

(191 ) Department.

*Press* SERIES.

G.O. No. 75

DATED 25-1-1915.

*OK*

[Despatch Abstract.]

Lawrence Memorial School, Cochin.

Addressing the Government of India on the subject of an additional recurring grant required for the revision of the establishment of the —



# BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|------|-----|-------------|-------|------|-----|-------------|-------|
|      |     |             |       |      |     |             |       |

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| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|------|-----|-------------|-------|------|-----|-------------|-------|
|      |     |             |       |      |     |             |       |

## GOVERNMENT OF MADRAS.

## EDUCATIONAL DEPARTMENT.

No. 75.

From

THE HON'BLE DIWAN BAHADUR

P. RAJAGOPALA ACHARIYAR AVARGAL, C.I.E.,

Secretary to the Government of Madras,

Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

*Dated Fort St. George, the 25th January 1915.*

SIR,

I am directed to address you on the subject of an additional recurring grant required for the revision of the establishment of the Lawrence Memorial School, Ootacamund.

2. I am to refer you to paragraph 7 of the Hon'ble Mr. Francis' letter No. 553, dated the 11th June 1913, addressed to the Government of India in the Army Department, in which it was pointed out that the recommendations made in that letter in regard to the financial requirements of the Lawrence Memorial School, Ootacamund, could not be regarded as final proposals intended to cover all requisite improvements for an indefinite period and that the committee of the institution anticipated further needs in consequence of the conference on the education of the domiciled community held at Simla, which were likely to enhance the recurring and non-recurring expenditure of the institution. I am also to refer you to the concluding portion of his letter No. 143, dated the 6th February 1914, in which the Government of India was informed that the committee had subsequently come up to this Government with further proposals for an extensive increase in both the recurring and non-recurring expenditure on the institution. As these proposals were received only a few days before the receipt of Mr. Sharp's letter No. 73, dated the 17th January 1914, sanctioning a recurring grant of Rs. 3,500, this Government did not submit them at once to the Government of India, but requested the committee to have them re-framed in order of urgency for submission to the Government of India in time for a grant in connection with the budget for 1915-16.

3. The committee has now submitted proposals for an *urgent* increase in the scale of salaries of the teachers on the grounds that the existing rates of pay of the staff do not attract qualified and trained men in consequence of the war, that there



are at present only two permanent members of the staff for the 220 pupils in the Boys' branch of the school, many of the teachers having left for other posts on higher salaries or on obtaining commissions in the war, that several applications for the admission of fresh pupils have been received and more are anticipated, and that it is not possible to make new admissions unless the teaching is arranged for. The total cost of the revision of the scale of salaries of the staff amounts to Rs. 6,000.

4. I am to say that His Excellency the Governor in Council is fully convinced of the needs of the committee and the urgency of the proposals, and would feel grateful if a recurring grant of Rs. 6,000 could be sanctioned for the school.

I have the honour to be,

Sir,

Your most obedient servant,

P. RAJAGOPALA ACHARIYAR,  
Secretary to Government.

# EDUCATIONAL DEPARTMENT.

## NOTES CONNECTED WITH LETTER No. 75, EDUCATIONAL, DATED THE 25TH JANUARY 1915.

[SUBJECT.—*Revision of staff of the Lawrence Memorial School, Ootacamund.*]

*From the Director of Public Instruction, dated the 2nd December 1914, No. 10130.  
from the Director of Public Instruction, dated the 14th December 1914, No. 10633.*

*Demi-official—*from the Principal and Secretary, Lawrence Memorial School,  
Lovedale, Ootacamund.

*To—*the Hon'ble Mr. P. RAJAGOPALA ACHARIYAR, Secretary to Government,  
Educational Department.

*Dated—*the 25th November 1914.

Many thanks for your kindness in sending me your Demi-official No. 3434-1, 14th instant.

We considered the matter very carefully at the committee meeting on the 20th instant, and I was instructed to write to you officially through the Director of Public Instruction, as we found that we could make up the average extra expenditure (to within Rs. 7-8-0 per mensem) without touching the Rs. 15,000 recently granted.

I much hope that the Government will not mind being addressed again on the matter but I take it that, in principle, the increase of the pay of staff is approved if financial considerations did not intervene.

Submitted that the promised proposal may be awaited.

