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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. No. 843, 30th November 1911.

Mr. Mackintosh.

Directing that the Secretary of State be addressed on the subject of the retention of — in the Indian Educational Service.

E.S.L.
3,000-25

Educational
Legislative DEPARTMENT.

with the original of 70
CURRENT FILE.

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Papers of the department to which the current belongs.

Number.	Date	Original (= O.) or spare copy (= S. C.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.

Papers of other departments.

Department.	Number.	Date.	Original (= O.) or spare copy (= S. C.)	Despatcher to note the return of the papers to the departments concerned.

Received

191

Registered

26

9

191/

Subject.

Submitting for favourable consideration of Government a
letter from Mr. Mackintosh in regard to the question of his
retention in the Indian Educational Service.

3

ENCLOSURES.

No.

Spare copies

R. c No. 6451/11

Station, Madras, Dated the 23rd September 191¹.

From (Name) The Hon'ble Mr. J.H. Stone, M.A., F.R.H.S.,

(Designation) As, Director of Public Instruction.

To The Secretary to the Government of Madras,

Educational Department,

To,

4th September 1911,

Madras.

From

Mr. J. H. Mackintosh,

Ag. Additional Professor of English,

Presidency College,

through the Principal,

To

The Director of Public Instruction,

MADRAS.

Sir,

I have the honour to bring before you the following facts, and to ask for your favourable consideration of them.

2. The terms of my present agreement with the Secretary of State are that I shall perform the duties of Professor of English at the Presidency College, Madras, from the date of my joining the appointment (January 2nd 1911) until December 31st 1911, receiving pay at the rate of Rs 500 per mensem. The appointment although temporary, was stated to be in the Indian Educational Service.

3. I now hear that there is the prospect of an extension of my agreement being made, as there is still occasion for my services. Before entering upon such an extension of my agreement, I on my part should wish the following condition laid down; that in the event of my being hereafter appointed to a permanent vacancy in the Indian Educational Service my service shall be reckoned for all purposes as having begun at the date of my first joining the Presidency College viz., January 2nd 1911.

4. Unless such a condition were added my future service in Government service would be considerably prejudicial. I should be required to perform the same duties as a officer of the Indian Educational Service without the usual annual increment and the exchange compensation and the provisions of the Provident Fund.

* No temporary
Appointment
Outside India
was granted for
Mr. Mackintosh.

5. In these circumstances I should be glad before entering into an extension of my agreement to know whether I may hope that such a condition will be inserted. 5

I have the honour to be &c.

/Signed/ J.H. Mackintosh
Additional Professor of English, Presidency
College.

True copy.

Om

Ref. on. Cur. No. 6451/11 dated 23rd September 1911. *b*
=====

Z

Submitted to Government in continuation of R.C. No. 3020/11 dated 27th July 1911.

2. The services of Mr. Mackintosh might be required for a further period of one year and even longer by which time it would be possible to give him a permanent footing in the Indian Educational Service. His request that in the event of his being hereafter appointed to a permanent vacancy in the Indian Educational Service his service as a temporary officer should be reckoned for all purposes as having commenced from the date of his first joining the Presidency College, Viz., 2nd January 1911, seems to me to be reasonable and I recommend that this condition may be inserted in the fresh agreement which he may be required to execute. If the Secretary of State were to insert such a provision in all agreements for temporary employment in the Indian Educational Service, difficulties as to the *seniority* of officers originally in temporary service would be avoided.

(Signed) *J. H. Stone*

Ag Director of Public Instruction.

P.V.S.

True copy

For Director of Public Instruction.

OK

NOTES.

X

C. No. 2370 From the D.P.I. No 6451 dated 23-9-1911

SUBJECT.

Extension of the services of Mr. Mackintosh
Temporary Professor of English, Presidency College.

G.O. no. 749 Ed P
17-12-10G.O. no. 612 Ed S
16-11-09G.O. no. 45 Ed T
25-1-11G.O. no. 372 Ed O
14-6-11

V

Mrs. Mackintosh was appointed to serve as Temporary Professor of English at the Presidency College in the vacancy caused by the transfer of Mr. Mayhew to foreign service. As Mr. Mayhew's term of foreign service was two years from the end of December 1909 and was to terminate on the 31st December 1911, the agreement with Mr. Mackintosh was made terminable on that date.

