

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 395, 14th April 1915.

St. Joseph's Girls' Industrial School, Bellary.

Approving the plans and estimates for the provision of additional accommodation to the
St. Joseph's Girls' Industrial School, Bellary.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. Mis. No. 301, Educational, dated 15th March 1915.

Read—the following paper:—

Letter—from K. T. B. TRESSLER, Esq., Director of Industries.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 16th February 1915.
No.—E. 29.

Further my letter No. G. 45, Educational/5256, dated 22nd September 1914, and with reference to query in G.O. No. 1171, Educational, dated 13th October 1914, I have the honour to submit herewith for sanction an application for building grant for the St. Joseph's Industrial School, Bellary, together with the plans and estimates therefor. It will be observed from the Government Order under reference that my proposal is to give this school an Imperial grant of Rs. 2,000 this year and next year to give them two-thirds building grant under the ordinary rules. They thus get practically a full grant.

The circumstances of the case have already been fully explained to the Government in my letters printed in the Government Order under reference, and my proposal has generally been approved. I request that sanction may now be accorded to the plans so that the Imperial grant may be paid. A very early reply is requested as the financial year is approaching its close.

Order—Mis. No. 301, Educational, dated 15th March 1915.

The Government sanction, as a special case, the proposal of the Director of Industries to make a grant of the total amount required for the provision of additional accommodation for the St. Joseph's Girls' Industrial School, Bellary. Separate orders will issue on the plans and estimates submitted with the Director's letter read above. Without prejudice to those orders and the actual amount of grant to be determined thereon, the Government sanction the payment, in advance, to the institution, of a building grant of Rs. 2,000. The Director is requested to arrange for the disbursement of this grant before the close of the current official year.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Industries.
" Accountant-General.

II

**Note by the Chief Engineer, Public Works Department,
No. 2591 C., dated 31st March 1915.**

The Director of Industries submits through the Educational Department a detailed estimate amounting to Rs. 7,000 and two plans for constructing a building for the St. Joseph's Girls' Industrial School, Bellary.

II. The plans and estimate have been scrutinized in the Chief Engineer's office.

III. The Superintending Engineer, III Circle, should satisfy himself as to the suitability of the foundations.

IV. The estimate amounting to Rs. 7,000 is recommended for approval.

S. B. MURRAY,
Chief Engineer, P.W.D.

Order—No. 395, Educational, dated 14th April 1915.

The plans and estimates received with the letter from the Director of Industries, No. E. 29, dated the 16th February 1915, for the provision of additional accommodation for the St. Joseph's Girls' Industrial School, Bellary, are approved subject to the remarks of the Chief Engineer in his note read above.

2. In G.O. No. 301, Educational, dated the 15th March 1915, the Government approved the proposal to make a grant of the total amount required for this purpose and also sanctioned the payment, in advance, of a sum of Rs. 2,000. They now sanction the payment of the balance subject to the following conditions:—

(i) that the aggregate grant does not exceed the actual expenditure, nor Rs. 7,000; and

(ii) that all the conditions prescribed in the Grant-in-aid Code are duly complied with. In this connection the attention of the Director of Industries is drawn to paragraph 3 of G.O. No. 397, Educational, dated the 8th April 1914, and to G.O. No. 868, Educational, dated the 22nd July 1914, and he will be requested to arrange to secure the mortgage of the property without limit of time as suggested in paragraph 3 of the Government Solicitor's letter printed in the latter Government Order.

3. The amount required for the payment of the grant will be met from the special Imperial grant of Rs. 21,000 provided in the Civil Budget Estimate for 1915-16 under "26 Bm.—Scientific, etc., Departments—Miscellaneous—Grants-in-aid for Industrial Schools."

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Industries, with plans and estimates and
Chief Engineer's note and copies of G.O. No. 397, Educational,
dated 8th April 1914 and G.O. No. 868, Educational,
dated 22nd July 1914.
" Accountant-General.
" Public Works Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 395, EDUCATIONAL,
DATED 14TH APRIL 1915.

[SUBJECT.— *Building grant to the St. Joseph's girls' industrial school, Bellary.*]

From the Director of Industries, dated 16th February 1915, No. 29-E.

