

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1914.

Enclosures

Spare copies

G.O. No. 1179, 10th December 1913.

Shorthand and typewriting.

Sanctioning certain alterations in the Secondary School-leaving Certificate notification, the Public Service notification and the Government Technical examination syllabuses regarding --

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 1018, Public, dated 16th August 1912.

ABSTRACT.—Passing orders regarding the publication of the Telugu Shorthand Manual written by M.R. Ry. M. Srinivasa Rao.

II

Endorsement No. 2295-1, Educational, dated 8th October 1912.

Communicated to the Director of Public Instruction and the Commissioner for Government examinations with the request that they will submit draft notifications embodying the alterations required in the syllabuses for the Government technical and the secondary school-leaving certificate examinations.

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ Commissioner for Government examinations.

III

G.O. No. 487, Educational, dated 27th May 1913.

ABSTRACT.—Passing orders on the proposals of the Director of Public Instruction for the further recognition of the public examination in shorthand and typewriting under the scheme of secondary school-leaving certificates.

IV

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—the 20th November 1913.
No.—Ref. on Cur. 7077.

With reference to paragraph 5 of G.O. No. 487, Educational, dated 27th May 1913, I have the honour to submit, for the approval of Government and for publication in the *Fort St. George Gazette*, draft notifications of the alterations required in (1) the secondary school-leaving certificate notification, (2) the Public Service notification and (3) the Government technical examination syllabuses consequent upon the further recognition of the public examination in Shorthand and Typewriting under the scheme for the award of secondary school-leaving certificates.

2. As it is proposed to hold separate examinations in Vernacular shorthand similar to the examinations held in English shorthand, a separate syllabus for such examination in the elementary, intermediate and advanced grades is herewith submitted for the approval of Government and publication in the *Fort St. George Gazette*.

3. In preparing the above syllabuses I have availed myself of the advice of a committee consisting of the following gentlemen :—

- (1) Diwan Bahadur L. D. Swamikannu Pillai, Registrar of Co-operative Credit Societies, Madras.
- (2) Rao Sahib S. Vaidynatha Ayyar, Headmaster, School of Commerce, Calicut.
- (3) W. H. Willis, Esq., Agent, Remington Typewriter Company, Madras.
- (4) C. J. Templemen, Esq., Agent, Yost Typewriter Company, Madras.
- (5) R. G. Grieve, Esq., Deputy Director of Public Instruction and Convener.

4. Instructions will be issued separately by me to Headmasters of Secondary schools regarding the courses in shorthand and Typewriting for the secondary school-leaving certificate public examination in those subjects, which will ensure the standard of work in the schools being that imposed by the Government Examination Syllabus for the Elementary grade.

V

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 3rd December 1913.
No.—Ref. on Cur. 7077/12.

In continuation of my letter R.C. No. 7077/12, dated 20th November 1913, I have the honour to request that the following addition may be made in the draft notification regarding the alterations proposed in the syllabus for the Government technical examination for Shorthand (Elementary grade) :—

“ In line 4 of paragraph 1 (a) of the existing syllabus for ‘50 words’ read ‘60 words’.”

VI

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 16th December 1913.
No.—Ref. on Cur. 7077/12.

In continuation of my letter R.C. No. 7077/12, dated 3rd December 1913, I have the honour to submit a revised copy of the draft notification regarding the syllabus for the Government technical examination in Vernacular Shorthand (Intermediate grade) and to request that it may be substituted for the one submitted with my letter R.C. No. 7077/12, dated 20th November 1913.

ENCLOSURE.

VERNACULAR SHORTHAND.

GOVERNMENT TECHNICAL EXAMINATION (INTERMEDIATE GRADE).

1. (a) To take down in the reporting style of shorthand, a passage or passages of 500 words, dictated at the rate of 50 words a minute. Time—ten minutes.

(b) To transcribe the above into longhand. Time—one hour and forty-five minutes. No candidate shall be allowed to pass who makes more than seven per cent. of errors or omissions in his transcription.

