

Government of Madras.

EDUCATIONAL DEPARTMENT.

10000.

Regd.

1912.

Enclosures

Spare copies

G.O. No. 370, 1st May 1912.

DESPATCHED

Grant-in-Aid Code.

Accepting the proposals of the Director of Public Instruction with regard to the grants for school buildings and for hostels or boarding houses for students and revising chapter VIII of the —.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Official Memorandum No. 1959-1, Educational, dated 14th August 1911.

In his speech in connection with the budget debate at the meeting of the Legislative Council held on the 5th April 1911, the Hon'ble Mr. Ramaswami Chettiyar suggested that the Government grant for the construction of hostels for students attached to educational institutions should be fixed at one-half of the total cost instead of one-third which is the maximum at present admissible under article 51 of the Grant-in-Aid Code. The Director of Public Instruction is requested to report on this suggestion.

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

II

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

To—the Secretary to Government, Educational Department.

Dated—the 25th October 1911.

No.—Ref. on Cur. 3282.

With reference to G.O. No. 484, Educational, dated 18th July 1911, and to the concluding portion of my letter Ref. on Cur. No. 3282, dated 10th July 1911, I have the honour to enclose for the approval of Government revised forms of Chapter VIII and of appendix M of the Grant-in-Aid Code.

2. The changes involved are both of form and principle. The changes of form are suggested with a view to a more systematic and therefore intelligible presentation of the rules governing grants in aid of buildings and as respects the form of application to the avoidance of the delay which often arises from the incomplete manner in which applications are submitted.

3. The changes in principle are for the most part suggested with a view to making building grants more attractive to managers and facilitating their acquisition.

4. I find that managers are at present apt to think it not worth while to apply for building grants. They say that taking into account the additional cost of the modifications made in their plans by the Public Works Department, the expensive nature of the work required by that department, and the delay in getting a grant sanctioned and paid and the small proportion it bears to the whole cost it is hardly worth while applying for one. Every case of this happening is to be regretted on two grounds (i) the department has not the opportunity of securing that good buildings are erected, (ii) the managers are in danger of finding that they have over-estimated their resources and after all seek a grant that cannot then be given.

5. To make the grant more worth having I propose —

(a) that the maximum amount be raised to half the total cost ;

(b) that the amount promised shall be one-half the estimated cost as modified by the Public Works Department.

6. These changes would, I am convinced, not only tend to prevent some managers from trying to do without a grant, but would stimulate others to raise money for new buildings and extensions which are urgently required. I may remark that hardly an inspection report comes to this office in which the need for improved accommodation is not pointed out. The limit of half total cost is adopted in some other Indian Codes.

7. In Bengal the grant allowed is one-half of the cost except in Calcutta where it is one-third subject ordinarily to a maximum amount of Rs. 10,000. Under the European Code now in force in this Presidency half and even two-third grants are allowed to European schools.

8. Other concessions are : allowing grants for repairs in which I follow the Code for European schools and which under the restriction provided would ordinarily only be payable for repairs to buildings purchased for school purposes, and permission to include architect's fees in estimates, which is a corollary to the most necessary obligation to submit plans, etc., prepared by a professional man.

9. The burden of this obligation is further lightened by the change in procedure under which such plans, etc., need not be submitted till the Director of Public Instruction has signified his general approval of the manager's proposal or indicated what modification in them is necessary.

10. I also suggest that the present article 53 (ii) shall be modified so as to make it the presumption that a deed will not be required. There has been no more fruitful source of delay in the payment of grants than insistence on these deeds and in the vast majority of cases they are not in the least necessary.

11. As a set-off to these relaxations I suggest somewhat more stringent conditions as to the dimensions of class rooms. The standard of eight superficial and 80 cubic feet per head is now commonly adopted in planning class rooms for secondary schools and for these it is entirely inadequate.

12. My draft rule 53 (1) perhaps requires further explanation. My intention in suggesting it is that in determining the amount of grant to be promised any additional cost due to modifications introduced by the Public Works Department should be taken into account. This would involve an obligation on the Public Works Department to provide Government with an estimate of any such additional cost. I have given above one reason for proposing the alteration. Another is that under the present arrangements a good deal of correspondence ensues whenever, as often happens, a manager finds himself involved in a larger expense than he contemplated and that quite often Government eventually sanctions as additional grant.

13. In Memorandum No. 1959-1, Educational, dated 14th August 1911, I was required to report on the suggestion of the Hon'ble Mr. Ramaswami Chettiyar that the grant for the construction of hostels for students attached to educational institutions should be fixed at one-half of the total cost.

14. He appears to wish not only for an increased rate of grant for hostel buildings but for a differential rate. This, I think, is unnecessary.

ENCLOSURES.

CHAPTER VIII.—Grants for school buildings, and for hostels or boarding houses for students.

50. *Objects of aid.*—Purchasing, erecting or enlarging school houses or buildings or students' hostels including residential quarters for managing staff for the same. Executing extensive alterations and repairs to school building. Acquiring land for school or hostel purposes.

51. *Conditions of grant.*—(i) In the case of new buildings, extensions, or alterations, the Director must have been convinced of their necessity and approved their character. They must not have been commenced before the sanctioning of the grant.

In the case of repairs he must also have been convinced that their necessity has not arisen from the neglect of current repairs in previous years.

In the case of purchases of land or buildings he must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Rooms in school and hostel buildings must be of not less than the following dimensions:—

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet, if for more than one pupil a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for 10 or more pupils. Class rooms to accommodate 40 pupils in secondary school forms must be not less than 22 feet $\times$ 20 feet $\times$ 12 feet. Rooms for practical work in science must be large enough to allow 20 superficial feet and 240 cubic feet for each pupil. Other rooms must be large enough to allow 8 superficial feet and 80 cubic feet for each pupil using them.

52. *Building grant procedure.*—(i) Applications in the prescribed form (Appendix M) shall be submitted through the Inspector so as to reach the Director not later than 1st May accompanied by such outline plans as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant, making, if necessary, alterations of the plans a condition of his so doing.

(ii) The correspondent shall then submit to the Director, if his reply be favourable, in duplicate, detailed plans, specifications and estimates (which may include architect's and draughtsman's fees) prepared by a professional person. The Director shall submit these with his recommendation as to grant to Government and the decision of Government will, in due course, be communicated to the management. When a grant-in-aid has been promised in respect of any building, the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building.

(iii) During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department.

53. *Payment of grants.*—(i) Before the grant is paid it shall be certified in the prescribed form (Appendix N) by the Engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate, or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) Before the grant is paid the owner (or, in cases in which the permission of the Director has been obtained, the management) of the property may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices O, P, Q and R.

