

24-4-30 T ✓
23.2.35 ✓

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. No. 831, 24th November 1911.

Mr. J. H. Melville.

Furnishing the Director of Public Instruction with a copy of the agreement, application and testimonials of —, who has been appointed by the Secretary of State for India as a temporary Inspector of Schools in this presidency.

Government of Madras.

EDUCATIONAL DEPARTMENT

2

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. No. 831, 24th November 1911.

Mr. J. H. Melville.

Furnishing the Director of Public Instruction with a copy of the agreement, application and testimonials of —, who has been appointed by the Secretary of State for India as a temporary Inspector of Schools in this presidency.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Despatch—from the Right Honourable the Secretary of State for India.

To—His Excellency the Right Honourable the Governor in Council, Fort St. George.

Dated—India Office, London, the 27th October 1911.

No.—8, Public.

With reference to previous correspondence ending with my telegram of the 1st September, I have to inform Your Excellency in Council that I have appointed Mr. John Heugh Melville as a temporary Inspector of European Schools in the Madras Presidency.

2. Copies of Mr. Melville's form of application * and testimonials, together with one part of his agreement, are enclosed.

* Not printed.

† From Mr. Melville, dated 18th August 1911.
To ditto, dated 30th August 1911.
To Treasury, dated 30th August 1911.
From ditto, dated 2nd September 1911.
To Mr. Melville, dated 15th September 1911.
From ditto, dated 18th September 1911.

4. Mr. Melville sailed for India by the Peninsular and Oriental steamship *Caledonia* on the 12th October.

ENCLOSURES.

(1)

AGREEMENT made the Twenty-second day of September One thousand nine hundred and eleven BETWEEN JOHN HUGH MELVILLE of the Caledonian Club, 30, Charles Street, London S.W., of the first part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part.

WHEREAS the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty as Temporary Inspector of European Schools in the Madras Presidency for a term of not less than twelve months from twelfth October One thousand nine hundred and eleven subject to the conditions and agreements hereinafter contained.

NOW THESE PRESENTS WITNESS and the said parties hereto respectively agree as follows :—

(1) THAT the party of the first part will on being provided with a first-class passage to Madras proceed thither within such time as may be prescribed by the Secretary of State for India in Council.

(2) THAT the party of the first part will on arrival at Madras forthwith report himself to the Officers of Government there and will submit himself to the orders of the Government and of the Officers and authorities under whom he may from time to time be placed by the Government and that he will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which he may belong.

3. I forward also, for information, a copy of the correspondence † noted in the margin, regarding the acceptance by the Treasury of liability in respect of Mr. Melville's service under the Home Office should he secure permanent pensionable employment under Government in India.

(3) THAT the party of the first part will devote his whole time to the duties of the service and will not engage directly or indirectly in any trade business or occupation on his own account and that he will not (except in case of accident or sickness certified by competent medical authority) absent himself from his said duties without having first obtained permission from the Government or its authorised Officers.

(4) THAT if the party of the first part shall during the period of his appointment relinquish the service of the Government (whether after having given notice or otherwise) he shall forthwith on demand pay to the Secretary of State for India in Council the cost of his passage to Madras.

(5) THAT from the date of the party of the first part reporting his arrival at Madras the Government will pay him so long as he shall remain in the said service and actually perform his duties, a salary at the rate of Rupees Five hundred per mensem.

(6) THAT the Government may at any time dispense with the service of the party of the first part without notice in the event of misconduct on his part or of a breach by him of any of the conditions herein specified.

(7) THAT on the determination of the service or if prior to the expiration thereof the party of the first part shall be compelled by ill-health (certified to the satisfaction of the Government) to give up the service, and shall actually quit the same in India the Government will provide him with a first-class passage back to England at the public expense provided he claims such passage within six months from any such determination of the service as is mentioned in this clause and leaves India on his return to England within such time as he may be directed.

(8) THAT the party of the first part shall while on duty in India and during the period of his engagement be entitled to such travelling allowance as is payable to officers of the first-class under the Civil Service Regulations for the time being in force and travelling allowances on the same scale shall also be payable to him in respect of his journey from his station to his port of embarkation if and when he leaves India under circumstances which entitle him to the grant of a return passage as specified in clause 7 of this Agreement.

