Government of Madras.

EDUCATIONAL DEPARTMENT.

Read.	1913.	*Enclosures*
Regd.		*Spare copies*

G.O. No. 379, 28th April 1913.

Building Grant.

Sanctioning, as a special case, a grant of Rs. 16,837 towards the cost of the hostel buildings which have been completed in connection with the American College, Madura, and for certain improvements and additions thereto.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

Read. — *Enclosures*

1913.

Regd. — *Spare copies*

G.O. No. 379, 28th April 1913.

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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 2nd April 1912.
No.—Ref. on Cur. 6139 of 1911.

I have the honour to submit the enclosed plans with estimate amounting to Rs. 10,975 for providing additional accommodation in connection with the hostel attached to the American College, Madura, and to recommend that a grant of Rupees 3,685 may be sanctioned under rule 51 of the Grant-in-Aid Code.

In this connection, however, I have the honour to invite the attention of Government to the proposals contained in this office letter Ref. on Cur. No. 3282, dated 25th October 1911, to raise the maximum grant sanctionable to half of the total cost in the case of school buildings and hostels.

2. The correspondent says that a sum of Rs. 15,074 has been already spent in the construction of the lower storey of the hostel and requests a grant on account of this expenditure also. Under the provisions of the Grant-in-Aid Code his request is inadmissible.

3. The necessity for the proposed work is explained in column 12 of the application for aid which is herewith submitted.

II

Memorandum No. 1066-2, Educational, dated 21st June 1912.

The plans and estimates for the provision of additional accommodation required for the hostel attached to the American College, Madura, received with the Director of Public Instruction's letter R.O.C. No. 6139 of 1911, dated 2nd April 1912, are returned to him for re-submission, after revision in accordance with the following remarks of the Chief Engineer, Public Works Department:—

(1) Parts of the specifications are unitelligible, for instance, the remark about 3″ of plaster on all sides of superstructure and the provision of joints (for verandahs) $\frac{1}{8}$″ thick.

(2) The scantlings of existing timbers and girders should be figured on the plans in their actual positions.

(3) The scantlings proposed for the new work should be figured on the plans in all cases. It is observed that in one of the four cases in which the scantlings are figured on the plan (viz., section A—B)the figures do not agree with the provision in the estimate. They should agree in all cases.

(4) A cross section and side elevation of the rooms in the wings should be given.

(5) The position of the girders over the library should be shown on the plan. The size provided in the estimate, namely, 12 × 5 × 32 lb. appears to be insufficient.

(6) The construction of the staircase and landings should be carefully shown.

(7) Girders are required under the partitions dividing the rooms in the wings.

(8) From the remark on plan M.D. Spl. No. 3-A/12, it is observed that the proposal is to accommodate two students in each room. Under clause (ii) of the revised article 51 of the Grant-in-Aid Code the minimum dimensions required for such a room are about 105 superficial feet and 1,245 cubic feet. The rooms in the lower floor do not satisfy the provisions of the Grant-in-Aid Code in regard to both the area and the cubic contents, while those in front on the upper floor infringe the regulations in regard to floor space.

2. The Director of Public Instruction is requested to submit the revised plans and abstract estimate, in duplicate; one copy of the revised schedule of quantities is sufficient.

(By Order.)

M. S. Mascarenhas,
Under Secretary to Government.

To the Director of Public Instruction, with plans and estimates.

III

Letter—from the Manager, the American College, Madura.
To—the Director of Public Instruction, Madras.
Dated—the 22nd August 1912.

With reference to your Proceedings Ref. on C. No. 6139 of 1911, dated 4th July 1912, and the previous correspondence, I have the honour to submit herewith new plans and estimates revised in accordance with the remarks of the Chief Engineer of the Public Works Department:

(1) Revised abstract specifications are submitted herewith.

(2) Scantlings of existing timbers and girders are figured on the plans in their actual position.

(3) The scantlings proposed for the new work are figured on the plans.

(4) A cross section of the rooms in the wings is given in the plans. A plan for the side elevation was omitted by the draftsman. It is being prepared and will be sent forward at an early date.

(5) The position of the girders for the library is shown on the plans. A larger size than that shown in the previous estimate has been provided.

(6) The construction of the staircase and landings has been carefully shown.

(7) Girders have been provided for under the partitions dividing the rooms in the wings.

