

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

1914.

Regd.

Spare copies

G.O. No. 1244, 24th December 1913.

Instructor in Manual Training.

Informing the Director of Public Instruction that the Secretary of State has sanctioned the creation of two appointments of — for the Madras Presidency on a salary of Rs. 400—20—500 per mensem for a period of five years.

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 845, 845-A, Educational, dated 20th September 1912.

ABSTRACT.—Passing orders on the proposals submitted by the Director of Public Instruction for the promotion of manual training in elementary and secondary schools, and addressing the Government of India on the subject of the recruitment of two instructors in manual training for this Presidency.

II

G.O. Nos. 626, 627, Educational, dated 4th July 1913.

ABSTRACT.—Replying to the letter from the Government of India regarding the recruitment of two instructors in manual training for the Madras Presidency.

III

G.O. Mis. No. 1088, Educational, dated 21st November 1913.

Read—the following papers:—

Letter from the Government of India, dated 1st November 1913, No. 603.

Telegram from the Government of India, dated 15th November 1913.

Order—Mis. No. 1088, Educational, dated 21st November 1913.

The following telegram will be despatched to the Government of India, Department of Education:—

“No. 3527. Your demi-official 603, 1st instant, and telegram 15th regarding manual training instructors. It is enough if they are conversant with system adopted in best English schools. They will be permanently retained if experiment proves success. Miller may be selected for one post.”

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

IV

Letter—from the Hon'ble Mr. H. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

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

Dated—Delhi, the 15th December 1913.

No.—2365.

With reference to the correspondence ending with your telegram No. 3527, dated the 21st November 1913, I am directed to forward, for the information of the Governor in Council, a copy of the despatches noted in the margin regarding the creation of two appointments of instructor in manual training for the Madras Presidency.

2. I am to request that, with the permission of His Excellency, arrangement may be made with Mr. Miller for his appointment to one of the posts.

ENCLOSURES.

(1)

Despatch—from the Government of India, Finance Department (Salaries, Establishments, etc., Education.

To—His Majesty's Secretary of State for India.

Dated—Simla, the 28th August 1913.

No.—242.

We have the honour to forward for your Lordship's consideration a copy of the papers noted in the attached schedule on the subject of the recruitment of two instructors in manual training for the Madras Presidency.

2. A reference was made to this proposal in paragraph 5 of our Financial despatch No. 67 of the 9th March 1911, and as it forms part of the general scheme for the improvement of secondary education in the Madras Presidency, we submit it for your Lordship's approval. It is proposed to recruit the instructors on a salary of Rs. 400—20—500 for a period of five years in the first instance and their appointments will be treated as non-gazetted. The Local Government recommended that they should be entitled to the following privileges:—

(a) First-class rank for purposes of travelling allowance.

(b) European service leave rules.

Under article 1002 of the Civil Service Regulations (a) is not admissible, as the maximum monthly pay of the appointments will not exceed Rs. 500; but in view of the conditions of life in Madras, which are entirely different from those prevailing in other parts of India, we consider it advisable that this concession should be granted. We are unable, however, to recommend concession (b) since one of the general principles regulating admission to the benefits of the European service leave rules is that an officer's pay should not be less than Rs. 800. The instructors will accordingly enjoy leave under the Indian service leave rules and, under article 202 (a) (1) (i), will be eligible for the more favourable conditions therein set forth.

3. The duties attached to the posts are enumerated in paragraph 2 of the earlier letter from the Madras Government; the candidates should be trained teachers of manual instruction, possessing certificates and actual experience in that capacity. Additional qualification might be the possession of certificates of proficiency in drawing and woodwork and, if possible, in metal work also. They should preferably be experts in the Swedish system and be competent from the point of view of English or Scotch secondary or higher elementary schools. The curriculum of the training to be imparted will be drawn up with the help of the instructors after their arrival in Madras.

4. The total cost of the scheme is roughly estimated at Rs. 16,000 per annum which the Local Government can meet from the recurring grant 6.80 lakhs placed at their disposal for education by the Government of India.

5. In conclusion we would explain to your Lordship that a local candidate is being considered for one of the posts and that we shall let your Lordship know in due course the result of our inquiries. In the meantime we would ask your Lordship to sanction the creation of the two appointments and to recruit an officer for one of them. He should, if possible, be sent out to India during the ensuing cold weather.

