

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 1411, 21st December 1916

INDEXED

Agreements

Furnishing the Director of Public Instruction and the Accountant-General with six printed copies of the — executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth of the Indian Educational Service.

Government of Madras.

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(EDUCATION)

G.O. No. 1411, 21st December 1916

ORIGINAL.

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GOVERNMENT OF MADRAS

HOME DEPARTMENT

(Education)

READ—the following paper:—

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, Home (Education) Department.
Dated—Madras, the 5th December 1916.
No.—R.C. 1300.

With reference to paragraph 2 of G.O. Mis. No. 142, Educational, dated 11th February 1916, I have the honour to submit herewith in triplicate fresh agreements executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth and to state that the Accountant-General whom I have consulted with reference to G.O. No. 387, Educational, dated 6th April 1916, has stated that they are in order. I may add that as desired by that officer, M.R.Ry. M. A. Candeth has since produced a health certificate as required by article 49 of the Civil Service Regulations and that Mr. Statham has already been passed as fit by the Medical Board attached to the India Office prior to his temporary appointment to the Indian Educational Service.

ENCLOSURES

(1)

AGREEMENT made the eighth day of September 1916 BETWEEN Mr. RANDOLPH MEVEREL STATHAM 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 a member of the Indian Educational Service for the term of two 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 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, or to any other province in India, and there perform the duties of any specified office in the cadre of the Indian Educational Service.

(2) 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 authorized officers.

(3) 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 Rs. 500 for the first year rising by annual increments of Rs. 50 per mensem to Rs. 1,000.

(4) That the Government may at any time during the said term of two years or if the service shall continue beyond such term, at any time thereafter, 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.

(5) 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.

(6) 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 the said term of two years), the Government may, notwithstanding anything in the next clause or the said rules and regulations contained, dispense with his services.

(7) That unless he, the party of the first part, shall receive notice in writing from some authorized officer of the Government three calendar months before the expiration of the said term of two 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 two years, that he is desirous to put an end to his service under these presents, he will continue in the service of 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.

(8) 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.

(9) That if the party of the first part shall continue to serve Government under these presents after the said term of two years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and 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.

(10) That in any payments to be made in Great Britain under these presents the rate of exchange between rupees and sterling shall be 1s. 4d. per rupee; provided that if any higher rate per rupee is prescribed by rules for the time being in force for the issue of any particular payments to the party of the first part, the higher rate prescribed shall be observed in making such payments.

(11) 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 the Director of Public Instruction, Madras, on behalf of the party of the second part have hereunto set their hands the day and year first above written.

Signed by the party of the first part in the presence of—

S. BALAKRISHNA AYYAR,
Assistant Lecturer, Government
College, Kumbakonam.
T. A. KUMARA KRISHNAN.

RANDOLPH MEVEREL STATHAM.

Signed by the said Director of Public Instruction in the presence of—

V. KRISHNASWAMI JATAVALLABHAR,
Rao Bahadur.

J. H. STONE.

(2)

AGREEMENT, made the sixteenth day of March 1916, BETWEEN MADAVHAN ARATHIL CANDETH 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 a member in the Indian Educational Service for the term of two years 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 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, or to any other province in India, and there perform the duties of any specified office in the cadre of the Indian Educational Service.

(2) 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.

(3) That from the date of the party of the first part taking charge of the office of additional Professor of History, Presidency College, 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 Rs. 500 for the first year rising by annual increments of Rs. 50 per mensem to Rs. 1,000.

(4) That the Government may at any time, during the said term of two years or if the service shall continue beyond such term, at any time thereafter, 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.

(5) 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.

(6) 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 the said term of two years, the Government may, notwithstanding anything in the next clause or the said rules and regulations contained, dispense with his services.

(7) 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 two 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 two years, that he is desirous to put an end to his service under these presents, he will continue in the service of 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.

(8) 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.

(9) That if the party of the first shall continue to serve Government under these presents after the said term of two years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and 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.

