

Educational (1912) Department.

ORDINARY MS.

G.O., No. 960

DATED 31-10-1912.

[Despatch Abstract.]

Braithwaite, Mrs. P.P.

Enquiring the Govt of India by
telegram whether the vacancy in the Madras cadre
caused by the services of — being placed at
their disposal may be filled permanently.

5,000-20-3-12

FURTHER PAPERS.

CURRENT FILE.

[G. 12]

4,000-6-5-11.

From

Govt of India Foreign Dept

DEPARTMENT.

SUBJECT :—

C. C No 2882 Est

INDIAN



TELEGRAPHS.

NOTICE.

This form must accompany any inquiry made respecting this Telegram.

Charges Rs. As

Handed in at (Office of Origin.)

Date. Hour. Minute.

Service Instructions.

Words.

TC

Simla

22 17 50

CURRENT NO.

BO

Reed. here at

5853

M.

PUBLIC

5853

Regd 24.X.12

Madras East Nook Express

Learn official my letter 2181 Est
a July 20 breathwhite joined mayo
college second inst please place services
disposal govt india = Foreign =

N.B.—The name of the Sender, if telegraphed, is written after the text.

Public Sept

To

Educational Septuo.

F.D

0760

16-10-12

CO

24-10-12

Public 5853

25.X.12

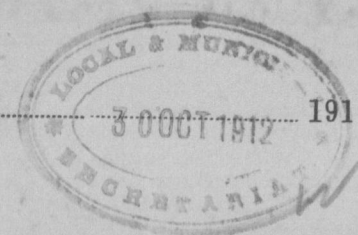


TR

EDUCATIONAL DEPARTMENT.

R.F.D.—80-f.

Received _____ 191 , Registered 30 - 10 - 191 2



Subject.

Enquiring whether the transfer of the services of Mr. P.P. Braithwaite, Inspector of Schools, Eighth Circle, to the Government of India is to be considered as temporary or permanent.

ENCLOSURES.

No. _____

Spare copies _____

Current No. 8670 / 12

Station M a d r a s, Dated the 29th October 191 2

From (Name) The Hon'ble Mr. A.G. Bourne, D.Sc. F.R.S., C.I.E.,

(Designation) Director of Public Instruction,

M a d r a s

To the Secretary to the Government of Madras,
Educational Department

S i r,

With reference to notification No. 94 on page 469, Part I-B of the Fort Saint George Gazette dated 6th August 12, placing the services of Mr. P.P. Braithwaite, Inspector of Schools, Eighth Circle, at the disposal of the Government of India, I have the honour to request that you will be so good as to let me know, at your early convenience, whether his transfer is intended to be temporary or permanent.

I have the honour to be,

S i r,

Your most obedient servant,

(Signature)

For Director of Public Instruction.

N.V.S.

22
29.10.12

(Faint handwritten text)

1528

Public Dept

Education Department

Public Dept

22
29.10.12

22
29.10.12

[Faint handwritten notes, possibly bleed-through from the reverse side of the page.]

[L. & M.
10,000-19-6-12.]

Qualif.

Please telegraph to
Lara asking if W.
Braithwaite is very
may be filled up permanently
or whether he retains a
lien on the post in Madras
Cdn. D.P. notes of Kuro
Draft req. of answer
- not begun at me D

o sep 8
sep 10

pages of cf.

(7)

The point is not free from doubt. Neither in
their telegram of the 6th July nor in that of the 20th Idem
was any indication given of the nature of the ^{now} vacancy.
2. The Govt. of India Foreign Dept. ^{now} telegraph
to say that Mr. Braithwaite joined the Mayo
College on the 2nd instant and request that
his services may be placed at their disposal.
This has already been done - vide G.O. no. 709 BdL
dated 3rd August 1912 - The Govt. of India
may be informed of this & they may be further
requested to state whether Mr. Braithwaite's transfer
is

is permanent or not. Please see official letter on
the latter point from the D-P-S - page 2 get.
2. The draft below is for approval.

