

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 818, 4th September 1913.

Charitable Institutions.

Ordering the publication in the *Fort St. George Gazette* of the notifications vesting in the Treasurer of Charitable Endowments, Madras, the two pieces of land in Polavaram village, Godavari district, with the buildings thereon known as "Edward VII. Coronation Girls' Elementary School," and settling a scheme for the administration of the said property by the Collector for the time being of the Godavari district and the Inspectress of Girls' Schools for the time being of the Northern Circle.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O. No. 818, 4th September 1913.

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Ordering the publication in the *Fort St. George Gazette* of the notifications vesting in the Treasurer of Charitable Endowments, Madras, the two pieces of land in Polavaram village, Gōdāvari district, with the buildings thereon known as "Edward VII Coronation Girls' Elementary School," and settling a scheme for the administration of the said property by the Collector for the time being of the Gōdāvari district and the Inspectress of Girls' Schools for the time being of the Northern Circle.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from E. B. ELWIN, Esq., I.C.S., Collector of Gōdāvari.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 28th November 1912.
No.—D. Dis. 3865-Rev.

I have the honour to forward herewith the applications made by the Zamindar of Polavaram under section 6 of the Charitable Endowments Act VI of 1890 regarding a girls' school building at Polavaram.

2. The girls' elementary school was first located in a rented building. But in the year 1896 subscriptions were collected with a view to construct a building for the location of the school and accordingly a sum of Rs. 200 was raised with which a thatched building was erected on a site belonging to the Zamindar of Polavaram. But as this site is subject to inundation from floods of the river, the local public and the headmaster of the school requested the Zamindar of Polavaram to grant them a safer building. The zamindar then constructed a new building for the use of the school in commemoration of the Coronation Darbar of His late Imperial Majesty Edward VII in the year 1902, and this building he now wishes to hand over to Government.

ENCLOSURES.

(i)

Letter—from the Zamindar of Polavaram.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 5th October 1912.

I have the honour to suggest the following scheme of administration of the building which I constructed and which I am now handing over to the Chief Secretary to the Government of Madras :—

- (1) that the Chief Secretary to the Government of Madras shall administer the property,
- (2) that the building be used for the purpose of girls' elementary school, Polavaram,
- (3) that if the building cannot in any way be used for the said purpose, it may be used for such purpose as may be agreed upon by the Zamindar of Polavaram or his representatives on the one hand and the Chief Secretary to the Government of Madras or his representatives on the other,
- (4) that the building be named as "Edward VII Coronation Girls' Elementary School."

(ii)

Letter—from the Zamindar of Polavaram.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 5th October 1912.

I have the honour to request that Government may be pleased to vest the site (plan appended) and the building of the elementary girls' school, Polavaram, and the administration thereof in the Chief Secretary to Government of Madras and that as the building was constructed in commemoration of the Coronation Darbar of His late Imperial Majesty Edward VII, it may be so named and utilized.

2. The cost of the site and the building is Rs. 4,000 (four thousand only).

II

Endorsement No. 3452-1, Educational, dated 3rd January 1913.

Referred to the Director of Public Instruction for remarks.

(By Order.)

C. S. ANANTARAM AYYAR,
Under Secretary to Government.

To the Director of Public Instruction.

III

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.L.E.,
Director of Public Instruction, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 11th January 1913.
No.—R.C. 133/18.

In returning herewith the enclosures received with endorsement No. 3452-1, Educational, dated 3rd January 1913, I have the honour to state that the offer of the Zamindar of Polavaram may be accepted with thanks and that the school building may be vested in the Treasurer of Charitable Endowments under Act VI of 1890.

IV

Memorandum No. 121-1, Educational, dated 7th March 1913.