T. KRISHNASWAMI AYYAR—30-11-14.

P. RAJAGOPALA ACHARIYAR—1-12-14.

At the instance of the Government of India, the Committee of the Lawrence Memorial School, Ootacamund, was asked in March 1913 to say what recurring and non-recurring grants it required to carry out such improvements and reforms as might be considered desirable or necessary in the interests of the school. The Committee submitted an interim report in April 1913 saying that it wanted a non-recurring grant of Rs. 45,000 and a recurring grant of Rs. 15,000. The latter grant was required for the following purposes:—

### *Recurring expenditure.*

G.O. No. 950, Educational,  
dated 29th October 1912.

- |                                                                                           |          |
|-------------------------------------------------------------------------------------------|----------|
| 1. To meet the loss of income sustained by the failure of the Lawrence Asylum Press.      | } 15,000 |
| 2. To meet the extra cost of the re-organization of the establishment already sanctioned. |          |

RS.



These requests were submitted to the Government of India, with Letter No. 553, Educational, dated the 11th June 1913. In their Letter No. 73, Educational, dated the 17th January 1914, the Government of India sanctioned a recurring grant of Rs. 3,500 per annum for the school and hoped to raise the grant to Rs. 15,000 during the current year.

2. While the requests made in its interim report were under the consideration of the Government of India, the Committee of the Lawrence Memorial school submitted a final report with Mr. Young's letter No. 3000, dated the 24th November 1913. In this, the Committee while asking for a non-recurring grant of four lakhs, requested a recurring grant of Rs. 27,500 (in place of its former request) for the following purposes:—

*Recurring.*

|                                                                                                                  | RS.           |
|------------------------------------------------------------------------------------------------------------------|---------------|
| (1) To meet the loss of income from the failure of the Lawrence Asylum Press .. .. .                             | 10,000        |
| (2) To meet the cost of re-organization of the establishment already * sanctioned and further contemplated. .. . | 7,500         |
| (3) To meet the cost of the kindergarten department to be newly formed .. .. .                                   | 3,000         |
| (4) To meet the cost of printing, of carpenters' tools and of maintaining electric light .. .. .                 | 3,000         |
| (5) To meet the cost of improving the dietary of the children .. .. .                                            | 4,000         |
| <b>Total</b>                                                                                                     | <b>27,500</b> |

As the Committee's requests were received only a few days before the receipt of the letter from the Government of India sanctioning a recurring grant of Rs. 3,500, the Government decided not to submit them to the Government of India and asked the Committee to have its proposals completely drawn up for submission to the Government of India in time for a grant in connection with the budget for 1915-16—*vide* G.O. No. 142, Educational, dated the 6th February 1914.

3. The Government of India have since sanctioned a recurring grant of Rs. 11,500 per annum in addition to the grant of Rs. 3,500 already sanctioned, and a non-recurring grant of Rs. 45,000 during the current financial year—*vide* G.O. No. 1203, Educational, dated the 28th October 1914.

4. The proposals relating to increased pay of the staff submitted in November 1913 are contained in the statements on pages 6 and 7 of G.O. No. 142, Educational, dated the 6th February 1914. Two of these items were since sanctioned, viz., the increase in the pay of the Principal from Rs. 500—50—750 to Rs. 500—50—1,000, and the payment of an allowance of Rs. 20 per mensem to the Band Instructor. As regards the other items, the Principal and Secretary of the school was informed in Demi-official No. 3434-1, dated the

14th November 1914, that the recurring grant of Rs. 15,000 given by the Government of India was to cover the loss occasioned by the failure of the Press and to meet the additional cost involved in the reorganization of the school establishment sanctioned in G.O. No. 950, Educational, dated the 29th October 1912, that these items could not be sanctioned unless the Government of India sanctioned additional recurring grants and that the question whether any funds could be spared for the purpose could be definitely known only when the budget of the school for 1915-16 was received and considered in February next.

