

Government of Madras.

EDUCATIONAL DEPARTMENT.

G.O. No. 995, 12th November 1912.

Building grant

Sanctioning, as a special case, a grant not exceeding Rs. 11,670 towards the cost of construction of a building for the Hindu high school, Ambasamudram.

BACK PAPERS.

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

FURTHER PAPERS.

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

NUMER OF COPIES { Order.
Letter.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1912.

Enclosures

Spare copies

G.O. No. 995, 12th November 1912.

Building grant

Sanctioning, as a special case, a grant not exceeding Rs. 11,670 towards the cost of construction of a building for the Hindu high school, Ambasamudram.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction, Madras.
To—the Secretary to Government, Educational department.
Dated—the 29th August 1912.
No.—R.C. No. 5268.

I have the honour to submit the enclosed copy of an application for aid towards the cost of construction of a building for the Hindu high school, Ambasamudram, together with the necessary plans and estimates, and to recommend that a grant of Rs. 12,000 which is a third of the estimated cost, viz., Rs. 36,000, may be sanctioned to be paid when funds are available.

2. A portion of the work has been already carried out, and in the opinion of the Public Works Department it is worth the money spent on it. The management should not have commenced the work against the provision of rule 51 of the Grant-in-Aid Code. The procedure, which is irregular, may be overlooked in consideration of the fact that the school which supplies a real want in the locality is in an excellent condition except in respect of accommodation; and further the management had hoped that they would be able to complete the building without aid; and for this reason they failed to apply in the first instance.

II

**Note by the Chief Engineer, Public Works Department,
 No. 9886 C., dated 5th November 1912.**

The Director of Public Instruction submits for sanction a detailed estimate amounting to Rs. 36,000 the particulars of which are given below and five plans for constructing a building for the Hindu high school, Ambasamudram, Tinnevely district :—

	RS.
(1) Main building	33,380
(2) Tiffin shed	1,478
(3) Latrine of six seats (as per Sanitary type-design No. 93) ...	361
(4) Reading room	452
(5) Levelling ground and forming drains	50
(6) Improving the existing well	179
(7) Preparing plans	100
Total ...	36,000

II. The plans and estimates have been scrutinized in the Chief Engineer's office and the sizes of rolled steel girders and the floor and roof timbers have been altered where necessary as figured in plans and estimates. The steel "Tees" $2\frac{1}{2}" \times 2\frac{1}{2}" \times \frac{1}{4}"$ provided in the estimate for distributing the weights under girders and joists have been omitted. Two cross walls in the main building omitted in the estimate have now been provided for.

III. By these alterations the total amount of the estimate has been reduced from Rs. 36,000 to Rs. 35,000.

IV. The verandah pillars should have bond stones of the full diameter of the pillars at about 2' 6" apart and may be re-arranged so that they may not obstruct the door ways. The piers on the ground floor may with advantage be built solid.

V. The staircase should be so arranged as to allow a clear headway of not less than $7\frac{1}{2}$ feet over the landing. The steps require additional support which should be afforded by means of carriages, two for 6 feet width and one for 4 feet width. The strings should also be supported by posts.

VI. The corner turrets should be omitted, as they increase thrust where it is desirable to decrease it.

VII. Teak reepers may be used instead of iron wind ties for roofs at eaves and it is recommended that eaves boards may be omitted.

VIII. Two courses of flat tiles for terrace floors are unnecessary and may also be omitted.

IX. For latrine, type-design No. 112-A issued with Proceedings of the Sanitary Board, No. 338 S., dated 29th September 1911, is recommended instead of Sanitary type-design No. 93.

X. With these remarks the estimate as altered by the Chief Engineer amounting to Rs. 35,000 is recommended for sanction.

S. D. PEARS,
*Ag. Chief Engineer, P.W.D.,
 Buildings and Roads Branch.*

Order—No. 995, Educational, dated 12th November 1912.

