

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 58, 11th January 1917



INDEXED

Teaching grants

Approving the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1,62,000 in the current year towards the payment in full of — to elementary schools in 1916-17.

Government of Madras.

HOME DEPARTMENT

(EDUCATION)

G.O. No. 58, 11th January 1917



Teaching grants

Approving the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1,62,000 in the current year towards the payment in full of — to elementary schools in 1916-17.

HOME DEPARTMENT

GOVERNMENT OF MADRAS

HOME DEPARTMENT

(Education)

READ—the following papers :—

I

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, Home (Education) Department.

Dated—Madras, the 12th December 1916.

No.—Ref. on Cur. 8531.

With reference to paragraph 2 of my letter R.C. No. 160, dated 5th May 1916, recorded in G.O. Mis. No. 570, Educational, dated 24th May 1916, I have the honour to state that the total amount required for payment of teaching grants to elementary schools for the current year according to the rough estimates submitted by the Inspecting officers comes to Rs. 18,23,000. As there is a budget provision of Rs. 16,09,000 only under teaching grants to elementary schools for the current year and as the amounts provided for grants-in-aid to elementary schools in the budget estimates of certain municipal councils for the current year will give a sum of Rs. 62,000, an additional amount of Rs. 1,52,000 will be necessary if the amounts estimated by the Inspecting officers are to be sanctioned in full.

2. The number of aided elementary schools and the average number of pupils on rolls in them during the last two years are given below :—

	1914-15.		1915-16.	
	Number of schools.	Number of pupils.	Number of schools.	Number of pupils.
Elementary schools for boys	16,458	633,751	17,339	668,199
Do. for girls	786	60,379	829	63,684

The number of elementary schools admitted to aid during the current year is 20,555 for boys and 910 for girls. A certain percentage of these schools will not receive aid during the current year on account of closure or removal from the aided list on account of irregularities, e.g., fraud, etc., noticed at the time of inspection of the schools by the officers of the department. There will be also a corresponding increase in the number of pupils during the current year.

3. I have therefore the honour to request that, if possible, an additional allotment of Rs. 1,00,000 in round figures may be sanctioned under "Teaching grants to elementary schools" during the current year towards meeting the increased amounts asked for by the Inspecting officers. This extra lakh will meet a 6 per cent increase over the amounts sanctioned last year, and it is impossible to give less than this without seriously breaking faith with teachers. I only refrain from asking for 1.5 lakhs to pay grants in full because of financial exigencies. I am unable to point out any savings to meet this excess and request that the same may be sanctioned from the funds at the disposal of Government. On receipt of orders the Inspecting officers will be requested to cut down their assignments to the amount available, inclusive of the amount now applied for.

4. The favour of very early orders is requested so that the necessary instructions may issue to the Inspecting officers. The conferences for assigning grants meet on 3rd January 1917.

5. If the budget allotment proposed for next year could be increased by a further 1.5 lakhs, it may be possible to avoid any application for additional allotment next year on this account.

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, Home (Education) Department.

Dated—Madras, the 20th December 1916.

No.—Ref. on Cur. 8531.

In continuation of my letter R.C. No. 8531, dated 12th December 1916, I have the honour to state that the Chairman, Municipal Council, Vizagapatam, has now informed me that the provision of Rs. 4,000 for grants-in-aid made in the budget estimates of the municipality for the current year is not available. Further, the rough estimate of Rs. 18,23,000 given in paragraph 1 of my letter of the 12th instant was submitted without waiting for the actual figures from the Inspectress of Girls' Schools, Northern Circle, who failed to submit the same by the date prescribed. The figures have since been received from her and it is now found that the actual amount required is Rs. 18,29,000. As Municipal funds will provide only Rs. 58,000 the additional amount required from Provincial funds to pay elementary schools teaching grants in full during the current year over and above the budget provision of Rs. 16,09,000 is Rs. 1,62,000.