(iii) The grant shall be drawn on a bill prepared in the prescribed form (Appendix S).

53-A. *Amount of grant.*—(i) The grant promised shall not exceed one half of the actual total cost of the work stated in the management's estimates as approved by the Director of Public Instruction and modified by the Public Works Department.

(ii) The amount of grant to be actually disbursed shall be regulated by the actual cost of the work as finally completed. The grant promised with reference to the approved plans and estimates will be the maximum that will be paid, but the amount to be disbursed shall in no case exceed one half of the actual cost of the work as finally executed. Before making payment the Director will require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work. Grants shall not generally be given for a building which has not been completed by the time fixed in the order sanctioning the grant.

54. *Claims of the Government.*—If a building for which a grant has been drawn has, prior to the lapse of twenty years from the date of payment of the grant, been diverted to other purposes than educational purposes approved by the Government the manager shall refund such portion of the grant as may be determined by Government. If the manager fail to make such refund, the Government may recover the amount by such means as they may think fit to take.

55. *Grants by whom sanctioned.*—Grants exceeding Rs. 1,000 are sanctioned by the Government; grants of Rs. 1,000 and under by the Director.

APPENDIX M.

CHAPTER VIII, RULE 52.

APPLICATION for aid towards the cost of School
in the district of College at

Number and date of the Proceedings or Memorandum recognizing the school under the Madras Educational Rules.

1. The date of receipt by the Inspector or the Inspectress of the Circle.
2. The date of submission to the Director of Public Instruction.
3. The date of receipt by the Director of Public Instruction.

4. The date on which reference papers called for.
5. The date of receipt of reference papers.
6. The date of further reference on the subject.
7. The date of receipt of further particulars.
8. The date of submission to Government or reference to Public Works Department.
9. The date of receipt of the approval of the plan by the Public Works Department.
10. The date of receipt of the Government Order sanctioning the grant.
11. The date of issue of the draft Proceedings sanctioning the grant.
12. The date of despatch of the above Proceedings.

NOTE.—Columns 1 to 12 to be left blank by the Correspondent.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition:—

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

	191 .	191 .	191 .	191 .	191 .	Number of pupils in each class on the date of the application.	Number of pupils that can be accommodated in each class room.
VI Form	..	..	..	..	..		
V "	..	..	..	..	..		
IV "	..	..	..	..	..		
III "	..	..	..	..	..		
II "	..	..	..	..	..		
I "	..	..	..	..	..		
IV class	..	..	..	..	..		
III "	..	..	..	..	..		
II "	..	..	..	..	..		
I "	..	..	..	..	..		
Infant	..	..	..	..	..		

Class room.	Area.	Class room.	Area.
a	..	k	..
b	..	l	..
c	..	m	..
d	..	n	..
e	..	o	..
f	..	p	..
g	..	q	..
h	..	r	..
j	..	s	..

NOTE.—If here be any striking variations in the strength as shown above such variations should be accounted for.

Character of and necessity for the proposed work in detail:—

- (1) Is a sketch plan of the proposed site and building attached?
- (2) Does it show—
 - (a) The relation of the proposed building or extension to the existing buildings?
 - (b) Any alteration in existing buildings necessitated by it?
 - (c) The purpose to which the existing buildings are now put?
 - (d) The purpose to which they will be put when the new building or extension is complete?

NOTE.—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

- (a) Probable cost of the proposed work.
- (b) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.
- (c) Whether the managing body has been registered under the Indian Company's Act, and, if so, whether attested copies of the memorandum of association and the articles of association are submitted.
- (d) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.
- (e) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

(f) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

(g) In the case of mission institutions the name and address in full of the person who holds power of attorney on behalf of the mission to execute the prescribed deed.

(h) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.

(i) Whether the title to the property is clear and in order and by whom the title-deeds were examined.

(j) The latest date on which the management wishes to (1) begin the work and (2) complete the work.

(k) Is the Declaration that the management is prepared to abide by the conditions of rule 51 of the Grant-in-Aid Code attached?

(l) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 20 years.

(m) If the aid sought is towards the construction of a hostel declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.

(n) The treasury at which the grant if sanctioned is to be payable.

(o) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—

(1) Fees.

(2) Government grant.

(3) Other sources.

(4) Managers' funds.

(Particulars for five years to be furnished.)

Inspecting officers' remarks about accommodation from his inspection reports for the two previous years.

Director's review of such remarks.

Declaration.—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within twenty years and that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grants-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings, No. , dated , and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department and that I shall abide by the provisions of rule 54 of the Grant-in-Aid Code in the event of the building being diverted prior to the lapse of twenty years after the date of payment of grant to other than educational purposes approved by Government."

STATION. }
Dated 19 . }

Correspondent.

Inspecting officer's remarks and recommendations.

III

Letter—from A. G. BOURNE, Esq., D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—the 15th November 1911.

No.—Ref. on Cur. 5802/11.

With reference to your Memorandum, dated 3rd November 1911, requesting the submission of an early reply to Memorandum No. 1959-1, Educational, dated 14th August 1911, regarding grant towards the cost of constructing hostels for students, I have the honour to say that the memorandum in question has been already answered as will be seen from the concluding portion of this office letter Ref. on Cur. No. 3282/11, dated 25th October 1911.

IV

Memorandum No. 2647-1, Educational, dated 23rd November 1911.

The revised draft of Chapter VIII of the Grant-in-Aid Code and of Appendix M thereto is referred to Dr. A. G. Bourne for remarks.

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

V

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 18th January 1912.

No.—Ref. on Cur. 3282/11.

I have the honour to submit the following remarks with reference to Educational Memorandum No. 2647-1, dated 23rd November 1911, and the revised draft of Chapter VIII of the Grant-in-Aid Code. The proposals do much more than attempt to expedite the disposal of applications for Grant-in-Aid of building projects. I see, however, no objection to a general overhaul of the rules.

2. I cordially support the proposal to raise the maximum rate from one-third to one-half if funds will allow. The average annual extra cost during the last five years would have amounted to about Rs. 18,000.

3. The grant of half the total cost of hostel buildings will meet the request of the Hon'ble Mr. Ramaswami Chettiyar put forward in the Legislative Council at the meeting of the 5th April 1911.

4. I support the proposal to allow grants for repairs, but fear neglect of annual repairs unless these grants are confined to cases of newly-purchased buildings. In other cases repairs that ought to be admissible would involve alterations or rebuilding and for such purpose grants would be possible.

