

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 990, 11th November 1912.

Imperial grant.

Recording notes connected with the appropriation of the four lakhs remaining unallotted out of the — of eight lakhs.

Government of Madras. ✓

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Telegram—from the Secretary to the Government of India, Department of Education.

To—the Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 14th August 1912.

No.—1909, Education.

Please see paragraph 2 of my letter No. 378, dated 13th February last—Educational grant. Has Government Madras any worked-out plans for further extension or improvement of popular education under objects therein named which can be introduced at once and for which additional grant is required this year.

II

Telegram—from the Secretary to the Government of Madras, Educational Department.

To—the Secretary to the Government of India, Department of Education (Education).

Dated—the 23rd August 1912.

No.—37.

Your telegram No. 1909, dated 14th instant. Irrespective of much larger developments contemplated in near future Madras Government could utilize further grant four lakhs in current year for elementary education. Expenditure on schemes already matured largely exceeds Imperial grant eight lakhs, application for remaining four lakhs of which will be made in due course.

III

Telegram—from the Secretary to the Government of India, Department of Education.

To—the Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 18th September 1912.

No.—2165-Education.

Your telegram No. 37 of 23rd August. No objection to spending remaining four lakhs of recurring grant this year. If hereafter it is found that aggregate provincial expenditure exceeds total budget grants for such expenditure an additional grant not exceeding four lakhs will be sanctioned. Authority conveyed herein does not however dispense with necessity to obtain sanction to any item of expenditure requiring such sanction under existing rules.

Order—No. 990, Educational, dated 11th November 1912.

Recorded.

(True Extract.)

L. DAVIDSON,

Ag. Secretary to Government.

Copy to the Financial Department,
with a copy of the notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 990, EDUCATIONAL,
DATED 11TH NOVEMBER 1912.

[SUBJECT.—Further Imperial grant for popular education.]

The reference to paragraph 2 of India's letter No. 378, dated 13th February G.O. No. 204, Educational, dated 2nd March 1912, in the telegram indicates that the present call is in connection with the distribution of the residue of the 4½

lakhs kept in reserve out of the Darbar grant of 50 lakhs. This is a recurring grant. The telegram calls for proposals which could be introduced at once and for which additional grant is required in the current year. It is not thus clear whether schemes involving recurring and non-recurring expenditure are intended. Apparently the former.

2. So far no schemes are pending with Government which could be suggested to the Government of India in this connection. In a note of 8th July 1912, the Director stated that the requirements for buildings and equipment in local fund area were extensive and that what he had asked for in the current year, namely, 2.10 lakhs, represented only one-half of the amount applied for by the local bodies. In another place, in the same note, he noted that if more funds were available, both local boards and municipal councils were ready with schemes for both recurring and non-recurring expenditure to the extent of at least 2 lakhs and more. It thus appears that the Director of Public Instruction has with him schemes for further expenditure on elementary education in the current year. It is submitted that he may be asked to suggest such of them as are in his opinion fit to be taken up in the current year.

3. It is under contemplation to expend a sum of Rs. 10,000 during the current year for the formation of school gardens and the provision of tools in connection with board elementary schools. The Director of Public Instruction has been asked to point out the source from which this requirement can be met as there is no specific provision for the purpose in the budget. Perhaps this may find a place in the schemes to be suggested to India.

4. The Financial department has suggested in connection with the proposal to employ two manual-training instructors in this presidency, that the cost of their establishment may be included in the application to the Government of India, if one is made for a share of the reserve of 4.25 lakhs. The cost of the establishment is roughly estimated at Rs. 18,520 per annum. But it is improbable that any expenditure on this account will be incurred in the current year, so the inclusion of this item in the present application is of doubtful propriety.

5. The proposals so far received from the Director of Public Instruction for the utilization of the Imperial and Provincial grants have not yet exceeded the amounts available as shown in the statement placed below and no further allotment is necessary in respect of those schemes.

6. The file may be sent to the Director of Public Instruction u.o in the first instance.

C. RAMANUJACHARI—15-8-12.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

The Secretary (Educational) telephones that the Government of India have referred by telegram to their letter No. 378, dated 13th February 1912, paragraph 2, and asked whether the Government of Madras has any worked out plans for further extension or improvement of popular education under objects therein named which can be introduced at once and for which additional grant is required this year.

