

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 1160, 6th December 1913.

Salem College.

Approving the proposal of the Municipal Council of Salem to construct a new building for its college at an approximate cost of Rs. 80,000, and directing that the entire cost be met from the non-recurring Imperial grant of 49 lakhs.

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 61, Educational, dated 24th January 1913.

ABSTRACT.—Sanctioning a half-grant not exceeding Rs. 7,500 towards the cost of providing the Salem Municipal College with a hostel, and directing that the question of extensions to the college be separately submitted to Government.

II

Letter—from M.R.Ry. E. S. RAMASWAMI AYYAR AVARGAL, B.A., B.L., Chairman, Municipal Council, Salem.

To—the Secretary to Government, Local and Municipal Department (through the Head-quarters Deputy Collector and the Collector of Salem and the Director of Public Instruction).

Dated—the 19th May 1913.

No.—842.

With reference to G.O. No. 61, dated 24th January 1913, I have the honour to submit herewith a copy of resolution No. 17 of the Municipal Council of Salem, dated 26th April 1913, for the information and orders of Government.

2. The Council appointed a sub-committee consisting of Mr. E. S. B. Stevenson, M.R.Ry. U. Venkata Rao Avargal and Mr. M. S. H. Thompson to consider and report on paragraph 2 of the Government Order quoted above. A copy of the report of the sub-committee is herewith submitted for the information of Government. For various reasons they are strongly in favour of abandoning the present buildings and erecting new buildings in the premises of the Victoria market, which is adjacent to the compound and buildings to be erected for the college hostel, for which the Government have been pleased to give a grant of Rs. 7,500 in G.O. No. 237, dated 18th March 1913. The Collector of Salem has been requested to acquire the site and the buildings thereon for the hostel. The Victoria market buildings have not been popular since their construction and all efforts on the part of the Council to attract vendors to this place have failed.

3. If this proposal of the Council should be approved by the Government, the college may be named the "Salem Victoria College" to preserve the original memorial. A site plan of the Victoria market is also submitted.

4. The old buildings of the college belong to Government and within the last seven years the Municipal Council have added buildings at a cost of about Rs. 17,000. There is absolutely no room for further extension and the existing accommodation is quite insufficient.

5. A plan for the new building to be erected in the premises of the Victoria market and detailed estimates are also submitted.

ENCLOSURES.

(1)

Extract from the Proceedings of the Municipal Council, Salem, dated 26th April 1913.

PRESENT:

M.R.Ry. E. S. Ramaswami Ayyar Avargal, B.A., B.L., Chairman.

Non-official Councillors.

M.R.Ry. T. K. Balakrishna Chettiyar Avargal, B.A., B.L.

„ Rajachinnatambi Mudaliyar Avargal.

„ P. N. Ranganayakulu Ayya Avargal.

„ Chetti Muttiam Chettiyar Avargal.

„ Jumnados Sait Avargal.

Rev. J. Bruyere.

Saiyid Sarumian Sahib Bahadur.

M.R.Ry. K. V. Subba Rao Avargal, B.A., B.L.

Rev. C. G. Marshall.

* * * * *

Read report of the sub-committee appointed to report on the additional accommodation required for the Salem College.

Resolution No. 17.—The Council adopts the report of the sub-committee with the additions and alterations proposed by the Chairman. The Government will be requested to give a grant of the whole cost.

* * * * *

(2)

Re: specification report for additions to the Salem College and High school.

