

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 34, 8th January 1917



INDEXED

University of Madras

Communicating to the Syndicate of the — the report on the audit of accounts of the University for the year ending the 31st March 1916.

Government of Madras. ✓

HOME DEPARTMENT

(EDUCATION)

G.O. No. 34, 8th January 1917

ORIGINAL.

University of Madras

Communicating to the Syndicate of the—the report on the audit of accounts of the
University for the year ending the 31st March 1916.

GOVERNMENT OF MADRAS

HOME DEPARTMENT

(Education)

READ—the following paper :—

Letter—from A. NEWMARCH, Esq., Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 19/20th December 1916.
No.—O.A. 9—17667.

I have the honour to report that the accounts of the University of Madras for the year ending the 31st March 1916 have been audited. The statements A to K annexed show the transactions relating to the several accounts which are mentioned below :—

- (1) Fee Fund accounts.
- (2) Endowment Fund accounts.
- (3) Accounts relating to grants paid by Government for inspection of colleges and travelling expenses of Fellows and Members of Boards of Studies.
- (4) Accounts relating to grants paid by Government for University vacation lectures.
- (5) Accounts relating to grants paid by Government for Tamil Lexicon.
- (6) Accounts relating to Imperial non-recurring grants.
- (7) Accounts relating to Imperial recurring grants.
- (8) Accounts relating to the University Expansion Fund.
- (9) Accounts relating to the Hon'ble Mr. Ramarayaningar Garu Scientific Telugu Publication.

2. The lastnamed account was opened during the year under report and its transactions are shown in statement K.

3. *Fee Fund accounts.*—No fresh investments in Government securities were made during the year under report. The invested balance stood therefore at the close of the year at the same figure as at its commencement. On the other hand, the balance in fixed deposit with the Bank of Madras increased by Rs. 1,15,000 to Rs. 2,35,000. The receipts of the fund during the year amounted to Rupees 3,07,158-4-3 and the charges to Rs. 2,43,044-15-11 which resulted in a net surplus of Rs. 64,113-4-4. This raised the cash balance on the 31st March 1916 to Rupees 1,73,432-7-7. The balance in Government treasuries on this date however was only Rs. 53,432-7-7, as a sum of Rs. 1,15,000 was transferred to the credit of the fixed deposit account in the Bank of Madras as stated above. This balance is in excess of that shown in the books of my office by Rs. 5,047-8-8 as explained below :—

	RS.	A.	P.
(1) Amount of unspent balance on 31st March 1916 which remained with the Public Works Department out of the sums placed at its disposal by the Accountant-General.	43	3	0
(2) Permanent advance of the Registrar	5,000	0	0
(3) Net amount short-credited to the University Fee Fund in the books of the Accountant-General (since adjusted).	4	5	8
Total	5,047	8	8

The permanent advance of Rs. 5,000 was accounted for as below :—

	RS.	A.	P.
Cash in the Bank of Madras	1,958	8	11
Cash in hand	79	11	9
Amount of bills paid by the Accountant-General on the 31st March 1916 but credited in the Bank on the 1st April 1916.	3,081	4	4
	5,119	9	0
Deduct cheques issued on the Bank not cashed before the 31st March 1916	119	9	0
	5,000	0	0

4. It will be seen from statement A that the compensation received from the several Governments for the loss of income to the University on account of the introduction of the Secondary School-Leaving Certificate Examination amounted to Rs. 23,840-2-9. This amount represents the compensation received from the Government of Madras (Rs. 24,000), the Travancore, Mysore, and Cochin States, and the Resident in Bangalore. The surplus of the year amounted to Rs. 64,100 against Rs. 17,700 in 1914-15. The improvement of Rs. 46,400 is chiefly under fee receipts on account of Intermediate (Rs. 24,000) and B.A. (Rs. 13,000) examinations. The charges on account of remuneration to examiners were also less by Rs. 13,000. The number of candidates for the Intermediate examination during the year increased by nearly 1,000 over that of the previous year and there was also an increase of 332 in the number of candidates for the B.A. (Pass) examination. There was also a special receipt of Rs. 1,880 on account of interest on fixed deposits in the Bank of Madras.

5. The following points were noticed in the course of audit :—

Receipts.

(i) *Convocation.*—In paragraph 6 of the last audit report, it was pointed out that the register maintained did not show the absentees at the convocations of the years previous to 1914. The omission has since been supplied.

Charges.

(ii) *Medical examination charges incurred at the Madras Medical College.*—The cost of chemicals used by candidates at the practical examination has been fixed at Rs. 1-4-0 per candidate. But a lesser rate of Re. 1 is being claimed and recovered by the Principal of the College.

(iii) Two sums of Rs. 500 each were paid to the Registrar in April 1915 and 1916 for his services in connection with the printing of examination question papers. These amounts were passed for payment by the Registrar himself and charged to his contingent allotment. As the Registrar has been declared to be a whole-time servant of the University and as there was no provision in the regulations covering the payment of such special fees, he was asked to obtain the sanction of Government to the above payments and this was accorded in G.O. No. 1226, Home (Education) Department, dated the 21st November 1916. As it seems improper that the Registrar should himself pass the bills for his personal claims and charge them to the contingent grant of the office, I would venture to suggest that all claims for remuneration of the Registrar should be pre-audited in my office in the same manner as his salary and travelling allowance bills.

6. *Endowment Fund account.*—The transactions of this fund are shown in Statement D. Government securities to the nominal value of Rs. 2,700 were purchased during the year from the cash balance. Municipal debentures to the value of Rs. 1,500 matured during the year and the amount realised was re-invested in Coimbatore District Board railway debentures.

7. An endowment in Government paper of the face value of Rs. 10,000 was accepted from the Hon'ble Mr. S. Srinivasa Ayyangar, B.A., B.L., on account of the "Gokhale Prize" and another of the face value of Rs. 1,000 was accepted from

M.R.Ry. T. M. Narasimha Acharlu, B.A., B.L., on account of the "Lord Pentland Prize." A sum of Rs. 1,650 was accepted from the Hon'ble Diwan Bahadur V. Ramabhadra Nayudu for the purpose of founding a gold medal in his name. This amount was invested in Coimbatore District Board Railway debentures.