No. 484-E.A.

* Original papers returned.

Copy * forwarded to the Department of Education for information.

(By Order.)

F. W. JOHNSTON,
Deputy Secretary to the Government of India.

(2)

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in Council.

Dated—India Office, London, the 7th November 1913.

No.—274, Public.

Having considered in Council the letter of your Excellency's Government in the Finance Department, No. 242, dated the 23rd August 1913, I sanction your proposals for the creation of two appointments of Instructor in Manual Training for the Madras Presidency.

2. I observe that enquiries are being made regarding a local candidate for one of the posts, and I will take steps to select and send out as soon as possible an officer to fill the other.

Order—No. 1244, Educational, dated 24th December 1913.

The Director of Public Instruction will be informed that the Secretary of State has sanctioned the creation of two appointments of instructor in manual training for this Presidency on a salary of Rs. 400—20—500 per mensem for a period of five years. The two appointments will be treated as non-gazetted, but the incumbents thereof will be treated as officers of the first class for the purpose of travelling allowance. They will enjoy leave under the Indian service leave rules and, under article 202 (a) (1) (i), will be eligible for the more favourable conditions therein set forth.

2. The Secretary of State is taking steps to select and send out an officer to fill one of the posts and the Director of Public Instruction is requested to offer the other to Mr. J. S. Miller of the Oak Grove Technical School, Jharipani, United Provinces.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction (with copy of Mr. Miller's application, dated 21st November 1912, and enclosures).

„ Accountant-General.
„ Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1244, EDUCATIONAL,
DATED 24TH DECEMBER 1913.

[SUBJECT.—*Instructors in manual Training.*]

Semi-official—from the Hon'ble Mr. H. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—the Hon'ble Mr. L. DAVISON, I.C.S., Acting Secretary to the Government of Madras, Educational Department.

Dated—Delhi, the 12th December 1912.

No.—3-C.D.

Before replying to your letter No. 845-A, dated the 20th September last, about the appointment of two Instructors in Manual Training, I am desired to send you in original an application from Mr. Miller, together with his testimonials (I should be glad of the return of these when done with). It is thought this man might perhaps be considered suitable for one of the posts.

2. I anticipate there may be difficulty about the suggestions made in your letter regarding the rate of travelling allowance and the European leave rules. These matters will have to be considered. Another point about which we may have to consult you before asking the Secretary of State to recruit is the precise kind of manual work which it is proposed to teach. I should think he is very likely to inquire about this. In the meantime you could perhaps let me know whether the applicant is the kind of man you will require.

Demi-official—from J. S. MILLER, Esq., Oak Grove Technical School, Jharipani, United Provinces.

To—the Hon'ble Sir HARCOURT BUTLER, K.C.S.I., C.I.E.

Dated—the 21st November 1912.

Allow me the honour of addressing you on the subject of the appointment of an Instructor in Manual Training and Drawing for the Lahore Central Training College which I notice from an advertisement in a Home paper is about to be made.

I came to India covenanted four years ago to organize manual and technical work in the above named school. Previous to this I was Superintendent and Organizer of Manual Training and Drawing to the Reading Education Committee (England). I also trained the Teachers of the Reading Education Committee and the Berkshire County Council and am a recognized Teacher of Normal classes for the City and Guilds of London, South Kensington.

At the request of the National Association of Manual Training Teachers I have written a book (Teachers' Handbook of Manual Training) for teachers desirous of obtaining their certificates in this branch of work.

I have had 15 years' experience in erecting, equipping and organizing new centres which have been highly approved by His Majesty's Inspectors and Committees who have visited them.

The Director of Public Instruction for the United Provinces at his visit to this school in August last gave unstinted praise and expressed his keen appreciation of the work I am doing here.

I find the scope for work in my present position so limited that it had been my intention to return Home at the expiration of my agreement, but should the above appointment be still vacant I beg to offer myself as a candidate.

I have taken the liberty of enclosing a copy of a letter from the Reading Education Committee and a list of my qualifications for the above post and would be pleased to furnish other references should you so desire.

Apologizing for trespassing on your kindness.