Please see my letters printed in G.O. No. 608, Educational, dated 9th July 1912, and in G.O. No. 660, Educational, dated 20th July 1912. It will be seen that I consulted the assistant inspectors and the chairmen of municipalities and the presidents of district boards, and the estimates, which had not all come in when I addressed Government, now amount to Rs. 3,25,885 for municipalities and Rupees 3,22,000 for boards over and above the amounts sanctioned in the orders quoted above.

2. In the case of municipalities, the whole amount is for buildings and equipment; in the case of boards largely so, but a certain amount would be used in opening new schools in places already selected for the purpose.

The estimates for buildings are on the whole very reasonable, but in some municipalities the cost of acquiring sites is naturally a large item.

3. If we can get more money I certainly think we might go ahead. I should like 4 lakhs out of this 6.47 mentioned above. This would leave an ample margin for further examination of the doubtful cases. I should distribute this to boards and municipalities for building so that it might all be non-recurring. We are, however, sufficiently forward with the selection of places in which to open more new schools that 1 lakh out of the 4 might be made recurring, if possible.

A. G. BOURNE—16-8-12.

A draft telegram to the Government of India on the lines of the Director of Public Instruction's note above is submitted below as directed by the Secretary.

C. RAMANUJACHARI—16-8-12.

His Excellency the Governor—

Submitted to His Excellency the Governor with a revised draft. I send the file direct without any reference to Financial as I understand His Excellency is seeing Dr. Bourne to-morrow morning and may wish orally to discuss the terms of the reply to be sent to the Government of India.

L. DAVIDSON—16-8-12.

I quite agree to this telegram. The money, if given, can be allotted to the boards and municipalities, and they can be told to spend it; if they cannot spend all, they must carry it forward for expenditure on the same objects next year.

M. H[AMMICK]—17-8-12.

Financial u.o. for acceptance of telegram before issue.

L. DAVIDSON—19-8-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

In their current telegram the Government of India ask this Government whether there are any worked-out plans for further extension or improvement of popular education which can be introduced at once and for which grants are required from the sum of 4½ lakhs reserved by the Government of India out of the Darbar grant of 50 lakhs for popular education.

Paragraph 6 on page 3 of G.O. No. 204, Educational, dated 2nd March 1912. 2. The Imperial grant of 8 lakhs which India have already assigned to Madras out of the 50 lakhs for popular education is for the following objects:—

	LAKHS.
(a) Elementary education of boys	5.53
(b) Education of girls	.87
(c) Hostels	.96
(d) Technical and industrial education	.12
(e) European and Anglo-Indian education	.52
Total	8.00

It is presumed that the grants under (c) to (e) will be fully utilised and that no additional amounts thereunder will be required by Educational.

3. *Objects (a) and (b)—Total Imperial grant 6.40 lakhs.*—The schemes falling under these two objects, which have been already approved by Government, involve a total recurring liability of 8.57 lakhs per annum, as shown below:—

	Cost per annum.	Expenditure in the current year.
	LAKHS.	LAKHS.
* Total of column 3.		
† Total of items 1 to 3 under column 2 in paragraph 5 and of items 1 and 3 under column 2 in paragraph 6 on page 5 of notes to Government order.	(i) Statements in paragraphs 5 and 6 of notes on page 5 of notes to G.O. No. 660, Educational, dated 20th July 1912.	* 8.26 † 6.48
	(ii) Girls' scholarships and Vizagapatam girls' school (10 + 21) (paragraph 1 of G.O. No. 505, Educational, dated 10th June 1912, and paragraph 6 on page 3 of G.O. No. 683, Educational, dated 26th July 1912).	.31 .21
		A .. 8.57 6.69

