

Government of Madras.

HOME DEPARTMENT.

(EDUCATION.)

G.O. No. 946, 7th September 1916

NOTES
PRINTED

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Acquisition of land

Approving, with remarks, the — required by the Islamiah secondary school, Vāniyambādi, for extending the school buildings, sanctioning a grant of Rs. 100 towards the cost of acquisition and requesting the Collector of North Arcot to submit a draft notification for publication.

Government of Madras.

HOME DEPARTMENT.

(EDUCATION.)

G.O. No. 946, 7th September 1916

N.P.

ORIGINAL.

Acquisition of land

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GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

READ—the following papers :—

I

G.O. No. 410, Educational, dated the 20th April 1915

ABSTRACT.—Requesting the Director of Public Instruction to inform the Management of the Islamiah secondary school, Vāniyambādi, that any definite proposal for aid towards the purchase or acquisition of property for the provision of additional accommodation for the school will be carefully considered and awaiting the report promised by the Director as to the need for a separate Government Muhammadan Training School at Vellore.

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 1st May 1916.
No.—Ref. on Cur. 3261/15.

With reference to paragraph 1 of G.O. Mis. No. 410, Educational, dated 20th April 1915, I have the honour to submit herewith copies of the two letters dated 12th June 1915 received from the Correspondent, Islamiah secondary school, Vāniyambādi, in connection with the acquisition of certain sites for the school. The necessity for the proposal is explained in paragraph 4 of the endorsement R.O. No. 178 A, dated 30th August 1915, of the Inspector of Schools, V Circle (copy enclosed). The Management have already purchased the house with door No. 302 and 303 for Rs. 1,000 and they hope to acquire the houses Nos. 294 to 298 by private negotiations. As regards the acquisition of the other houses, they request the application of the Land Acquisition Act. In view of the present financial stringency, the sanction of a half grant is perhaps not desirable and I therefore recommend that the Management may be allowed to go on with the purchase without prejudice to the question of grant. In the case of the houses to be acquired under the Land Acquisition Act, a nominal grant may be sanctioned in order the Act may be made applicable.

ENCLOSURES

(1)

Letter—from the Correspondent, Madrasa-e-Islamiah, Vāniyambādi.
To—the Director of Public Instruction, Madras (through the Inspector of Schools, V Circle, Vellore).
Dated—the 12th June 1915.

With reference to your Proceedings No. 3261, dated the 30th April 1915, the Committee of the Madrasa-e-Islamiah, Vāniyambādi, have desired me to thank the Government for G.O. Mis. No. 410, Educational, dated 20th April 1915, stating that "any definite proposal for aid towards the purchase or acquisition of property for the provision of additional accommodation for the school that may be submitted through the proper channel will receive careful consideration." In accordance with this, I beg to request that the Government may be pleased to acquire for the Madrasa-e-Islamiah, Vāniyambādi, the following houses situated to the south and south-west of the Madrasa :—

- (1) Periyanna Chetti's three houses, bearing door Nos. 305, 306 and 306 A/307, in Balu Chetti Street.
- (2) C. Muthiyappa Chetti's and Kullappa Chetti's house bearing door No. 301 in Balu Chetti Street.
- (3) E. Vajjiravelu Chetti's house bearing door No. 301 in Balu Chetti Street.
- (4) Sukri Kandaswami Chetti's house bearing door No. 300 in Balu Chetti Street.
- (5) Ramalinga Chetti's house bearing door No. 299 in Balu Chetti Street.

These houses are marked on the site plan, three copies of which are required to provide a site for additional accommodation for the school. The site under construction will not fully accommodate all the classes and so

No. 946, HOME (EDUCATION), 7TH SEPTEMBER 1916

3

I also beg to apply for a grant-in-aid towards the cost of the houses mentioned above as well as towards that of the following houses :—

- (6) House with door No. 302 and 303, Balu Chetti Street.
- (7) T. V. Kandaswami Chetti's house with door No. 298, Balu Chetti Street.
- (8) Haji Abdul Samad Sahib's stable and three houses with door Nos. 297, 296, 295 and 294, Masjid Street.