2. I take this opportunity of inviting the special attention of Government to paragraph 5 of my letter under reference where I say that I limited my request for additional funds to one lakh because of financial exigencies, and since it is very important that these grants should be paid in full I request that if possible the whole of this sum of Rs. 1,62,000 may be provided in the current year.

3. The favour of very early orders is requested.

Order—No. 58, Home (Education), dated the 11th January 1917.

The Government approve the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1,62,000 in the current year towards the payment in full of teaching grants to elementary schools for 1916-17.

2. Further orders will issue in the Financial Department regarding the provision of funds.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction.
" Financial Department (with notes).

NOTES CONNECTED WITH G.O. No. 58, HOME (EDUCATION),
DATED THE 11TH JANUARY 1917.

[SUBJECT.—Teaching grants to elementary schools for 1916-17 and for 1917-18.]

Previous papers :

G.O. 237, Educational,	26th Feb. 1914
" 941 "	11th Aug. "
" 1471 "	23rd Dec. "
" 131 "	10th Feb. 1916
" 570 "	24th May "

I

From the Director of Public Instruction, dated the 12th December 1916,
R.C. No. 8531.

II

From the Director of Public Instruction, dated the 20th Decemeber 1916,
R.C. No. 8531.

HOME (EDUCATION) DEPARTMENT.

The budget provision for 1916-17 under Grants-in-aid—Teaching grants to elementary schools for boys and girls is 16.09 lakhs, and this figure has been repeated by the Director of Public Instruction in the revised estimate for 1916-17. The Director of Public Instruction now reports that a total grant of 18.29 lakhs will be required for payment of teaching grants in full as estimated by the inspecting officers and requests that an additional allotment of 1.62 lakhs may be provided in the budget estimate for the current year. In the Financial Department u.o. note, dated the 16th December 1916, that department have stated that the revised estimate under this head for 1916-17 has been increased by 1 lakh. It is submitted that the necessity for making payments in full of teaching grants may be accepted in this P.R.—27-12-16. | department and that Financial may be requested to increase the allotment by 0.62 lakh in addition to the 1 lakh made by them in the revised estimate of 1916-17 if funds could be spared.

2. In paragraph 3 of his first letter, the Director requests that the budget allotment for 1917-18 under teaching grants may be increased by 1.50 lakhs. In the budget estimate for 1917-18 the Director has provided for 16.59 lakhs for teaching grants and his request, if accepted, brings up the figure to 18.09 lakhs. In the u.o. note referred to in the above paragraph Financial have increased the budget figure by 1.50 lakhs as requested by the Director of Public Instruction and a copy of the u.o. note has been sent to

P.R.—27-12-16.

the Director. No further action is therefore necessary in this regard.

S.N.P.—24-12-16.

T.K.—25-12-16.

C. RAMANUJA ACHARIYAR—26-12-16

P. RAJAGOPALA ACHARIYAR—27-12-16

FINANCIAL DEPARTMENT.

Attention is solicited to paragraph 1 of Honourable Member's note, dated 15th December 1916, passing orders on the budget for 1917-18 under 22—Education.

2. *Teaching grants—Elementary schools.*—The budget grant for the current year is 16.09 lakhs. The figures entered by the Director of Public Instruction for the revised estimate for the current year and the budget for next year were subsequently raised by Honourable Member (Financial) as shown below :—

	As entered by Director of Public Instruction.	As fixed by Honourable Member (Financial).	Difference column 3— column 2.
(1)	(2)	(3)	(4)
(a) Revised estimate, 1916-1917	LAKHS. 16.09	LAKHS. 17.09	LAKHS. + 1.00
(b) Budget estimate, 1917-1918	16.59	18.09	+ 1.50

It will be seen that Honourable Member decided, after personal consultation with the Director of Public Instruction, that an addition of 1 lakh should be made to the current year's budget provision of 16.09 lakhs for expenditure in 1916-17. This is also in accordance with paragraph 3 of the Director's letter, dated 12th December 1916.