In the circumstances represented by the Director of Public Instruction, the Government are pleased, as a special case, to condone the non-compliance by the management of the Hindu high school, Ambasamudram, with the provisions of clause (1) of article 51 of the Grant-in-aid Code, and to sanction a grant not exceeding Rs. 11,670 or one-third of the actual expenditure, whichever is less, towards the cost of construction of a building for the school subject to the following conditions :—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and

(2) that all the conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction with plans, estimates and Chief Engineer's note.
 „ Accountant-General.
 Editor's Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 995, EDUCATIONAL, DATED
12TH NOVEMBER 1912.

[SUBJECT.—*Building grant to the Hindu High School, Ambasamudram.*]

From the Director of Public Instruction, No. 5288/12, dated 29th August 1912.

The plans and estimates may be forwarded to the Public Works Department for scrutiny.

P.R.—3-9-12.

C. RAMANUJA CHARL—4-9-12.

M. S. MASCARENHAS—4-9-12.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, dated 4th November 1912.

The plans and estimates for the work have been scrutinised in the Chief Engineer's office and the remarks of the Chief Engineer embodied in the note read above. The file may now be returned to Educational.

T.A.—4-11-12.

M.K.T.—4-11-12.

D. MARSHALL—4-11-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Under article 54 (1) of the Grant-in-Aid Code a maximum grant not exceeding one-half of the total cost may be sanctioned. The Director of Public Instruction has, however, recommended only a third of the estimated cost. The estimate, as revised by the Chief Engineer, amounts to Rs. 35,000. A third of this comes to Rs. 11,666. Submitted that a grant of Rs. 11,670 in round figures may be sanctioned. The management may be left to come up to Government again if it wants a half grant.

2. In the circumstances explained in paragraph 2 of the Director's letter the non-compliance with the provisions of rule 51 (1) may, as a special case, be overlooked.

3. A draft order is submitted for approval.

P.R.—10-11-12.

C.R.—10-11-12.

I presume Financial's assent is not required by rule as this is a Code grant.
Verify before issue.

L. DAVIDSON—11-11-12.

Submitted that the assent of Financial is not required.

C.R.—11-11-12.

[G.O. No. 995, Educational, dated 12th November 1912.]

Government of Madras.

EDUCATIONAL DEPARTMENT.

Read.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 995, 12th November 1912.

Building grant

Sanctioning, as a special case, a grant not exceeding Rs. 11,670 towards the cost of construction of a building for the Hindu high school, Ambasamudram.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction, Madras.
To—the Secretary to Government, Educational department.
Dated—the 29th August 1912.
No.—R.C. No. 5268.

I have the honour to submit the enclosed copy of an application for aid towards the cost of construction of a building for the Hindu high school, Ambasamudram, together with the necessary plans and estimates, and to recommend that a grant of Rs. 12,000 which is a third of the estimated cost, viz., Rs. 36,000, may be sanctioned to be paid when funds are available.

2. A portion of the work has been already carried out, and in the opinion of the Public Works Department it is worth the money spent on it. The management should not have commenced the work against the provision of rule 51 of the Grant-in-Aid Code. The procedure, which is irregular, may be overlooked in consideration of the fact that the school which supplies a real want in the locality is in an excellent condition except in respect of accommodation; and further the management had hoped that they would be able to complete the building without aid; and for this reason they failed to apply in the first instance.

II

**Note by the Chief Engineer, Public Works Department,
 No. 9886 C., dated 5th November 1912.**

The Director of Public Instruction submits for sanction a detailed estimate amounting to Rs. 36,000 the particulars of which are given below and five plans for constructing a building for the Hindu high school, Ambasamudram, Tinnevely district :—

	RS.
(1) Main building	33,380
(2) Tiffin shed	1,478
(3) Latrine of six seats (as per Sanitary type-design No. 93) ...	361
(4) Reading room	452
(5) Levelling ground and forming drains	50
(6) Improving the existing well	179
(7) Preparing plans	100
Total ...	36,000

II. The plans and estimates have been scrutinized in the Chief Engineer's office and the sizes of rolled steel girders and the floor and roof timbers have been altered where necessary as figured in plans and estimates. The steel "Tees" $2\frac{1}{2}" \times 2\frac{1}{2}" \times \frac{1}{4}"$ provided in the estimate for distributing the weights under girders and joists have been omitted. Two cross walls in the main building omitted in the estimate have now been provided for.