5. I am by no means sure that it is necessary to impose more stringent conditions as to the dimensions of rooms. The proposal to insist upon class rooms being 20 feet broad, requires expert investigation (if it is to be taken up) with reference to the cost of roofing. My impression is that the difference in cost between 18 and 20 feet in breadth is altogether incommensurate with the increased accommodation secured; there are at any rate critical limits to the width of a roof where money is an object.

6. I can find no papers which enable me to understand the last paragraph of the Hon'ble Mr. Stone's letter which may have been written under some misconception.

7. I have no objection to the changes proposed with regard to the mortgage deed. It is, however, clearly necessary before any large expenditure of public funds is sanctioned that evidence should be forthcoming that the title is fairly clear even if not sufficiently so to warrant the execution of a mortgage.

8. I support the other minor changes proposed but suggest the following alterations in the draft rules:—

(i) In rule 50 for "Managing staff for the same", read "the warden or other staff attached to the hostel," this in order to make the intention more clear.

Also for the second sentence read "Executing extensive alterations to school buildings and repairs to such as have been newly purchased."

(ii) In rule 51 (ii) *insert* after the word buildings "for the construction of which a grant is sought"—cases might arise in which rooms of smaller dimensions could be approved, and perhaps *alter* or *omit* the reference to actual dimensions particularly as to breadth.

(iii) In rule 52 (ii) *omit* the instructions to the Director, primarily because they conflict with his power to sanction certain grants and secondarily because they seem unnecessary in the Code.

(iv) In rule 53-A (ii) I advocate the omission of the provision that "grants shall not generally be given for a building which has not been completed by the time fixed in the order sanctioning the grant" and indeed of any such fixing of the time. It may be presumed that the management want the buildings or they would not spend money upon them and having embarked upon a scheme will use every endeavour to get it completed; but it is well known that many unforeseen circumstances arise in this country to delay operations. The introduction of a time limit seems to be connected in some way with budget provision; but so long as it is made clear that the grant becomes payable only when funds are available, further precaution seems unnecessary and this time limit has not unfrequently been in itself a cause of some further delay in payment.

(v) In appendix M the columns 1—12 seem more suitable for a special docket to be used in the Director's office for attachment to all building grant applications than as matter to find a place in the Code.

9. I have frequently had occasion to regret delays which have occurred in the past in regard to the disposal of these grants and I hope that the procedure now proposed and more particularly the demand for full particulars at the time of application will lead to more speedy disposal in future.

VI

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 24th January 1912.

No.—Ref. on Cur. 3282/11.

In continuation of my letter R.C. No. 3282/11, dated 18th January 1912, I have the honour to suggest that the time limit, viz., 1st May, laid down in rule 52 (1), revised chapter VIII of the Grant-in-Aid Code, may be removed as it serves no practical purpose in the disposal of applications for building grants.

2. The provision in question was introduced in the Code in accordance with the suggestions contained in this office letter R.C. No. 3012, dated 7th September 1901, read in G.O. No. 561, Educational, dated 4th October 1901; but its application in the case of building grants appears to be unnecessary.

Order—No. 370, Educational, dated 1st May 1912.

The Government accept the proposals of the Director of Public Instruction with regard to the grants for school buildings and for hostels or boarding houses for students.

2. The most important changes are—

(i) an increase in the maximum rate of grant from one-third to one-half of the total cost of the work, the cost of any modification that may have been required by the Public Works Department being taken into account,

(ii) the offer of grants for the execution of extensive alterations and repairs to buildings which have been newly purchased for school purposes, and

(iii) a general revision of the form of application and of the procedure, which will, it is hoped, avoid the delay that often arises from the incomplete manner in which applications are submitted.

3. Chapter VIII of the Grant-in-Aid Code as thus revised is printed as an annexure to this order and will be published in the *Fort St. George Gazette*.

(True Extract.)

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

To the Director of Public Instruction.
" Accountant-General.
" Financial Department.
Editors' Table (order only).
Gazette.

ANNEXURE.

CHAPTER VIII.—Grants for school buildings, and for hostels or boarding houses for students.

50. *Objects of aid and sanctioning authority.*—Grants not exceeding Rs. 2,500 may be sanctioned by the Director for any of the following purposes:—

(1) Purchasing, erecting or enlarging school houses or buildings or students' hostels including residential quarters for the warden or other staff attached to the hostel.

(2) Executing extensive alterations and repairs to buildings which have been newly purchased for school purposes.

(3) Acquiring land for school or hostel purposes.

Grants exceeding Rs. 2,500 require the sanction of Government.

51. *Conditions of grant.*—(i) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character. In the absence of the special permission of the Director or the Government these must not have been commenced before the sanctioning of the grant.

In the case of purchases of land or buildings the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Rooms in school and hostel buildings for the construction of which a grant is sought must be of not less than the following dimensions:—

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet, if for more than one pupil a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for ten or more pupils. A space of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a class room, dining room or for any other dwelling purposes other than sleeping.

52. *Building grant procedure.*—(i) Applications in the prescribed form (Appendix M) shall be submitted through the Inspector, except in the case of first grade colleges, accompanied by such outline plans as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant, making, if necessary, alterations of the plans a condition of his so doing.

(ii) If the Director's reply be favourable the correspondent shall then submit to him, in duplicate, detailed plans, specifications and estimates (which may include architect's and draughtsman's fees) prepared by a professional person. When a grant-in-aid has been promised in respect of any building, the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building.

(iii) During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department.

53. *Payment of grants.*—(i) Before the grant is paid in full it shall be certified in the prescribed form (Appendix N) by the Engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate, or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) Before any grant is paid the owner (or, in cases in which the permission of the Director has been obtained, the management) of the property may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices O, P, Q and R.

(iii) The grant shall be drawn on a bill prepared in the prescribed form (Appendix S).

(iv) Advances may be made from time to time out of the sanctioned grant provided that the Director is satisfied that the work is proceeding satisfactorily.

54. *Amount of grant.*—(i) The grant promised shall not exceed one half of the total cost of the work stated in the management's estimates as approved by the Director of Public Instruction and modified by the Public Works Department.

(ii) The amount of grant to be actually disbursed shall be regulated by the actual cost of the work as finally completed. The grant promised with reference to the approved plans and estimates will be the maximum that will be paid, but the amount to be disbursed shall in no case exceed one half of the actual cost of the work as finally executed. Before making payment the Director will require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work.

55. *Claims of the Government.*—If a building for which a grant has been drawn has, prior to the lapse of twenty years from the date of payment of the grant, been diverted to other purposes than educational purposes approved by the Government the manager shall refund such portion of the grant as may be determined by Government. If the manager fail to make such refund, the Government may recover the amount by such means as they may think fit to take.

