

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 462, 20th May 1913.

University of Madras.

Sanctioning the proposed alterations in the University Regulations relating to the several Degrees in Medicine.

Government of Madras.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper :—

Letter—from F. DEWSBURY, Esq., B.A., LL.B., Registrar, University of Madras.
To—the Secretary to Government, Educational Department.
Dated—the 12th November 1912.
No.—4219.

I have the honour to submit for the sanction of the Government, in accordance with section 25 of the Indian Universities Act, 1904, the alterations in the Regulations for the several Degrees in Medicine of this University, which were passed by the Senate at its meeting held on October 26, 1912.

2. The alterations are numbered (A) to (J) and provide respectively (*inter alia*) as follows :—

(A) For the 1st, 2nd and 3rd M.B. & C.M., and the 1st and 2nd L.M. & S. Degree Examinations being held twice a year, so as to allow of failed students being re-examined, on the recommendation of the Examiners, after further study for either six months or one year.

(B) For the division of the 1st L.M. & S. Examination into two parts so as to allow candidates to take the Examination in Chemistry and Physics (which is now to be added to the course) at the end of the first year of study.

(B) and (C) For the transfer of Materia Medica and Practical Pharmacy from the 2nd L.M. & S. and 3rd M.B. & C.M. Degree courses to the 1st L.M. & S. and 2nd M.B. & C.M. Degree courses.

(D) For all periods of clinical work for L.M. & S. and M.B. & C.M. students being uniformly of three months' duration.

(E) For one month's "Post-mortem-room clerking" being included in each of the 3rd and 4th year's study of L.M. & S. students and the 3rd, 4th, and 5th year's study of M.B. & C.M. students.

(F) For the substitution of a revised syllabus of Mental Diseases for that now included in the L.M. & S. and M.B. & C.M. Degree courses.

(G) For the addition of Therapeutics to the courses for the final L.M. & S. and M.B. and C.M. Degree courses.

(H) For the inclusion of courses in anaesthetics among those prescribed for the final L.M. & S. and M.B. & C.M. Degree Examinations.

(I) For the alteration of the Degree "Bachelor of Medicine and Master in Surgery" to "Bachelor of Medicine and Surgery."

(J) For the institution of two new examinations, one for the Degree of "Doctor of Medicine" and the other for the Degree of "Master of Surgery" (to take the place of the present Degree of "Doctor of Medicine" which is granted under the existing regulations on the submission of an approved thesis or dissertation).

3. I am directed to state that all the above alterations were recommended to the Senate by the Faculty of Medicine, after consultation with the Board of Studies in Medicine, as a result of representations made by the Board of Examiners in Medicine and the Council of the Madras Medical College.

4. The alterations numbered (B) to (J) above were unanimously adopted by the Senate. The alterations numbered (A) were carried by a majority of the Senate: the following is a copy of the proceedings of the Senate relating thereto :—

"Lieut.-Col. G. G. Giffard proposed and Dr. T. M. Nair seconded :—

"That the following alterations be made in the Regulations."

[Here follow the proposals numbered (A)]

"After Mr. G. A. Natesan, the Rev. E. M. Macphail and Mr. E. W. Middlemast had spoken, the proposition was put to the meeting and carried, 18 members voting for and 10 against the proposition."

5. With reference to the proposals numbered (A) above for holding the 1st and 2nd L.M. & S. and the 1st, 2nd and 3rd M.B. & C.M. Degree Examinations twice a year, I am directed to inform the Government that the Syndicate does not see its way to financing these proposals from the University funds. When the Board of Studies in Medicine forwarded to the Faculty of Medicine its detailed proposals for the establishment of these additional examinations the Board recommended—

"that, if necessary, application be made to the Government for the funds necessary to meet the cost of these additional examinations."

This recommendation was approved by the Faculty which resolved that the attention of the Syndicate be directed thereto with a view to representation being made to Government for its favourable consideration.

The recommendation was laid before the Syndicate at its meeting on 1st October 1912, when it was resolved that consideration be deferred until after the next meeting of the Senate. At its meeting held on 5th November 1912, the Syndicate directed that the recommendation should be communicated to the Government when the proposed alterations in the Regulations were submitted for sanction.

ENCLOSURES.

UNIVERSITY OF MADRAS.

Resolution of the Senate passed at its meeting held on October 26, 1912.