In anticipation of your approval, we have purchased the house No. 6 in the above list for Rupees 1,000. We hope to secure the other houses Nos. 7 and 8 through personal influence, one of the owners being a leading member of our committee.

(2)

Letter—from the Correspondent, Madrasa-e-Islamiah, Vāniyambādi.
To—the Director of Public Instruction (through the Inspector of Schools, V Circle).
Dated—the 12th June 1915.

In a letter dated the 12th instant I have applied to you to be good enough to acquire for the Madrasa-e-Islamiah, Vāniyambādi, a number of houses situated to the south and south-west of the Madrasa building and asked for permission to purchase certain other houses situated to the west of the present building. Between the latter houses and the school building there is a police station. As it is not advisable to have the police station in the midst of the school premises and as that piece of land is very badly needed for the expansion of the Madrasa, I beg that you will be pleased to move the Government to grant the house and site of the police station to the Madrasa-e-Islamiah, for which act the committee will be greatly obliged. If, however, there be any technical difficulty in inter-departmental adjustments of the transfer applied for, I beg to request that the said station be acquired from the Police department on behalf of the Madrasa and a building grant-in-aid be kindly paid towards its cost.

Endorsement from the Inspector of Schools, V Circle, on the letters dated 12th June 1915 from the Correspondent, Madrasa-e-Islamiah, Vāniyambādi, R.C. No. 178 A, dated 30th August 1915.

Submitted to the Director of Public Instruction.

2. I have reported in paragraph 2 of my letter R.O.C. No. 260 A, dated the 30th August 1915, that the main building will contain 17 rooms when completed and that about 33 rooms in all will ultimately be required for the school. This explains the application submitted herewith in connection with the acquisition of the new site.

3. A glance at the general site plan shows that it is proposed to acquire the buildings bordering on Balu Chetti Street and Masjid Street.

4. As I have explained in paragraph 2 supra these sites are required primarily for the necessary building extensions that will have to be made. Apart from this they are on a higher level (some 6 or 8 feet) than the school. They have no exits for drainage and are in a most insanitary condition and the sillage therefore oozes into the school premises in which classes are held. At all times they are a nuisance and in times of plague and cholera positively dangerous. Again the main building of the school is a dignified and costly structure and these incongruous buildings should be demolished so as to enable the Management to provide a building in keeping with the main structure.

5. I beg to recommend that Government be moved to order the acquisition of houses marked in red in the site plan Nos. 299, 300, 301, 304, 305, 306 and 306A and that a grant-in-aid be promised towards the cost of acquisition of these properties together with that of properties 302/3, 298, 297, 296, 295 and 294.

III

Endorsement No. 1612-1, Educational, dated 11th May 1916.

Referred to the Collector of North Arcot for remarks as to—

- (1) whether the owners of the sites proposed to be acquired under the Land Acquisition Act have any, and if so, what objections to their acquisition;
- (2) whether any, and if so, what difficulties stand in the way of the authorities of the school purchasing the sites by private negotiations; and
- (3) whether a valid and clear title to the sites cannot be secured otherwise than through the application of the Land Acquisition Act.

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Collector of North Arcot.

IV

Letter— from F. J. RICHARDS, Esq., M.A., I.C.S., Collector of North Arcot.
 To—the Secretary to Government, Educational Department.
 Dated— Vellore, the 6th July 1916.
 No.— Ref. 628/B. & G.

Adverting to Government Memorandum No. 1612-1, Educational, dated 11th May 1916, I have the honour to state that the owners of the houses referred to therein object to their acquisition for the mere reason that they have been living in the Fort for generations together and that it is very hard for them to leave their hearth and home. This is their main objection. It is reported that they are however prepared to part with them on two conditions, viz. (1) that a good price should be given to them and (2) that Government should get sites for them to build houses in the Fort itself.

2. The first request is reasonable. As regards the second request it is reported that it is difficult and undesirable to provide them with new sites in the Fort as no space is available in the Hindu quarters. Vāniyambādi Fort is already seriously overcrowded. The authorities of the Madrasa-e-Islamiah have not therefore been able to purchase the sites by private negotiations. In these circumstances, I consider it quite essential to acquire them under the Land Acquisition Act. The enclosures received with the memorandum under reply are herewith resubmitted.