With reference to paragraph 3 of G.O. No. 1171, Educational, dated the 13th October 1914, the Director of Industries submits plans and estimates for a building for the St. Joseph's girls' industrial school, Bellary. The total amount of the estimate is Rs. 7,000. Towards this, a grant of Rs. 2,000 has been sanctioned in the above Government Order. Mr. Tressler considers that the balance, viz., Rs. 5,000 should be

granted in full next year. He has already stated that the school authorities cannot provide any portion of the cost of

the new building and that as the school is one of the few which do really useful work, the grant should be the full amount of the estimate. It is for consideration whether the Government would agree to the payment of the full cost. It may be

noted in this connection that, in the case of hostels for non European schools, the Secretary's note on page 3 of notes to G.O. 1193, 23rd October 1914.

grants which, till now, used to exceed the limit of half the estimate allowed by the Grant-in-Aid Code, are being restricted to the maximum prescribed in the Code. Perhaps an exception may be made in the case of industrial schools. In such cases, the Director's attention may be drawn to G.O. No. 397, Educational, dated the 8th April 1914 and G.O. No. 868, Educational, dated the 22nd July 1914 and he may be told that he should arrange to secure a mortgage of the property without limit of time, as suggested in paragraph 3 of the Government Solicitor's letter in the latter Government Order besides the compliance with the other conditions laid down in the Code.

2. The question whether the plans and estimates should, as usual, be sent to the Public Works Department for scrutiny is suggested that Mr. Tressler may himself be asked to do so. If that view is approved, final orders may at once be passed in this case. Subject to approval, a draft order is submitted below.

S.K.—19-2-15.

C. RAMANUJACHARI—19-2-15.

Is this not very unusual to pay a full building grant? Have there been any precedents?

P. RAJAGOPALA ACHARIYAR—23-2-15.

It is submitted that the policy at present pursued in regard to industrial education is to develop select aided schools which are promising, instead of opening new schools under the direct management of the Government. Accordingly, in connection with schemes for the development of selected aided industrial schools in the Presidency, the Government have agreed to meet the entire cost of acquiring sites and erecting buildings thereon for the purposes of the schools. Please see G.O. No. 2734, Revenue, dated the 18th August 1910 and G.O. No. 740, Educational, dated the 12th August 1913, which relate to the development of the St. Aloysius' Industrial school, Vizagapatam, and the St. Francis Xavier's Industrial school, Tanjore, respectively. In connection

Page 8 of notes to G.O. 740, Educational, 12th August 1913. with the latter, His Excellency the Governor noted that, in cases relating to

projects for the establishment of industrial schools, land and buildings should be

provided by the Government and should be lent to the managing body for the purposes of the school. From this it would appear that, in the matter of building grants deserving industrial schools should be accorded special treatment. In the present case Mr. Tressler has stated that the industrial school at Bellary is one of the few which are doing really good work, that extensions to the building are imperative and that the management are unable to meet any portion of the cost. In these circumstances the school may, it is submitted, be treated as special and the full grant recommended by Mr. Tressler sanctioned. The case may be sent to Financial for acceptance.

S.K.—24-2-15.

C. RAMANUJACHARI—24-2-15.

P. RAJAGOPALA ACHARIYAR—25-2-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

It is proposed to sanction as a special case, a grant not exceeding the total amount of the actual expenditure nor Rs. 7,000 for providing accommodation for the St. Joseph's girls' industrial school at Bellary. A grant of Rs. 2,000 has been already sanctioned for the school in G.O. No. 1171, Educational, dated the 13th October 1914, out of the Imperial recurring grant of Rs. 21,000 for industrial and technical education. It is proposed to sanction the remaining portion of the grant during the next year, and on the condition that the amount will be found from the Imperial Page 304 of Civil Budget estimate for 1915-16 (second edition revised). grant of Rs. 21,000, for which provision has been included in the budget estimates for 1915-16, the draft may, it is submitted, be accepted in Financial.

The last four words of paragraph 2 of the draft may be deleted.

B.L.

A.B.

V.V.—2-3-15.

A. SAVARINATHAM PILLAI—6-3-15.

B. LAVILLE—10-3-15

Agreed.

A. BUTTERWORTH—11-3-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The Financial Department accept the proposal to pay a full grant to the school on condition that the expenditure is met from the Imperial recurring grant of Rupees 21,000. This condition may be accepted.