(9) THE party of the first part will during his continuance in the service pay such subscriptions to the General Provident Fund as shall be payable under the rules for the time being in force (by which rules he agrees to be bound) and it shall be lawful for the Government to deduct the said subscriptions from any money that may be payable to the party of the first part under these presents or otherwise.

(10) THAT if the party of the first part shall continue to serve Government after the expiration of the period of his appointment under these presents his previous service under the Home Office in England shall count towards pension and his service under the Indian Government (commencing from twelfth October One thousand nine hundred and eleven) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to his case. PROVIDED ALWAYS that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them the decision of the Secretary of State for India in Council shall be conclusive.

(11) THAT in any payments which may be made in Great Britain under these presents the rate of exchange between England and India fixed from time to time by the Secretary of State for India in Council in communication with the Lords Commissioners of the Treasury shall be observed.

(12) THAT the proceedings letters and reports of the Governor-General of India in Council or of any of the Local Governments and of all others the Officers and Agents of Government or any copies thereof or extracts therefrom which shall be sent officially to the Secretary of State for India in Council or to any officers or servants in the India Service of His Majesty in England or elsewhere in any way relating to the sums of money to be paid or allowed to the party of the first part or to his conduct or in any way relating to the premises shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents or in any way relating thereto.

IN WITNESS whereof the party of the first part and SIR THEODORE MORISON, K.C.I.B., and SIR JAMES THOMSON, K.C.S.I., being two Members of the Council of India have hereunto set their hands the day and year first above written.

Signed by the party of the first part
in the presence of—
BRUCE B. GOFF,
77, Gloucester Place, W.,
Medical Practitioner.

JOHN H. MELVILLE.

Signed by the said two members of the
Council of India in the presence of—
W. H. TREASURE,
India Office.

T. MORISON.
J. THOMSON.

(2)

Application filled up by J. H Melville, Esq.

1. Name in full	John Heugh Melville.
2. Address	Caledonian Club, 30, Charles St., London, S.W.
3. Age last birthday, with date and place of birth.	35, London, 4th October 1875.
4. Married or single (number and ages of children, if any).	Single.
5. Health (past and present).	Good, passed Civil Service Medical Examination, January 1907.
6. Father's name, nationality and occupation (State also whether living or dead).	Robert Melville (deceased), Scottish, County Court Judge for Hereford and Shropshire.
7. Post and approximate salary desired	Inspectorship under Indian Education Department (Transfer from Home Office).
8. Duration of visits or residence abroad	1 year in Australia . . . (Various continental visits 3 weeks to 3 months).
9. Names of districts abroad of which the applicant has special knowledge.	As above.
10. Particulars and dates of any important appointments, e.g., Headmasterships or Principalships, Administrative posts, University Professorships, Lectureships, or the like, for which the applicant has stood or is standing.	At present Assistant Inspector of Reformatory and Industrial Schools, Home Office, S.W. Appointed 1st February 1907, after nomination and competitive examination.
11. Athletics—(a) experience in organizing games; (b) proficiency in athletics.	(a) Duties include inspecting and reporting on physical training and games at the schools and assisting by suggestion, etc. Vice-President, Home Office School Athletic Association. (b) Fond of games. Accustomed to riding.
12. Date of application	23rd March 1911.

Application—cont.