The land suggested to be acquired for the same.—The sites of Mrs. Boalth's house and Mrs. Kanagarathnam's Municipal survey Nos. 989 and 988. This will cost Rs. 5,300. This land is on the site of the moat beside the old Salem Fort ramparts. To obtain a solid foundation here is, I believe, almost impossible under some 15 or 20 feet. On this site it is proposed to erect ten rooms 29' x 29' and two halls 26' x 92'; the idea being to partition these off as more class rooms are required. The buildings are estimated to cost Rs. 31,456 and with the cost of the land the whole amount will be Rs. 36,756. The present buildings now in use are utterly unsuitable in every way. The pupils are huddled together like sheep in ill-lighted and ill-ventilated rooms. Several of the classes are exposed to the heat and glare in the verandahs while others are held in unsuitable buildings outside. Owing to the want of accommodation some hundred pupils have been refused admittance in the current year or the school department would be 450 strong instead of 350 who are treated as above. If the additions now proposed are made it will make the classes very scattered and they will be at some distance from the hostel and play-ground about to be acquired. The nature of the foundations referred to above is a most serious and important factor which must be very carefully considered as it will greatly increase the cost of the newly-proposed additions. In considering this matter it must be definitely settled whether it is expedient to provide accommodation for the Shevapet and Salem Branch schools in the main building. It is I think impossible to amalgamate the Shevapet Branch school with the main building as it will be too far for the young children who attend it to walk such a long distance. As regards the Salem Branch school it is not so far for the children to walk but there would be much grumbling and discontent if it were located in the main building. The expense of providing accommodation in the main building will render the scheme perhaps prohibitive on account of expense. Moreover, it is not absolutely necessary that the amalgamation should be arranged for; as the present building is suitable after making some slight alterations.

From the report on the state of the present building there is much repairing and tinkering required which at its best will be most unsatisfactory. I am strongly opposed to this tinkering

up the old buildings and erecting new detached buildings on an uncertain foundation and making the college and school a greater eyesore than they are at present. We are asked to provide up-to-date appliances in an old out-of-date building—

	RS.
School laboratory	2,000
College laboratory	5,000
Furniture	1,000
Repairs and ventilation	600
Total	8,600

I would suggest an entirely new up-to-date building being erected which will cost very little more than the above makeshifts.

Survey Nos. 34 and 35 are to be acquired for a hostel and play-ground—*vide* G.O. No. 61, dated 24th January 1913, embodied in G.O. No. 237, dated 16th March 1913.

I would therefore suggest that survey Nos. 22 and 25 be secured and the new buildings be erected on them so as to combine the college, high school hostel and play-ground. It would also have the Salem Branch school quite close and enable it to be properly supervised by those whose duty it is to do so.

The present buildings could be disposed of for a certain consideration; most of the fittings now in use could be transferred to the new building. The higher forms will however have to be supplied with dual or single desks but most of the fittings it must be noted are of the old type and insufficient. It will be out of place to supply up-to-date fittings for an antiquated building. Most of the expensive laboratory fittings supplied within the last few years will be available for use in the new buildings. The present Victoria Market, survey Nos. 22 and 25, is utterly useless and has seldom or never been used since it was opened seven years ago nor was the old market used. It is very doubtful if a market is necessary. I certainly think not, and one will never be used unless by compulsion. It is on this site that the new building should be erected. I do not think the Collector or the District Board will object to this arrangement; for, the present state of the market is an eyesore to the place and a disgrace to its name. By this arrangement we obtain for Salem an up to date building for the high school and college in place of the present antiquated building which has been constantly condemned by the authorities and was originally intended to accommodate only 100 students in the early fifties.

I have taken considerable trouble in obtaining plans for the new building which plan I chose from a volume of occasional reports, No. 6 of the Educational buildings in India. The one I chose is the Basel German Mission high School, Calicut, from the Principal of which I obtained the plan and estimates attached to this report.

The Calicut rates have been altered to those of Salem. From these you will see that every possible requirement has been provided for.

Mr. Shutie tells me he wants three class rooms for the college as three subjects are taught at the same time for the 54 students now in the college. This accommodation will be sufficient for nearly double the number of students. The high school consists of forms 1 to 6 with two removes, in each I believe, so that 12 class rooms would be required to accommodate some 480 students.

Should the strength increase, rooms can be easily added on as required without disfiguring the building.

In 1891 the number on the rolls of the college was 175. In 1913 the number is 368 and about a 100 were refused admission for want of accommodation. So the number should be 468 or an increase of 300 students on the strength of 1891. A school garden can also be provided at the new spot suggested.

The building will cost Rs. 45,000.

This is after making allowance for the extra price of wood in Salem and for Cuddapah slabs on concrete in place of tiles and gravel. Though this makes the initial expenses high it saves endless trouble and expense hereafter.