(8) Since the rooms according to the original plan are not large enough to accommodate two students, according to revised article 51 of the Grant-in-Aid Code, and since the size of the rooms cannot now be altered, it is proposed—

(*a*) With reference to the lower storey,—

(1) to remove the partition walls between six of the ten sets of rooms so as to throw the two rooms into one. The weight of the floor for the upper storey is to be supported by a girder which is shown both in the plans and in the estimate.

It is proposed that the rooms thus re-modelled should accommodate three students each. This arrangement will give much better ventilation for the rooms. At present the ventilation of the rooms is poor.

(2) As some students are desirous of having rooms by themselves and as the end rooms are fairly well ventilated under the present condition, it is proposed that the four rooms, two at either end of the building, and the four rooms bordering on the hall-way through the centre should remain as they are at present to accommodate one student each.

(*b*) With reference to the rooms in the upper storey, it is proposed to omit the partitions between six of the 8 sets of rooms along the front, the weight of the roof being supported by girders. The same arrangement is to be made with the end rooms as is proposed under (*a*) above.

(*c*) The rooms on the wings are to remain as in the previous plan.

(9) The number of students in the college this year who require hostel accommodation is over 60, while the existing rooms provide accommodation for only 40, putting two in a room. A building near the college has been rented this year by the college authorities and is used as an annex to the hostel by the students who were not able to find room in the hostel. These students take their meals in the hostel dining room with the other hostel students. It has been found that the accommodation in the dining room is not sufficient for the present number of students, so that when the upper storey is completed considerable additional dining room space will be needed. The revised plans therefore include an additional room on the inner flank of each dining room, so as to provide the necessary accommodation for all the students when the hostel is completed and filled with students.

(10) It is proposed to provide a bathing shed for the students where the students may have the benefit of shower baths. There is a large well near the hostel which provides abundant water for this purpose. An American wind-mill has been erected near the well, on a tower made by Messrs. Massey & Co. of Madras. It is proposed to have a stone tower carrying a water tank from which water will be supplied to the pipes for the bathing shed. A plan and estimate of the bathing shed is forwarded herewith.

The total number of students to be accommodated in the hostel according to the revised plan is as follows:—

1. Lower storey—		
Six rooms with three each	..	18
Eight rooms with one each	..	8
Total	..	26
2. Upper storey—		
(*a*) Front—		
Six rooms with three each	..	18
Four rooms with one each	..	4
(*b*) Wings—		
Eight rooms with two each	..	16
Two rooms with three each	..	6
Total	..	44
Grand Total	..	70

The cost of that part of the hostel already completed amounts to Rs. 15,074; the cost of the wind-mill and tower is Rs. 611; the estimated cost of the proposed new work is Rs. 15,640 making a total cost for the whole work when completed of Rupees 31,325. As intimated in my letter of 21st February 1912, in view of the contemplated early enlargements which will make heavy demands on the resources of the college, the management is asking for a third grant on the entire work, amounting to Rs. 10,441 and a revised application for that amount is enclosed herewith.

As there are now only about ten months until the admission of a new class in July 1913 when the additional room will be urgently needed, it is requested that orders may be passed at as early a date as possible.

4

Ref. on Cur. No. 6139/11, dated 30th August 1912.

Submitted to Government with reference to Memorandum No. 1066–2, Educational, dated 21st June 1912, and recommended that a half grant on Rs. 15,640, which is the revised estimate, may be sanctioned.

A. G. Bourne,
Director of Public Instruction.

IV

Letter—from W. M. Zumbroo, Esq., Manager, the American College, Madura.
To—the Director of Public Instruction.
Dated—the 10th September 1912.

In continuation of my letter of 22nd August 1912, forwarding new plans and estimates for the completion of American College hostel, I have the honour to send you herewith two copies of the side elevation of the building as completed.

Ref. on Cur. No. 7442, dated 25th September 1912.

Submitted to Government in continuation of this office R.C. No. 6139, dated 30th August 1912.

A. G. Bourne,
Director of Public Instruction.

V

Memorandum No. 74-1, Educational, dated 15th January 1913.

The revised plans and estimates for providing additional accommodation for the hostel attached to the American Mission College, Madura, received with the Director of Public Instruction's letter R.C. No. 6139 of 1911, dated 30th August 1912, are returned to him for re-submission after revision in accordance with the suggestions contained in the enclosed note by the Chief Engineer, Public Works Department.

(By Order.)

C. S. Anantarama Aiyar,
Under Secretary to Government.

To the Director of Public Instruction, with plans, estimates and paragraphs 1 to 7 of Chief Engineer's note.