2. To take down in shorthand notes of an official or business kind dictated at the rate of fifty words a minute and to elaborate the notes into proper letter or documentary form in longhand. The amount of notes to be dictated to be regulated by the difficulty of elaboration. Time—two hours.

3. A paper on the principles of shorthand which may include passages in longhand to be transcribed into shorthand and passages in shorthand to be transcribed into longhand. Time—one hour.

Order—No. 1179, Educational, dated 10th December 1913.

The following notifications will be published in the *Fort St. George Gazette*:—

NOTIFICATIONS.**1. SECONDARY SCHOOL-LEAVING CERTIFICATE NOTIFICATION.**

Under Group "C" of the subjects of study specified in paragraph 4 of the scheme for the award of secondary school-leaving certificates published in Part I-B of the *Fort St. George Gazette*, dated 27th July 1909, for "Shorthand and Typewriting" read "Shorthand (English or Vernacular) and Typewriting".

2. PUBLIC SERVICE NOTIFICATION.

In clause (2) of article 1 of the Public Service notification published in Part I-B of the *Fort St. George Gazette*, dated 21st May 1912, delete the words "other than Shorthand and Typewriting".

To the note in column B appended to article 2 of the Public Service notification, add the following:—

"or who hold approved secondary school-leaving certificates containing satisfactory entries under Shorthand and Typewriting."

In the remarks against Typewriting clerks under the general heading in the table appended to article 3 of the Public Service notification, after "Elementary examination" add "or those who hold approved secondary school-leaving certificates containing satisfactory entries under Shorthand and Typewriting".

Against item 11 "Clerk on Rs. 25—2—35 in the office of the Private Secretary to His Excellency the Governor" under the heading "Miscellaneous" in the same table, after the words "in the elementary grade" add "or approved secondary school-leaving certificates containing satisfactory entries in Shorthand and Typewriting".

3. GOVERNMENT TECHNICAL EXAMINATION SYLLABUSES.*Shorthand (Elementary Grade).*

In paragraph 1 (a) of the existing syllabus for "500" and "250" words read "600" and "300" words respectively; and for the words "at the rate of 50 words" substitute the words "at the rate of 60 words."

In paragraph 1 (b), line 2, for "six per cent." read "ten per cent." and for "Time—One hour and a quarter" read "Time—One hour and a half."

Typewriting (Elementary Grade).

For paragraph 2 of the existing syllabus, substitute the following:—

"To typewrite from printed matter containing short and simple tabular statements, such as invoices, statistical tables, etc., to type correctly, taking not more than two copies by means of carbon paper, a letter from a rough and unarranged draft in manuscript (containing misspellings and common abbreviations) not exceeding 250 words. Special attention must be paid to the centering of head lines, to the setting out of word items and figure columns, to regularity of spacing and to general neatness of execution (time—one hour and 30 minutes).

Note.—The presence of more than 10 per cent. of errors or omissions in the transcription may be taken to indicate that the standard has not been reached."

VERNACULAR SHORTHAND (TAMIL, TELUGU, MALAYALAM AND CANARESE).*Government Technical Examination (Elementary Grade).*

A. (1) To take down in the corresponding style of shorthand an easy passage or passages of 450 words dictated at the rate of 20 words a minute. (Time—Fifteen minutes.)

(2) To transcribe the above into longhand. (Time—One hour and 30 minutes from the time when the pupils commence to transcribe.)

No candidate shall be allowed to pass who makes more than 10 per cent. of errors or omissions in his transcription.

B. A paper on the principles of the corresponding style of shorthand. (Time—One hour.)
(Questions to be in the vernacular.)

Text-books.—Books by M. Srinivasa Rao, V. Krishnama Achari, or any others approved after scrutiny.

Government Technical Examination (Intermediate Grade).

1. (a) To take down in the reporting style of shorthand a passage or passages of 500 words dictated at the rate of 50 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. (Time—One hour and 45 minutes.)
No candidate shall be allowed to pass who makes more than 7 per cent. of errors or omission in his transcription.