8. The annual rent of Rs. 480 due from Government on Tumkum property in Madura (Johnston of Carnalooch scholarship) for the year 1915 was received during the year.

9. The total amount of securities as well as the balance in cash with the Bank at the end of the year agreed with the Bank's acknowledgments after allowing for a difference of Rs. 15 due to an uncashed cheque.

10. *Accounts relating to grants paid by Government for inspection of colleges and travelling expenses of Fellows, etc.*—This account (statement E) opened for the year with a balance of Rs. 10,737-1-0 and closed with a balance of Rs. 18,618-12-0 which was found to agree with the balance acknowledged by the Bank after allowing for uncashed cheques.

11. There was an overpayment of Rs. 50 on account of remuneration to Mr. Armstrong similar to those noticed in paragraph 10 (ii) of the last audit report. The scale of remuneration for inspection of colleges has since been modified.

12. *Accounts relating to grants paid by Government for University vacation lectures.*—The bulk of the expenditure was on account of a scholarship to S. Ramamujam, a University student at Cambridge. To meet this expenditure, Government securities to the face value of Rs. 2,000 were sold during the year. The other item of expenditure related to vacation lectures. The balances in securities and cash in this account agreed with those acknowledged by the Bank.

13. *Accounts relating to grants paid by Government for Tamil Lexicon.*—The Tamil Lexicon account opened with a balance of Rs. 9,397-15-1 and closed with a balance of Rs. 5,639-7-8 exclusive of the permanent advance of Rs. 10. There was no receipt during the year. The decrease of over Rs. 7,000 in the expenditure of the year below that of the previous year was due to the absence on furlough out of India of the Chairman. The balance agreed with that acknowledged by the Bank.

14. *Accounts relating to Government grants (non-recurring).*—Out of the interest of Rs. 30,949 that accrued on fixed deposits in the Bank of Madras, a sum of Rs. 24,000 was added to the corpus of the fund, while Rs. 3,000 was withdrawn for expenditure. The balance at the end of the year in fixed deposit and that in cash after allowing for an uncashed cheque agreed with those acknowledged by the Bank.

15. *Accounts relating to Government grants (recurring).*—The recurring grant of Rs. 65,000 from Government was drawn during the year and credited to the account in fixed deposit. A sum of Rs. 25,297-8-0 was paid in connection with the development of study, upon modern lines, of the languages of Southern India and Rs. 6,339-12-0 on account of the professorship in Indian History and Archaeology. To meet these charges, a sum of Rs. 36,000 was withdrawn from deposit during the year. The balance at the end of the year in fixed deposit and cash agreed with that acknowledged by the Bank after allowing for an uncashed cheque.

16. *Accounts relating to the University Expansion Fund.*—This account opened for the year with a balance of Rs. 800 in Government securities and Rs. 3 in cash and closed with a balance of Rs. 800 in Government securities and Rs. 30-7-7 in cash. The difference of Rs. 27-7-7 in cash balance represents interest received during the year. The balance at the end of the year in securities and cash agreed with that acknowledged by the Bank.

17. *Accounts relating to the Hon'ble Mr. P. Ramarayaningar Garu Scientific Telugu publication.*—A sum of Rs. 10,000 in Government paper was received in two instalments from the Hon'ble Mr. P. Ramarayaningar Garu for credit of this account (statement K). The interest realised on this investment, viz., Rs. 436-5-7, was lodged with the Bank. The balance at the end of the year in securities and cash agreed with that acknowledged by the Bank.

18. The minor defects noticed in the course of monthly audit of the several accounts were pointed out from time to time to the Registrar of the University for rectification.

ENCLOSURES

A—Abstract of receipts and charges of the University Fee Fund of Madras for the year ending the 31st March 1916.

Receipts.

	RS.	A.	P.
Fees from candidates	2,39,487	0	0
" for registration of graduates	2,597	0	0
" for certificates	457	0	0
" for degrees in absentia	1,050	0	0
" for change of names	135	0	0
" for furnishing marks to candidates	428	0	0
Other fees	439	8	0
Sale-proceeds of University publications—calendars, Matriculation text-books, etc.	8,103	8	10
Interest realised on Government securities	23,740	8	0
" " on fixed deposits	1,880	8	8
Compensation from the Government of Madras, Mysore, Resident in Bangalore, Travancore and Cochin for the loss of income of the University on account of the introduction of Secondary School-leaving certificate examination	28,840	2	9
Total	3,07,158	4	3

Charges.

Salary, etc., of the Registrar and his establishment	27,658	8	3
Fees to examiners	1,37,930	0	0
Remuneration to Superintendents and stipends to chairmen, to editors of text-books	9,174	4	0
Postage and telegraph charges	600	0	0
Municipal taxes	2,247	2	9
Repairs to the Senate House by the Public Works Department	2,698	3	0
Contingent charges at Madras	5,157	15	10
" at districts	41,704	14	6
Cost of University lectures delivered under Regulation 394, studentships	2,129	4	7
Refund of fees	4,500	0	0
Contribution to the University Library Revenue Account of 1915-16	3,583	9	0
	11	2	0
Total	5,650	0	0
Total	2,43,044	15	11

Surplus 64,113 4 4

Statement of balances.

	Government securities.	Fixed deposits.	Cash.
	RS.	RS.	RS. A. P.
Opening balance on the 1st April 1915 ..	6,80,000	1,30,000	1,09,369 3 3
Add surplus of the year ..	..	..	64,113 4 4
* Amount transferred to fixed deposits. ..	..	1,15,000	1,15,000 0 0
Total ..	6,80,000	2,35,000	58,482 7 7

	RS.
* Amount transferred to cash ..	86,000
" " from cash ..	2,00,000
	1,15,000

B—Statement showing the number of candidates for the different examinations from whom fees were collected in 1915-16 and the remuneration due to examiners.

