

Government of Madras.

EDUCATIONAL DEPARTMENT.

FOR RECORD ONLY.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 706, 31st July 1913.

Hall, Mr. S. J.

Approving the proposal of the Director of Public Instruction to appoint —, Gymnastic and Games Master, Victoria School, Kurseong, to the post of instructor in physical training on Rs. 200 *per mensem* sanctioned in G.O. No. 43, Educational, dated 15th January 1913.

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Approving the proposal of the Director of Public Instruction to appoint —, Gymnastic and Games Master, Victoria School, Kurseong, to the post of instructor in physical training on Rs. 200 *per mensem* sanctioned in G.O. No. 43, Educational, dated 15th January 1913,

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 43, Educational, dated 15th January 1913.

ABSTRACT.—Approving generally the proposal of the Director of Public Instruction to start a central class in Madras for physical training on modern methods under an instructor on Rs. 200 *per mensem* on a temporary footing for a period of five years from the 1st March 1913.

II

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 25th February 1913.

No.—Ref. on Cur. 2566/12.

With reference to G.O. No. 43, Educational, dated 15th January 1913, approving my proposal to start a central class in Madras for physical training on modern methods under an instructor on Rs. 200 *per mensem*, I have the honour to state that I now find from enquiries made in England that a really good instructor cannot be got for the salary offered. To illustrate this, an extract from a letter from an officer on the staff of the Gymnasium, Aldershot, is enclosed. I therefore propose that the pay may be increased to Rs 250 *per mensem*. I may add that the experiment is bound to fail unless a really capable man is secured.

ENCLOSURE.

"THE GYMNASIUM,"
QUEEN'S AVENUE, ALDERSHOT,
1st January 1913.

Could you kindly let me know the following :—

- (1) Are free quarters allowed?
- (2) What allowances are there?

My reason for asking is that the salary offered does not compare at all favourably with what our good men get at home. The majority of those at public schools draw between £150 and £200. I do not think you would be able to get the right sort of man under £200 a year. We have a warrant officer just leaving with his time in, who is a comparatively young man. He is very good all round, a keen disciplinarian, a good organizer and has a thorough knowledge of school work. He has been employed as chief instructor at the R.M. College for the past four or five years. This alone speaks for itself. I gave him your letter but he cannot see his way clear to accept the post for the salary offered. I have also shown it to two others of our staff who are leaving and they also declined for the same reason.

III

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

To—the Inspector of Physical Training, Southern Army, Poona.

Dated—the 27th May 1913.

No.—613-3.

I am directed to address you on the subject of the selection of an instructor in physical training for European pupils in Madras.

2. It has recently been brought to the notice of this Government that the physical exercises now taught in European schools in this Presidency are usually old-fashioned and unsuitable, and that the instructors are generally incompetent. With a view to remedy this and introducing modern methods of physical culture the Government have sanctioned the starting, as an experimental measure, of a central class in Madras under an instructor on a salary of Rs. 200 *per mensem* for a period of five years. As at present arranged, the instructor should work in Madras, holding classes for European teachers about 30 in number, and if possible, going to schools for constructive inspection work at first in Madras city and later on in the mufassal if necessary. If these duties were found not to occupy his time fully he might be required to supervise the gymnastic instructors' training class in the Teachers' College at Saidapet. The post does not carry with it any allowances; nor are free quarters provided.

3. In order to ensure the success of the scheme the Government are anxious to secure for the post a fully qualified and really competent officer. It has been suggested that a trained army instructor from Aldershot should be obtained but difficulties have arisen; and it is perhaps the case that individuals with equivalent training are already available in this country. I am accordingly to enquire whether you can recommend for the post a suitable person from the Southern Army on the pay specified and, if not, what pay and allowances it would be necessary to offer to obtain the services of a really competent instructor.

IV

Letter—from Captain S. S. HAYNE, Inspector of Physical Training, Southern
Army, Poona.

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

Dated—the 6th June 1913.