The following further schemes are under contemplation:—

(iii) Strengthening of subordinate inspecting staff which is absolutely necessary to cope with the expansion of popular education (viz., sub-assistant supervisors' their establishments, allowances and contingencies).	2.00	.25 (approxim-ately).
‡ The Director of Public Instruction has not stated definitely what amount will be spent in the current year, but it is taken roughly at six months' charge. This excludes the initial non-recurring outlay on buildings and equipment which is estimated at (4-1) = 3 lakhs (page 2 ante).		
(iv) Maintenance of new schools now proposed by the Director of Public Instruction to be opened in rural areas (paragraph 3 on page 2 ante).	1.00	‡ .50
(v) Manual-training instructors (total cost is .18 lakh of which .09 lakh is debitable to India's object [(e) European and Anglo-Indian education] balance (.18 - .09 = .09 lakh).	.09	Nil.
(vi) Raising the pay of mistresses in Government girls' schools. This question is engaging the attention of the Educational department—(vide Financial department's notes on pages 5 and 6 of notes to G.O. No. 715, Educational, dated 5th August 1912).	.20	\$.10 (roughly).
§ Six months' charges		

B. .. 3.29 .85

Totals of A. and B. .. 11.86 7.54

Thus the aggregate *recurring* liability *per annum* is 11.86 lakhs, of which the expenditure in the current year is approximately 7½ lakhs.

4. In view of the fact that the reserve of 4½ lakhs which the Government of India intend distributing to provinces is a *recurring* grant, it seems essential to put before India as large a *recurring* demand as possible. In order to do this it is submitted that the Provincial grant of 3.10 * lakhs which has been entered in the educational budget and which is *intended* to be recurring may be ignored altogether. If this view is accepted the *annual* recurring liability on account of the schemes already sanctioned and under contemplation is in excess of the Imperial grant of 6.40 lakhs under objects (a) and (b) by (11.86—6.40 =) 5.46 lakhs.

This may be pointed out to India and they may be asked to give to Madras a further recurring grant of at least 3 lakhs out of their reserve of 4¼ lakhs.

5. The expenditure to be incurred in the current year on the schemes is, as pointed out in paragraph 3 *ante*, estimated at 7½ lakhs, while the provision made in the budget out of the 8 lakhs Imperial grant is only 4 lakhs. The extra funds are now being provided by Financial by diversion from other budget grants, a consolidated application for the additional allotment which will be required being made to India later in the year. India may also be informed to this effect.

6. If the view stated in paragraphs 4 and 5 above is accepted, a revised draft telegram to India is submitted which may, if approved, issue in Educational in lieu of the one put up by that department.

A. HANUMANTA RAO—21-8-12.

C. REILLY—21-8-12.

I think the fuller telegram prepared in the Financial Department may commend itself to Educational.

A. G. CARDEW—21-8-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

As regards the first of the four items suggested by the Financial Department for inclusion in the telegram, viz., strengthening of the subordinate inspecting agency, the Financial Department has taken the full complement of sub-assistants which, the Director stated in his letter, would be required, if the standard of 150 schools for each sub-assistant is maintained. They have taken the eventual requirements as 50 sub-assistants and 100 supervisors under them. The file on the subject is not available. Though the Director of Public Instruction was anxious to have the full strength of sub-assistants, he did not make any specific recommendation in respect of *supervisors*. The Government of India now ask for information only in respect of "worked out plans." It is doubtful therefore whether we can say that any scheme for the employment of supervisors is ready. As there will be no difficulty in giving effect to such a scheme if funds are available, and as these officers will eventually be required, perhaps this item may be included in the reply. In the absence of the file, it is not possible to verify the approximate figure entered by the Financial Department under this head.

2. The second item regarding new schools is that suggested by the Director of Public Instruction.

3. The inclusion of provision for manual training instructors may also be accepted. Please see paragraph 4 of the office-note on page 1 *supra*.

4. As regards the fourth item, namely, the raising of the pay of the mistresses of the Government Girls' schools, attention is invited to paragraph 5 of the Director of Public Instruction's letter on page 3 of G.O. No. 479, Educational, dated 31st May 1912, in which he stated that he had under consideration proposals for the general reorganization of all the Government Girls' schools. Beyond this there is no information before Government as to whether any, and if so, what progress has been made with this scheme. The fact that the Director did not refer to it in his note of the 16th instant seems to show that nothing has yet been formulated. It is doubtful whether this should be included in the reply.