III. By these alterations the total amount of the estimate has been reduced from Rs. 36,000 to Rs. 35,000.

IV. The verandah pillars should have bond stones of the full diameter of the pillars at about 2' 6" apart and may be re-arranged so that they may not obstruct the door ways. The piers on the ground floor may with advantage be built solid.

V. The staircase should be so arranged as to allow a clear headway of not less than $7\frac{1}{2}$ feet over the landing. The steps require additional support which should be afforded by means of carriages, two for 6 feet width and one for 4 feet width. The strings should also be supported by posts.

VI. The corner turrets should be omitted, as they increase thrust where it is desirable to decrease it.

VII. Teak reepers may be used instead of iron wind ties for roofs at eaves and it is recommended that eaves boards may be omitted.

VIII. Two courses of flat tiles for terrace floors are unnecessary and may also be omitted.

IX. For latrine, type-design No. 112-A issued with Proceedings of the Sanitary Board, No. 338 S., dated 29th September 1911, is recommended instead of Sanitary type-design No. 93.

X. With these remarks the estimate as altered by the Chief Engineer amounting to Rs. 35,000 is recommended for sanction.

S. D. PEARS,
 Ag. Chief Engineer, P.W.D.,
 Buildings and Roads Branch.

Order—No. 995, Educational, dated 12th November 1912.

In the circumstances represented by the Director of Public Instruction, the Government are pleased, as a special case, to condone the non-compliance by the management of the Hindu high school, Ambasamudram, with the provisions of clause (1) of article 51 of the Grant-in-aid Code, and to sanction a grant not exceeding Rs. 11,670 or one-third of the actual expenditure, whichever is less, towards the cost of construction of a building for the school subject to the following conditions :—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and

(2) that all the conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

(True Extract.)

L. DAVIDSON,
 Ag. Secretary to Government.

To the Director of Public Instruction with plans, estimates and Chief Engineer's note.
 " Accountant-General.
 Editor's Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 995, EDUCATIONAL, DATED
12TH NOVEMBER 1912.

[SUBJECT.—*Building grant to the Hindu High School, Ambasamudram.*]

From the Director of Public Instruction, No. 5268/12, dated 29th August 1912.

The plans and estimates may be forwarded to the Public Works Department for scrutiny.

P.R.—3-9-12.

C. RAMANUJA CHARI—4-9-12.

M. S. MASCARENHAS—4-9-12.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, dated 4th November 1912.

The plans and estimates for the work have been scrutinised in the Chief Engineer's office and the remarks of the Chief Engineer embodied in the note read above. The file may now be returned to Educational.

T.A.—4-11-12.

M.K.T.—4-11-12.

D. MARSHALL—4-11-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Under article 54 (1) of the Grant-in-Aid Code a maximum grant not exceeding one-half of the total cost may be sanctioned. The Director of Public Instruction has, however, recommended only a third of the estimated cost. The estimate, as revised by the Chief Engineer, amounts to Rs. 35,000. A third of this comes to Rs. 11,666. Submitted that a grant of Rs. 11,670 in round figures may be sanctioned. The management may be left to come up to Government again if it wants a half grant.

2. In the circumstances explained in paragraph 2 of the Director's letter the non-compliance with the provisions of rule 51 (1) may, as a special case, be overlooked.

3. A draft order is submitted for approval.

P.R.—10-11-12.

C.R.—10-11-12.

I presume Financial's assent is not required by rule as this is a Code grant.
Verify before issue.

L. DAVIDSON—11-11-12.

Submitted that the assent of Financial is not required.

C.R.—11-11-12.

[G.O. No. 995, Educational, dated 12th November 1912.]

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 995, 12th November 1912.

Building grant

Sanctioning, as a special case, a grant not exceeding Rs. 11,670 towards the cost of construction of a building for the Hindu high school, Ambasamudram.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction, Madras.

To—the Secretary to Government, Educational department.

Dated—the 29th August 1912.

No.—R.C. No. 5268.