2. To take down in shorthand notes of an official or business kind dictated at the rate of 50 words a minute and to elaborate the notes into proper letter or documentary form in longhand; the amount of notes to be dictated to be regulated by the difficulty of elaboration. (Time—Two hours.)

3. A paper on the principles of shorthand, which may include passages in longhand, to be transcribed into shorthand and passages in shorthand to be transcribed into longhand. (Time—One hour.)

Government Technical Examination (Advanced Grade).

1. (a) To take down in the reporting style of shorthand one or more passages containing 700 words dictated at the rate of 70 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. (Time—Two hours and 45 minutes.)
No candidate shall be allowed to pass who makes more than 7 per cent. of errors or omissions in his transcription.

2. To take down in shorthand notes of an official or business kind dictated at the rate of 70 words a minute and to elaborate the dictated notes into proper letter or documentary form in longhand; the amount of notes to be dictated to be regulated by the difficulty of elaboration. (Time—Three hours.)

3. (a) To take notes in the reporting style of shorthand of a passage of 1,400 words dictated at the rate of 70 words a minute. (Time—Twenty minutes.)

(b) To transcribe into longhand a condensed report of the above passage, the condensed report to consist of about 350 to 450 words. (Time—Two hours.)

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Commissioner for Government Examinations.
Editors' Table (Order).
Gazette.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1179, EDUCATIONAL, DATED
10TH DECEMBER 1913.

[SUBJECT.—*Inclusion of vernacular shorthand as a subject for the Government technical examination and the secondary school-leaving certificate examination and the recognition of shorthand and type-writing in the latter examination as equivalent to group subject in it.*]

From the Public Department, dated 16th August 1912, No. 1018.

A copy of G.O. No. 1018, Public, dated 16th August 1912, with notes is required for the disposal of the current read above. A requisition for those papers was sent to the Public Department on 24th August 1912, but no reply has yet been received.

2. That department may be requested to expedite the printing of the Government Order and furnish Educational with a copy with notes. Unless a copy with notes is received no action is possible in this department on paragraph 3 of the Government Order.

P.R.—6-9-12.

C. RAMANUJACHARI—6-9-12.

M. S. MASCARENHAS—2-9-12.

To the Public Department.

PUBLIC DEPARTMENT.

A proof copy of G.O. No. 1018, Public, dated 16th August 1912 (without notes) is put up. Final copies have not yet been struck off.

A copy with notes will be furnished to the Educational Department, if they will be so good as to renew their requisition a week hence.

O.T.G.—10-9-12.

C.V.—10-9-12.

Expedite printing and send a notes copy.

M. S. MASCARENHAS—11-9-12.

A notes copy of the Government Order is put up. The file may now go to Educational.

O.T.G.—25-9-12.

C.V.—25-9-12.

M. S. MASCARENHAS—26-9-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Please see the Director of Public Instruction's letter on page 5 of G.O. No. 1018, Public, dated 16th August 1912, and this office-note on page 3 of the notes therewith. The Government Order may be communicated to the Director of Public Instruction and the Commissioner for Government Examinations and they may be requested to submit the necessary draft notifications embodying the alterations required in the syllabuses for the Government technical and the secondary school-leaving certificate examinations.

2. A draft endorsement is submitted for approval.

P.R.—3-10-12.

C. RAMANUJACHARI—4-10-12.

His Excellency the Governor—

G.O. No. 1018, Public, dated 16th August 1912, never went to His Excellency the Governor who should therefore see these papers before the draft issues.

L. DAVIDSON—5-10-12.

Approved.

M. H[AMMICK]—5-10-12.

[Endorsement No. 2295-1, dated 8th October 1912.]

FURTHER NOTES WITH G.O. No. 487, EDUCATIONAL, DATED 27TH MAY 1913.

From the Director of Public Instruction, R.O.C. No. 7077/12, dated 20th November 1913.

From the Director of Public Instruction, R.O.C. No. 7077/12, dated 3rd December 1913.

