

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 452, 17th May 1913.

Victoria College, Palghat.

Approving the proposal to construct a hostel for the school department of the — together with a reading room attached to it and quarters for the warden of the hostel.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 452, 17th May 1913.

Victoria College, Palghat.

Approving the proposal to construct a hostel for the school department of the — together with a reading room attached to it and quarters for the warden of the hostel.

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, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 7th February 1913.

No.—Ref. on C. 2935/12.

- (1) Copy of letter No. 163, dated 26th June 1912, from the Principal, together with a copy of the Chairman's endorsement thereon No. 1258, dated 19th July 1912.
- (2) Copy of letter from the Chairman, Municipal Council, Palghat, No. 1599, dated 18th September 1912, together with the application in original referred to therein.
- (3) A statement dated 3rd December 1912 and signed by the correspondent together with the rough plans and estimate referred to in column 5 thereof.
- With reference to G.O. No. 1004, Educational, dated 14th November 1912, I have the honour to submit, for the orders of Government, the marginally-noted communications in regard to the provision of a hostel, etc., for the Victoria College, Palghat, and to state as follows.

It will be observed from these communications that the Municipal Council of Palghat applies for aid equal to the full cost of the work for each of the following items:—

- (1) a hostel for the school department to accommodate some 50 boys in forms I to VI,
- (2) a reading room common to the students of the college hostel now under construction and to the students of the proposed hostel,
- (3) a house at a cost of Rs. 15,000 for the warden of the college hostel, who will look after the school hostel also, and
- (4) provision of furniture, etc., at a cost of Rs. 1,300 for the hostel now under construction.

As regards items (1) and (2) I beg to state that the hostel now under construction is designed to accommodate 100 students, and it would appear from my letter R.C. No. 2489/09, dated 7th July 1909, addressed to Government in the Local and Municipal Department that this hostel was intended both for the college and the high school students (forms IV to VI). But it is now reported that the hostel under construction is for the college students only and that a separate hostel is required for the students of the school department. The necessity for a reading room is quite apparent. The total cost of these two items comes to Rs. 27,000 according to the application as also according to the rough estimate herewith submitted though, in the statement dated 3rd December 1912 and signed by Mr. Davey, the Principal, the cost is roughly given as Rs. 24,000—25,000. Proposal No. (3) to build a house for a resident warden who might very well be the Principal of the College is, I think, eminently deserving of support. In the absence of efficient supervision the hostels may well do more harm than good, and such supervision cannot be exercised by a Principal who cannot find a house nearer to the college than two miles. The council requests that the entire cost of the work may be met out of the Imperial grant for hostels and states that the proposed building which will be Government property might be considered as lent to the Municipal Council until such time as the college is taken over by Government. I think that the entire cost of the school hostel and the reading room may be contributed by Government and that the proposed building, which should remain the property of Government, may be treated as one to be lent to the council. If Government accept this view, I request that the necessary instructions may be issued to the Public Works Department for the preparation of detailed plans and estimates for the work.

2. With regard to items (3) and (4) I beg to point out that the Chairman has already addressed Government on these matters in connection with his application for a contribution of Rs. 17,000 for making provision for the teaching of Science in the College—*vide* the papers submitted to Government in the Local and Municipal Department with my endorsement N.R.C. No. 317/12, dated 5th February 1912. Government have not yet passed any orders on the subject. I may add, however, that the cost of the furniture required, viz., Rs. 1,300 may be met from municipal funds.

ENCLOSURES.

(1)

Letter—from A. H. DAVEY, Esq., Principal, Victoria College.

To—the Director of Public Instruction, Nungambakam, Madras (through the Inspector of Schools, VIII Circle and through the Chairman, Municipal Council, Palghat).

Dated—the 26th June 1912.

No.—163.

With regard to the grant for hostels placed at your disposal by Government, I have the honour to request that you will be pleased to take into favourable consideration the following requests:—

1. A hostel to accommodate 100 students is now in course of erection, but no provision is made for supervision and the house now rented by the Principal is two miles away—quarters for a warden who may and I think should be the Principal, cost including site, say about Rs. 15,000.

2. No provision is made for any furniture in the new hostel, at least 2 tables and 2 chairs will be required for each room, say Rs. 16 for each room, 50 rooms, Rs. 800; and for lamps for the verandah and kitchen and dining rooms and for kitchen equipment, say another Rs. 500; total Rs. 1,300.

3. No arrangements are made for the common life of the students except that a room over the entrance porch is marked in the plan as a reading room. It is only 36' x 12' and must be used as quarters for a resident sub-warden who will be responsible for the college cooks and the servants a reading room (which the site can easily accommodate) is urgently required at a cost of, say, Rs. 3,000.