I have the honour to submit the enclosed copy of an application for aid towards the cost of construction of a building for the Hindu high school, Ambasamudram, together with the necessary plans and estimates, and to recommend that a grant of Rs. 12,000 which is a third of the estimated cost, viz., Rs. 36,000, may be sanctioned to be paid when funds are available.

2. A portion of the work has been already carried out, and in the opinion of the Public Works Department it is worth the money spent on it. The management should not have commenced the work against the provision of rule 51 of the Grant-in-Aid Code. The procedure, which is irregular, may be overlooked in consideration of the fact that the school which supplies a real want in the locality is in an excellent condition except in respect of accommodation; and further the management had hoped that they would be able to complete the building without aid; and for this reason they failed to apply in the first instance.

II

**Note by the Chief Engineer, Public Works Department,
No. 9886 C., dated 5th November 1912.**

The Director of Public Instruction submits for sanction a detailed estimate amounting to Rs. 36,000 the particulars of which are given below and five plans for constructing a building for the Hindu high school, Ambasamudram, Tinnevely district :—

	RS.
(1) Main building	33,380
(2) Tiffin shed	1,478
(3) Latrine of six seats (as per Sanitary type-design No. 93) ...	361
(4) Reading room	452
(5) Levelling ground and forming drains	50
(6) Improving the existing well	179
(7) Preparing plans	100
Total ...	36,000

II. The plans and estimates have been scrutinized in the Chief Engineer's office and the sizes of rolled steel girders and the floor and roof timbers have been altered where necessary as figured in plans and estimates. The steel "Tees" $2\frac{1}{2}'' \times 2\frac{1}{2}'' \times \frac{1}{4}''$ provided in the estimate for distributing the weights under girders and joists have been omitted. Two cross walls in the main building omitted in the estimate have now been provided for.

III. By these alterations the total amount of the estimate has been reduced from Rs. 36,000 to Rs. 35,000.

IV. The verandah pillars should have bond stones of the full diameter of the pillars at about 2' 6" apart and may be re-arranged so that they may not obstruct the door ways. The piers on the ground floor may with advantage be built solid.

V. The staircase should be so arranged as to allow a clear headway of not less than $7\frac{1}{2}$ feet over the landing. The steps require additional support which should be afforded by means of carriages, two for 6 feet width and one for 4 feet width. The strings should also be supported by posts.

VI. The corner turrets should be omitted, as they increase thrust where it is desirable to decrease it.

VII. Teak reepers may be used instead of iron wind ties for roofs at eaves and it is recommended that eaves boards may be omitted.

VIII. Two courses of flat tiles for terrace floors are unnecessary and may also be omitted.

IX. For latrine, type-design No. 112-A issued with Proceedings of the Sanitary Board, No. 338 S., dated 29th September 1911, is recommended instead of Sanitary type-design No. 93.

X. With these remarks the estimate as altered by the Chief Engineer amounting to Rs. 35,000 is recommended for sanction.

S. D. PEARS,
Ag. Chief Engineer, P.W.D.,
Buildings and Roads Branch.

Order—No. 995, Educational, dated 12th November 1912.

In the circumstances represented by the Director of Public Instruction, the Government are pleased, as a special case, to condone the non-compliance by the management of the Hindu high school, Ambasamudram, with the provisions of clause (1) of article 51 of the Grant-in-aid Code, and to sanction a grant not exceeding Rs. 11,670 or one-third of the actual expenditure, whichever is less, towards the cost of construction of a building for the school subject to the following conditions :—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and

(2) that all the conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction with plans, estimates and Chief Engineer's note.
" Accountant-General.
Editor's Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 995, EDUCATIONAL, DATED
12TH NOVEMBER 1912.

[SUBJECT.—*Building grant to the Hindu High School, Ambasamudram.*]

From the Director of Public Instruction, No. 5268/12, dated 29th August 1912.

The plans and estimates may be forwarded to the Public Works Department for scrutiny.

P.R.—3-9-12.

C. RAMANUJA CHARI—4-9-12.

M. S. MASCARENHAS—4-9-12.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, dated 4th November 1912.

The plans and estimates for the work have been scrutinised in the Chief Engineer's office and the remarks of the Chief Engineer embodied in the note read above. The file may now be returned to Educational.

