

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 554, 26th May 1915.

Presidency College, Madras.

Sanctioning, with remarks, the proposal of the Director of Public Instruction to employ an additional clerk on Rs. 20—1—25 per mensem in the —.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 554, 26th May 1915.

Presidency College, Madras.

Sanctioning, with remarks, the proposal of the Director of Public Instruction to employ an additional clerk on Rs. 20—1—25 per mensem in the —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Mr. H. S. DUNCAN, M.A., Acting Director of Public Instruction.

To—the Secretary to Government, Educational Department (through the Accountant-General).

Dated—Madras, the 28th April 1915.

No.—Ref. on Cur. 9300/14.

I have the honour to request that you will be so good as to obtain the sanction of Government for the employment, with effect from 1st July next, of an additional clerk on Rs. 20—1—25 in the Presidency College, Madras.

2. The present clerical establishment of the college consists of a head clerk on Rs. 60—2—80 and an assistant clerk and typist on Rs. 20—2—30. A portion of the clerical work is also done by the present sergeant on Rs. 50—6—80. Prior to October 1909 there was but one clerk in the college office and he was assisted by the gymnastic instructor in the maintenance of the attendance and other registers. Owing to the introduction of the New University Regulations and the consequent development of the science departments and post-graduate study, the administrative work of the college had considerably increased and as a single clerk was found unable to cope with the work, a second clerk was sanctioned in G.O. No. 577, Educational, dated 22nd October 1909. In consequence of the additions to the college buildings and of the increase in the number of classes and the professorial staff, the menial establishment was largely strengthened in 1911, and as it was found necessary to have a person who would supervise their work and see to the cleanliness of the buildings and compound, the post of gymnastic instructor was abolished and that of sergeant on Rs. 50—6—80 was substituted in G.O. No. 130, Educational, dated 14th December 1912. Besides the work mentioned above, the maintenance of the college registers and the preparation of attendance certificates and numerical statistics, etc., have also been entrusted to this officer.

The Principal states that the existing clerical establishment is already overworked and that he finds it impossible to effect certain much needed reforms in the maintenance of the accounts and in the management of the college called for by a recent departmental audit conducted under the Director's orders and he points out that the work of the office of an institution like the Presidency College is quite different from that of an ordinary Government office and that the amount of it can be estimated not so much by the number of letters received and despatched as by such items of work consisting of the collection of fees, disbursements of contingencies, maintenance of registers, etc., which occupy a much larger place in the routine of the office than correspondence with outside. It has also been brought to my notice that the sergeant's time is at present mostly taken up by his clerical duties and that the primary duty of supervising the work of the menial establishment, of noting the condition of furniture, walls, windows, etc., and of keeping order in the corridors, etc., has had to be either neglected or perfunctorily performed. I append herewith a statement submitted by the Principal showing in detail the present and proposed distribution of work among the clerical establishment together with explanatory * notes on the duties of the head clerk and sergeant and also on the new work which it is proposed to assign to the additional clerk proposed.

* Not printed.

In the circumstances set forth by Mr. Middlemast, I am convinced of the necessity for the employment of an additional clerk and of there being enough work for three clerks excluding the sergeant and would suggest that a pay of Rs. 20—1—25 be fixed for the post in view of the fact that the existing clerical posts have progressive scales of pay attached to them.

3. The extra cost involved during the current year will be Rs. 160 and I shall submit a re-appropriation statement on receipt of the Civil Budget Estimates for the current year.

ENCLOSURE.

STATEMENT showing the present and proposed distribution of work among the clerical establishment of the Presidency College, Madras.

Present.		Proposed.		
Head clerk.	Assistant clerk and typist.	Sergeant.	Head clerk.	Assistant clerk and typist.

Endorsement No. P.A. 2/2523, dated 5th May 1915.

Forwarded.

2. There is no audit objection to the proposal being sanctioned by Government.

3. The present clerical establishment of the college, as shown in paragraph 2 of the Director's proceedings, has been compared with the office registers and found correct.

4. If the proposal is sanctioned by Government, the necessary reappropriation of funds should be sanctioned to meet the extra expenditure in question before it is incurred.

N. SETURAMA AYYAR,
Offg. Chief Superintendent.

To the Secretary to Government, Educational Department.

Order—No. 554, Educational, dated 26th May 1915.