Demi-official—from H. T. PUGH, Esq., Organizing Secretary and Clerk to the Reading Education Committee.

To—Mr. J. S. MILLER, 49 Addington Road, Reading.

Dated—Balgrave Street, Reading (London), the 3rd March 1909.

I am directed by the Education Committee to inform you that they have accepted with regret your resignation of the position of Superintendent, Metal Work Instructor, and to thank you for the industry and skill with which you have always discharged your duties.

The Committee feel that they owe to you the development of metal work instruction in Reading, their best workshops have been erected and equipped in accordance with your advice, their teachers have obtained a knowledge of the subject under your instruction and the work of the four centres has been carried on in accordance with schemes for which you have been responsible.

I congratulate you upon nine years of successful labour in Reading and wish you happiness and prosperity in the future.

Qualifications.

Teachers' Final Certificate in Manual Training, Metal Work including Drawing and the Principles and Practice of Metal-working.—*City and Guilds of London, South Kensington.*

Teachers' Final Certificate in Manual Training, Wood Work including Drawing and the Principles and Practice of Wood-working.—*City and Guilds of London.*

Teachers' Certificate showing proficiency in the teaching of Wood Work and Drawing.—*City and Guilds of London.*

Honours certificate in Boilermakers' work.—*City and Guilds of London.*

Iron and steel manufacture.—*City and Guilds of London.*

Machine construction and Drawing.—*Board of Education, South Kensington.*

Trained at Battersea Polytechnic, London.—*Municipal Technical School, Birmingham, Astor Manor Technical School* „

The papers may be referred to the Director of Public Instruction for remarks.

T.K.—17-12-12.

C.R.—17-12-12.

Please.

L. DAVIDSON—18-12-12.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

Mr. Miller has exactly the experience and qualifications required. No doubt further information could be obtained as to his character and skill as a teacher. So far as present information goes I think it is much to be desired that he should be appointed to the Teachers' College as soon as possible with a view to a manual training class being started next July.

As regards the qualifications wanted for these instruction I should say that they should be men who are trained teachers of "Manual Training" and should hold certificates and had experience proving them to be so. They should also hold very good certificates of proficiency in Drawing and Wood Work, and if in metal work also so much the better.

J. H. STONE—21-12-12.

Mr. Miller seems to be just the sort of man we require.

A. G. BOURNE—21-12-12.

The following draft reply to the Hon'ble Mr. Sharp is submitted for approval:—

Demi-official—from the Hon'ble Mr. L. DAVIDSON, c.s.i., I.C.S., Secretary to Government, Educational Department.

To—the Hon'ble Mr. H. SHARP, c.i.e., Joint Secretary to the Government of India, Department of Education.

Dated—the 18th January 1913.

No.—3393-2, Educational.

In reply to your demi-official No. 3 C.D. 1, Education, dated the 12th December 1912, forwarding in original an application from Mr. Miller for the post of instructor in manual training, I am to state that His Excellency the Governor in Council considers that Mr. Miller possesses the qualifications required and so far as present information goes might be appointed to one of the posts to be attached to the Teachers' College at Saidapet, provided that his character is satisfactory and that he is sufficiently skilled in teaching.

With regard to the general question I am to add that while such instructors should always be trained teachers of "Manual Training" possessing certificates to that effect and actual experience in that capacity, additional qualification would be certificates of proficiency in drawing and wood-work and if possible, in metal work also.

T.K.—3-1-13.

C.R.—3-1-13.

His Excellency the Governor should approve.

L. DAVIDSON—12-1-13.

P[ENLAND]—16-1-13.

Demi-official—from the Hon'ble Mr. H. SHARP, c.i.e., Joint Secretary to the Government of India, Department of Education (Education).

To—the Hon'ble Mr. W. FRANCIS, I.C.S., Acting Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 10th September 1913.

No.—504-Edl. (Confld.).

I am desired to refer to Mr. Davidson's demi-official letter No. 3393-2, Educational, dated the 18th January 1913, regarding the candidature of Mr. Miller for a post of manual instructor in the Madras Presidency, and to enclose for the information of His Excellency the Governor a copy of a confidential demi-official letter from the United Provinces Government No. 145, dated the 12th August 1913, with enclosure. The Government of India will be glad to know whether in the light of the further information now furnished, the Governor in Council would consider Mr. Miller a suitable selection for one of the proposed new appointments of manual instructor.