The requirements as stated above cost Rs. 8,600 more or a total of Rs. 53,600 for an up to date well equipped institution. To tinkering up the old building and providing for most of the necessary accommodation required will cost —

	RS.
Buildings	31,456
[Note.—At the very least the question of the foundation has to be considered. So this sum is more likely to be Rs. 35,000 or more]	
Acquisition of land	5,300
Improvements and repairs	8,600
Total	45,356

For an unsightly and antiquated building which would even then be very unsuitable on account of its scattered position and not supplying all the accommodation required, and so for the extra small sum of Rs. 8,000 we will have a proper up to date building.

From this sum of Rs. 53,600 must be deducted what will be obtained for the present buildings. So we may fairly presume we can obtain an up to date building provided with every requisite for about the same amount as the improvements now asked for.

In consideration of the fact that the present college buildings worth about Rs. 25,000 (of which buildings worth Rs. 17,000 have been put up recently by the municipality) will be handed over to Government and will be available for public purposes such as providing office accommodation for the District Board Engineer and the Assistant Engineer or a Veterinary hospital, we shall venture to request the Government that the entire sum for constructing the new buildings may be given to the Council as a grant by the Government.

E. S. B. STEVENSON,
Municipal Councillor and Member
of the Salem College Sub-Committee.

I agree.

U. VENKATA RAO,
Municipal Councillor and Member
of the Salem College Sub-Committee.

Endt. No. 1112-Cur., dated 22nd May 1913.

Submitted to the Collector of Salem.

W. H. CHATTERTON,
Deputy Collector.

Endt. N. Dis. No. 1482 B.C., dated 15th June 1913.

Submitted to Government. There is no doubt that the new scheme would have the very great advantage of bringing the college and hostel together and providing the college with a fine site and suitable building.

The market has never paid in its ground site. I am told that the revenues from the stalls do not amount to Rs. 100 in a year. The council thinks that a new site in the heart of the town would be more popular.

J. P. BEDFORD,
Collector.

N. Ref. on Cur. No. 2961/12, dated 13th August 1913.

Submitted to Government.

2. The scheme in its main outline is a good one and the Council's application for Government to bear the cost is supported, since reasonably good provision for a training school will thereby be obtained. The plan is by no means acceptable as it stands and the type-design for high schools would be preferable if it could be adapted to the large number of class rooms required. This is a matter for the Consulting Architect.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 1160, Educational, dated 6th December 1913.

The Government approve the proposal of the Municipal Council of Salem to construct a new building for its college at an approximate cost of Rs. 80,000. In view of the special circumstances of the case the entire cost of the building will be met from the non-recurring Imperial grant of 49 lakhs.

2. Further orders will issue in the Local and Municipal Department in regard to the selection of a site for the new building and in the Public Works Department in regard to the preparation of detailed plans and estimates and the execution of the work. The Director of Public Instruction will be requested to furnish that department with exact particulars as to the requirements of the college in the new building to enable the plans and estimates to be drawn up speedily.

3. On completion, the building will remain the property of Government and will be lent to the Municipal Council for the use of the college. The present building, which belongs to Government, should in the usual course be handed back to them.

(True Extract.)

W. FRANCOIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Public Works Department with plans and estimates.
" Financial Department.
" Local and Municipal Department.
Editors' Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1160, EDUCATIONAL, DATED
6TH DECEMBER 1913.

[SUBJECT.—Application for a grant of Rs. 62,180 for the construction of new buildings for the Salem College.]

LOCAL AND MUNICIPAL DEPARTMENT.

From the Chairman, Municipal Council, Salem, dated 19th May 1913, No. 842.

Please see the notes and orders with G.O. No. 61, Educational, dated 24th January 1913. The question of a grant for the construction of new buildings for the Salem College is one for consideration in the Educational Department. Submitted that the Chairman's present letter may be transferred to that department for further action.

M. T. DURAISWAMI AYYANGAR—20-8-13.

T. KRISHNASWAMI AYYAR—21-8-13.

Yes.

W. FRANCIS—23-8-13

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Please see G.O. No. 61, Educational, dated 24th January 1913 and the papers printed therewith.

2. In the second of its letters printed on pages 3 and 4 of the above Government Order, the Municipal Council of Salem asked for a grant of Rs. 15,000 from Provincial funds for the purpose of providing a hostel for the Salem College and a grant of Rs. 37,493 for providing additional accommodation for it. Referring to the latter question, the Council wrote:—

"The question of the extension of the College buildings has also become an urgent one. The present buildings are not at all sufficient for the growing needs of the institution with the result that some of the classes are held temporarily in the buildings that were acquired for a hospital in Salem. The hospital buildings will have to begin very soon and so the acquired buildings will be demolished. Provision will, therefore, have to be made in the meanwhile for additional accommodation."