2. As the proposal to empower the Director of Industries to scrutinize the plans and estimates received with building grant applications has not been accepted by the Public Works Department, the draft order already put up in the file requires revision. A revised draft order is accordingly submitted for approval. After its issue, the file may be forwarded to the Public Works Department for scrutiny of the plans and estimates.

S.K.—12-3-15.

C. RAMANUJACHARI—13-3-15.

P. RAJAGOPALA ACHARIYAR—14-3-15.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, dated 31st March 1915, No. 2591-C.

The plans and estimate have been scrutinized in the Chief Engineer's office, and the remarks of the Chief Engineer are contained in his note read above. The estimate of Rs. 7,000 is found to be in order and is recommended for sanction.

The file may now be returned to Educational for the issue of orders.

G.V.A.—30-3-15.

P. RAU—30-3-15.

D. MARSHALL—31-3-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft order is submitted for approval.

S.K.—8-4-15.

C. RAMANUJACHARI—8-4-15.

P. RAJAGOPALA ACHARIYAR—12-4-15.

[G.O. No. 395, Educational, dated 14th April 1915.]

191

C. No., From the, No., dated 191

191

” ” ” ” ” ” ” ” 191 .

No. 395-01, dated 14-4-1915

PS

placed below
(at the top of c.f.)

The plans & estimates received with the letter from the Director of Industries, No. E 29, dated the 16th February 1915, for the provision of additional accommodation for the St. Joseph's Girls' Industrial School, Bellary, are approved subject to the remarks of the C.E. in his note dated 2. In G.O. No. 301 Est., dated the 15th March 1915, the Govt. approved the proposal to make a grant of the total amount required for this purpose ~~for the school~~ & also sanctioned the payment in advance of a sum of Rs. 2000. There

now sanction the payment of the balance subject to the following conditions:-

(i) that the aggregate grant does not exceed the actual expenditure, nor Rs. 7,000; and

(ii) that all the conditions prescribed in the grant in-aid code ~~AAAAA~~

only ~~have~~ only complied with.

In this connection the attention of the Director of Industries is drawn to para 3 of G.O. No. 397

Est., dated the 8th April 1914, and to G.O. No. 868 Est.

dated the 22nd July 1914,

and he will be requested to arrange to secure the mortgage of the property without limit of time as suggested in para 3 of the G.O.

Solicitor's letter printed in the latter G.O.

3. The amount required for the payment of the grant will

will be met from the ^{Special} Imperial grant of Rs. 21,000 provided in the Civil Budget Estimate for 1915-16 under "26 Bm-Scientific i.e., Deptt. ~~Basic~~ Miscellaneous - Grants in-aid for Industrial Schools."

8K
3.4.15.

CR
5/4/15

First Deptt note
on page 5 of 2/10/15 file
+ para 1 of Govt note
on page 6 of 2/10/15 file

12/4

2

The D. I. with plans & estimates ✓
" A.G. ✓
" P.W.D. ✓
+ C.E.'s note + copy of P. No. 3975 of 8-4-14
+ P. No. 568 of 22-7-14

Spence & Co
29/4/15

Exd. in nos
19/4/15

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APPENDIX M.

CHAPTER VIII, RULE 52.

Application for aid towards the cost of an additional hall for
St. Joseph's Girls' Industrial School for poor pupils
(Advanced grade)
 School _____ at Bellary in the District
 of Bellary

Number and date of the Proceedings or Memorandum recognizing the school under the
 Madras Educational Rules

No 2348 dated 2-4-1910

Brief history of the institution from the date of its establishment to the date of
 application tracing its growth and development and furnishing among other things an
 accurate account of its financial condition.

Classes in Dress making and Needlework were opened
 by the Sisters of the Good Shepherd Convent, Bellary in 1905,
 and were recognized by Government under the Madras
 Educational Rules as an Industrial School of the
 Elementary Grade for poor pupils in Proceedings No 4103
 dated 13th July 1906, the number on the rolls being 84,
 and a hall and furniture having been provided at the
 cost of the Managers. During the year 1907 pillow lace
 was introduced into the Lower Standards, and drawn
 thread work, embroidery, knitting and crochet were also
 taught. The number on the rolls having increased a
 second room was provided by the Managers.

