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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

} 1911.

Enclosures

Regd.

Spare copies

G.O. No. 728, 14th October 1911.

Indian Students in England.

*Recording the report of the Committee appointed by the Secretary of State for India in Council to formulate proposals for the management of No. 21, Cromwell Road, which provides accommodation for the Educational Adviser and others interested in Indian students.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

From the Government of India, Department of Education (Education),
No. 1326, dated Simla, the 21st September 1911.

A copy of the undermentioned papers is forwarded to the Government of Madras for information.

(By Order.)

H. SHARP,

Joint Secretary to the Government of India.

Letter—from M. C. SEXTON, Esq., Assistant Secretary, Judicial and Public Department.

To—the Secretary to the Government of India, Education Department.

Dated—India Office, Whitehall, London, S.W., the 3rd August 1911.

No.—J. & P. 830.

I forward for the information of the Government of India the accompanying copies of
Report of Sir T. Raleigh's Committee, 1st August 1910. agreements and correspondence with the North-
Agreement with Northbrook Society. brook Society and the National Indian Association
Agreement with National Indian Association. relating to their installation in the house
Letter from Managing Committee, 16th March 1911. taken in Cromwell Road.
Letter to Managing Committee, 3rd June 1911.
Letter from Managing Committee, 8th June 1911.

Report of Committee appointed by the Secretary of State for India to formulate proposals for the management of No. 21, Cromwell Road.

1. Under the instructions approved by the Secretary of State's minute, dated the 6th June 1910, we have taken into consideration the question of the management of the house (No. 21, Cromwell Road) which has been acquired by the Secretary of State in Council in order to provide accommodation for the Educational Adviser and for certain Societies and Associations interesting themselves in Indian students. We beg to submit the following recommendations.

2. We recommend that the management of the house should be vested in a General Committee and a Managing Committee. These Committees should, in our opinion, be constituted as follows :—

(a) The General Committee should consist of (i) members of the Managing Committee (*ex-officio*); (ii) all members of the Committee of the Northbrook Society and the Council of the National Indian Association.

The question of including members of the governing bodies of any other societies or associations that may hereafter be admitted to participation in the scheme may be considered when occasion arises;

(b) The Managing Committee should consist of (i) an Educational Adviser (*ex-officio*); (ii) a member nominated by the Secretary of State; (iii) a member nominated by the General Committee.

3. The executive authority should, in our opinion, be vested solely in the Managing Committee, subject to the ultimate control of the Secretary of State in Council. The main functions of the Managing Committee would be the administration of all funds assigned for the management and upkeep of the establishment, the control of the staff, and the exercise of general supervision (including disciplinary powers) over the whole house. The Managing Committee should be required to furnish an annual report (including financial statement) to the Secretary of State in Council.

4. The General Committee should, as a rule, meet once a year only, when the accounts for the preceding year would be laid before it by the Managing Committee for discussion and adoption.

It should, however, be open to the Managing Committee, at its discretion, to summon extraordinary meetings of the General Committee, in addition to the annual meetings, should circumstances render this course desirable.

5. The following allocation of rooms for the use of the Societies participating in the scheme has been agreed to by the Societies concerned, and is recommended for the sanction of the Secretary of State in Council :—

- (a) To the Northbrook Society—
Two club rooms } ground floor.
One billiard room }
One committee room or office, second floor.
- (b) To the National Indian Association—
One drawing-room, first floor.
One Secretary's office, ground floor.

As regards the drawing-room assigned to the use of the National Indian Association, the Association has agreed to make arrangements by which the room will be available for the monthly "at-homes" held by the Northbrook Society.

In addition both the Northbrook Society and the National Indian Association will share in the use, under such conditions as the Managing Committee may prescribe, of the lecture hall on the first floor. In any case of conflicting claims to the use of this hall, or to the use of any other room in the house not specially assigned, the decision of the Managing Committee shall be final.

6. Each Society or Association shall be charged with the upkeep and management of the rooms allotted to its use, and will continue, as heretofore, to manage its own internal affairs. But power should be reserved to the Managing Committee, subject to the control of the Secretary of State in Council, to withdraw any room or rooms from the occupation of any Society or Association, reasonable notice being given, or to impose from time to time any condition that may be deemed desirable on the occupation of such room or rooms by any Society or Association.

