

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 1249, 29th September 1917

Lawrence Memorial School, Ootacamund

Recording the report on the audit of the accounts of the — for 1916-17.

INDEXED

ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 1249, 29th September 1917

Lawrence Memorial School, Ootacamund

Recording the report on the audit of the accounts of the — for 1916-17.

READ—the following papers:—

I

Letter—from the Rev. W. H. G. PADFIELD, M.A., Secretary to the Committee of Management, Lawrence Memorial School.
To—the Secretary to Government, Home (Education) Department (through the Director of Public Instruction).
Dated—Lovedale, the 28th August 1917.
No.—2015.

I have the honour, by direction of Committee, to forward, for favour of submission to Government, remarks on the report on audit of the accounts of the institution for the year ending the 31st March 1917 with four copies of audit report.

ENCLOSURES.

(1)

Report on the audit of the accounts of the Lawrence Memorial School, Ootacamund, by W. A. W. Ford, Esq., Assistant Accountant-General and Examiner of Local Fund Accounts.

I have the honour to submit the following report on the recent audit of the accounts of the Lawrence Memorial School, Ootacamund, for the year ending 31st March 1917.

2. The audit which commenced on the 25th May and ended on the 2nd June 1917 was conducted by Assistant Inspector Mr. S. Vaidyanatha Ayyar in accordance with the rules on the subject.

3. The general result is satisfactory.

4. The receipts and expenditure of the Boys' and Girls' branches of the institution (excluding those of the Provident fund and of the separate account maintained of the special grant sanctioned in G.O. No. 1106, Educational, dated 11th December 1912) together with the assets and liabilities of the two branches are shown in the statements appended.

5. The opening balances shown in the statements are in agreement with the closing balances of the previous year's audit report, and the sum of the closing balances of the two branches, viz., Rs. 63,590-7-5, is in agreement with the sum of the balances appearing in the Bank pass books (one for current account and the other for fixed deposits).

6. The closing balance of the special grant account on 31st March 1917 was Rs. 2,918-13-6 and was in agreement with the Bank pass book. The balance of the Provident fund likewise agreed with the balances shown in the Savings Bank pass books.

7. The commission of 5 per cent on the total collection of income-tax from the school staff is appropriated by the clerk who disburses the salaries under an order of the committee. But no income-tax has been collected on this commission paid to the clerk who is already in receipt of a total salary of Rs. 90 a month and paying income-tax on that amount.

8. Income-tax at the rate of four pies in the rupee only has been calculated on the pay of Rs. 150 of Captain W. H. Holton, chief clerk of the Memorial School office staff. As he is in receipt of a military pension also the rate of income-tax on Rs. 150 should be calculated at five pies in the rupee, the total emoluments being not less than Rs. 2,000 a year.

9. Similarly in the case of other military pensioners who are employed in the school, their pensions should be added to their salaries (pay and allowances) for purpose of levying income-tax and also to determine the rate at which it should be levied.

10. Separate money-order commission is being incurred every month for the remittance of Rs. 12 being the travelling allowance payable to the Superintendent, Cordite Factory. This additional charge should not be incurred from the school funds. Only the net amount after deducting the money-order commission should be remitted.

11. Discount for cashing cheques sent by subscribers and others is paid separately from school funds. It is suggested that when the notice or request for payment is sent to subscribers, a slip might be attached requesting them to include the necessary discount or commission, as is done by the municipality.

12. Large amounts are placed at the disposal of the Assistant Commanding Royal Engineer (Military Department) for works to be done according to his requirements on estimates. But no record is maintained to watch the adjustment of the original advance made to that officer and to claim unspent balances, if any.