With reference to his letter D. Dis. No. 3865-Rev., dated 28th November 1912, forwarding two applications from the Zamindar of Polavaram—one purporting to vest in the Chief Secretary to Government the building constructed by the zamindar for the location of the Government Girls' school, Polavaram, and the other to settle a scheme for the administration of the property—the Collector of Gōdāvari is requested (a) to convey to the zamindar the thanks of Government and (b) to obtain and submit two fresh applications revised with reference to the following remarks :—

- (i) The applications under section 4 (1) of the Charitable Endowments Act 1890, should propose to vest the property in the Treasurer of Charitable Endowments and not in the Chief Secretary to Government.
- (ii) The property to be vested should be fully described by means of survey number or numbers, boundaries, registration district and sub-district.
- (iii) If the site also is to be vested, the application should specifically mention the fact.
- (iv) The proposal to appoint the Chief Secretary to Government as the administrator of the trust does not commend itself to Government. The zamindar will be advised to appoint the Collector of the district and the Inspectress of Schools of the circle in which Polavaram is for the time being included as joint administrators.

L. DAVIDSON,
Ag. Secretary to Government.

To the Collector of Gōdāvari.

V

Letter—from E. B. ELWIN, Esq., I.C.S., Collector of Gōdāvari.
To—the Secretary to Government, Educational Department.
Dated—Cocanada, the 27th April 1913.
No.—D. Dis. 1506-Rev.

Adverting to Government Memorandum No. 121-1, Educational, dated 7th March 1913, I have the honour to submit two fresh applications prepared in the light of the instructions conveyed in the Government Memorandum and presented by the Zamindar of Polavaram.

ENCLOSURES.

(i)

Letter—from the Zamindar of Polavaram.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 9th April 1913.

I have the honour to state that I constructed a building at Polavaram for the location of the Government Girls' school in commemoration of the Coronation Darbar of His late Imperial Majesty Edward VII. I request that the Government may be pleased to vest the building and the two sites attached to it with the Treasurer of Charitable Endowments and to appoint the Collector of the Godāvāri district and the Inspectress of Girls' Schools, Northern Circle, as the joint administrators of the property. The building and the two sites attached to it cost Rs. 4,000. I request also that the building may be named as "Edward VII Coronation Girls' Elementary School."

(ii)

Letter—from the Zamindar of Polavaram.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 9th April 1912.

I have the honour to suggest the following scheme for the administration of the building for the girls' school at Polavaram which I constructed and handed over to the Collector of the Godāvāri district on the 7th October last:—

(1) The offer made in this application consists of two plots of land with a building on one of them as detailed in the statement enclosed herein. The property shall vest in the Treasurer of Charitable Endowments.

(2) The building together with the two sites shall be used for the purpose of the girls' elementary school at Polavaram.

(3) If the building together with the sites cannot be used for the aforesaid purposes they shall be utilised for such purpose as may be agreed upon between the zamindar of Polavaram or his representative on the one hand and the Collector of the Godāvāri district and the Inspectress of Girls' Schools, Northern Circle, or their representatives on the other.

4. The building be named as "Edward VII Coronation Girls' Elementary School, Polavaram."

(iii)

DESCRIPTION of property offered by the Zamindar of Polavaram for the Government girls' school at Polavaram in commemoration of the Coronation Darbar of His late Imperial Majesty Edward VII.

Name of registration district.	Name of registration sub-district.	Name of village where the property is situated.	Description of property.	Boundaries of the property.	Value of property.	Remarks.
Godāvāri.	Polavaram.	Polavaram.	Site measuring 87 feet by 89 feet together with the building thereon.	North, vacant site of the Polavaram estate; east house of Prakkid Vishnumurthi; south, Santhapeta road; west, temple of Subrahmanyawami.	Rs.	For the location of the girls' school.
Do.	Do.	Do.	2. Purnabhe vacant site belonging to the estate and measuring 125 feet by 65 feet.	North, Santhapeta road; east, house of Maddala Subbarayudu; south, houses of Shaik Jamal and Muhammad Ali; west, houses of Shaik.	> 4,000	For an athletic ground for the girls' school.

VI

Memorandum No. 1459-1, Educational, dated 21st May 1913.