5. In the first of the letters read above, the Committee submits for sanction the following proposals for the increase of pay of certain junior teachers of the boys' and girls' branches applied for in Vice-Chairman's letter No. 3000, dated the 24th November 1913:—

|                                  | Present scale. |               | Proposed scale. |               |
|----------------------------------|----------------|---------------|-----------------|---------------|
|                                  | —              | Average cost. | —               | Average cost. |
| <i>Boys' branch.</i>             |                |               |                 |               |
| Second Assistant Master .. .. .  | RS. 125—5—150  | RS. 141—10—8  | RS. 150—2½—175  | RS. 166—10—8  |
| Third .. .. .                    | 100—5—125      | 116—10—8      | 125—2½—150      | 141—10—8      |
| Fourth .. .. .                   | 90—2—100       | 96—10—8       | 100—2—120       | 106—10—8      |
| Fifth .. .. .                    | 90—2—100       | 96—10—8       | 100—2—120       | 106—10—8      |
| Sixth .. .. .                    | 90—2—100       | 96—10—8       | 100—2—120       | 106—10—8      |
| <i>Girls' branch.</i>            |                |               |                 |               |
| Third Assistant Mistress .. .. . | 60—2—70        | 66—10—8       | 70—1—80         | 76—10—8       |
| Fourth .. .. .                   | 50—2—60        | 56—10—8       | 60—1—70         | 66—10—8       |
| Fifth .. .. .                    | 45—1—50        | 48—5—4        | 50—1—60         | 56—10—8       |
| Sixth .. .. .                    | 45—1—50        | 48—5—4        | 50—1—60         | 56—10—8       |
| Seventh .. .. .                  | 45—1—50        | 48—5—4        | 50—1—60         | 56—10—8       |
| <i>Kindergarten department.</i>  |                |               |                 |               |
| Senior teacher .. .. .           | 100            | 100           | 100—5—150       | 133—5—4       |
| First assistant .. .. .          | 60             | 60            | 60—2—80         | 73—5—4        |
| Second .. .. .                   | 50             | 50            | 50—1—60         | 56—10—8       |
| <b>Total</b> .. .. .             | ..             | 1,026—10—8    | ..              | 1,205—0—0     |

P.R.—17-12-14.

The average extra expenditure involved by the above proposals amounts to Rs. 178-5-4. The Committee proposes to meet this expenditure by utilizing the savings to the extent of Rs. 170 per mensem specified in paragraph 4 of the first letter. The balance is thus only Rs. 8 per mensem and this small amount can easily be met from the school funds. There is thus no objection to the proposals being sanctioned.

6. But in the second letter read above, the Committee proposes to revise the pay of the teachers of the boys' branch as follows, in lieu of the scale proposed in the statement submitted with the first letter:—

|                                | Present scale. |               | Proposed scale. |               |
|--------------------------------|----------------|---------------|-----------------|---------------|
|                                | —              | Average cost. | —               | Average cost. |
| <i>Boys' branch.</i>           |                |               |                 |               |
| First Assistant Master .. .. . | RS. 150—5—175  | RS. 166—10—8  | RS. 150—5—200   | RS. 188—5—4   |
| Second .. .. .                 | 125—5—150      | 141—10—8      | 150—5—200       | 188—5—4       |
| Third .. .. .                  | 100—5—125      | 116—10—8      | 150—5—200       | 188—5—4       |
| Fourth .. .. .                 | 90—2—100       | 96—10—8       | 150             | 150—0—0       |
| Fifth .. .. .                  | 90—2—100       | 96—10—8       | 150             | 150—0—0       |
| Sixth .. .. .                  | 90—2—100       | 96—10—8       | 150             | 150—0—0       |
| <b>Total</b> .. .. .           | ..             | 715—0—0       | ..              | 1,015—0—0     |

The necessity for the above proposal is clearly explained in paragraphs 3 to 6 of the second letter. The Committee proposes to apply this scale only in the case of qualified and certificated teachers and to adhere to the existing scale if it were necessary to employ other men temporarily. This proposal by itself involves an extra expenditure of Rs. 300 per mensem or Rs. 3,600 per annum, as compared with the present scale, and Rs. 220 per mensem or Rs. 2,640 per annum over the scale proposed in the first letter and specified in paragraph 5 *supra*.



7. In paragraph 7 of the second letter, it is stated that the total cost of the suggestions made in that letter together with the increments proposed in Vice-Chairman's letter No. 3000, dated the 24th November 1913, would be Rs. 3,732 for 1915-16 and Rs. 5,100 for 1916-17, that the Committee is able to provide fairly liberally for current expenditure in its budget for 1915-16 and also for a special non-recurring expenditure of Rs. 14,500, and yet show a credit balance of Rupees 20,638, that the sum now involved comes within its financial resources for the next two years and is really necessary, and that within that time the Committee hopes that a further grant may be given and also that prices generally may fall.

