

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 253, 25th March 1913.

Indian Students in England.

Informing the Madras Students Advisory Committee that it is authorized to telegraph direct to the Secretary for Indian Students, to the Educational Adviser in London or to any other Educational Advisers who may be appointed in the United Kingdom about the affairs of individual students, but not about questions of policy which should continue to be referred through the usual official channels.

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No. 253, EDUCATIONAL, 25TH MARCH 1913.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Order- No. 253, Educational, dated 25th March 1913.

In continuation of G.O. No. 643, Educational, dated 17th July 1912, the Madras Students Advisory Committee will be informed that it is authorised to telegraph direct to the Secretary for Indian Students, to the Educational Adviser in London, or to any other Educational Advisers who may be appointed in the United Kingdom, about the affairs of individual students, but not about questions of policy which should continue to be referred through the usual official channels; and that the telegram should ordinarily be paid for by relatives or guardians of the students concerned. Should the special circumstances of any case justify such a course, the cost of the telegram may be defrayed from public funds but in such case the telegram should be despatched with the sanction of, and by, the Government.

(True Extract.)

L. DAVIDSON,
Sq. Secretary to Government.

To the Secretary, Madras Students Advisory Committee.
 „ Director of Public Instruction.
 „ Accountant-General.

READ AGAIN G.O. No. 60142 Edl, dated 30 - 8 - 1912

" " " " 643 Edl, " 17 - 7 - 1912

READ ALSO:—

C. No. 809, From the Govt of I., No. 283 C.D., dated 20-2- 1913

191

ORDER.

P.S.

No. 253, dated 21. 3. 1913

In continuation of G.O. no. 643 Edl & 17-7-12, the Madras Students Advisory Committee will be informed that it is authorised to telegraph direct to the Secy. for Indian Students, to the Educational Adviser in London or to any other Educational Advisers who may be appointed in the United Kingdom, about the affairs of individual students, but not about questions of policy which should continue to be referred through the usual official channels; and that the telegram should ordinarily be

paid for by relatives or guardians of the students concerned. Should the special circumstances of any case justify such a course, the cost of the telegram may be defrayed from public funds but in such case the telegram should be despatched with the sanction of, and by, the Govt.

F.H. Ca
19-3-13 22/3/13

L.P. 21
24

To The Secy. Madras Students
Advisory Committee

" D.P.D.

" A.G.

Recd
24/3/13

LOCAL AND MUNICIPAL DEPARTMENT.

Current No., dated 19 ..
 G.O., No. 203, dated 31/3/1913 ..

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

Telegram to the Indian Students in England
Informing the Indian Students Advisory
Committee that it had authorized to telegraph direct to
the Secretary for Indian Students, etc. the Educational
Things in London as to any other arrangements
who may be approved as the invited King down about

(c) of copies required when struck off (not including copies for volumes and editor's table which are retained in the Press)	Complete correspondence and orders.	Notes
The affairs of individual students but not about question of policy which should continue to be Madras Records	1	
Ooty Records sent reference through the	1	
For filing with original in their channels		
Total	35	

FOR ISSUE.†

Signature copies.

India Office.....
 Govt. of India..... Dept.
 Revenue Department.....
 Public Works Department.....
 Educational Department.....
 Dept.....
 Dept.....
 Dept.....

Spare copies

The Secy. head students to Advisory Committee
 The C. M. C.
 The Collector of.....
 The P. D. B.
 The Accountant-General.....
 The Director of Public Instruction.....
 The Surgeon-General.....
 The Sanitary Commissioner.....
 Do. Engineer.....
 Do. Board.....
 The President, Corporation of Madras.....
 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 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.

(b) 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 filed in by the Superintendent or Referencee concerned.

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

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

† Copies distributed on..... (Despatcher.)

* To be initialed and dated.

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.

Type may be released ^{after usual interval.}
at once.

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.

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.

Please print to proof

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	27-2-33
First proof furnished on.....	15/4
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	21/4/33
Final copies supplied on.....	26/4/33

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	25		
" " " Issue.....	18		
For Volumes.....	16		
For E.T.....			
Total ...	69		