A copy of the letter from the Collector of Godāvāri, D. Dis. No. 1506-Rev., dated 27th April 1913, with its enclosures is forwarded to the Government Solicitor and he is requested to prepare and forward to Government at an early date two draft notifications required under sections 4 and 5 of the Charitable Endowments Act, 1890.

W. FRANCIS,
Ag. Secretary to Government.

To the Government Solicitor.

VII

Letter—from W. O. DAVID, Esq., Government Solicitor, Madras.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 27th May 1913.
No.—583.

I have the honour to acknowledge the receipt of your Memorandum No. 1459-1, Educational, dated the 21st instant, with its enclosures.

2. I request to be furnished, at an early date, with information on the following points with reference to paragraph 3 of the Zamindar of Polavaram's letter, dated the 9th ultimo:—

(a) What is to happen in the event of there being a disagreement between the Zamindar of Polavaram or his representatives on the one hand and the administrators for the time being on the other?

(b) Who is to be taken as the representative of the zamindar and how is he to be ascertained?

(c) The full name and title of the present Zamindar of Polavaram.

VIII

Memorandum No. 753-1, Educational, dated 5th June 1913.

A copy of the Government Solicitor's letter No. 583, Educational, dated 27th May 1913, is forwarded to the Collector of Godāvāri and he is requested to furnish the Government Solicitor direct with the information required by him.

(By Order.)

C. S. ANANTARAM AYYAR,
Under Secretary to Government.

To the Collector of Godāvāri.
Copy to the Government Solicitor.

IX

Letter—from W. O. DAVID, Esq., Government Solicitor, Madras.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 15th July 1913.
No.—718.

I have the honour to return herewith the sketch which accompanied Memorandum No. 1459-1, Educational, dated 21st May 1913, and to forward herewith the two draft notifications relating to Edward VII Coronation Girls' Elementary School, Polavaram, called for.

2. The zamindar suggested that in the event of a disagreement arising as to the purpose for which the land should be used should the land not be utilised for the girls' school it should be handed over to the Taluk Board, Polavaram, for any charitable purposes. This proposal is impracticable under the Act but as a fresh scheme can be settled should such a disagreement arise the omission from the scheme of a provision in case of such disagreement should not give rise to any difficulty.

3. It will be observed that the sketch does not agree with the description as regards the boundaries. The scheme adopts the description. The full name of the owner of the land forming the western boundary of the second block which at present is given as "Shaik" only should be inserted.

ENCLOSURES.

(1)

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890,

AND

IN THE MATTER OF EDWARD VII CORONATION GIRLS' ELEMENTARY SCHOOL
AT POLAVARAM, GODAVARI DISTRICT.

It is hereby notified that the Governor of Fort St. George in Council, in exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the pieces or parcels of land more particularly described in the schedule hereto

together with the buildings thereon shall as from the date of publication of this notification vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors (subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council) upon trust for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said "Edward VII Coronation Girls' Elementary School."

Schedule.

(a) All that piece or parcel of land together with the buildings thereon situate in the village of Polavaram in the Registration sub-district of Polavaram and in the Registration district of Gōdāvari measuring 87 by 89 feet and bounded on the north by vacant land belonging to the Polavaram Estate, east by the house of Prakki Vishnumurthi, south by the Santhapeta road and west by the temple of Subrahmanyaswami.

(b) All that piece or parcel of land situate in the village of Polavaram in the Registration sub-district of Polavaram and in the Registration district of Gōdāvari measuring 125 by 65 feet, bounded on the north by the Santhapeta road, east by the house of Maddila Subbarayudu, south by the houses of Shaik Jamal and Muhammad Ali and west by the house of Shaik.

(2)

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890,

AND

IN THE MATTER OF EDWARD VII CORONATION GIRLS' ELEMENTARY SCHOOL AT POLAVARAM, GODAVARI DISTRICT.