The Teaching Staff consisted of two teachers, one holding
 an Intermediate Teacher's certificate in Dress making
 and Needlework and the second an Elementary Certificate.
 A Teaching grant of Rs 200/- was sanctioned from
 the year 1907, and a furniture grant was given in 1908.

At present the school ranks as one of the Advanced

Grade the sanction having been obtained in Proceedings No. 2348 dated 2nd April 1910. The teaching staff is composed of four certificated teachers one holding an Advanced Teachers Certificate in Dressmaking and Needlework, a second an Intermediate certificate in Dressmaking and Lace and two others Intermediate Certificates in Lace. Two pupil teachers who have passed the Advanced Grade in Needlework assist in the School. Limerick Lace and Irish Point Lace are now taught in addition to the other branches.

The following successes were obtained during the past 8 years at the Government Examinations.

Needlework.

Advanced Grade - 4 passes, 3 first Class, 2 securing first places in the Presidency

Intermediate Grade - 13 passes in the first 5 in the 2nd class

Elementary Grade - 20 " " first 6 " 2nd "

Lace

Intermediate Grade - 3 first Class passes

5 " " " and 2 second class passes Elementary Grade

Many pupils have secured scholarships during their course, and this Institution has procured advantages for several pupils who have been enabled to save expense by the knowledge obtained in the art of dress making. Some of the work done by the pupils is sold annually by the Managers at a Fancy Bazaar and the proceeds are used as a means of providing materials for the pupils as the latter pay no fees, they being in poor circumstances.

The Teaching grant has been raised to Rs 450/- but this barely covers one third of the cost of the teaching staff, not to mention the other necessary expenses which have to be met by the Managers.

The number on the rolls at present is 103, and the present accommodation is quite insufficient. An additional hall is urgently required, but the

school has no funds and the Managers are not in a position to offer a contribution as will be seen from the Financial Statement given below. Besides the Managers beg to bring to the notice of the Department that they have provided all their means could afford for the past eight years without any aid in the way of a building grant. They trust that the grant now asked for will not be refused.

Debit during the year 1913-1914 - Rs 2211-5

Receipts " " " 751-15

Net cost to Management Rs 1459-6

Inspecting Officer's remarks table (b) of Inspection Report dated 8th March 1914.

"This school is really what I term a 'manual' training school and the scales are correspondingly small. The pay of the staff is very high as compared with other schools, but the instruction is good."

Committee of Management

Rev Mother St. Winifred - Superior, Good Shepherd Convent Hallary.

Sister Mary Harris - Correspondent, St. Philomena's High School - Hallary and St. Joseph's Girls' Industrial School - Hallary

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

	1910	1911	1912	1913	1914	Number of pupils in each class on the date of application.	Number of pupils that can be accommodated in each class room.
VI Form ..							
V " ..							
IV " ..							
Advanced ..		2	2	3	3	3	
Intermediate		6	6	8	8	13	
Elementary	28	42	36	33	32	27	
IV Std B.	18	20	16	10	8	18	
III " C.	28	24	21	20	23	15	
II " B.	12	4	4	20	18	16	
I " A.	8	6	3	6	11	11	
Infant							
Total ..	94	103	86	100	103	103	

Class room. Area. Class room. Area.

a. $(27 \times 12) = 629 \text{ sq ft}$ k.

b. $(15 \times 12) = 180 \text{ sq ft}$ l.

c. m.

d. n.

e. o.

f. p.

g. q.

h. r.

i. s.

NOTE.—If there be any striking variations in the strength as shown above such variations should be accounted for.

Character of and necessity for the proposed work in detail.

The proposed work will consist of a hall about 50' by 22' with verandahs all round, which can be utilized by the pupils when necessary. The present hall (a) is not adequate and has only one verandah, besides the Managers require accommodation for hostel purposes for the Indian pupils and teachers. They propose using this hall as a dormitory and the new one as a class room which will afford sufficient space for the pupils with the aid of four verandahs.

Debit during the year 1914-15

Receipts

This school is really what is called a training school and the fees are correspondingly low. The pay of the staff is 1000/- per year and 100/- per month, but the instruction is good.

Committee of Management

Rev. Mother St. Vincent Superior, Good Shepherd Convent, Bellary

Sister Mary Howard, Carmel Convent, Bellary

Mat. Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

Rev. Fr. St. Joseph, Bellary

- (i) Is a sketch plan of the proposed site and building attached?