		Number of candidates.	Fees received.	Total.	Remuneration to examiners.				Excess or deficiency fees.	
					Paid in 1915-16.	Not paid in 1915-16.	Total.			
Arts.										
Matriculation	Do. English branch only.	52	Rs 624	Rs. 744	Rs.	Rs.	Rs.	Rs.		
Intermediate Examination in Arts.		4,863	1,16,712	1,16,712	..	49,906	49,906	+ 66,806		
B.A. English Language Division.		289	5,202				4,861			
B.A. Second Language Division.		24	288							
B.A. Science Division		315	7,660				22,731	38,842	+ 37,552	Arts.
B.A. Parts I and II		1,312	47,484	76,394	..					
B.A. (Honours) Preliminary ..		166	1,660				11,260			
B.A. (Honours) Degree Examination.		284	14,200							
Setting fees for the above examination.		..	..	..	..	26,428	26,428	- 26,428		
Matriculation, Intermediate and B.A. tabulation charges.		..	..	..	..	3,096	3,096	- 3,096		
Total				1,98,850						
Teaching.										
L.T. Degree Examination		162	2,430	2,430	..	1,927	..	..		
Tabulation charges		..	..	..	..	20	..	..		
Total				2,430			1,952	+ 478	+ 478	Teaching.
Law.										
First Examination in (Old Law)		325	9,750	..	..	5,269				
.. .. . (New)		423	6,550	..	..					
B.L. Degree Examination		446	13,380	..	..	4,625				
M.L. Degree Examination		24	2,400	..	..	3,620				
Tabulation charges		..	..	..	..	150				
Total				31,580			13,664	+ 17,916	+ 17,916	Law.
Medical.										
First L.M. & S. Examination, October and April (old).		0 + 1	16							
Second L.M. & S. Examination, October and April (new).		5 + 18	346							
Third L.M. & S. Examination, October and April.		4 + 25	870							
Final L.M. & S. Examination, October and April.		14 + 27	1,640							
.. .. . (Old)		0 + 7	252	..	5,418	12,086				
First M.B. & B.S. Examination, October and April.		11 + 71	2,050	..						
Second M.B. & B.S. Examination, October and April.		5 + 30	875							
Third M.B. & B.S. Examination, October and April.		13 + 21	1,360							
Final M.B. & B.S. Examination, October and April.		13 + 26	1,950							
B.S.Sc.		4	300	..	100	100				
Tabulation charges		..	..	..	..					
Total				9,667			17,698	- 8,041	- 8,041	Medicine.
Engineering.										
First Examination in Engineering.		49	980	..	..	1,281				
B.E. Degree Examination		23	690	..	..	2,571				
Tabulation charges		..	..	..	..	20				
Total				1,670			3,877	- 2,207	- 2,207	Engineering.
Oriental Titles Examination		30	300							
Total				300			2,326	- 2,026	- 2,026	Oriental Titles.
Grand Total		8,948	2,39,487	2,39,487	5,518	1,62,562	1,68,076	+ 81,412	+ 81,412	

C—Statement showing the number of books published by the University of Madras during 1915-16, the number sold, the number distributed gratis and the balance.

	Matriculation syllabus.	Ancient Indian Poetry.	Calendars of							
			1915.				1916.			
			1915.	1917.	Volume I.	Volume II.	Volumes I and II.	Question papers, 1914.	Volume I.	Volume II.
Balance with the S.P.C.K. Press.	2,933	..	23,905	..	284	450	100	192	..	700
Number printed or * received back from customers.	..	250	*150	10,550	..	..	..	..	..	500
Total	2,933	250	24,055	10,550	284	450	100	192	700	125
Sold up to 31st March 1916	38	..	8,244	..	176	78	96	115	..	..
Issued gratis	..	..	1	..	108	372	4	77	104	..
Total	38	..	18,242	..	284	450	100	192	104	..
Balance with the S.P.C.K. Press.	2,895	250	5,813	10,550	..	..	..	..	596	600
									125	304

D—Abstract of the University Endowment account for the year ending the 31st March 1916.

Particulars.	Government and other securities.		Cash.	
	RS.	RS.	A.	P.
Balance on the 1st April 1915	2,42,900	6,366	14	8
Receipts—				
Interest realised on Government and other securities.	..	8,555	4	0
Annual contribution from Government on account of Tumkur property for 1915.	..	480	0	0
Government securities and cash received on account of new endowments.	11,000	1,650	0	0
Municipal debentures discharged	1,500	1,500	0	0
Government and other securities purchased during the year from the cash balance, etc., of the account.	5,700	..	..	..
Total	2,58,100	18,552	2	8
Charges—				
Cost of Government and other securities purchased during the year.	..	5,568	12	6
Scholarships, etc., paid	..	5,523	9	0
Refunds	..	37	13	0
Total	..	11,054	8	6
Balance on the 31st March 1916	2,58,100	7,497	10	2

E—Abstract of receipts, charges and balance of the amounts contributed by Government on account of the travelling allowance of Fellows and Members of the Boards of Studies and Inspection of Colleges for the year ending the 31st March 1916.

Particulars.	Amount.		
	RS.	A.	P.
Opening balance on the 1st April 1915	10,737	1	0
Receipts—			
Amount sanctioned by Government in G.O. No. 1187, Educational, dated 2nd November 1915.	20,000	0	0
Total	30,737	1	0
Charges—			
Amount paid on account of travelling allowance of Fellows and Members of the Boards of Studies, etc.	10,429	3	0
Amount paid on account of inspection of colleges	1,689	2	0
Total	12,118	5	0
Balance on the 31st March 1916	18,618	12	0

F—Abstract of receipts, charges and balance of the grants sanctioned by Government for vacation lectures during 1915-16.

Particulars.	Government securities.		Cash.		
	RS.		RS.	A.	P.
Balance on the 1st April 1915	43,500		2,015	3	0
Receipts—					
Interest realized on Government securities			1,518	4	8
Sale-proceeds of Government securities for the nominal value of Rs. 2,000			1,672	8	1
Total	43,500		5,205	15	9
Charges—					
Amount paid on account of scholarship due to S. Ramanujam.			3,737	2	2
Amount paid on account of vacation lectures			932	0	0
Sale of Government securities as above	2,000				
Total	2,000		4,669	2	2
Balance on the 31st March 1916	41,500		536	13	7

G—Abstract of receipts, charges and balance of the amount contributed by Government on account of Tamil Lexicon account for 1915-16.

Particulars.	Amount.		
	RS.	A.	P.
Balance on the 1st April 1915	9,897	15	1
Receipt—			
Nil.			
Total	9,897	15	
Charges—			
Permanent advance	10	0	0
Amount paid on account of establishment, travelling allowance, purchase of books, etc.	4,248	7	5
Total	4,258	7	5
Balance on the 31st March 1916—			
Permanent advance	10	0	0
Cash in the Bank	5,639	7	8
	5,649	7	8

* Includes permanent advance of Rs. 10.