Order—No. 946, Home (Education), dated 7th September 1916.

The Government consider that the sites required by the Management of the Islamiah secondary school, Vāniyambādi, for extending the school buildings, and specified as items 1 to 5 in the Correspondent's letter to the Director of Public Instruction dated the 12th June 1915, should be acquired under the Land Acquisition Act. A grant of Rs. 100 will be sanctioned from Provincial funds towards the cost of the acquisition under the proviso to sub-section (1) of section 6 of the Act.

2. The Management of the school will be permitted to apply for additional grant towards the cost of acquisition after the close of the war on the distinct understanding that this permission carries with it no promise of a grant.

3. The Director of Public Instruction is requested to inform the Correspondent that he may come up to Government separately, through the Inspector-General of Police and the Director of Public Instruction, if it is considered necessary to take up the Police buildings for the school.

4. The Collector of North Arcot will be requested to report the approximate cost of the acquisition and to submit at an early date a draft notification for publication under section 6 of the Act.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
 Secretary to Government.

To the Director of Public Instruction.
 " Collector of North Arcot.
 " Accountant-General.
 " Revenue Department.
 " Inspector-General of Police.
 Editors' Table (order only).

HOME (EDUCATION) DEPARTMENT

NOTES CONNECTED WITH G.O. No. 946, HOME (EDUCATION),
 DATED THE 7TH SEPTEMBER 1916

[SUBJECT.—Acquisition of land for the Madrasa-e-Islamiah, Vāniyambādi]

I

Previous paper :
 G.O. 410, Educational, 20th April 1915.

II

From the Director of Public Instruction, dated the 1st May 1916, R.C. No. 3261.

Please see the principles laid down in G.O. No. 599, Educational, dated the 27th June 1913, and the endorsement on page 3 of G.O. No. 166, dated the 10th February 1914, for a precedent.

2. Nos. 299, 300, 301, 304, 305, 306 and 306A/307 are to be acquired under the Act.

Nos. 294, 295, 296, 297 and 298 are to be obtained by personal influence.

Nos. 302 and 303 have already been purchased for Rs. 1,000.

P.R.—8-5-16.

[Endorsement No. 1612-1/Edl., dated the 11th May 1916—III.]

IV

From the Collector of North Arcot, dated 6th July 1916, Ref. No. 628-B. & G.

The general principles that govern the application of the Land Acquisition Act to obtain lands for private educational institutions are embodied in G.O. No. 599, Educational, dated 27th June 1913.

2. The necessity for the application of the Land Acquisition Act for the acquisition of the lands for the Madrasa-e-Islamiah may, it is submitted, be admitted since the request of the correspondent of the school is supported by the Director of Public Instruction and the Collector of North Arcot, who considers it quite essential to acquire the lands under the Land Acquisition Act.

3. Attention is invited to the letter from the correspondent of the school to the Director of Public Instruction, dated the 12th June 1915, and the remarks of the Judicial section may, it is submitted, be invited in the first instance as regards the request of the Madrasa to take up the police buildings for the school.

S.N.P.—9-8-16.

T.K.—10-8-16.

Submitted that the question of the application of the Land Acquisition Act in respect of buildings mentioned as items 1 to 5 in enclosure I may first be considered.
 A | The proposal may be approved with the concurrence of Revenue.

As regards the police buildings neither the Inspector nor the Director of Public Instruction makes any specific reference to it. It is only referred to in the correspondent's letter. The latter may be asked to come up separately through the
 B | Director of Public Instruction and the Inspector-General of Police. No doubt

from the plan it will be seen that it is inconveniently situated in respect of the school.

Quite so.

P.R.—15-8-16.

The present correspondence from the Director of Public Instruction concerns only the acquisition of private houses and we need not mix up issues at present.

C. RAMANUJA ACHARIYAR—12-8-16.

A I agree. The draft order may go to Revenue for acceptance.