It is submitted that the above statement cannot be verified until the budget for 1915-16 is received and examined. In framing its budget for next year the Committee has apparently taken a portion of the non-recurring grant of Rs. 45,000 recently sanctioned by the Government of India towards the cost of the necessary additions to the buildings of the school, for the purpose of revision of the establishment in accordance with the proposals now made in the second letter and for giving the increments proposed in the Vice-Chairman's letter of the 24th November 1913. The Committee seems to be also of opinion that if it could finance the revision of the establishments for the two ensuing years, then it may hope for a further grant from the Government of India. This is certainly bad budgeting and it is not at all likely that the Government of India will give any further grant for some years to come, having regard to the financial situation caused by the war. From paragraphs 2 and 3 of the letter to the Government of India, No. 553, Educational, dated the 11th June 1913, it will appear that the financial position of the school was bad and that the normal receipts failed altogether to meet the ordinary charges. There is also no hope of its improvement. The budget estimate of the school for 1914-15 closes with a balance of only Rs. 809.

P.R.—17-12-14.

8. The Director of Public Instruction considers that, as a temporary measure, the Committee might try to get teachers at rates of pay not in excess of the minimum rate proposed in the second letter, that this rate is not excessive having in view the rates of salaries of good men teachers in European schools and that it is inadvisable to hold out prospects of increments as the Committee is not sure of being able to continue to pay these rates.

9. In these circumstances, it is for consideration whether—

This may be done.

P.R.—17-12-14.

(i) the Committee's proposals in the first letter read above may be sanctioned *in toto*, since the extra expenditure involved can easily be met from school funds, and

This also may be done, but I would make it two years.

P.R.—17-12-14.

(ii) the Committee may be informed that, as a temporary measure, teachers on the minimum rates of pay proposed in the second letter may be employed for, say, one year with a view to tide over present difficulties.

This may be done.

P.R.—17-12-14.

As this will involve an extra expenditure of Rs. 175 *per mensem* or Rs. 2,100 *per annum*, the Committee will have to be instructed to so frame its budget for next year as to adjust the excess expenditure from the recurring grant of Rupees 15,000 sanctioned by the Government of India.

(iii) The Committee may further be told that its proposals for the revision of the pay of the establishment referred to in the second letter and the increments proposed in the Vice-Chairman's letter No. 3000, dated the 24th November 1913, cannot be sanctioned, unless the Committee can point out the sources from which funds can be found to cover the cost, or unless the Government of India can give more recurring grants.

The Rev. Mr. Padfield has explained the urgency of the case personally to the Secretary.

T. KRISHNASWAMI AYYAR—16-12-14.

The Committee's needs appear to be real and I think that we should go up to India ourselves.

P. RAJAGOPALA ACHARIYAR—17-12-14.

P[ENTLAND]—18-12-14.

Let me have draft orders and letter to India sharp.

P. RAJAGOPALA ACHARIYAR—18-12-14.

A draft order and a draft letter to the Government of India are submitted for approval.

The draft letter may be sent to Financial for acceptance.

T. KRISHNASWAMI AYYAR—19-12-14.

Issue the order and then send the draft letter to India to Financial for acceptance.

P. RAJAGOPALA ACHARIYAR—19-12-14.

[G.O. No. 1459, Educational, dated the 19th December 1914.]

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see G.O. No. 1203, Educational, dated the 28th October 1914, in which the Government of India have sanctioned an additional recurring grant of Rs. 11,500 *per annum*, besides the grant of Rs. 3,500 *per annum* already sanctioned by them in January last in aid of the Lawrence Memorial School, Ootacamund, the total grant now being Rs. 15,000 *per annum*. The Educational Department propose to address the Government of India



now for a further recurring grant of Rs. 6,000 *per annum* in order to meet charges on account of the revision of salaries in the school which is considered urgently necessary.

2. As regards the relation of Provincial funds to this institution, attention is solicited to paragraph 2 of the Hon'ble Mr. Cardew's remarks as Chief Secretary, dated the 5th October 1912, and the Honourable Member's note, dated the 9th October 1912, on pages 9-10 of notes to G.O. Nos. 950-951, Educational, dated the 29th October 1912. It will be seen that the local Government do not supplement the funds of the institution by Provincial grants for ordinary educational charges. The Honourable Member, however, stated that he had no objection to a portion of the Imperial recurring grant for education

\* 28 lakh.