It is hereby notified that the Governor of Fort Saint George in Council, in exercise of the powers conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth in the schedule hereto for the administration of the pieces or parcels of land together with buildings thereon vested in the Treasurer of Charitable Endowments by Notification No. 132, dated 4th September 1913, and that such scheme shall come into operation on the first day of October 1913.

The Schedule above referred to.

1. The Collector for the time being of the Gōdāvari district and the Inspectress of Girls' Schools for the time being of the Northern Circle shall be the joint administrators of the pieces or parcels of land together with the buildings thereon known as "Edward VII Coronation Girls' Elementary School."

2. The said lands together with the buildings thereon shall be used for the purpose of the Girls' Elementary school at Polavaram.

3. In case the said pieces or parcels of land together with the buildings thereon cannot be used for the aforesaid purpose, the same shall be used for such other purpose as shall be agreed upon between the Zamindar of Polavaram for the time being or his nominee and the said administrators.

X

Memorandum No. 2208-1, Educational, dated 29th July 1913.

In the statement containing a description of the property offered by the Zamindar of Polavaram for the Government Girls' school at that place, the name of the owner of the house forming the western boundary of the second block measuring 125 feet by 65 feet is given as "Shaik." The Collector is requested to ascertain and report his full name to Government at an early date.

W. FRANCIS,

Ag. Secretary to Government.

To the Collector of Gōdāvari district.

XI

Letter—from E. B. ELWIN, Esq., I.C.S., Collector of Gōdāvari.

To—the Secretary to Government, Educational Department.

Dated—Cocanada, the 16th August 1913.

No.—D. Dis. 3248-Rev.

Adverting to Government Memorandum No. 2208-1, Educational, dated 29th July 1913, I have the honour to state that the full name of the owner of the house forming the western boundary of the second block measuring 125 feet by 65 feet is "Shaik Jaina."

Order—No. 818, Educational, dated 4th September 1913.

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

NOTIFICATIONS.

I

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890,

AND

IN THE MATTER OF EDWARD VII CORONATION GIRLS' ELEMENTARY SCHOOL AT POLAVARAM, GODAVARI DISTRICT.

It is hereby notified that the Governor of Fort St. George in Council, in exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the pieces or parcels of land more particularly described in the schedule hereto together with the buildings thereon shall as from the date of publication of this notification vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors (subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council) upon trust for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said "Edward VII Coronation Girls' Elementary School."

Schedule.

(a) All that piece or parcel of land together with the buildings thereon situate in the village of Polavaram in the Registration sub-district of Polavaram and in the Registration district of Gōdāvari measuring 87 by 89 feet and bounded on the north by vacant land belonging to the Polavaram Estate, east by the house of Prakki Vishnumurthi, south by the Santhapeta road and west by the temple of Subrahmanyaswami.

(b) All that piece or parcel of land situate in the village of Polavaram in the Registration sub-district of Polavaram in the Registration district of Gōdāvari measuring 125 by 65 feet bounded on the north by the Santhapeta road, east by the house of Maddila Subbarayudu, south by the houses of Shaik Jamal and Muhammad Ali and west by the house of Shaik Jaina.

II

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890,

AND

IN THE MATTER OF EDWARD VII CORONATION GIRLS' ELEMENTARY SCHOOL AT POLAVARAM, GODAVARI DISTRICT.

It is hereby notified that the Governor of Fort Saint George in Council, in exercise of the powers conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth in the schedule hereto for the administration of the pieces or parcels of land together with buildings thereon vested in the Treasurer of Charitable Endowments by Notification No. 132, dated 4th September 1913, and that such scheme shall come into operation on the first day of October 1913.

The Schedule above referred to.

1. The Collector for the time being of the Gōdāvari district and the Inspectress of Girls' Schools for the time being of the Northern Circle shall be the joint administrators of the pieces or parcels of land together with the buildings thereon known as "Edward VII Coronation Girls' Elementary School."