	Name of school or college.	Name of Principal.	Dates of joining and leaving.	Scholarships, certificates, degrees and other honours.
13. School education	Stoke House, Slough (and two other private schools). Charterhouse, Godalming, Essex	Rev. E. S. Parry . . . Canon Haig Brown . . . Rev. H. A. Dalton . . .	September to August 1889. January 1890 to December 1894. April 1892 to March 1894.	Obtained Oxford and Cambridge Higher Certificate. VI Form.
14. University education, if any . . . 15. Professional training as a teacher, if any. (If a holder of the Board of Education's parchment certificate, the date of the examination and the class in which the applicant was placed in each part of the examination must be shown).				
	Name of school (or place) where employed.	Name of Principal or employer.	Dates of joining and leaving.	Position and character of work done, also salary received.
16. Teaching employment . . . 17. Other employment to be entered in order of time (All employment to be entered in order of time) 4th Sherwood Foresters (Dorsetshire Regiment), Mines Department, B.S.A. Co. Rhodesia Exploration and Development Company. Reformatories Home Office.	Nil. Bulawayo . . . Do. . . London . . .	 N. Macglashan, Mining Commissioner. Geo. Mitchell, General Manager. T. D. Robertson, I.S.O., Chief Inspector.	 March 1894 to May 1895. January 1899 to July 1903. August 1903 to February 1906. February 1907 to date.	 Second Lieutenant. £230 per annum. Clerical, administrative, inspecting. £500 per annum. Secretarial. £210 at present and travelling allowance. Assistant Inspector, Reformatory and Industrial Schools.

18. References—

- (1) *Name*.—Right Honourable Lord Alverstone, a.c.m.g., etc.
Address.—Hornton Lodge, Kensington.
Occupation or position.—Lord Chief Justice of England.
- (2) *Name*.—Bourchier F. Hawksley, Esq.
Address.—14, Hyde Park Gardens, W.
Occupation or position.—Solicitor, Director, Chartered Company, etc.

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of officers of the Board of Education should not be given.)

19. Copies * of testimonials from—

- (1) T. D. Robertson, Esq., I.S.O., Chief Inspector of Reformatory and Industrial Schools.
 (Letter saying will be glad to speak as to services and experience gained in department.)
- (2) George Mitchell, General Manager, Rhodesia Exploration and Development Company.
- (3) N. Macglashan, Mining Commissioner, Bulawayo.
- (4) Letter from Under Secretary, Home Office, 1st February 1907, notifying present appointment.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13—17 above should be given here.]

In addition to examining schoolroom subjects (including drawing and singing) present duties include examining and reporting upon woodwork and metalwork, and technical instruction in all the various trades taught at the schools (shoemaking, tailoring, printing, farming and gardening, etc.). Report also on health, conduct, physical training and recreation, state of premises, efficiency of staff, hand, etc. Reports published in Blue Book, Part I.

Musical (violin)

Accustomed to constant travelling.

(3)

Report of Selection Committee, Temporary Inspector of European Schools, Madras, dated 24th July 1911.

The candidate whose name is given below has been interviewed by the Selection Committee. Further details concerning him will be found in the foregoing application form:—

Name.—John Hough Melville.

Address.—Caledonian Club, 30, Charles Street, S.W.

Age.—Thirty-five (35), date of birth, 4th October 1875.

Education.—Stoke House, Slough, and other private schools—up to August 1889.

Charterhouse school, Godalming.—1890—1891.

Felsted school, Essex.—1892—1894.

Oxford and Cambridge Higher Certificate.

Experience.—(Educational)—

Department of Reformatory and Industrial Schools, Home Office.—1907, present time Assistant Inspector.

Other experience.—

4th Sherwood Foresters, Derbyshire Regiment, 1894—95, Second Lieutenant.

British South African Company, Mines Department.—Bulawayo, 1899—1903, Clerical, administrative and inspecting work.

Rhodesia Exploration and Development Company, 1903—1906.—Secretarial work.

Remarks.—Mr. Melville is a dark good looking man of 35. He is unmistakably a gentleman and his manners are excellent.

Mr. Melville was educated at Charterhouse and Felsted. When he left school, he joined the Militia with the intention of entering the Army that way. He failed to pass the examination owing to an attack of influenza and so he went off to Australia where he spent two years. At

the beginning of 1897 he came back from Australia and went out in the autumn of that year to South Africa. For about a year and a half he was looking about and mining, but in January 1899, he obtained an appointment in the Mines Department of the British South African Company at Bulawayo. This appointment in which he did clerical, administrative and inspecting work he held until July 1903, when he obtained a secretarial appointment in the Rhodesia Exploration and Development Company. He held this post until February 1907, when he came back to England on leave. In February 1907, he was appointed on the results of an examination on a limited competition an Assistant Inspector of Reformatory and Industrial Schools.