APPENDIX M.

CHAPTER VIII, RULE 52.

APPLICATION for aid towards the cost of
in the district of

School
College

at

Number and date of the Proceedings or Memorandum recognizing the school under the Madras Educational Rules.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition:—

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

	191 .	191 .	191 .	191 .	191 .	Number of pupils in each class on the date of the application.	Number of pupils that can be accommodated in each class room.
VI Form	..	..	..	..	..		
V "	..	..	..	..	..		
IV "	..	..	..	..	..		
III "	..	..	..	..	..		
II "	..	..	..	..	..		
I "	..	..	..	..	..		
IV class	..	..	..	..	..		
III "	..	..	..	..	..		
II "	..	..	..	..	..		
I "	..	..	..	..	..		
Infant	..	..	..	..	..		

Class room.	Area.	Class room.	Area.
a		k	
b		l	
c		m	
d		n	
e		o	
f		p	
g		q	
h		r	
j		s	

NOTE.—If there be any striking variations in the strength as shown above, such variations should be accounted for.

Character of and necessity for the proposed work in detail:—

(i) Is a sketch plan of the proposed site and building attached?

(ii) Does it show—

(a) The relation of the proposed building or extension to the existing buildings?

(b) Any alteration in existing buildings necessitated by it?

(c) The purpose to which the existing buildings are now put?

(d) The purpose to which they will be put when the new building or extension is complete?

NOTE.—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

(a) Probable cost of the proposed work.

(b) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.

(c) Whether the managing body has been registered under the Indian Company's Act, 1882, and if so, whether attested copies of the memorandum of association and the articles of association are submitted.

(d) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.

(e) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

(f) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

(g) In the case of mission institutions the name and address in full of the person who holds power of attorney on behalf of the mission to execute the prescribed deed.

(h) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.

(i) Whether the title to the property is clear and in order and by whom the title-deeds were examined.

(j) The latest date on which the management wishes to (i) begin the work and (ii) complete the work.

(k) Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid, attached?

(l) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 20 years.)

(m) If the aid sought is towards the construction of a hostel, declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.

(n) The treasury at which the grant if sanctioned is to be payable.

(o) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—

(1) Fees.

(3) Other sources.

(2) Government grant.

(4) Managers' funds.

(Particulars for five years to be furnished.)

Inspecting officers' remarks about accommodation from his inspection reports for the two previous years.

Director's review of such remarks.

Declaration with regard to encumbrance, alienation and the conditions of recognition and aid.—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within twenty years and that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated , and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department and that I shall abide by the provisions of rule 55 of the Grant-in-Aid Code in the event of the building being diverted prior to the lapse of twenty years after the date of payment of grant to other than educational purposes approved by Government."

STATION,
Dated 19 . }

Correspondent.

Inspecting officer's remarks and recommendations.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 370, EDUCATIONAL, DATED 1st MAY 1912.

[SUBJECT.—*Revision of the Grant-in-Aid Code.*]

In his speech in connection with the budget debate at the meeting of the Legislative Council of the 5th April 1911, the Honourable the Raja of Kollengode suggested that rule 61 of the Grant-in-Aid Code which required managers of schools to find funds before applying for endowment grants should be expunged from the code and he pointed out that the provision was peculiar to this province. The Hon'ble Mr. Ramaswami Chettiyar referred to the provision contained in rule 62 (ii) of the Code which prohibited the creation of endowments out of fee income. He further urged that Government should help secondary schools by the payment of a grant equal to one-half or at least one-third of the salary of the qualified teachers, and that for the construction of hostels, the Government should make a grant of half the cost instead of one-third.

Page 159 *ibid.*

2. The question of amending rule 61 of the Grant-in-Aid Code was raised by the Hon'ble Mr. T. V. Seshagiri Aiyar at the meeting of the Finance Committee in January last, and after careful consideration the Government have come to the conclusion that no amendment of article 61 or 62 of the code is necessary—*vide* Demi-official No. 771-1, dated 20th July 1911.

3. As regards the question of giving a grant of half or one-third of the salary of teachers which was raised by the Hon'ble Mr. Ramaswami Chettiyar, the Hon'ble Mr. Stone has in his speech at the Council pointed out the reasons why the salary grant system which was in force previous to 1906 was given up in favour of the present system of fixing the grant with reference to the actual needs of each institution.

Page 165 *ibid.*

4. With regard to the suggestion for increasing the grant for the construction of hostels from one-third to one-half of the cost, the Director of Public Instruction may perhaps be consulted.

T.K.—4-8-11.

K. RANGASWAMI AIYANGAR—4-8-11.

Yes.

L. DAVIDSON—10-8-11.

The draft is for approval.

T.K.—12-8-11.

K. RANGASWAMI AIYANGAR—12-8-11.

Let Financial see u.o. after issue of memorandum.

L. DAVIDSON—14-8-11.

[Memorandum No. 1959-1, dated 14th August 1911.]

To the Financial Department.

FINANCIAL DEPARTMENT.

A draft abstract of the further action taken by Educational on the budget debates for 1911-12 has been prepared and is submitted for approval.

2. The file may, it is submitted, be returned to Educational.

A.S.—22-8-11.

V. GOPALAKRISHNAN—24-8-11.

C. REILLY—25-8-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

To lie over till the reply from the Director of Public Instruction is received.

T.K.—30-8-11.

K. RANGASWAMI AIYANGAR—31-8-11.

M. S. MASCARENHAS—31-8-11.

From the Director of Public Instruction, dated 25th November 1911, No. 3282.

The Hon'ble Mr. Stone, Acting Director of Public Instruction, submits for the approval of Government a revised draft of chapter VIII of the Grant-in-Aid Code regulating grants for school buildings and for hostels or boarding houses for students together with a revised form of application for grant for school buildings forming appendix M to the Code.

2. The draft chapter VIII now submitted appears to be a great improvement on the existing one, but it involves some questions of principle which require to be carefully considered. The principal changes made in the draft chapter are—

(1) the raising of the maximum limit of the Government grant from one-third to half the total cost of the building, including the cost of modifications made by the Public Works Department;

(2) payment of grants towards the cost of extensive alterations and repairs to school buildings;

(3) permission to include architect's and draftsman's fees in the estimated cost of the buildings; and

(4) requirement of increased accommodation in secondary school buildings.

3. In his covering letter Mr. Stone has fully explained the reasons for these changes. As observed by him the maximum limit of building grants in many other

Bengal, Burma, Punjab and United Provinces.

Article 57 of the Code of Regulations.

provinces and under the Code of Regulations for European schools is ordinarily half and two-third in special cases. Mr.