H—Abstract of receipts, charges and balance of the amount contributed by Government on account of non-recurring grant account for 1915-16.

Particulars.	Fixed deposit in Bank.		Cash.		
	RS.		RS.	A.	P.
Balance on the 1st April 1915	7,61,003		7,416	2	0
Receipts—					
Interest realized on fixed deposits			30,949	5	11
Sale of tickets for lectures			128	0	0
Amount transferred from interest to fixed deposits.	24,000		24,000	0	0
Amount withdrawn from fixed deposits	3,000		3,000	0	0
Total	7,82,000		17,493	7	11
Charges—					
Building (rent of Temporary University office at Moore's garden, etc.).			2,372	8	0
Professorship in Indian Economics			4,715	6	2
Total			7,087	14	2
Balance on the 31st March 1916	* 7,82,000		10,405	9	9

RS.
* Grant in fixed deposit 7,21,000
Interest do. 58,000

I—Abstract of receipts, charges and balance of the amount contributed by Government on account of recurring grant account for 1915-16.

Particulars.	Fixed deposit in Bank.		Cash.		
	RS.		RS.	A.	P.
Balance on the 1st April 1915	1,75,000		4,136	6	6
Receipts—					
Amount sanctioned by Government in G.O. Mis. No. 805, Educational, dated the 23rd July 1916.	65,000				
Interest realized on fixed deposits			8,071	10	5
Amount withdrawn from fixed deposits	36,000		36,000	0	0
Total	2,04,000		48,208	0	11
Charges—					
Special advanced lectures			3,000	0	0
Professorship in Indian History and Archaeology.			6,389	12	0
Development of the study upon modern lines of the languages in India.			25,297	8	0
Contingencies			843	1	2
Total			35,480	5	2
Balance on the 31st March 1916	2,04,000		12,727	11	9
Permanent advance with the Professor of Sanskrit Philology.			20	0	0
Total	2,04,000		12,747	11	9

J—Abstract of the University expansion fund account for the year ending 31st March 1916.

Particulars.	Government securities.	Cash.		
		RS.	A.	P.
Balance on the 1st April 1915	800	3	0	0
Receipts—				
Interest realized on Government securities ...	...	27	7	7
Total ...	800	30	7	7
Charges—				
Nil	...	...	...	...
Balance on the 31st March 1916	800	30	7	7

K—Abstract of the receipts, charges and balance of the Hon'ble P. Ramarayaningar Garu Scientific Telugu publication account for the year ending the 31st March 1916.

Particulars.	Government securities.	Cash.		
		RS.	RS.	A. P.
Receipts—				
First instalment of the donation in Government securities received in December 1913.	5,000	...	...	...
Second and final instalment of the donation in Government securities received in November 1915.	5,000	...	...	...
Interest realized on Government securities ...	...	436	5	7
Total ...	10,000	436	5	7
Charges—				
Nil	...	...	...	...
Balance on the 31st March 1916	10,000	436	5	7

Order—No. 34, Home (Education), dated the 8th January 1917.

The report will be communicated to the Syndicate of the University of Madras whose attention will be drawn to the remarks of the Accountant-General in paragraph 5 thereof.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Registrar, University of Madras.
" Director of Public Instruction.
" Accountant-General.

HOME (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 34, HOME (EDUCATION),
DATED THE 8TH JANUARY 1917.

[SUBJECT.—Report on the audit of accounts of the University for the year ending the 31st March 1916.]

From the Accountant-General, dated the 19th/20th December 1916,
No. O.A. 9-17667.

The report calls for very few remarks.

2. In regard to the acceptance by the Registrar of two sums of Rs. 500 each for special services in connection with the printing of examination question papers noticed in paragraph 5 (iii) of the report, attention is solicited to the discussions and orders in G.O. No. 1226, Home (Education), dated the 21st November 1916.

3. The report may as usual be communicated to the Syndicate, its attention being drawn to the Accountant-General's remarks in paragraph 5 thereof.

A draft order is submitted.

E.A.V.—22-12-16.

T.K.—25-12-16.

C. RAMANUJA ACHARIYAR—6-1-17.

P. RAJAGOPALA ACHARIYAR—8-1-17.

[G.O. No. 34, Home (Education), dated the 8th January 1917.]

Is now contributing to the DEPARTMENT.

” ” ” ” ” ” 191

C. No. 4747, From the Act. Genet., No. GA-91767 dated the 19 Dec 1916

" " " " " " " " 191

No. 34, dated Dec 8 1917

P. S

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22.12.16

25. 12. 16

Ca
6.1.1

To the Regt. Genl. of Madras
J. P. 9. 4
A. B. 4

Read: 17/11
34/

P. for approval
Approved 18.1.17

GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

READ—the following papers :—

I
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To—the Secretary to Government, Home (Education) Department.
Dated—the 19/20th December 1916.
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3. *Fee Fund accounts.*—No fresh investments in Government securities were made during the year under report. The invested balance stood therefore at the close of the year at the same figure as at its commencement. On the other hand, the balance in fixed deposit with the Bank of Madras increased by Rs. 1,15,000 to Rs. 2,35,000. The receipts of the fund during the year amounted to Rupees 3,07,158-4-3 and the charges to Rs. 2,43,044-15-11 which resulted in a net surplus of Rs. 64,113-4-4. This raised the cash balance on the 31st March 1916 to Rupees 1,73,482-7-7. The balance in Government treasuries on this date however was only Rs. 53,482-7-7, as a sum of Rs. 1,15,000 was transferred to the credit of the fixed deposit account in the Bank of Madras as stated above. This balance is in excess of that shown in the books of my office by Rs. 5,047-8-8 as explained below :—

	RS.	A.	P.
(1) Amount of unspent balance on 31st March 1916 which remained with the Public Works Department out of the sums placed at its disposal by the Accountant-General	43	3	0
(2) Permanent advance of the Registrar	5,000	0	0
(3) Net amount short-credited to the University Fee Fund in the books of the Accountant-General (since adjusted).	4	5	8
Total	5,047	8	8

