

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 74, 30th January 1912.

Office of the Director of Public Instruction.

Passing orders on the proposal of the Director of Public Instruction to strengthen the establishment of his office.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1912.

Enclosure

Spare copies

G.O. No. 74, 30th January 1912.

Office of the Director of Public Instruction.

Passing orders on the proposal of the Director of Public Instruction to strengthen the establishment of his office.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

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

To—the Secretary to Government, Educational Department.

Dated—Madras, the 23rd September 1911.

No.—C. 6814.

I have the honour to submit the following proposals for the strengthening of the establishment of the office of the Director of Public Instruction by the addition of four clerks including a typist and of an attender with effect from the 1st proximo.

2. The establishment was last strengthened in 1904 when, in their order No. 641-A, Educational, dated 22nd October 1904, Government sanctioned the addition of three clerks and a slight revision in the scale of pay of the clerical establishment. Since then, the office has been working with the same establishment though the work has considerably increased owing to the additions to the number of Inspectors and Sub-Assistant Inspectors, the provincialization of the agency of Supervisors, the re-organization of training schools whereby the model school has been kept distinct from the training section with a separate staff, the re-organization of colleges with reference to the new University Regulations, the utilization of special grants made by the Government of India from time to time for the improvement of secondary and elementary education, and the general expansion of the department in various directions. All the members of the clerical establishment are working at high pressure, but the sections of the office which are overburdened with work and which consequently require immediate relief are the reference and copying sections. In the reference section, there are, excluding the indexer, three referencers with an equal number of attenders attached to them, and these are unable to cope with the daily increasing work. The old records of the office are not in good order and to have them sorted and keep them in proper condition an additional referencer and an extra attender are absolutely necessary. My intention is to keep the current records, say, from 1901, when the "Disposal system" was introduced in this office, separate from those of the previous years and place two men in charge of the current records and two in charge of the old.

The printed forms, stationery, indents for Europe stores, etc., are in charge of a drafting clerk who does the work connected with them in addition to other more responsible duties connected with building grants, examination papers, etc. The telephone is attended to partly by this clerk and partly by one of the referencers. It serves not only this office but also all the other offices in this compound and also occasionally the Madras Literary Society which has its habitation here. The receiving of messages intended for these offices and the delivery of their replies take up a good deal of the clerks' time. I propose, therefore, to have a separate clerk who could be in charge of printed forms, stationery, etc., and also attend to the telephone. The registering clerk and the tabling clerk attached to the copying section have more work than they can possibly do and an additional clerk is needed to help them. For some years past, one of the permanent clerks in the office has been set apart to assist these two clerks and this arrangement can no longer be continued. In the same section, there are two typists and a reader on the permanent establishment, besides a temporary copyist paid out of the lump provision made in the budget for the temporary establishment in the office. These men are not able to cope with the work and extra help is indispensable to prevent accumulation of arrears and keep the work well in hand. An additional typist is considered absolutely necessary.

I have carefully considered the matter and have come to the conclusion that this most addition to the present establishment is urgently needed.

The salaries of the clerks may be fixed at Rs. 30, Rs. 25 and Rs. 20, respectively, and that of the typist at Rs. 20-1-25. The attender's pay may be fixed at Rs. 11 *per mensem*.

3. Another direction in which improvement would seem to be necessary is the separate grading of the attenders and the peons in the office. At present, there are 14 peons including muchi and messengers and five attenders, the scale of pay being (11), (9) and 12 (8) in the case of peons and 2 (12), (10), (9) and (8) in the case of attenders. The duties of the attenders are of a more responsible and intelligent nature than those of the peons, and in view of this fact and of the educational qualifications such men are expected to possess, I consider that the minimum pay of an attender should be fixed at Rs. 10 and would accordingly recommend that the pay of the two attenders on Rs. 9 and Rs. 8 be raised to this amount. Including the proposed additional attender on Rs. 11, there will then be six men on the following scale of pay :—2 (12), (11) and 3 (10) at an extra cost of Rs. 14 *per mensem*. The scale of pay of the peons also needs a slight revision so as to make the scale better graduated, and I would therefore add a post on Rs. 10 by reducing the number on Rs. 8 from 12 to 11. The scale will then stand as follows : (11), (10), (9) and 11 (8). The extra cost will be Rs. 2 *per mensem*. Under this arrangement, the attenders and peons will be treated as belonging to two distinct classes, peons being debarred from promotion to the attenders' scales of pay unless they actually perform and are considered fit for the duties of attenders. This will facilitate the introduction of a better type of men for the posts of attenders.