Stone's proposal to raise the rate of building grant from one-third to half cannot therefore be regarded as too liberal and if the schools in this Presidency are to be provided with good buildings, an increase in the rate of grant allowed by Government would appear to be necessary—*Cf.* paragraph 9 of letter to India No. 632, dated 8th September 1911.

4. In the draft of chapter VIII two rules bear the same number, namely, 53. If the rules in the draft chapter are re-numbered, there will be seven rules as against six in the existing chapter. The Director of Public Instruction may be asked to re-arrange the rules so as to avoid any increase in their number.

5. The revised form of application for grant for school buildings (appendix M) is an elaborate document but calls for few remarks. The form has been elaborated so as to prevent and minimize the delay that usually occurs in the disposal of these applications. It may be approved as it is, if the Government accept the other changes proposed in the code.

6. As most of the changes proposed by the Hon'ble Mr. Stone are important, it is submitted, that they may in the first instance be referred to Dr. Bourne, the permanent Director of Public Instruction, for remarks.

7. A draft is submitted for approval.

T.K.—15-11-11.

R. SUNDARAM AIYAR—16-11-11.

Will Honourable Member kindly say if he would like to have Dr. Bourne's views before considering Mr. Stone's proposals?

L. DAVIDSON—17-11-11.

Yes. There is no hurry. Ask Dr. Bourne for his views. In the main the amendments proposed are, I think, on the right lines.

M. H[AMMICK]—20-11-11.

Dr. Bourne's remarks have been received. They are at pages 7 and 8 of the current file. The red ink alterations in the draft rules are those suggested by Dr. Bourne.

Taking the proposed rules in order—

Rule 50—Objects of aid.—"Purchasing, erecting or enlarging school houses or buildings or students' hostels including residential quarters for the warden or other staff attached to the hostel. Executing extensive alterations to school buildings and repairs to such as have been newly purchased. Acquiring land for school or hostel purposes."

The present rule is 51 (i)—first portion.—The main addition is the provision allowing for grants for repairs. Both Mr. Stone and Dr. Bourne consider this necessary. In other respects the present rules have been repeated. The code of regulations for European schools allows grant for repairs and the same may be allowed for non-European schools also.

(2) *Rule 51, clause (i).*—Follows present rules 50 and 51 (ii), the only material alteration being that grant may be given for land already purchased if the Director is convinced that it is to be newly devoted to educational purposes. This may be approved.

Clause (ii).—Follows present rule 51 (i) with more stringent conditions regarding the dimensions of class rooms. Under the present rule, 80 cubic feet per head is prescribed for a class room, that is, 3,200 cubic feet, if 40 boys are to be accommodated: but Mr. Stone proposes for a class room to contain 40 boys in secondary forms 22 feet by 20 feet by 12 feet (*i.e.*), 5,280 cubic feet. Dr. Bourne does not consider this quite necessary and would let the present dimensions stand. His recommendation may be accepted, in which case, the second and third sentences of the rule may be as shown below.

"A space of at least eight superficial feet and 80 cubic feet per head should be provided in every room used as a class room, dining room or for any other dwelling purpose other than sleeping."

(3) *52 clause (i)—Present rule 50.*—The time limit (1st May) may be omitted as suggested by Dr. Bourne. The new rule provides for previous approval of the Director before detailed plans and estimates are submitted. This is desirable and may be accepted.

Clause (ii) allows architect's and draftsman's fees to be included in the estimates. Mr. Stone says that this is a corollary to the most necessary obligation to have the plans and estimates prepared by a professional man. The cost to Government on this account will be trifling. The proposal may be accepted. The second sentence of the draft of this clause may be omitted as suggested by Dr. Bourne—paragraph 8 (iii) on page 13 of current file.

Clause (iii) and the latter portion of clause (ii) are the same as the present rule 52.

(4) *Rule 53, clause (i)* same as present rule 53 (i).

(ii) same as present rule 53 (ii) with a modification in regard to the execution of the mortgage. The present rule says "the owner . . . of the property shall, unless specially exempted, execute a mortgage . . ." The proposed rule runs "the owner . . . of the property may be required to execute a mortgage. . . ." According to the present rules, the execution of the mortgage is the rule and the non-execution the exception, while under the proposed rule the reverse will be the case. The rule was originally "the manager shall also, if required, execute a deed of agreement." The clause "if required" was omitted with reference to G.O. No. 305, Educational, dated 23rd June 1903. Subsequently, on the representation of the Missionary Council on Aided Education, the G.O. No. 474, Educational, dated 11th July 1905, words "unless specially exempted from so doing" were inserted to give the Director the discretion to dispense with the execution of the mortgage in special cases. Mr. Stone now suggests that the present article 53 (i) should be modified so as to make it the presumption that a deed will not be required. He says "there has been no more fruitful source of delay in the payment of grants than insistence on these deeds and in the vast majority of cases they are not in the least necessary." Dr. Bourne accepts the change and it may be approved. The Director of Public Instruction will doubtless satisfy himself as to the title before any grant is paid.

Clause (iii).—No change.

* Present rule 51 (i).

the cost. This may be accepted—*Cf.* paragraph 9 of the letter to the Government of India No. 632, dated 8th September 1911. The European Code allows half and even two-thirds grant and in other provinces also half grants are given.

The word "actual" in clause (i) may be omitted as the grant promised is only on the estimated cost.

Clause (ii). Same as present rule 51 (iii) with "one-half" substituted for "one-third."

Dr. Bourne would omit present rule 51 (iv) which appears as the last sentence of rule 53-A (ii) proposed by Mr. Stone. His reasons are given on page 7 of current file. The omission may be approved. It will save delay and correspondence.

(6) Rules 54 and 55.—No change.

(7) The appendix as modified by Dr. Bourne may also be accepted. In paragraph 2 of his letter, dated 18th January 1912, Dr. Bourne states that the average annual extra cost during the last five years on account of raising the rate of grant from one-third to one-half would have amounted to Rs. 18,000 roughly. In view of the extra financial liability involved, this may go to Financial for remarks before being submitted to Honourable Member.

R. SUNDARAM AIYAR—8-2-12.

Please submit this file and notes in print.

L. DAVIDSON—9-2-12.

The papers have been printed and are re-submitted.

R.S.—26-2-12.

Mr. Stone's draft as modified by Dr. Bourne may, I submit, be accepted with the concurrence of Financial, subject to the following remarks.

Rule 51.—I would insert the word "have" in line 2 before the words "approved their character."

The third sentence, viz., "In the case of repairs he must also have been convinced that their necessity has not arisen from the neglect of current repairs in previous years," should be omitted altogether with reference to the change proposed in rule 50 which restricts repair grants to the case of school buildings which have been newly purchased.