The Government sanction the proposal of the Director of Public Instruction to employ, with effect from the 1st July 1915, an additional clerk on Rs. 20—1—25 (biennial) per mensem in the Presidency College, Madras. This clerk will not be eligible for grain compensation allowance.

2. This sanction has been registered as No. 46 of 1915-16.

3. No extra expenditure should be incurred until the necessary reappropriation of funds has been sanctioned.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General.
" Financial Department.

NOTES CONNECTED WITH G.O. No. 554, EDUCATIONAL, DATED
THE 26TH MAY 1915.

[SUBJECT.—*Employment of an additional clerk on Rs. 20—1—25 per mensem in the Presidency College, Madras.*]

Previous papers :

G.O. 577, Educational,	22nd October	1909.
" 272, Political,	13th June	1910.
" 925, Public,	7th October	"
" 130, Educational,	14th February	1912.

From the Director of Public Instruction, dated the 28th April 1915, No. 9300.

Submitted that a case appears to have been made out for the employment of an additional clerk in the Presidency College. It may be noted in this connection that three clerks are employed for general work in the Engineering and Medical Colleges. The rate of pay proposed, viz., Rs. 20—1—25, seems also unobjectionable. The new clerk may be declared ineligible for grain compensation allowance.

2. A draft order is submitted for approval. It may be sent to Financial for acceptance and noting the number of sanction.

S.A.—10-5-15.

C.R.—10-5-15.

P. RAJAGOPALA ACHARIYAR—11-5-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The appointment of an additional clerk in the Presidency College appears necessary in the circumstances explained by the Director of Public Instruction in his letter and may be agreed to.

2. *Rate of pay.*—Government have in the past adopted a progressive rate of pay as suitable for clerks in small and isolated offices where prospects of promotion are limited. The proposal in the present case to entertain the additional clerk on a progressive scale of pay (Rs. 20—1—25) like the other two* men in the same office and to withhold grain compensation allowance may be approved. The draft order may be accepted, the sanction being registered as No. 46 of 1915-16.

W.O.F.—18-5-15.

A.S.—18-5-15.

L. E. KERSHAW—19-5-15.

A. BUTTERWORTH—21-5-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted that the draft may issue.

C.R.—22-5-15.

P.R.—25-5-15.

[G.O. No. 554, Educational, dated the 26th May 1915.]

5

(5)

Explanatory notes on the duties of the Head Clerk.

I. Collection of Money.

(a) College fees (Rs.68,000 in a year)

i. 7 registers, one for each class, are required to be kept for this purpose, containing columns (1) the name of the student (2) Branch or Group. (3) Ordinary fees (4) Fines (5) reading room - fees and (6) recreation fees. Entries have to be made in the one or the other of these registers before fees can be taken from a student. Testing silver or examining notes, and returning in several instances, balances due to students (which sometimes include fractions of a rupee too) takes some time for each student.

This process has to be performed twice for - about 700 students (in July and January) and 6 times for about 300 students.

ii. Fee receipts for each student have to be filled in and initialled for each payment (nearly 7000 entries in all in a year). This is a work for which no time can be spared. There is hardly time enough to do this work at the time of - payment of fees, for if it is to be done then regularly and systematically, the progress of fee collection will be very slow which will affect the attendance of students.

(b) University Fees (about Rs.12,600).

1. Application fees for admission to the B.A. Honours Degree Examination - from about 75 students - amounting to Rs.3750/-

2. Application fees for admission to the Intermediate Examination in Arts - from about 130 students - amounting to Rs.3120.

6/6/2

(3) Application fees for admission to the B.A. (Pass)
Degree Examination - from about 140 students-
amounting to Rs. 5,040.

(4) Application fees for admission to the Honours Preliminary Examination - from about 70 students-amounting to Rs. 700/-

Applications (nearly 415 in number) to be scrutinized numbered and arranged with the requisite certificates, nominal rolls in triplicate to be prepared for the remittance of fees into the Bank and transmission to the Registrar.

II Disbursement of Money.