2. The said lands together with the buildings thereon shall be used for the purpose of the Girls' Elementary school at Polavaram.

3. In case the said pieces or parcels of land together with the buildings thereon cannot be used for the aforesaid purpose, the same shall be used for such other purpose as shall be agreed upon between the Zamindar of Polavaram for the time being or his nominee and the said administrators.

(True Extract.)

W. FRANCIS,

Ag. Secretary to Government.

To the Director of Public Instruction.

Accountant-General and Treasurer of Charitable Endowments.

Legislative Department.

Collector of Gōdāvari.

Superintendent, Government Press, for publication of the notifications.

Editors' Table.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 818, EDUCATIONAL,
DATED 4TH SEPTEMBER 1913.

[SUBJECT.—Submitting applications from the Zamindar of Polavaram for transferring to Government a building for girls' school constructed by him at Polavaram.]

From the Collector of Gōdāvari, No. 3865, dated 28th November 1912.

LOCAL AND MUNICIPAL DEPARTMENT.

There is no local fund school for girls at Polavaram and the present proposal relates to the handing over to Government the building constructed by the zamindar for a girls' school at the place. Submitted that the file may be transferred to the Educational department.

S.A.M.—17-12-12.

K. V. VISVANATHA AYYAR—17-12-12.

C. S. ANANTARAM AYYAR—18-12-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The Collector's letter may, in the first instance, be referred to the Director of Public Instruction for remarks.

2. A draft endorsement is submitted for approval.

P.R.—21-12-12.

C. RAMANUJACHARI—24-12-12.

C. S. ANANTARAM AYYAR—2-1-13.

[Endorsement No. 3452-1, dated 3rd January 1913.]

From the Director of Public Instruction, R.C. No. 133, dated
11th January 1913.

The school for which the building has been constructed by the zamindar is apparently a private institution. Please see the Collector's letter. No information is available as to how the school is being maintained. The Director of Public Instruction recommends the acceptance of the offer. It is for consideration whether it should be. Though the beneficiary is a private institution, there seems to be no objection to the acceptance of the gift.

2. The "scheme" for the administration of the trust is silent as to how the ordinary maintenance charges of the property are to be met. Obviously these charges should devolve on the school itself. Perhaps it would be better if the "scheme" definitely refers to the question.

3. The Chief Secretary to Government is to be the administrator of the property. It is for consideration whether this duty may not more appropriately be placed on the District officers or some officer of the Educational department. The zamindar's object seems to be to constitute the Government themselves as the administrators.

4. The application for vesting under the Charitable Endowments Act is not in proper form. The application should be for vesting the property in the "Treasurer of Charitable Endowments" and not in the Chief Secretary.

5. Some detailed description of the property will be necessary. The plan accompanying the Collector's letter does not sufficiently indicate it. Please compare paragraph 1 (a) of the Government Solicitor's letter, dated 9th September 1910, on page 3 of G.O. No. 1467, Public, dated 2nd December 1912. A description by survey number and the boundaries may be called for.

6. Before formal orders issue accepting the offer and calling for revised applications, it may be better to have some definite information on the points raised in paragraphs 1 and 2 *supra*. The Director of Public Instruction may be consulted.

C. RAMANUJACHARI—10-2-13.

Is Government going to take the school over ?

The case wants more detailed scrutiny, I think, in several respects.

L. DAVIDSON—11-2-13.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

The school in question is a Government Girls' school so that the cost of repairs to it may properly be met from the allotment for petty construction and repairs made in the budget for Government girls' schools. Perhaps the Collector and the Inspectress of Schools of that circle in which Polavaram is at any time included—now, the northern circle, may be the trustees.

J. H. STONE—25-2-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The fact that the school is a Government Girls' school has solved the problem of its maintenance charges. Mr. Stone states that the cost of repairs to it may properly be met by Government.

2. What is required next, appears to be to point out the defects in the applications submitted by the zamindar and to call for revised applications. On their receipt, draft notifications may be prepared for publication in the Gazette.