B I agree.

P. RAJAGOPALA ACHARIYAR—15-8-16.

REVENUE DEPARTMENT

Please see Collector's letter. In the circumstances stated therein, it is submitted that the application of the Land Acquisition Act to the acquisition of the houses required by the school may be accepted in this department.

R.S.—22-8-16.

V. A. ANANTARAMA AYYAR—26-8-16.

Accepted in Revenue.

J. P. BEDFORD—28-8-16.

HOME (EDUCATION) DEPARTMENT

Draft submitted stating that the Government consider that the sites required by the school should be acquired under the Land Acquisition Act and asking the correspondent of the school to come up separately as regards the acquisition for the school of the police building.

2. Attention is requested to the last sentence of the letter of the Director of Public Instruction wherein the Director states that a nominal grant may be sanctioned in order that the Land Acquisition Act may be put into operation. The amount to be sanctioned has not been recommended. The sum of Rs. 100 in the draft follows the precedent in G.O. No. 771, Educational, dated the 13th July 1916, and is for approval.

S.N.P.—2-9-16.

T.K.—2-9-16.

C.R.—4-9-16.

P.R.—6-9-16.

[G.O. No. 946, Home (Education), dated the 7th September 1916.]

5
Edl Septt

Ex. cr. 2523, from the Colls of N. Arcot cr. 628, dated the 6-7-16.

Memorandum No. 1612-2 Edl

24.7.16

The Colls of North Arcot is requested to return at an early date the D. P. S's letter ^(D.O.) [cr. 3261] dated the 1st May 1916 which was forwarded to him with memorandum cr. 1612-1 Edl, dated the 11th May 1916 relating to the acquisition of land required for the extension of the Madrasa-Islamiyah, Vaniyambadi.

Su
19/7/16

20.7.16

22.7.16

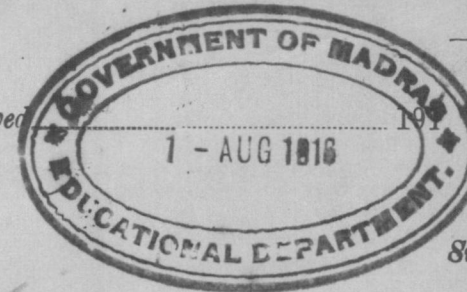
Noted in CB
25.7.16

To the Colls of N. Arcot (at memo)

EDUCATIONAL DEPARTMENT.

CN. 284732

Received



Registered

2-8 1916

Subject.

Records. Madrassa-e-Islamiah.

Resubmitting the-----relating to the application of the authorities of the-----, Vaniyambadi, for the acquisition of certain houses for the extension of the School.

ENCLOSURES.

No. Four.

Spare copies

Ref. No. 628/B & G. of 1916.

Station Vellore

, Dated the 31 July

1916.

From (Name) F. J. Richards, Esq., M.A., I.C.S.,

(Designation) Collector of North Arcot.

To the Secretary to the Government of Madras,

Educational Department

Cotacamund.

Sir,

With reference to Government Memorandum No. 1612-2 Edl., dated 24th July 1916, directing the resubmission of the letter from the Director of Public instruction regarding the acquisition of certain sites for the Madrassa-e-Islamiah, Vaniyambadi, I have the honour to submit the same with its -- enclosures as noted in the margin.

I have the honour to be,
Sir,
Your most obedient servant,

W. A. S. M. S.
for Collector.

P.G.M.
29-7-16.

Wed 2/8/16

- (i) Copy of letter from the Correspondent, Madrassa-e-Islamiah dated 12.6.15 to the Director of Public Instruction, Madras through the Inspector of Schools, V Circle, Vellore.
- (ii) Endorsement of the Inspector of Schools, V Circle, No. 178A/15 dated 30.8.15

Acquisition of ~~Land~~

Home (Educ.) DEPARTMENT

Section II-11 (a)-12-1-15.

Approving with remarks the
— required by the Islamiah Secondary
School, Vaniyambadi, for extending
the school buildings, sanctioning a grant
of Rs 100 towards the cost of acquisition,
and requesting the C.M. of M. dist to submit
a draft notification for publication

READ AGAIN G.O. No. 410, dated the 20th April 1915.