No.—134-B.

[Reference.—Your No. 613-3, dated the 27th May 1913.]

There are several instructors in this country competent to take up the work mentioned in your memorandum of above number and date, on the other hand it appears to me there is the following difficulty :—

(1) The non-commissioned officer selected would, I presume, have to retire from the army. As this would affect his pension, he would, I think, require the post for a longer period than five years.

(2) As I am not in a position to forward you the name of a non-commissioned officer who would accept the post on the conditions mentioned, I beg to make the following suggestions :—

(i) A slip sent to all divisions in the Southern Army for insertion in Divisional orders, asking for the names of any non-commissioned officers who would accept the post to be forwarded to the Inspector of Physical Training, Southern Army, by a certain date, I would then forward you the names of candidates recommended.

(ii) I think free quarters would be expected.

(iii) He might be sent to the Central School, Poona, annually for one month to become conversant with the latest ideas.

(iv) The post should be for five years, but may be extended to further period of four years if the candidate proves satisfactory.

V

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 25th July 1913.

No.—Ref. on Cur. 2566/12.

In their order No. 43, Educational, dated 15th January 1913, Government approved of the proposal to start a central class in Madras for physical training on modern lines under an instructor on Rs. 200 *per mensem* on a temporary footing for a

period of five years and in G.O. No. 688, Educational, dated 19th July 1913, a nomination for the appointment was called for. I have now the honour to recommend that Mr. S. J. Hall, Gymnastic and Games Master, Victoria School, Kurseong, may be appointed as instructor on a salary of Rs. 200 *per mensem* on probation for six months. The Inspector of European and Training Schools says that Mr. Hall was formerly in the army where he obtained a first-class Army gymnastic certificate, and has been employed for the last ten years in teaching Swedish drill and gymnastics to European school children, and that he has also trained Women Training College students in Bengal. The Inspector further says that he has received a favourable report of Mr. Hall's work from Dr. Gray—an expert in physical culture—who is at present Physical Director to the Young Men's Christian Association, Calcutta. Mr. Hall, it is reported, is 32 years of age and is married.

2. I shall submit proposals for the establishment, apparatus, etc., required for the class in consultation with the instructor as soon as he joins the appointment.

Order—No. 706, Educational, dated 31st July 1913.

The Government approve the proposal of the Director of Public Instruction to appoint Mr. S. J. Hall, Gymnastic and Games Master, Victoria School, Kurseong, to the post of instructor in physical training on Rs. 200 *per mensem* sanctioned in G.O. No. 43, Educational, dated 15th January 1913. The appointment will be on probation for six months in the first instance and Mr. Hall's retention in the post will depend on how he acquits himself during that period.

2. The proposals referred to in paragraph 2 of the Director's second letter read above will be awaited.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction,
Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 706, EDUCATIONAL, DATED
31st JULY 1913.

[SUBJECT.—*Enhancement of the pay proposed for the European Gymnastic Instructor.*]

From the Director of Public Instruction, dated 25th February 1913, No. 2566.

Please see G.O. No. 43, Educational, dated 15th January 1913, and the notes connected with it, especially Mr. Stone's note on page 2. In applying for the increase of pay of the physical training instructor for European schools from Rs. 200 to Rs. 250, the Director of Public Instruction does not say whether any efforts have been made to secure a competent instructor locally and with what result. At first there seems to have been some doubt as to whether the instructor should be recruited locally or in England. Presumably the Director has since decided upon the latter.

2. It is for consideration whether the Director of Public Instruction's proposal may be accepted with the concurrence of the Financial Department.

P.R.—15-3-13.

C. RAMANUJA CHARI—17-3-13.

The question of local recruitment was considered and definitely rejected in December—*vide* notes at page 2 of G.O. No. 43, Educational, dated 15th January 1913. Page 2 of the current file shows that we must raise the original offer. A good man is essentially required.