Demi-official—from J. ELLIOT, Esq., Under Secretary to Government, United Provinces.

To—the Hon'ble Mr. H. SHARP, c.i.e., Joint Secretary to the Government of India, Department of Education.

Dated—Naini Tal, the 12th August 1913.

No.—145 (Confld.).

I am desired to acknowledge the receipt of your demi-official letter No. 398, dated the 4th August 1913, making certain enquiries about Mr. J. S. Miller of the Oak Grove Technical School, Jharipani, an applicant for the post of an Instructor in manual training.

In reply I am to enclose a copy of a confidential demi-official letter, dated the 10th August 1913, from Mr. E. A. Richardson, Assistant Director of Public Instruction, United Provinces, with reference to the teaching qualifications of Mr. Miller, and to say that Mr. A. L. Saunders, Commissioner of the Meerut division, describes Mr. Miller as of good appearance, manners and address.

Mr. Miller's application is returned herewith.

ENCLOSURE.

Demi-official—from E. A. RICHARDSON, Esq., M.A., Assistant Director of Public Instruction, United Provinces.

To—the Under Secretary to Government, United Provinces.

Dated—the 10th August 1913.

Mr. Sharp's demi-official No. 398, dated 4th August, making enquiry about Mr. J. S. Miller of the Oak Grove School. The Inspector reports that Mr. Miller is a very good teacher; he is keen on his work and exacts a high standard of work from his pupils. Mr. Murray points out, however, that his work has not yet been tested by any external examination, as although he has been out three years, he has only just got his department in working order. This is probably due to circumstances beyond Mr. Miller's control.

His moral character is above reproach. But he is, I understand, somewhat of a recluse not mingling with the other members of the staff at Oak Grove. His general education does not appear to have been very good. He seems to have specialized very early and is in consequence narrow in his outlook. The result is that he cannot see any point of view but his own and is not receptive of new ideas. He has given the impression at Oak Grove of being a grumbler of an obstinate type; a fault to which many people are inclined when they first come out to India. In Mr. Miller's case, however, this fault has evidently been rather marked, due no doubt to his lack of general education.

His education appears to have been of the ordinary Board School type followed by early specialization at the Battersea Polytechnic and elsewhere, without pedagogic training of any kind. This is not a very suitable training for the organization of hand work in secondary schools such as we are introducing into the curriculum of high schools in these provinces.

Please see demi-official, dated 18th January 1913, on page 3 *supra*. This Government already agreed to the selection of Mr. Miller provided (1) that his character was satisfactory and (2) that he was sufficiently skilled in teaching. It is now reported that Mr. Miller is a very good teacher and is keen on his work and that his character is above reproach. It is for consideration whether the report of his being "grumbler" and not being "receptive of new ideas" should be taken as sufficiently disqualifying him for the manual instructor's post. For orders also as to whether the Director of Public Instruction should be consulted.

C.R.—23-9-13.

The sting of the letter above is in its tail, when it is said that Mr. Miller is a half-educated Board school and Polytechnic person.

Will the Director of Public Instruction say how he would like such a one and whether we couldn't get something better for the pay offered—Rs. 400—20—500? Paragraph 4 of letter No. 845-A, dated 20th September 1912, contemplated a difficulty in getting Sahibs for the posts.

From the papers read in G.O. No. 626, Educational, dated 4th July 1913, I had assumed that India would ask the Secretary of State to find us the two men we want. The present demi-official from Mr. Sharp on page 3 makes no reference to that and it is not clear whether India is waiting for an answer thereto before writing to the Secretary of State.

India have now written to say that "a reference was made to His Majesty's Secretary of State for India on the subject of the recruitment of two instructors in manual training for the Madras Presidency," so perhaps we may say at once that will prefer to await his selections to engaging Mr. Miller.

W. FRANCIS—25-9-13.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

Yes. I think we had better wait. These will be difficult posts to fill in any case. A suitable European who would not be "in Society" and who will not grumble at his position will be hard to find.

A. G. BOURNE—4-10-13.

To the Educational Department u.o.