3. A draft memorandum is submitted for approval.

P.R.—27-2-13.

C. RAMANUJACHARI—4-3-13.

L. DAVIDSON—5-3-13.

[Memorandum No. 121-1, Educational, dated 7th March 1913.]

From the Collector of Godāvari, No. 1506, dated 27th April 1913.

Approved.

W. FRANCIS—21-5-13.

A draft memorandum to the Government Solicitor is submitted for approval. Pending receipt of the draft notification from him, the Director of Public Instruction may be consulted as to whether he finds any objection to calling the school the "Edward VII Coronation Girls' Elementary School."

P.R.—19-5-13.

C. RAMANUJACHARI—20-5-13.

Hardly necessary: the proposal was made in the papers sent to him before, and he raised no objection.

W. FRANCIS—21-5-13.

[Memorandum No. 1459-1, dated 21st May 1913.]

From the Government Solicitor, No. 583, dated 27th May 1913.

A copy of the Government Solicitor's letter may be forwarded to the Collector of Godāvari and he may be requested to furnish the Government Solicitor with the information required direct.

2. A draft memorandum is submitted for approval.

P.R.—4-6-13.

C. RAMANUJACHARI—4-6-13.

C. S. ANANTARAMA AYYAR—4-6-13.

[Memorandum No. 1753-1, Educational, dated 5th June 1913.]

From the Government Solicitor, No. 718, dated 15th July 1913.

Before ordering the publication of the draft notifications prepared by the Government Solicitor, the Collector may be requested to ascertain and report the full name of the owner of the land forming the western boundary of the second block.

Approved. | A draft memorandum is submitted for approval.

2. The Government Solicitor's suggestion to omit from the scheme provision in case of disagreement as to the purpose for which the land should be used if it should

W. FRANCIS—29-7-13. | not be utilised for the girls' school, may be accepted.

B.G.—26-7-13.

C. RAMANUJACHARI—28-7-13.

[Memorandum No. 2208-1, Educational, dated 29th July 1913.]

From the Collector of Godāvari, D. Dis. No. 3293-Rev., dated 16th August 1913.

The Collector now reports that the full name of the owner of the house forming the western boundary of the second block measuring 125 feet by 65 feet is Shaik Jaina. A draft order directing the publication of the notifications prepared by the Advocate-General is submitted for approval.

E.A.V.—29-8-13.

C. RAMANUJACHARI—1-9-13.

Approved.

W. FRANCIS—2-9-13.

[G.O. No. 813, Educational, dated 4th September 1913.]

[illegible]

P.9.2.F
2-1 SdL: " D. P. S R.C.No. $\frac{13812}{12}$ " 11th Jan: 1963

Net: Solicitor no: 1582 " 27th May 1913

22 11 F 2598 2004 23 coll. 2 of Lathyrus 24 2293 Rev 25 16 Aug 1913

No. 81857C, dated 4-9-1913.

The following noti-
fications will be published
in the Fort St. George Gazette.
[H. E. the notifications
on pp 21, 22, 24 & 25 of C. F.]

$\frac{29.0000}{1.913}$

To the D.P.S. / Synonym with Hoffmann
H. G. + Treasurer of Charitable / Synonym with Cox
Societies / Synonym with Cox
Laguna / Synonym with Cox
Laguna / Synonym with Cox
D.P.S. / Synonym with Cox
for publication of / Synonym with Cox
the material - Garnett
Societies' Table
KOP
Sent
17/10/68

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 ..

G.O., No. R. B. dated 4. 10. 1903.

Number of MS. pages sent { Correspondence including order or orders
(b) 301
(b) 301
Notes.Docket. *Char. Table, as substituted, etc.**The publication of the Fort St. George, etc.**Char. Table, as substituted, etc.*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 reference 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.

Spare copies.

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Govt. of India..... Dept.					
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Local and Municipal Department.....					
..... Dept.					
Total					
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