T.A.—4-11-12.

M.K.T.—4-11-12.

D. MARSHALL—4-11-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Under article 54 (1) of the Grant-in-Aid Code a maximum grant not exceeding one-half of the total cost may be sanctioned. The Director of Public Instruction has, however, recommended only a third of the estimated cost. The estimate, as revised by the Chief Engineer, amounts to Rs. 35,000. A third of this comes to Rs. 11,666. Submitted that a grant of Rs. 11,670 in round figures may be sanctioned. The management may be left to come up to Government again if it wants a half grant.

2. In the circumstances explained in paragraph 2 of the Director's letter the non-compliance with the provisions of rule 51 (1) may, as a special case, be overlooked.

3. A draft order is submitted for approval.

P.R.—10-11-12.

C.R.—10-11-12.

No. 995, EDUCATIONAL, 12TH NOVEMBER 1912.

L. DAVIDSON—11-11-12.

Submitted that the assent of Financial is not required.

C.R.—11-11-12.

[G.O. No. 995, Educational, dated 12th November 1912.]

READ AGAIN G.O., No., dated 19

” ” ” ” ” 19

READ ALSO:—

C. No. 2371, From the 249, No. 5268, dated 29. 8. 1912.

” ” ” ” ” ” ” 19 .

” ” ” ” ” ” 19

Note by the Chief Engineer „ , „ 1886 C , „ 5-11-1912

E.T. (order only)

ORDER.

No. 995, dated 12. 11. 1912.

In view of the ~~fact~~ ^{circumstances} ~~represented~~ ^{represented} above of the D.P., the Govt. are pleased as a special care, to ~~pass~~ ^{enforce} the non-compulsory ~~order~~ ^{order} by the management of the Hindu high school, Ambalamundam, ~~of~~ ^{with} the provisions of clause (1) of art. 51 of the Grant-in-aid Code and

The Government are pleased to sanction a grant not exceeding ~~one third of the actual expenditure, nor ex-~~
ceeding Rs. 11,670 ~~one third of the actual expenditure~~ towards the cost of
construction of a building for the
school; -

subject to the following conditions:—

(1) That in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and,

(2) that the work is completed before the _____ ;

(3) that a certificate of the actual expenditure incurred on the work is submitted before the

(A) that all ~~other~~ conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

$\frac{P-P}{10.11.12}$
 $\frac{C_A}{10.11.12}$

LD

To The Director of Public Instruction with plans and estimates - CE's order.
 .. Accountant-General.

ET (order only)

TELEPHONIC MESSAGE.

Date, 28 July 12 191 4 Hours 20 Minutes.

FROM

TO

The Supdt

The Hd Clerk

P.W.D

E.C.

Para 1. The word "which" need not be inserted between "Pillars" & "Should".
Para Between "1 ft and 6 inches" apart ^{and} may be the word "and" should be used ~~with~~ according to the note in original.
Para 2 "Springer" should be "Strings"

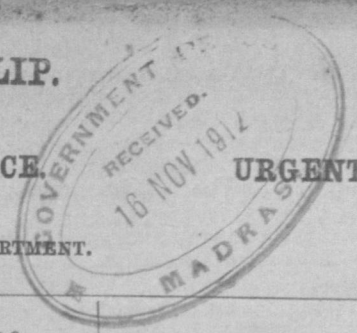
28 July 12

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 ..

G.O., No. 9953, dated 12-11-1902

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

 Docket. Building grant Sanctioning as
 a special case a grant not exceeding
 Rs. 11,610 towards the cost of construction
 of a building for the Hindu High
 School, Annamalai.

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

Notes

FOR RECORD.*

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

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O. (b)		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					
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		8			

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 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 6-12-12 14 (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.

PP

15/11/12

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.....	16-11-12 Lb
First proof furnished on.....	18-11-12 Lb
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	5.12.12 Lb
Final copies supplied on.....	6-12-12 Lb

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	17		
" " " Issue.....	8		
For Volumes.....	16		
For E. T.....	76		
Total	117		