	R.S.	A.	P.
Cash in the Bank of Madras	1,958	8	11
Cash in hand	79	11	9
Amount of bills paid by the Accountant-General on the 31st March 1916 but credited in the Bank on the 1st April 1916.	3,081	4	4
	5,119	9	0
Deduct cheques issued on the Bank not cashed before the 31st March 1916	119	9	0
	5,000	0	

4. It will be seen from statement A that the compensation received from the several Governments for the loss of income to the University on account of the introduction of the Secondary School-Leaving Certificate Examination amounted to Rs. 28,840-2-9. This amount represents the compensation received from the Government of Madras (Rs. 24,000), the Travancore, Mysore, and Cochin States, and the Resident in Bangalore. The surplus of the year amounted to Rs. 64,100 against Rs. 17,700 in 1914-15. The improvement of Rs. 46,400 is chiefly under fee receipts on account of Intermediate (Rs. 24,000) and B.A. (Rs. 13,000) examinations. The charges on account of remuneration to examiners were also less by Rs. 13,000. The number of candidates for the Intermediate examination during the year increased by nearly 1,000 over that of the previous year and there was also an increase of 332 in the number of candidates for the B.A. (Pass) examination. There was also a special receipt of Rs. 1,880 on account of interest on fixed deposits in the Bank of Madras.

Receipts

(i) *Convocation*.—In paragraph 6 of the last audit report, it was pointed out that the register maintained did not show the absentees at the convocations of the years previous to 1914. The omission has since been supplied.

Charges

(ii) *Medical examination charges incurred at the Madras Medical College.*—The cost of chemicals used by candidates at the practical examination has been fixed at Rs. 1-4-0 per candidate. But a lesser rate of Re. 1 is being claimed and recovered by the Principal of the College.

(iii) Two sums of Rs. 500 each were paid to the Registrar in April 1915 and 1916 for his services in connection with the printing of examination question papers. These amounts were passed for payment by the Registrar himself and charged to his contingent allotment. As the Registrar has been declared to be a whole-time servant of the University and as there was no provision in the regulations covering the payment of such special fees, he was asked to obtain the sanction of Government to the above payments and this was accorded in G.O. No. 1226, Home (Education) Department, dated the 21st November 1916. As it seems improper that the Registrar should himself pass the bills for his personal claims and charge them to the contingent grant of the office, I would venture to suggest that all claims for remuneration of the Registrar should be pre-audited in my office in the same manner as his salary and travelling allowance bills.

6. *Endowment Fund account.*—The transactions of this fund are shown in Statement D. Government securities to the nominal value of Rs. 2,700 were purchased during the year from the cash balance. Municipal debentures to the value of Rs. 1,500 matured during the year and the amount realised was re-invested in Coimbatore District Board railway debentures.

7. An endowment in Government paper of the face value of Rs. 10,000 was accepted from the Hon'ble Mr. S. Srinivasa Ayyangar, B.A., B.L., on account of the

8. The annual rent of Rs. 480 due from Government on Tumkum property in Madura (Johnston of Carnsallach scholarship) for the year 1915 was received during the year.

8. The annual rent of Rs. 480 due from Government on Tumkum property in Madura (Johnston of Carnsallach scholarship) for the year 1915 was received during the year.

9. The total amount of securities as well as the balance in cash with the Bank at the end of the year agreed with the Bank's acknowledgments after allowing for a difference of Rs. 15 due to an uncashed cheque.

10. *Accounts relating to grants paid by Government for inspection of colleges and travelling expenses of Fellows.*—This account (statement E) opened for the year with a balance of Rs. 10,737-1-0 and closed with a balance of Rs. 13,618-12-0 which was found to agree with the balance acknowledged by the Bank after allowing for uncashed cheques.

11. There was an overpayment of Rs. 50 on account of remuneration to Mr. Armstrong similar to those noticed in paragraph 10 (ii) of the last audit report. The scale of remuneration for inspection of colleges has since been modified.

12. *Accounts relating to grants paid by Government for University vacation lectures.*—The bulk of the expenditure was on account of a scholarship to S. Ram-nujam, a University student at Cambridge. To meet this expenditure, Government securities to the face value of Rs. 2,000 were sold during the year. The other item of expenditure related to vacation lectures. The balances in securities and cash in this account agreed with those acknowledged by the Bank.

13. *Accounts relating to grants paid by Government for Tamil Lexicon*—The Tamil Lexicon account opened with a balance of Rs. 9,897-15-1 and closed with a balance of Rs. 5,639-7-8 exclusive of the permanent advance of Rs. 10. There was no receipt during the year. The decrease of over Rs. 7,000 in the expenditure of the year below that of the previous year was due to the absence on furlough out of India of the Chairman. The balance agreed with that acknowledged by the Bank.

14. *Accounts relating to Government grants (non-recurring).*—Out of the interest of Rs. 30,949 that accrued on fixed deposits in the Bank of Madras, a sum of Rs. 24,000 was added to the corpus of the fund, while Rs. 3,000 was withdrawn for expenditure. The balance at the end of the year in fixed deposit and that in cash after allowing for an uncashed cheque agreed with those acknowledged by the Bank.

15. *Accounts relating to Government grants (recurring).*—The recurring grant of Rs. 65,000 from Government was drawn during the year and credited to the account in fixed deposit. A sum of Rs. 25,297-8-0 was paid in connection with the development of study, upon modern lines, of the languages of Southern India and Rs. 6,339-12-0 on account of the professorship in Indian History and Archaeology. To meet these charges, a sum of Rs. 36,000 was withdrawn from deposit during the year. The balance at the end of the year in fixed deposit and cash agreed with that acknowledged by the Bank after allowing for an unashed cheque.

16. *Accounts relating to the University Expansion Fund.*—This account opened for the year with a balance of Rs. 800 in Government securities and Rs. 3 in cash and closed with a balance of Rs. 800 in Government securities and Rs. 30-7-7 in cash. The difference of Rs. 27-7-7 in cash balance represents interest received during the year. The balance at the end of the year in securities and cash agreed with that acknowledged by the Bank.

