

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G O. No. 225, 26th February 1915.

Instructor in Manual Training.

Furnishing the Director of Public Instruction with a copy of the agreement, application and testimonials of Mr. W. Fyfe, who has been appointed by the Secretary of State as an — in the Madras Presidency.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 58, Educational, dated 20th January 1915.

ABSTRACT.—Informing the Director of Public Instruction that the Most Honourable the Secretary of State has appointed Mr. W. Fyfe as an Instructor in Manual Training in this Presidency.

II

Despatch—from His Majesty's Secretary of State for India.
To—His Excellency the Governor of Madras.
Dated—India Office, London, the 29th January 1915.
No.—3, Public.

With reference to correspondence ending with my telegram of the 14th January, I have to inform Your Excellency in Council that I have appointed Mr. William Fyfe as Instructor in Manual Training for the Madras Presidency.

2. Mr. Fyfe sailed for India by the S.S. *Persia* leaving London on the 16th January, and I now forward a copy of the papers * relating to his candidature together with one part of his agreement.

3. I enclose also, for convenience of reference, a copy of the special memorandum supplied to the candidate before appointment.

ENCLOSURES.

BOARD OF EDUCATION,
WHITEHALL, LONDON, S.W.,
12th November 1914.

SIR,

With reference to Mr. Seton's letter of the 20th July last (J. & P. 2683), I am directed to state that the Selection Committee for the Indian Educational Service have interviewed candidates for the vacancy of Instructor in Manual Training for the Madras Presidency and have decided to recommend for the appointment Mr. William Fyfe, particulars of whose qualifications and experience will be found in the attached papers.

Mr. H. C. Fanshawe, c.s.i., and Mr. Cooke, Junior Inspector of Schools, were members of the Selection Committee on this occasion.

I am etc.,

H. FRANK HEATH,
Director of Special Inquiries and Reports, and
Chairman of the Selection Committee.

The Under Secretary of State, Public Department, India Office, S.W.

Madras Presidency, Instructorship in Manual Training. C.A. 467.

The candidate whose name is given below has been interviewed by the Selection Committee. Further details concerning him will be found in the accompanying application form:—

Name.—William Fyfe.
Address.—27, Park Street, Alva, Clackmannanshire.
Age.—Twenty-nine (29) years. Born 25th January 1885.
Education.—Brehin Tenements School; Stirling High School.

Certificates.—

City and Guilds of London Institute.—

Woodwork, Teachers' Final Certificate; Carpentry, Ordinary Grade, 1st Class.

Sloyd Association of Scotland.—

Woodwork, Teachers' Higher Certificate.

Board of Examinations for Educational Handwork.—

Metal Work, Teachers' Certificate.

Board of Education, South Kensington.—

Building Construction and Drawing, Advanced 1st Class.

Geometrical Drawing, 1st Class.

Clay Modelling.

August Abrahamson's Stiftelse, Naas, Sweden.—

Woodwork, Teachers' Certificate.

Glasgow School of Art.—

Public Elementary School Teachers' Drawing Certificate.

Metal Work. Silversmithing and Enamelling.

Glasgow Provincial Committee for the Training of Teachers.—

Woodwork, 2nd Year Certificate.

Metal Work (Repoussé) 2nd Year Certificate.

Drawing 3rd " "

Experience.—Glasgow, Higher Grade School (School Board for Glasgow) 1908–1910.

Assistant Teacher, Woodwork, Metal Work and Cardboard Modelling.

Ayr Burgh School Board 1910–1912.

In charge of all Manual Training Classes in Elementary Schools under the School Board.

Southern Nigeria, 1912–1914.

Superintending Instructor for Government Schools.

Organised and conducted Teachers' Class in Art and Manual Training.

Acted as Headmaster of Warri Government School (March–October 1914).

And as an Inspector of Schools (September 1912–March 1913).

Remarks.—Mr. Fyfe is a good-looking Scotchman, strong, thick set, and capable. He seems to have plenty of common-sense and is admirably suited to a post of this kind. He is leaving Nigeria owing to the re-organisation of the technical instruction in the Colony. His experience there should be extremely useful to him.