A. Pay of establishment, Rs. 3,600 every month to 70 officers and menials.

B. Scholarships- about Rs. 700 every month to about 60 scholarship holders.

The various scholarships tenable in the college are. —

- (1) Government Scholarships - European and Non-European
- (2) Bangalore Scholarship
- (3) Mysore Scholarship
- (4) Conolly Scholarship
- (5) Nizam's Scholarship
- (6) Parlakimidi Rajah's Scholarship
- (7) Pittapur Rajah's Scholarship
- (8) Ramnad Ranees's Scholarship
- (9) Cochin State Scholarship

C. Contingent Expenditure-

- (1) Pay of menial servants about Rs. 100 a month to 16 servants.
- (2) Laboratory contingencies- Rs. 6,000

There are 6 departments under this head. Bills of expenses from these departments are received for payment almost daily during term time for payment and they have to be complied with with as little delay as possible. This means considerable work- the number of disbursements in a

7 3
1
year comes to nearly 200.

(3) Other contingencies (Rs.15,600 nearly).

These consist of all the other items of expenditure in the college (excluding Europe Stores & Freight the expenditure under which is adjusted by book debit). The number of disbursements under these heads comes to nearly 500.

III Remitting money into ~~the~~ and drawing money from the Bank

This has to be done personally by the Head Clerk in view of the great responsibility it involves. For 5 or 6 days a month the Head Clerk has to spend 2 or 3 hours a day in order to go to the Bank for the purpose of making remittance.

IV Maintenance of cash account book of receipts and disbursements.

Daily cash transactions are to be recorded in this book every day. The cash balance, to be struck at the close of each day, has to be actually counted and verified.. This last work alone takes up more than one hour daily.

V Maintenance of contingent register. This is a laborious task, considering the number and the amount of disbursements to be made as detailed above. Besides entering in it every item of disbursement, the total expenditure for each month, the total up to the end of the previous month and the balance of allotment available at the end of each month has to be made up, carried over and brought forward on every page.

VI Preparation of contingent bills. Owing to the smallness of the permanent advance these have to be made up at least three times in a month. Vouchers have to be checked, numbered, arranged, cancelled and filed. Receipts obtained for disbursements to be forwarded to the Accountant General in adjustment of the amount drawn. In short, before the disbursement of the

8/8 4

amount drawn on contingent bill have been made, the preparation of another contingent bill becomes necessary. In this way, this work continuously engages attention throughout term time; almost daily there are monetary transactions in some form or other - collection, remittance, withdrawal and disbursement - which take up the best portion of the --- regular office hours with the result that the remaining - portion of the office work cannot be get through without undue strain by working long out of college hours and on holidays, etc.

VII Maintenance of scholarship registers.

VIII Preparation of scholarship bills. Separate bills have to be prepared for different scholarships - Government, Bangalore, Mysore, Senior Conolly, etc. - its names and some other particulars are not to be furnished in the scholarship bill forms under the revised rules, a separate register for this purpose has to be maintained.

IX Preparation of Pay Bills, etc.

(a) Separate bills have to be made for different sections of establishment.

1. Assistant Professors (2) Temporary Asst. Professor
(3.) Masters and Teachers and Clerks and servants (4)
Demonstrators.

(b) Absentee statements

(c) General Provident Fund schedules

(d) Postal Life Insurance fund schedules.

X Maintenance and verification of service books.

(a) There are about 70 officers and servants for whom these books have to be maintained. Besides the several changes which have to be recorded therein as they occur, all the books have to be verified annually and a certificate to that effect recorded in each book.

(b) A record of service maintained by each officer in superior service (about 30 in number) has to be - compared annually with the original service books and

and

9 5
9

and a certificate of such comparison recorded in each book. The maintenance and verification of these two sets of books entail no small amount of labour, especially when they have to be done in April, each year, up to the 31st March preceding. At this time the pressure of work is so great that there is hardly time to attend to this work. The collection of materials for the administration report due by the 15th April, the preparation of annual returns, monthly statements, quarterly statements and some other similar duties press heavily on the office.

XI Preparation of periodical returns and statements.

There are several of these - monthly, quarterly and annual to be submitted in a year. Most of them such as D.C.B. statements, financial statements of receipts and charges departmental annual returns, annual returns of establishment to the Accountant General, Stationery and other - indents, Budget estimates, etc. require a great deal of time and care in a big institution like the Presidency College.

XII Correspondence

This work too is heavy enough. The number of communications received, sent out and otherwise dealt with per annum being nearly 5000 (excluding the number of papers to be dealt with in connection with the admission of students at the beginning of each academical year - The entries on this account come to nearly 2000. For want of time to attend to this portion of work during the regular college hours, largely due to the pressure of other work such as collection of fees, disbursement of scholarships, etc. which can only be done when the students are present, it is done out of office hours and on holidays, etc.