4. If the proposals submitted above are approved, the additional expenditure will amount to Rs. 114-12-0 as shown below :—

	RS.	A.	P.
Three clerks (30), (25), (20)	75-	0-	0-
Typist (20-25)	23-	12-0	(average).
Attenders	14-	0-	0-
Peons	2-	0-	0-
Total	114-	12-0	

The additional cost is only slightly in excess of the saving of Rs. 112-8-0 pointed out in my letter No. 908, dated 23rd September 1911, submitted in my capacity as Commissioner for Government Examinations.

5. The necessary proposition and re-appropriation statements will be submitted on receipt of the orders of Government on this communication.

6. I have provided for the additional establishments proposed above in the budget estimates for 1912-1913 in anticipation of the approval of Government.

II

Official Memorandum No. 2365-2, Educational, dated 1st November 1911.

With reference to his letter (C. No. 6814, dated the 23rd September 1911, submitting proposals for strengthening the establishment of his office, the Director of Public Instruction is requested to explain more clearly the necessity for the additional appointments proposed, showing as far as possible by facts and figures the nature and amount of the increase of work that has taken place since his office was last re-organized in 1904.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Director of Public Instruction.

III

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 15th December 1911.

No.—Ref. on Cur. 6814.

With reference to Memorandum No. 2365-1, Educational, dated 1st November 1911, I have the honour to invite the attention of Government to the figures noted in the margin showing the total numbers of papers received and of disposals made in this office in the years 1905 and 1910, from which it will be seen that in the quinquennium which has

	Receipts.	Disposals.
1905	19,397	15,312
1910	22,797	16,192
Increase ..	3,400	880

elapsed since the first year of the working of the office with the increased establishment sanctioned in G.O. No. 641-A, Educational, dated 22nd October 1904, the numbers of papers received and of disposals made have increased by 3,400 and 880, respectively. These figures, I hope, will be taken to be sufficient evidence of the necessity for an immediate strengthening of the establishment in the directions indicated in the Hon'ble Mr. Stone's letter C No. 6814, dated 23rd September 1911. The apparent disparity between the total numbers of receipts and disposals is due to the fact that under the "Disposal" system, which is adopted in this office, all the papers registered under one current number are given only one disposal number when they have been finally disposed of.

The figures given above do not include the numbers relating to annual and periodical returns, lists of officers, grant-in-aid and other bills, indents for forms, verified statements of receipts and charges, travelling allowance bills, verification of service registers, requisitions for spare copies, telephonic correspondence and demi-official, un-official and confidential papers.

2. I may add that seldom are clerks in my office allowed privilege and even casual leave and that the majority of them have to work overtime to get through the arrears of work.

Order—No. 74, Educational, dated 30th January 1912.

The Government accept the proposal of the Director of Public Instruction to strengthen his office by the addition of three clerks on Rs. 30, Rs. 25 and Rs. 20 *per mensem*, a typist on Rs. 20-1-25 *per mensem* and an attender on Rs. 11 *per mensem*. They see no sufficient reason to revise the pay of the attenders and peons.

2. This sanction has been registered as No. 237 of 1911-1912.

3. The re-appropriation statement referred to in paragraph 5 of the first letter read above should be submitted as soon as possible as no expenditure can be incurred during the current year until the necessary provision of funds has been made.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 74, EDUCATIONAL, DATED 30TH JANUARY 1912.

[SUBJECT.—*Strengthening the establishment of the office of the Director of Public Instruction.*]

Previous papers :

G.O. No. 645, Educational, dated 11th November 1910.
,, ,, 765 ,, ,, 2nd ,, 1911.

From the Director of Public Instruction, dated 23rd September 1911, No. 6814.

The establishment of the office of the Director of Public Instruction consists at present of the following appointments :—

	Per mensem. RS.
1 Manager	150-5-175
1 Head clerk	100-5-125
1 clerk	80
1 "	75
1 "	70
2 clerks	60 each.
2 "	50 "
2 "	40 "
2 "	35 "
4 "	30 "
4 "	25 "
3 "	20 "
2 typists	20-1-50 each.
5 attenders	51
14 peons and muchis	116

Average cost .. 1,389½

2. The present proposal is to strengthen the above establishment by the appointment of three additional clerks, one typist and one attender. Of the three clerks, one is required to strengthen the reference section which now consists of three clerks, one for the current section* and one to be in charge of printed forms, stationery and the telephone. The Director appears to have made out a case for the appointment of these three clerks, which may therefore be approved.