The Council proposed to acquire two plots of ground adjoining the College at a cost of Rs. 6,037 and construct additional buildings thereon at an estimated cost of Rs. 31,456—total Rs. 37,493.

3. The Government said that they were prepared to sanction a half grant not exceeding Rs. 7,500 towards the cost of providing a hostel, on the understanding that the Council met the other half from certain endowment funds in their hands (and this grant has since been sanctioned in G.O. No. 237, Educational, dated 18th March 1913) and as regards the question of extensions to the college they said that it should be separately submitted through the Director of Public Instruction with detailed information as to the use to which existing buildings were put and the purpose for which the new ones were intended.

4. The Council now submits its application through the Director of Public Instruction. It has given up the idea of extending the old building and proposes to construct an entirely new building in the premises of the Victoria Market, adjacent to the compound where the proposed college hostel is to be erected. The Council states that the buildings in which the college is at present held are utterly unsuitable for a college in every way; that the pupils are huddled together like sheep in ill-lighted and ill-ventilated rooms and that several of the classes are held in verandahs and exposed to the heat and glare, while others are held in unsuitable buildings outside the college—that is at a distance of about two furlongs from the college.

*The amount of Rs. 8,600 shown against "improvements and repairs" apparently relates to cost of equipment. This has been excluded from the cost of the alternative scheme and consequently has been excluded from this also.

The new buildings are estimated to cost Rs. 62,180 against Rs. 36,756 * the cost of the proposed extensions. The extra cost involved by the present proposal is thus Rs. 25,234 against which should be

set off the value of the present building—about Rs. 25,000.

5. The proposal of the Council meets with the approval of the Director of Public Instruction who also supports the request of the Council that the entire cost of the new buildings should be borne by Government. The Director considers that by the construction of a new building for the college, reasonably good provision for a training school would be obtained. He is however not for accepting the plan for the

Cf. G.O. No. 1197 W., dated 4th November 1908. new building submitted by the Council and suggests that the type design for high schools should be followed.

6. The present building of the college belongs to Government. It was transferred to the Municipal Council in 1885 along with the college and its furniture, apparatus and books, subject to the condition that it should be restored if the Council ceased to maintain a high school in the town—G.O. Mis. No. 590 M., Financial, dated 30th September 1885. During the last few years the present buildings of the college have been added to at a cost of Rs. 17,000. If a new building is constructed for the college, its present building will revert to Government.

7. It is for consideration whether the proposal of the Council may be approved and the Public Works Department requested to prepare detailed plans and estimates for a new building for the Salem college. The Chairman's letter under disposal makes it sufficiently clear that the existing accommodation is absolutely insufficient. It is also strongly represented that the construction of new buildings would be more advantageous than the extension of the existing ones, especially as there will be no room in the latter for further extensions and there will be difficulty about foundations. Besides these, under the revised proposals the college will have the advantage of being near the hostel now under construction. Both the Collector and the Director of Public Instruction support the revised scheme. It may therefore be assumed that a new building on a new site is essential.

8. The Council has not got the funds requisite for the purpose. Please compare Mr. Davidson's note, dated 17th July 1912, on page 2 of notes with G.O. No. 61, Educational, dated 24th January 1913. Its budget for the current year is expected to close with a balance of only Rs. 4,650 or 4.3 per cent. of the estimated

G.O. No. 426 M., dated 3rd March 1913.

receipts under general funds. It is not therefore unreasonable for the Council to

look to Government for assistance. Though it is not likely that the Salem college will be one of the institutions to be taken over by Government under the modified model school scheme, Provincial help for the college seems justifiable as it was once maintained by Government and subsequently transferred to the Council. If this is accepted, the Director may be asked to consider whether he cannot meet the amount required from the Imperial non-recurring grant. Out of the amount of Rs. 2

Page 3 of G.O. No. 264, Educational, dated 27th March 1913. lakhs earmarked for colleges and hostels in the current year proposals to the

† Teachers' College (petty construction).

extent of only Rs. 3,140† have been so far approved. Though not in the current

year, it may be possible to find the amount needed for Salem College from the total assignment for colleges, etc., in the next year at least.