(10) That in any payments to be made in Great Britain under these presents the rate of exchange between rupees and sterling shall be 1s. 4d. per rupee; provided that if any higher rate per rupee is prescribed by rules for the time being in force for the issue of any particular payments to the party of the first part, the higher rate prescribed shall be observed in making such payments.

(11) 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 the Director of Public Instruction, Madras, on behalf of the party of the second part have hereunto set their hands the day and year above written.

Signed by the party of the first part in the presence of—

T. S. SUBRAHMANYA AYYAR,
Additional Professor of History,
Presidency College, Madras.
T. K. DURAISWAMI AYYAR,
Assistant Professor of History,
Presidency College.

M. A. CANDETH.

Signed by the said Director of Public Instruction in the presence of—

V. KRISHNASWAMI JATAVALLABHAR,
Rao Bahadur.

J. H. STONE.

Order—No. 1411, Home (Education), dated 21st December 1916.

A copy each of the agreements executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth received with the Director's letter read above will be returned to him for transmission to the officers concerned.

2. The Director of Public Instruction and the Accountant-General will each be furnished with six printed copies of the agreements.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction, with the triplicate of the two agreements.

" Accountant-General.

" Curator, Madras Record Office, with two agreements in duplicate for safe custody.

Agreements

Furnishing the S.D.O. and the A.G. with six printed copies of the — executed by Mr. R. M. Statham and Mr. M. A. Candeth of the Indian Educational Service.

READ AGAIN G.O. No., dated 191

191

REAL ALSO:—

C. No. 4575, From the SPD, No. 1300, dated Dec 5-12-1916

" " " " " " " " 191

191

ORDER.

No. 1411, dated 21. 12. 1916

AS

Cp. Gono. 6858 22. 6. 16 (2)
10170 27. 9. 16 (3)
158 6. 1. 13 (7)

A copy each of the agreements executed by Mr. R. M. Statham and Mary M. A. Candeth received with the Director's letter read above will be returned to him for transmission to ~~them~~ the officers concerned

2. The S.P.D and the A.G. will each be furnished with six printed copies of the agreements.

12-12-11

43

CA
1812.16.

To, ^{sup} ^{as correct}
The ~~DPG~~ with the triplicate of
of the two agreements.
.. A.G. ✓
.. Curator, M.R.O. with 4
two ~~agreements~~ agreements, in duplicate
for safe custody.

28/12/16
3/1/17
b

GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

READ—the following paper :—

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, Home (Education) Department.

Dated—Madras, the 5th December 1916.

No.—R.O. 1300.

With reference to paragraph 2 of G.O. Mis. No. 142, Educational, dated 11th February 1916, I have the honour to submit herewith in triplicate fresh agreements executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth and to state that the Accountant-General whom I have consulted with reference to G.O. No. 387, Educational, dated 6th April 1916, has stated that they are in order. I may add that as desired by that officer, M.R.Ry. M. A. Candeth has since produced a health certificate as required by article 49 of the Civil Service Regulations and that Mr. Statham has already been passed as fit by the Medical Board attached to the India Office prior to his temporary appointment to the Indian Educational Service.

ENCLOSURES

(1)

AGREEMENT made the eighth day of September 1916 BETWEEN Mr. RANDOLPH MEVEREL STATHAM 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 a member of the Indian Educational Service for the term of two years from the date of his reporting his arrival at Madras as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

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(4) That the Government may at any time during the said term of two years or if the service shall continue beyond such term, at any time thereafter, 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.

GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

No. 1411, HOME (EDUCATION), 21st DECEMBER 1916

3

From the following paper:
Letter from the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction,
to the Secretary to Government Home Department,
Dated: Madras, 25th November 1916.
No. H.O. 1399.

With reference to paragraph 3 of G.O. No. 112, Educational dated 11th February 1916, I have the honor to acknowledge the receipt of your letter of the 11th February 1916, and to inform you that the same has been forwarded to the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, for his consideration. I may add that the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, has been requested to submit a report on the subject of the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, to the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, for his consideration.