12th November 1914.

H. FRANK HEATH.

Extract from a letter—from the Under Secretary of State, Colonial Office.

To—the Secretary, Board of Education.

Dated—the 10th November 1914.

the Colonial Government reported on the 12th October last that Mr. Fyfe had shown himself to be thoroughly efficient as an organising instructor in Manual and Technical Subjects, and had given every satisfaction in the work he had been called upon to do. It was added that his general conduct had been very good.

GOVERNMENT OF SOUTHERN NIGERIA.

Certificate of Service.

Name of officer.—William Fyfe.

Position held.—Manual Instructor.

Department.—Education Department.

Period of service.—From 3rd April 1912 to 12th October 1914.

Cause of termination of engagement.—Owing to the re-organization of technical education his services are no longer required.

Efficiency.—Mr. Fyfe has shown himself to be thoroughly efficient as an organising Instructor in Manual and Technical Subjects, and has given every satisfaction in the work he has been called upon to do.

General conduct.—Very good.

H. HYDE JOHNSTON,
Head of Department.

H. C. MOORHOUSE,
Secretary, S. Provinces.

12th October 1914.

Appointment of an Instructor in Manual Training for the Madras Presidency, India.

The Government of India require an Instructor in Manual Training for the Educational Department of the Madras Presidency.

2. Candidates should be not more than thirty years of age and should be fully trained both in theory and practice to supervise, direct and organise courses in Manual Training. They should be conversant with the systems employed in the best schools in this country.

3. The salary attached to the post is 400 rupees, rising by annual increments of 20 rupees to 500 rupees a month. The exchange value of a rupee is practically 1s. 4d. The candidate selected will be treated as an officer of the "first class" for purposes of travelling allowance. Free-quarters will not be provided.

4. The Instructor, who will be attached to the Teachers' College at Saidapet, will be required to give a course of instruction in Manual Training at the College to each batch of teachers under training, and also to give more extended courses to special batches of men who are willing to specialise as manual instructors. He may also be required to pay occasional visits to some of the training schools or non-European Secondary schools where the subject is proposed to be taken up and to organise courses in them.

5. The appointment is in the first instance for a period of five years and is not included in the Indian Educational Service. The Government of India reserve to themselves a free hand as to the continuance of the post, but should the experiment prove a success the appointment will be permanently retained. If the officer selected is retained in the appointment at the end of five years, his service will become pensionable under the ordinary rules, with retrospective effect from the date of the initial appointment.

6. A free first-class passage will be provided. If for any cause other than physical or mental infirmity the officer selected resigns his appointment during the term covered by his agreement, he will be liable to be called upon to refund the cost of the passage to India. If, on the other hand, the officer selected should, during the term covered by his agreement, be compelled by ill-health to give up his appointment while in India, he will be provided with a free passage from India to England, and if on the termination of the period covered by his agreement he decides not to remain in India, or if on the termination of that period Government decides not to retain his services, a return passage to England will be granted. In the last event three months' notice will be given, and the officer will be required to give similar notice if he wishes to resign the service on the expiry of the term covered by his agreement. The officer selected will be subject to the Indian Services Leave Rules, which will be found in the India Office List published by Messrs. Harrison & Sons, 45, Pall Mall, London, S.W. A summary of the rules regarding leave and pension can be seen on application at the Board of Education, Whitehall, London, S.W.

7. Candidates who wish to be considered for this post should submit their applications in covers marked "C.A." and addressed to "The Secretary, Board of Education, Whitehall, London, S.W." Scottish candidates should apply to "The Secretary, Scotch Education Department, Whitehall, London, S.W." The selected candidate is required to take up his duties as soon as can conveniently be arranged.

Educational Appointments in India and the Colonies.

FORM OF APPLICATION to be filled up by persons desiring educational employment in India or the Colonies. It is requested that this form may be returned in a cover marked "C.A." to The Secretary, Board of Education, Whitehall, London, S.W.