9. Similar proposals have been sanctioned in the case of the hostel for the Victoria * College, Palghat, and the new buildings for the Tiruvātur High school. In both cases, the entire amount is to be provided by Government; and the buildings are to remain the property of Government. Similar orders may perhaps issue in the case of Salem College also if Government decide to provide the funds. Financial may be consulted. For present purposes, the current rough estimate of Rs. 62,180 may be taken as the outside estimate.

10. After the question of incidence of cost is settled, Local and Municipal will have to decide whether the proposal to utilize the market site for the purpose may be accepted.

11. This question is referred to in the address to be presented to His Excellency the Governor by the Municipal Council during his next tour to Salem.

C. RAMANUJACHARI—16-9-13.

Will the Director of Public Instruction please say first if he can find the money from the Imperial education grants?

W. FRANCIS—17-9-13.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I think it would be practicable to find the amount needed for re-building the Salem College from the Imperial assignment for colleges next year.

2. I have recently visited Salem and inspected the hostel site with the Collector and Municipal Chairman and college sub-committee.

3. I consider that the hostel site survey Nos. 29, 34, 35 and 36 is quite large enough for both hostel and new college buildings and that the acquisition of the Victoria market is therefore unnecessary. Since, however, the acquisition of the hostel site is likely to cost a good deal more than was originally estimated the complete scheme will certainly not cost less than—

Hostel site	..	..	..	..	..	..	..	Rs.
College re-building	..	..	..	..	..	..	..	15,000
								62,180
								77,180

Government have so far promised Rs. 7,500 towards this. I don't suppose the whole scheme can be carried out for less than Rs. 75,000 and to do it well anything up to Rs. 1,00,000, will be wanted.

4. If it is not done we shall have to build a new training school. This on the type-design with cost of site would come to about Rs. 60,000 so that even my outside estimate for the college is not very out of the way. The existing college buildings would of course be utilized on the training school.

J. H. STONE—22-9-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted that the file may be forwarded to the Financial Department for remarks, if it is considered necessary to provide the cost of the new buildings from Government funds (Imperial grants). slip.

2. The question noted on by Mr. Stone, that the new building may be built on the hostel site and not on the present Victoria market site, may be examined by Local and Municipal in consultation with the Council.

C. RAMANUJACHARI—25-9-13.

This college will clearly have to be re-built sometime or other and the Council will never be able to do it. It seems advisable to take up the matter now, when we are getting Imperial grants. Money can't be found until next year, from that year's Imperial grants. But the preparation of plans and estimates will take a long while and moreover it is necessary to decide at once whether the new college shall be built on the site selected for the hostel so that room may be reserved for it there. It is no use taking all these steps until the financial point is settled. Will Financial
 X therefore say whether it has any objection to an amount up to Rs. 80,000 being provided next year, from next year's Imperial grants, for the work?

W. FRANCIS—26-9-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

Construction of new buildings for the Municipal College, Salem.—The present building belongs to Government, and was transferred to the Municipal Council in 1885, subject to the condition that it should be restored if the Council ceased to maintain a high school in the town. The original proposal of the Municipal Council was to provide additional accommodation at a cost of about Rs. 37,493. This has since been modified; and it is now proposed to construct an entirely new building, at a cost of about Rs. 80,000.*

Item (c) on page 5 of G.O. No. 61, Educational, dated 24th January 1913 and paragraphs 1 and 2 of Financial department note on page 4 of notes to G.O. No. 61, Educational, dated 24th January 1913.

* [Paragraph 3 of Mr. Stone's note on page 3 ante and portion X of Educational Secretary's note above.]

The present building worth about Rs. 25,000 (including Rs. 17,000 spent by the Municipal Council), will be handed over to Government and will be available for the Government Training school.

2. It is proposed that the entire cost of the new building (about Rs. 80,000 may be borne by Government, the amount being met from the non-recurring Imperial grant of 49 lakhs (of which 6 lakhs † is for colleges).

3. Submitted that, in view of the special circumstances of the case, there seems to be no objection to the proposal.

V.G.K.—6-10-13.