3. The copying section of the Director of Public Instruction's office consists of only two typists, a number which is evidently inadequate for such a big office as the Director's, and the strengthening of this section by the appointment of an additional typist seems to be a necessity. If the referencing section is strengthened by the appointment of an additional clerk, an additional attender will also be necessary.

Page 142 of the Civil
Budget Estimate for
1911-1912.

4. Besides these additional appointments, the Director also proposes a revision of the scales of pay of the peons and attenders. The existing scale is compared below with the scale proposed by the Director of Public Instruction :—

....	Present scale.		Proposed scale.	
	No.	Pay.	No.	Pay.
Attenders	2	Rs. 12 each.	2	Rs. 12 each.
	1	10	1	11
	1	9	3	10 each.
	1	8	..	..
Total ..	5	51	6	65 + 14.
Peons (including muchis)—				
Duffadar	1	11	1	11
Muchi	1	9	1	10
Peons	11	8 each.	11	8 each.
Total ..	14	116	14	118 + 2.

Page 142 of the Civil
Budget Estimate.

The Director of Public Instruction rightly considers that the minimum pay of an attender should be Rs. 10, a minimum which has long been in force in the Secretariat. The extra cost on account of this revision, excluding the pay of the new attender, is Rs. 5 *per mensem*. It seems to be undesirable to grade the muchis with peons and in other respects also the grading of the attenders and peons seems to be susceptible of improvement. This question need not however be considered as the Director of Public Instruction has not proposed it.

5. The additional cost involved by the Director of Public Instruction's proposals is Rs. 114-12-0 as follows :—

	RS.	A.	P.
1 clerk	30	0	0
1 "	25	0	0
1 "	20	0	0
1 typist on Rs. 20-1-25	23	12	0
1 attender	11	0	0
Cost of revision of the scales of pay of peons and attenders	5	0	0
	114	12	0

6. In order to meet this extra cost the Director of Public Instruction proposes in the linked file to reduce the pay of the post of manager of the office of the Commissioner for Government Examinations from Rs. 200-10-250 to Rs. 125 *per mensem*, which gives an average saving of Rs. 112-8-0 *per mensem*. If this saving is taken into account, the extra cost of the Director of Public Instruction's proposals is only Rs. 2-4-0 *per mensem*.

7. It may also be noted that, besides the addition herein proposed, the Director of Public Instruction's office is also to be strengthened by the appointment of a clerk on Rs. 50 *per mensem* for the purpose of checking the fee receipts in Government schools and colleges—*vide* papers No. 765, Educational, dated 2nd November 1911.

The draft order in this case is now with the Financial Department.

8. It is submitted that these papers may be forwarded u.o. to Financial for remarks before circulation to the Honourable Member.

T.K.—7-10-11.

K. RANGASWAMI AIYANGAR—7-10-11.

I think a good case has been made out. Educational business has developed largely since the creation of the new department at Simla, and the development is likely to continue. Since 1904 the increase must have been very great.

L. DAVIDSON—8-10-11.

To the Financial Department.

FINANCIAL DEPARTMENT.

The extra cost of the proposals submitted by the Director of Public Instruction for the strengthening and revision of pay of the establishment of his office is rupees 114 $\frac{3}{4}$ *per mensem* or Rs. 1,377 *per annum* as shown below :—

	Extra cost <i>per mensem</i> .
	RS.
(a) Addition of 3 clerks (1 on Rs. 30, 1 on Rs. 25 and 1 on Rs. 20).	75
(b) Addition of 1 typist on Rs. 20-1-25 (= Rs. 23 $\frac{3}{4}$)	23 $\frac{3}{4}$
(c) Addition of 1 attender (11)	11
(d) Raising the pay of the existing attender on Rs. 9 and the attender on Rs. 8 to Rs. 10 each <i>per mensem</i> —thereby fixing the minimum pay of attenders in the Director of Public Instruction's office at Rs. 10 <i>per mensem</i>	3
(e) Increase in the pay of one of the peons (muchis and messengers being included in the designation) from Rs. 8 to Rs. 10 <i>per mensem</i>	2
Total ..	114 $\frac{3}{4}$ or 1,377 <i>per annum</i> .

2. Items (d) and (e).—The reasons for the proposed increases are contained in paragraph 3 of Director of Public Instruction's letter. It is submitted that the

There is no case at all.

C. REILLY.

In Board (Land Revenue) there are 2 attenders on Rs. 9, and 2 on Rs. 8—page 95, Civil Budget estimate.

In the Accountant-General's office there are 4 attenders on Rs. 9—page 82, Civil Budget estimate.

