

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 353, 22nd April 1913.

Fort St. George and District Gazettes.

Sanctioning the supply to certain inspecting officers of the educational portion of the *Fort St. George Gazette*, and remitting the question of the supply of the district gazettes to the Revenue department.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 11th March 1913.
No.—Ref. on Cur. 3177/11.

I have the honour to request that arrangements may be made for the supply of the Educational portion of the Fort St. George and District Gazettes to the Sub-Assistant Inspectors of Schools, 46 in number, whose offices have been newly created. In this connection, I beg to state that in the recent re-distribution of ranges the names and the head-quarters of some of the old ranges have been changed and some ranges have ceased to exist altogether. I request, therefore, that the list of ranges and head-quarters given in the accompanying copy of my proceedings R.C. No. 5087, dated 28th October 1912, may be substituted for the existing list in regard to the supply of gazettes. The list now submitted relates only to boys' (Hindu), Muhammadan and Mappilla ranges. The number of gazettes to be supplied to the Sub-Assistants of Girls' Schools will remain as at present.

2. I request also that the Educational portion of the Fort St. George and District Gazettes may be supplied to the Assistant Inspectors of Schools of the Chittoor and Rāmnād districts, whose offices have also been newly created recently.

3. I may add that the districts of Madras, Nilgiris, Malabar and South Canara have not been affected by the recent re-distribution and that revised lists need not therefore be furnished to the Collectors of these districts.

4. The Assistant Inspector of Schools, North Arcot district, is now being supplied with a copy of the *Chittoor District Gazette* also and this may be discontinued in future.

ENCLOSURE.

Proceedings Ref. on Cur. No. 5087, dated 28th October 1912.

In view of the appointment of the additional Sub-Assistant Inspectors of Schools sanctioned by Government as a temporary measure for a period of one year from the 1st November 1912, the ranges of boys' schools in the Presidency will be as shown in the annexure to these Proceedings. The Supervisor of Muhammadan schools for the South Canara district will, as at present, work directly under the orders of the Assistant Inspector of Schools of that district. The re-distribution will come into effect from the 1st November 1912 and the Inspectors of Schools are requested to be so good as to issue the necessary instructions to their subordinate officers in regard to the formation of the offices as re-arranged, the transfer of records and other connected matters. The re-distribution of ranges in the Ganjam and Vizagapatam districts is subject to the approval of the Government Agents concerned and that sanctioned for the Gōdāvari district has already received the consent of the Government Agent of that district.

2. The appointment of the additional Sub-Assistant Inspectors and their postings will be sanctioned in separate Proceedings.

3. The Sub-Assistant Inspectors of Schools, Guntūr and Vellore Muhammadan ranges, will each be allowed a clerk on Rs. 15 and a peon on Rs. 7 and those newly employed on general duty a clerk on Rs. 15, an attender on Rs. 10 and a peon on Rs. 6.

4. The provision of Rs. 25 and Rs. 8 per mensem for the clerk and the peon respectively of the Satyamangalam range will be transferred to the new Kollegal range.

5. The inspection of Muhammadan Elementary schools where a South Indian vernacular alone is taught as first language will in future devolve on the Sub-Assistant Inspectors of Muhammadan Schools. The local Sub-Assistant Inspectors will however continue to be responsible for the administration of all Muhammadan schools in the same way as for other institutions under them whether in relation to the department or to the local boards.

A. G. BOURNE,
Director of Public Instruction.

To the Inspectors of Schools, with spare copies for Muhammadan Sub-Assistant Inspectors.
" Inspectresses of Girls' Schools, with spare copies for Assistant and Sub-Assistant Inspectresses.
" Assistant Inspectors of Schools, with spare copies for Sub-Assistant Inspectors.

Copy to the Collectors of districts.
" Presidents of District Boards, with spare copies for Presidents of Taluk Boards
" Chairmen of Municipal Councils } for information.
" Accountant-General
" Treasury Officers
" Account Branch
" Government Agents, Ganjam, Vizagapatam and Gōdāvari, with spare copies for divisional officers.