L. DAVIDSON—18-3-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

In paragraph 2 of G.O. No. 204, Educational, dated 2nd March 1912, the opinion of the Director of Public Instruction was invited regarding the special needs of Education in the Presidency, in view of the Coronation grant of Rs. 8 lakhs from the Government of India, towards the improvement

Vide letter from Government of India, Education Department, on pages 2-3 of G.O. No. 204, Educational, 2nd March 1912.

Vide Director's letter on page 2 of G.O. No. 43, Educational, dated 15th January 1913.

(*Ibid.*)

Vide Director's letter.

Vide Director's letter.

of popular education in the Presidency. Among the proposals submitted by the Director of Public Instruction was one for starting a central class in Madras for teaching physical training on modern methods, to instructors in European schools. Pending the submission of details, he asked for sanction to the employment of a European instructor on Rs. 200 *per mensem* temporarily for five years. This was sanctioned in G.O. No. 43, Educational, dated 15th January 1913. The Director now finds that a really good instructor from England cannot be got for the salary offered, and requests that the salary be raised to Rs. 250 *per mensem*. He states that the experiment is bound to fail unless a really capable man is secured.

The Director when submitting his original proposal did not say specifically whether the officer is to be recruited in England or India, though he stated, that if he is recruited locally, even a lesser pay than Rs 200 per mensem might be sufficient. But apparently no attempt has been made to obtain a man locally. Under the circumstances, it is for consideration whether the Director of Public Instruction's proposal should be accepted.

2 As regards the cost involved in 1913-14, please see paragraph 3 of Financial note on page 3 of notes to G.O. No. 43, Educational, dated 15th January 1913.

A.K.K.—31-3-13.

S.D.S.—3-4-13.

We may agree.

C. REILLY—4-4-13.

Chief Secretary—

Is not the recruitment of men from home otherwise than through the India office contrary to the Secretary of State's instructions?

A. G. CARDEW—5-4-13.

With reference to the Chief Secretary's query above attention is solicited to the following:—

(1) Extract of paragraph 4 of a despatch from the Honourable the Court of Directors, No. 32, Financial, dated 21st August 1850, in which they had desired that, when the services of men were required from England, the Indian Governments or authorities should communicate with them on the subject:

(2) Government of India, Home Department (Education), letter No. 1, Edn.-23, dated 11th January 1892, in which they stated that the Secretary of Government entered into direct correspondence with a candidate in England, remarked that "in any case where there are special reasons why a particular person who is in England, should be selected by him for appointment, the proper course is for the Governor-General in Council or the Governor in Council interested in the matter to inform His Lordship un-officially of the circumstances and that the authorities in India ought not to communicate direct with the person recommended."

(3) Paragraph 18 of the Government of India despatch No. 351, dated 11th December 1895, in which the Government of India stated, in connection with a proposal of the Bengal Government to appoint one Mr. Bamford to the graded Educational service, that Lord Lansdowne's Government were opposed to this proposal because (1) the graded list was to be gradually abolished and (2) because, if an appointment were made, the selection of an officer in England would rest with the Secretary of State.

(4) Paragraph 2 of the Government of India, Home Department (Establishments), letter No. 2386, dated 6th December 1912, in which it is stated that the Secretary of State had held that the "rule which makes him the medium for the actual offer of an appointment to a person not residing in India has advantages."

S.D.S.—18-4-13.

C. REILLY—21-4-13.

The Educational note, dated 14th December 1912, on page 2 of notes to G.O. No. 43, Educational, dated 15th January, said:—

"Mr. Stone does not definitely state whether the instructor should be recruited in England or in India. Perhaps this question will be further dealt with by the Director of Public Instruction when detailed proposals for sanction are submitted." This sentence was initiated by Mr. Davidson on 17th December 1912 and I, therefore, do not understand the statement in his note, dated 18th March 1913, that "the question of local recruitment was considered and definitely rejected in December" in these very notes.