7. As regards the control and management of the bedrooms, we would leave it to the proposed Managing Committee to formulate detailed arrangements. We would observe, however, that these bedrooms are specially intended for the benefit of Indian students on their first arrival in London, and we consider that the use of the rooms should ordinarily be restricted to such occupants, whose stay should not, as a rule, exceed one week. But power should be reserved to the Managing Committee, at their discretion, to permit persons other than newly arrived students to occupy the rooms, or to extend the period of occupation beyond a week. It should be clearly understood, however, that newly-arrived students must be regarded as having the first claim to the use of the bedrooms.

We consider that a reasonable charge should be made for the board and lodging of Indian students or others staying in the building.

8. We recommend that the kitchen and catering arrangements, dining-room, etc., should be under the management of a housekeeper (see paragraph 9), under the direct control of the Managing Committee. We are of opinion that, for the present at any rate, these arrangements should be restricted to—

(1) The provision of meals for Indian students or others actually resident in the house, as well as for the domestic staff;

(2) The provision of light refreshments to meet the requirements of the Northbrook Society and the National Indian Association. It will be for these bodies to make such arrangements with the housekeeper as may seem desirable for supplying their needs in this respect.

It may be found practicable, when the proposed arrangements are in full working order, from time to time to provide regular meals, on due notice being given to the housekeeper, to members of the Societies participating in the scheme. There would be no objection, in our opinion, to the housekeeper complying with requests of this nature, should she see her way to do so. But it seems desirable that she should for the present be under no obligation to do more than (1) provide meals for persons residing in the house, and (2) supply light refreshments to the two Societies.

In the event of the Northbrook Society hereafter finding itself in a position to undertake the provision of regular meals to its members, the Managing Committee should be prepared to consider the question of making arrangements for placing the dining-room at the disposal of the Society for this purpose.

9. As regards the question of service, we recommend that a general housekeeper should be appointed, who will be responsible for the service of the entire building, including the rooms assigned to the use of societies or associations. The entire staff of servants throughout the building should be under the orders of the housekeeper, who should, herself, be in direct subordination to the Managing Committee. It will be the business of the housekeeper, under the direction of the Managing Committee, to satisfy all reasonable requirements in regard to service, supply of refreshments, etc., on the part of societies or associations participating in the scheme. But these societies and associations will have no servants under their independent control. Should any society have cause, at any time, to be dissatisfied with the arrangements made, they should address representations direct to the Managing Committee.

We consider it essential that the domestic staff throughout the house should be subordinate to a single authority. Any division of control could scarcely fail to impair the smooth working of the scheme.

10. As regards the initial cost of the scheme, we were authorized by the Secretary of State in Council, on the 28th June 1910, to incur expenditure up to a maximum of £2,000 on putting the building into a proper state of repair, furnishing and preparing it for use. A separate report will be submitted in due course on the expenses which we have incurred under this authority.

11. As regards annual recurring expenditure, we recommend that each of the societies participating in scheme should be required to make a fixed annual contribution towards the upkeep of the establishment. We have ascertained that the Northbrook Society would be prepared to contribute £320 per annum, and the National Indian Association £50 per annum, to this object, the contribution being in each case fixed for a period of four years and being subject to revision at the end of that period.

Having regard to the financial circumstances of the two societies, we consider the proposed contributions reasonable, and recommend that they be accepted. The proposed arrangements might take effect from the 1st September 1910, the societies being required to enter into possession of the rooms assigned to their use by the date mentioned.

12. We recognise however that, so far as the Northbrook Society is concerned, the proposed arrangement cannot be carried into effect until the society is relieved of its liability in respect of the rent of its present premises at 185, Piccadilly (£320 per annum), the lease of which has still some 2½ years to run. In the circumstances we recommend that the Secretary of State in Council should relieve the society of its liability in respect of its present lease with effect from the 1st September, 1910. Our enquiries lead us to believe that there will be no great difficulty in disposing of the remainder of the lease for the Piccadilly rooms.

13. We are satisfied, as the result of our enquiries, that the following domestic staff will be required for the proper maintenance of the establishment:—

Staff.	Wages.
Housekeeper	£ 50 per annum.
Cook	40 "
Three men servants (£45 per annum each)	135 "
Three housemaids	60 "
Scullery maid	16 "
Occasional charwoman	15 "
Total	316 "

The annual expenditure on food for the staff (at the rate of 10s. a week per head) works out at £234.

Other annual expenses we estimate as follows:—Electric light, £100; coal and gas, £60; household stores, £40; contingencies, £50. We make no provision for the cost of (i) washing, which we estimate would be covered by the sums received for hire of bedrooms; and (ii) food supplied to persons other than the domestic staff, which, it is estimated, would realise its cost price.