ANNEXURE.

(1) Ganjam district.

Range.	Head-quarters.	Extent.
Chicacole	Chicacole	Chicacole taluk.
Tekkali	Tekkali	Tekkali and Sompeta taluks and Parlākimedi Agency.
Parlākimedi	Parlākimedi	Parlākimedi taluk.
Ichchhapuram	Ichchhapuram	Ichchhapuram taluk and Peddakimedi estate.
Berhampur	Berhampur	Berhampur taluk and a portion of Purushottapur taluk (Revenue Inspector's firka adjoining Berhampur).
Aska	Aska	Aska taluk excluding Chinnakimedi estate.
Chatrapur	Chatrapur	Purushottapur taluk excluding one Revenue Inspector's firka adjoining Berhampur and Ganjam taluk.
Surada	Surada	Surada taluk and Chinnakimedi estate excluding Bodoborosingi firka.
Russelkonda	Russelkonda	Gumsur taluk including Balipatro transferred from present Aska range and Bodoborosingi firka of Chinnakimedi estate.
Balliguda Hill range.	Russelkonda	Udayagiri, Balliguda and Ramagiri and Pondakallamutta.

(2) Vizagapatam district.

Palakonda	Palakonda	Palakonda taluk.
Chipurupalli	Chipurupalli	Chipurupalli and Gajapatinagaram.
Vizianagram	Vizianagram	Vizianagram and Bimlipatam taluks.
Pārvatipuram	Pārvatipuram	Pārvatipuram, Rayagada, Gunupur and Bissemcuttack.
Bobbili	Bobbili	Bobbili and Salur taluks.
Ellamanchili	Ellamanchili	Sarvasiddhi and Gōlgonda taluks, Gōlgonda and Viravalli agencies.
Anakāpalli	Anakāpalli	Anakāpalli and Viravalli taluks.
Vizagapatam	Vizagapatam	Vizagapatam and Srungavarappukota taluks.
Jeypore	Jeypore	Jeypore, Nowrangapur, Koraput, Pottangi, Padva and Malkanagiri.

(3) Gōdāvari district.

Cocanada	Cocanada	Cocanada taluk, Pittapuram and Tunni divisions.
Rajahmundry	Rajahmundry	Rajahmundry and Razole taluks (Old Nagaram taluk).
Amalapuram	Amalapuram	Amalapuram taluk and Kottapeta division of Razole taluk.
Ramachandrapur	Ramachandrapur	Ramachandrapur taluk.
Peddapur	Peddapur	Peddapur taluk and Ellavaram and Chodavaram divisions.
Bhadrachalam Hill range.	Bhadrachalam	Polavaram division, Bhadrachalam and Nugur taluks.

(4) *Kistna district.*

Range.	Head-quarters.	Extent.
Bandar ..	Masulipatam ..	Bandar and Divi taluks.
Gudivada ..	Gudivada ..	Gudivada taluk.
Kaikalur ..	Kaikalur ..	Kaikalur taluk.
Gunnavaram ..	Gunnavaram ..	Nuzvid taluk.
Bezwada ..	Bezwada ..	Bezwada taluk.
Ellore ..	Ellore ..	Ellore taluk.
Ernagudem ..	Kovvur ..	Kovvur taluk.
Tanuku ..	Tanuku ..	Tanuku taluk.
Narsapur ..	Narsapur ..	Narsapur taluk.
Bhimavaram ..	Bhimavaram ..	Bhimavaram taluk.
Nandigāma ..	Nandigāma ..	Nandigāma taluk, Jaggayapet and Tiruvur divisions.

(5) *Guntūr district.*

Vinukonda ..	Vinukonda ..	Vinukonda and Palnad taluks.
Narasaraopet ..	Narasaraopet ..	Narasaraopet taluk.
Sattenapalli ..	Sattenapalli ..	Sattenapalli taluk.
Guntūr ..	Guntūr ..	Guntūr taluk.
Tenali ..	Tenali ..	Tenali taluk.
Repalli ..	Repalli ..	Repalli taluk.
Bapatla ..	Bapatla ..	Bapatla taluk and Ponnur division.
Ongole ..	Ongole ..	Ongole taluk and Addanki division.