3. In his second letter, dated 20th December 1916, however, the Director of Public Instruction requests that, if possible, an additional allotment of 1.62 lakhs may be made in the current year. If this proposal is sanctioned, the revised estimate for the current year which now stands at 17.09 lakhs will be raised to 17.71 lakhs.

4. Submitted that, in view of the necessity for economy, it seems sufficient to limit the expenditure in the current year to 17.09 lakhs, which is the amount asked for by the Director of Public Instruction in paragraph 3 of his letter, dated 12th December 1916 and which has been accepted by Honourable Member (Financial).

5. Orders are solicited.

V.G.K.—4-1-17.

In paragraph 3 of his letter, dated 20th December 1916, the Director of Public Instruction says, that he limited his request to 1 lakh because of financial exigencies. There is no improvement in the financial situation and as, in my humble opinion, very liberal provision has been made for educational purposes, the Director of Public Instruction should rest satisfied with the extra lakh Honourable Member has already sanctioned.

L. E. KERSHAW—4-1-17.

Financial cannot agree to any further provision in the revised estimate unless explicitly directed by the Honourable Member (Financial). The first edition of the Civil Budget Estimate is already out and has been sent to India.

L. DAVIDSON—4-1-17.

HOME (EDUCATION) DEPARTMENT.

For orders as to whether Financial's view may be accepted and the Director of Public Instruction told that only 1 lakh could be given in the current year.

C. RAMANUJA ACHARIYAR—5-1-17.

Will Honourable Member (Financial), please say what his wishes are? This is a purely financial matter.

P. RAJAGOPALA ACHARIYAR—5-1-17.

Education is the great need of the country, and it is a very important matter that grants on the sanctioned scale should be paid in full and not cut down if we can possibly avoid it. I would therefore sanction the additional allotment asked for by the Director of Public Instruction in the current year. We can't alter the budget estimate for 1917-18 now but the revised estimate for 1916-17, for which the Accountant-General is responsible, will be altered on the basis of allotments and expenditure, I believe.

A. G. C[ARDEW]—6-1-17.

Very emergent.

P. RAJAGOPALA ACHARIYAR—6-1-17.

A draft order approving the proposal of the Director of Public Instruction to C. G.O. 941, Educational, 11th August 1914. allot an additional sum of Rs. 1.62 lakhs in the current year towards payment of teaching grants in full is submitted for approval. It may be sent to Financial for acceptance.

T.K.—6-1-17.

C. RAMANUJA ACHARIYAR—6-1-17.

Financial u.o.

P.R.—7-1-17.

FINANCIAL DEPARTMENT.

Submitted that the draft may be accepted.

2. With reference to the Honourable Member's note above, it is submitted that, as observed by the Honourable Member the current year's revised estimate figure of 17.09 lakhs for "Teaching grants—Elementary schools" entered in the first edition of the Civil Budget Estimate for 1917-18 will be raised by .62 lakh to 17.71 lakhs, later on by the Accountant-General and included in the *second edition of the Civil Budget Estimate* which will be forwarded by this Government to India on 2nd February 1917.

L.E.K.—8-1-17.

V.G.K.—8-1-17.

L. E. KERSHAW—8-1-17.

L. DAVIDSON—8-1-17.

HOME (EDUCATION) DEPARTMENT.

The draft may now issue.

C.R.—9-1-17.

For approval.

P.R.—9-1-17.

Issue.

P[ENTLAND]—10-1-17.

P.R.—11-1-17.

[G.O. No. 58, Home (Education), dated the 11th January 1917.]

Teaching grants

Sectt. II-10 (a)-12-1-15.

Home (Ed) DEPARTMENT.

Approving the proposal of the Dir. of Pub. Instn to allot an addl. sum of Rs 1,62,000 in the current year towards the payment in full of — to Elementary schools for 1916-17

READ AGAIN G.O. No., dated 191 .