That the following alterations be made in the Regulations :—

(A) (1) To Regulations 252 (3) and 270, add as new paragraphs—

'Candidates who fail to pass any examination shall be referred to their studies—

(a) in the case of the Final examination, for a period of one year;

(b) in the case of the examinations other than the Final, on the recommendation of the Examiners, for a period of either six months or one year.'

'Students so referred for six months may proceed with their studies and enter upon the courses prescribed for the next ensuing higher examination, provided that, if any such student should fail again to pass the examination on the next occasion on which he presents himself, no period of study so spent in the courses for the next higher examination shall be allowed to count for the grant of the certificates prescribed therefor.'

(2) In Regulations 253, 261, 271, 282 and 290—

For 'once', read 'twice'.

Add at the end of the present Regulation 'and on the first Monday after the 15th September'.

(3) In Regulations 254, 262, 272, 283 and 291—

After 'February' insert 'or 15th August next'.

(4) Regulations 256, 264, 274, 285 and 293—

The present Regulations to be numbered 256 (a), etc.;

After 'examination', insert 'on the first occasion on which he presents himself'.

To each Regulation add as new paragraphs—

(b) Candidates who have been referred to their studies for one year shall be admitted to the subsequent examination only on the production of a second set of the certificates required by the foregoing Regulation.

'Candidates who have been referred to their studies for six months under Regulation () shall be admitted to the next succeeding examination without the production of additional certificates.'

Candidates who have been referred to their studies for six months and who did not appear or who failed at the next succeeding examination shall be admitted to a subsequent examination only on the production of a certificate, in the form hereinafter prescribed, of having been re-engaged in study at an affiliated college for a period of six months.

Candidates who did not appear for the examination may, with the permission of the Syndicate, be admitted to the examination on the next occasion on which it is held without the production of any further certificates.

(5) In Regulations 264 (1), 264 (2), 268 (d) (1), 268 (d) (2) (twice), 293 (1), 293 (2) and 300, and in the corresponding forms of certificate in Regulation 391—

After the word 'passing', insert the words 'or after completing and receiving the certificates for the course prescribed for.'

(6) In Regulation 391, add under Medical Certificates—

FORMS OF ADDITIONAL CERTIFICATES.

(a) For First and Second L.M. & S., First, Second and Third M.B. & C.M.

Additional Certificate after Six Months' Study.

I certify that _____ has been re-engaged in Medical Studies for Examination for a period of six months subsequently to his appearance at that examination in _____ when he was referred to his studies by the examiners, and that his progress and conduct have been satisfactory.

Dated _____ Signed _____
Principal,
Madras Medical College.

(b) For the Final M.B. & C.M. Degree Examination.

Additional Certificate after One year Study.

I certify that _____ has been re-engaged in Medical Studies for the Final M.B. & C.M. Degree examination for a period of twelve months subsequently to his appearance at that examination in _____ when he was referred to his studies by the examiners, and that his progress and conduct have been satisfactory.

Dated _____ Signed _____
Principal,
Madras Medical College.

(B) Regulation 253, for the present Regulation, read—

The first L.M. & S. Examination shall be held in Madras twice a year and shall be divided into two parts. Part I of the examination shall commence on the first Monday in April, and on the first Monday after the 15th September; and Part II shall follow it. Candidates may present themselves for the whole examination or for either part thereof in the same year.

In Regulation 254, in line 1, between 'to' and 'the examination', insert 'either part of'.

In Regulation 255, in line 1, between 'to' and 'the examination', insert 'either part of'.

In line 3, after 'registered', add 'for Part I of the examination'.

In line 3, for 'twenty-four', read 'twelve'.

In line 3, after 'rupees', insert 'No candidate shall be registered for Part II of the examination until he has paid a fee of twelve rupees'.

In the last line, after 'examination', add 'in either Part I or Part II'.

In Regulation 256, for paragraph (1), read 'Of having completed his eighteenth year, for Part I, and his nineteenth year, for Part II of the examination'.

Paragraph (2), line 3, for the words 'two years', read 'one year in the case of a candidate appearing for Part I of the examination and not less than two years in the case of a candidate appearing for Part II of the examination'.

Paragraph (3), line 2, after 'to the University', read 'in the case of a candidate appearing for Part I of the examination—

- (a) Chemistry, one course.
- (b) Practical Chemistry, one course.
- (c) Physics, one course.
- (d) Practical Physics, one course.

* The date of the examination must be entered here.

In the case of a candidate appearing for Part II of the examination—

- (a) Anatomy, one course.
- (b) Physiology, one course.
- (c) Histology, one course.
- (d) Materia Medica, one course.
- (e) Practical Pharmacy, one course.