(6) *Nellore district.*

Gudur ..	Gudur ..	Gudur and Rapur taluks and Polur and Venkatagiri divisions.
Nellore ..	Nellore ..	Nellore taluk.
Kavali ..	Kavali ..	Kavali and Kovur taluks.
Atmakur ..	Atmakur ..	Atmakur and Udayagiri taluks.
Kandukur ..	Kandukur ..	Kandukur and Kanigiri taluks.
Podili ..	Podili ..	Podili and Darsi divisions.

(7) *Kurnool district.*

Kurnool ..	Kurnool ..	Kurnool and Dhone taluks.
Nandyal ..	Nandyal ..	Nandyal and Nandikotkur taluks.
Koilkuntla ..	Koilkuntla ..	Koilkuntla and Pattikonda taluks.
Markapur ..	Markapur ..	Markapur taluk and a portion of Cumbum taluk.
Cumbum ..	Cumbum ..	Sirvel taluk and a portion of Cumbum taluk.

(8) *Bellary district.*

Bellary ..	Bellary ..	Bellary and Hospet taluks.
Rayadrug ..	Rayadrug ..	Rayadrug and Kudligi taluks.
Harpanahalli ..	Harpanahalli ..	Harpanahalli and Hadagalli taluks.
Adōni ..	Adōni ..	Adōni and a portion of Alur taluk.
Alur ..	Alur ..	A portion of Alur taluk and Siruguppa taluk.

(9) *Anantapur district.*

Gooty ..	Gooty ..	Gooty and Tadpatri taluks.
Anantapur ..	Anantapur ..	Anantapur and Kalyandrug taluks.
Dharmavaram ..	Dharmavaram ..	Dharmavaram and Kadiri taluks.
Penukonda ..	Penukonda ..	Penukonda, Hindupur and Madakasira taluks.

(10) *Cuddapah district.*

Cuddapah ..	Cuddapah ..	Cuddapah and Badvel taluks.
Pullempet ..	Pullempet ..	Pullempet and Sidhavattam taluks.
Kamalapuram ..	Kamalapuram ..	Kamalapuram and Proddatur taluks.
Jammalamadugu ..	Jammalamadugu ..	Jammalamadugu taluk and a portion of Pulivendla taluk.
Rayachoti ..	Rayachoti ..	A portion of Pulivendla taluk and Rayachoti taluk.

(11) *Madras district.*

Georgetown ..	Georgetown ..	North Madras.
Triplacane ..	Triplacane ..	South Madras.

(12) *Chingleput district.*

Range.	Head-quarters.	Extent.
Saidapet ..	Saidapet ..	Saidapet taluk <i>minus</i> Sriperumbudur division.
Tiruvallūr ..	Tiruvallūr ..	Tiruvallūr taluk <i>plus</i> Sriperumbudur division.
Chingleput ..	Chingleput ..	Chingleput taluk and Madurantakam taluk to the east of the South Indian Railway.
Ponnēri ..	Ponnēri ..	Ponnēri taluk.
Conjeevaram ..	Conjeevaram ..	Conjeevaram taluk and Madurantakam taluk to the west of South Indian Railway.

(13) *North Arcot district.*

Vellore ..	Vellore ..	Vellore and Polur taluks.
Tiruvannāmalai ..	Tiruvannāmalai ..	Tiruvannāmalai taluk.
Tiruppattur ..	Tiruppattur ..	Tiruppattur and Gudiyattam taluks and Kangundi division.
Wallajapet ..	Wallajapet ..	Wallajapet and Arkonam taluks.
Cheyyar ..	Tiruvattiyur ..	Cheyyar and Wandiwash taluks and Arni division.

(14) *Chittur district.*

Chittur ..	Chittur ..	Chittur and Palamaner taluks.
Tirupati ..	Tirupati ..	Chandragiri taluk and Kalahasti division.
Puthur ..	Puthur ..	Puthur and Tiruttani divisions.
Madanapalli ..	Madanapalli ..	Madanapalli and Vayalpad taluks and Punganur division.