" " " " 191 .

READ ALSO:-

C. No. 4617, From the D.P.P., RC No. 8531, dated the 12th Dec 1916.

" " 4739, " " D.P.P., " Do., " the 20th Dec 1916.

" " " " 191 .

ORDER.

No. 58, dated the 11th Jan 1917.

Pres.

The Govt. approve the proposal of the Dir. of Pub. Instn to allot an additional sum of Rs 1,62,000 in the current year towards the payment in full of teaching grants to elementary schools for 1916-17.

Further orders will issue in the Finl dept regarding the provision of funds.

6.1.17
6.1.17

6.1.17

Done in MS today
11/1/17

Pres to go with lunch 11.1.17

To The D.P.P.
The Finl. dept.
(with notes.)
Not forgt.

Very Urgent

7

**GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)**

READ—the following papers :—

I

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, Home (Education) Department.

Dated—Madras, the 12th December 1916.

No.—Ref. on Cur. 8531.

With reference to paragraph 2 of my letter R.C. No. 160, dated 5th May 1916, recorded in G.O. Mis. No. 570, Educational, dated 24th May 1916, I have the honour to state that the total amount required for payment of teaching grants to elementary schools for the current year according to the rough estimates submitted by the Inspecting officers comes to Rs. 18,23,000. As there is a budget provision of Rs. 16,09,000 only under teaching grants to elementary schools for the current year and as the amounts provided for grants-in-aid to elementary schools in the budget estimates of certain municipal councils for the current year will give a sum of Rs. 62,000, an additional amount of Rs. 1,52,000 will be necessary if the amounts estimated by the Inspecting officers are to be sanctioned in full.

2. The number of aided elementary schools and the average number of pupils on rolls in them during the last two years are given below :—

	1914-15.		1915-16.	
	Number of schools.	Number of pupils.	Number of schools.	Number of pupils.
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Do. for girls	786	60,379	829	63,684

The number of elementary schools admitted to aid during the current year is 20,555 for boys and 910 for girls. A certain percentage of these schools will not receive aid during the current year on account of closure or removal from the aided list on account of irregularities, e.g., fraud, etc., noticed at the time of inspection of the schools by the officers of the department. There will be also a corresponding increase in the number of pupils during the current year.

5. I have therefore the honour to request that, if possible, an additional allotment of Rs. 1,00,000 in round figures may be sanctioned under "Teaching grants to elementary schools" during the current year towards meeting the increased amounts asked for by the Inspecting officers. This extra lakh will meet a 6 per cent increase over the amounts sanctioned last year, and it is impossible to give less than this without seriously breaking faith with teachers. I only refrain from asking for 1.5 lakhs to pay grants in full because of financial exigencies. I am unable to point out any savings to meet this excess and request that the same may be sanctioned from the funds at the disposal of Government. On receipt of orders the Inspecting officers will be requested to cut down their assignments to the amount available, inclusive of the amount now applied for.

For approval

sm
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Jul
17.1.17

GOVERNMENT OF MADRAS
HOME DEPARTMENT
(Education)

Hereby the following papers:—

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, Home (Education) Department.
Dated—Madras, the 12th December 1916.
No.—Ref. on Cur. 8531.

With reference to paragraph 2 of my letter R.C. No. 108 dated 21st May 1916, recorded in G.O. No. 510, Miscellaneous dated 21st May 1916, I have the honour to state that the total amount required for payment of teaching grants to elementary schools for the current year according to the rough estimates submitted by the inspecting officers comes to Rs. 12,23,000. As there is a budget provision of Rs. 16,09,000 only under teaching grants to elementary schools for the current year, the amount provided for payment to elementary schools in the current year will be Rs. 12,23,000. An additional amount of Rs. 1,62,000 will be necessary to be sanctioned by the inspecting officers to be paid to elementary schools in the current year to enable them to pay the grants in full during the current year.