Since his appointment to the Reformatory and Industrial Schools department Mr. Melville has been engaged mainly on inspecting duties and during the last year or two he has conducted independent inspections. Mr. Robertson, the Chief Inspector of Reformatory and Industrial schools, says that in the performance of these duties, which were often of a very delicate nature, he has always found Mr. Melville extremely tactful and fair, that never once has any complaint of Mr. Melville's methods reached his ears but that on the contrary he has formed the impression that such criticisms as Mr. Melville had to make were accepted as well-considered and justified.

Mr. Melville has a considerable knowledge of manual work. He has seen a great deal of the world and though he has been somewhat of a rolling stone, there is ample evidence that in all his appointments he has given satisfaction to his employers. He is undoubtedly the right type of man for India. He has special knowledge of work in Reformatory and Industrial Schools and the experience gained as an Inspector of these institutions should be valuable to one who is called upon to deal with European schools in India. The committee realize that the absence of a University education is a distinct drawback to Mr. Melville as a possible candidate for a permanent post in the Indian Educational Service. Had it not been for this they would have recommended him before in the place of Mr. G. L. Harrison, for he is certainly a stronger candidate for an Inspectorship of European Schools. It has been explained to Mr. Melville that when the temporary appointment has expired, it may be difficult, even if there is a vacancy, to provide him with a permanent post, but he is willing to take the risk. It would seem, however, that he possesses special experience and knowledge that should make him a useful member of the Indian Educational department.

Mr. Melville is unmarried.

(4)

Testimonials, etc.

(i)

THE BRITISH SOUTH AFRICAN COMPANY,
 MINES OFFICE, BULAWAYO, RHODESIA,
 10th August 1903.

Mr. John Hough Melville has asked me for a testimonial.

I have pleasure in stating that he was under me in the Mines Office here for a period of nearly five years, during which time he gave every satisfaction. He was always steady and attentive to his work, into which he brought considerable intelligence. He is conversant with the Mining Law of Southern Rhodesia and I consider him eminently capable of satisfactorily fulfilling a position of trust, especially in connection with mining routine.

N. MACGLASHAN,
 Mining Commissioner.

(ii)

LONDON,
 3rd August 1906.

This is to certify that Mr. John H. Melville entered the service of the Rhodesia Exploration and Development Company (Limited), on August 1st, 1903, at their Bulawayo Office and that during the period he was with us, nearly three years, he carried out the duties entrusted to him with fidelity and accuracy. He had charge of important correspondence and business in connection with various companies for whom we act as Agents and had, in addition, the custody of the titles to the different mining properties. I do not recollect of a single mistake ever having occurred in Mr. Melville's work. He is willing, obliging, very painstaking and is absolutely trustworthy. I regret that the curtailment of the office work and the consequent reduction of the staff leaves no room for one who deserves and I hope will obtain a more prosperous experience.

For the Rhodesian Exploration and Development Company (Limited).

GEO. MITCHELL,
 Manager in Rhodesia.

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

(iii)

Letter—from T. D. ROBERTSON, Esq., Reformatory Department, Home Office,
S.W.

To—J. H. MELVILLE, Esq.
Dated—the 14th March 1911.

I am afraid I am precluded from giving a testimonial, but if referred to concerning any appointment you may be in for, I need not say that I shall be glad to speak as to your services during the four years you have been in this department and also as to the kind of experience you have gained during that time.

(iv)

Letter—from M. D. CHALMERS, Esq., Home Department, India Office.

To—J. H. MELVILLE, Esq.
Dated—Whitehall, the 1st February 1907.

I am directed by the Secretary of State to inform you that having received from the Civil Service Commissioners a Certificate of Qualification in your favour he has appointed you—subject to twelve months' probation—to be an Assistant Inspector of Reformatory and Industrial Schools as from to-day's date.

(v)

Letter—from ALVERSTONE, Esq., Hornton Lodge, Kensington.

To—F. C. GREENE, Esq.
Dated—the 13th June 1911.