17. Accounts relating to the Hon'ble Mr. P. Ramarayaningar Garu Scientific Telugu publication.—A sum of Rs. 10,000 in Government paper was received in two instalments from the Hon'ble Mr. P. Ramarayaningar Garu for credit of this account (statement K). The interest realised on this investment, viz., Rs. 436-5-7, was lodged with the Bank. The balance at the end of the year in securities and cash agreed with that acknowledged by the Bank.

18. The minor defects noticed in the course of monthly audit of the several accounts were pointed out from time to time to the Registrar of the University for rectification.

ENCLOSURE.

A.—Abstract of receipts and charges of the University Fee Fund of Madras for the year ending 31st March 1916.

Receipts.

	RS.	A. P.
Fees from candidates	2,39,487	0 0
„ for registration of graduates	2,597	0 0
„ for certificates	457	0 0
„ for degrees in absentia	1,050	0 0
„ for change of names	135	0 0
„ for furnishing marks to candidates	428	0 0
Other fees	439	8 0
Sale-proceeds of University publications—calendars, Matriculation text-books, etc.	8,103	8 10
Interest realised on Government securities	23,740	8 0
„ „ on fixed deposits	1,880	8 8
Compensation from the Government of Madras, Mysore, Resident in Bangalore, Travancore and Cochin for the loss of income of the University on account of the introduction of Secondary School-leaving certificate examination	28,840	2 9
Total ...	3,07,158	4 3

Charges.

Salary, etc., of the Registrar and his establishment	27,658	8	3
Fees to examiners	1,37,930	0	0
Remuneration to Superintendents and stipends to chairmen.	9,174	4	0
to editors of text-books	600	0	0
Postage and telegraph charges	2,247	2	9
Municipal taxes	2,698	3	0
Repairs to the Senate House by the Public Works Department	5,157	15	10
Contingent charges at Madras	41,704	14	6
at districts	2,129	4	7
Cost of University lectures delivered under Regulation 394.	4,500	0	0
studentships	3,583	9	0
Refund of fees	11	2	0
Contribution to the University Library Revenue Account of 1915-16	5,650	0	0
Total	2,43,044	15	11
Surplus	64,113	4	4

Statement of balances.

	Government securities.	Fixed deposits.	Cash.
Opening balance on the 1st April 1915..	RS. 6,80,000	RS. 1,20,000	RS. A. P. 1,09,369 3 3
Add surplus of the year			64,113 4 4
* Amount transferred to fixed deposits.		1,15,000	1,15,000 0 0
Total ..	6,80,000	2,35,000	58,482 7 7

	RS.
* Amount transferred to cash	85,000
" " from cash	<u>2,00,000</u>
	1,15,000

P. V. Razos

B.—Statement showing the number of candidates for the different examinations from whom fees were collected in 1915-16 and the remuneration due to examiners.

Fees were collected in 1915-16 and 1916-17									
	Number of candidates.	Fees received.	Remuneration to examiners.					Excess or deficiency fees.	
			Total.	Paid in 1915-16.	Not paid in 1915-16.	Total.			
Arts.									
Matriculation	52	Rs. 624	Rs. 744	..	287	287	+ 457		
Do. English branch only.	40	120							
Intermediate Examination in Arts.	4,863	1,16,712	1,16,712	..	49,906	49,906	+ 66,806		
B.A. English Language Division.	289	5,202			4,863				
B.A. Second Language Division.	24	288							
B.A. Science Division	315	7,560							
B.A. Parts I and II	1,819	47,484	76,394	..	22,731	38,642	+ 37,552	+ 75,291	Arts.
B.A. (Honours) Preliminary ..	166	1,660			11,250				
B.A. (Honours) Degree Examination.	284	14,200							
Setting fees for the above examinations.	..	..	..	..	26,428	26,428	- 26,428		
Matriculation, Intermediate and B.A. tabulation charges.	..	..	..	..	3,096	3,096	- 3,096		
Total			1,03,860						
Teaching.									
L.T. Degree Examination	162	2,430	2,430	..	1,927				
Tabulation charges	..	..	..	..	23				
Total			2,430			1,952	+ 478	+ 478	Teaching.
Law.									
First Examination in (Old)	325	9,750			5,269				
Do. (New)	242	6,050							
B.L. Degree Examination	446	13,380			4,625				
M.L. Degree Examination	24	2,400			3,620				
Tabulation charges	..	..	..	..	150				
Total			31,580			13,664	+ 17,916	+ 17,916	Law.
Medical.									
First L.M. & S. Examination, October and April (old).	0 + 1	16							
Second L.M. & S. Examination, October and April (new).	5 + 16	345							
Third L.M. & S. Examination, October and April.	4 + 25	870							
Final L.M. & S. Examination, October and April.	14 + 27	1,640							
Do. (Old), October and April.	0 + 7	261			5,413	12,085			
First M.B. & B.S. Examination, October and April.	11 + 71	2,050							
Second M.B. & B.S. Examination, October and April.	6 + 30	870							
Third M.B. & B.S. Examination, October and April.	13 + 21	1,361							
Final M.B. & B.S. Examination, October and April.	13 + 26	1,950							
B.S.Sc.	4	300			100	100			
Tabulation charges	..	..	..	..		17,698	- 8,041	- 9,041	Medicine.
Total			9,657						
Engineering.									
First Examination in Engineering.	49	950			1,281				
B.E. Degree Examination	23	690			2,571				
Tabulation charges	..	..	..	..	26				
Total			1,670			3,877	- 2,207	- 2,207	Engineering.
Oriental Titles Examination.									
.. .. .	30	300							
Total			300			2,325	- 2,025	- 2,025	Oriental Titles.
Grand Total	8,948	2,39,487	2,39,487	6,613	1,62,562	1,68,076	+ 31,412	+ 31,412	

P. V. Rao

B.—Statement showing the number of candidates for the different examinations from whom fees were collected in 1915-16 and the remuneration due to examiners.