(15) *South Arcot district.*

Tindivanam ..	Tindivanam ..	Tindivanam taluk, the Vikravandi firka of Villupuram taluk and Kannalam and Vallam firkas of Gingee taluk.
Tirukkōilur ..	Tirukkōilur ..	Tirukkōilur taluk (excluding Elavanasur and Tiruvannainallur firkas) and Gingee taluk (excluding Kannalam and Vallam firkas).
Villupuram ..	Villupuram ..	Villupuram taluk excluding Vikravandi firka.
Cuddalore ..	Cuddalore ..	Cuddalore taluk excluding Panruti firka.
Chidambaram ..	Chidambaram ..	Chidambaram taluk excluding Palayamkottai firka.
Vridhachalam ..	Vridhachalam ..	Vridhachalam taluk excluding Kammapuram firka.
Kallakurichi ..	Kallakurichi ..	Kallakurichi taluk and Elavanasur firka of Tirukkōilur taluk.
Panruti ..	Panruti ..	Panruti firka of Cuddalore taluk, Tiruvannainallur firka of Tirukkōilur taluk, Kammapuram firka of Vridhachalam taluk and Palayamkottai firka of Chidambaram taluk.

(16) *Tanjore district.*

Tanjore ..	Tanjore ..	Tanjore taluk (excluding portions to the east of Ariyalur-Tanjore-Orattanad road).
Papanasam ..	Papanasam ..	Tanjore taluk, the portion to the east of the Ariyalur-Tanjore-Orattanad road and Papanasam taluk.
Kumbakōnam ..	Kumbakōnam ..	Kumbakōnam taluk.
Māyavaram ..	Māyavaram ..	Māyavaram taluk excluding Poraiyar Deputy Tahsildar's division and Nannilam taluk, the portion north of Tirumalrajan river.
Shiyali ..	Shiyali ..	Shiyali taluk and Poraiyar Deputy Tahsildar's division in Māyavaram taluk.
Negapatam ..	Tiruvalur ..	Negapatam taluk and the portion of the Nannilam taluk south of the Tirumalrajan river and east of Tiruvalur-Māyavaram road.
Mannārgudi ..	Mannārgudi ..	Mannārgudi taluk and the portion of Nannilam taluk south of the Tirumalrajan river and west of Tiruvalur-Māyavaram road.
Tirutturaippundi ..	Tirutturaippundi ..	Tirutturaippundi taluk and the portion of Pattukkottai taluk east of Mannārgudi-Adirampatnam road.
Pattukkōttai ..	Pattukkōttai ..	Pattukkōttai taluk excluding portion to the east of the Mannārgudi-Adirampatnam road.

(17) *Trichinopoly district.*

Range.	Head-quarters.	Extent.
Trichinopoly ..	Trichinopoly ..	Kulittalai taluk and Trichinopoly and Srirangam Municipalities.
Lalgudi ..	Lalgudi ..	Trichinopoly taluk (excluding Trichinopoly and Srirangam Municipalities).
Perambalur ..	Perambalur ..	Perambalur taluk.
Udayarpalayam ..	Udayarpalayam ..	Udayarpalayam taluk.
Musiri ..	Musiri ..	Musiri taluk.
Namakkal ..	Namakkal ..	Namakkal taluk.
Karur ..	Karur ..	Karur taluk.

(18) *Rāmnād district.*

Sivaganga ..	Sivaganga ..	Sivaganga and Paramakudi taluks.
Devakotta ..	Devakotta ..	Tirupattur and Tiruvadanai taluks.
Rāmnād ..	Rāmnād ..	Rāmnād and Mudukulattur taluks.
Aruppukkottai ..	Aruppukkottai ..	Aruppukkottai taluk and Virudupatti Deputy Tahsildar's division.
Srivilliputtūr ..	Srivilliputtūr ..	Srivilliputtūr taluk and Satur taluk excluding Virudupatti Deputy Tahsildar's division.

