

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 748, 7th July 1915.

Instructions to Sanskrit teachers.

Approving the proposal of the Director of Public Instruction to distribute to all secondary and elementary Sanskrit schools in the Presidency, free of cost, copies of the pamphlet containing — in those schools.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 748, 7th July 1915.

Instructions to Sanskrit teachers.

Approving the proposal of the Director of Public Instruction to distribute to all secondary and elementary Sanskrit schools in the Presidency, free of cost, copies of the pamphlet containing — in those schools.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Letter—from the Hon'ble Mr. J. H. STONE, M.A., C.I.E., F.R.H.S., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—the 17th December 1914.

No.—Ref. on Cur. 8055.

In G.O. No. 854, Educational, dated the 2nd December 1911, Government approved the Director's proposal to distribute free to teachers in aided elementary schools copies of the Scheme of Studies for Elementary Schools published by the Department.

A similar proposal for the distribution among secondary schools of copies of the occasional bulletins published by the Teachers' College was accepted in G.O. No. 184, Educational, dated the 27th February 1913.

2. The Superintendent of Sanskrit Schools now proposes to issue in Sanskrit a pamphlet containing instructions to teachers of Sanskrit schools—most of whom belong to the old pandit type, unacquainted with modern methods of teaching. The gratuitous supply of the above pamphlet to all Sanskrit schools may be considered an excellent way of giving aid to these schools and at the same time ensuring that books recommended by the Director are supplied to schools.

3. On the 31st March last there were 292 Sanskrit schools in the Presidency. The cost of printing copies of the pamphlet required for distribution among these schools cannot be ascertained as the Superintendent, Government Press, who was addressed on the subject, states that estimates for printing are not furnished by him.

4. The distribution of copies among the schools will be made by the Superintendent of Sanskrit Schools.

I have the honour to request therefore that sanction of Government may be obtained for the free distribution among the Sanskrit schools—both secondary and elementary—of the pamphlet referred to above.

II

Memorandum No. 3952-1, Educational, dated the 15th January 1915.

The Director of Public Instruction is requested to submit for the perusal of Government a sample copy of the pamphlet which it is proposed to issue.

(By Order.)

E. A. HARVEY,
Under Secretary to Government.

To the Director of Public Instruction.

III

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

To—the Secretary to Government, Educational Department.

Dated—the 22nd May 1915.

No.—Ref. on Cur. 8055/14.

With reference to your Memorandum No. 3952-1, Educational, dated the 15th January 1915, I have the honour to submit herewith a sample copy of the pamphlet, complete in 89 sheets, containing instructions to teachers of Sanskrit schools called for therein.

IV

Memorandum No. 1845-1, Educational, dated 4th June 1915.

The Superintendent, Government Press, will be requested to report the probable cost of printing 350 copies of the accompanying pamphlet containing instructions to teachers in Sanskrit schools.

(By Order.)

E. A. HARVEY,
Under Secretary to Government.

To the Superintendent, Government Press,
with pamphlet in manuscript to be returned with reply.

V

Office-note—from T. FISHER, Esq., I.S.O., Superintendent, Government Press.

To—the Secretary to Government, Educational Department.

Dated—the 10th June 1915.

No.—Dis. 4492.

With reference to the Educational Department Memorandum No. 1845-1, dated the 4th June 1915, the Superintendent, Government Press, submits that the probable cost of printing 350 copies of the pamphlet containing Instructions to Teachers in Sanskrit schools in Royal 8vo size will be Rs. 180 including the cost of paper.

The manuscripts are herewith returned.

Order—No. 748, Educational, dated 7th July 1915.

The Government approve the proposal of the Director of Public Instruction to distribute to all secondary and elementary Sanskrit schools in the Presidency, free of cost, copies of the pamphlet containing instructions to teachers in those schools.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
" Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 748, EDUCATIONAL,
DATED 7TH JULY 1915.