4. The hostel under construction is for college students only. Another hostel is urgently required for the school department to accommodate about 50 boys and may be built sufficiently near to the present one for the warden of the college hostel to look after the school hostel also; the plan for this hostel should be quite different from that of the college hostel, as sleeping and studying should be in large common rooms that both may be under proper supervision. This would cost less than a large number of small rooms. Cost, say, Rs. 20,000 including site and furniture.

Total grant required Rs. 39,300 toward which the council is unable to contribute anything. The buildings and furniture might be Government property lent to the council until the college is provincialised.

(2)

Letter—from M R. Ry. R. SEKHARA MENON Avargal, B.A., Chairman, Municipal Council, Palghat.

To—the Inspector of Schools, VII Circle, Cannanore.

Dated—the 18th September 1912.

No.—1599.

With reference to your letter R.O.C. No. 962/12, dated 24th August 1912, and to the Proceedings of the Director of Public Instruction R.O.C. No. 2935 of 12, dated 21st August 1912, I have the honour to forward herewith an application for aid towards the cost of hostel (school department) reading room, etc., together with necessary plans, estimates, etc., and to subjoin a resolution of the council at its meeting held on the 18th instant:—

"12. Read letter No. 259, dated 13th September 1912, from the Principal, Victoria College, requesting that the application for aid towards the cost of hostel (school department), reading room, etc., may be forwarded to the Inspector of Schools not later than the 17th or 18th instant, and the connected papers and plans.

"Application form with the connected papers including the sketch, plan, will be forwarded to the Inspector of Schools, VIII Circle."

Order—No. 452, Educational, dated 17th May 1913.

The Government approve the proposal to construct (i) a hostel for the school department of the Victoria College, Palghat, together with a reading room common to the students of the school and college hostels and (ii) quarters for the warden of the hostel. They are advised that the rough estimate of Rs. 27,000 submitted by the Municipal Council for the hostel and the reading room is below the mark and that a more approximate figure would be Rs. 31,000. The latter should therefore be adopted as the basis for the preparation of detailed estimates. The cost of the warden's quarters will, on the other hand, be restricted to Rs. 12,250, being the maximum permissible limit for outlay on residential quarters for a Government servant of the same rank as the Principal of the College who is likely to be the warden of the hostel.

2. Further orders regarding the preparation of detailed plans and estimates and the execution of the work will issue in the Public Works Department.

3. On completion, the buildings will remain the property of Government, but will be lent to the Municipal Council for use in connection with the college.

4. The Government agree with the Director of Public Instruction that the amount required for furniture for the college hostel should be met from municipal funds.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
Public Works Department,
with plans and estimate and copy of notes.
Financial Department.
Local and Municipal Department with copy of notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 452, EDUCATIONAL,
DATED 17TH MAY 1913.

[SUBJECT.—Construction of an additional hostel with warden's quarters for the Victoria College, Palghat.]

From the Director of Public Instruction, dated 7th February 1913,
No. R.O.C. 2935/12.

Please see paragraph 7 of office-note on page 3 of notes with G.O. No. 1004, dated 14th November 1912. The further information therein required is contained in the Director of Public Instruction's present communication. The hostel now under construction is for the college students only. The additional hostel building proposed is to accommodate high school boys. The hostel and the reading room alone are estimated to cost Rs. 27,000. Besides this there is an estimate of Rs. 15,000 to provide accommodation for the warden of the hostel. The Director of Public Instruction specifically recommends the payment of a grant of Rs. 27,000 towards the construction of the additional hostel and reading room and suggests that the buildings may be constructed by Government and lent to the Municipal Council. It is for consideration whether this proposal may be approved.

2. As regards warden's quarters, the Director of Public Instruction draws attention to his endorsement, N.R.C.

* Under consideration in Local and Municipal Department. No. 317-12, dated 5th February 1912,* in which he stated that "there is no doubt

as to the necessity for the improvements proposed" in the chairman's letter of the 7th December 1911 "if the college is to be maintained." Provision of quarters for the warden is one of the several items mentioned by the chairman in this letter towards which a Provincial contribution is applied for. It is stated that the municipal council is unable to contribute anything towards the cost of the new buildings. As the two hostels together are to accommodate nearly 150 boys, it is submitted that the provision of quarters for the warden near the hostel buildings is an urgent necessity and cannot be postponed.

3. The total cost of the scheme will therefore amount to Rs. 42,000, the whole of which amount has to be met from Provincial funds. It is for consideration whether the whole cost may be borne by Government and the buildings after construction be lent to the municipal council.