I am inclined to think it would be wise to have some qualifying words in the second sentence. I would suggest that it should run thus:—

"In the absence of the special permission of the Director or Government these must not have been commenced before the sanctioning of the grant."

I make this suggestion because there have been one or two recent cases in which Government have authorized the commencement of work before a grant was actually sanctioned; no doubt such cases will recur.

Mr. Stone lays such emphasis in paragraph 11 of his letter on the inadequacy of the present standard of accommodation for class rooms, viz., 8 superficial feet and 80 cubic feet *per* head, that it is for consideration whether the Sanitary Commissioner should not be consulted on the point as well as the Public Works Department. Dr. Bourne himself is evidently disposed to think the present rule (51 in the Grant-in-Aid Code of 1910) to be sufficient.

2. Rule 52.—To avoid the awkward position of the words "in duplicate" I would alter the wording of clause (ii) to the following:—

"If the Director's reply be favourable, the correspondent shall then submit to him in duplicate, etc."

3. Rule 53.—Government should, I submit, emphasize obligation of the Director to satisfy himself that the title to the property is reasonably secure.

4. Rule 53-A.—As the office points out, the word "actual" in the first line of clause (i) should be omitted.

It is desirable, if possible, to cut down the number of rules from 6 to 5 so as to avoid having to letter one of them or to re-number clauses subsequent to 55 or 56. The most convenient amalgamation would probably be of rules 50 and 55; the heading of the combined rule might then be "Objects of aid and sanctioning authority," and the wording might run "Grants not exceeding Rs. 1,000 may be sanctioned by the Director for any of the following purposes:— . . ." "Grants exceeding Rs. 1,000 require the sanction of Government."

It is for consideration whether this opportunity might not be taken to decentralize by increasing the sanctioning power of the Director to at least Rs. 2,500. The proposed enhancement of the scale of building grant from one-third to one-half itself means that many more cases will come up to Government, and the suggestion which I have made merely means that the Director would deal with estimates up to Rs. 5,000 instead of Rs. 3,000 as at present. Many of the cases which now come up to Government are dealt with as more or less routine and might well stop with the Director.

5. Page 9 of current file.—I am not clear that item (k) correctly refers to rule 51 of the Grant-in-Aid Code. Rule 51 is not the only rule which contains conditions; there are also conditions expressed or implied in rules 52 to 54. Would it not be better to say "is prepared to abide by the conditions laid down in Chapter VIII of the Grant-in-Aid Code."

6. There is no doubt, I submit, as to the wisdom of increasing the scale of building grants. The financial effect of this change is referred to by the Director in paragraph 2 of his letter of the 18th January 1912 (page 7 of current file), but if Mr. Stone is correct—as I have no doubt he is—in saying that many managers are slow to apply for building grants under the present rules, it is probable that the changes proposed will lead to additional applications for grants and an enhancement of expenditure in excess of the ratio of one-third to one-half. This point should not be overlooked in estimating the financial result.

L. DAVIDSON—28-2-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

According to existing rules in the Educational Grant-in-Aid Code, grants not exceeding one-third of the total cost may be given towards the erection or enlargement or purchase of school buildings and hostels or boarding houses for students attached to educational institutions.

With a view to make the grants more attractive to managers of schools who, the Director of Public Instruction states, are at present apt to think it not worthwhile to apply for building grants, it is proposed to raise the maximum amount from one-third to one-half of the cost as estimated by Public Works Department (including Architect's fees for preparing plans and estimates). It is suggested that the one-half grant may be given also in the case of repairs* to newly-purchased buildings.

2. The Director of Public Instruction states that if the proposed maximum had been in force, the average annual extra cost during the last five years would have amounted to about Rs. 18,000.

As observed by the Educational Secretary, this figure is an under-estimate, inasmuch as with the introduction of the new rule applications for building grants will be forthcoming from many managers who are at present slow to apply for such grants under existing rules.

Paragraph 5 on page 4 ante.
I doubt if the increase of the grant by one-sixth will produce more applications.

H. A. STUART.

It may be accepted.

C. REILLY.

The extra expenditure involved cannot thus be accurately gauged and may perhaps amount to 50 lakh per annum. For orders whether the proposal may be accepted.

3. In this connection the question has been incidentally raised by the Educational Department as to whether the sanctioning power of the Director of Public Instruction may not be raised from Rs. 1,000 to Rs. 2,500 as many of the cases which now come up to Government are dealt with as more or less routine and might well stop with the Director.

Paragraph 4 on page 5 ante.

The Director of Public Instruction has not, however, asked for this wider delegation. Moreover, as already stated, it is not possible at present to estimate the extra expenditure involved. Orders are therefore solicited whether it will not be preferable to take up this question of raising the sanctioning power of the Director of Public Instruction after the proposed rules have been in working for some time, say two years, when a clearer idea will be formed as to the annual expenditure involved and to the number of individual cases which come up to Government.

V. GOPALAKRISHNAN—25-3-12.

C. REILLY—26-3-12.

We may accept the rules and agree to the Director's power of sanction being raised to Rs. 2,500, subject of course to his total expenditure being within the budget grant.

H. A. STUART—27-3-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The file may now be submitted to His Excellency. His last note is on page 3 *supra*.

C. RAMANUJACHARI—31-3-12.

His Excellency the Governor.

L. DAVIDSON—1-4-12.

I agree to the changes as modified by Dr. Bourne.

M. H[AMMICK]—7-4-12.

Draft.

L. DAVIDSON—13-4-12.

A draft is submitted for approval. In it all the suggestions made by the Secretary, the Hon'ble Mr. Davidson, in his note, dated 28th February 1912, have been carried out although His Excellency has not approved them severally.

2. If approved, the draft may be sent u.o. to the Director of Public Instruction so that he might see Chapter VIII in its final form before issue.

T. E. MOIR.

T.K.—17-4-12.

T. E. MOIR—26-4-12.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

T. E. MOIR.

In pages 11 and 13 of the draft I propose to make this matter of the "declaration" somewhat clearer.

Page 4 of the draft.

T. E. MOIR.

2. I have proposed a slight alteration in rule 50 (2) which as it stands partially overlaps "enlarging" in 50 (1).

3. Advances have been paid from time to time. They are provided for in the European Code (article 61); they are often very useful to the management and are convenient to the department in utilizing budget provision. I propose to insert in rule 53—

"(iv) Advances may be made from time to time out of the sanctioned grant "provided that the Director is satisfied that the work is proceeding satisfactorily."