2. In May last Mr. Mayhew gave notice of his intention of taking ~~four~~ combined privilege leave and furlough on the termination of his foreign service at Hyderabad and in recording this notice the Govt. called upon the D.P.I. to take steps for the further retention of Mr. Mackintosh. In his letter recorded with G.O. No 254 Ed dated 3-8-11 the Director stated that arrangements would be made to retain the services of Mr. Mackintosh after the 31st Dec. 1911 and that a fresh agreement would be drawn up.

3. To for a similar concession.

Page 2 of C.F.

Page 4 of C.F.

service a condition may be laid down that in the event of his being hereafter appointed to a permanent vacancy in the Indian Educational Service, his service shall be reckoned, for all purposes, as having begun at the date of his first joining the Presidency College, as Temporary Professor of English, vizt. the 2nd January 1911. The Director considers Mr. Mackintosh's request to be reasonable and recommends that it may be granted. He further states that if such a provision is inserted in all agreements for temporary employment in the Indian Educal. Service, difficulties as to the seniority of officers originally in temporary service would be avoided.

3. It is for consideration whether the request of Mr. Mackintosh and the suggestion of the D.P.I. may both be recommended to the Secy of State. In the case of Mr. Dodwell who was appointed to be temporary Professor of History in the Presidency College for a period of eight months from 5th July 1909 to 4th March 1910, ^{he} was allowed to reckon his service from the 5th July 1909 when he was appointed permanently to the Indian Edl. Service on the expiry of his temporary service - vide G.O. no. 83 Edl & S-2-1911. The request of Mr. Mackint. is for a similar concession.

T.M.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

} 1911.

Enclosures

Regd.

Spare copies

G.O. No. 843, 30th November 1911.

Mr. Mackintosh.

Directing that the Secretary of State be addressed on the subject of the retention of — in the Indian Educational Service.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from J. H. MACKINTOSH, Esq., Acting Additional Professor of English, the Presidency College.

To—the Director of Public Instruction (through the Principal, the Presidency College).

Dated—the 4th September 1911.

I have the honour to bring before you the following facts, and to ask for your favourable consideration of them.

The terms of my present agreement with the Secretary of State are: that I shall perform the duties of Professor of English at the Presidency College, Madras, from the date of my joining the appointment (2nd January 1911) until 31st December 1911, receiving pay at the rate of Rs. 500 per mensem. The appointment, although temporary, was stated to be in the Indian Educational Service.

I now hear that there is the prospect of an extension of my agreement being made, as there is still occasion for my services. Before entering upon such an extension of my agreement, I on my part should wish the following condition to be laid down: that in the event of my being hereafter appointed to a permanent vacancy in the Indian Educational Service, my service shall be reckoned, for all purposes, as having begun at the date of my first joining the Presidency College, viz., 2nd January 1911.

Unless such a condition were added, my future prospects in Government service would be considerably prejudiced, as I might be required to perform the same duties as a permanent officer of the Indian Educational Service, without benefiting by the usual annual increment, the exchange compensation allowance, and the provisions of the Provident fund.

In these circumstances, I should be glad, before entering into an extension of my agreement, to know whether I may hope that such a condition will be inserted.

Ref. on Cur. No. 6451-11, dated 23rd September 1911.

Submitted to Government in continuation of Ref. on Cur. No. 3020-11, dated 27th July 1911.

2. The services of Mr. Mackintosh might be required for a further period of one year and even longer by which time it would be possible to give him a permanent footing in the Indian Educational Service. His request that in the event of his being hereafter appointed to a permanent vacancy in the Indian Educational Service his service as a temporary officer should be reckoned for all purposes as having commenced from the date of his first joining the Presidency College, viz., 2nd January 1911, seems to me to be reasonable and I recommend that this condition may be inserted in the fresh agreement which he may be required to execute. If the Secretary of State were to insert such a provision in all agreements for temporary employment in the Indian Educational Service, difficulties as to the seniority of officers originally in temporary service would be avoided.