1. Name in full	William Fyfe.
2. Address	27, Park Street, Alva, Clackmannanshire.
3. Age last birthday, with date and place of birth.	25th January 1885, Forfar.
4. Married or single (number and ages of children, if any).	Single.

5. Health (past and present)	Very good.
6. Father's name, nationality, and occupation (state whether living or dead).	David Fyfe, Scotch, Insurance Agent (Prudential), living.
7. Post and approximate salary desired ..	Instructorship in Manual Training, Madras Presidency.
8. Duration of visits or residence abroad ..	Nigeria, April 1912 to October 1914.
9. Names of districts abroad of which the applicant has special knowledge.	Central Provinces, S. Nigeria.
10. Particulars and dates of any important appointments, e.g., Headmasterships or Principalships, Administrative posts, University Professorships, Lectureships, or the like, for which the applicant has stood or is standing.	
11. Athletics—(a) experience in organizing games; (b) proficiency in athletics.	
12. Date of application	2nd November 1914.

	Name of school or college.	Name of Principal.	Date of joining and leaving.	Scholarships, certificates, degrees and other honours.
13. School education.	Tenements School, Brechin. High School, Sterling.	R. A. Scott. Smith and Critchley.	..	..
14. University education, if any.	..	..	..	..
15. Professional training as a teacher, if any. (If a holder of the Board of Education's parchment certificate, the date of the examination and the class in which the applicant was placed in each part of the examination must be shown.)	..	..	..	..

25-1-1885
2-1915
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	Name of school (or place) where employed.	Name of Principal or employer.	Dates of joining and leaving.	Position and character of work done, also salary received.
16. Teaching employment.	Assistant Teacher, Manual Training subjects under School Board of Glasgow, September 1908 to September 1910. Manual Instructor, Ayr Burgh School Board.	Ayr School Board.	September 1910 to March 1912.	Had charge of all Manual Training for elementary schools under Ayr Burgh School Board. Salary £110 and about £35 for evening work.
17. Other employment. (All employment to be entered in order of time.)	Superintending Instructor for Government schools in Southern Nigeria.	Nigerian Colonial Government.	April 1912 to October 1914. acted Inspector of Schools and acted Headmaster, Warri Government School, September 1912 to March 1913 and March 1914 to October 1914 (see letter of application).	Organised and conducted teachers' classes in Art and Manual Training.

18. References—

1. Name		
Address		
Occupation or position		
2. Name		
Address		
Occupation or position		

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of officers of the Board of Education should not be given.)

19. * Copies of testimonials from—

- 1.
- 2.
- 3.
- 4.

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13—17 above should be given here.]

AGREEMENT made the sixteenth day of December one thousand nine hundred and fourteen BETWEEN WILLIAM FYFE of 27 Park Street, Alva Chackmannanshire of the first part and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part.

WHEREAS the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as Instructor in Manual Training for the Madras Presidency for the term of five years from the date of his reporting his arrival at Madras as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

NOW THESE PRESENTS WITNESS and the said parties hereto respectively agree as follows:—

(1) That the party of the first part will on being provided with a first-class passage to Madras proceed thither within such time as may be prescribed by the Secretary of State for India in Council.

(2) That the party of the first part will on arrival at Madras forthwith report himself to the officers of Government there and will submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and that he will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which he may belong and will when required by the Government proceed to any other part of the province within which he may be serving.

(3) That the party of the first part will devote his whole time to the duties of the service and will not engage directly or indirectly in any trade business or occupation on his own account and that he will not (except in case of accident or sickness certified by competent medical authority) absent himself from his said duties without having first obtained permission from the Government or its authorised officers.

(4) That if the party of the first part shall during the said term of five years relinquish the service of the Government (whether after having given notice or otherwise) he shall forthwith on demand pay to the Secretary of State for India in Council the cost of his passage to Madras.

(5) That from the date of the party of the first part reporting his arrival at Madras the Government will pay him so long as he shall remain in the said service and actually perform his duties a salary at the rate of Rupees Four hundred per mensem for the first year rising by annual increments of Rupees Twenty per mensem to Rupees Four hundred and eighty per mensem for the fifth year and if he shall remain in the service beyond that period then Rupees Five hundred per mensem.