4. The council also applies for a grant of Rs. 1,300 towards the provision of furniture, etc., for the hostel. This, the Director of Public Instruction, says, may be met from municipal funds.

5. Submitted that the file may be sent to the Local and Municipal and the Financial Departments for remarks.

S.K.—16-2-13.

C. RAMANUJACHARI—20-2-13.

The objects for which grants are recommended are educationally desirable. Of that there is no question. The hostel funds available this year are 0.96 less some small grants sanctioned quite lately; but next year there should be close on 5 lakhs available.

2. The amount of accommodation proposed for the school students, viz., 50 places, is by no means excessive. The strength of the school department has ranged from some 280 to well over 400. There are particular reasons why the Palghat College should receive specially favourable treatment. In the face of strong local opposition the Principal has insisted on restricting the class promotions to those boys who are really fit to be advanced to higher classes. The Inspector on his last visit commented on "the exceptionally good work" of the institution describing its "organisation and discipline" as "most noticeable". In another file now under disposal in the Local and Municipal Department the Director has referred in warm terms to the example set by the Principal and the danger to the interests of education in general by allowing the college to suffer from the want of necessary funds.

L. DAVIDSON—27-2-13.

Local and Municipal } Departments u.o.
Financial }

LOCAL AND MUNICIPAL DEPARTMENT.

Submitted that as the council is badly off for funds the Local and Municipal Department may accept the recommendation of the Director that a hostel for the school department of the Victoria College and a reading room common to the college hostel now under construction and the proposed school hostel at an aggregate cost of Rs. 27,000 may be constructed entirely from Provincial funds and lent to the council. The council has only recently applied for a grant of Rs. 3,430 to complete the college hostel buildings by adding sick rooms to them and another grant of Rs. 5,500 towards the working of the college itself. The former application is now in the Educational Department* while the latter will be found in the linked file.† The budget estimate

* Sanctioned in G.O. No. 904 M., dated 5th May 1913.

† G.O. No. 709 M., dated 4th April 1913.

of the municipality as accepted by Government closes with a balance of only Rs. 3,640 or 4 per cent. of the estimated receipts under general funds and even this balance was provided by the council by omitting all allotments for new works.

2. The other items for which the council has applied for aid are—

(i) Construction of quarters for the warden of the college hostel at a cost of Rs. 15,000, and

(ii) provision of furniture for the college hostel now under construction.

It is submitted that as recommended by the Director the council may be asked to meet the cost of the furniture from its funds as it is a small item. As regards

‡ Application for a grant of Rs. 17,000 for laboratory equipment—lying over pending the decision regarding the transfer of the College to Government. Director of Public Instruction's endorsement, Ref. on Cir. No. 317/12, dated 5th February 1912, on the letter from the Chairman, Municipal Council, Palghat, No. 176, dated 7th December 1911.

will also have to be constructed by Government and lent to the council. The whole construction work may perhaps be taken up together.

3. For the college hostel and additional buildings estimated to cost Rs. 63,470

Column 1 on page 4 of G.O. No. 315 M., dated 21st February 1912.

Paragraph 2 of G.O. No. 1607 M., dated 12th October 1910.

Paragraph 5 on page 4 of G.O. No. 1323 M., dated 17th August 1909, and page 7 of notes

exclusive of the sick-rooms, the Government are giving a grant of Rs. 30,000 and the council is meeting the balance—Rs. 21,000 by a loan from Government and Rs. 12,470 from its accumulated balance of previous years. The council might have been asked to raise further loans for the school hostel and warden's

quarters, but its finances are not at present in a flourishing condition mainly owing to the maintenance of this expensive college and it is not at all likely that it will go in for any loan on account of it. Had it not been for the withdrawal of the college in 1906

Article 1 of the Grant-in-aid Code,

I am not prepared to accept this proposition. The change in the code was never intended to prejudice board and municipal schools and since 1906 they have merely received aid in another form.

L. DAVIDSON—4-3-13.

Cf. Mr. Butterworth's note on page 5 of the notes with G.O. No. 1323 M., dated 17th August 1909.

whole, therefore, it seems necessary and advisable that all further buildings are constructed entirely from Provincial funds.

T. B. RAMACHANDRAN—3-3-13.

P. T. THARYAN—3-3-13.

So far as Local and Municipal is concerned, the salient fact is that the council's finances do not permit it to provide from its balance or by loan for expenditure which is educationally desirable. It is, I submit, a good case for a liberal Provincial grant. Failing this, the improvements cannot be carried out; nor can Government consistently with the policy it pursues elsewhere urge this council to spend more on secondary education.

L. DAVIDSON—4-3-13.

To the Financial Department u.o.