It was only in November last that the minimum pay was fixed at Rs. 8 and in addition, the men get grain compensation allowance. There is no case, it is submitted, for a further increase so soon.

C. REILLY.

3. Items (a), (b) and (c).—The Director of Public Instruction has not furnished any figures to show that work in his office has very largely increased in recent years.

Educational Secretary's note *supra*.

* G.O. No. 641-A, Educational, dated 22nd October 1904.

since the creation of the new Department of Education in the Government of India Secretariat. In view of this, this department may perhaps accept the proposal for additional hands. As regards the rates of pay, however, the following remarks seem to be called for :—

Item (a).—Of the three new clerks proposed, perhaps two may be on Rs. 20 *per mensem* and one on Rs. 25, so that there will be five clerks in each of the last two

C. REILLY.

grades (Rs. 25 and Rs. 20) in future. There is already a proposal to add a clerk on Rs. 50 *per mensem* to the Director of Public Instruction's office in connection with the work of checking the fee receipts in Government Educational institutions.

Item (b).—The pay proposed for the typist, viz., Rs. 20—1—25 provides for a man with elementary qualifications and may be accepted. The Director of Public Instruction will very likely apply for an additional typewriting machine in due course.

An additional attender is not really necessary. There are already five.

Rs. 8 is ample. He will get grain compensation allowance.

Item (c).—The pay of the additional attender may perhaps be fixed at Rs. 8 *per mensem* instead of at Rs. 11 *per mensem*.

4. If the suggestions in the foregoing paragraphs are approved, the extra cost will be reduced to Rs. 96 $\frac{3}{4}$ *per mensem* or Rs. 1,161 *per annum*, against Rs. 114 $\frac{3}{4}$ *per mensem* or Rs. 1,377 *per annum*, according to the Director of Public Instruction's proposals.

5. The Director of Public Instruction has promised to forward a reappropriation statement for the additional expenditure during the current year.

C.P.K.—16-10-11.

K. P. ANANTAN—17-10-11.

As regards raising the minimum pay of the menials in the Director of Public

G.O. No. 645, dated 11th November 1910.

The comparison with Secretariat menials is quite inappropriate. The conditions of service are not the same.

Instruction's office [items (d) and (e) on page 3 *ante*] it is submitted that in view of the fact that the minimum was only so recently as November last raised to Rs. 8, there is no ground for a further raising of the minimum. These men get grain compensation allowance.

C. REILLY.

2. With regard to the increase of establishment, it is submitted that this department may ask that a stronger case be made out than has been done, showing as far as possible by facts and figures the nature and amount of the increase of work that has taken place in the Director of Public Instruction's office.

C. REILLY—18-10-11.

H. A. STUART—21-10-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft official memorandum to the Director of Public Instruction is submitted for approval.

T.K.—31-10-11.

R. SUNDARAM AIYAR—1-11-11.

Issue.

M. S. MASCARENHAS—1-11-11.

[Memorandum No. 2365-2, dated 1st November 1911.]

From the Director of Public Instruction, dated 15th December 1911, No. 6814.

The information furnished by the Director of Public Instruction was called for at the instance of the Financial Department to whom the file may now be forwarded for further remarks.

2. With reference to the remark that as the minimum pay of the menials in the Director of Public Instruction's office was so recently raised to Rs. 8, there is no ground for a further increase in the minimum it is submitted that as a consequence of raising the minimum pay of peons to Rs. 8, there are at present 11 peons and one muchi in the Director's office getting Rs. 8. The proposal of the Director of Public Instruction is to raise the pay of the muchi on Rs. 8 to Rs. 10; this does not seem to be extravagant. As regards attenders it is desirable to get a better type of men than those available for Rs. 8. The grain compensation allowance which is but a temporary relief granted on account of dearness of food-grains should not, it is submitted, be taken into consideration in fixing the pay of servants.

T.K.—21-12-11.

R. SUNDARAM AIYAR—21-12-11.

The need for extra clerks is, I think, beyond doubt. The statistical increase furnishes substantial evidence of the advance in work, and apart from mere figures there is no question that the creation of the new Educational Department at Simla is a factor much in point. During the past year there has been continuous stocktaking and constant raising of points of policy with calls for programmes of future outlay, all of which add greatly to the work. The recent announcement of an Imperial grant of 50 lakhs and the decision to make liberal subventions from Provincial funds inevitably means the continuance of this extra work and the enhancement of its volume.