Cf. notes to G.O. No. 950, Educational, dated the 29th October 1912, and G.O. No. 1107, Educational, dated the 11th December 1912.

Cf. Dr. Bourne's note, dated the 14th February 1913, on page 18 of G.O. Nos. 1202-3, Educational, dated the 17th December 1913.

† The Lawrence Memorial school cannot be given aid under the Educational Codes—page 7 of notes to G.O. Nos. 391-92, Educational, dated the 9th July 1910.

(‡ The charge is debited to 32. MISCELLANEOUS and an assignment is made to Provincial revenues.)

which is earmarked for European education being utilized for the institution. Some aid\* was given in this manner in 1912-13; but the Director of Public Instruction has since stated that the whole of the portion of the Imperial recurring grant for European education is required for institutions on the † aided lists of this Government. It would thus appear that no aid can be given from Provincial funds to the institution, the only function of those funds being that they serve as a ‡ conduit for passing on any Imperial grant that may be sanctioned by the Government of India.

3. It is not quite clear why the Educational Department send to Financial for acceptance § the present application for aid which they propose to send up to the Government of India. The attention of the Educational Department may, it is submitted, be drawn to the position as set out in paragraph 2 above.

Yes. Financial is not concerned at present.  
B.L.

|                                                | Cost<br>per mensem. |
|------------------------------------------------|---------------------|
|                                                | RS.                 |
| ¶ Boys' branch .. ..                           | 300                 |
| Girls' branch .. ..                            | 45                  |
| Kindergarten .. ..                             | 53½                 |
| Total .. ..                                    | 398½                |
| Or Rs. 4,780 <i>per annum</i> or roundly 5,000 |                     |

Yes. This appears to be the correct figure.  
B.L.

4. *Draft letter.*—It is not clear how the Educational Department arrive at Rs. 6,000 *per annum* as the extra cost of the revision of the salaries. There seems to be some overlapping in calculating the salaries on account of teachers in the Boys' branch. The actual extra cost comes to about Rs. 5,000 ¶ only and Educational will have to make the necessary alterations.

5. The file may, it is submitted, be returned to Educational with these remarks.

A.S.—15-1-15.

B. LAVILLE—15-1-15.

Yes. Financial is not materially concerned so long as no demand upon Provincial revenues is in contemplation.

A. BUTTERWORTH—16-1-15.

To the Educational Department.

# EDUCATIONAL DEPARTMENT.

With regard to paragraph 4 of the Financial note on page 6 *supra*, it is submitted that the figure Rs. 6,000 entered in the draft letter is correct as shown below:—

|                                                                                                                                                                                                                                                                                                             | Increased<br>cost<br>per mensem. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                                                                                                                                                                                                                                                                                             | RS.                              |
| Boys' branch .. ..                                                                                                                                                                                                                                                                                          | 300                              |
| Girls' branch .. ..                                                                                                                                                                                                                                                                                         | 45                               |
| Kindergarten .. ..                                                                                                                                                                                                                                                                                          | 53½                              |
| Increased cost on account of the increments proposed in Vice-Chairman's letter No. 3000, dated the 14th November 1913, excluding the above and also increase in the pay of the Principal and the allowance to the Band instructor already sanctioned, and the saving on account of the Telegraph instructor | 95                               |

Total .. 493½

Or Rs. 5,920 *per annum*.

Or Rs. 6,000 in round figures.

Submitted that the draft letter may now issue.

T. KRISHNASWAMI AYYAR—20-1-15.

Issue.

P. RAJAGOPALA ACHARIYAR—22-1-15.

[Issued as Letter No. 75, Educational, dated the 25th January 1915.]



Educational Department.

Letter

To

The Secretary to the Govt. of India,  
Department of Education.

Sir,

I am directed to address you on  
the subject of <sup>an</sup> additional recurring grant  
required for the revision of the esta-  
blishment of the Lawrence Memorial School,  
Ootacamund.