FINANCIAL DEPARTMENT.

It is proposed by the Educational and Local and Municipal Departments,	Rs.	for the reasons given <i>ante</i> , that the cost of providing hostel accommodation with warden's quarters in the Victoria College, Palghat (estimate Rs. 42,000) should be borne <i>entirely</i> by Government and that the buildings after construction may be lent to the Municipal Council.
Hostel for the school department.	27,000	
Reading room	15,000	
Warden's quarters	42,000	
Total	84,000	

For orders whether the proposal may be accepted.

2. The work will presumably be carried out by Public Works Department; and the grant will consequently be included in the Public Works budget and cannot be handed over to the municipality. If the proposal be accepted, Public Works Department will have to scrutinise the plans and estimates.

(* Ascertained from Local and Municipal.)

Principal of the college (who will be the

Outlay calculated on a 10 per cent. basis of the salary ($561\frac{1}{2} \times 240 \times 1$) = 12,242. Paragraph 917, Public Works Department Code, Volume I.

3. Warden's quarters (Rs. 15,000).—It is understood* that the pay of the warden is Rs. 500—10—600 (average Rs. 561½) the outlay on quarters should consequently be restricted to Rs. 12,242. Public Works Department will have to be requested to see that the cost of this item is kept down to this figure.

V.G.K.—10-3-13.

C. REILLY—10-3-13.

In the special circumstances of Palghat, I think we may accept the proposals of the Educational Department. The benefit of a hostel is not, like the benefit of a water-supply or drainage scheme, mainly enjoyed by the residents of the town;

presumably a hostel is mainly useful to the sons of non-residents and thus benefit the whole area from which the college and high school draws its pupils. Educational may be asked to circulate the file to the Honourable Member in charge of Financial.

A. G. CARDEW—11-3-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft order is submitted for approval. If approved, it may be sent to Public Works Department for acceptance. On return, the file may be submitted to His Excellency the Governor and the Hon'ble Sir Harold Stuart.

S.K.—14-3-13.

C. RAMANUJACHARI—15-3-13.

Yes, please.

L. DAVIDSON—17-3-13.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Paragraph 2 of the draft may be accepted in this department and the file returned to Educational.

K.R.—19-3-13.

T.S.R.—19-3-13.

It may be remarked that the provision for items (i) and (ii) at Rs. 27,000 is rather low—a more probable figure is Rs. 31,000.

D. MARSHALL—2-4-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

It is estimated by the Public Works Department that the hostel and the reading room may together cost about Rs. 31,000. As the municipal council is unable to bear any portion of the cost this additional sum of Rs. 4,000 may also be paid by Government. No alteration need however be made in the draft order which refers to the estimate as only an "approximate" one. Only the *detailed* plans and estimates when prepared can show what the additional amount required will be. The file may be circulated to His Excellency and the Hon'ble Sir Harold Stuart.

S.K.—9-4-13.

C. RAMANUJACHARI—12-4-13.

His Excellency the Governor—

The Hon'ble Sir Harold Stuart, K.C.V.O., C.S.I.—

Yes please. Better say Rs. 31,000 as Public Works Department advise.

L. DAVIDSON—16-4-13.

P[ENTLAND]—23-4-13.

I agree to a grant being made but the order should explain that it is estimated

[It was Educational not Local and Municipal which then dealt with the case.]

L. DAVIDSON.

that the hostel will cost Rs. 31,000. The cost of the warden's quarters should be not more than Rs. 12,250. I do not know why Local and Municipal have

A | disregarded that part of the Financial Department note.

2. I do not think the maintenance of a college is a proper charge on municipal funds and on that ground and in the interests of education I should be glad to see this college made a Provincial institution.

H. A. S[TUART]—24-4-13.

Recirculated to His Excellency the Governor. With reference to the portion of Honourable Member's note marked A it is submitted that the file did not return to Local and Municipal after the Financial note was written. The reason why Educational, when drafting, made no mention of the suggestion to limit the cost of the warden's quarters to Rs. 12,250 was that the Chief Secretary did not endorse it but wrote "I think we may accept the proposals of the Educational Department." These proposals were for a house costing Rs. 15,000. If the Chief Secretary had endorsed the Financial clerk's suggestion, Educational would have asked whether the *ratio decidendi* in the case should not be the remuneration appropriate for discharging the duties of warden rather than the salary of the Principal or Professor appointed to that post. I believe that the Public Works rental on a Rs. 15,000 house works out to about Rs. 70 *per mensem*, which, I venture to think, is not an excessive remuneration for the thankless task of warden.