13. In the following cases travelling allowances were paid at rates in excess of those admissible to persons of similar status in Government departments. If the amounts are not recoverable now, it is suggested that Government sanction should be obtained:—

(1) Voucher No. 395 for Rs. 95-14-0, being double second-class fare allowed to Miss R. H. Hardinge, assistant matron on Rs. 40 a month, from Rangoon to Madras (by sea) and from Madras to Lovedale (by rail). Admit only double third class by rail and single second and lowest class for one servant by sea for the above—vide articles 1002 and 1011 and 1016 of the Civil Service Regulations.

(2) Voucher No. 478 for Rs. 26-10-0, being travelling allowance paid to Mrs. Witton, whose pay is only Rs. 40 a month. Double second-class fare was allowed for her railway journey from Bangalore to Lovedale at Rs. 13-5-0 each. Only double third-class fare should be admitted.

(3) Voucher No. 489 for Rs. 35-10-0, being travelling allowance paid to Miss Stagg, assistant matron on Rs. 35 a month—

	RS.	A.	P.
Mileage paid at 4 annas a mile from Malapuram to Tirur, a road journey of 18 miles	4	8	0
Admit at annas 2 only	2	4	0
Excess	2	4	0
Single second class by rail allowed from Tirur to Lovedale	6	10	0
Admit only double third class	3	9	0

(4) Voucher No. 527 for Rs. 25-2-0, being travelling allowance paid to Miss Gade, assistant matron on Rs. 35 a month, for her journey from Ranipet to Lovedale—

	RS.	A.	P.
Double second-class railway fare allowed from Ranipet to Lovedale	25	2	0
Admit only double third class	7	2	6

14. *Acknowledgments wanting.*—In the following cases neither the Post office value payable receipts nor separate acknowledgments (stamped where necessary) were forthcoming for sums paid on value payable articles:—

(1) Voucher No. 662 for Rs. 33-6-0. Value payable parcel received from Oxford Press

(2) Voucher No. 94 for Rs. 36-2-0. Value-payable parcel received from Messrs. Macmillan & Co.

(3) Voucher No. 682 for Rs. 161-8-0, being the cost of coir received from Central Jail, Cannanore, by value-payable post.

(4) Voucher No. 694 for Rs. 32-5-0, being cost of articles received by value-payable post.

15. Voucher No. 250 for Rs. 53-15-10 (£3-12-5), being the balance paid to Miss H. L. Hart for the portrait of Sir Henry Lawrence. Stamped acknowledgment for the payment was wanting.

16. *Acquittance roll of girls' branch for October 1916 paid in November 1916—*

	RS.	A.	P.
Assistant Matron Mrs. Witton was paid from 20th to 31st October 1916	15	7	9
And as kitchen matron from 1st to 19th	15	2	11
Total	30	10	8

A stamped acknowledgment should be obtained.

(Signed) W. A. W. FORD,
Assistant Accountant-General
and Examiner of Local Fund Accounts.

L.A. No. 22-3.

Forwarded to the Secretary to the Government of Madras, Home (Education) Department, with four spare copies through the Principal and Secretary, Lawrence Memorial School, Ootacamund, and the Director of Public Instruction, Madras.

W. A. W. FORD,
for Accountant-General.

(2)

Statement of receipts and expenditure.

Receipts.	Boys' Branch.			Actuals, 1916-17.					
				RS.	A.	P.	RS.	A.	P.
Opening balance	...	...	...	43,237	15	0			
I. FROM GOVERNMENT—									
1. Grant-in-aid	...	...	...	37,800	0	0			
2. Special grant	...	...	...	17,300	0	0			
II. PROFITS ON ASYLUM PROPERTY—									
1. Donation and interest on Government securities.	...	...	...	61,474	15	4			
2. Bank interest on fixed deposit account.	...	...	...	2,008	12	6			
III. SPECIAL FUNDS—									
1. Subsistence and separation allowances.	...	...	...	9,823	7	9			
2. Fees	...	...	...	19,431	0	8			
3. Telegraph department	...	...	...	840	0	0			
IV. INDUSTRIES—									
1. Boot-making shop	...	...	...						
2. Recoveries from Public Works Department.	...	...	...						
V. MISCELLANEOUS—									
1. Sale of stores	...	...	...	125	12	0			
2. From N.V.R. compensation for boots.	...	...	...	200	0	0			
3. Other items	...	...	...	77	13	9			
4. Special money prizes	...	...	...	62	8	0			
5. Donation	...	...	...	10	0	0			
6. Refund from bonus fund account.	...	...	...	98	12	8			
				1,92,491	1	8			

Statement of receipts and expenditure—cont.