T. E. MOIR.

If this be accepted insert in 53 (i) the words "in full," in 53 (ii) change "the" into "any" in front of "grant."

4. The "order" only might well be laid upon the Editors' table in which case it might take some such form as the following:—

"The Government accept the proposals of the Director of Public Instruction with regard to the grants for school buildings and for hostels or boarding houses for students.

2. The most important changes are—

(i) an increase in the maximum rate of grant from one-third to one-half of the total cost of the work the cost of any modification that may have been required by the Public Works Department being taken into account,

(ii) the offer of grants for the execution of extensive alterations and repairs to buildings which have been newly purchased for school purposes, and

(iii) a general revision of the form of application and of the procedure; this will, it is hoped, avoid the delay that often arises from the incomplete manner in which applications are submitted.

3. Chapter VIII of the Grant-in-Aid Code as thus revised is printed as an annexure to this order and will be published in the *Port St. George Gazette*."

A. G. BOURNE—29-4-12.

The further changes proposed by the Director of Public Instruction may be accepted and it is for consideration whether the shorter draft suggested by the

Yes.

T. E. MOIR.

Director may be substituted for the draft order prepared in the office.

T.K.—30-4-12.

C. RAMANUJACHARI—30-4-12.

Yes.

T. E. MOIR—30-4-12.

[G.O. No. 370, Educational, dated 1st May 1912.]

EDUCATIONAL DEPARTMENT.

When the printed proof of Chapter VIII of the Grant-in-Aid Code comes up Dr. Bourne wishes to have the following words "except in the case of First-grade Colleges" inserted after "the Inspector" in line 3 of rule 50 on page 11. Please see that this is not lost sight of.

T. E. MOIR—4-5-12.

Proof of the revised Chapter VIII of the Grant-in-Aid Code is submitted for approval. The alteration suggested by Dr. Bourne has been made in line 2 of revised rule 52 on page 8 of G.O. No. 370, Educational, dated 1st May 1912. Revised rule 52 corresponds to existing rule 50.

T.K.—11-5-12.

C. RAMANUJACHARI—12-5-12.

His Excellency the Governor—

The draft is for approval. The only addition of importance since His Excellency saw the file on 7th April 1912 is that sanctioning advances—*vide* the Director of Public Instruction's note on page 7 *ante*.

T. E. MOIR—13-5-12.

Note this carefully.

T. E. MOIR.

Noted.

C. RAMANUJACHARI—16-5-12.

Approved. See please that the Government Order *alone* and the new chapter are laid on Editors' Table, *not* the correspondence read in the Government Order.

M. H[AMMICK]—15-5-12.

Issue.

T. E. MOIR—16-5-12.

C.No. 2647, from the D.P.I., No. 3262, dated 25-10-1911.

C.No. 2851, do. 3603, 15-11-1911.

C. do. 3382, 18-1-1912.

do. do. 34-1-1912.

ORDER :- No 370 P3, 1-5-12.
P.S.

The Government accept the proposals of the Director of Public Instruction with regard to the grants for school buildings and for hostels or boarding houses for students.

2. The most important changes are

(i) an increase in the maximum rate of grant from one-third to one-half of the total cost of the work, the cost of any modification that may have been required by the Public Works Department being taken into account,

(ii) the offer of grants for the execution of extensive alterations and repairs to buildings which have been newly purchased for school purposes, and

(iii) a general revision of the form of application and of the procedure, *which* will, it is hoped, avoid the delay that often arises from the incomplete manner in which applications are submitted.

3. Chapter VIII of the Grant-in-Aid Code as thus revised is printed as an annexure to this order and will be published in the *Port St. George Gazette*.

Order only may be placed
on E.T.

2307/6/12
to the D.P.I.
the A.C.
the Financial Dept.
Gazette.
E.T. (order only)

P.S.
30-4-1912.

Ann

Chapter VIII. Grants for school buildings, and
for hostels or boarding houses for students.

50. Objects of aid and sanctioning authority. Grants not exceeding Rs.2,500 may be sanctioned by the Director for any of the following purposes:-

(1) Purchasing, erecting or enlarging school houses or buildings or students' hostels including -- residential quarters for the warden or other staff -- attached to the hostel.

(2) Executing extensive alterations to school buildings and repairs to such as have been newly purchased for school purposes, ^{which}

(3) Acquiring land for school or hostel purposes.

Grants exceeding Rs.2,500 require the sanction of Government.

51. Conditions of grant. (1) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character. In the absence of the special permission of the Director or ^{the} Government these must not have been commenced before the sanctioning of the grant.

In the case of purchases of land or buildings ^{the} must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Rooms in school and hostel buildings for the construction of which a grant is sought must be of not less than the following dimensions:-

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet, if for more than one pupil a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for 10 or more pupils. A space of at least

-11- 5 19 13

8 superficial feet and 80 cubic feet per head should be provided in every room used as a class room, dining room or for any other dwelling purposes other than sleeping.

52. *Building grant procedure.*—(i) Applications in the prescribed form (Appendix M) shall be submitted through the Inspector ~~so as to reach the Director not later than 1st May~~ accompanied by such outline plans as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant, making, if necessary, alterations of the plans a condition of his so doing.

If the Director's reply be favourable (ii) ^{him} The correspondent shall then submit to the Director, if his reply be favourable, in duplicate, detailed plans, specifications and estimates (which may include architect's and draughtsman's fees) prepared by a professional person. ~~The Director shall submit these with his recommendation as to grant to Government and the decision of Government will, in due course, be communicated to the management.~~ When a grant-in-aid has been promised in respect of any building, the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building.

(iii) During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department.

53. *Payment of grants.*—(i) Before the grant is paid it shall be certified in the prescribed form (Appendix N) by the Engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate, or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director. in full

any (ii) Before ~~the~~ grant is paid the owner (or, in cases in which the permission of the Director has been obtained, the management) of the property may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices O, P, Q and R.

(iii) The grant shall be drawn on a bill prepared in the prescribed form (Appendix S). (iv)
54. *Amount of grant.*—(i) The grant promised shall not exceed one half of the ~~actual~~ total cost of the work stated in the management's estimates as approved by the Director of Public Instruction and modified by the Public Works Department.

(ii) The amount of grant to be actually disbursed shall be regulated by the actual cost of the work as finally completed. The grant promised with reference to the approved plans and estimates will be the maximum that will be paid, but the amount to be disbursed shall in no case exceed one half of the actual cost of the work as finally executed. Before making payment the Director will require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work. ~~Grants shall not generally be given for a building which has not been completed by the time fixed in the order sanctioning the grant.~~

5 54. *Claims of the Government.*—If a building for which a grant has been drawn has, prior to the lapse of twenty years from the date of payment of the grant, been diverted to other purposes than educational purposes approved by the Government the manager shall refund such portion of the grant as may be determined by Government. If the manager fail to make such refund, the Government may recover the amount by such means as they may think fit to take.