2. As regards recruitment in England, enquiries seem to have been privately made by the Director of Public Instruction at Aldershot, but under standing orders application should be made to the Secretary of State to find a qualified instructor.

3. Until the Secretary of State has failed to secure a suitable man on the sanctioned pay and until the question of local recruitment has been further considered, it would be premature for Financial to agree to enhancement of the terms fixed in G.O. No. 43, Educational, dated 15th January 1913.

A. G. CARDEW—22-4-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

With reference to paragraph 2 of the Chief Secretary's note, it is submitted that the enquiries made by the Director of Public Instruction at Aldershot appear to have been mainly for the purpose of finding out whether the pay fixed was enough, and not for the recruitment of a candidate for the post.

2. It is for consideration (i) whether the question of local recruitment may be considered further as suggested by Financial or (ii) whether an application should be made to the Secretary of State to recruit an officer on the pay fixed already. In the latter case the qualifications should be specified by the Director of Public Instruction.

C. RAMANUJA CHARI—26-4-13.

The Chief Secretary rightly points out the inaccuracy of my note of the 18th March, which I regret. I can only account for the mis-statement on the supposition that when referring to the notes on page 2 of G.O. No. 43, Educational, dated 15th January 1913, I did not read beyond Mr. Stone's note of the 12th December, which indicated a distinct preference for recruitment at Aldershot as the result of further consideration subsequent to the official letter of the 29th November.

* Evidently adhered to on the current now before Government.

L. DAVIDSON.

2. In the same note Mr. Stone writes: "The fact is that we know very little about either pay or qualifications. If we recruited from Aldershot we could take their advice about both, previously consulting Baechas"

It is informal enquiries of this nature which presumably have been made, as a preliminary to addressing the Secretary of State for recruitment in the usual manner; and I do not imagine that any "firm" offer of appointment on Rs. 200 was ever authorized though the enclosure to the current suggests that the Aldershot officer (presumably a correspondent of Captain Baechas) did make offers to individual men; perhaps these were hypothetical.

3. In the light of the information obtained through this source I suggest that the Secretary of State be now addressed to recruit a man at Rs. 200 per mensem plus a passage both ways for himself and family (? as to family); and at the same time informed that if this scale is inadequate the rate may be raised to Rs. 250 (the equivalent of £200 per annum, which is the figure mentioned in the enclosure to the current as the probable minimum).

Will Financial agree to this?

L. DAVIDSON—28-4-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

Submitted for orders with reference to the Chief Secretary's note on pages 2-3 *ante*. The Educational Department do not propose to consider further the question of local recruitment.

2. *Travelling allowance for the family of the Physical Training Instructor.*—The Educational Secretary's note above. **A** Educational Department propose that a free passage should be allowed to the also. It is submitted that no allowances are ordinarily granted to meet the travelling expenses of families of officers. Under article 1121-A of the Civil Service Regulations, the grant of free passage to the *family of the Physical Training Instructor requires the sanction of the Secretary of State. Orders are solicited whether the proposal at **A** above may be accepted in Financial, as a special case.

* Free passage for the Instructor can be sanctioned by the *Local Government*—*cf.* articles 1085 and 1132, Civil Service Regulations, and paragraph 1 of Government of India letter on page 6 G.O. No. 822, Revenue, dated 21st March 1912.

C.P.K.—3-5-13.

P.G.—4-5-13.

There is no precedent for granting family travelling allowance on recruitment.

C. REILLY—5-5-13.

I do not think we need object to the proposal being made to the Secretary of State. He can disallow the passage for the Instructor's family if he sees fit.

A. G. CARDEW—6-5-13

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft order and a draft letter to the Secretary of State are submitted for approval.

2. No mention is made in the letter about qualifications required of the person to be selected. The Director of Public Instruction himself appears to know very little about the qualifications—*vide* Mr. Stone's note on page 2 of notes to G.O. No. 43, Educational, dated 15th January 1913. It may, perhaps, be left to the Secretary of State to decide what sort of a person will best satisfy the requirements the Government have in view.