Paragraph (4), before the paragraph, read 'In the case of a candidate appearing for Part II of the examination.'

Delete paragraph (5).

In Regulation 391, (a) (page 271), insert before the last form of certificate a new form—
'I certify that to the best of my knowledge and belief _____ has completed his eighteenth year.

(Signature),'

(b) (page 272), delete the last form of certificate.

In Regulation 391, transfer the form of certificate for 'Minor Surgery' from the certificates for the First L.M. & S. Examination to the certificates for the Second L.M. & S. Examination

In Regulation 258, in line 1, after 'portions of', read 'each part of'.

For the present table substitute the following table:—

PART I.

Days.	Hours.	Subjects.	Marks.
First day	10—1 2—5	Chemistry (Written Examination) Chemistry (Oral and Practical Examination)	60 40
Second day	10—1 2—5	Physics (Written Examination) Physics (Oral and Practical Examination)	60 40

PART II.

Days.	Hours.	Subject.	Marks.
Third day	10—1 2—5	Anatomy (Written Examination) Physiology (do.)	100 100
Fourth day	10—1 2—5	Anatomy (Dissection) Physiology and Histology (Oral and Practical)	50 50
Fifth day	10—	Pharmacy and Materia Medica (Oral and Practical) Anatomy (Oral)	50 50

In Regulation 259, for the words 'No candidate who fails', read 'No candidate shall be declared to have passed Part I of the examination who fails to obtain one third of the marks in Chemistry or one-third of the marks in Physics or one-half of the aggregate number of marks in the two subjects. No candidate shall be declared to have passed Part II of the examination who fails'.

In the second para., after 'candidates', insert 'in the whole examination.'

After 'by each', insert 'in the two Parts of the examination taken together.'

In Regulation 260, after 'date', insert 'or dates.'

(C) (i) In regulation 264 (2), delete '(c) Materia Medica and Therapeutics, one course and (h) Practical Pharmacy, one course'; for '(d), (e), (f), (g)', read respectively '(c), (d), (e), (f).'

Add '(g) Minor Surgery, one course.'

In Regulation 266, in the table of Examination, Second day, delete—

'10—1 | Materia Medica and Therapeutics (Written Examination) .. | 50'

'For '2—5,' read '10—1.'

Below 'Hygiene (Written Examination)', insert 'Hygiene (Practical and Oral) . . 30.'

Delete the whole of the 'Third day.'

(ii) To Regulation 285 (2), add '(g) Materia Medica, one course and (h) Practical Pharmacy, one course.'

In Regulation 287, for 'Third day,' read 'Fourth day'.

Insert after 'Second day'—

Third day	10—1	Materia Medica (Written Examination)	70
	2—5	Materia Medica and Pharmacy (Oral and Practical)	50

In Regulation 293 (2), delete '(c) Materia Medica and Therapeutics, one course and (f) Practical Pharmacy, one course'; for '(g)' read '(e)'.

In Regulation 295 in the table of Examination, Second day, delete—
'10—1 | Materia Medica and Therapeutics (Written Examination) .. 70'
for '2—5,' read '10—1.'

In the Third day delete 'Materia Medica and Pharmacy (Oral and Practical) .. 50.'

(iii) In Regulation 391, transfer the form of certificate for Materia Medica from the Second L.M. & S. to the First L.M. & S. examination, and the forms of certificate for Materia Medica and Practical Pharmacy from the Third M.B. & C.M. to the Second M.B. & C.M. examination.

Also in all forms of certificate for Materia Medica delete the words 'and Therapeutics.'

(D) In Regulation 264, paras. (3) and (4), for 'four,' read 'three'; para. (5), for 'two,' read 'three.'

Page 273, in the last form of certificate, for 'four,' read 'three.'

Page 274, in the first form of certificate, for 'four' read 'three' in the second form of certificate, for 'two,' read 'three.'

(E) In Regulation 264, substitute for paragraph 6 and in Regulations 268 and 293, add as a new paragraph, 'of having been engaged in post-mortem-room-clerking for a period of one month';

In Regulation 300, substitute for paragraph (9), 'been engaged in post-mortem-room-clerking for a period of two months.'

To the forms of certificates for the Second and Final L.M. & S. and Third and Final M.B. & C.M. candidates, add as a new form—

'I certify that _____ has been engaged in post-mortem room-clerking for a period of _____ month after passing the examination.

(Signature)

Professor of Pathology.

And delete the third form of certificate on page 274, and the second form of certificate on page 280.