55. *Grants by whom sanctioned.*—Grants exceeding Rs. 1,000 are sanctioned by the Government; grants of Rs. 1,000 and under by the Director.

(iv) Advances may be made from time to time out of the sanctioned grant provided that the Director is satisfied that the working is proceeding satisfactorily.

Rel.

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A M

APPENDIX M.
CHAPTER VIII, RULE 52.

APPLICATION for aid towards the cost of

School
College

at

in the district of

Number and date of the Proceedings or Memorandum recognizing the school under the Madras Educational Rules.

1. The date of receipt by the Inspector or the Inspectress of the Circle.
2. The date of submission to the Director of Public Instruction.
3. The date of receipt by the Director of Public Instruction.
4. The date on which reference papers called for.
5. The date of receipt of reference papers.
6. The date of further reference on the subject.
7. The date of receipt of further particulars.
8. The date of submission to Government or reference to Public Works Department.
9. The date of receipt of the approval of the plan by the Public Works Department.
10. The date of receipt of the Government Order sanctioning the grant.
11. The date of issue of the draft Proceedings sanctioning the grant.
12. The date of despatch of the above Proceedings.

NOTE.—Columns 1 to 12 to be left blank by the Correspondent.

✓ Bd 7 21 15 2180

No. , EDUCATIONAL , FEBRUARY 1912.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition:—

A m

Note.—(1) This need not be given if a reference to a history previously given can be furnished.
(2) The names and designations of the persons who form the committee of management should be specified.

Utah

The strength of the different classes or forms as it stood on the 31st March of every year for five years preceeding the year in which the application is submitted.

	1911 .	1912 .	1913 .	1914 .	1915 .	Number of pupils in each class on the date of the application.	Number of pupils that can be accommodated in each class room.
VI Form	..	..	..	..	..	..	..
V	..	..	..	..	..	..	..
IV	..	..	..	..	..	..	..
III	..	..	..	..	..	..	..
II	..	..	..	..	..	..	..
I	..	..	..	..	..	..	..
IV class	..	..	..	..	..	..	..
III	..	..	..	..	..	..	..
II	..	..	..	..	..	..	..
I	..	..	..	..	..	..	..
Infant	..	..	..	..	..	..	..

Class room.	Area.	Class room.	Area.
a	..	k	..
b	..	l	..
c	..	m	..
d	..	n	..
e	..	o	..
f	..	p	..
g	..	q	..
h	..	r	..
j	..	s	..

Note.—If there be any striking variations in the strength as shown above such variations should be accounted for.

9 23

17
23

✓ Character of and necessity for the proposed work in detail :—

- 18
2488
- 2/
- (i) Is a sketch plan of the proposed site and building attached?
 - (ii) Does it show—
 - (a) The relation of the proposed building or extension to the existing buildings?
 - (b) Any alteration in existing buildings necessitated by it?
 - (c) The purpose to which the existing buildings are now put?
 - (d) The purpose to which they will be put when the new building or extension is complete?
- Note.—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings. c/

- 19 2580
- 1882
- (a) Probable cost of the proposed work.
- (f) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.
- (y) Whether the managing body has been registered under the Indian Company's Act, and if so, whether attested copies of the Memorandum of Association and the articles of Association are submitted.
- (h) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.
- (i) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.
- (j) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.
- (k) In the case of mission institutions the name and address in full of the person who holds power of attorney on behalf of the mission to execute the prescribed deed.
- (l) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.
- (m) Whether the title to the property is clear and in order and by whom the title deeds were examined.
- (n) The latest date on which the management wishes to (a) begin the work and (b) complete the work.
- (o) Declaration that the management is prepared to abide by the conditions of rule 51 of the Grant-in-Aid Code. Attached.

- No. EDUCATIONAL, FEBRUARY 1912.
- (p) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 20 years.)
- (q) If the aid sought is towards the construction of a hostel declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.
- (r) The treasury at which the grant if sanctioned is to be payable.
- (s) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—
- (1) Fees.
 - (2) Government grant.
 - (3) Other sources.
 - (4) Managers' funds.
- (Particulars for five years to be furnished).

For K. Substitute:-

Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid, attached?

yes L.H.

12 26 28 2680

Inspecting officers' remarks about accommodation from his inspection reports for the two previous years.

Director's review of such remarks.

space

73 21 27.98
Declaration—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within twenty years and that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grants-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings, No. , dated and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department and that I shall abide by the provisions of rule 5 of the Grant-in-Aid Code in the event of the building being diverted prior to the lapse of twenty years after the date of payment of grant to other than educational purposes approved by Government."

STATION.
Dated 19 . }

Correspondent.

5
ASW
Give this a heading:-

Declaration with regard to encumbrance,
alienation, and the conditions of recognition
and aid. ASW

14

28

22

28-80

Etal

Inspecting officer's remarks and recommendations.

78/
24-12

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 2571, dated 15-11-1901.
G.O., No. 370, dated 5-12-1902.

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

Docket... Grant in Aid Code
Accepting the proposals for the D.S. J.
with regard to the grants for school buildings
and for hostels or boarding houses for students
and revising Chapter VIII of the

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

FOR RECORD.*			Complete Correspondence and orders.	Notes
Madras Records	...	...	50	20
Ooty Records	...	...	10	10
For filing with original	...	...	1	1
Total			60	31

FOR ISSUE.†		Special issue copies of G.O.		Notes
Letter only.	Complete G.O.	No.	Papers.	
Signature copies.....				
India Office.....	4			
Govt. of India.....Dept.				
Revenue Department.....				
Public Works Department.....				
Educational Department.....				
Financial.....Dept.	5			
.....Dept.				
.....Dept.				
.....Dept.				
Total				

Spare copies.		Total	
The C. M. C.....			
The Collector of.....			
The P. D. B.....			
The Accountant-General.....	5		
The Director of Public Instruction.....	10		
The Surgeon-General.....			
The Sanitary Commissioner.....			
Do. Engineer.....			
Do. Board.....			
The President, Corporation of Madras.....			
The.....			
The.....			
The.....			
The.....			
Total		14	

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 PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

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.....	8/5/12 LB
First proof furnished on.....	10/5/12 LB
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	18/5/12 LB
Final copies supplied on.....	20/5/12 LB

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	9		
Issue.....	4		
For Volumes.....	16		
For E. T.....			
Total ...	91		