3. Information has also to be furnished on the several points specified in the Government of India's letter printed in G.O. No. 62, Educational, dated 29th January 1913. These have been embodied in the letter as far as possible, but information regarding—

The pupils are teachers.
C.R.

(i) average age of students, roughly, and

(ii) social position of students, have yet to be supplied.

Information has also to be furnished with reference to G.O. No. 274, Financial, dated 3rd May 1912.

4. Perhaps the draft letter may be shown to the Hon'ble Sir Alfred Bourne for favour of remarks and for verification of the statements embodied in the draft.

P.R.—13-5-13.

C. RAMANUJA CHARI—15-5-13.

Should not the question of recruitment in India be further considered? The idea is apparently to get a trained Army Instructor from Aldershot. There are, I presume, many men so trained attached to regiments in India, who have the further advantage of being acclimatised and knowing the country. Possibly the Military authorities could help us to get a competent man who would be quite willing to come for Rs. 200 per mensem.

T. E. MOIR—17-5-13.

Write to the Inspector of Physical Training, Southern Army, explaining what we want with clearness, and ask him if he can recommend any one on the pay proposed and, if not, what pay and allowances we should have to offer to get a really good man.

W. FRANCIS—21-5-13.

A draft letter is submitted for approval.

P.R.—22-5-13.

C. RAMANUJA CHARI—23-5-13.

Approved.

W. FRANCIS—26-5-13.

[Letter No. 613-3, dated 27th May 1913.]

From the Inspector of Physical Training, Southern Army, dated 6th June 1913, No. 134-B.

The Inspector reports that competent men could be found from the army.

2. With reference to suggestion (2) of the Inspector, it is submitted that he has already been told that free quarters are not provided. Seeing, however, that in the Inspector's opinion free quarters would be expected by the candidates selected, it is for consideration whether the Government may agree to the provision of free quarters or to the payment of suitable house-rent in lieu thereof. In the case of the manual training instructors proposed to be appointed, the Director of Public Instruction

Page 6 of G.O. No. 845, Educational, dated 20th September 1912. proposed that they might be paid Rupees 400—20—500 or Rs. 400 with free quarters or house-rent in lieu thereof.

Their pay was fixed at the higher rate and therefore no free quarters were provided.

Vide note on page 11 of notes to G.O. No. 845, Educational, dated 20th September 1912, and the letter to India of the same date. It is for consideration whether the Inspector should first be asked to invite applications, without promise of house-rent or free quarters. If the candidates

do demand them, then the question may be further considered. If house-rent is to be granted, it will naturally be not less than Rs. 30 * *per mensem* and this with the pay of Rs. 200 will bring the total emoluments very near the limit of Rupees

250 proposed by the Director of Public Instruction as revised scale of salary.

3. The Inspector's suggestion (3) that the instructor should be sent to Poona for a month every year may be accepted as it is clearly in the interests of Government. This may be done during the recess.

4. As regards the extension of the period of the instructor's employment beyond the term of five years, it is submitted that no information is available as to whether the retention of the school is now contemplated by the Director of Public Instruction. There appears, however, to be no objection to the instructor's employment for a further period of four years more, provided his work has been satisfactory and it is decided to continue the class.

P.R.—11-6-13.

C. RAMANUJA CHARI—12-6-13.

I find Mr. Melville has been making enquiries separately and asked him to let me know with what success. See his demi-official just received.

Take copy of the enclosure and return original to Mr. Melville with following demi-official.

My dear Melville.

I return the enclosure to your demi-official of to-day. Please let me know what further report you got of this man Bell and whether you write to the Director of Public Instruction recommending him. Meanwhile I shall mark time. I will see what has become of the papers you mention about renting a building for this centre.

Your sincerely.

Put up these latter papers sharp, please.

W. FRANCIS—13-6-13.

Demi-official—from J. W. MELVILLE, Inspector of European and Training schools.