It will help to utilize the Imperial bounty, and we may agree.

C. REILLY—7-10-13.

His Excellency the Governor—
Honourable Member (Financial)—

W. O. HORNE—8-10-13.

P[ENTLAND]—10-10-13.

H. A. S[TUART]—13-10-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft order is submitted which may issue with the concurrence of the Public Works Department.

B. GOPALACHARI—22-10-13.

C. RAMANUJACHARI—22-10-13.

Approved.

To the Public Works Department, u.o. for acceptance.

W. FRANCIS—24-10-13.

PUBLIC WORKS DEPARTMENT.

Deputy Secretary—

The approximate cost of Rs. 62,180 given in paragraph 1 of the draft is based on the plans and estimates submitted by the Municipal Council. But as the Director of Public Instruction does not accept the plans and prefers to adopt the type-design for high schools, it does not appear to be correct to mention Rs. 62,180 in the draft. Further it will be seen from the Educational Secretary's note, dated 26th September 1913, and paragraphs 2 and 3 of the Financial Department's note ante that Financial have agreed to a grant of Rs. 80,000 for this building. This amount should, it is submitted, be quoted in the order.

2. If the above is accepted the next thing to settle is whether the amount (Rs. 80,000) will cover the cost of the building on the design for high schools (G.O. No. 1197 W., dated 4th November 1908). The cost of such a building without fittings and not including cost of site, out-buildings, compound wall, etc., will vary from Rs. 49,740 to Rs. 74,610 and in the present case, the site alone is estimated to cost Rs. 15,000. It seems therefore doubtful if the cost can be kept within Rs. 80,000 if the design for high schools is adopted. It is therefore submitted that the Educational department may be requested to add a paragraph to the draft order asking the Director of Public Instruction to get an approximate estimate and rough plans from the Chief Engineer based as far as possible on the type-design referred to above, keeping the entire cost of the scheme within Rs. 80,000. If this is approved, paragraph 2 of the draft would also require revision.

3. With these remarks, the file may be returned to Educational department.

P. RAO.—4-11-13.

D. MARSHALL—5-11-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Paragraph 1 of the Public Works note.—In his note, dated 22nd September 1913, Mr. Stone put down the total cost of the building at Rs. 77,180—Rs. 15,000 for the site and Rs. 62,180 for the building. It was with reference to this estimate that the Secretary in his note, dated 26th September 1913, recommended a grant of Rs. 80,000, which was approved by Financial. As Mr. Stone suggested that the building might well be erected within the hostel compound, the acquisition of which has been already financed otherwise, it was considered unnecessary to take into account the cost of site. Hence the approximate cost of the building for the college was given as Rs. 62,180 in paragraph 1 of the draft order, and the second sentence of paragraph 1 was advisedly drafted in general terms to cover any variations in the eventual cost. As from the Public Works Department note however it appears that the actual cost of the building alone may be expected to go up to Rupees 80,000, this department may agree to this amount being substituted for Rs. 62,180.

2. *Paragraph 2 of the Public Works note.*—If the plans and estimates should be prepared by the Chief Engineer as suggested by the Public Works Department, it is not clear why that department should not issue the necessary instructions, instead of this department directing the Director of Public Instruction to get the plans and estimates prepared by the Chief Engineer. The latter is not, it is submitted, the usual practice in respect of detailed plans and estimates. The Public Works Department note makes out a difference between the preliminary and detailed plans. While the head of the department will

W.F.

The Dpt. will be requested to furnish that Department with exact particulars as to the requirements of the College in the new building, to enable the plan estimates to be drawn up speedily.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT.

DEPARTMENT.

Current No. 442M dated 13-8-1913.

G.O. No. 1160, dated 6-10-1913.

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(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, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS OOTY.

A	B	C
Please send proof, in duplicate. 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 at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

Abstract of the
Salem College

Approving the proposal of the Municipal Council of Salem to construct a new building for its College at an approximate cost of Rs 8,000, and directing that the entire cost be met from the non-recurring Imperial grant of 49 lakhs.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	9/12/13
First proof furnished on.....	16/12/13
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	18/12/13
Final copies supplied on.....	27/12/13

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....	31	23		
" " " Issue.....	25			
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	15			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	72	23		