TH CA
301000 301000

Lease
31-10-11

191

C. No. 2882, From the Govt of I. Ind. Dep., No. , dated 22-10-1912.

2899, D.P.I., 8670, 29-10-1912

191

mis

No. 960, dated 31. 10. 1912

The following telegram will be despatched to the Govt. of India, Foreign Dept: -

" No 49. Your telegram dated
22nd instant. Braithwaite's services
placed at disposal [of] Govt.

[of] India) in Educational
Notification [no]. 94 dated 3rd August
last - page 469 Fort St George
Gazette - Part IB. Please say whether
a Madras ^{Madras} ~~vacancy~~ ^{vacancy} may be filled
permanently ~~or whether he retains~~
~~lien on his appointment in~~
~~Madras~~ ^{Madras}.

$\frac{7.29}{30000}$ $\frac{Ca}{30000}$

Telegram despatched
28/10

from 12th October

✓ 1.10.12

Send post copy of the
telegram with a copy of
L.O. no. 709 Edl of 3-8-12.

7A

RECEIVED

191

When given for copying
When copied
When examined
When signed

191

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DETAILED.

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

A A A A A A A

V.E.-

- A = Copy in full.
- B = Not to be copied.
- F = Copy abstract only.
- Q = Copy Heading only

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 961, 1st November 1912.

Minimum pay of clerks.

Approving the proposal of the Director of Public Instruction to raise the pay of the clerks in the offices of Sub-Assistant Inspectors of Schools and of the senior clerks in the girls' and Muhammadan ranges to Rs. 20 *per mensem*.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 961, 1st November 1912.

Minimum pay of clerks.

Approving the proposal of the Director of Public Instruction to raise the pay of the clerks in the offices of Sub-Assistant Inspectors of Schools and of the senior clerks in the girls' and Muhammadan ranges to Rs. 20 per mensem.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 527, Educational, dated 2nd August 1911.

ABSTRACT.—Passing orders on the proposal of the Director of Public Instruction to raise the minimum pay of clerks and other ministerial officers in the Educational department in the several offices and institutions outside the city of Madras Presidency.

II

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 (through the Accountant-General).

Dated—Madras, the 16th August 1912.

No.—Ref. on Cur. 1014.

In their order No. 527, Educational, dated 2nd August 1911, Government declined to entertain the proposal of the Hon'ble Mr. Stone to raise to Rs. 20 the minimum pay of clerks and other ministerial officers in this department employed in offices and institutions outside the city of Madras on the ground that the duties of these clerks appeared to be of a mechanical description for the discharge of which a high standard of intelligence was not required and that for work of such a character a pay of Rs. 15 was ample.

2. I have the honour to request a re-consideration of the above order which, I respectfully submit, would appear to have been passed under a misconception of the duties of these low-paid clerks. The sub-assistants' clerks, who are mainly affected by the above order, are expected to write a neat hand both in English and in the district vernacular, to prepare drafts of more or less a routine nature, to be well up in account matters in order to be able to prepare budgets, pay bills, annual returns of the department, the statistics of local and municipal schools and pension applications, and to be familiar with the various codes, the local fund and municipal Acts and the provisions of the Civil Service Regulations, Civil Account Code and the Treasury Manual. I beg to submit that men of inferior educational qualifications who alone are available for the present pay cannot be expected to master all these details and to leave the sub-assistants to their legitimate business, viz., the inspection of existing schools, opening of new schools and their organization.

3. The Inspectors of Schools who have been consulted are unanimous in stating that the present pay of Rs. 15 is quite inadequate, that consequently qualified men leave their offices frequently on better pay elsewhere, that there is increasing difficulty in replacing them, that the ill-qualified men whom we are obliged to appoint to these posts are unable to cope with the heavy and responsible duties thereof and are of no real use to the sub-assistants who are therefore obliged to devote much time to clerical work at the sacrifice of their more important duties and that there has of late been a deterioration in the efficiency of the clerical ranks and much delay in the despatch of business.

The provincialization of the supervisors has also increased the work of these offices and the clerks naturally feel it a grievance to be worse treated than those in other departments.

Further, the improvement in the pay and prospects of the teachers will, it is feared, add to the difficulty of obtaining qualified matriculates and holders of secondary school-leaving certificates for any pay short of Rs. 20.