Plans will follow

- (ii) Does it show

- (a) The relation of the proposed building or extension to the existing buildings?

- (b) Any alteration in existing buildings necessitated by it?

- (c) The purpose to which the existing buildings are now put?

The existing building is being used for the purpose of this school and will continue so

- (d) The purpose to which they will be put when the new building or extension is complete?

Hall (a) of existing building in use will be used for a hostel for the Indian teachers and pupils of this school

NOTE—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

- (a) Probable cost of the proposed work.

Rs 7000/-

- (b) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.

Managers regret that they have no funds

- (c) Whether the managing body has been registered under the Indian Companies Act of 1882 and if so, whether attested copies of the Memorandum of Association and the Articles of Association are submitted.

No

- (d) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.

No

- (e) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

The Managers agree to execute the prescribed deed if required by the Director to do so.

- (f) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

- (g) In the case of mission institutions the name and address in full of the person who holds a power of attorney on behalf of the mission to execute the prescribed deed.

*Most Rev Dr J. Allen
Archbishop of Madras.*

- (h) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.

*R. W. Hornby Esq.
Executive Engineer
Bellary Division*

- (i) Whether the title to the property is clear and in order and by whom the title-deeds were examined.

Yes. The land is only leased to the Mission by Government. The lease was submitted to the Director of Public Instruction in July 1911, when a grant was given for the erection of the additions to St. Philomena's High School, and he exempted the Managers from executing the trust deed prescribed by the European Code.

- (j) The latest date on which the management wishes to (i) begin the work and (ii) complete the work.

(i) 1st October 1914

(ii) 31st December 1915.

- (k) Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid attached?

Yes.

(o) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—

	Fees.			Government grant.			Other sources.			Manager's funds.			Total.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
1910	23	8	.	200			43	.	.	891	10	.	1158	2	.
1911	76	12	.	200 56			141	5		965	7	.	1439	8	.
1912	36	.	.	200			39			1521	.	.	1796	.	.
1913				450 47			145	.	.	1392	4	.	2034	4	.
1914				450			301	15	.	1459	6	.	2211	5	.
Total.	136	4	.	1603	.	.	670	4	.	6329	10	.	8639	3	.

Particulars for five years to be furnished.

Inspecting officer's remarks about accommodation from his inspection reports for the two previous years.

Increase of accommodation would be desirable

Director's review of such remarks

of 1900 to 1901 is only referred to the fact
there was a grant to the school of \$1000
in 1911, when a grant was given for the
Philomena High School, and he exemplified
the trust deed provided by the Board.

DECLARATION with regard to encumbrance, alienation and the conditions of recognition and aid.—“On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within twenty years and that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings, No. _____, dated _____, and that I am prepared to subject the institution together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department; and that I shall abide by the provisions of rule 55 of the Grant-in-aid Code in the event of the building being diverted, prior to the lapse of twenty years after the date of payment of grant, to other than educational purposes approved by Government.”

Inspecting officer's remarks and recommendations.

STATION, Bellary

Dated 7th August 1914.

Sister Mary Harriett
Correspondent.

Coler 834
31 15

C.F.-20.

DEPARTMENT.

Received



Registered

573 1915

Subject.

BUILDING GRANT TO ST. JOSEPH'S INDUSTRIAL SCHOOL,

BELLARY.-----REQUESTING EARLY ORDERS ON-----

ENCLOSURES.

No.-----

Spare copies-----

No. E29

Station MADRAS, Dated the 4TH MARCH 1915

From (Name) K. T. B. TRESSLER ESQ.,

(Designation) AG. DIRECTOR OF INDUSTRIES.

To The Secretary to the Government of Madras,
EDUCATIONAL Department.

Sir,

I have the honour to invite your attention to my
letter No. E-29 dated 16th February 1915, and to request
early orders thereon as the official year is drawing to close

I have the honour to be,

Sir,

Your most obedient servant,

Ag. Director of Industries.

R.K.N.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

20 APR 1915
Edl: DEPARTMENT.

Current No., dated 191 ..

G.O. No. 395 dated 14/4/15 1915.

Number of MS. pages sent { Correspondence..... 8 (original)
(b)
(b¹) Notes..... 7 (Seran.)

Brief subject..... *Unike reference*

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
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† To be initialled and dated.

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

A	B	C
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