To—the Secretary to Government, Educational Department.

Dated—Ootacamund, the 13th June 1913.

With regard to the appointment of a Physical Training Instructor, the best application I have received is from a certain Sergeant Bell (through the Service Sourcing Agency, Delhi) who has been on the Army Gymnastic staff of India for the last five years and is very strongly recommended by the Superintendent of Physical Training, Northern Army.

As he will have to instruct teachers he should be fairly well educated and I have wired to ask whether he holds the Army certificate of education. If the reply is satisfactory, I shall write officially to the Director recommending this man.

I enclose copy of the Superintendent's letter, which kindly return.

With regard to quarters, I wrote about a month ago recommending that some premises close to the Madras Club be rented, or they would do very well for holding the classes in Domestic Economy Manual and Physical Training at all events for the present.

If Government agree to this proposal, we could give the instructor a room or two in this building. The papers, Stone tells me, have gone to Government. The owner of the building is pressing for a reply, so if you could very kindly hasten matter, I should be very glad. The Madras schools re-open next month, and I should like to get the classes started as soon as we get the instructor.

Letter—from Superintendent of Physical Training, Northern Army.

To—the Manager, the Service Sourcing Agency, Delhi.

Dated—Kasauli, the 9th May 1913.

No.—129.

With reference your 16652, dated 7th May 1913, I should be much obliged if you could answer the following questions:—

(1) This man sergeant F. Bell has been five years in the Army Gymnastic staff in India, is it essential that he should go for six months on probation? I have to have a man to replace him by October and this needs arrangement with the Inspector of Physical Training, Aldershot. I cannot therefore allow six months' probation. I know the man although I do not know what his pupils will be, I am convinced that the Local Government could decide in a month or two. He was sent home to learn the new system and every thing in these schools is run in connected with Aldershot. Men being sent out to bring the latest ideas.

2. Where should he have to live, i.e., are quarters supplied if not what would be the cost of living and the rent—he is unmarried.

3. He is a particularly hardworking man and does not drink, being practically a teetotaler and has 13 years to count towards pension. His character according to his conduct sheet is "exemplary".

I can recommend him as a thoroughly efficient instructor, hardworking, pains-taking and tactful. Also thoroughly sober.

I have worked under him before he worked under me and know him thoroughly.

In the event of his taking this billet he leaves the army without a pension. I take it therefore that unless he is dismissed for inefficiency or misconduct (against both of which I can guarantee him) he will be guaranteed five years' employment at Rs. 200 *per mensem*.

Submitted with reference to the Secretary's orders on page 5 *ante*.

2. Papers on the subject of renting some premises close to the Madras Club referred to in Mr. Melville's demi-official Article 197 of the Treasury Manual, Volume I, page 89.

Probably they have been submitted through the Accountant-General. Orders are solicited as to whether the Accountant-General may be asked by wire whether the papers have been received by him and, if so, when they may be expected by Government.

P.R.—14-6-13.

C. RAMANUJA CHARI—14-6-13.

No need to wire; but write and ask him to send them on soon.

W. FRANCIS—14-6-13.

A draft memorandum is submitted for approval.

P.R.—14-6-13.

C. RAMANUJA CHARI—14-6-13.

C. S. ANANTARAMA Aiyar—14-6-13.

[Memorandum No. 1859, Educational, dated 14th June 1913.]

The proposal to hire a house on the Mount Road for manual and physical training and domestic economy classes has since been received and is dealt with in the linked file *. It is stated in that communication that if the proposal is approved, a few rooms may be made available for the physical instructor.

C. RAMANUJA CHARI—28-6-13.

In G.O. No. 668, Educational, dated 19th July 1913, approving the proposal to rent a building for the domestic economy, physical and manual training classes the Director of Public Instruction has been reminded to expedite the nomination for the appointment of instructor of physical training, which is apparently still pending with the Inspector of European and Training Schools. It is submitted that the Director's nomination may be awaited.