The draft notifications submitted by the Director of Public Instruction carry out the alterations sanctioned in G.O. No. 487, Educational, dated 27th May 1913. He has also submitted draft syllabuses in vernacular shorthand called for in Educational Endorsement No. 2295-1, dated 8th October 1912. In the secondary school-leaving certificate notification English and vernacular shorthand are to be placed on the same footing. The alterations proposed in the Government technical examination syllabus in shorthand elementary examination involve some important changes. One of them is the increase in the rate at which passages are dictated to the candidates. At present, the rate is 50 words per minute, while the rate now proposed for the elementary grade is "60" per minute. This alteration is proposed with a view to bring the standard of the technical examination in shorthand to the level of that of the secondary school-leaving certificate public examination in that subject. In the latter the present rate of speed is 80 words per minute. Apparently this will be reduced to 60 *. It is submitted that the proposal to raise the rate of speed in the technical examination to "60 words a minute" may be accepted.

Please see paragraph 4 of order, page 4 of G.O. No. 487, Educational, dated 27th May 1913.

* This alteration can be made by the Director of Public Instruction himself.

2. If the Director of Public Instruction's proposals are to be accepted, the draft order is for approval.

S.K.—6-1-13.

C. RAMANUJACHARI—8-12-13.

Approved.

W. FRANCIS—9-12-13.

[G.O. No. 1179, Educational, dated 10th December 1913.]

From the Director of Public Instruction, R.O.C. No. 7077/12, dated 16th December 1913.

Please see the further communication received from the Director of Public Instruction. In the revised copy of the syllabus for vernacular shorthand, intermediate grade, paragraph 3 alone differs from the original syllabus. The revised paragraph now sent may, it is submitted, be substituted for the original. The order approving the original syllabuses has not yet issued nor has the notification been published in the *Port St. George Gazette*. The necessary corrections may, therefore, be made in the original and the order issued. The correction is shown in pencil at the bottom of page 4 of order.

W. FRANCIS—22-12-13.

S.K.—20-12-13.

C. RAMANUJACHARI—20-12-13.

2/

11/11/12

8

Draft Notifications.

1. Secondary School Leaving Certificate Notification.

Under Group "C" of the subjects of study specified in para 4 of the scheme for the award of Secondary School Leaving Certificates published in Part 1 B of the Fort. St. George Gazette, dated 27th July 1909 for "Shorthand and Typewriting" read "Shorthand ~~and~~ (English or Vernacular) and Typewriting."

2. Public Service Notification.

In ^{clause} ~~column~~ (2) of article 1 of the Public Service notification published in Part 1 B of the Fort St. George Gazette, dated 21st May 1912, delete the words " other than Shorthand and Typewriting."

To the note in Column B appended to Article 2 of the Public Service Notification, add the following:--

" or who hold approved Secondary School Leaving Certificates containing satisfactory entries under Shorthand and Typewriting"

In the remarks against Typewriting clerks under the general heading in the table appended to Art. 3 of the Public Service Notification, after " Elementary Examination" add " or those who hold approved Secondary School Leaving Certificates containing satisfactory entries under Shorthand and Typewriting".

Against item 11 "clerks on Rs. 25-2-35 in the Office of the Private Secretary to His Excellency the Governor" under the heading 'Miscellaneous' in the same table, after the words, " in the Elementary Grade", add, " or approved Secondary School Leaving Certificates containing satisfactory entries in Shorthand and Typewriting."

3. Government Technical Examination Syllabuses.

Shorthand Elementary Grade.

In para 1 (a) of the existing syllabus for "500 and "250" words read "600" and "300" words respectively; *and for the words at the rate of 50 words substitute the words at the rate of 60 words?*

In para 1 (b) line 2, For " Six per cent" read "ten per cent" and for "Time- one hour and a quarter", read, " Time- one hour and a half".

Typewriting Elementary Grade.