The following table summarises our estimate of the annual recurring expenditure on the maintenance of the house:—

Servants' wages	£.
Servants' food	234
Electric light	100
Coal and gas	60
Household stores	40
Contingencies	50
Total	800 "

14. The combined contributions of the Northbrook Society and the National Indian Association (see paragraph 11) will amount to £370 per annum, leaving a sum of £430 per annum to be provided by the Secretary of State in Council. We recommend that expenditure up to a maximum of £450 per annum from the revenues of India be sanctioned for four years, with effect from the 1st September 1910, on the understanding that the whole question will be subject to reconsideration at the expiration of the period mentioned.

15. We recommend that the Surveyor and Clerk of the Works, India Office, should be authorized to execute, on the requisition of the Managing Committee, such minor repairs or alterations in the house as may from time to time be necessary.

16. We desire to record our appreciation of the valuable services rendered to the Committee by the Secretary, Mr. J. E. Shuckburgh.

T. RALEIGH.
J. R. DUNLOP SMITH.
T. MORRISON.
H. H. RISLEY.
T. W. ARNOLD.
J. E. SHUCKBURGH, Secretary.

1st August 1910.

21, CROMWELL ROAD,
SOUTH KENSINGTON, S.W.,

16th March 1911.

1. The Managing Committee of 21, Cromwell Road, submit the following report and recommendations upon the finances which they were appointed to administer.

2. On the 9th September 1910, certain proposals for the management of 21, Cromwell Road, embodied in a report, were approved by the Secretary of State in Council, and upon the lines there indicated the house has for the last six months been conducted. A full report upon the working of the institution will be submitted to the Secretary of State at the end of the year, when the Managing Committee will be able to speak with the experience of a whole twelve month. At present the Managing Committee desire to confine their observations to the financial situation with special reference to paragraphs 13 and 14 of the report which contains the instructions of the Secretary of State for their guidance.

3. Table I below contains a summary of the gross receipts and expenditure for the last six months.

Table I.

Receipts.				Expenditure.			
	£	s.	d.		£	s.	d.
Boarders	273	15	5	Wages including Uniform	301	7	1
Teas	41	2	11	Food	257	0	3
				Laundry	24	18	4
				Coal	37	0	0
Outstanding on account of Boarders	314	18	4	Coke	2	2	0
Teas	9	13	1				
	6	3	4	Gas and Electric Light	312	5	39
					16	16	4
Balance	277	13	0	Window cleaning	20	8	9
				Chimney	12	0	0
				Household stores	2	2	0
				Contingencies	21	6	6
					20	7	9
	608	7	9				
				Included in above but not yet paid—			
				Curtains	26	10	0
				Urns	9	17	0
				Fenders	0	9	10
				Repairs	1	0	0
					37	16	10

Wages.—Under this head we have included uniforms (£15-6-6), licences and insurance of servants (£3-3-3), and Christmas gratuities (£5-17-0).
Household stores.—Under this head we have included furniture and utensils which were required in the house, etc., urns (£9-17-0), fenders (9s. 10d.), electric lamps (£2-1-4), tables for bedrooms (£1-12-6), lantern screen and expenses connected with installing (£3-17-10). The other items are covered by the ordinary use of the term household stores.

This table which represents actual cash transactions includes payments and receipts on account of (1) washing, and (2) food supplied to persons other than the domestic staff, which were expressly omitted from the estimate of Sir T. Raleigh's Committee. It also contains on the expenditure side certain items for which no provision, or insufficient provision, was made in the first rough estimate. But with regard to the assistance which must be given to the house from the revenues of India, it will be observed that the Managing Committee have been able to keep well within the limits imposed upon them by the Secretary of State. The sum allotted to them for the upkeep of the house, in addition to what they might receive from the Indian visitors, was not to exceed £870. In the past half-year they have spent £277, which is at the rate of £554 for the year, or a saving of £316 upon the sanctioned expenditure. It is to be observed that the saving effected all accrues to the benefit of Indian revenues. Of the £870, sanctioned as much as £370 is provided by the Northbrook Society and National Indian

Association, so that the Managing Committee estimate that if the receipts and expenditure could be kept throughout the year on the same level as in the past six months, the total assistance to be given from Indian revenues would not exceed £184.