Government made the eighth day of September 1916, between Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, and the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, for his consideration.

Whereas the Secretary of the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, has requested the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, to submit a report on the subject of the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, to the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, for his consideration.

And whereas the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, has requested the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, to submit a report on the subject of the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, to the Hon'ble Mr. J. H. Stone, M.A., F.R.S., Director of Public Instruction, for his consideration.

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(5) 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.

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In witness whereof the party of the first part and the Director of Public Instruction, Madras, on behalf of the party of the second part have hereunto set their hands the day and year first above written.

Signed by the party of the first part in the presence of—

S. BALAKRISHNA AYYAR,
Assistant Lecturer, Government
College, Kumbakonam.
T. A. KUMARA KRISHNAN.

RANDULPH MEYEREL STATHAM.

Signed by the said Director of Public Instruction in the presence of—

V. KRISHNASWAMI JATAVALLABHAR,
Rao Bahadur.

J. H. STONE.

AGREEMENT, made the sixteenth day of March 1916, BETWEEN MADAVHAN ARACHIL CANDETH 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 a member in the Indian Educational Service for the term of two years as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

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(6) 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 the said term of two years, the Government may, notwithstanding anything in the next clause or the said rules and regulations contained, dispense with his services.

(7) 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 two 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 two years, that he is desirous to put an end to his service under these presents, he will continue in the service of 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.

(8) 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.

Agreement made the sixteenth day of March 1916 between the Government of India and the Government of Madras for the purpose of the Indian Educational Service. The Government of India and the Government of Madras have agreed that the Government of India shall be responsible for the recruitment and appointment of officers to the Indian Educational Service and the Government of Madras shall be responsible for the training and supervision of such officers.

Now these two Governments have agreed to the following terms:—
(1) That the Government of India shall be responsible for the recruitment and appointment of officers to the Indian Educational Service and the Government of Madras shall be responsible for the training and supervision of such officers.

(2) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(3) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(4) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(5) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(6) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(7) That the Government of India shall be responsible for the payment of salaries and allowances to officers of the Indian Educational Service and the Government of Madras shall be responsible for the payment of salaries and allowances to officers of the Madras Educational Service.

(9) That if the party of the first shall continue to serve Government under these presents after the said term of two years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and 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.

(10) That in any payments to be made in Great Britain under these presents the rate of exchange between rupees and sterling shall be 1s. 4d. per rupee; provided that if any higher rate per rupee is prescribed by rules for the time being in force for the issue of any particular payments to the party of the first part, the higher rate prescribed shall be observed in making such payments.

(11) 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 the Director of Public Instruction, Madras, on behalf of the party of the second part have hereunto set their hands the day and year above written.

Signed by the party of the first part in the presence of—
T. S. SUBRAHMANYA AYYAR,
Additional Professor of History,
Presidency College, Madras.
T. K. DURAISWAMI AYYAR,
Assistant Professor of History,
Presidency College.

Signed by the said Director of Public Instruction in the presence of—
V. KRISHNASWAMI JATAVALLABHAR,
Rao Bahadur.

Order—No. 1411, Home (Education), dated 21st December 1916.

A copy each of the agreements executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth received with the Director's letter read above will be returned to him for transmission to the officers concerned.

2. The Director of Public Instruction and the Accountant-General will each be furnished with six printed copies of the agreements.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction, with the triplicate of the two agreements.

Accountant-General.
Curator, Madras Record Office with two agreements in duplicate, for safe custody.

G.O. No. 1411, 21st December 1916

Agreements

Furnishing the Director of Public Instruction and the Accountant-General with six printed copies of the — executed by Mr. R. M. Statham and M.R.Ry. M. A. Candeth of the Indian Educational Service.

ORDINARY.

PRESS SLIP.

PREFERENCE.

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Home (Eon) DEPARTMENT.

21 DEC 1916

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G.O. No. 1411, dated 21-12-1916.

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

Brief subject

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- (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.
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- (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.

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- (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.
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- (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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Clerk.

Supdt.

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