[SUBJECT.—*Free distribution to Sanskrit schools of a pamphlet containing instructions to teachers of such schools.*]

*From the Director of Public Instruction, dated 17th December 1914,
R.O.C. No. 8055/14.*

There seems to be no objection to the acceptance of the Director of Public Instruction's proposal. But before approving the proposal, it seems desirable to ascertain the probable cost to Government of the free supply of the pamphlet to Sanskrit schools both secondary and elementary. The Director of Public Instruction states that the cost of printing copies of the pamphlet cannot be ascertained as the Superintendent, Government Press, has declined to furnish estimates for printing. It is usual for the Superintendent to furnish estimates in regard to the printing of similar publications, but it is not known why he has declined to do so in this instance. Submitted that the Director of Public Instruction may be requested to submit for perusal a sample copy of the pamphlet in question and on its receipt the Superintendent, Government Press, may be asked to furnish an estimate for printing it.

A draft memorandum is submitted for approval.

E.A.V.—7-1-15.

T.K.—7-1-15.

E. A. HARVEY—11-1-15.

[Memorandum No. 3952-1, Educational, dated 15th January 1915.]

*From the Director of Public Instruction, dated 22nd May 1915,
R.O.C. No. 8055/14.*

The Director has submitted for perusal a sample copy of the pamphlet which it is proposed to issue. Since the Director has reported that there are 292 Sanskrit schools in the Presidency, the number of copies to be printed may, it is submitted, be fixed as 350 so that there may be a small reserve in stock for sale as well as to meet unforeseen demands.

The Superintendent, Government Press, may now be requested to report the probable cost of printing 350 copies of the pamphlet in Sanskrit. A draft reference is submitted for approval.

A.S.—27-5-15.

B.G.—28-5-15.

E.A.H.—4-6-15.

[Memorandum No. 1845-1, Educational, dated 4th June 1915.]

NOTES TO G.O. No. 748, EDUCATIONAL, 7TH JULY 1915.

From the Superintendent, Government Press, dated 10th June 1915,
Dis. No. 4492.

The Superintendent, Government Press, reports that the cost of printing 350 copies of the pamphlet will amount to Rs. 180 including cost of paper. The distribution of copies to the schools may be left, as suggested by the Director of Public Instruction, to the Superintendent of Sanskrit schools. A draft order is placed below which, if approved, may be sent to Financial for acceptance.

A.S.—15-6-15.

B.G.—15-6-15.

P. RAJAGOPALA ACHARIYAR—18-6-15.

To the Financial Department.

FINANCIAL DEPARTMENT.

The draft may, it is submitted, be accepted in this department. (The cost involved is small—Rs. 180.)

P.K.—22-6-15.

T.A.S.—22-6-15.

How will the cost be met?

L. E. KERSHAW—24-6-15.

Submitted that the cost will be debited to the head 30-C. STATIONERY AND PRINTING—GOVERNMENT PRESSES. The Superintendent, Government Press, can easily reappropriate the amount from his budget allotment. The publication will, as in other * cases, be presumably printed at the Government Press.

P.K.—26-6-15.

T.A.S.—26-6-15.

May be accepted in Financial.

L.E.K.—28-6-15.

A. BUTTERWORTH—29-6-15.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted the draft order may now issue.

A.S.—5-7-15.

B.G.—5-7-15.

Yes.

P.R.—7-7-15.

[G.O. No. 748, Educational, dated 7th July 1915.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-2-15.

DEPARTMENT.

Current No. 3952, dated 1915.

G.O. No. 748, dated 7-7-1915.

(b) Correspondence 7
(b¹) Notes 5
Number of MS. pages sent

Brief subject.

Sheep attached
Vice overleaf.

(e) 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	1	15	20
Ooty Records		4	4
For filing with original		1	1
Total		20	25

FOR ISSUE.†

Signature copies.	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office		2			
Govt. of India					
Revenue Department					
Public Works Department					
Local and Municipal Department					
Educational Department					
Public Dept.					
Judicial Dept.					
Political					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total		5			
The D.P.I.		10			
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
Total		17			

* Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

‡ 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.

2
noted Louisiana

had deep lot go into of house all

— several of us saw museum since

25

also put up with all

and something in the year

between 10
over

18
18.5.9

18
18.5.9