I am in receipt of your letter of the 9th June with enclosures which I have carefully perused.

I have known Mr. John Hough Melville for many years—in fact all his life. He is a man of high character and considerable attainments and so far as I am able to judge possesses qualifications likely to make him very useful for such a post as that mentioned in your letter. I say this of course without any special knowledge of the particular duties he would have to perform and shall be very pleased to answer any further questions about him should you wish for any information on any specific point.

(vi)

Letter—from F. D. ROBERTSON, Esq., Home Office, Reformatory and Industrial
Schools Department.

To—the Secretary, Board of Education.
Dated—the 21st June 1911.

In reply to the confidential letter of the 20th instant I beg to state that Mr. John Hough Melville has been an Assistant Inspector of this department since 1st February 1907. During that time he has been engaged mainly on inspecting duties and during the last year or two has conducted independent inspections of Reformatory and Industrial Schools. In the performance of these duties, often of a very delicate nature, I have found Mr. Melville extremely tactful and fair; never once do I remember any complaint against his methods by the inspected reaching my ears, but on the contrary I have always formed the impression that such criticisms as he had to make were accepted as well-considered and justified. From all I have seen of Mr. Melville, I am prepared to speak very confidently as to his getting on well with his colleagues and being able to adapt himself to the conditions of sociability and good fellowship, and I should say that India would be a most favourable field for the display of his qualities as I have always understood that he has long had a particular desire to go to India, where I believe the climate and conditions of life would suit him admirably.

(vii)

Letter—from B. F. HAWKESLEY, Esq., Mincin Lane, E.C.

To—F. C. GREENE, Esq.
Dated—London, the 16th June 1911.

I have your letter of yesterday's date.

I have known Mr. J. H. Melville for many years. He is a good fellow and would certainly adapt himself to the conditions of sociability and good fellowship which characterise the life of Europeans in India. I do not think Mr. Melville is a University man, and I hope he is under 30 years of age. I believe he has had, under the Board of Education, employment which would seem to indicate that he might be said to be experienced as an Inspector of schools.

I trust he may obtain the post for which has applied.

(5)

C.A. 185 AND C.A. 186.

*The appointment of a temporary Inspector of European Schools and a temporary
Circle Inspector in the Madras Presidency, India.*

1. The Government of India require an Inspector of European Schools and a Circle Inspector for the Madras Presidency.

2. Candidates should not be more than about 30 years of age, and should be graduates in Honours of some University of the United Kingdom.

3. The appointments are temporary, one for about a year or fifteen months, beginning on or about the 15th July 1911, the other for about a year, beginning on or about the 15th November 1911. The salary attached to the posts is Rs. 500 a month. The exchange value of the rupee is practically 1s. 4d. If the service of the candidates appointed is thoroughly approved, there will be a prospect of future selection to fill either a temporary or a permanent appointment.

4. The candidates selected for the appointments will be examined by the Medical Board of the India Office. If the result of this examination is satisfactory, they will be required to sign an agreement to serve the Government of India for the period of their engagements. Free first-class passages to India will be provided. A first-class return passage will also be provided if claimed within six months of the termination of the engagement.

5. The duties of an Inspector include, in addition to ordinary inspecting work, a considerable amount of office and administrative work. The Inspector of European schools has under his charge all the European schools for boys and Training Schools for Masters in the Presidency. For the purposes of the inspection of other schools for boys, the Presidency is divided into eight circles, each containing an integral number of revenue districts varying from two to four, according to the density of the population and the stage of its educational development. Each circle forms the charge of an Inspector who is responsible for the general supervision of boys' education in his circle, and in particular exercises direct supervision over secondary education. Each Circle Inspector has under him a certain number of Assistant and Sub-Assistant Inspectors and supervisors of Primary Schools, each in charge of a territorial division of his own.

6. Applications should be submitted in covers marked "C.A.," and addressed to the Secretary, Board of Education, Whitehall, London, S.W. Scottish candidates should apply to the Secretary, Scotch Education Department, Whitehall, London, S.W. The last day for the submission of applications is Saturday, the 6th May. One of the candidates appointed will be required to sail for India in time to arrive at Madras on or about the 15th July, the other will be required to sail for India in time to arrive at Madras on or about the 15th November.