Order—No. 843, Educational, dated 30th November 1911.

The Secretary of State will be addressed on the subject.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 843, EDUCATIONAL,
DATED 30TH NOVEMBER 1911.

[SUBJECT.—Extension of Mr. Mackintosh's services.]

Previous papers :

G.O. No.	316, Financial,	dated 30th July	1909.
" "	441	" 1st October	"
" "	612, Educational	" 16th November	"
" "	749	" 17th December	1910.
" "	19, Financial	" 12th January	1911.
" "	45, Educational	" 25th	"
" "	83	" 8th February	"
" "	104, Financial	" 28th	"
" "	536	" 27th October	"

from the Director of Public Instruction, dated 23rd September 1911, No. 6451.

Mr. Mackintosh was appointed to fill the temporary vacancy caused by the absence of Mr. Mayhew whose services were lent to His Highness the Nizam's Government for two years from the 23rd December 1909. Mr. Mackintosh was accordingly engaged to serve until the 31st December 1911—vide his agreement on pages 5 and 6 of G.O. No. 45, Educational, dated 25th January 1911. As Mr. Mayhew is proceeding on leave immediately on his return from foreign service, it has become necessary to extend the period of engagement of Mr. Mackintosh.

2. Mr. Mackintosh requests that if his services are extended, the following condition may be inserted in his agreement, viz., that in the event of his being hereafter appointed to a permanent vacancy in the Indian Educational Service, his service shall be reckoned for all purposes as having begun at the date of first joining the Presidency College, namely, 2nd January 1911. The Director of Public Instruction considers that it will be possible to give Mr. Mackintosh a permanent appointment in the Indian Educational Service at the end of a year or so and recommends that his request may be granted. He also suggests that if the Secretary of State were to insert a similar provision in all agreements for temporary employment in the Indian Educational Service, difficulties as to the seniority of officers originally in temporary service would be avoided.

3. It is for consideration whether the Government would grant Mr. Mackintosh's request. Mr. Dodwell who was first appointed temporary Professor of History in the Presidency College and was given a permanent appointment at the end of his temporary service was allowed to count service from the date of his first appointment—vide G.O. No. 83, Educational, dated 8th February 1911. If the request of Mr. Mackintosh is granted, it may also be suggested to the Secretary of State that a similar provision may be inserted in all agreements for temporary employment in the Indian Educational Service.

T.K.—28-10-11.

It will be necessary to make a reference to the Secretary of State if it is decided to grant the concession asked for by Mr. Mackintosh.

K. RANGASWAMI AYYANGAR—28-10-11.

The current must be *authenticated* before I can act on this. Is it one of the papers sent to Whitehall?

L. DAVIDSON—30-10-11.

Submitted, yes.

The current has now been authenticated.

R. SUNDARAM AIYAR—31-10-11.

A recommendation may be made to the Secretary of State as suggested by the Director of Public Instruction, Mr. Mackintosh being informed of the fact. I understood he is looked on as a distinct acquisition on account of his special course in the English language.

L. DAVIDSON—2-11-11.

Yes. We may send the letter home and ask the Secretary of State to do as suggested.

M. H[AMMICK]—2-11-11.

Two drafts are submitted.

R. SUNDARAM AIYAR—6-11-11.

L. DAVIDSON—7-11-11.

Please put up the Director of Public Instruction's letter No. 3020, dated 27th July 1911.

3. Also before drafting send this u.o. to the Director of Public Instruction. On second thoughts it seems to me premature to make any representation about Mr. Mackintosh's claim to reckon service until we recommend an extension in his behalf. I understand that such an extension is certainly contemplated and desired, but do not think it has, as yet, been *specifically* proposed. Does the Director of Public Instruction contemplate a specific proposal, dealing with the *period* and *other conditions* of extension? I presume so and think that proposal had better be dealt with simultaneously.

2. Some discussion with Mr. Mackintosh will be necessary, and there is no harm in telling him that a recommendation will probably be made to the Secretary of State that his service should reckon from the 2nd January 1911. He particularly wishes to know this beforehand.