XIII General supervision, direction and scrutiny of the work of the Assistant Clerk.

The Presidency College,
Madras, 28th January 1915

E. Middleton
Principal.

① The preparation of these returns is now entrusted to the Assistant Clerk.

10

Explanatory notes on the duties of the Sergeant.

Attendance Sheets:- At the beginning of each academic year register sheets are to be written for each group or branch of each newly formed class. When the classes are finally settled the attendance sheets are printed. The manuscript sheets are needed for the following classes.

1st year class		Group I .. 5 copies (1, ii(a), ii(b) & 2 Lang.)
		" II .. 6 copies (ii(a), ii(b), iii(a), iii(b) Eng. and 2 Lang.)
		" III .. 5 copies (History 2 copies, Logic, Eng. and 2nd Lang.)

3rd year class		Branch i 4 copies (1, 2(a), 1&2 (a) Eng.
		a 5 copies (2, 2b, 1&2a Eng.
		ii
		b 5 copies " " " "
		a 5 copies (3a, 3b, 3c, & "
		iii b 5 copies " " " "
		c 5 copies " " " "
		iv 3 copies
		v 4 copies (History & ")

3rd year Honours | Similar to 3rd year P a s s.

Permanent Attendance Register:- These are bound books one for each class in which about 700 names are written every month. The register sheets distributed to all the Professors and Assistant Professors are collected as time permits and posted in these permanent registers with necessary alterations according to the leave applications sent by the students.

Leave application.- The leave applied for is posted in the permanent register and the application filed for future reference. These average between 4,000 and 5,000 per term. To prepare for their ready posting these applications as soon as received have to be sorted in pigeon holes in alphabetical order.

The attendance sheets for the students of this college who attend the Christian college in the 3rd, 4th and 5th year classes (Honours) in English Language and Literature and

11/ 2

Mental and Moral science are to be written and sent to the Christian College. These are returned at the end of the month when they are also posted in the permanent register.

Attendance of the Lady students of the Women's college is also to be prepared and sent monthly.

Attendance sheets of the Christian college students of the 3rd, 4th, and 5th year classes (Honours) are to be written, attendance entered and sent to the Christian - college monthly.

On the admission of students being closed lists of students of each group or branch of each class has to be prepared in manuscript arranged in alphabetical order, sent to the press, proof obtained, corrected and returned for striking clean copies.

Attendance register of the college staff. - This is to be written monthly and the casual leave enjoyed noted.

Attendance certificates required by the University are to be prepared for each candidate sent for a University - Examination. According to the new regulations the time involved in preparing and despatching these certificates is double that of according to the old regulations. Fresh forms are necessary for each year's course for the Intermediate Examination and fresh certificates for the practical courses for the B.A. Pass and Honours classes. To prepare these certificates a summary of each student's attendance has to be made up beforehand.

Transfer Certificates. - Requisition for these is very frequent during the first five working days of the year. For the preparation of each certificate references must be made to the Fee Register, Attendance register and Admission register and further the class, date of leaving, reason - for leaving and the college to which the student has gone have to be noted in the admission register. The average - number of certificates issued per day will be about 10.

19/12/3

Identification certificates.-

Many students who do not claim their University certificates within the notified time apply to the Registrar, who requires them to produce certificates of identification. These are written (on the average 6 per month) and despatched with the Principal's signature.

Conduct Certificates.-

Many of these are to be prepared and despatched to students on application. The average number of certificates issued per day will be 2.

Certificate of age.-

Extracts from the admission register regarding the date of birth are also called for every now and then by old students. The students on application for these certificates in many cases do not give the necessary particulars, hence it involves a good lot of time in the way of references to various registers. The average number of certificates issued per month will be 5.

Admission register.-

The name of each student and all information regarding that student required by 14 headings has to be written. This involves about 400 entries every year.

Fee Register.-

This register is written twice a year, once in the long term and once in the short term. Each time the analysis of payment and total for each class is to be made at the end of that class and at the end of the term the grand total and final summary is made up so that it may be compared with the Bank Chalan of remittance to the Treasury.

Annual return No. I (a).