4. For this very satisfactory financial situation the Housekeeper, Mrs. Williams, is mainly responsible. The Managing Committee desire to draw the attention of the Secretary of State in Council to the great care and economy with which she has supervised expenditure and to the diligence and efficiency with which she has discharged her duties. All the Staff worked with good will in a novel situation which was at times trying and perplexing; the Managing Committee expressed their recognition of this good work by distributing £5-17-0 in Christmas gratuities for one-half year's services to the Staff; the amount was debited to the head of Wages.

5. The Managing Committee desire to point out in what respect the first estimate, which was necessarily conjectural, has been found by experience defective. It is clear from what has already been said that the profits were under-estimated; the receipts were not apparently expected to do more than cover prime costs; they have in fact yielded a net income.

6. In the second place certain items of expenditure were under-estimated. The Managing Committee have been compelled to engage an additional servant, viz., a boy in addition to the three men-servants sanctioned. No provision was made (1) for licenses for men-servants or (2) for insuring the staff against the Employers' Liability Act. The heavy charges for chimney cleaning and window cleaning also were not foreseen. The Managing Committee think that it would have been wise to include in the estimates a depreciation fund for the furniture; they are aware that the furniture throughout was provided by the Secretary of State and that it might therefore be argued that repairs and renewals should also be charged to the Secretary of State in Council; but there is an obvious advantage in entrusting to the Managing Committee the small repairs and renewals of the necessity of which they are easily cognisant, and they are also of opinion that a somewhat liberal provision should have been made for the purchase of new furniture. The Managing Committee wish to recognise unreservedly the care and thought which was devoted to furnishing the house and the success with which the majority of the wants were foreseen; it was not, however, possible to foresee every contingency and the Committee have been obliged to make purchases for furniture of which no provision was made in the estimate of expenditure.

7. The Committee desire further to call attention to the fact that certain additional charges upon their income have been imposed since the Budget was framed; (1) the salary of Lofthouse, the messenger of the Education Adviser, is paid by the Housekeeper and debited to the Wages account of the house; this messenger is placed under the orders of the Educational Adviser for his Official work only and he cannot be employed upon the house. The salary paid to him is £52 a year. The Managing Committee understand that Lofthouse's position is similar to that of an India Office messenger, and that the reason for having him engaged and paid by the Housekeeper was only that he might not affect an independence of her which would have been detrimental to her authority. In the circumstances the Managing Committee submit that one of two courses should be followed; either (1) Lofthouse should receive his wages from the India Office direct, or (2) a special and additional grant should be made to the Managing Committee for the payment of Lofthouse's wages.

8. Another small burden is thrown upon the Managing Committee's finances by the fact that Lofthouse receives his dinner and tea at the house along with the other servants. This may be estimated to cost 5 shillings a week or £13 a year. The Managing Committee ask to be allowed to recover this together with the wages.

9. The Committee further desire to point out they have, at Mr. Arnold's request, allotted a room in the house to Mr. F. M. Cheshire, the Assistant to the Educational Adviser, and that they have thereby diminished their revenues. The room allotted to Mr. Cheshire is a large one and could, when the house is quite full, accommodate two Boarders; this room, when fully occupied, would have added £1-9-0 a week to the receipts.

10. The foregoing observations will, it is hoped, satisfy the Secretary of State in Council that in the light of the experience gained in the last six months a fresh estimate should be made and a fresh Budget sanctioned from the 1st April next. This course, in itself desirable, is rendered necessary by the action of the Accounts Department of the India Office. For want of other instructions that department, when examining the accounts of 21, Cromwell Road, every month, treats the summary of estimated annual expenditure given in paragraph 13 of the Report of Sir T. Raleigh's Committee as the schedule of sanctioned expenditure, and the Committee have been given to understand that expenditure in excess of this schedule under any particular head will not be passed even should there be a corresponding reduction under other heads. The Accounts Department have always shown great consideration to the Managing Committee and the Committee make no complaint of the way in which the monthly accounts are audited. But it will be evident on inspection that the two tables of estimated expenditure in paragraph 13 were never intended to be binding instructions, and the Secretary of State in Council would facilitate the work of the Managing Committee and of the Accounts Department by directing the preparation of the more detailed and accurate budget which it is now possible to frame.

11. A further reason for now framing a fresh budget may perhaps be found in the fact that the financial year of the Government departments is from the 1st April to the 31st March, and that it will be convenient that the accounts of 21, Cromwell Road, should be made up from and to the same dates.

12. The Managing Committee have the honour to submit the following draft budget which they hope will meet with the approval of the Secretary of State and receive his sanction.