2. I am to refer you to paragraph 7  
of the Hon'ble Mr. Francis' letter  
No. 553, dated the 11th June 1913, addressed  
to the Government of India in the Army  
Department, in which it was pointed out  
that the recommendations made in that  
letter in regard to the financial require-  
ments of the Lawrence Memorial School,  
Ootacamund, could not be regarded as  
final proposals intended to cover all  
requisite improvements for <sup>an</sup> indefinite  
period and that the committee of the

*in margin*  
*27/1/15*

*Drop*  
*on 26.1.15*

*Notes in CB*

*27.1.15*

*35 Thucyd*

*28/1/15*



28 <sup>4</sup>/<sub>8</sub>

institution anticipated further needs in consequence of the conference on the education of the domiciled community held at Simla, which were likely to enhance the recurring and non-recurring expenditure of the institution. I am also to refer you ~~to~~ to the concluding portion of his letter No. 143, dated the 6th February 1914, in which the Government of India was informed that the ~~Committee~~ ~~was~~ ~~had~~ ~~subsequently~~ ~~come~~ ~~up~~ to this Government with further proposals for an extensive increase in both the recurring and non-recurring expenditure on the institution. As these proposals were received only a few days before the receipt of Mr. Sharp's letter No. 73, dated the 17th January 1914, sanctioning a recurring grant of Rs. 3,500, this Government did not submit <sup>abuse</sup> ~~them~~ to the Government of India, but requested the <sup>repaired</sup> ~~Committee~~ to have them ~~completely~~ ~~drawn~~ in ~~the~~ order of urgency for ~~the~~ submission

Page 8 of G.O. 142 S.W.  
6.2.14  
(T)



to the Government <sup>of India</sup> ~~in time~~ in time for a

grant in connection with the budget for

1915-16. The Committee has ~~now~~ now

submitted proposals for <sup>an</sup> urgent increase in

the scale of salaries of the teachers on

the grounds that the existing rates of ~~the~~

pay of the staff ~~do~~ not attract qualified

and trained men in consequence of the ~~war~~, that

there are at present only two permanent

members of the staff for the 220 <sup>pupils</sup> boys in the

Boys' branch of the school, <sup>many</sup> ~~some~~ of <sup>the teachers</sup> ~~them~~ having

left for other posts on higher salaries, or

and others having obtained <sup>in</sup> commission in the

war, that <sup>the</sup> ~~applications~~ for admission of pupils

<sup>under</sup> ~~the~~ <sup>the</sup> ~~children~~ of Military Assistant

~~Surgeon killed in action in France~~ have

been received and more are anticipated, and

that it is not possible to make new admissions

unless <sup>the</sup> ~~teaching~~ <sup>can be</sup> ~~can be~~ arranged for. The

total cost of the revision of the scale of

salaries of the staff amounts to Rs.6,000.

Rs 2500

Rs 3600

6100

\*6000 in round figs.



H. I am to say that His Excellency the Governor in Council is fully convinced <sup>and the urgency of the proposals</sup> of the needs of the Committee and would feel grateful if <sup>a</sup> <sup>of Rs 6000</sup> recurring grant ~~was~~ <sup>for the school</sup> could be sanctioned for the school.

I have etc.

*Se*  
19/12/14

*De*  
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*Res*  
*CA*  
25/1



## PRESS SLIP.

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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<sup>1</sup>) 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.

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

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

‡ To be initialled and dated.

[P.T.O.]



TO PRESS, MADRAS OOTY.

| A                                                                      | B                                                                                   | C                                                                                                                                                   |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Please send proof in duplicate. The papers have been carefully edited. | Proof returned corrected. Please strike off and send number of copies as indicated. | As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated. |
| Type may be released after usual interval at once.                     | Type may be released after usual interval.                                          | Type may be released after usual interval.                                                                                                          |
| Referencer.<br>Clerk.<br>23-11-15                                      | Referencer.<br>Clerk.                                                               | Referencer.<br>Clerk.                                                                                                                               |
| Supdt.                                                                 | Supdt.                                                                              | Supdt.                                                                                                                                              |

SPECIAL INSTRUCTIONS.

58P

Abstract  
Lawrence Memorial School, Ootd  
 Addressing the Govt of India on  
 the subject of an additional revenue  
 - being granted required for the revision of  
 the estate of the —

TO BE FILLED IN BY THE PRESS.

| Diary.                                        | Initials of Press official. |
|-----------------------------------------------|-----------------------------|
| Received in Press on.....                     | 27/11/15                    |
| First proof furnished on.....                 | 27/11/15                    |
| Call for revised proof received on.....       |                             |
| Revised proof furnished on.....               |                             |
| Corrected proof received for striking on..... |                             |
| Final copies supplied on.....                 | 27/11/15                    |

  

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