VI

Letter—from the Hon'ble Sir Alfred Gibbs Bourne, K.C.I.E., D.Sc., F.R.S., Director of Public Instruction, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 15th March 1913.
No.—Ref. on Cur. 6139 of 1911.

With reference to the memorandum of Government No. 74–1, Educational, dated 15th January 1913, I have the honour to submit the revised plans and estimates for providing additional accommodation for the hostel attached to the American Mission College, Madura. The revised estimate comes to Rs. 18,600 and I have the honour to recommend a grant of Rs. 16,837 to be paid, when funds become available. The management cannot raise more funds; and in view of the fact that they have already spent Rs. 15,074 from their own funds on hostels, I do not think that the sum recommended which amounts to a half-grant on the total cost of providing hostel accommodation can be considered unreasonable.

A copy of the correspondent's letter No. 19, dated 7th March 1913, explaining the several points raised in the Government memorandum referred to above is herewith submitted.

The favour of very early orders is requested as the correspondent is anxious to carry out the work during the ensuing summer vacation.

Enclosure.

Letter—from W. M. Zumbroo, Esq., Manager, the American College, Madura.
To—the Director of Public Instruction, Madras.
Dated—the 7th March 1913.
No.—19.

With reference to your Proceedings Ref. on C. No. 6139 of 1911, dated 24th January 1913, I have the honour to resubmit herewith the plans and estimates for providing additional accommodation for the hostel attached to the American College, Madura, revised as per your letter as follows:—

1. Plans for bathing shed are included.

2 (1) The size of rolled steel girders and teak joints have been altered as per directions of the Chief Engineer's office.

(2) Additional rolled steel girders and teak joists have been provided for supporting the existing roof.

(3) Supports for the landings of staircases have been provided in the estimate (see under pillar at bottom of page 3).

3. With reference to paragraph 5 in your proceedings quoted above, "the plans submitted appear to show only windows leading into the extensions marked 4 and 29 on ground plan. Two doors at least should be provided." I would say that it is proposed to have two arched passage ways leading from the present dining room on either side to the new extension. It is the opinion of the management that doors are not necessary. If, however, this is insisted on by the Chief Engineer, the doors may be provided for out of contingencies.

4. Plain pointed arches have been substituted for the "agu" arches in previous plan.

5. An additional plan sheet showing details of staircase chamber has been added.

6. Flooring with Cuddapah slabs 12″ × 12″ × 1″ has been substituted for cement flooring for the lower storey (see page 3 of estimates), and for the upper floors (see page 9 of estimates). This change has been made on account of the difficulty of getting good cement floors put down. The rate is increased from Rs. 10 to Rs. 22.

7. The rates have also been revised in a number of other items, the rate previously used being at present impossible on account of the rapidly rising cost of material and labour.

8. As revised the total estimate for the main building comes to Rs. 17,000 and for the bathing shed Rs. 1,600, making a grand total of Rs. 18,600. Adding to this Rs. 15.074, the cost of the work already completed, the total cost of the hostel when completed is Rs. 33,674, on which the management asks for one-half grant, viz., Rs. 16,837.

As the hostel accommodations are entirely inadequate, it is urgently requested that final orders on this work may be passed at as early a date as possible.

Should there be delay beyond the 1st of April in passing final orders on the application, it is requested that permission may be given by the 1st of April to undertake without prejudice to grant the work called for in re-modelling the rooms already constructed by removing the partition walls between the rooms and inserting the steel girders for supporting the floor above, so that this work may be carried out during the ensuing summer vacation and the rooms made ready for occupancy by the 1st of July. If this cannot be done there will be no hostel accommodations at all, when the college re-opens after the summer vacation, should construction work be then undertaken.

VII

Note by the Chief Engineer, Public Works Department, No. 3296-C., dated 12th April 1913.

The Director of Public Instruction submits through the Educational Department detailed estimates amounting to Rs. 18,600 and six plans in connection with a grant-in-aid towards the cost of improvements and additions to the hostel building attached to the American Mission College, Madura.

The particulars of the estimate are as follows:—

	Rs.
(1) Adding an upper storey to the existing hostel building and extending the dining rooms.	17,000
(2) Constructing a bathing shed	1,600
Total ..	18,600

II. The plans and estimates have been scrutinized in the Chief Engineer's office and some alterations have been made in the sizes of roof timbers of bathing shed as figured in light yellow on the plans and green in the estimate.

The total amount of the estimate remains unaffected by these alterations.