4. In these circumstances I again beg to request that the pay of the clerks in the offices of sub-assistant inspectors of schools and of the senior clerks in girls' and Muhammadan ranges be raised to Rs. 20 *per mensem* with effect from 1st March 1913 and that permission be accorded to the inclusion of the provision for the increase in the budget estimates for 1913-14.

5. I beg further to request that the pay of the last clerks in all the assistant inspectors' offices and of the Librarian in the Training school, Rajahmundry, which was fixed at Rs. 15-1-20 in G.O. No. 527, Educational, dated 2nd August 1911, may also be raised to Rs. 20 *per mensem* with effect from the above date.

T.M. No. 25/10642, dated 29th August 1912.

Forwarded.

2. If the proposal of the Director of Public Instruction to raise the minimum pay of clerks, etc., in the Educational Department is approved by Government, he may be asked to submit detailed proposals to Government through this office as required by paragraph 61-A of the Madras Treasury Manual.

J. F. GRAHAM,
Offg. Accountant-General.

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 (through the Accountant-General).

Dated—Madras, the 25th September 1912.

No.—Ref. on Cur. 1014.

In continuation of my letter Ref. on Cur. No. 1014, dated 16th August 1912, I have the honour to request that you will be so good as to obtain the sanction of Government for raising from Rs. 15 to Rs. 20, with effect from 1st March 1913, the pay of the clerks sanctioned for the 46 temporary additional sub-assistants (excluding the two officers intended to relieve senior officers to be placed in charge of the new Chittoor and Ramnad districts), sanctioned in G.O. No. 831, Educational, dated 11th September 1912.

T.M. No. 25/12414, dated 2nd October 1912.

Forwarded to Government in continuation of this office endorsement No. T.M. 25/10642, dated the 29th August 1912.

2. A lump provision of Rs. 90,500 has been entered in the budget estimates for next year received from the Director of Public Instruction for salaries, establishment, travelling allowance and contingencies for additional sub-assistant inspectors sanctioned in G.O. No. 831, Educational, dated the 11th September 1912.

J. F. GRAHAM,
Offg. Accountant-General.

Order—No. 961, Educational, dated 1st November 1912.

The Government approve the proposal to raise the pay of the clerks mentioned by the Director of Public Instruction in his letters read above to Rs. 20 *per mensem* with effect from 1st March 1913, subject to the condition that from that date they will become ineligible for grain compensation allowance.

2. The Director will be requested to submit detailed proposals through the Accountant-General as required by paragraph 61-A of the Madras Treasury Manual.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Financial Department, with copy of notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 961, EDUCATIONAL,
DATED 1st NOVEMBER 1912.

[SUBJECT.—Raising the minimum pay of clerks in educational offices to Rs. 20 *per mensem*.]

I

From the Director of Public Instruction, dated 16th August 1912, No. 1014.

In April 1911, the Director of Public Instruction submitted proposals for raising the minimum pay of clerks and other ministerial officers in the educational offices in institutions outside the Presidency town to Rs. 20 *per mensem*. The Government did not consider that the pay of the clerks should be raised irrespective of the work they were required to do. They observed that the duties of most of these clerks were of a mechanical description for the discharge of which a high standard of intelligence was not required and that for such duties as they were required to do, a pay of Rs. 15 was ample. They, however, sanctioned the raising of the pay of the following clerks whose pay was in their opinion inadequate:—

Number of appointments.		Original pay.	Revised pay sanctioned.
		RS.	RS.
11 Clerks ..	In the offices of Assistant Inspectors.	15	15— 1—20
1 Clerk ..		12	15
8 Clerks ..	In the offices of Sub-Assistants	12	15
1 Clerk ..	Teachers' College ..	10	15
1 Librarian.	Rajahmundry Training College	10— 1—15	15— 1—20

2. The Director of Public Instruction now requests a reconsideration of the above order to a somewhat limited extent and requests that the pay of the clerks in the office of Sub-Assistant Inspectors and of the senior clerks in girls' and Muhammadan ranges may be raised to Rs. 20 *per mensem* with effect from 1st March 1913. He contends that the work of the clerks concerned is not mechanical, but that it is heavy and responsible. The Director describes the work of the clerks in paragraph 2 of his letter.

