

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 994, 12th November 1912.

Reformatory School, Chingleput.

Declining to modify the previous orders declaring that the Deputy Superintendent of the — is ineligible to draw the local allowance attached to the office of the Superintendent when he officiates in that appointment.

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ABSTRACT.—Stating that the Government intended, when appointing Mr. J. P. Lewis, Deputy Superintendent of the Reformatory School, Chingleput, to act as Superintendent in January and August 1901, that he should draw the local allowance of Rs. 100 attached to that post, but that in future the Deputy Superintendent will be held ineligible for the local allowance even if he officiates as the Superintendent of the school.

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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 9th October 1912.
No.—Ref. on Cur. 6782.

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(True Extract.)

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To the Director of Public Instruction.
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[SUBJECT.—*Claim of the Deputy Superintendent of the Reformatory School to the allowance of Rs. 100 attached to the post of Superintendent.*]

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READ AGAIN G.O. No. 271 Vol, dated 30 - 4 - 1904

C. No. 2763, From the SP-7, No. 6782, dated 9-10-1912

191

No. 994, dated 12. 11. 1912.

Not for E.T. *Spun*

$\frac{OR}{9-11-12}$
 $\frac{CA}{10/11/12}$
 $\frac{LD}{11-11-12}$

To,
 The Sp. (200)
 " A.G. (200).
 In mss.
 Specified
 3-12-12
 MA

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT

Current No....., dated.....190
G.O., No...994..., dated 12-11-1912

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

Docket...Reformatory School, Chingleput. Pedagogical

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

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	20	12.
Ooty Records	...	6	4.
For filing with original	...	1	1.
Total	...	27	17

FOR ISSUE.†

Signature copies.....

India Office.....	2		
Govt. of India.....Dept.			
Public Department.....			
Judicial Department.....			
Financial Department.....			
Revenue Department.....			
Public Works Department.....			
Local and Municipal Department.....			
.....Dept.			

Spare copies.

The Director of Public Instruction.....	6		
The Comr. for Govt. Examinations.....			
The Superintendent, Govt. Museum.....			
The Surgeon-General.....			
The Accountant-General.....	2		
The Collector of.....			
The P. D. B.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
Total			

INSTRUCTIONS FOR THE
SECRETARIAT.

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

(b) Each letter, memorandum, or order, or set
of orders, in the file of correspondence should be
headed in succession with the Roman numeral I,
II, III, etc., the number being written in red ink
or blue chalk above the item. The particular
papers to be printed in the special issue-copies
should be indicated by the Roman numeral (I,
II, etc.) by which that item has been headed in
the correspondence file. All matter, including
marginal remarks or references, to be printed
should be written in ink and matter which should
not be printed should be encircled. Initials and
signatures that are not quite legible should be
re-written distinctly.

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

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

† Copies distributed on 27-3-12-12 M.....*(Despatcher.)

* To be initialed and dated.

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.

Proof of note not required

MD
16.11.12

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	19-11-12 <i>MD</i>
First proof furnished on.....	23-11-12 <i>MD</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	25-11-12 <i>MD</i>
Final copies supplied on.....	30-11-12 <i>MD</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	27		
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....			
Total ...	53		