(19) *Madura district.*

Madura ..	Madura ..	Madura and Melur taluks.
Tirumangalam ..	Tirumangalam ..	Tirumangalam taluk and the portion lying south of the road from Usilampatti to Kunnur and to the east of the Vaigai river from Kunnur.
Periyakulam ..	Periyakulam ..	Periyakulam taluk excluding the portion given to Tirumangalam range.
Dindigul ..	Dindigul ..	Dindigul taluk excluding the portion lying south of the road that leads from Venkateswarapuram and joins the main road from Madura to Dindigul below Ambaturai and Palani taluk.
Nilakkottai ..	Nilakkottai ..	Nilakkottai taluk and the portion of the Dindigul taluk lying on the southern side of the road leading from Venkateswarapuram and joining the main road from Dindigul to Madura below Ambatur, Kodaikanal taluk (Kodaikanal Hill schools).

(20) *Tinnevely district.*

Tinnevely ..	Tinnevely ..	Tinnevely taluk.
Tenkasi ..	Tenkasi ..	Tenkasi taluk.
Sankaranayinārkōil.	Sankaranayinārkōil.	Sankaranayinārkōil taluk.
Koilpatti ..	Tuticorin ..	Koilpatti taluk.
Ambasamudram ..	Ambasamudram ..	Ambasamudram taluk.
Nāngunēri ..	Nāngunēri ..	Nāngunēri taluk.
Srivaikuntam ..	Srivaikuntam ..	Srivaikuntam taluk.
Tiruchendur ..	Tiruchendur ..	Tiruchendur taluk.

(21) *Coimbatore district.*

Coimbatore ..	Coimbatore ..	Coimbatore taluk.
Palladam ..	Tirupur ..	Palladam and Avanashi taluks.
Erode ..	Erode ..	Erode taluk.
Gobichettipalaiyam ..	Gobichettipalaiyam ..	Gobichettipalaiyam and Bhavani taluks.
Pollachi ..	Pollachi ..	Pollachi and Udampet taluks.
Dharapuram ..	Dharapuram ..	Dharapuram taluk.
Kollegal ..	Kollegal ..	Kollegal taluk.

(22) *Salem district.*

Salem ..	Salem ..	Salem and Attur taluk.
Tiruchengode ..	Tiruchengode ..	Tiruchengode and Omalur taluks.
Dharmapuri ..	Dharmapuri ..	Dharmapuri and Uttankarai taluks.
Hosur ..	Hosur ..	Hosur and Krishnagiri taluks.

(23) *Nilgiri district.*

Nilgiris ..	Ootacamund ..	The whole district.
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(24) *Malabar district.*

Range.	Head-quarters.	Extent.
Cannanore ..	Cannanore ..	Chirakkal taluk.
Tellicherry ..	Tellicherry ..	Kottayam and Kurumbarnad taluks.
Calicut ..	Calicut ..	Calicut, Wynad, Ernad and Walluvanad taluks.
Palghat ..	Palghat ..	Palghat, Cochin and Ponnani taluks.

(Mapilla schools.)

North Mapilla ..	Tellicherry ..	Chirakkal, Kurumbarnad and Kottayam taluks.
Central „ ..	Calicut ..	Calicut, Wynad, Ernad and Walluvanad taluks.
South „ ..	Ponnani ..	Palghat, Cochin and Ponnani taluks.

(25) *South Canara district.*

Udipi ..	Udipi ..	Udipi and Coondapur taluks.
Mangalore ..	Mangalore ..	Mangalore taluk.
Kasargod ..	Kasargod ..	Kasargod and Uppinangadi taluks.

(Muhammadan schools.)

Vizagapatam ..	Vizagapatam ..	Ganjām, Vizagapatam and Gōdāvari districts.
Guntūr ..	Guntūr ..	Kistna, Guntūr and Nellore districts.
Bellary ..	Bellary ..	Kurnool, Bellary and Anantapur districts.
Vellore ..	Vellore ..	Cuddapah, North Arcot and Chittoor districts.
Madras ..	Madras ..	Madras, Chingleput, South Arcot and Bangalore.
Trichinopoly ..	Trichinopoly ..	Tanjore, Trichinopoly, Madura, Rāmnād, Tinnevely, Coimbatore, Salem and the Nilgiri districts.