This omission has been supplied and other manuscript alterations made by the Chief Secretary after oral discussion. The revised draft telegram should now go u.o. to the Director of Public Instruction. With reference to the figure entered for additions to the subordinate inspecting agency I understand that the idea favoured by Financial is that an immediate addition should be made on a temporary basis in advance of an application to India (or the Secretary of State) for a permanent increase of the full amount required on the basis of one sub-assistant inspector for 150 schools.

L. DAVIDSON—22-8-12.

5. The draft prepared by the Financial Department omits to mention the *non-recurring* expenditure of three lakhs proposed by the Director of Public Instruction for the construction and equipment of school buildings in local areas.

C. RAMANUJACHARI—22-8-12

L. DAVIDSON—22-8-12.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

What the Government of India want at the moment is to distribute the balance of the 50-lakh grant of 1912-13.

The revised draft telegram gives the idea that what is now asked for is the amount required to complete our schemes—I mean that there is an air of finality about it and moreover it deals with future.

I suggest that what is wanted at the moment is a request for a sum which can be spent during the year without any discussion or sanctioning of schemes and a sum as large or larger than we can possibly expect out of this particular balance.

The Financial Department have an eye to the future and the recurring charges likely to be entailed but it is quite clear that India intend to provide further large recurring grants which will do infinitely more than meet the small amounts mentioned in the draft telegram. They want before the 1st October demands covering three years and I propose to work up to about an extra thirty lakhs recurring.

A. G. BOURNE—23-8-12.

I accept telegram as revised by Mr. Davidson after joint discussion with the Director of Public Instruction.

A. G. CARDEW—23-8-12.

The revised form (which should be despatched at once and then circulated to His Excellency the Governor for perusal) is as follows:—

"Your telegram No. 1909, dated 14th instant. Irrespective of much larger developments contemplated in near future Madras Government could utilize further grant four lakhs in current year for elementary education. Expenditure on schemes already matured largely exceeds Imperial grant eight lakhs, application for remaining four lakhs of which will be made in due course."

L. DAVIDSON—23-8-12

Seen. I suppose this means that a letter is to go asking for the remaining four lakhs.

I think it would be an advantage if we could lay on the table at the next meeting of Council a statement showing clearly the amounts we have sanctioned up to date to be carried out from the budget for education, showing as clearly as possible the ordinary expenditure on establishment, grants, etc., and then the additional expenditure which we have sanctioned this year.

I want the Honourable Members to see clearly that we have fulfilled our promise to make all progress possible in the matter of elementary and female education and to show also that secondary schools and colleges have not been neglected.

Of course, we have communicated almost all our different schemes to the press, but piecemeal, and people have not seen clearly what we are doing.

A complete statement would show them. Can such a statement be prepared and printed?

M. H[AMMICK]—28-8-12.

(Note extracted and dealt with separately—G.O. No. 857, Educational, dated 26th September 1912.)

From the Government of India, No. 2165, dated 18th September 1912.

EDUCATIONAL DEPARTMENT.

In reply to the telegram that this Government can utilize another four lakhs, in addition to the Imperial grant of eight lakhs, on improvement of popular education during the current year, the Government of India authorize the appropriation of an additional grant not exceeding four lakhs which is the amount remaining unallotted out of the Imperial grant of eight lakhs. The Government of India have not sanctioned any additional grant from the reserve of $4\frac{1}{2}$ lakhs remaining undistributed from the Coronation grant of 50 lakhs. It may be that they have misunderstood this Government's telegram of the 23rd ultimo.

2. The telegram may be circulated to His Excellency for information

T. KANAKASUNDARAM PILLAI—23-9-12.

I read India's telegram as meaning—

- (i) that we may spend the full Imperial grant of eight lakhs this year, and
- (ii) that, if need be, an additional grant up to four lakhs, making 12 lakhs in all, will be sanctioned, if over expenditure is found to need such a further grant.