(6) That the Government may at any time during the said term of five years or if the service shall continue beyond such term at any time there after dispense with the service of the party of the first part without notice in the event of misconduct on his part or of a breach by him of any of the conditions herein specified.

(7) That on the determination of the service at the expiration of the said term of five years but not upon any subsequent determination or if prior to the expiration of the said term of five years the service shall be determined by the Secretary of State for India in Council or by the Government in India under the provisions of clause 9 of these presents and if the party of the first part shall quit the same in India the Government will provide him with a first-class passage back to England at the public expense provided he claims such passage within three months from any such determination of the service as is mentioned in this clause and leaves India on his return to England within such time as he may be directed.

(8) The party of the first part shall while on duty in India and during the period of his engagement be entitled to such travelling allowance as is payable to Officers of the first class under the Civil Service Regulations for the time being in force and travelling allowances on the same scale shall also be payable to him in respect of his journey from his station to his port of embarkation if and when he leaves India under circumstances which entitle him to the grant of a return passage as specified in clause 7 of this agreement.

(9) That it shall be lawful for the Secretary of State for India in Council or for the Government prior to the expiration of his service under these presents if satisfied on the report of the duly constituted advisory Medical Board that the party of the first part is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his duties in India to determine the service under these presents (the decision of the Secretary of State for India in Council or the Government being conclusive) and thereupon his services shall be terminated.

(10) That the party of the first part shall within the period or periods prescribed by the rules and regulations relating to examinations in vernacular languages for the time being in force in the province within which he may be serving and generally in accordance with and subject to such rules and regulations pass an examination or examinations in such vernacular language or languages as may be required by the Government and on failure to pass such examination or examinations shall be liable to the penalties prescribed by the said rules and regulations. Provided that if the party of the first part shall fail to pass an examination in such one of the prescribed vernacular languages as may be required within a period of two years

No. 225, EDUCATIONAL, 26TH FEBRUARY 1915.

(11) That unless he the party of the first part shall receive notice in writing from some authorised officer of the Government three calendar months before the expiration of the said term of five years that Government no longer require his services or unless he shall give notice in writing to the Government three calendar months before the expiration of the said term of five years that he is desirous to put an end to his service under these presents he will continue in the service of the Government upon the like terms and conditions as are herein contained so far as the same are applicable except that he shall not be entitled to receive or required to give notice of termination of his service under Government otherwise than as provided in the Civil Service Regulations for the time being in force or any other rules to which he may be made subject.

(13) That if the party of the first part shall continue to serve Government under these presents after the said term of five years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave under the Indian Services Leave Rules and towards pension under such rules as regards pension as may for the time being be applicable to his case. Provided always that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them the decision of the Secretary of State for India in Council shall be conclusive.

(15) That the proceedings letters and reports of the Governor-General of India in Council or of any of the Local Governments and of all others the Officers and agents of Government or any copies thereof or extracts therefrom which shall be sent officially to the Secretary of State for India in Council or to any officers or servants in the Indian Service of His Majesty in England or elsewhere in any way relating to the sums of money to be paid or allowed to the party of the first part or to his conduct or in any way relating to the premises shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents or in any way relating thereto.

D. H. FLOCKHART,
Roseberry Place, Alva.
Assurance Superintendent.

C. A. K. NORMAN,
India Office.

D. W. K. BARR,
C. C. EGERTON.

Order—No. 225, Educational, dated 26th February 1915.

The Director of Public Instruction will be furnished with a copy of the agreement, application and testimonials of Mr. William Fyfe, who has been appointed by the Secretary of State as an Instructor in Manual Training in the Madras Presidency, as well as with a copy of the special memorandum as to the post supplied to him before appointment.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
 „ Accountant-General.
 „ Curator, Madras Record Office.

READ AGAIN G.O. No. 5824, dated the 20th January 1915

” ” ” ” ” 191

READ ALSO:—

C. No. 678801, From the Secy of State, No. 386, dated 29. 1. 191

191

191

ORDER.