L. DAVIDSON—8-11-11.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

There is every probability of our being able to employ Mr. Mackintosh until 1st January 1913 and after, but it is impossible at present to give exact details as to how this could be done. I am going to propose that Mr. Stone's special duty should be extended in connection with the quinquennial report. This would leave Mr. Mackintosh undisturbed for the present—he may have to go inspecting during the college vacation but would not object to this.

It would be better not to fix any period of extension now. Would it not be possible to inform the Secretary of State that he can be retained for the present and advise an addition to his present agreement to the effect that "in the event of his being retained in the service of Government under these presents after the 31st December 1911 and subsequently confirmed in it his service (commencing from the date of his entering on the performance of his duties under the Government of Madras, viz., from 2nd January 1911) shall count as service towards leave and pension under the rules applicable to his case." In other respects the agreement already executed by him to remain in force except that he should be eligible for the usual annual increment, exchange compensation allowance and the benefits of the provident fund and from the date of his confirmation be subject to the rules regarding examination in vernacular languages.

In this case Mr. Mackintosh would be informed in reply to his letter that this had been done as would be done.

A. G. BOURNE—16-11-11.

For orders as to whether the Secretary of State may be addressed regarding the retention of Mr. Mackintosh after the 31st December next and, if so, for what period. Dr. Bourne is not now able to say how he proposes to do this, but he is certain about keeping Mr. Mackintosh on till 1st January 1913. He, however, advises that the period of extension be not fixed now, but that the Secretary of State be addressed in general terms stating that Mr. Mackintosh can be retained. There will certainly be no difficulty in retaining Mr. Mackintosh for a year more. The Secretary of State may perhaps be addressed for a year's extension and at the same time he may be asked to allow Mr. Mackintosh to draw increment and, in the event of his being eventually confirmed to count service towards leave and pension from the 2nd January 1911 the date on which he joined the Presidency College. Dr. Bourne also recommends exchange compensation allowance and the benefits of the provident fund during the period of extension, the rules regarding vernacular languages being applied only from the date of confirmation.

R. SUNDARAM AIYAR—17-11-11.

I think the best thing to do will be to prepare a revised draft giving effect to Dr. Bourne's recommendations. Financial will probably have to see so much of it as relates to exchange compensation allowance.

L. DAVIDSON—18-11-11.

A draft is submitted.

It may go to Financial for acceptance first.

R. SUNDARAM AIYAR—20-11-11.

Will Financial please examine the question of Mr. Mackintosh's claim to exchange compensation allowance. I wish to address the Secretary of State *direct* in the sense of Dr. Bourne's recommendation if there is no objection.

L. DAVIDSON—20-11-11.

To the Financial Department.

FINANCIAL DEPARTMENT.

Exchange compensation allowance.—Under article 41-A of the Civil Account Code "no (European officer) appointed (in England) after the 6th June 1907 under a written contract shall be entitled to exchange compensation allowance unless he is explicitly admitted thereto under the terms of the contract or unless the appointment which he holds gives him a claim to the allowance under any general rule or decision of the Government of India."

2. According to the statement appended to the Government of India, Finance Department resolution No. 6 72-F.E., Pages 2 and 3 of G.O. No. 19, Financial, dated 12th January 1911, officers appointed the 29th December 1910, officers appointed to the Indian Educational Service are eligible, in the absence of any special disqualification, to receive the allowance.

3 Mr. J. H. Mackintosh is an European officer appointed in England and now acting in an appointment in the Indian Educational Service and as such there is no objection to his being granted * exchange compensation allowance—*vide* note 2 to article 41-E of the Civil Account Code. As the existing rules provide for the grant of the allowance to this officer no special recommendation to the Secretary of State as proposed in the draft letter appears to be necessary.

Vide enclosure on pages 2 and 3 of G.O. No. 45, Educational, dated 25th January 1911.

* For a precedent, please see the case of Mr. Dodwell, appointed temporarily—5th July 1909. Exchange compensation allowance sanctioned with effect from that date on 1st October 1909. Appointed permanently in Indian Educational Service on 4th March 1910. Was allowed to count service from 5th July 1909 in January 1911—*vide* G.O. No. 441, Financial, dated 1st October 1909.