Classification of students according to -

1. District to which they belong

- 13 4
13 13
2. Wealth of parent or guardian
 3. Vaccination
 4. Nationality
 5. Occupation of parent or guardian
 6. Average number on the rolls and average attendance
 7. Different languages.
 8. Different science branches taken up
 9. The results of examinations.

The preparation of this return involves about 2,43,600 entries a year.

The Presidency College, }
Madras, 26 January 1915. }

Edw Middlemast
Principal.

14

14

Explanatory notes on the new work assigned to the Additional Clerk.

1. Maintenance of history of students. As already sketched in this office letter R.C. No. 232/14, dated 11th August 1914, this would have to be maintained in the form of a card catalogue in which each student's college career - would be recorded - his promotions, detentions, passes or failures on the University Examinations, prizes or scholarships secured, etc. for about 700 students.

2. Maintenance of examination mark book. At present the marks obtained by students at the various periodical examinations held at the college are not recorded collectively in a book. But each professor keeps with him for a time only a rough list of such marks from which he is enabled to form his opinion of a student's progress in his particular subject only. It is very important, however, that the marks obtained by a student in all the subjects examined should be collected from the Professors concerned and consolidated in a book, so that his general progress at any time may be ascertained at a glance. Requisition from parents for such particulars about students, which are frequently received, cannot be complied with without the aid of such a register.

The maintenance of such a register for about 700 students will surely involve a great deal of clerical labour.

3. Work connected with the distribution of the Presidency College Bulletin

This work involves compilation and maintenance of a list of institutions supplied and correspondence connected therewith, correspondence with the Press, monthly despatch of bulletins, etc.

The Presidency College, |
Madras, 28th January 1915. |

E. W. Muddlemast
Principal.

READ AGAIN G.O. No....., dated.....191 .

" " " " "191 .

READ ALSO:—

C. No. 1618 Edl, From the D.P. I, No. 9300, dated 28-4-1915

" " " " , " "

191

” ” ” ” ” ” ” ” 191 .

ORDER.

P. S.

No. 554 W, dated 26 5 1915

The Government sanction in the proposal of the D.P.I. to employ, with effect from the 1st July 1945, ~~an~~ an additional clerk at Rs. 20-12-5 (monthly) per mensem in the Presidency College, Madras. This clerk will not be eligible for grain compensation allowance.

2. This sanction has been registered as no. 46. of 1945-46.

3. No ^{extra} expenditure should be incurred until the necessary reappropriation of funds has been sanctioned.

To the Hon. Secy

Financial Dept

26/5

ORDINARY.

PRESS SLIP.

PREFERENCE.

Educational DEPARTMENT.

URGENT (a).

GOVT. PRESS, DUTY.

RECEIVED

27 MAY 1915

INSTRUCTIONS FOR THE SECRETARIAT.

Current No. dated 191 ..

G.O. No. 554, dated 26.5.1915.

Number of MS. pages sent { Correspondence..... 16
(b)
(b')
Notes..... 2

Brief subject.....

(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.
FOR RECORD.*			
Madras Records ...	4	6	21
Ooty Records ...		3	8
For filing with original			1
Total ..		9	30
FOR ISSUE.†			
	Letter only.	Complete G.O.	Special issue copies of G.O.
		No.	Papers.

Signature copies.....

India Office.....			
Govt. of India..... Dept.			
Revenue Department.....			
Public Works Department.....			
Local and Municipal Department.....			
Educational Department.....			
..... Dept.			
Public Dept.....			
Judicial Dept.....			
Political.....			
Financial Dept.....			
Marine Dept.....			
Ecclesiastical Dept.....			
Total ..		5	

Spare copies

The.....		15	
The.....		10	
The.....		10	
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
The.....			
Total ..		42	

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

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

(b') For rules regarding printing of notes, see 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.

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.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

Presidency College, Madras
Sanctioning with remarks the proposal of the D.P.I. to employ an additional clerk Rs 20-1-25 per mensem in the ———

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on	
Final copies supplied on.....	

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

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O. No. 191

CURRENT No.

ENCLOSURES to G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

CASES NOT FILLED UP, BEING MEANT FOR DISPATCH IN ORIGINAL.

Di-

A = Print in full.
B = Not to be printed.
F = Print abstract only.
Q = Print heading only.

NUMBER OF COPIES REQUIRED.
Order complete.
Letter only.
Order complete with Letter.