P.R.—23-7-13.

C. RAMANUJA CHARI—28-7-13.

Yes.

W. FRANCIS—24-7-13.

Demi-official—from J. H. MELVILLE, Esq., Inspector of European and Training schools.

To—W. FRANCIS, Esq., I.C.S., Acting Secretary to Government, Educational Department.

Dated—Madras, the 23rd July 1913.

You told me to let you know when I wrote to the Director of Public Instruction recommending a man for the physical training instructorship.

It turned out that sergeant Bell, who, you may remember, appeared to be a good candidate, possessed only a third-class army certificate of education.

This was rather a bar as the instructor will have to instruct school teachers and also send me written reports from time to time.

I had therefore to select another candidate and have to-day written officially recommending a man named Hall who has good testimonials and has already had considerable experiences in this kind of work in schools in Bengal. He has been favourably spoken of by Dr. Gray, the American physical culture expert attached to the Young Men's Christian Association and I hope he will do well.

He is a married man which is, perhaps, just as well as he will have something to do with female teachers and with girl's schools.

I have told Hall to hold himself in readiness to come at once on receipt of the formal order.

Orders already issued.

W FRANCIS

May I remind you about this question of the centre? We must get hold of that before a start can be made.

From the Director of Public Instruction, dated 25th July 1913, R.O.C. No. 2566/12.

Approved.

W. FRANCIS.

The Director's nomination may be approved. A draft order is submitted for approval.

2. No mention is made in the Director's letter about the provision of free quarters for the instructor. Apparently Mr. Hall is prepared to accept the post without quarters or he will apply for quarters after he has joined the appointment.

W. FRANCIS—31-7-13.

At any rate, the question need not be raised until the Director moves in the matter.

P.R.—30-7-13.

C. RAMANUJA CHARI—30-7-13.

[G.O. No. 706, Educational, dated 31st July 1913.]

[Print for record only]

READ AGAIN G.O. No. 43 Sn, dated 15-1- 1913

C. No. 613, From the 209, No. 2566/12, dated 25 - 2 - 1913

2022, 209, 2566/12, 25. 7. 1913

ORDER

Miss

No. 70680, dated 31. 7. 1913

The Govt. approve the proposal of the S.P.D to appoint Mr. S. J. Hall, Gymnast and Games Master, Victoria School, Kluang, to the post of instructor in physical training on Rs 200 p.m. sanctioned in G.O. 43 Bd. 15th January 1913. The appointment will be on probation for six months in the first instance and Mr. Hall's retention in the post will ~~be~~ depend on how he acquits himself during that period.

The
2/ Proposals referred to in para 2 of
the Director's ^{Memorandum} ~~letter~~ ^{readabout} will be awaited

307.13 307/13

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ORDINARY

Current No., dated..... 19.....

G.O. No. 7069 dated 31.7.1912

(6)

Number of MS. pages sent

Correspondence.....
(b¹)
Notes.....

Notes
Hall in S.F. Approving the proposal of the Director
of Public Instruction, to appoint ~~him~~ gymnastic
teacher, Victoria school, his being to the post.
Brief subject

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Local and Municipal Department.....			
Educational Department.....	Dept.		
Public Dept.....	} Total		
Judicial Dept			
Political			
Financial Dept.....			
Marine Dept.....			
Ecclesiastical Dept.....			

Spare copies

The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
Total			

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

† Copies distributed on Press Despatcher.

† To be initialed and dated

[P.T.O.]

PRESS SLIP

PREFERENCE

URGENT (a)

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 rule 315 of the office Manual.

(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

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

B

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

Type may be released after usual interval at once.

C

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

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.

Initials of
Press official.

Received in Press on 4/8/13
First proof furnished on 4/8/13
Call for revised proof received on 4/8/13
Revised proof furnished on 13/8/13
Corrected proof received for striking on 13/8/13
Final copies supplied on 13/8/13

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....	32			
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	16			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	48			