P.S.

No. 22585 dated 26-2-1915

The D.P. I. will be furnished with a copy of the agreement, applications and testimonials of Mr. William Fyfe, who has been appointed by the Secretary of State as an Instructor in Manual Training in the Madras Presidency, as well as with a copy of the Special memorandum as to the post supplied to him before appointment.

$$\frac{242.15}{24.215} \text{ Ca}$$

To The D.D. ✓
A.G. ✓
Curator, Madras Record Office ✓
(with the original agreement) ✓

Sign +
Scribing
second
copy 10/15

Copy

Agreement

made the sixteenth day of
December One thousand nine hundredand fourteen Between William Tyffe of 27 Park Street, Alva,
Chackmannanshire of the first part and The Secretary of State
for India in Council of the second part.

Whereas the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as Instructor in Manual Training for the Madras Presidency for the term of Five years from the date of his reporting his arrival at Madras as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

Now these presents witness and the said parties hereto respectively agree as follows:-

1. That the party of the first part will, on being provided with a first class passage to Madras proceed thither within such time as may be prescribed by the Secretary of State for India in Council.
2. That the party of the first part will on arrival at Madras forthwith report himself to the officers of Government there and will submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and that he will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which he may belong and will when required by the Government proceed to any other part of the province within which he may be serving.
3. That the party of the first part will devote his whole time to the duties of the service and will not engage directly or indirectly in any trade business or occupation on his own account and that he will not (except in case of accident or sickness certified by competent medical authority) absent himself from his said duties without having first obtained permission from the Government or its authorised officers.
4. That if the party of the first part shall during the said term of five years relinquish the service of the Government (whether after having given notice or otherwise) he shall forthwith on demand pay to the Secretary of State for India in Council the cost of his passage to Madras.
5. That from the date of the party of the first part reporting his arrival at Madras the Government will pay him so long as he shall remain in the said service and actually perform his duties a salary at the rate of Rupees Four hundred per mensem for the first year rising by annual increments of Rupees Twenty per mensem to Rupees Four hundred and eighty per mensem for the fifth year and if he shall remain in the service beyond that period then Rupees Five hundred per mensem.
6. That the Government may at any time during the said term of five years or if the service shall continue beyond such term at any time thereafter

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dispense with the service of the party of the first part without notice in the event of misconduct on his part or of a breach by him of any of the conditions herein specified.

7. That on the determination of the service at the expiration of the said term of five years but not upon any subsequent determination or if prior to the expiration of the said term of five years the service shall be determined by the Secretary of State for India in Council or by the Government in India under the provisions of Clause 9 of these presents and if the party of the first part shall quit the same in India the Government will provide him with a first class passage back to England at the public expense provided he claims such passage within three months from any such determination of the service as is mentioned in this clause and leaves India on his return to England within such time as he may be directed.

8. The party of the first part shall while on duty in India and during the period of his engagement be entitled to such travelling allowance as is payable to Officers of the first class under the Civil Service Regulations for the time being in force and travelling allowances on the same scale shall also be payable to him in respect of his journey from his station to his port of embarkation if and when he leaves India under circumstances which entitle him to the grant of a return passage as specified in Clause 7 of this agreement.

9. That it shall be lawful for the Secretary of State for India in Council or for the Government prior to the expiration of his service under these presents if satisfied on the report of the duly constituted advisory Medical Board that the party of the first part is unfit and is likely for a considerable period to continue unfit by reason of ill health for the discharge of his duties in India to determine the service under these presents (the decision of the Secretary of State for India in Council or the Government being conclusive) and thereupon his services shall be terminated.

10. That the party of the first part shall within the period or periods prescribed by the rules and regulations relating to examinations in vernacular languages for the time being in force in the province within which he may be serving and generally in accordance with and subject to such rules and regulations pass an examination or examinations in such vernacular language or languages as may be required by the Government and on failure to pass such examination or examinations shall be liable to the penalties prescribed by the said rules and regulations. Provided that if the party of the first part shall fail to pass an examination in such one of the prescribed vernacular languages as may be required within a period of two years from the date of his reporting his arrival at Madras aforesaid the Government may notwithstanding anything in the next clause or the said rules and regulations contained dispense with his services.

