the Nilgiris the Director probably considers that no permanent elementary school-buildings are at present called for. Before framing his proposals, the Director consulted the Presidents of the district boards as to their needs for school-buildings, and with the exception of the Presidents of the District Boards of Koraput and Vizagapatam all have replied to his reference.

3. The following statement gives the requirements of the several district boards as estimated by their Presidents, the number of school-houses which the Director of Public Instruction proposes should be built in each district and the amount recommended for payment towards the cost of their construction:—

District.	District Board's proposals.		Director of Public Instruction's proposals.	
	Number of school-houses to be built.	Amount required.	Number of school-houses to be built.	Amount required.
		RS.		RS.
1. Ganjām	3	6,000	3	6,000
2. Vizagapatam including Koraput *	4	6,100	4	6,000
3. Godevari	3	6,000	3	6,000
4. Kistna	3	7,000	3	6,000
5. Guntūr	3	6,000	3	6,000
6. Nellore	3	13,550	2	6,000
7. Bellary	4	11,400	3	6,000
8. Anantapur	5	6,000	3	6,000
9. Cuddasah	3	6,800	3	5,800
10. Karnool	3	6,900	3	6,000
11. Chingleput	3	8,700	2	5,800
12. North Arcot	3	4,900	2	3,600
13. Chittoor	3	6,000	2	4,600
14. South Arcot	3	9,550	2	6,000
15. Tanjore	6	12,420	3	5,800
16. Trichinopoly	3	6,000	2	4,000
17. Madura	3	6,000	3	6,000
18. Ramanad	3	6,000	2	3,000
19. Tinnevely	9	13,500	3	4,600
20. Coimbatore	3	9,000	2	5,400
21. Salem	5	8,000	3	6,000
22. Malabar	3	5,420	2	3,100
23. South Canara				
Total ..	82	1,70,900	62	1,25,000

* Reply not received.

4. The President of the Bellary District Board proposes to construct two buildings at a cost of Rs. 6,000 each. The Director of Public Instruction considers the President's estimate to be extravagant and proposes to allot only Rs. 3,000 for a building. The Director's proposal may be accepted. There appears to be no objection, as stated by the Director of Public Instruction, to a portion of the allotment sanctioned for each district being devoted—

(1) to the completion of buildings commenced last year but not completed for want of funds, and

(2) to the extension of existing buildings.

The Director of Public Instruction states that it would not be appropriate to meet from these allotments the cost of new furniture and equipment for elementary schools, but it is observed that, according to paragraph 2 of G.O., No. 209, Educational,

It is better, as the Director of Public Instruction suggests, to confine the outlay to well-established schools which presumably are already fully equipped.

L. DAVIDSON—24-9-11.

dated 11th April 1911, this sum of Rs. 1,25,000 is meant for construction as well as equipment of elementary school-buildings, and there is, therefore, no objection to a portion of the sum being devoted to equipping existing school-buildings.

5. The distribution proposed by the Director of Public Instruction may be approved. A draft is submitted for approval, which embodies the substance of paragraphs 4 and 5 of the Director's letter. If approved, the draft may be sent to the Financial Department for acceptance.

T.K.—23-9-11.

K. RANGASWAMI AIYANGAR—23-9-11.

To the Financial Department.

L. DAVIDSON—24-9-11.

FINANCIAL DEPARTMENT.

The draft order may, if it is submitted, be accepted in Financial.

C.P.K.—27-9-11.

V.G.K.—28-9-11.

C. REILLY—28-9-11.

H. A. STUART—30-9-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

To the Honourable Member.

L. DAVIDSON—4-10-11.

I approve.

M. H[AMMIK]—4-10-11.

From the Director of Public Instruction, R.C. No. 2567, dated 26th September 1911.

The Director of Public Instruction has since received replies from the Presidents of the District Boards of Koraput and Vizagapatam, and he proposes that out of the lump sum of Rs. 6,000 set apart for the Vizagapatam and Koraput District Boards,

Rs. 2,000 may be allotted to the Koraput District Board and Rs. 4,000 to the Vizagapatam District Board. The necessary alterations have been made in the annexure to the draft order, which may now issue.

T.K.—6-10-11.

Please see the Director of Public Instruction's further letter since received. It is presumed the Director of Public Instruction's intention is that Rs. 2,000 should be given to the Koraput District Board and Rs. 4,000 to the Vizagapatam District Board, although this is not quite clear from his letter.

K. RANGASWAMI AIYANGAR—6-10-11.

Yes: issue.

L. DAVIDSON—6-10-11.

[G.O., No. 705, Educational, dated 6th October 1911.]

Read again G.O., No. 209 Educational dated 11th April 1911.

C.7. Cur. No. 2311, from the D.P.I., No. 2567 dated 15th September 1911.

2408

26

ORDER :-
P.S.

The proposals of the Director of

Public Instruction for the distribution of the sum of Rs. 1,25,000 among the District Boards of the Presidency for the construction of elementary school buildings are approved.

The sums allotted for each of the district boards are shown in the annexure to these proceedings.

2. The Accountant-General is authorized to place at the disposal of the local bodies concerned immediately the amounts shown in the annexure.

3. All Presidents of district boards will be requested to make special arrangements to utilize the grants ^{as far as possible} before the close of the current financial year.

The buildings to be constructed need not be of a uniform design for all districts, but they should be in the style proved by experience to be most suitable for the locality ^{so as to} and should serve as models for the future.

^{so they should preferably be} The buildings may be constructed in the villages recommended by the Director of Public Instruction in the statement C appended to

his letter ^{dated 15-9-11} or in such other place as may be considered most suitable by the Presidents. The Government have no objection to the district boards devoting a portion of the grants now made to the completion

Sub. B page
5C.7.

with the modification that the sum of Rs. 6,000 for the construction of four school buildings proposed for the Dist Board of Kiyappattam including Koraikut, ^{should be} divided equally between the two district boards referred to.

+ Page 311/11

cf. Para: 4
Page 2-3C.7

Page 6-3C.7.

but this is not intended absolutely to fetter the discretion of the Boards as to their location.

2
-28

9 16P

of buildings begun in previous years but left unfinished for want of funds or to the extension of existing buildings or to ^{the} ~~con-~~struction of ^{larger number of} ~~more~~ school houses than ^{that} ~~the number~~ specified in the annexure, provided that this can

7K
23-9-11

be done without any sacrifice

RD
23-9-11 efficiency.

4. A careful record should be maintained of the manner in which these grants are utilized and the expenditures thereof should be specially noticed in the annual administration reports.

LD
24-11

To the D.P.I. ✓
,, all Presidents of Dt. Boards ✓
,, (except the Nilgiris).
,, the Accountant-General. ✓
,, the Financial Department. ✓
,, the Local & Municipal Department. ✓

deposited
12.10.11.

Spare
copies
deposited
14.10.11.

Annexure

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 705 .., dated 10 .. 1911.

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

Docket Entrusted to the local board

Approved by the local board for the distribution of the sum of Rs. 125,000 am. gu. to the district board of the P. M. S. for the construction of elementary school buildings

Number (c) of copies required when struck off (not including copies for volumes and edit. table which are not numbered) Complete Correspondence and orders. Notes

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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
GOVT.

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.

Type may be released after usual interval
at once.

C

As the matter is clear in 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.

.....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.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES to G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

FORMS NOT FILLED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
C = Print abstract only.
D = Print heading only.

NUMBER OF COPIES
RECEIVED

Order complete.

Letter only.

Order complete with Letter.