If, however, the Public Works Department can build a suitable house for Rs. 12,250, there is of course no reason to spend more. Whether or not they can do so is a question of fact, as to which enquiry will be made if His Excellency desires.

Honourable Member's remark B is in accordance with the policy underlying the model school scheme according to which this and other municipal colleges with school departments were to be provincialized.

L. DAVIDSON—26-4-13.

His Excellency the Governor—

I presume this is His Excellency's order, not the Private Secretary's, but it would have been more correct if the latter had said so.

H. A. S[TUART].

The words "By order" should have been added.

C.B.C.—2-5-13.

To Honourable Member first with reference to Educational note above and Mr. Cardew's note of 11th March 1913.

C. B. COTTERELL—29-4-13.

L. DAVIDSON—30-4-13.

Honourable Sir H. A. Stuart—

Mr. Davidson has clearly explained why the condition about the cost of the warden's house was not noticed by him in the draft order. I cannot agree with him that the question whether the Public Works Department can build a suitable house for Rs. 12,250 is a question of fact, for whether a house is "suitable" or not is a matter of opinion. I see no reason why we should treat the Principal of this municipal college more liberally than we should be allowed to treat him if he were a servant of the Government and I would therefore adhere to the limit of Rs. 12,250.

H. A. S[TUART]—1-5-13.

P[ENTLAND]—2-5-13.

Amend draft accordingly and send to Financial for acceptance in the final form.

L. DAVIDSON—3-5-13.

A revised draft order is submitted for approval. As directed by the Secretary it may be sent to the Financial Department for acceptance.

S.K.—3-5-13.

C. RAMANUJACHARI—4-5-13.

Please.

L. DAVIDSON—5-5-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

The draft order may, it is submitted, be accepted in Financial.

Total approximate cost Rs. 43,250.

2. *Funds*.—Funds will have to be allotted after the detailed plans and estimates are sanctioned by the Public Works Department. Any expenditure that may be incurred in the current year (1913-14) will be met from the provision of 3·21 lakhs for hostels in the current year's budget under the head "22-G. EDUCATION—GRANTS-IN-AID."

M.J.—9-5-13.

V.G.K.—10-5-13.

C. REILLY—10-5-13.

A. G. CARDEW—13-5-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted that the draft may now issue.

C. RAMANUJACHARI—15-5-13.

Issue.

T. E. MOIR-16-5-13.

[G.O. No. 452,^g Educational, dated 17th May 1913.]

READ AGAIN G.O., No. _____, dated _____, 190_____

” ” ” ” ” ” 190

READ ALSO:—

C. No. 425, From the *L.P.J.* *Rec* No. 29357, dated 7. 2. 1913

[illegible]

ORDER.

No. 452801, dated 17-5-1903

The Govt approve the proposal to construct ⁽¹⁾ ~~a additional~~ hostel for the school department of the Victoria College, Palzhat, together with a reading room common to the students of the school & college hostels and ⁽ⁱⁱ⁾ quarters for the warden of the hostel. They ^{are advised} ~~conclude~~ that ^(of Rs. 2000/-) the rough ~~est~~ estimate submitted by the Municipal Council for the Hostel & the reading room is ^{below the mark} ~~rather low~~ and ^s that a more approximate

[illegible]

ORDINARY.

PREFERENCE.

URGENT (a).

Educational
LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 425, dated 1917.

G.O., No. 150, dated 1917.

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

Docket. Victoria College, Palghat

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

For Record.*		Complete correspondence and orders.	Notes
Madras Records	...	28	15
Ooty Records	...	4	4
For filing with original	...		
Total	35	20	

For Issue.†

Letter only.	Complete G.O.	Special issue copies of G.O.		Notes.
		No.	Papers.	
Signature copies.				
India Office				
Govt. of India				
Revenue Department				
Public Works Department				
Educational Department				
Financial Dept.				
Dept.				
Dept.				
Dept.				
Dept.				
Total ...				
Spare copies				
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	15			

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.

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

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

A

В

C

Type may be released after usual interval.
at once.

Type may be released after usual interval.

Clerk.

...Clerk

Clerk.

Sundt.

Supdt

Sundt

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.
Received in Press on.....	22/5/13	LD
First proof furnished on.....	24/5/13	LD
Call for revised proof received on.....	1/5/13	LD
Revised proof furnished on.....	2/5/13	LD
Corrected proof received for striking on.....	26/5/13	LD
Final copies supplied on.....	27/5/13	LD
Account of copies.	Complete copies.	Notes. Issue copies.
Supplied to Secretariat for Record.....	25-	20
" " " Issue.....	15-	
For Volumes.....	16	
For E.T.....		
Total ..	66	20