3. Only one clerk is allowed to each sub-assistant who has to attend to the whole work. In connection with the proposal to raise their pay on the previous occasion, the Honourable Member (now His Excellency) observed that these clerks "must be doing very little more than copying work" and that the sub-assistants "should do all the clerical work in their offices." From the description of the clerk's work now given by the Director, it will be seen that his work is of a varied character and is not confined only to copying. Maintenance of accounts, preparation of annual and periodical returns appear to form

an important portion of his work. The sub-assistant may not be able to attend to all this work. The Director gives some additional reasons in paragraph 3 of his letter and the chief of these are—

(i) that in consequence of the inadequacy of the pay offered clerical staff has deteriorated with resultant delay in the despatch of business;

(ii) that as a result of this deterioration, sub-assistants are obliged to devote much time to clerical work to the detriment of their more important and legitimate duties of inspection and organization of schools;

(iii) that the provincialization of the supervisors has increased their work; and

(iv) that owing to the improvement in the pay and prospects of teachers, the difficulty of securing qualified persons for the posts of clerks on Rs. 15 will in future be greater.

It is submitted that the Director's reasonings do not seem to be unacceptable. It is for consideration whether the original decision should be considered now and the pay of the sub-assistant's clerk fixed at Rs. 20. If a sudden rise to this figure is not considered necessary, the adoption of a progressive scale of Rs. 15—1—20 may perhaps be tried.

4. The Director also requests that the pay of the eleven clerks in the offices of assistant inspectors and of the librarian in the Training school, Rajahmundry, which was fixed at Rs. 15—1—20 in G.O. No. 527, Educational, dated 2nd August 1911, may be raised to Rs. 20 *per mensem*. The Director has not given any specific reasons for the further raising of the pay of these clerks. The general grounds adduced in the case of sub-assistants' clerks apparently hold good in this case also.

5. Roughly estimated, the cost of the Director's proposal will be about Rs. 7,500 *per annum*. If the recommendations are accepted, he may be asked, as suggested by the Accountant-General, to submit detailed proposals in accordance with paragraph 63-A of the Madras Treasury Manual.

T.K.—12-9-12.

C. RAMANUJACHARI—13-9-12.

I would accept the Director of Public Instruction's proposals.

L. DAVIDSON—13-9-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Attention is solicited to the notes and orders in G.O. No. 526, Educational, dated 2nd August 1911, in which the Government declined to raise the minimum pay of clerks in educational offices in the mufassal (consisting chiefly of clerks in the offices of Sub-Assistant Inspectors of schools) to Rs. 20 *per mensem* on the ground—

(1) that the duties were of a mechanical description for the discharge of which a high standard of intelligence was not required; and

(2) that the grant of grain compensation allowance afforded sufficient relief for the rise in the cost of living.

Attention is specially invited to the notes of the Chief Secretary (now Honourable Member) and the Honourable Member (now His Excellency the Governor) on page 5 of notes to the Government Order.

2. The Director of Public Instruction now asks for a re-consideration of the above order for the reasons given in paragraphs 2 and 3 above. The main argument is that real clerical duties, such as drafting, preparing budgets, pay bills, annual returns and statistics, etc., are being done by the clerks themselves, and not by Sub-Assistant Inspectors of schools whose *legitimate* business is the inspection of existing schools, opening of new schools and their organisation.

3. The extra cost involved in the proposals of the Director of Public Instruction will be about Rs. 10,400 *per annum* as follows:—

Designation.	Existing scale.		Proposed scale.		Extra cost per mensem.
	Number and date.	Amount.	Number and date.	Amount.	
1	2	3	4	5	6
(A) Offices of Sub-Assistant Inspectors of Schools	122 on 15 1 on 15—1—20	Rs. 1,830 18½	123 on 20	Rs. 2,460	Rs. 611½
.....	* 48 on 15	1,848½ 720	48 on 20	960	246
Total ..	171	2,568½	171	3,420	851½
(B) Librarian, Rajahmundry Training School	1 on 15—1—20	18½	1 on 20	20	1½
(C) Offices of Assistant Inspectors	11 on 15—1—20	206½	11 on 20	220	13½
Grand Total ..	183	2,833½	183	3,660	866½
					or 10,395 per annum.