11. That unless he the party of the first part shall receive notice in writing from some authorised officer of the Government three calendar months before the expiration of the said term of five years that Government no longer require his services or unless he shall give notice in writing to the Government three calendar months before the expiration of the said term of five years that

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he is desirous to put an end to his service, under these presents he will continue in the service of the Government upon the like terms and conditions as are herein contained so far as the same are applicable except that he shall not be entitled to receive or required to give notice of termination of his service under Government otherwise than as provided in the Civil Service Regulations for the time being in force or any other rules to which he may be made subject.

12. The party of the first part will during his continuance in the service pay such subscriptions to the General Provident Fund as shall be payable under the rules for the time being in force (by which rules he agrees to be bound) and it shall be lawful for the Government to deduct the said subscriptions from any money that may be payable to the party of the first part under these presents or otherwise.

13. That if the party of the first part shall continue to serve Government under these presents after the said term of five years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave under the Indian Services Leave Rules and towards pension under such rules as regards pension as may for the time being be applicable to his case. Provided always that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them the decision of the Secretary of State for India in Council shall be conclusive.

14. That in any payments to be made in Great Britain under these presents the rate of exchange between rupees and sterling shall be one shilling and four pence per rupee provided that if any higher rate per rupee is prescribed for any payments by rules for the time being in force such higher rate shall be observed.

15. That the proceedings letters and reports of the Governor General of India in Council or of any of the Local Governments and of all others the Officers and Agents of Government or any copies thereof or extracts therefrom which shall be sent officially to the Secretary of State for India in Council or to any officers or servants in the Indian Service of His Majesty in England or elsewhere in any way relating to the sums of money to be paid or allowed to the party of the first part or to his conduct or in any way relating to the premises shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents or in any way relating thereto.

In witness whereof the party of the first part and

being two members of the Council

of India have hereunto set their hands the day and year first above written.

Signed by the party of the first part

(d) D. H. Flockhart,

Roseberry Place,

Calcutta,

Insurance Supt.

Signed by the said two members of the Council of India in the presence of

J. L. K. Norman

India Office

(d) W. L. Fyfe, Esq.

J. W. K. Barr

J. L. Euston

S. A. No. 659.

Dated 16th December 1914.

W. Fyfe Esquire.

Encl. 678 28
24/2/15

Copy Agreement
for
Service in India as Instructor
in Manual Training for the
Madras Presidency.

10

Service in India as Instructor
in Manual Training for the
Madras Presidency.

Copy Statement

M. J. J. Copie.

Dated 16th December 1914.

S. A. No. 657.

1088

Encls. 67828
24/2/15

ORDINARY. PREFERENCE. URGENT (a).

EDUCATIONAL DEPARTMENT

Current No. dated 191
G.O. No. 225 Ed. dated 26-2-1915

GOVERNMENT
INSTRUCTIONS FOR THE
SECRETARIAT.

(b) 10
Number of MS. pages sent { Correspondence. (b¹)
Notes. m.c.

Brief subject. Instructor in manual training. Furnish
to P.T. with a copy of the agreement, affix
and test on file of M. J. J. who has
been appointed by the State as
an instructor in manual training.

(c)	(d)	(e)	(f)
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‡ To be initialed and dated.

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.

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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.

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.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

Pres
Please take special care that the agreement in this paper is ~~not~~ kept clean ~~and not~~ ~~on~~ ~~at~~ ~~of~~

Sa
16.2.15

TO BE FILLED IN BY THE PRESS.

Diary.

Initials of
Press official.

Received in Press on..... 26/2
First proof furnished on..... 10/3/15
Call for revised proof received on.....
Revised proof furnished on.....
Corrected proof received for striking on..... 12/3/15
Final copies supplied on..... 18/3/15

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....	20			
" " " Issue.....	24			
" " " 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 ...	70			