

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

}

1913.

Enclosures

Regd.

Spare copies

370
G.O. No. 369, 25th April 1913.

Reports.

Requesting the Director of Public Instruction to see that in future annual — on public instruction do not exceed twenty pages in length.

Bumbl

Government of Madras.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Mr. H. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

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

Dated—Delhi, the 1st/8th March 1913.

No.—353-C.D.

I am directed to invite attention to my letter No. 800-808, dated the 13th June 1911, on the subject of the curtailment of the annual reports of Directors of Public Instruction. It was there commended that the reports should consist of a general summary of the salient features of the year on the lines of the general summary found in the majority of recent reports. The Government of India while generally suggesting this curtailment did not desire to hamper Local Governments by specifying the length to which the report should run in future. The result as seen in the annual reports for 1910-11 was generally satisfactory as regards the subject-matter and the amount of the information presented. At the same time there was in some cases a marked though natural lack of uniformity as regards length.

2. The Government of India, while aware of the obvious objections involved in laying down a uniform standard of length and while unwilling to issue any instructions which might impose upon the Director and his inspecting staff the labour involved in compiling reports of the length usual before the year 1910-11, are nevertheless of the opinion that any marked inequality of content is open to comment by the authorities on education who now in increasing numbers peruse provincial reports. Furthermore the large grants which have recently been placed at the disposal of

Local Governments for the improvement and expansion of education require careful treatment in reports in accordance with the instructions laid down in this Department letter No.* dated . The same instructions apply to non-recurring grants. The Government of India do not wish that the general curtailment should involve such shortening of the letterpress as to make difficult a lucid description of the disposal of grants, especially since, in accordance with this department letter No. † dated the practice of submitting separate statistics upon

*378
379
380 } dated the 13th February 1912.
381
382
383
596, dated the 14th March 1912.
384, dated the 13th February 1912.
597, dated the 14th March 1912.
378-384, dated the 13th February 1912 (Copy forwarded under endorsement No. 386 of the same date.)
†745, dated the 21st August 1909.
835, dated the 19th June 1911.
1299, dated the 12th September 1911.
836, dated the 19th June 1911.
837, dated the 19th June 1911.
838, dated the 19th June 1911.
1299, dated the 12th September 1911.
840, dated the 19th June 1911.
839, dated the 19th June 1911.
841, dated the 19th June 1911.

individual grants has now been discontinued.

3. I am accordingly to suggest, for the consideration of His Excellency the Governor in Council, that these reports may in future reasonably approximate to a length of 20 pages but should not exceed it. This standard is half of the maximum standard length which was prescribed for the majority of provinces in 1901, and the Government of India are of opinion that this number of pages (which is slightly in excess of the longest report submitted in 1910-11) should suffice for the object aimed at.

Order—No. 369, Educational, dated 25th April 1913.

Communicated to the Director of Public Instruction who will be requested to see that his future annual reports on public instruction do not exceed twenty pages in length.

2. The Government of India will be addressed.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 370.

From

THE HON'BLE MR. L. DAVIDSON, C.S.I., I.C.S.,
Acting Secretary to the Government of Madras,
Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
DEPARTMENT OF EDUCATION.

Dated Ootacamund, the 25th April 1913.

SIR,

With reference to your letter No. 353-C.D., dated 1st March 1913, regarding the prescription of a standard of length for the annual reports of the Director of Public Instruction, I am directed to state that instructions have been issued that the report should not exceed twenty pages.

I have the honour to be,

Sir,

Your most obedient servant,

L. DAVIDSON,
Ag. Secretary to Government.

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EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. Nos. 369, 370, EDUCATIONAL,
DATED 25TH APRIL 1913.

[SUBJECT.—*Length of Public Instruction Reports.*]

*From the Government of India, Department of Education, dated 1st March 1913,
No. 353-C.D.*

I should be glad first to have Sir Alfred Bourne's observations.

P[ENTLAND]—26-3-13.

Send a copy to the Director of Public Instruction u.o.

L. DAVIDSON—27-3-12.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

This is rather a curious letter. It is admitted that the annual reports for 1910-11 were generally satisfactory as regards subject-matter and amount of information and even a *marked* lack of uniformity as regards length is acknowledged to be natural *but* it is suggested that the reports should in future be about 20 pages.

Our report for 1910-11 was 6 pages of letterpress and 22 pages of tables.

The tables will of course remain the same but 20 pages is much too long for a general summary of the salient features of the year.

My report this year will be longer than that for 1910-11 as the results of the recent Imperial grants will entail a good deal of extra matter. I expect it to run to 10 or 12 pages (without padding). If these prove to be important matters in regard to which it lacks information, the Government will doubtless point these out for future guidance.

Perhaps the Government will reply that they will issue instructions that the report should not exceed 20 pages and leave it at that.

A. G. BOURNE—19-4-13.

EDUCATIONAL DEPARTMENT.

This seems the best reply.

L. DAVIDSON—20-4-13.

P[ENTLAND]—23-4-13.

A draft order and letter are submitted for approval.

C. RAMANUJACHARI—24-4-13.

L. DAVIDSON—25-4-13.

[G.O. Nos. 369, 370, Educational, dated 25th April 1913.]

X
27/2/14

To
Director of Public Instruction
1st. 28/4/13.
28/4/13.

out - Mrs
frank
18/2

X ©

36 Sharnock
Halter 28/4/13
15/5/13

Edl. Departt
CN: 808.

Order No 369 28/2/13

Communicated to the
D. P. I who will be requested
to see that his future reports
annual reports on public
instruction do not exceed
twenty pages in length.
2. The foot of India will
be addressed.

24.4.13

Letter No 370 28/2/13

The letter to the foot of India
Edl. Departt.

Sir,
With reference to your
letter no. 353. C.D, dated 1st March
1913 regarding the prescription
of ~~length~~ a standard length
for the annual reports of
the Director of Public Instruction,
I am directed to state that
instructions have been
issued that the report should

2

x
not exceed twenty pages
in length.
I have x

Qr
24.4.13

25.4.13

3

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 828, dated 1-3-1913.

G.O., No. 3692, dated 25-4-1913.

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

Docket... Reports... *Requiescent D.P.*
that in future agreement - on public
instruction should not exceed twenty
pages in length.

(c) Number 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	...	30	15
Ooty Records	...	4	4
For filing with original	...	1	1
Total	...	35	20

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies					
India Office		2			
Govt. of India		35			
Revenue Department					
Public Works Department					
Educational Department					
Dept.					
Dept.					
Dept.					
Dept.					
Total					

Spare copies		Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
				No.	Papers.	
	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					

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

† Copies distributed on... (Despatcher.)

* To be initialed and dated.

[P.T.O.]

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 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.

TO PRESS, MADRAS
GOVT.

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.....	2/5/13 Lb
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	14/5/13 Lb

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	33		
Issue.....	42		
For Volumes.....	16		
For E.T.....			
Total ...	93		