* Recently sanctioned.

The Director of Public Instruction requests that the scheme may be given effect to from the 1st April 1913 and that he may be permitted to make provision in the budget estimate for 1913-14.

4. When proposals for revision of clerical establishments in Public Works Department mufassal offices were under consideration in this department, it was pointed out in the Financial office-notes that the proposal to raise the minimum pay to Rs. 20 *per mensem* in Public Works offices would necessitate a similar concession in other offices such as *Educational* offices, *Registration* offices and *Forest Range* offices. The Chief Secretary and the Honourable Member decided that the pay of the clerks in Public Works Department offices should be raised to Rs. 20 *per mensem*.

5. Attention is in this connection solicited to extract from the *Madras Times*, dated 8th September 1912, in which some clerks of the Registration Department are reported to have waited on the Hon'ble Mr. Sivaswami Aiyar at Calicut and requested that the minimum pay in Registration offices should be raised to Rs. 20 *per mensem*. The cost of raising to Rs. 20 *per mensem* the minimum pay in Registration offices would amount to about Rs. 60,000 *per annum*.

6. The total number of Sub-Assistant Inspectors has also recently been raised temporarily by 48, pending proposals from the Director of Public Instruction as to the full number required permanently for the adequate inspection of elementary schools.

In these circumstances, orders are solicited whether in view of the fact that there is very little scope for further promotion in the case of clerks in Sub-Assistants' offices, it will not be preferable to fix the scale of pay at Rs. 15—1—20. This will enable the clerks to rise to Rs. 20 after five years' service, and at the same time will not necessitate the raising to Rs. 20 of the minimum pay of clerks in Registration and Forest Range offices, where the minimum pay is Rs. 14 and Rs. 15, respectively, but where there are also grades higher * than on Rs. 15.

* Sub-Registrars' offices—

Rs.

30

25

20

17½

Forest Range offices—

Rs. 20

7. If the above suggestion to raise the pay of clerks in Sub-Assistant Inspectors' offices to Rs. 15—1—20 be approved, the same scale may, it is submitted, be applied to the *senior* clerks in the offices of the Sub-Assistants of Girls' and Muhammadan

schools, who, at present, draw Rs. 15 only. There will be no necessity to raise the pay of the librarian, Training school, Rajahmundry, and of the clerks in the offices of the Assistant Inspectors which is already Rs. 15—1—20. The extra cost involved will be Rs. 637½ *per mensem* or Rs. 7,650 *per annum*.

171 × 18½		Rs. 3,206½
170 × 15		2,568¾
1 × 18½		—
		637½

8. Orders are solicited.

T.A.S.—29-9-12.

V.G.K.—30-9-12.

The Director of Public Instruction in coming up again this year has shifted his ground. He, no longer, pleads high prices, but the nature of the duties performed. His remarks on the latter head do not tally with the views held by the Honourable Member and His Excellency last year. I venture to submit that there is little doubt that the work of these educational clerks is still very much lighter than that in Revenue and Public Works Department offices. The suggestion in the previous note is for orders.

C. REILLY—30-9-12.

The main question is whether suitable men can be got and kept for the present pay. The Director of Public Instruction deals with that in paragraph 3 of his letter. Call for notes copy. I am inclined, in view of what the Director says, to support the proposal to make the pay Rs. 15--1--20. Will Educational please circulate to Honourable Member, Financial.

A. G. CARDEW—2-10-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Circulated to His Excellency the Governor and the Hon'ble Sir Harold Stuart.

L. DAVIDSON—5-10-12.

I have spoken to Dr. Borne about this. I think the pay should be raised to Rs. 20.

We may order that grain compensation should not be given to these clerks in future, as the rise in pay is to meet the expenses caused by the rise in prices.

M. HAMMICK—7-10-12.

I accept His Excellency's view. We are gradually having the minimum pushed up to Rs. 20 in every department as the inevitable result of having yielded in one department.

H. A. S[UART]—11-10-12.

Draft please.

T. E. MOIR—14-10-12.

A draft order in accordance with the Accountant-General's suggestion on page 2 is submitted for approval. If approved, it may issue with the concurrence of the Financial Department.