Sub-Enclosures.

Letter—from J. H. MELVILLE, Esq.

To—M. C. SEYON, Esq., India Office.
Dated—the 18th August 1911.

I beg to thank you for your letter of the 16th instant, informing me that my appointment as temporary Inspector of European Schools, Madras, has been approved.

I understand that my service at the Home Office will be counted, should I eventually obtain permanent employment, and this will no doubt be stated in the agreement to which you refer.

I joined the Home Office as Assistant Inspector of Reformatories, etc., on the 1st February 1907.

I note what you say with regard to my passage to Madras, and will be prepared to sail at the end of September if required to do so.

Letter—from M. C. SEYON, Esq., Assistant Secretary, Judicial and Public Depart-
ments, India Office.

To—J. H. MELVILLE, Esq.
Dated—the 30th August 1911.
No.—J. & P. 2720.

With reference to your letter of 18th August, I am directed to inform you that, in the event of your service in India being made permanent and pensionable, the treatment of your service under the Home Office as counting for pension will be conditional upon His Majesty's Treasury being willing to bear the pensionary charge in respect of it. A reference is now being made by this office to the Treasury on this point, and should the Treasury be prepared to give any assurance at the present stage, a further communication will be made to you on the subject. Meanwhile, your agreement with the Secretary of State is being prepared without reference to this question.

You will be informed, as soon as possible, of the date on which you will be required to start for Madras.

Letter—from M. C. SETON, Esq., Assistant Secretary, Judicial and Public Departments, India Office.

To—the Secretary to the Treasury.

Dated—the 30th August 1911.

No.—J. & P. 2720.

I am directed to state, for the information of the Lords Commissioners of the Treasury that the Secretary of State for India has recently offered an appointment as Inspector of European Schools in the Madras Presidency to Mr. J. H. Melville, who has been serving since 1st February 1907 as Assistant Inspector of Reformatories under the Home Office. The appointment in Madras is a temporary one, for about a year in the first instance, and it has been explained to Mr. Melville that, when the period of his temporary appointment expires, it may not be possible to provide him with a permanent appointment in India. He is prepared to take this risk, but he has asked whether his service under the Home Office will count for purposes of pension should his services be retained permanently by the Government of India.

Mr. Melville is being informed that in the event of his service in India being made permanent and pensionable the treatment of his service under the Home Office as counting for pension will be conditional upon His Majesty's Treasury being willing to bear the pensionary charge in respect of it, and I am to enquire whether, in the circumstances stated the Lords Commissioners are prepared to give any assurance on this point which might be communicated to Mr. Melville.

I am to add that the matter is pressing, as Mr. Melville will probably be required to start for India in about a month's time, and, meanwhile, an agreement has to be prepared embodying the conditions of his employment in India. I am, therefore, to ask for the favour of an early reply.

Letter—from R. CHALMERS, Esq., Secretary to the Treasury.

To—the Under Secretary of State for India.

Dated—the 2nd September 1911.

No.—16522.

I have laid before the Lords Commissioners of His Majesty's Treasury Mr. Seton's letter of the 30th ultimo (J. & P. 2720), respecting the pension rights of Mr. J. H. Melville, Assistant Inspector of Reformatories under the Home Office, who has been offered a temporary appointment as Inspector of European Schools in the Madras Presidency.

In reply, I am to inform you that, should the Secretary of State for India in Council be prepared to regard Mr. Melville's appointment as pensionable service in the event of his ultimately retiring under conditions entitling him to pension, his service as Assistant Inspector of Reformatories will be reckonable for pension from Imperial Funds in accordance with the rules under Section 7 of the Superannuation Act, 1909.

Letter—from R. RITCHIE, Esq., Under Secretary of State for India.

To—J. H. MELVILLE, Esq.

Dated—India Office, the 15th September 1911.

No.—J. & P. 3347.