Examination	Candidates	Fees	Remuneration to examiners	Total	Balance
Matriculation	2,938	250	23,905	24,155	2,938
Andean Indian Policy	250	160	10,550	10,710	250
Calendars of					
1915.					
Volume I.	284	450	100	192	284
Volume II.	450	100	192	700	450
Volumes I and II.	100	192	700	500	100
Question papers, 1914.	192	700	500	125	192
1916.					
Volume I.	700	500	125	500	700
Volume II.	500	125	500	125	500
Volumes I and II.	125	500	125	301	125
Question papers, 1915.	500	125	301	500	500
Total	2,938	250	23,905	24,155	2,938
Balance with the S.P.C.K. Press.	2,938	250	23,905	24,155	2,938
Number printed or * received back from customers.	250	160	10,550	10,710	250
Total	2,938	250	23,905	24,155	2,938
Sold up to 31st March 1916	38	18,244	1	18,283	38
Issued gratis	1	108	372	481	1
Total	38	18,244	1	18,283	38
Balance with the S.P.C.K. Press.	2,896	250	5,813	10,550	2,896

O.—Statement showing the number of books published by the University of Madras during 1915-16, the number sold, the number distributed gratis and the balance.

Particulars	Matriculation syllabus.	Ancient Indian Policy.	Matriculation text-books of	Calendars of					
				1915.			1916.		
				Volume I.	Volume II.	Volumes I and II.	Volume I.	Volume II.	Volumes I and II.
Balance with the S.P.C.K. Press.	2,938	250	23,905	284	450	100	192	700	500
Number printed or * received back from customers.	250	160	10,550	108	372	4	77	104	125
Total	2,938	250	24,055	284	450	100	192	700	500
Sold up to 31st March 1916	38	18,244	1	176	78	96	116	104	125
Issued gratis	1	108	372	108	372	4	77	104	125
Total	38	18,244	1	284	450	100	192	700	500
Balance with the S.P.C.K. Press.	2,896	250	5,813	10,550	108	372	4	77	104

D.—Abstract of the University Endowment account for the year ending the 31st March 1916.

Particulars.	Government and other securities.		Cash.	
	RS.	A.	P.	
Balance on the 1st April 1915	2,42,900	6,366	14	8
Receipts—				
Interest realised on Government and other securities.	...	8,555	4	0
Annual contribution from Government on account of Tumkur property for 1915.	...	480	0	0
Government securities and cash received on account of new endowments.	11,000	1,650	0	0
Municipal debentures discharged	1,500	1,500	0	0
Government and other securities purchased during the year from the cash balance, etc., of the account.	5,700	...	...	...
Total	2,58,100	18,552	2	8
Charges—				
Cost of Government and other securities purchased during the year.	...	5,568	12	6
Scholarships, etc., paid	...	5,523	9	0
Refunds	...	37	13	0
Total	...	11,054	8	6
Balance on the 31st March 1916	2,58,100	7,497	10	2

No. 34, HOME (EDUCATION), 8TH JANUARY 1917

E—Abstract of receipts, charges and balance of the amounts contributed by Government on account of the travelling allowance of Fellows and Members of the Boards of Studies and Inspection of Colleges for the year ending the 31st March 1916.

Particulars.	Amount.		
	RS.	A.	P.
Opening balance on the 1st April 1915	...	...	10,737 1 0
Receipts—			
Amount sanctioned by Government in G.O. No. 1187, Educational, dated 2nd November 1915.	20,000	0	0
Total	30,737	1	0

Charges—			
Amount paid on account of travelling allowance of Fellows and Members of the Boards of Studies, etc.	10,429	3	0
Amount paid on account of inspection of colleges	1,689	2	0
Total	12,118	5	0

Balance on the 31st March 1916 ... 18,618 12 0

F—Abstract of receipts, charges and balance of the grants sanctioned by Government for vacation lectures during 1915-16.

Particulars.	Government securities.		Cash.	
	RS.	A.	P.	
Balance on the 1st April 1915	43,500	2,015	3	0
Receipts—				
Interest realized on Government securities	...	1,518	4	8
Sale-proceeds of Government securities for the nominal value of Rs. 2,000	...	1,672	8	1
Total	43,500	5,205	15	9

Charges—				
Amount paid on account of scholarship due to S. Ramanujam.	...	3,737	2	2
Amount paid on account of vacation lectures ...	...	932	0	0
Sale of Government securities as above	2,000	...		
Total	2,000	4,669	2	2

Balance on the 31st March 1916 ... 41,500 536 13 7

G—Abstract of receipts, charges and balance of the amount contributed by Government on account of Tamil Lexicon account for 1915-16.

Particulars.	Amount.		
	RS.	A.	P.
Balance on the 1st April 1915	...	...	9,897 15 1
Receipt—			
Nil.			
Total	9,897	15	1

Charges—			
Permanent advance	...	10	0 0
Amount paid on account of establishment, allowance, purchase of books, etc.	travelling	4,248	7 5
Total		4,258	7 5

Balance on the 31st March 1916—

Balance on the 31st March 1910				RS.	A.	P.
Permanent advance	...	...	...	10	0	0
Cash in the Bank	...	...	...	5,639	7	8
				5,649	7	8

* Includes permanent advance of Rs. 10.

Abstract of receipts, charges and balance of the amount contributed by Government on account of non-recurring grant account for 1915-16.

Particulars.	Fixed deposit in Bank.	Cash.
Balance on the 1st April 1915	7,61,003	7,416 2 0
Receipts—		
Interest realized on fixed deposits	...	30,949 5 11
Sale of tickets for lectures	...	128 0 0
Amount transferred from interest to fixed deposits.	24,000	24,000 0 0
Amount withdrawn from fixed deposits	3,000	3,000 0 0
Total	7,82,000	17,498 7 11
Charges—		
Building (rent of Temporary University office at Moore's garden etc.).	...	2,372 8 0
Professorship in Indian Economics	...	4,715 6 2
Total	...	7,087 14 2
Balance on the 31st March 1916	7,82,000	10,405 9 9

No. 34, HOME (EDUCATION), 8TH JANUARY 1917
H—Abstract of receipts, charges and balance of the amount contributed by Government on account of non-recurring grant account for 1915-16.

Particulars.	Fixed deposit in Bank.	Cash.
Balance on the 1st April 1915	7,61,003	7,416 2 0
Receipts—		
Interest realized on fixed deposits	...	30,949 5 11
Sale of tickets for lectures	...	128 0 0
Amount transferred from interest to fixed deposits.	24,000	24,000 0 0
Amount withdrawn from fixed deposits	3,000	3,000 0 0
Total	7,82,000	17,498 7 11
Charges—		
Building (rent of Temporary University office at Moore's garden etc.).	...	2,372 8 0
Professorship in Indian Economics	...	4,715 6 2
Total	...	7,087 14 2
Balance on the 31st March 1916	7,82,000	10,405 9 9

+ Grant in fixed deposit ... 7,24,000
Interest do. ... 68,000
I—Abstract of receipts, charges and balance of the amount contributed by Government on account of recurring grant account for 1915-16.