(F) In Regulations 268 (2) and 300 (2), substitute the following syllabus for the course of instruction in Mental Diseases for the existing syllabus:—

'The course of Mental Diseases shall comprise instruction in the following types of disorder:—

- (i) Failure of Mental Development—
Idiocy; Imbecility; Weak-mindedness.
- (ii) Mania-Depressive Insanity—
Mania; Melancholia; Stupor; Alternating and Circular conditions.
- (iii) Delusional Insanity and Paranoia.
- (iv) Dementia—
Primary or Adolescent (D. Praecox); Consecutive or Terminal; Organic Parasyphilitic (G. P. I.); Senile.
- (v) Insanity due to drugs—
Alcohol; Indian Hemp; Opium and its derivatives; Cocaine; Lead.
- (vi) Epileptic Insanity.
- (vii) Hysteria and Psychasthenia.
- (viii) Exhaustion Psychoses—
Post Febrile Insanity Acute Delirium; Neurasthenia.
- (ix) Epochal Insanities;—
Insanity of Puberty and Adolescence; Insanity of the child-bearing period; Insanity of Climacteric; Insanity of old age.
- (x) Mental disorder, associated with Physical diseases—
Diseases of the Thyroid Gland; Polio-encephalitis; Syphilis; Tubercle-Nephritis Diabetes and Gout.
- (xi) The Medico-Legal and Social relationships of Insanity.
- (xii) General Treatment.'

(G) In Regulations 264 (2) and 268 (d) (2), after "medicine", add "including Therapeutics".

In Regulation 268 (f), for "Medicine including Mental Diseases and Medical Anatomy", read "Medicine including Therapeutics and Mental Diseases."

In Regulation 300 (2), for (a) 'Medicine, one course' read '(a) Medicine including Therapeutics, one course.'

In Regulation 302, for "Medicine including Mental Diseases and Medical Anatomy", read "Medicine including Therapeutics and Mental Diseases".

(H) (a) In Regulation 268, after sub-paragraph (d) (f) and in Regulation 300, after sub-paragraph (10), insert a new sub-paragraph numbered (8) and (11) respectively—

"of having attended a course of practical instruction in the administration of anaesthetics and of having personally administered a general anaesthetic in at least six cases"

(b) In Regulation 391, insert the following forms of certificates under Final L.M. & S. and Final M.B. & C.M. Degree Examinations:—

'I certify that _____ has attended a course of practical instruction in the administration of anaesthetics and has personally administered a general anaesthetic in the last six cases.

(Signature)

Physician,

Hospital"

(I) Throughout the Regulations, for "Bachelor of Medicine and Master in Surgery" read "Bachelor of Medicine and Surgery" and for "M.B. & C.M.", read "M.B. & B.S."

(J)

Doctor of Medicine.

(IN MEDICINE AND MIDWIFERY.)

305. (a) An examination for the degree of Doctor of Medicine shall be held in Madras once a year commencing on the fourth Monday in April.

(b) No candidate shall be admitted to this examination unless he produces a certificate in the form hereinafter prescribed showing that—

(1) he, having passed the M.B. & B.S. degree examination of this University, has been engaged for three years continuously in the practice of the Medical profession,

or

(2) he, after qualifying for his M.B. & B.S. Degree, has passed two years in hospital practice,

or

(3) he, having passed his M.B. & B.S. degree examination in the first class, has passed one year in hospital practice.

(c) Each candidate must produce with his medical diploma a testimonial, signed by at least two Doctors of Medicine or two Masters of Surgery, or two Fellows of the University, certifying that he is in habits and character a fit and proper person to receive the degree of Doctor of Medicine.

306. (a) Applications for admission to the examination for the degree of Doctor of Medicine, in the form prescribed, together with the certificate and testimonial above referred to, shall be forwarded so as to reach the Registrar not later than the 1st February preceding.

(b) Every candidate shall forward with his application a fee of one hundred rupees. No candidate who fails to pass or present himself for examination shall be entitled to claim a refund of the fee.

(c) No candidate shall be admitted to the examination until he has been registered.

No candidate shall be registered until he has paid the prescribed fee. A candidate shall be registered afresh on each occasion on which he presents himself for examination.

307. (a) Candidates shall be examined in one of the following branches:—

Branch I—Medicine including Mental Diseases and Pathology—

(a) Medicine (including Mental Diseases and Therapeutics)—two papers, one of which may consist of a case for written commentary.

(b) Pathology—one paper.