In continuation of Mr. Seton's letter of 30th August, I am directed to inform you that the Lords Commissioners of the Treasury have stated that your service as Assistant Inspector of Reformatories under the Home Office will be reckonable for pension from Imperial funds in accordance with the rules under section 7 of the Superannuation Act, 1909, provided that the Secretary of State for India in Council is prepared to treat your appointment as temporary Inspector in Madras as pensionable service in the event of your ultimately retiring under conditions entitling you to pension. The Secretary of State in Council is prepared so to treat your service in the Madras appointment in that event, and a clause to this effect will be inserted in the draft agreement which will shortly be sent to you for acceptance.

You will commence to draw salary in your new appointment from the date of your reporting your arrival in Madras; but the appointment itself will be allowed to date from the termination of your service under the Home Office, in order to preserve the continuity of your service for pension. It is understood that the date to be inserted in your agreement to give effect to this arrangement will be 12th October, but I am to request that when you receive from the Home Office official intimation of the acceptance of your resignation, you will at once report to this Office the date on which your service under that Department terminates.

Letter—from J. H. MELVILLE, Esq.

To—the Under Secretary of State for India.

Dated—the 18th September 1911.

I am much obliged for your letter of the 15th instant informing me of the arrangement made with the Treasury with regard to the reckoning my service under the Home Office for pension.

My resignation has been accepted by the Home Office as from the 12th October, and I note that my appointment as temporary Inspector in Madras will be allowed to date from then in order to preserve the continuity of my service for pension.

Order—No. 831, Educational, dated 24th November 1911.

The Director of Public Instruction will be furnished with a copy of the agreement, application and testimonials of Mr. J. H. Melville who has been appointed by the Secretary of State for India as a temporary Inspector of European Schools in this Presidency.

(True Extract.)

L. DAVIDSON,

Ag. Secretary to Government.

To the Director of Public Instruction, with enclosures.

„ Accountant-General, with six copies of agreement.

„ Chief Secretariat, with original agreement for safe custody.

3

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

READ ALSO:—

C. No. 2902, From the India office, No. 8 Pub., dated 27. 10. 1911

" " " " " " " " 191

” ” ” ” ” ” ” ” 191

Cried in Box N^o 50.

ORDER

No. 831, dated 2/11/1911

PS

Ms. A. 96. 11. a

Note

With reference to the Hon'ble Mr. Krishna-
swami Aiyar's query on the current it is
submitted that these appointments were
made by Govt. in deap. No. 4894-11-10
P.D.

23.11.14

28-11-11 please send this file to
H. Humbel Member through HM Edo

after use $\frac{1}{2}$ to

The D. O. I. with the enclosures.
 " A. T. with 2 or 3 copies pages
 " Ch. Seeth with original
 agreement for
 2 copies with original copies
 2011

The D. P. I will be furnished with a copy of the agreement, application and testimonials of Mr. J. H. Melville who has been appointed by the Secretary of State for India as a temporary Inspector of European schools in this Presidency.

L.D.
24. 11. 4
2 Mr Melville sailed for India by the P & O Steamship *Caledonia* on the 13th October 1911.

PR
23.11.11
PR
23.11.11

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.
LEGISLATIVE

Current No., dated 190 .

G.O., No. 831, dated 24/1/1901.

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

Docket No. J. H. Melville

Number (c) of copies required when struck off (not including
copies for guidelines and editing table which are retained
in the Press)

For Record.

Madras Records

City Records

For filing with original

Total ... 34

FOR ISSUE.†

Signature copies.....

India Office.....

Govt. of India.....Dept.....

Public Department.....

Judicial Department.....

Financial Department.....

Revenue Department.....

Public Works Department.....

Local and Municipal Department.....

Chief Secy. to Govt. Dept.....

Total ...

The Director of Public Instruction.....

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.....

The.....

The.....

The.....

Total ...

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

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

* To be initialled and dated.

[P.T.O.]

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 reference 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.

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 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.....	29-11-11 <i>[Signature]</i>
First proof furnished on.....	6-12-11 <i>[Signature]</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	23-12-11 <i>[Signature]</i>
Final copies supplied on.....	9-1-12 <i>[Signature]</i>

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