Sl. No.	Name of the School	Amount	Total
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The amount of Rs. 1,62,000 is to be paid to elementary schools in the current year towards the payment in full of — to elementary schools in 1916-17.

4. The favour of very early orders is requested so that the necessary instructions may issue to the inspecting officers. The conferences for assigning grants meet on 3rd January 1917.

5. If the budget allotment proposed for next year could be increased by a further 1.5 lakhs, it may be possible to avoid any application for additional allotment next year on this account.

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, Home (Education) Department.

Dated—Madras, the 20th December 1916.

No.—Ref. on Cur. 8531.

In continuation of my letter R.C. No. 8531, dated 12th December 1916, I have the honour to state that the Chairman, Municipal Council, Vizagapatam, has now informed me that the provision of Rs. 4,000 for grants-in-aid made in the budget estimates of the municipality for the current year is not available. Further, the rough estimate of Rs. 13,23,000 given in paragraph 1 of my letter of the 12th instant was submitted without waiting for the actual figures from the Inspectress of Girls' Schools, Northern Circle, who failed to submit the same by the date prescribed. The figures have since been received from her and it is now found that the actual amount required is Rs. 18,29,000. As Municipal funds will provide only Rs. 58,000 the additional amount required from Provincial funds to pay elementary schools teaching grants in full during the current year over and above the budget provision of Rs. 16,09,000 is Rs. 1,62,000.

2. I take this opportunity of inviting the special attention of Government to paragraph 3 of my letter under reference where I say that I limited my request for additional funds to one lakh because of financial exigencies and since it is very important that these grants should be paid in full I request that if possible the whole of this sum of Rs. 1,62,000 may be provided in the current year.

3. The favour of very early orders is requested.

Order—No. 58, Home (Education), dated the 11th January 1917.

The Government approve the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1,62,000 in the current year towards the payment in full of teaching grants to elementary schools for 1916-17.

2. Further orders will issue in the Financial Department regarding the provision of funds.

(True Extract)

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Director of Public Instruction,
Financial Department (with note).

G.O. No. 58, 11th January 1917
Teaching grants

Approving the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1,62,000 in the current year towards the payment in full of — to elementary schools in 1916-17.

Attention is solicited to paragraph 1 of Honourable Member's note, dated 15th December 1916, passing orders on the budget for 1917-18 under 22—Education.

2. *Teaching grants—Elementary schools.*—The budget grant for the current year

For approval
 L. C. W.

2 NOTES TO G.O. No. 58, HOME (EDUCATION), 11TH JANUARY 1917
is 16.09 lakhs. The figures entered by the Director of Public Instruction for the revised estimate for the current year and the budget for next year were subsequently raised by Honourable Member (Financial) as shown below :—

(1)	As entered by Director of Public Instruction.	As fixed by Honourable Member (Financial).	Difference column 3—column 2.
(1)	(2)	(3)	(4)
(a) Revised estimate, 1916-1917	LAKHS. 16.09	LAKHS. 17.09	LAKHS. + 1.00
(b) Budget Estimate 1917-18	LAKHS. 16.59	LAKHS. 18.09	LAKHS. + 1.50

It will be seen that Honourable Member decided, after personal consultation with the Director of Public Instruction, that an addition of 1 lakh should be made to the current year's budget provision of 16.09 lakhs for expenditure in 1916-17. This is also in accordance with paragraph 3 of the Director's letter, dated 12th December 1916.

3. In his second letter, dated 20th December 1916, however, the Director of Public Instruction requests that, if possible, an additional allotment of 1.62 lakhs may be made in the current year. If this proposal is sanctioned, the revised estimate for the current year which now stands at 17.09 lakhs will be raised to 17.71 lakhs.