Paragraph 2 of letter No. 3, Educational, dated 2nd November 1910.

G.O. No. 83, Educational, dated 8th February 1911.

4. *General Provident Fund*.—Attention is solicited to the following:—

(1) Rule 1 of rules on page 3 of G.O. No. 104, Financial, dated 28th February 1911.

(2) Paragraphs 1 and 2 on pages 2 and 3 of G.O. No. 536, Financial, dated 27th October 1911.

The General Provident Fund is not open to officers acting in Government service. The question of the admission of Mr. Mackintosh at the present stage to the benefits of the fund involves an exemption from the rules and the Government of India have reserved to themselves the power to amend or alter the rules as may be required. The exemption therefore will have to be sanctioned by the Government of India. It seems therefore that if this condition is to remain, the reference to the Secretary of State should be made through the Government of India and not direct.

Rule 13 on page 6 of G.O. No. 104, Financial, dated 28th February 1911.

Of in this connection the following:—

- (1) Registrar's note, dated 21st May 1909 (paragraph 1) on page 10 of G.O. No. 213-4, Financial, dated 28th May 1909, and (2) Paragraph 2 of Government of India, Public Works Department letter No. 977-E., dated 14th July 1909, in G.O. No. 316, Financial, dated 30th July 1909, on the grant of exchange compensation allowance to Conductor J. S. Mahony.

5. The draft letter in other respects does not call for remarks in this department.

S.D.S.—23-11-11.

C. REILLY—24-11-11.

H. A. STUART—24-11-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Will Honourable Member kindly pass the draft. I fear there is not time to circulate it to other Honourable Members before the move to Delhi. The file will be sent with the fair copy.

L. DAVIDSON—28-11-11.

I approve and have passed the draft.

M. H[AMMICK]—29-11-11.

The fair copy of the despatch placed below may be circulated to His Excellency the Governor and the Honourable Members for signature.

S.K.—29-11-11.

R. SUNDARAM AIYAR—29-11-11.

Yes: please.

L. DAVIDSON—29-11-11.

T. D. GIBSON-CARMICHAEL—29-11-11.

I do not see that the question has been considered whether Mr. Mackintosh has proved himself to be a successful teacher. We are under no obligation to extend his service. I think in every such case it should be noted on whether the bargain made has proved a good one. Perhaps in this case the implication from Dr. Bourne's letter may be that Mr. Mackintosh is worth having.

That was certainly Mr. Stone's opinion and I believe Dr. Bourne shares it.

L. DAVIDSON.

V. K[RISHNASWAMI AIYAR]—29-11-11.

Issue despatch and then take up the Provident fund business.

L. DAVIDSON—30-11-11.

[G.O. No. 843, Educational, dated 30th November 1911.]

FORT SAINT GEORGE.

EDUCATIONAL (1911) DEPARTMENT.

(Copy.)

LETTER to the Right Honourable the Secretary of State for India.

No. 3, dated 30th November 1911.

RECOMMENDING that in the circumstances stated the period of Mr. J. H. Mackintosh's engagement be extended without any specific limit of time.

193

EDUCATIONAL DEPARTMENT.

To

THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA.

My Lord,

We have the honour to address Your Lordship regarding the retention of Mr. J. H. Mackintosh, a temporary member of the Indian Educational Service.

2. In Your Lordship's Despatch No. 6, Public, dated 30th December 1910, Mr. Mackintosh was appointed as temporary Professor of English in the Presidency College, Madras, until the 31st December 1911. The period of his engagement expires next month, but there is scope for his continued employment in the same capacity and every prospect of providing permanently for him in the Indian Educational Service. We therefore recommend that the period of his engagement be extended without any specific limit of time and that a clause be added to his present agreement to the effect that "in the event of his being retained in the service of Government under these presents after the 31st December 1911 and subsequently confirmed in it his service (commencing from the date of his entering on the performance of his duties under the Government of Madras, viz., 2nd January 1911) shall count as service towards leave and pension under the rules applicable to his case." We also recommend that he be allowed to draw the usual annual increment, the rules regarding examinations in vernacular languages being made applicable only from the date of his confirmation in the Indian Educational Service.