Order—No. 353, Educational, dated 22nd April 1913.

The Superintendent, Government Press, will be requested to supply the educational portion of the *Fort St. George Gazette* to the forty-six sub-assistant inspectors of schools, and to the assistant inspectors of the Chittoor and Rāmnād districts, whose offices have been newly created. His attention will be drawn to the revised list of ranges and head-quarters of sub-assistant inspectors circulated with the Director's proceedings R. C. No. 5087, dated 28th October 1912.

2. Orders regarding the supply or the discontinuance, as the case may be, of the educational portion of the district gazettes will issue in the Revenue department.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ Superintendent, Government Press.
„ Revenue Department, with notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 353, EDUCATIONAL, DATED
22ND APRIL 1913.

[SUBJECT.—Supply of Fort St. George and district gazettes to the
inspecting officers.]

From the Director of Public Instruction, dated 11th March 1913,
No. 3177-11.

A draft order is submitted for approval. If approved it may issue with the
concurrence of the Revenue department.

P.R.—1-4-13.

C. RAMANUJACHARI—3-4-13.

T. E. MOIR—5-4-13.

To the Revenue Department.

REVENUE DEPARTMENT.

The supply of the Educational portion of *district gazettes* to Educational officers
was ordered by the Board of Revenue in
its Proceedings No. 299 *, dated 6th
August 1896. The Board has therefore
to be asked to supply the Educational portion of district gazettes to the two assistant
inspectors of schools and the forty-six sub-assistant inspectors of schools referred
to in the letter of the Director of Public Instruction and also to discontinue the
supply of the *Chittoor District Gazette* to the assistant inspector of schools, North
Arcot. This may, it is submitted, be done on receipt of the Educational department
order in this department.

2. The draft order may, it is submitted, be accepted in this department and the
file returned to the Educational department.

S.R.G.—15-4-13.

V. PONNIAH—19-4-13.

Accepted.

H. A. WATSON—21-4-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

[G.O. No. 353, Educational, dated 22nd April 1913.]

READ ALSO:—

[illegible]

ORDER.

No. 353, dated 22-4-1913

and to the assistant inspectors of the
Chittoor and Ramnad Districts -

The S. G. P. will be requested to supply the educational portion of the Fort St George Gazette to the forty-six sub-assistant inspectors of schools whose offices have been newly created. His attention will be drawn to the revised ~~and also substituted~~ list contained in list of ranges & head quarters of sub-assistants the Director's proceedings Rc. No. 5087 d_y 28-10-12. ~~for the existing one of 1912~~
~~as it has no inspector's ranges~~

2. Orders regarding the supply or the discontinuance, as the case may be, of the educational portion of the district gazettes will issue in the Revenue dept.

To, the D.P.G (200) ✓
" S.G.P (2, enclosure 00)
" Rev Dept (— do —) ✓
with notes

ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 816, dated 12-3-193.

G.O., No. 3536, dated 22-4-193.

(b)

Number of MS. pages sent { Correspondence including orders 9
(b) Notes 2

Docket: For St George & District Gazette.
Sanctioning the supply to certain inspecting officers
of the educational portion of the Fort St George
Gazette & remitting the question of the supply
of the St Gazette to the Rev. Dept.

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

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

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The P. D. B.			
The Accountant-General.....	6		
The Director of Public Instruction.....			
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The Sanitary Commissioner.....			
Do. Engineer.....			
Do. Board.....			
The President, Corporation of Madras.....			
The.....			
The.....S.G.P.	4		
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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 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 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.

[P.T.O.]

TO PRESS, MADRAS.
OOTY.

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 <u>after usual interval.</u> 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.....	22/4/13 Lh
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	12/5/13 Lh

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	22		
" " " Issue.....	19		
For Volumes.....	16		
For E.T.....			
Total ...	62		