EDUCATIONAL DEPARTMENT.

A draft demi-official is submitted for approval.

P.R.—9-12-13.

C.R.—10-10-13.

Approved.

W.F.—11-10-13.

(1)

Demi-official—from the Hon'ble Mr. W. FRANCIS, I.C.S., Acting Secretary to the Government of Madras, Educational Department.

To—the Hon'ble Mr. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

Dated—the 13th October 1913.

No.—2781-2, Educational.

In reply to your demi-official No. 504, Educational, dated 10th September 1913, regarding the candidature of Mr. Miller for a post of manual instructor in this presidency, I am to state that, since the Government of India have already made a reference to the Secretary of State on the subject of the recruitment of two instructors—letter No. 1770, dated 10th September 1913—His Excellency the Governor in Council would prefer to await a reply thereto before taking any action to engage Mr. Miller.

(2)

Demi-official—from the Hon'ble Mr. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—the Hon'ble Mr. W. FRANCIS, I.C.S., Acting Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 1st November 1913.

No.—603 (Confld.)

With reference to your demi-official letter No. 2781-2, dated 13th October 1913, I am desired to forward, for the information of the Governor in Council, a copy of a confidential demi-official from the India office, No. J. & P. 3302, dated the 10th October 1913, with enclosure, on the subject of the creation of two posts of manual instructor for the Madras Presidency.

Perhaps His Excellency in Council may now desire to express an opinion as to the suitability of Mr. Miller for one of the posts.

(3)

Demi-official—from M. C. SETON, Esq., Secretary, Judicial and Public Department.

To—the Hon'ble Mr. SHARP, C.I.E., Joint Secretary to the Government of India, Education Department (Education).

Dated—India Office, Whitehall, S.W., the 10th October 1913.

No.—J. & P. 3302.

With reference to the Government of India's letter No. 242, Finance, dated 28th August, I forward, for confidential information, copy of the paper noted in the margin, on the subject of manual instructors for Madras. I am submitting the proposal for the creation of the two posts for the sanction of the Secretary of State in Council.

(4)

Demi-official—from H. FRANK HEATH, Esq., Secretary, Board of Education.

To—J. E. FERARD, Esq., Judicial and Public Department, India Office, Whitehall, S.W.

Dated—Whitehall, London, S.W., the 4th October 1913.

I have carefully considered the proposals contained in the enclosures to your letter of yesterday's date and have consulted our Chief Inspectors in the matter. So far as the salary that is proposed goes, we think you ought to be able to get one of the best of our younger instructors in manual training for the vacant post, particularly since first-class rank for purposes of travelling allowance will be allowed. Mr. Davidson's anticipation that the social status of the selected candidates will probably not be such as to admit of their being received into general European society is sound. There is a very small number of really cultivated men in this country who have devoted themselves to the subject of manual training, but it is not very likely that it would be possible to obtain the services of any of these, even if the salary were considerably increased, so that we have nothing to suggest on that point.

On the other hand, it is important to remember that all suitable candidates for a post of this kind would probably be holding pensionable appointments, and it is therefore of very great importance that we should be able to inform them what prospects a man would have who, at the close of the first five years, was willing to remain in India provided the Government **A** were willing to retain him. If we were in the position to hold out a prospect of permanent appointment with an increased salary and pension rights, or possible promotion to an inspectorship, it would undoubtedly make it much easier to find a suitable candidate. Indeed, in the absence of information on this head, it is unlikely that the best men would be prepared to throw up their posts in England, especially as manual training is a subject which is yearly growing in importance.

With regard to the qualifications which candidates should possess, we are inclined to think that it would be unwise to insist, as has been suggested, upon a knowledge of Sloyd, for the **B** system of training now adopted in the best schools and institutions in this country has progressed a good deal beyond the method elaborated by Dr. Salomon in Sweden.

I have only to add that if the Secretary of State should decide to sanction the appointments, the Board would of course be prepared to do their best in recruiting for one or both of the two posts referred to.

(5)

Telegram—from the Hon'ble Mr. SHARP, C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—the Hon'ble Mr. W. FRANCIS, I.C.S., Acting Secretary to the Government of Madras, Educational Department.

Dated—the 14th November 1913.