” ” ” ” ” 191

READ ALSO:—

C. No. 1642, From the Dir. of Pub. Instr. Re. No. 3261, dated ^{the} 1st May 1916

Encl. No. 1612.1 Educl. dated the 11th May 1916

Enot. 16. 1512-1200. 11 in May 191

2523 ¹² Mrs. Gertrude of North Arcos, 628 B. of the bus Feb 1916

✓ Endo No. 1612-2 found, dates are 24th Feb 1916

VI " " 2849 " " Coll. from area, 628 Box 31 mg 1916

ORDER.

PS

No. 946, dated 7-9-1916

The Govt. consider that the sites required by the Management of the Islamiah Secondary School, Vaniyambadi, for extending the school buildings, and specified ^{as item 165th} ~~in the Staffs' letter~~ ^{Correspondents' letter} ~~to the Director of Public Instruction~~ ^{dated the 12th June 1915,} should be acquired under the Land Acquisition Act. A grant of Rs 100 will be sanctioned from Provincial funds towards the cost of the acquisition under the proviso to subsection (1)

of section 6 of the Act.
 2. The Management of the school will be permitted to apply for additional grant toward the cost of acquisition after the close of the war on the distinct understanding that this permission carries with it no promise of a grant.

3. The Dir. of Public Instr. is requested to inform the Correspondent of the school that he may come up to Govt. separately, through the S.G. of Police and the Dir. of Public Instr., if it is considered necessary to take up the Police buildings for the school.

4. The Comm. of North Arcot will be requested to report the approximate cost of the acquisition and to submit at an early date a draft notification for publication under section 6 of the Act.

29.9.16
 29.9.16
 4.9.16

To The Dir. of Public Instr.
 One Comm. of North Arcot
 One Act. Comm.
 One Rev. Dept.
 One S.G. of Police
 E. T. (Orderly)

19/9

GOVERNMENT OF MADRAS
 HOME DEPARTMENT
 (Education)

For approval
 15 SEP 1916
 15.9.16

Read—the following papers :—

I
 G.O. No. 410, Educational, dated the 20th April 1915.

ABSTRACT.—Requesting the Director of Public Instruction to inform the Management of the Islamiah secondary school, Vaniyambadi, that any definite proposal for aid towards the purchase or acquisition of property for the provision of additional accommodation for the school will be carefully considered and awaiting the report promised by the Director as to the need for a separate Government Muhammadan Training School at Vellore.

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 1st May 1916.

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ENCLOSURES

Letter—from the Correspondent, Madrasa-e-Islamiah, Vaniyambadi.

To—the Director of Public Instruction, Madras (through the Inspector of Schools, V Circle, Vellore).

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(2) C. Muthiyappa Chetti's and Kullappa Chetti's house bearing door No. 304 in Balu Chetti Street.

28 copies
 5 copies
 16 copies
 33 copies
 1 copy
 37

- (3) E. Vajjiravelu Chetti's house bearing door No. 301 in Balu Chetti Street.
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These houses are marked on the site plan, three copies of which are enclosed herewith. They are required to provide a site for additional accommodation for the school as the building now under construction will not fully accommodate all the classes and sections of the Madrasa.

I also beg to apply for a grant-in-aid towards the cost of the houses mentioned above as well as towards that of the following houses:—

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Referred to the Collector of North Arcot for remarks as to—

(1) whether the owners of the sites proposed to be acquired under the Land Acquisition Act have any, and if so, what objections to their acquisition;

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P. RAJAGOPALA ACHARIYAR,
 Secretary to Government.

To the Collector of North Arcot.

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Letter—from F. J. RICHARDS, Esq., M.A., I.C.S., Collector of North Arcot.

To—the Secretary to Government, Educational Department.

Dated—Vellore, the 6th July 1916.

No.—Ref. 628/B. & G.