For para 2 of the existing Syllabus, substitute the following:

3
10/11
"To typewrite from printed matter containing short and simple tabular statements, such as invoices, statistical tables, etc., to type correctly, taking not more than two ~~carbon~~ copies by means of carbon paper, a letter from a rough/ and unarranged draft in manuscript(containing misspellings and common abbreviations) not exceeding 250 words. Special attention must be paid to the centering of head lines, to the setting out of word items and figure columns, to regularity of spacing and to general neatness of execution (Time- one hour and 30 minutes).

Note:- The presence of more than 10 % of errors or omissions in the transcription may be taken to indicate that the standard has not been reached".

G. B. Thompson

For Director of Public Instruction.

4 10 13/12

VERNACULAR SHORTHAND (TAMIL, TELUGU, MALAYALAM & CANARESE).

Government Technical Examination (Elementary Grade.)

A. (1) To take down in the corresponding style of shorthand an easy passage or passages of 450 words dictated at the rate of 30 words a minute. (Time- 15 minutes).

(2) To transcribe the above into longhand. (Time 1 hour and 30 minutes from the time when the pupils commence to transcribe

X No candidate shall be allowed to pass who makes more than ten per cent of errors or omissions in his transcription.

B. A paper on the principles of the corresponding style of Shorthand. Time- 1 hour.

(Questions to be in the Vernacular).

Text Books:- Books By M. Srinivasa Rao, V. Krishnamachari, or any others approved after scrutiny.

Government Technical Examination (Intermediate Grade).

1. (a) To take down in the reporting style of shorthand, a passage or passages of 500 words, dictated at the rate of 50 words a minute Time- Ten minutes.

(b) To transcribe the above into long hand. Time one hour and forty five minutes. No candidate shall be allowed to pass who makes more than seven per cent of errors or omissions in his transcription.

2. To take down in Shorthand notes of an official or business kind dictated at the rate of 50 words a minute and to elaborate the notes into proper ^{letter} or documentary form in long hand. The amount of notes to be dictated to be regulated by the difficulty of elaboration. Time-Two hours.

3. A paper on the principles of shorthand, which may include passages in long hand to be transcribed into ^{short} ~~long~~ hand. ~~Time- 1 hour~~
and passages in shorthand to be transcribed into long hand. Time - one hour.

Government Technical Examination (Advanced Grade).

1. (a) To take down in the reporting style of shorthand one or more passages containing 700 words dictated at the rate of 70 words a minute. Time-- 10 minutes.

(b) To transcribe the above into long-hand. Time- 2 Hours and forty five minutes. No candidate shall be allowed to pass who makes more than seven per cent of errors or omissions in his transcription.

2. To take down in shorthand notes of an official or business kind dictated at the rate of 70 words a minute and to elaborate the dictated notes into proper letter or documentary form in long hand; the amount of notes to be dictated to be regulated by the difficulty of elaboration. Time-- 3 hours.

3. (a) To take notes in the reporting style of shorthand of a passage of 1400 words dictated at the rate of 70 words a minute. Time-- 20 minutes.

(b) To transcribe into long hand a condensed report of the above passage the condensed report to consist of about 350 to 450 words. Time--2 hours.

G. S. S. S. S.

For Director of Public Instruction.

CA
8/10/13 *W. S. S.*

To the S. P. J. *23/1/14*
Cliff
ET. (ord)
Gazette (copy sent) 23/1/14

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 2595 dated 190
G.O., No. 1175 dated 10-12-1903.

Number of MS. pages sent { Correspondence including order or orders (b)
Notes (b¹)

Docket. *Shorthand + typewriting*
Sanctioning certain alterations
in the Secondary School leaving
certificate notification the

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

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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.
- (b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.
- (c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.
- (d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.
- (e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.
- ## INSTRUCTIONS FOR THE PRESS.
- (a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy 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 Deputy Registrar any instance of incomplete or careless editing.
- (c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- (d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.
- (e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS.
OOTY.

A

B

C

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

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

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

Type may be released after usual interval at once.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

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(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

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