Particulars.	Fixed deposit in Bank.	Cash.
Balance on the 1st April 1915	1,75,000	4,186 6 6
Receipts—		
Amount sanctioned by Government in G.O. No. 805, Educational, dated the 23rd July 1916.	65,000	...
Interest realized on fixed deposits	...	8,071 10 5
Amount withdrawn from fixed deposits	36,000	36,000 0 0
Total	2,04,000	48,208 0 11
Charges—		
Special advanced lectures	...	3,000 0 0
Professorship in Indian History and Archaeology.	...	6,339 12 0
Development of the study upon modern lines of the languages in India.	...	25,297 8 0
Contingencies	...	843 1 2
Total	...	35,480 5 2
Balance on the 31st March 1916	2,04,000	12,727 11 9
Permanent advance with the Professor of Sanskrit Philology.	...	20 0 0
Total	2,04,000	12,747 11 9

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No. 34, HOME (EDUCATION), 8TH JANUARY 1917

J—Abstract of the University expansion fund account for the year ending 31st March 1916.

Particulars.	Rs.	As.	P.
Balance on the 1st April 1915	...	...	...
Receipts—			
Interest realized on Government securities	...	...	...
Total	...	...	...
Charges—			
Nil	...	...	...
Balance on the 31st March 1916	...	...	...

No. 34, HOME (EDUCATION), 8TH JANUARY 1917

J—Abstract of the University expansion fund account for the year ending 31st March 1916.

Particulars.	Government securities.	Cash.
	RS.	RS. A. P.
Balance on the 1st April 1915	800	3 0 0
Receipts—		
Interest realized on Government securities	...	27 7 7
Total	800	30 7 7
Charges—		
Nil	...	...
Balance on the 31st March 1916	800	30 7 7

K—Abstract of the receipts, charges and balance of the Hon'ble P. Ramarayan Garu Scientific Telugu publication account for the year ending the 31st March 1916.

Particulars.	Government securities.	Cash.
	RS.	RS. A. P.
Receipts—		
First instalment of the donation in Government securities received in December 1913.	5,000	...
Second and final instalment of the donation in Government securities received in November 1915.	5,000	...
Interest realized on Government securities	...	436 5 7
Total	10,000	436 5 7
Charges—		
Nil.	...	...
Balance on the 31st March 1916	10,000	436 5 7

Order—No. 34, Home (Education), dated the 8th January 1917.

The report will be communicated to the Syndicate of the University of Madras whose attention will be drawn to the remarks of the Accountant-General in paragraph 5 thereof.

(True Extract)

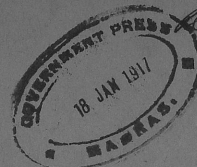
P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Registrar, University of Madras.
" Director of Public Instruction.
" Accountant-General.

G.O. No. 34, 8th January 1917

University of Madras

Communicating to the Syndicate of the — the report on the audit of accounts of the University for the year ending the 31st March 1916.



Revised 15/1/17
Seen

1.1.17
1.1.17

HOME (EDUCATION) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 34, HOME (EDUCATION),
DATED THE 8TH JANUARY 1917.

[SUBJECT.—Report on the audit of accounts of the University for the year ending the 31st March 1916.]

From the Accountant-General, dated the 9th/20th December 1916,
No. O.A. 19-17662

- The report calls for very few remarks.
 - 2. In regard to the acceptance by the Registrar of two sums of Rs. 500 each for special services in connection with the printing of examination question papers noticed in paragraph 5 (iii) of the report, attention is solicited to the discussions and orders in G.O. No. 1226, Home (Education), dated the 21st November 1916.
 - 3. The report may as usual be communicated to the Syndicate, its attention being drawn to the Accountant-General's remarks in paragraph 5 thereof.
- A draft order is submitted.
- E.A.V.—22-12-16.
T.K.—25-12-16.

C. RAMANUJA ACHARIYAR—6-1-17.
P. RAJAGOPALA ACHARIYAR—8-1-17.
[G.O. No. 34, Home (Education), dated the 8th January 1917.]

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No. 34, HOME (EDUCATION), 8th JANUARY 1917

1.—Abstract of the University's expenditure and income for the year ending 31st March 1916.

Particulars	Rs.	P.	As.
Balance on the 1st April 1915	800	0	0
Receipts—			
Interest realised on Government securities	32	7	7
Total	800	32	7
Payments on the 31st March 1916	800	30	7
Balance on the 31st March 1916	800	30	7

2.—Abstract of the receipts and payments of the University for the year ending 31st March 1916.

Particulars	Rs.	P.	As.
Receipts—			
First instalment of the donation in Government securities received in December 1915	500	0	0
Second and final instalment of the donation in Government securities received in November 1915	500	0	0
Interest realised on Government securities	32	5	7
Total	1000	32	5
Payments on the 31st March 1916	1000	32	5

Order—No. 34, Home (Education), dated the 8th January 1917.
The report will be communicated to the Syndicate of the University of Madras whose attention will be drawn to the remarks of the Accountant-General in paragraph 5 thereof.

(This Extract)

P. RAJAGOPALA ACHARIYAR,

Secretary to Government.

G.O. No. 34, 8th January 1917

University of Madras

Communicated to the Syndicate of the University of Madras on the 8th January 1917.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Scott. II-38-3-14.

DEPARTMENT.

Current No., dated.....191

G.O. No. 34, dated.....191

Number of MS. pages sent ^(b) Correspondence.....
^(b) Notes.....

Brief subject.....

(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 regulations for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records	4	25	12
Ooty Records		6	1
For filing with original			
Total ..		31	17

For Issue.†

Signature copies.....

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office.....		3			
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					

Spare copies

The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total				

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.

P.T.O.

TO PRESS, MADRAS OOTY.

A

Please send proof in duplicate. The papers have been carefully edited.

Referencer.
Clerk.

Supdt.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval at once.

Referencer.
Clerk.

Supdt.

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.

Referencer.
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

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 ...					