Adverting to Government Memorandum No. 1612-1, Educational, dated 11th May 1916, and the reminder thereto, dated 1st July 1916, I have the honour to state that the owners of the houses referred to therein object to their acquisition for the mere reason that they have been living in the Fort for generations together and that it is very hard for them to leave their hearth and home. This is their main objection. It is reported that they are however prepared to part with them on two conditions, viz. (1) that a good price should be given to them and (2) that Government should get sites for them to build houses in the Fort itself.

2. The first request is reasonable. As regards the second request it is reported that it is difficult and undesirable to provide them with new sites in the Fort as no space is available in the Hindu quarters. Vaniyambadi Fort is already seriously overcrowded. The authorities of the Madrasa-e-Islamia have not therefore been able to purchase the sites by private negotiations. In these circumstances, I consider it quite essential to acquire them under the Land Acquisition Act. The enclosures received with the memorandum under reply are herewith resubmitted.

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(True Extract)

P. RAJAGOPALA ACHARIYAR,
 Secretary to Government.

To the Director of Public Instruction.
 Collector of North Arcot.
 Accountant-General.
 Revenue Department.
 Inspector-General of Police.
 Editors' Table (order only).

G.O. No. 946, 7th September 1916

(EDUCATION)

Acquisition of land

Approving, with remarks, the — required by the Islamiah secondary school, Vaniyambadi, for extending the school buildings, sanctioning a grant of Rs. 100 towards the cost of acquisition and requesting the Collector of North Arcot to submit a draft notification for publication.

~~To the Revenue Department~~

2 NOTES TO G.O. No. 946, HOME (EDUCATION), 7TH SEPTEMBER 1916

REVENUE DEPARTMENT

Please see Collector's letter. In the circumstances stated therein, it is submitted that the application of the Land Acquisition Act to the acquisition of the houses required by the school may be accepted in this department.
R.S.—22-8-16.

V. A. ANANTARAMA AYYAR—26-8-16.

Accepted in Revenue.

J. P. BEDFORD—28-8-16.

~~To the Home (Education) Department.~~

HOME (EDUCATION) DEPARTMENT

Draft submitted stating that the Government consider that the sites required by the school should be acquired under the Land Acquisition Act and asking the correspondent of the school to come up separately as regards the acquisition for the school of the police building.

2. Attention is requested to the last sentence of the letter of the Director of Public Instruction wherein the Director states that a nominal grant may be sanctioned in order that the Land Acquisition Act may be put into operation. The amount to be sanctioned has not been recommended. The sum of Rs. 100 in the draft follows the precedent in G.O. No. 771, Educational, dated the 13th July 1916, and is for approval.

S.N.P.—2-9-16.

T.K.—2-9-16.

C. RAMANUJA ACHARI—4-9-16.

P. RAJAGOPALA ACHARIYAR—6-9-16.

[G.O. No. 946, Home (Education), dated 7th September 1916.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Scott. II-38-2-15.

Home (854) DEPARTMENT.

Current No., dated..... 191 ..

G.O. No. 946 ..., dated *the 7th Sept* 1916.

(b)

Number of MS. pages sent { Correspondence..... 13
(b¹)
Notes..... 5

Brief subject. *Acquisition of land*

(a) 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	26	26
Ooty Records ...		6	6
For filing with original		1	1
Total ..		33	33

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....		5			
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 ..					
The <i>D.P.O.</i>		6			
The <i>Secy. to Govt.</i>		2			
The <i>Asst. Secy.</i>		4			
The <i>Rev. Secy.</i>		4			
The <i>Secy. to Police</i>		6			
The <i>Ex. Secy.</i>		23			
The					
The					
The					
The					
The					
The					
The					
The					
Total ..		50			

Spare copies

* 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.

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 at once.	Type may be released after usual interval.
<i>SM Pantham</i> <i>9-9-16</i> <i>99/16</i> Referencer. Clerk. Supdt.	Referencer. Clerk. Supdt.	Referencer. Clerk. Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	11/9/16 <i>SLB</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	15/9/16 <i>MM</i>
Final copies supplied on.....	20/9/16 <i>SLB</i>

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....	23	33		
" " " Issue.....	50			
" " " 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 ...	89	33		