Demi-official No. 611 Education. Secretary (of) State telegraphs for views on points raised in enclosures to my *demi-official* No. 603 of 1st instant regarding manual instructors. Government India will be glad to be favoured with views of Governor in Council before replying.

The Government of India require the views of this Government—

(1) on the points marked **A** and **B** in the letter from the Board of Education to India Office, dated 4th October 1913, in connection with the creation of two posts of manual instructors for this presidency; and

(2) the suitability of Mr. Miller for one of the posts.

2. With reference to point **A**, attention is invited to paragraph 2 of Director's letter No. 2430, dated 17th June 1912, in which he suggested that the appointments might be made "at first for five years." The Government of India was accordingly addressed for the recruitment of the instructors "for a period of five years in the first instance." The intention apparently is to retain the instructors *permanently* in the event of the experiment of manual training proving a success in this presidency. The Government of India may perhaps be informed accordingly. The cost of their establishment is to be met from the *recurring* Darbar grant of eight lakhs.

3. As regards point **B** attention is invited to Mr. Stone's note on page 1 of notes with G.O. No. 626, Educational, dated 4th July 1913, from which it will be seen that he was under the impression that Sloyd or the Swedish system was the system adopted in the best English schools. As this is not really the case, the matter may be left entirely in the hands of the Secretary of State who might select instructors conversant with the system adopted in the best English schools. The Government of India may be informed accordingly.

4. As to the selection of Mr. Miller for one of the posts, it is for consideration whether in view of the difficulties in recruiting suitable candidates in England brought to notice in the correspondence, it would not be better to secure the officer that is locally available. In this connection attention is invited to notes on pages 4 and 5 *ante*. If this Government consider Mr. Miller as a suitable candidate, the Government of India will doubtless inform the Secretary of State of his nomination for one of the posts.

5. The Director of Public Instruction may be consulted *u.o.* before replying to the Government of India.

B.G.—15-11-13.

C.R.—16-11-13.

Yes.

W. FRANCIS—17-11-13.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I quite agree with the office-note, paragraphs 2 and 3, as to the probable permanency of the appointment and as to "Sloyd."

2. As to Mr. Miller we have in his favour that he is a very good teacher with a moral character above reproach—against him—lack of general education, narrow outlook and a grumbling habit.

It is also clear that it will be very difficult to secure an ideal officer for this post.

On the whole I vote for Mr. Miller—it might be worth while to get him down and interview him

A. G. BOURNE—17-11-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Draft for His Excellency's approval.

W. FRANCIS—19-11-13.

The following draft telegram to the Government of India is submitted for approval:—

"Number 3527. Your *demi-official* 603, 1st instant and telegram 15th regarding manual training instructors. It is enough if they are conversant with system adopted in best English schools. They will be permanently retained if experiment proves success. Miller may be selected for one post."

B.G.—19-11-13.

C.R.—20-11-13.

His Excellency the Governor—

For approval. It seems hardly possible to get Mr. Miller down all this distance to be vetted.

W. FRANCIS—20-11-13.

P[ENTLAND]—21-11-13.

14 2 9 128
 officer to fill one of the
 posts and the D.P.I. is requested
 to offer the other to Mrs. J. S.
 Miller of the Oak Grove Technical
 School, Jharipani, U.P.

72. CA
 23.12.13 22/12/13

11 28/12

108
 To The D.P.I. (with copy of
 Mrs. Miller's application of 21-11-12
 and enclosures)
 The A.G. 154
 -- Final Dept

on pages 2 to 5 of
 G.O. no. 1088
 21-11-13

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544
 26.12.13
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9

ORDINARY.

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G.O., No. 1244., dated ..24..-12-1903.

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(b)
Notes.....

Docket.....

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of Rs 400-20-500 per month for a period of five years.

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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 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.

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

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

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.

.....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.....	3/1/14 <i>LM</i>
First proof furnished on.....	18/1/14 <i>LM</i>
Call for revised proof received on.....	
Revised proof furnished on.....	17/1/14 <i>LM</i>
Corrected proof received for striking on.....	24/1/14 <i>LM</i>
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	26		
" " " Issue.....	20		
For Volumes.....	16		
For E. T.....			
Total	72		