2. I cannot support the proposal to substitute two clerks on Rs. 20 and one on Rs. 25 for the Director of Public Instruction's proposal of one on Rs. 30, one on Rs. 25 and one on Rs. 20. The saving is Rs. 10 *per mensem*, but a Rs. 30 clerk in Madras City is a much more useful person than one on Rs. 20, and in my judgment the economy would be ill-advised.

3. I also think there is much to be said for the Director of Public Instruction's proposals as to the grading of peons and attenders. The Rs. 8 attender is not a valuable person. Increased work means increased need for attenders as well as clerks, and the extra hand is probably really wanted.

L. DAVIDSON—22-12-11.

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see notes on pages 3-4 *ante*. The Director of Public Instruction has now given some figures to show that work in his office has increased during recent years. The Educational department consider that—

(i) the additional hands proposed by the Director of Public Instruction [items (a), (b) and (c) on page 3 *ante*] are necessary; and

(ii) the rates of pay proposed * by the Director of Public Instruction for the additional hands, and the revision of pay of the existing peons and attenders [items (d) and (e) on page 4 *ante*] are also necessary.

2. *Item (i).*—The Director of Public Instruction has compared the figures for 1910 with those for 1905, but has not given figures for the intervening years. It is therefore submitted that the statistics furnished do not lead to any sure conclusion. It is, however, for orders whether in view of the remarks made by Educational above the employment of the additional hands may be accepted in this department.

CURRENT FILE.

CONTENTS.

	From	Number.	Date.	Pages.
[2365]	D.P.I.	6814	23-9-11	164
	Memo	2365-2	1-11-11	5
[3126]	D.P.I.	6814	15-12-11	647

PAPERS PUT UP WITH CURRENT No. _____

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.
144	13-3-11	se		
578	15-8-08	se		
849	24-12-08	se		
641A	22-10-07	se		

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.

NOTES.

Page _____

Educational Dept

Read the following papers:—

1. CNO. 2365 | "

2. " 3126. | "

order N^o 748780. 1.12
PS

The Govt accept the proposal
of the S.P.D. to strengthen his office
~~by the addition of three clerks on Rs 30, Rs 25
and Rs 20 p.m., a typist on Rs 20-1-2
p.m. and an attender on Rs 11 p.m.~~
They see no sufficient reason to
revise the pay of the attenders and
peons in the office.

2. This sanction has been registered
as N^o. 237 of 1911-12.

3. The reappropriation statement
referred to in para. 5 of the first
letter read above should be
submitted as soon as possible
~~expedited~~ as no expenditure can
be incurred ^{during the current year until} the necessary
provision of funds has been made.

PP
18.1.12 R2
18.1.12

Lat
411-

Desk 719
30-1-12

Scanned
12/2/12

To, The S.P.D. 31-1-12
" File Dept.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No....., dated.....190

G.O., No. 74, dated 30-1-1902

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

Docket Office of the D.P.I.
Passing orders on the proposals
of the D.P.I. to strengthen the
establishment of this office

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.*

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	3
For filing with original	...	...	...	1	1
Total	...	...	...	34	19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (d) of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....		5			
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.....				
	Total				

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 discre-
tion 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 Superin-
tendent or Referencer concerned.

(d) In the absence of special instructions to
the Press to keep matter standing for a specified
period, ordinary papers of 8 pages and under
will be kept standing for one week, and larger
papers for two weeks only. The type of notes
and of all confidential papers is distributed
immediately after striking.

(e) This slip, properly and completely
filled in, should accompany every paper sent to
Press; it will be returned by the Press when
proofs are furnished; it should be sent to the
Press when a call is made for revised proofs or
when a corrected proof is sent for striking.
When finally returned by Press it should be
filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of
the Press, a paper has been marked urgent
unnecessarily, he should send the Press slip to
the Deputy Registrar with a remark to that
effect.

(b) Unless a note to the contrary is made
against the matter, pencil entries should not
be printed. The Superintendent of the Press
may bring to the notice of the Deputy Registrar
any instance of incomplete or careless editing.

(c) Signature copies of letters to the
Secretary of State or to the Government of
India should be printed on hand-made paper.

(d) This slip should be returned by the Press
to the Secretariat when proofs are furnished; it
will be sent back to the Press when proofs
are returned corrected and should be finally
returned to the Secretariat when struck-off
copies are supplied.

(e) The names of the Secretary and Members
should be printed in full when they occur on
the right hand side, but only the first time when
they appear on the left side, the initials alone
being printed later.

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

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

* To be initialed and dated.

[P.T.O.]

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released after usual interval at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	<i>SAR</i> 12/2/22Clerk.
.....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>Et</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	<i>12/2/22</i>

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