III. It is recommended that brick-nogged or ferro-concrete partitions should be substituted for brick in clay partitions 9″ thick as now provided in the estimate submitted in rooms 3, 4, 6, 18, 19 and 20 of first floor. If however 9″ walls be provided, the rolled steel joists supporting them should be altered from 12″ × 5″ at 32 lb. to 10″ × 6″ at 42 lb.

IV. The rates of brickwork terrace roofing and windows seem to be low.

V. The Superintending Engineer should satisfy himself that the foundations proposed are sufficient and that the existing building is strong enough to carry an upper storey.

VI. As it is essential that alterations made in the Chief Engineer's office should be distinguished from the figures in original plans and such alterations are generally made in red ink or red chalk upon blue prints and in green ink upon tracings, it is requested that the use of red ink or red chalk on blue prints and green ink upon all documents may be avoided as far as possible by persons submitting plans to the Chief Engineer for scrutiny.

VII. With these remarks the estimates amounting to Rs. 18,600 are recommended for approval.

Order—No. 379, Educational, dated 28th April 1913.

The Government are pleased as a special case to sanction a grant not exceeding one-half of the actual expenditure, or Rs. 16,837, towards the cost of the hostel buildings which have already been completed in connection with the American College, Madura, and of the proposed improvements and additions thereto subject to the following conditions:—

(1) that in carrying out the proposed 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.
,, Public Works Department.
Editors' Table (Order only).

b

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 379, EDUCATIONAL, DATED 28TH APRIL 1913.

[SUBJECT.—*Application of the American College, Madura, for a building grant.*]

From the Director of Public Instruction, No. 6139, *dated 2nd April* 1912.

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

P.R.—23-4-12.
T.K.—23-4-12.

M. S. MASCARENHAS—24-4-12.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

The plans and estimates have been examined by the Chief Engineer and he recommends that they may be returned to the Director of Public Instruction for revision in the light of the following remarks:—

(1) Parts of the specifications are unintelligible, as for instance the remark about 3″ of plaster on all sides of superstructure, and the provision of joints (for verandahs), $\frac{1}{8}$″ thick.

(2) The scantlings of existing timbers and girders should be figured on the plans in their actual positions.

(3) The scantlings proposed for the new work should be figured on the plans in all cases. It is noticed that in one of the few cases in which the scantlings are figured on the plan (viz., section A-B) the figures do not agree with the provision in the estimate. They should agree in all cases.

(4) A cross section and side elevation of the rooms in the wings should be given.

(5) The position of the girders over the library should be shown on the plan. The size provided in the estimate, viz., $12 \times 5 \times 32$ lb. appears insufficient.

(6) The construction of the staircase and landings should be carefully shown.

(7) Girders are required under the partitions dividing the rooms in the wings.

(8) It is proposed to put two students in each room—*vide* remark on plan M.D. Spl. No. 3-A/12. The minimum accommodation that is prescribed under the recent rules—*vide* rule 51 (ii) of the rules published in Part I-B of the *Fort St. George Gazette*, dated 21st May 1912—is 80 square feet and 900 cubic feet. If one student is to be accommodated in a room and if two are to occupy the same room the minimum would appear to be 80 + 24·5 (*a*) or about 105 square feet and 900 + 344·5 (*b*) or about 1,245 cubic feet for each room. The rooms in the lower floor do not satisfy the conditions in regard to both the area and cubic contents and the rooms in front on the upper floor infringe the regulation in regard to floor space.

(*a*) $\frac{300-80}{9}$ or 24·5 nearly.

(*b*) $\frac{4,000-900}{9}$ or 344·5.

2. Submitted that the file may be returned to the Educational Department with the request that they may be sent back to the Director of Public Instruction for necessary revision and resubmission. He may also be requested by the Educational Department to submit the revised plans and abstract estimate in duplicate—one copy of the revised schedule of quantities will be sufficient.

P. Rao—14-6-12.

D. Marshall—15-6-12.

To the Educational Department.

Educational Department.

The plans and estimates may be returned to the Director of Public Instruction for resubmission after revision in accordance with the Chief Engineer's remarks above.

2. A draft memorandum is submitted for approval.

P.R.—20-6-12.

C. Ramanujachari—20-6-12.

M. S. Mascarenhas—21-6-12.

[Memorandum No. 1066-2, dated 21st June 1912.]

From the Director of Public Instruction, No. 6139, *dated* 30*th August* 1912.

The revised plans and estimates received from the Director of Public Instruction may be forwarded to the Public Works Department with reference to paragraph 2 of that department's note *supra.*

P.R.—6-9-12.

C.R.—6-9-12.

M. S. Mascarenhas—7-9-12.

To the Public Works Department.