(c) A Clinical and Oral Examination with the examination of Pathological specimens.

Branch II—Midwifery including Diseases of Women—

(a) Midwifery and Diseases of Women—two papers, one of which may be a subject for commentary.

(b) Pathology of subjects: "Midwifery and Diseases of Women."

(c) A clinical and Oral Examination with the examination of Pathological specimens.

Branch III--Pathology--

- (a) Medicine—one paper.
 (b) Pathology—two papers (one of which may be an essay on one of two subjects in Pathology).
 (c) A Museum and Laboratory Examination.

Branch IV—Tropical Medicine—

- (a) Medicine—one paper.
 (b) Tropical Medicine—one paper.
 (c) Pathology of Tropical Diseases—one paper.
 (d) A Clinical and Oral Examination with the examination of Tropical-Pathological specimens.

Candidates shall not be approved by the examiners unless they have shown a competent knowledge in all the subjects of the examination.

(b) A candidate who has already passed the examination in one branch may, before he takes the degree, appear on a subsequent occasion in another branch, but no candidate may appear for the examination in two branches in the same year.

308. The examination shall be conducted in the order of time and the subjects set forth in the following tables:—

BRANCH I.

Days.	Hours.	Subjects.
First day	{ 10—1 2—5	Medicine, first paper. Medicine, second paper.
Second day	10—1	Pathology.
Third day	10—4	Clinical and Oral Examinations.

BRANCH II.

Days.	Hours.	Subjects.
First day	{ 10—1 2—5	Midwifery, etc., first paper. Midwifery, etc., second paper.
Second day	10—1	Pathology.
Third day	10—4	Clinical and Oral Examinations.

BRANCH III.

Days.	Hours.	Subjects.
First day	10—1	Medicine.
Second day	{ 10—1 2—5	Pathology, first paper. Pathology, second paper.
Third day	10—4	Museum and Laboratory Examination.

BRANCH IV.

Days.	Hours.	Subjects.
First day	{ 10—1 2—5	Medicine. Tropical Medicine.
Second day	10—1	Pathology of Tropical Diseases.
Third day	10—4	Clinical and Oral Examinations.

309. A diploma under the seal of the University, and signed by the Chancellor, shall be delivered at the next Convocation for conferring degrees to each candidate who, in the opinion of the examiners, has qualified for the degree.

Master of Surgery.

310. (a) An examination for the degree of Master of Surgery shall be held in Madras once a year commencing on the fourth Monday in April.

(b) No candidate shall be admitted to this examination unless he produces a certificate in the form hereinafter prescribed showing that—

(1) he, having passed the M.B. & B.S. degree examination of this University, has been engaged for three years continuously in the practice of the Medical profession,

or

(2) he, after qualifying for his M.B. & B.S. degree, has passed two years in hospital practice,

or

(3) he, having passed his M.B. & B.S. degree examination in the first class, has passed one year in hospital practice.

(c) Each candidate must produce with his Medical diploma a testimonial, signed by at least two Doctors of Medicine, or two Masters of Surgery, or two Fellows of the University, certifying that he is in habits and character a fit and proper person to receive the degree of Master of Surgery.

311. (a) Applications for admission to the examination for the degree of Master of Surgery, in the form prescribed, together with the certificate and testimonial above referred to, shall be forwarded so as to reach the Registrar not later than the 1st February preceeding.

(b) Every candidate shall forward with his application a fee of one hundred rupees. No candidate who fails to pass or present himself for examination shall be entitled to claim a refund of the fee.

(c) No candidate shall be admitted to the examination until he has been registered.

No candidate shall be registered until he has paid the prescribed fee. A candidate shall be registered afresh on each occasion on which he presents himself for examination.

312. (a) Candidates shall be examined in—

(1) Surgery—two papers, one of which may be a subject for commentary.

(2) Surgical Anatomy and Pathology—one paper.

(3) One of the following special subjects—one paper:—

(i) Ophthalmology.

(ii) Venereal and Genito-Urinary Surgery.

(iii) Gynecological Surgery.

(iv) Aural and Laryngeal Surgery.

(v) Dental Surgery.

(4) Operative Surgery and the use of instruments.

(5) A Clinical and Oral Examination with the examination of Pathological specimens.

Candidates shall not be approved by the examiners unless they have shown a competent knowledge in all the subjects of the examination.