Table II.

Creditor.	£	Debtor.	£
(1) Estimated profits	300	Wages including Lofthouse	400
(2) Northbrook subvention	320	Servants' food including Lofthouse ..	285
(3) National Indian Association subvention	50	Lighting and heating	140
(4) Guaranteed by the Secretary of State	500	Window and chimney cleaning	30
(5) Repayment of expenditure incurred on behalf of India Office	65	Laundry	50
		Household stores	40
		Establishment charges	100
		Contingencies	60
		Credit balance	130
Total	1,235	Total	1,235

The credit item No. (5) represents the wages (£52) and the allowance for meals (£13) of Lofthouse.

On the expenditure side wages are made up as follows:—

	£	s.	d.
Present salaries	346	10	0
Christmas boxes	12	0	0
Uniforms	15	0	0
Licenses	3	15	0
Insurance	2	15	0
Extras	20	0	0
Total	400	0	0

The lighting and heating estimate is made up as follows:—

	£
Electric light	52
Gas	15
Coal	65
Coke	8
Total	140

Establishment charges are a new entry in the accounts and are intended to cover the following:—

Furniture, repairs and renewals, garden, household and kitchen crockery, depreciation account.

13. The Managing Committee hope to close the year 1911-12 with a surplus of £130, which would in normal circumstances go to reduce the contribution from Indian revenues; but the Managing Committee hope that in the present year the Secretary of State in Council will permit them to devote any surplus which they are able to realise to the installation of an improved system of heating. With present arrangements, it is necessary in the winter to have fourteen fires going in the house; by the introduction of hot water pipes and radiators, the Committee believe they could save coal and labour, and if they succeed in realising a surplus they ask that it may be hypothecated to this improvement.

14. It will be observed that the credit balance is not as large as the figures in table I would appear to justify. This is due (1) to cautious estimating of receipts, and (2) to the admission into the expenditure of establishment charges (£ 00), the effect of which is virtually that the Managing Committee undertake to meet the depreciation of the bulk of the furniture, etc., provided by the Secretary of State.

15. The Managing Committee have attempted to frame their estimates of the income and expenditure of the year 1911-12 as closely as the information at their disposal makes possible. It is, however, possible that the house may be even fuller in the summer months than is at present anticipated, and certain measures now in contemplation may make it possible to retain a considerable number of boarders through the winter. If this possibility should be realised, the Managing Committee foresee that the expenses may exceed those now budgeted for, though this

increased expenditure will be more than balanced by increased receipts. They therefore suggest that suitable instructions should be issued which would enable the Accounts Department to pass additional expenditure when it is balanced by additional income.

Letter—from Sir BRIDGES BURNES, K.C.B., Under Secretary of State, India Office.
To—the Chairman, Managing Committee.
Dated—India Office, Whitehall, London, S.W., the 3rd June 1911.
No.—J. & P. 932.

I am directed to acknowledge the receipt of your letter forwarding for the consideration of the Secretary of State for India in Council a draft budget framed by the Managing Committee of 21, Cromwell Road, to cover the financial year 1911–12 and in reply to convey His Lordship's approval of the budget, subject to the following considerations.

Lord Crewe would observe that it might be more convenient if, in place of the entry of a net profit of £300, separate figures for receipts from boarders and teas and for payments on account of food could be given in the statement of accounts; and I am to suggest accordingly that the budget as accepted may be framed in the amended form shown below:—

£	£
Receipts for board and lodging .. 525	Wages, including Lofthouse .. 400
Receipts for teas .. 90	Food, including servants .. 600
Northbrook Society subvention .. 320	Lighting and heating .. 140
National Indian Association subvention 50	Window and chimney cleaning .. 30
Wages and food of Lofthouse .. 65	Laundry .. 50
Balance to come from the £500 guaran- 370	Household stores .. 40
teed by the Secretary of State.	Establishment .. 100
	Contingencies .. 60
1,420	1,420

You will observe that it is thought expedient to state in the budget the total expenditure on food, inclusive of that supplied to persons other than members of the domestic staff. The Secretary of State is prepared to accept responsibility for the payment of Lofthouse's wages and food, while agreeing that he should not be regarded as being independent of the control of the Housekeeper.

With reference to paragraph 10 of your letter, I am to say that the Accountant-General at this office will be instructed to pass expenditure in excess of the sums shown under any sub-head, provided that the subsidy of £500 from Indian revenues be not exceeded, on the receipt of a certificate from the Committee stating that they will apply for the post-sanction of the Secretary of State in Council.