Public Works Department.

The Director of Public Instruction resubmits through the Educational Department for sanction estimates amounting to Rs. 15,640, the particulars of which are given below and four plans for improvements and additions to the hostel building attached to the American Mission College, Madura :—

	Rs.
(1) Adding an upper storey to the existing building and extending the dining rooms	14,050
(2) Constructing a bathing shed	1,590
Total ..	15,640

2. The plans for the bathing shed have not been submitted.

3. The plan and estimate for addition to the existing building have been scrutinised in the Chief Engineer's office and the following alterations have been made :—

(i) Altering the sizes of the rolled steel girders and teak joists as figured in the plans and estimate.

(ii) Providing additional rolled steel girders and teak joists for supporting the existing roof, the timbers of which are not strong enough to carry the load required of them.

(iii) Providing an amount of Rs. 105 for supports to the landings of staircases and other unforeseen works.

4. By these alterations the estimate for addition to the main building has been increased from Rs. 14,050 to Rs. 15,000.

5. The plans submitted appear to show only windows leading into the extensions marked 4 and 29 on ground plan. Two doors at least should be provided.

6. The ogee arch is not a sound form structurally; and cannot be properly constructed in brick work. Plain pointed arches should be substituted.

7. Insufficient detail is given for the balconies outside the staircase chamber. The elevation appears to disagree with the plan and section A—B. Detail drawings to scale $\frac{1}{2}'' = 1$ foot should be supplied for the pillars or piers arches and balconies and staircase.

8. With these remarks the estimate for additions to the main building is returned to the Educational Department for further elucidation.

T.K.—30-12-12.

T.S.R.—31-12-12.

D. Marshall—3-1-13.

To the Educational Department.

Educational Department.

A copy of paragraphs 1 to 7 of the Chief Engineer's note above may be furnished to the Director of Public Instruction and he may be requested to get the plans and estimates revised in accordance therewith. A draft memorandum is submitted for approval.

P.R.—7-1-13.

C.R.—9-1-13.

C. S. Anantarama Aiyar—11-1-13.

[Memorandum No. 74-1, Educational, dated 15th January 1913.]

From the Director of Public Instruction, R.O.C. No. 6139/11, *dated* 15*th March* 1913.

The revised plans and estimates and also the additional information now furnished may be forwarded to the Public Works Department with reference to paragraph 8 of that department's note *supra.*

In paragraph 9 of the correspondent's letter permission to begin work in advance of approval of plans and estimates is applied for. The Director of Public Instruction, however, is silent on this point but asks for very early orders on the application for grant. The Public Works Department may be requested to treat the case as specially urgent, if there is any chance of getting orders out this month.

P.R.—19-3-13.

C.R.—19-3-13.

L. Davidson—20-3-13.

To the Public Works Department.

Public Works Department.

Note by the Chief Engineer, Public Works Department, dated 12*th April* 1913.

The plans and estimates have been scrutinized in the Chief Engineer's office and the remarks therein are embodied in the Chief Engineer's note read above. With the note, the file may be returned to Educational.

2. The special attention of Educational is drawn to paragraph 6 of the Chief Engineer's note.

K.R.—11-4-13.
R.K.—11-4-13.

D. Marshall—12-4-13.

To the Educational Department.

Educational Department.

Please see paragraph 6 of the Chief Engineer's note. The instructions contained therein are of a general character and they should be brought to the notice of all managers of schools. Therefore it seems better to omit that paragraph from this note and deal with it separately—either by embodying the instructions in the general circular * which is under issue in Public Works Department or by issuing them in the form of a Government Order † for communication to all managers.

L.D.

* Accepted in this department some time ago.

† A circular from the Director of Public Instruction—not a Government Order.

2. The Public Works Department may be requested to consider this suggestion and return the file to Educational as early as possible.

P.R.—19-4-13.

Please deal with the case on the main question, putting up a draft order. The matter is urgent and early orders were asked. The other matter is not so urgent and can be taken up later on.

C. Ramanujachari—22-4-13.

As regards the main question the position is that the authorities of the American College applies for a half grant of Rs. 16,837 made up as follows:—

	Rs.
(i) Cost of lower storey already completed	15,074
(ii) Cost of additional accommodation now proposed	18,600
Total ..	33,674 or
one-half =	16,837

The Director of Public Instruction first stated that under the provisions of the Grant-in-Aid Code ‡ no grant was admissibe in respect of item (i). Subsequently he has changed his view and now recommends a half-grant on that amount also. The Director of Public Instruction's recommendation may, it is submitted, be accepted. It will, however, be observed that under the old rules the school would have been eligible only for a third grant on Rs. 15,074 had any application been made for a grant then. In two of its original applications the correspondent asked for a *third* grant only, but latterly a half-grant. The Director of Public Instruction says that the management cannot raise more funds.