L. DAVIDSON—24-9-12.

Yes. I understand it so

M. H[AMMICK]—27-9-12.

Before recording the Government of India's telegram, the file may, it is submitted, be sent to the Financial Department for perusal.

C. RAMANUJACHARI—27-9-12.

L. DAVIDSON—28-9-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Attention is solicited to the telegrams to and from the Government of India on pages 1-2, current file, and the interpretation placed on the Government of India's telegram in the Educational Department (Secretary's) note above.

2. All that the Government of India mean seems, it is respectfully submitted, to be the following only:—

- (i) The Government of India have no objection to the balance * of the Imperial grant of 8 lakhs, which has not been provided in the budget on the expenditure side, being spent in 1912-13.

* *Viz.*, 4 lakhs.

- (ii) As to allotment of funds to meet the above expenditure, the Government of India expect it to be met by re-appropriation by this Government—a course already followed here.

(iii) Should, however, it be found hereafter that the *aggregate Provincial expenditure* of this Government exceeds the total budget grant for *Provincial expenditure*, an additional grant not exceeding 4 lakhs will be sanctioned by the Government of India.

3. It would thus appear that the Government of India have no intention of making a grant of 4 lakhs over and above the Imperial grant of 8 lakhs, *i.e.*, 12 lakhs in all; but the Government of India's telegram merely conveys instructions for adopting a course, of which this Government is aware.

4. As regards the question whether Government should now apply for an additional allotment of 4 lakhs, it has been already decided * that the Government of India should be addressed early in October for allotting the balance of 4 lakhs; and on receipt of the Government of India's sanction the temporary re-appropriation of funds now being sanctioned from the reserve with Financial to meet the above excess will have to be cancelled and the amount thus set free added to the reserve with Financial. The reserve now amounts to 1.53 lakhs, but there are large demands † made at present on it.

† The Local and Municipal Department have been informed that in addition to 2 lakhs already promised, sanitation schemes to the extent of (8-2=) 6 lakhs will be financed, if the schemes are ready.

	LAKHS.
(1) Elementary education of boys— subsidies—G.O. No. 531, dated 24th August 1912	1.93
(2) Vizagapatam Girls' school—G.O. No. 222 R., dated 8th August 1912	.11
(3) Sub-Assistant Inspectors of Schools —G.O. No. 265 R., dated 18th September 1912	.25
(4) Muhammadan Girls' school, Ellore —G.O. No. 283 R., dated 3rd October 1912	.01
Total	2.30

‡ *Of* pages 6-7 of G.O. No. 857, Educational, dated 26th September 1912.

5. The additional allotments which have been temporarily sanctioned from the reserve with Financial with reference to expenditure out of the Imperial grant of 8 lakhs amount to 2.30 lakhs as noted in margin. Adding the 4 lakhs already provided in the budget, the total sanctioned grant is (4 + 2.30 =) 6.30 lakhs and there is only a balance of 1.70 lakhs left out of the Imperial grant. Against this balance of 1.70, the following schemes involving extra expenditure have already been sanctioned ‡ or are about to be sanctioned:—

	LAKHS.
Accepted in Financial orders issuing in Educational.	
(i) Payment of special grants to aided training schools for mistresses	.07
§ File recently received in Financial under separate examination. The extra charge is on account of tra- velling allowance, contin- gencies, etc.	
(ii) Increased expenditure on account of temporary additional Sub-Assistant Inspectors of Schools. The Director of Public Instruction puts the charge § at 35 lakh as against 25 lakh estimated by Government	.10
File regarding hostels with Chief Secretary.	
(iii) Expenditure on hostels (.96), Industrial schools (.12) and European education (.52)	1.60
File regarding Industrial schools—accepted in Finan- cial.	
File regarding European education, proposals not yet completely formulated, but Educational hope to utilize the grant—page 7 of G.O. No. 857, Educational, dated 26th September 1912.	
Total	1.77

It would thus appear that the Imperial grant will be fully spent in 1912-13.

6. Draft telegram to the Government of India applying for the balance of 4 lakhs is submitted for approval. After its issue the file may, it is submitted, be returned to the Educational department.