4. Submitted that, in view of the necessity for economy, it seems sufficient to limit the expenditure in the current year to 17.09 lakhs, which is the amount asked for by the Director of Public Instruction in paragraph 3 of his letter, dated 12th December 1916 and which has been accepted by Honourable Member (Financial).

5. Orders are solicited.

V.G.K.—4-1-17

In paragraph 3 of his letter, dated 20th December 1916, the Director of Public Instruction says, that he limited his request to 1 lakh because of financial exigencies. There is no improvement in the financial situation and as, in my humble opinion, very liberal provision has been made for educational purposes, the Director of Public Instruction should rest satisfied with the extra lakh Honourable Member has already sanctioned.

L. E. KERSHAW—4-1-17.

Financial cannot agree to any further provision in the revised estimate unless explicitly directed by the Honourable Member (Financial). The first edition of the Civil Budget Estimate is already out and has been sent to India.

L. DAVIDSON—4-1-17.

HOME (EDUCATION) DEPARTMENT.

For orders as to whether Financial's view may be accepted and the Director of Public Instruction told that only 1 lakh could be given in the current year.

C. RAMANUJA ACHARYA—5-1-17.

Will Honourable Member (Financial), please say what his wishes are? This is a purely financial matter.

P. RAJAGOPALA ACHARIYAR—5-1-17.

Education is the great need of the country, and it is a very important matter that grants on the sanctioned scale should be paid in full and not cut down if we can possibly avoid it. I would therefore sanction the additional allotment asked for by the Director of Public Instruction in the current year. We can't alter the budget estimate for 1917-18 now but the revised estimate for 1916-17, for the Accountant-General is responsible, will be altered on the basis of allotments and expenditure, I believe.

A. G. C[ARDEW]—6-1-17.

Very emergent.

P.R.—6-1-17.

A draft order approving the proposal of the Director of Public Instruction to allot an additional sum of Rs. 1.62 lakhs in the current year towards payment of teaching grants in full is submitted for approval. It may be sent to Financial for acceptance.

T.K.—6-1-17.

C. RAMANUJA ACHARIYAR—6-1-17.
Financial u.o.

P. RAJAGOPALA ACHARIYAR—7-1-17.

FINANCIAL DEPARTMENT.

Submitted that the draft may be accepted.

2. With reference to the Honourable Member's note on page 2 ante, it is submitted that, as observed by the Honourable Member the current year's revised estimate figure of 17.09 lakhs for "Teaching grants—Elementary schools" entered in the first edition of the Civil Budget Estimate for 1917-18 will be raised by .62 lakh to 17.71 lakhs, later on by the Accountant-General and included in the second edition of the Civil Budget Estimate which will be forwarded by this Government to India on 2nd February 1917.

L.E.K.—8-1-17.

V.G.K.—8-1-17.

L. E. KERSHAW—8-1-17.

L. DAVIDSON—8-1-17.

HOME (EDUCATION) DEPARTMENT.

The draft may now issue.

C.R.—9-1-17.

For approval.

P.R.—9-1-17.

Issue.

P[RENTLAND]—10-1-17.

P.R.—11-1-17.

[G.O. No. 58, Home (Education), dated the 11th January 1917.]

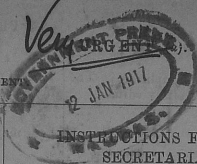
ORDINARY.

PRESS SLIP.

PREFERENCE.

Home (1887)

DEPARTMENT



Current No. 18, dated.....191

G.O. No. 58, dated 11 Jan.....1917

Number of MS. pages sent { Correspondence.....6
(b) (b) Notes.....8

Brief subject Teaching Grants

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Local and Municipal Department.....					
Educational Department.....Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					
Spare copies { The.....		<u>6</u>			
The.....		<u>14</u>			
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total		<u>20</u>			

* Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialed and dated.

(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.

TO PRESS, MADRAS OOTY.

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

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

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 at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

ST. Manikavasagam
12.1.17
5/12
12.1.17

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 ...				