(b) The examination shall be conducted in the order of time and the subjects set forth in the following table :—

Days.	Hours.	Subjects.
First day	10—1 2—5	Surgery, first paper. Surgery, second paper.
Second day	10—1 2—5	Surgical Anatomy and Pathology. Special Subject.
Third day	10—1 2—5	Operative Surgery and the use of instruments. Clinical and Oral Examinations.

313. A diploma under the seal of the University, and signed by the Chancellor, shall be delivered at the next Convocation for conferring degrees to each candidate who, in the opinion of the examiners, has qualified for the degree.

Forms of Certificate (to be inserted in Regulation 391).

Doctor of Medicine or Master of Surgery.

(a) I certify that.....has been continuously engaged in the practice of the medical profession since passing the M.B. & B.S. degree examination of the University of Madras in the year 19....

Station.....
Date.....

Signature.....
Fellows of the University of Madras.

(b) I certify that.....has been engaged for.....year in hospital practice since passing the M.B. & B.S. degree examination of the University of Madras in the year 19....

Date.....

Signature.....
Physician } Hospital.
or }
Surgeon }

FRANCIS DEWSBURY,
Registrar.

Order—No. 462, Educational, dated 20th May 1913.

Under section 25, sub-section (1) of the Indian Universities Act, 1904, the Government sanction the alterations in the University Regulations proposed in the letter read above.

2. As regards the application of the University for financial aid towards the extra cost involved by the proposal to hold the medical examinations twice a year, the Syndicate will be informed that the Government are unable to sanction any recurring grant from provincial revenues for the purpose. The proper course for the University therefore is to adjust the cost of the examinations to the fee income. Until the University is able to settle the question of fees and expenditure, the Government will have no objection subject to the approval of the Government of India to the cost being temporarily met from the non-recurring Imperial grant of three lakhs which has lately been sanctioned by the Government of India.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Registrar of the University of Madras.
" Director of Public Instruction.
" Financial Department.
" Public Department.

[L. & M.]
4,000—22-10-10.

201
LOCAL AND MUNICIPAL DEPARTMENT.

Papers to be read in Proceedings :—

Again G.O., No. , dated

191

Again G.O., No. , dated

191

Current No. 3043. From the Reg. *Ulemas* No. 4219, dated 12-4-1912

ORDER. No. 462 *808*, dated 20.5-1913.

Under Section 25, Sub-section (1) of the Indian Universities Act, 1904, the Govt. sanction the alterations in the University Regulations proposed in the letter read above.

2. As regards the application of the University for financial help aid towards the extra cost involved by the proposal to hold the medical examinations twice a year, the Syndicate will be informed that the Govt. are unable to sanction any

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recurring grant from
 Provincial revenues ~~to be used~~
 for the purpose, ~~which is doubt~~
~~the concern of~~ (the University)
 the proper course for ~~that~~
~~had~~ ^{therefore} is to adjust the cost
 of the examinations to the
 fee income. Until the
 University is able to settle
 the question of fees and
 expenditure the Govt will
 have no objection ^{subject to the approval of the Govt} to the
 cost being met from the
 non-recurring Imperial
 grant of three lakhs which
 has lately been sanctioned
 by the Govt of India.

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 Supd. & Secy
 to Govt
 20/5/13
 No call
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 24/5/13

To
 The Registrar of the University
 of Madras
 - D. D. -
 Finl. Deptt.
 Public Spatter

20/5/13
 S.C. & Secy
 to Govt
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 S.C. & Secy
 to Govt
 20/5/13
 RPR

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ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 3243, dated 12-11-1912

G.O., No. 1962, dated 20-5-1913

Number of MS. pages sent { Correspondence including order or orders (b) 10
Notes (b) 18Docket: *Memorandum of the Secretary, Government of Madras, dated 12-11-1912, relating to the General Register in Madras.*

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

Complete correspondence and orders.

Notes

FOR RECORD.*

Madras Records	40	32
City Records	10	10
For filing with original	1	1
Total	51	43

FOR ISSUE.†

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The P. D. B.					
The Accountant-General					
The Director of Public Instruction		4			
The Surgeon-General					
The Sanitary Commissioner					
Do. Engineer					
Do. Board					
The President, Corporation of Madras					
The Registrar		8			
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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.

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

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

TO PRESS, MADRAS,
COTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval.
at once.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

WS
20573.....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.....	<u>28/5/13</u> <u>Sh.</u>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	<u>11/6/13</u> <u>Sh.</u>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	<u>57</u>		
" " " Issue.....	<u>20</u>		
For Volumes.....	<u>16</u>		
For E.T.....			
Total ...	<u>87</u>		