A. SAVARINATHA PILLAI—9-10-12.

It is not certain that the Government of India took our condensed telegram No. 37, Educational, dated 23rd August 1912, in the way intended. The view taken in the foregoing note of India's reply seems correct. Applications for additional allotments over and above the budget provision have to be made to an

C. REILLY. The telegram to the Finance Department below may issue.

C. REILLY—9-10-12.

I agree that India's telegram, dated 18th September, is to be understood as shown in the Financial Department office-note, paragraph 2.

Does Educational accept the draft telegram proposed to be sent to Government of India, Finance Department?

A. G. CARDEW -- 11-10-12

To the Educational Department.

EDUCATIONAL DEPARTMENT

Educational may accept the draft telegram which Financial proposes to send to the Government of India asking for an additional allotment of four lakhs.

T.K.—14-10-12.

C. RAMANUJACHARI—20-10-12.

T. E. MOIR—20-10-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Issue.

C. REILLY--24-10-12.

Telegram—from the Hon'ble Mr. A. G. CARDEW, C.S.I., I.C.S., Acting Chief Secretary to the Government of Madras.

To—the Secretary to the Government of India, Finance Department, Simla.

Dated—Fort St. George, the 24th October 1912.

No.—1026.

Reference Education telegram [No.] 2165, [dated] 18th September. Expenditure so far sanctioned by Madras Government with reference [to] Imperial grant [of] 8 lakhs on elementary education of boys and girls amount to 6.30 lakhs. Further expenditure 17 lakh to be shortly sanctioned. Proposals for expenditure on hostels, technical [and] industrial education and European education under consideration and full grants [of] 1.60 lakhs for these items likely to be spent [in] current year.

As additional expenditure cannot be met by re-appropriation from Provincial grants, request additional allotment from balances [of] remaining four lakhs not provided in budget.

EDUCATIONAL DEPARTMENT.

I should like to speak to Superintendent about this.

L. DAVIDSON—2-11-12.

Done.

C. RAMANUJACHARI—4-11-12.

Thank you.

L. DAVIDSON—4-11-12

The papers may be recorded. A draft is submitted for approval.

T.K.—5-11-12.

C. RAMANUJACHARI—5-11-12.

Copy of the notes should go to *financial*.

M. S. MASCARENHAS-6-11-12.

[G.O. No. 990, Educational, dated 11th November 1912.]

READ AGAIN G.O. No., dated 191

" " " " "

191

READ ALSO:—

C. No. 2225, From the Govt of I., No. 1009, dated 14-8-1912.

2536, " u, 2165, 18. 9 - 1912

191

ORDER.

P.S

No. 990, dated 11. 11. 1917

Recorded

in pink
✓ Desd^d 27-11-11
Copy to the Finl. Depart
with a copy of the
notes. ✓ Desd^d 25-11-11
74

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.
LEGISLATIVE

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

G.O., No. 970....., dated.....

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

Docket... *Imperial grant*

*Recording notes connected with the appan-
tation of the four lakhs remaining un-
allotted out of the ... of eight lakhs.*

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	...	...	...	15	15
Ooty Records	...	...	...	6	6
For filing with original	...	...	...	1	1
Total	...	...	...	22	22

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Total					
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	Total	6			

INSTRUCTIONS FOR THE
SECRETARIAT.

(a) If a paper is marked to be printed
urgently, the Superintendent of the section
concerned should sign the Press slip. The
Superintendent should exercise a careful discre-
tion in the matter.

(b) Each letter, memorandum, or order, or set
of orders, in the file of correspondence should be
headed in succession with the Roman numeral I,
II, III, etc., the number being written in red ink
or blue chalk above the item. The particular
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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 Superin-
tendent or Referencer concerned.

(d) In the absence of special instructions to
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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
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When finally returned by Press it should be
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INSTRUCTIONS FOR THE PRESS.

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(b) Unless a note to the contrary is made
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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.

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will be sent back to the Press when proofs
are returned corrected and should be finally
returned to the Secretariat when struck-off
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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.)

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.....	13-11-22 AB
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	26-11-22 AB

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	22		
" " " Issue.....	6		
For Volumes.....	16		
For E. T.....			
Total ...	44		