With regard to paragraphs 12 and 13, I am to say that the Secretary of State in Council, before sanctioning the appropriation by the Committee of the estimated surplus of £130 for the installation of a new system of heating, would be glad if the Committee would submit an estimate of the cost of the scheme, in order that he may consider whether the Committee may be expected to contribute towards the work, if it is undertaken, from the establishment budget.

I am to express Lord Crewe's cordial appreciation of the work of the Managing Committee, and of the satisfactory results indicated in the budget to which he has signified his approval.

Letter—from Sir T. MORISON, K.C.I.E., Chairman, Managing Committee.
To—the Under Secretary of State, India Office.
Dated—21, Cromwell Road, S. Kensington, S.W., the 8th June 1911.

At a meeting of the Managing Committee held to-day at 21, Cromwell Road, your letter, J & P. 932, dated 3rd June 1911, was read and its contents noted. The Managing Committee accept the suggestions made in the second paragraph of your letter regarding the form in which the budget is to be prepared in future.

Order—No. 728, Educational, dated 14th October 1911.

Recorded.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Secretary to the Madras Students' Advisory Committee,
 „ Director of Public Instruction.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 728, EDUCATIONAL, DATED 14TH OCTOBER 1911.

[*SUBJECT*—*Report of Committee appointed by the Secretary of State for India to formulate proposals for the management of No. 21, Cromwell Road, which provides accommodation for the Educational adviser and others interested in Indian students.*]

*From the Government of India, Department of Education, No. 1326, dated
 21st September 1911.*

Submitted for the perusal of—

His Excellency the Governor.
 The Hon'ble Sir Murray Hammick, K.C.S.I., C.I.E.
 The Hon'ble Mr. J. N. Atkinson, C.S.I.
 The Hon'ble Mr. V. Krishnaswami Aiyar.

L. DAVIDSON—28-9-11.
 A. L[AWLEY]—6-10-11.
 M. H[AMMICK]—10-10-11.

Most laudable, but not calculated to excite enthusiasm.

J. N. A[TKINSON]—11-10-11.

I hope it may do good.

V. K[RISHNASWAMI AIYAR]—12-10-11.

A draft order recording the current is submitted for approval.

P.R.—14-10-11.

K. RANGASWAMI AIYANGAR—14-10-11.

M. S. MASCARENHAS—14-10-11.

[G.O. No. 728, Educational, dated 8th October 1911.]

[$\frac{E. \& L.}{74}$]

1,500-8-12-10

Ed DEPARTMENT.

READ AGAIN G.O., No. _____, dated _____, 191

" " " " , "

191

READ ALSO:—

C. No. 2403, From the Govt of India, No. 1326, dated 21-9-1911

” ” ” ” ” ” ” 191 .

” ” ” ” ” ” ” 191 .

O R D E R .

No. 728, dated 14. 10. 1911.

PS

Recorded.

PD
14.10.11

from
New York

To,
The Secretary to the Madras Students
Advisory Committee

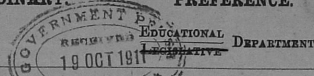
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ORDINARY

PRESS SLIP.

PREFERENCE.

URGENT (a).



Current No., dated ... 190 ..

G.O., No. 728, dated ... 14/10/1911 ..

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

Docket: *Indian Students in England.*
Record of the report of the
Committee appointed by the Secretary
to the Government of India to enquire into
the management of the Indian Students
in England and to report thereon.

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

FOR RECORD.*			Complete Correspondence and orders.	Notes
Madras Records	...	...	30	15
Ooty Records	...	...	2	3
For filing with original	...	...	1	1
Total			34	19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O. (d)		Notes.
			No.	Papers.	
Signature copies.....	3				
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					
Spare copies.					
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.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total			8		

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 referencee 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 initialed and dated.

[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.

9/11
18/11
.....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.....	<i>19-11-11</i>	<i>24</i>	<i>24</i>
First proof furnished on.....	<i>20-11-11</i>	<i>24</i>	<i>24</i>
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	<i>11-11-11</i>	<i>24</i>	<i>24</i>
Final copies supplied on.....	<i>20-11-11</i>	<i>24</i>	<i>24</i>
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	<i>24</i>	<i>19</i>	
" " " Issue.....	<i>8</i>		
For Volumes.....	<i>16</i>		
For B. T.....			
Total	<i>58</i>	<i>19</i>	