T.K.—15-10-12.

C. RAMANUJACHARI—20-10-12.

T. E. MOIR—21-10-12.

II

From the Director of Public Instruction, R.O. No. 1014/12, dated 25th September 1912.

Please see paragraph 4 of the Director of Public Instruction's letter on page 3 of G.O. No. 831, Educational, dated 11th September 1912. Therein the Director of Public Instruction proposed a pay of Rs. 15 a month for the clerks of the additional Sub-Assistant Inspectors of Schools. He now requests that it may be raised to Rs. 20. In the linked file the Government have sanctioned the proposal of the Director of Public Instruction to raise the pay of the clerks of the Sub-Assistant Inspectors from Rs. 15 to Rs. 20. It is for consideration whether in the same way the pay of the clerks of the temporary sub-assistants sanctioned in G.O. No. 831, Educational, dated 11th September 1912, may be raised to Rs. 20 *per mensem*.

T.K.—15-10-12.

The decision in the linked file affects the clerks of all Sub-Assistant Inspectors including the 46 temporarily appointed. Submitted that the Director of Public Instruction's present letter may also be read in that order, which is to go to Financial for acceptance.

C. RAMANUJACHARI—20-10-12.

T. E. MOIR—21-10-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

The draft may, it is submitted, be accepted.

V.G.K.—25-10-12.

May be accepted. Now that the minimum pay of clerks has been raised to Rs. 20 in all except one or two cases, it would perhaps be expedient to withdraw by a general order grain compensation allowance in the case of all clerical appointments over 16 rupees. I think this will be better and give infinitely less trouble in practice than making the deprivation of grain compensation allowance personal to particular clerks. Indeed on previous occasions when grain compensation allowance was granted the concession was confined to pays of Rs. 16 and below.

C. REILLY—25-10-12.

Draft accepted. Will Registrar please raise the question above mooted on a separate file.

A. G. CARDEW—26-10-12.

[G.O. No. 961, Educational, dated 1st November 1912.]

Pap ers to be read in Proceedings: -

Again G.O., No. 527 ^{ed}, dated 2 - 8 - 1911 .

Again G.O., No. , dated 19 .

Current No. 2360 From the D.P.I. , No. 1014/12, dated 16-8-1912 .

" " 2674 " " " " 25-9-12

" " " " " " " "

(Darker file)

Sp 27/10
in imp. fin
both to D.P.I. & Fin
not for E.T.
with effect from 1-4-12

ORDER. No. 961¹/₂, dated 1. 11. 1912.

P.S.

The Govt approve the proposal to raise the pay of the clerks mentioned by the D.P.I. in his letters read above to Rs. 20 per mensem subject to the condition that from the date of the raising of their pay the clerks will become ineligible for the grain compensation allowance.

2. The Director will be requested to submit detailed proposals through the A.G. as required by para 61 A of the Madras Treasury Manual.

RA CA
15-10-12 207/10712

Yell
21. 10/12

cf. Para 2 of A.G's order on page 4 of CF

Depd in Mss -
2-11-12
Sp 20/11/12

To The D.P.I. 240
-- Finl Dept with notes (in print)
31-10-12

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

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

G.O., No. 961....., dated 1-11-1902

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

Docket. Minimum pay of Clerks approving
the proposal of the D.D.P. to raise the pay
of the clerks in the offices of the Sub. Asst.
G.O. S. & in the Genl. & Revenue
Divisions to Rs. 20 per m.

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

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Madras Records	...	...	...	30	20
Ooty Records	...	...	...	6	6
For filing with original	...	...	...	1	1
Total				37	27

FOR ISSUE.†

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Public Department.....						
Judicial Department.....						
Financial Department.....			5			
Revenue Department.....						
Public Works Department.....						
Local and Municipal Department.....						
.....Dept.						
		</				

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(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.

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(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 30-11-12-1911.....*(Despatcher.)

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.....	11-12-22 Sh
First proof furnished on.....	20-11-22 Sh
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	22-11-22 Sh
Final copies supplied on.....	29-11-22 Sh

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	37		
" " " Issue.....	15		
For Volumes.....	16		
For E. T.....			
Total ...	68		