‡ *Cf.* article 51 of the Grant-in-Aid Code on page 10 of G.O. No. 370. Educational, dated 1st May 1912.

2. A draft order is submitted for approval.

P.R.—23-4-13.
C. Ramanujachari—23-4-13.

As exceptional treatment is proposed the draft should be marked for His Excellency the Governor.

L. Davidson—25-4-13.
P[entland]—26-4-13.

[G.O. No. 379, Educational, dated 28th April 1913.]

E. 12
00—15-3-09.

EDUCATIONAL DEPARTMENT.

8

Read again G.O., No. ..... , dated 19
,, ,, ,, ,, ... , ,, ... 19 .

Read also:—

C. No. 1066, From the PWD, No. 6139/11, dated 2-4-1912
,, ,, 2396 ,, ,, PWD, ,, 6139/11 ,, 30-8-1912
,, ,, 74, ,, ,, PWD, ,, 6139/11 ,, 7-1-1913.
,, ,, 879 PWD, ,, 6139/11 ,, 15-3-13
Note by the Chief Engineer ,, PWD, ,, 3296-C, ,, 12-4-1913.

ORDER.

No. 375 Edl, dated 28.4.1913.

The Government are pleased (as a special case) to sanction a grant not exceeding one-~~third~~ half of the actual expenditure, nor ~~exceeding~~ Rs. 16,837 towards the cost of the hostel buildings which have already been completed in connection with the American College, Madura, and ~~about to be undertaken~~ of the proposed improvements and additions thereto—subject to the following conditions:—

(1) That in carrying out the proposed 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 .....;

(4) 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.

To
The Director of Public Instruction with plans and estimates, C.E. Circle
,, Accountant-General.
,, P.W.D.

EDUCATIONAL DEPARTMENT.

F.R.D.—80-5.

C. 74 Eol

Received LOCAL & M.S. GOVT. SECRETARIAT. 9 JAN 1913 191 , Registered 10/1/1913.9

Subject.

American College Madura — Requesting the early orders of Government on the application for building grant on behalf of the —

ENCLOSURES.
No.
Spare copies

Re No. 6139/11.

16

Station Madras., Dated the 7th January 1913.

From (Name) The Hon'ble Sir Alfred Gibbs Bourne, D.Sc., F.R.S., K.C.I.E.,
(Designation) Director of Public Instruction, Madras.

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

Sir,

I have the honour to request that you will be good enough to favour me with the early orders of Government on this office letter R. O. C. No. 6139/11, dated 2nd April 1912, submitting application for aid towards the cost of providing additional hostel accommodation for the American College, Madura.

I have the honour to be,

Sir,

Your most obedient servant,

R Grieve

For Director of Public Instruction.

K.V.T.

aa
9.1.13

[L. & M. 62]

500—12-09.

PRESS.

ORDINARY. PREFERENCE. URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

GOVERNMENT PRESS RECEIVED 5-MAY 1910

Current No....., dated.....19

G.O., No. 376, dated.....19

Number of MS. pages sent { Correspondence including orders (b1) / Notes.....

Docket... Building Grants, As a special case, sanctioning a Grant of Rs 16,837 towards the Cost of the Hostel buildings which have been completed in connection with the American Mission, Madura, and for certain improvements & additions thereto.

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The Collector of.....					
The P. D. B.....					
The Accountant-General..... ...		2			
The Director of Public Instruction...		6			
The Surgeon-General.....					
The Sanitary Commissioner.....					
Do. Engineer.....					
Do. Board					
The President, Corporation of Madras.....					
The.....					
The.....					
The					
The.....					
The					
Total ...		13			

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

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

* *To be initialled and dated.*

INSTRUCTIONS FOR THE MADRAS 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.

[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 after usual interval. / at once.	Type may be released after usual interval.
.....*Clerk.*	.....*Clerk.*	P Ramiah 28/6/13 .....*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	5/5/13	~~SD~~
First proof furnished on		
Call for revised proof received on		
Revised proof furnished on		
Corrected proof received for striking on		
Final copies supplied on	17-5-13	LB

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record	32		
" " " Issue	13		
For Volumes	16		
For E.T.	78		
Total ...	139		