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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1916.

Enclosures

Spare copies

G.O. No. 685, 22nd June 1916

Agreement

Furnishing the Director of Public Instruction with the Accountant-General with six printed copies of the — executed by Miss Dorothy C. de la Hay.

Government of Madras.

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GOVERNMENT OF MADRAS
EDUCATIONAL DEPARTMENT

Read—the following papers :—

I

G.O. Mis. No. 158, Educational, dated the 14th February 1916.

ABSTRACT.—Stating that the Government of India have sanctioned the appointment of Miss de la Hey as sub. *pro tem*. Principal and Senior Lecturer at the Madras College for Women for a period not exceeding two years from the 30th May 1915, granting her a local allowance of Rs. 150 per mensem and requesting the Director of Public Instruction to obtain an agreement from her.

II

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

To—the Secretary to Government, Educational Department.

Dated—Madras, the 6th June 1916.

No.—Ref. on C. 1344.

With reference to paragraph 2 of G.O. Mis. No. 158, Educational, dated 14th February 1916, and G.O. Mis. No. 490, Educational, dated 6th May 1916, I have the honour to submit herewith two copies of the agreement executed by Miss Dorothy C. de la Hey and to state that a copy of the agreement has been furnished to her.

ENCLOSURE.

AGREEMENT made the twentieth day of May 1916 between Miss DOROTHY C. DE LA HEY 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 Principal and Senior Lecturer at the Madras College for Women for a period of one year from the 30th May 1915 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 herself to the orders of the Government and of the officers and authorities under whom she may from time to time be placed by the Government and that she 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 she may belong, and will, when required by the Government, proceed to any other part of the province within which she 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 her whole time to the duties of the service, and will not engage, directly or indirectly, in any trade, business, or occupation on her own account, and that she will not (except in case of accident or sickness certified by competent medical authority) absent herself from her said duties without having first obtained permission from the Government or its authorized officers.

(3) That from the date aforesaid the Government will pay her so long as she shall remain in the said service either temporarily or as a permanent member of the Indian Educational Service and actually perform her duties a salary at the rate of Rs. 400 per mensem for the first year and if she shall remain in the service beyond that period, then Rs. 420 per mensem for the second year rising by annual increments of Rs. 20 per mensem to Rs. 500 per mensem for the sixth year and subsequently rising by annual increments of Rs. 25 per mensem to a maximum of Rs. 750 per mensem. In addition to her salary she will draw so long as she holds the office of Principal a local allowance of Rs. 150 per mensem. She shall not be entitled to exchange compensation allowance.

(4) That the Government may at any time during the said term of one year 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 her part or of a breach by her 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 her 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 her 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 her services shall be terminated.

(6) The party of the first part shall while on duty in India and during the period of her engagement be entitled to such travelling allowance as is payable to officers of the first class under the Civil Service Regulations for the time being in force.

(7) The party of the first part will, during her 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 she 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.

(8) That if the party of the first part shall ultimately be appointed a permanent member of the Indian Educational Service, her service (commencing from the date of her entering on the performance of her duties under these presents as aforesaid) if it be continuous 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 her 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.

(9) 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.

(10) 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 her 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 for and on behalf of the Secretary of State for India in Council have hereunto set their hands the day and year first above written.

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

C. MORRISON.

DOROTHY C. DE LA HEY.

Signed by the said Director of Public Instruction on behalf of the Secretary of State for India in the presence of

R. G. GRIEVE,

Deputy Director of Public Instruction.

J. H. STONE.

Order—No. 685, Educational, dated 22nd June 1916.

The Director of Public Instruction and the Accountant-General will each be furnished with six printed copies of the agreement executed by Miss Dorothy C. de la Hey.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.

„ Accountant-General.

„ Curator, Madras Record Office, with two agreements in original for safe custody.

Press Slip.

Ordinary.

Reference.

Urgent (a).

Section II-38-2-15.

Department.

Current No., dated.....191
G.O. No. *635* dated *22* - *6*1916.

Number of MS. pages sent {
(b)
Correspondence.....*10*
(b)
Notes.....

Brief subject.....*Madras Records*

(e) Number of copies required when struck off (not including copies for columns 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	<i>25</i>	
Ooty Records		<i>5</i>	
For filing with original			
Total		<i>32</i>	

FOR ISSUE.†

Signature copies.....	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office.....					
Govt. of India.....Dept.					
Revenue Department					
Public Works Department					
Local and Municipal Department.....					
Educational Department.....					
Public Dept.....					
Judicial Dept					
Political					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					
The <i>S. P. J.</i>			<i>15</i>		
The <i>A. G.</i>			<i>10</i>		
The <i>Madras Times</i>			<i>5</i>		
The <i>Forwards file</i>			<i>10</i>		
The					
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Total			<i>30</i>		

Spare copies

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.

(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.

B

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C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

Reference:
Clerk.

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SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
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First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	27/1/16 L.H.

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....	32			
" " " Issue.....	43			
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	16			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	91			

P.S.

No. 685 Edl D 22.6.06, dated 191

The D. P. M and the Accountant-General will each be furnished with six printed copies of the agreement executed by Miss Dorothy E. De la Hay.

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 17/6/16
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See 18 page
applying for
with two agreements
in one

The D. P. I.
" Accountant - Genl
" Curator, Madras Record Office
with two agreements in original
for safe custody.