3. We beg leave to add that a communication will be addressed to the Government of India regarding Mr. Mackintosh's admission to the benefits of the provident fund. In view of the urgent necessity for early orders on the major question of his extended employment it has been thought better to deal separately with this minor point.

4. For the same reason we request the favour of a telegraphic reply to this Despatch.

We have the honour to be,

My Lord,

Your Lordship's most obedient, humble servants,

THOMAS D. GIBSON-CARMICHAEL.
M. HAMMICK.
J. N. ATKINSON.
V. KRISHNASWAMI AIYAR.

Four St. George,
30th November 1911.

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

” ” ” ” ” 191 .

READ ALSO :—

C. No. 2370, From the 520, No. 6451, dated 23-9-1911

191

191

ORDER.

No. 863, dated 30. 11. 1911.

The Secretary of State
will be addressed on the
subject.

Re

6. 11. 1

To Mr. D.D. [unclear] - 11

5/27/12

LETTER:-

To

The Right Hon'ble

the Secretary of State for India.

My Lord,

We have the honour to address
your ^{kindship} regarding the retention of Mr. J.H.
Mackintosh, a temporary member of the
Indian Educational Service.

2. In your ^{kindship} despatch No.6 Public
dated 30th December 1910 Mr. Mackintosh
was appointed as temporary Professor of
English in the Presidency College, Madras
until the 31st December 1911. The period

of his engagement ~~is about to expire next~~
~~month but here is a hope for his continued~~
~~but he can be retained for the present~~
~~employment on the same capacity and may~~
~~beyond the above date though it is not~~
~~possible now to fix the exact period of~~
~~extension and the same will also be no~~
~~discrepancy in eventually keeping him~~
~~permanently in the Indian Educational~~
Service. We therefore recommend that

the period of his engagement be extended
without any ^{specific} limit of time and that a
clause be added to his present agreement
to the effect that "in the event of
his being retained in ^{the} service of Govt.
under these presents after the 31st December
1911 and subsequently confirmed in it
his service (commencing from the date
of his entering on the performance of his
duties under the Govt. of Madras viz 2-1-11)
shall count as service towards leave

and

30-11-11

Mrs
29
G.O. No. 45 Z
25-1-11

7 1 10 68
and pension under the rules applicable
to his case". We also recommend that he
be allowed to draw the usual annual incre-
ment ~~and exchange compensation allowance~~
~~and be admitted to the benefits of the~~
~~Provident Fund from the date of his~~
~~re-employment~~, the rules regarding
examinations in vernacular languages being
made applicable only from the date of his
confirmation in the Indian Educational
Service.

We have etc.

R.S.
20-11-11.

We beg leave
2. ~~to~~ *to add that a separate*
communication will be addressed
to the Govt of India regarding
Mr. Mackintosh's admission to
the benefits of the provident fund
in view of the urgent necessity for
early orders on the major question
of his extended employment. It
has been thought better to deal
separately with this minor point.

4. ~~For the same reason~~ *For the same reason* we repeat
in favour of a telegraphic reply
to this despatch.

20/11/11

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL GOVERNMENT DEPARTMENT.

Current No., dated 190 ..

G.O., No. 843, dated 20-11- 1901.

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

Docket. Mr. Mackintosh

Secretary of State for India
in the office of the Secretary
to the Government of India
in the Indian Service

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

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

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Ooty Records	...	...	...	7	7
For filing with original	...	...	...	7	7
Total	...	...	...	34	19

FOR ISSUE†

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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 numerals 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 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 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 initialled and dated.

[P.T.O.]

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, proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(2) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

Kindly print 15 SM
Sent 20 spare copies of the
Sept 14/12 for record in addition
to the copies that will be required to
be stitched with the notes copy of the 20.

~~for record~~

SM
14-2-12

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.		
Received in Press on.....	17.1.12 <u>SM</u>		
First proof furnished on.....	15-2-12 <u>SM</u>		
Call for revised proof received on.....	22.2.12 <u>SM</u>		
Revised proof furnished on.....	7.3.12 <u>SM</u>		
Corrected proof received for striking on.....	14.4.12 <u>SM</u>		
Final copies supplied on.....			
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			