

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 349, 24th April 1912.

DESPATCH

Bulletin on Botany.

Approving the proposal of the Director of Public Instruction to issue a — as an experiment in 1912-13 and to supply copies gratis to the schools that teach Botany.

BACK PAPERS.

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

FURTHER PAPERS

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

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

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 16th March 1912.

No.—Ref. on Cur. 6272/11.

Botany is now taught in some of the high schools as a subject under group C of the Secondary School-leaving Certificate scheme; but the teaching is not on right lines. With a view to guiding the teachers who handle this subject, Mr. Fyson, Professor of Biology of the Presidency College, proposes to issue every fortnight a bulletin giving an illustration in line drawing of a common tree shrub or herb that happens at the time to be in flower together with explanatory details. I consider that the suggestion is worth trying and I recommend that copies of the bulletins may be supplied free of cost to the schools that take this subject. There are 30 such schools. The estimated cost of reproducing the drawings and printing the required number of

* Cost of first copy and of drawing, Rs. 8-8-0 × 24 =	Rs. 204	470.*	As this is a small
" 210 copies " for 30 schools, Rupees	204		sum, it may be met
10-14-0 × 24 =	261		from available savings.
	465		I have the honour to
			request that you will be
			good enough to grant

permission for trying the experiment during the year 1912-13.

Order—No. 349, Educational, dated 24th April 1912.

The proposal of the Director of Public Instruction is approved.

2. He will be requested to submit, at an early date, a re-appropriation statement since no expenditure can be incurred before the necessary provision of funds has been made.

(True Extract.)

T. E. MOIR,
Ag. Secretary to Government.

To the Director of Public Instruction,
" Financial Department,

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 349, EDUCATIONAL,
DATED 24TH APRIL 1912.

[SUBJECT.—Proposal to issue a fortnightly bulletin on Botany as an experiment in 1912-13.]

Previous papers:

G.O. No.	211, Public,	dated 10th March	1908.
" "	509, Educational	" 9th July	"
" "	1717, Revenue	" 30th June	1909.
" "	3290 "	" 4th November	1911.
" "	854, Educational	" 2nd December	"
" "	889 "	" 18th "	"
" "	226 "	" 12th March	1912.

From the Director of Public Instruction, dated 16th March 1912, No. 6272/11.

The proposal of the Director of Public Instruction to issue a fortnightly bulletin on Botany as an experiment for one year and to supply it *gratis* to the schools teaching Botany may be approved.

2. A draft order is submitted for approval. If approved, it may be sent to the Financial Department for acceptance.

P.R.—22-3-12.

C. RAMANUJACHARI—26-3-12.

A useful experiment.

L. DAVIDSON—27-3-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Mr. Fyson, Professor of Biology, Presidency College, proposes to publish a fortnightly bulletin on Botany and to distribute copies thereof to the several high schools where the subject is taught. Apparently the bulletin will be printed at a *private press* and the intention seems to be to debit the cost of the printing to 22. EDUCATION.

Vide letter from the Registrar of Co-operative Credit Societies at pages 2 and 3 of G.O. No. 1717, Revenue, dated 30th June 1909.

[The bulletin on Botany will be supplied *gratis*.]

to be debited to a separate detailed head "Registrar of Co-operative Credit Societies" under *Scientific, etc., departments* included under 30-D. Stationery and Printing—*Printing at Private Presses*. Attention is, in this connection, solicited to the Financial Department notes and the Accountant-General's note thereon at page 7 of Notes to G.O. No. 1717, Revenue, dated June 1909.

This bulletin appears to be in the main similar in character to the "Bulletin of co-operation" issued by the Registrar of Co-operative Credit Societies. The cost of the latter publication was in G.O. No. 1717, Revenue, dated 30th June 1909, ordered

General's note thereon at page 7 of Notes to G.O. No. 1717, Revenue, dated

ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

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

G.O., No...349..., dated...22-4-1902.

Number of MS. pages sent { Correspondence including order or orders (b)
(b¹)
Notes.....5-3

Docket. Bulletin on Botany.
Approving the proposal of the APS
to send a sub as an experiment in 1912-13
to supply copies gratis to the schools that had B. J. J.

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	...	...	...	20	12
Ooty Records	...	...	...	6	3
For filing with original	...	...	...	1	1
Total	...	...	...	27	16

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....	1				
India Office.....					
Govt. of India.....Dept.					
Revenue Department.....					
Public Works Department.....					
Educational Department.....					
Dept.		4			
Dept.					
Dept.					
Dept.					
Total					
The C. M. C.....					
The Collector of.....					
The P. D. B.....					
The Accountant-General.....					
The Director of Public Instruction.....		5			
The Surgeon-General.....					
The Sanitary Commissioner.....					
Do. Engineer.....					
Do. Board.....					
The President, Corporation of Madras					
The.....					
The.....					
The.....					
The.....					
The.....					
Total		10			

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.

(b¹) 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 initialed and dated.

TO PRESS, MADRAS.
OOTY.

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.	Clerk.
.....Supdt.	Supdt.	Supdt.

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

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O. No. 191

DATED

NUMBER OF COPIES REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.