Boys' Branch—cont.

Expenditure.	Actuals, 1916-17.								
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
I. EDUCATION—									
(a) Scholastic—									
1. Establishment ...	21,178	15	0						
2. Books, prizes and stationery ...	3,953	6	9						
3. Library ...	490	15	8						
4. Examination fees ...	155	0	0						
5. Special money prizes ...	62	8	0						
6. Scholarships ...	240	0	0						
				26,080	13	5			
(b) Artistic—									
1. Band establishment ...	829	0	0						
2. Band instruments, music and repairs ...	726	12	6						
3. Honorarium to Band Examiner ...									
4. Gymnastic establishment ...	540	0	0						
5. Apparatus and games ...	746	4	0						
				2,842	0	6			
(c) Telegraph—									
1. Establishment ...									
2. Premia ...	180	0	0						
				180	0	0			
(d) Drawing—									
1. Establishment ...	240	0	0						
2. Materials, models, etc ...	10	2	0						
				250	2	0			
(e) Type-writing—									
1. Establishment ...	240	0	0						
2. Machines, materials, etc ...	57	4	0						
				297	4	0			
(f) Carpentry—									
1. Establishment ...	720	0	0						
2. Tools and plant ...	476	1	1						
				1,196	1	1			
II. CLOTHING AND VICTUALLING—							30,846	5	0
(a) Clothing—									
1. Establishment ...	725	8	2						
2. Material, etc ...	7,370	9	10						
3. Contract work and outfits ...	3,636	12	6						
4. Shoeing ...	4,995	2	1						
5. Sergeants' clothing ...	535	0	0						
6. Servants' ...	379	14	0						
				17,642	14	7			
(b) Victualling—									
1. Establishment ...	1,960	8	9						
2. Provisions ...	34,021	5	1						
3. Kitchen, and dining room utensils ...	678	4	7						
4. Out boarders ...	85	8	0						
				36,745	10	5			
III. HOUSEHOLD, HOSPITAL AND SANITATION—							54,388	9	0
(a) Household—									
1. Establishment ...	5,897	8	0						
2. Washing ...	1,767	7	0						
3. Lighting ...	908	12	0						
4. Wood-cutting, etc ...	1,130	2	4						
5. Bedding and towelling ...	2,855	9	0						
6. Hardware, soap, brushes ...	1,237	7	0						
7. New furniture, carpets, etc ...	1,978	6	11						
8. Contingencies ...	132	11	6						
				15,907	15	9			

Statement of receipts and expenditure—cont.

Boys' Branch—cont.

Expenditure.	Actuals, 1916-17.								
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
III. HOUSEHOLD, HOSPITAL AND SANITATION—									
(b) Hospital—									
1. Establishment ...	1,804	4	0						
2. Medicines and wines ...	110	2	4						
3. Extra nursing ...	107	10	2						
				2,022	0	6			
(c) Sanitation—									
1. Establishment ...	1,019	14	4						
2. Tar and phenyle ...	346	10	0						
3. Repairs to roads, drains; Bush-cutting ...	980	0	10						
				2,346	9	2			
IV. GENERAL—							20,276	9	5
1. Establishment ...	9,019	3	2						
2. Office stationery ...	304	3	0						
							9,32	6	2
V. MISCELLANEOUS—									
1. Carrying charges and travelling expenses ...	3,271	15	8						
2. Postage, telegrams, advertisements ...	502	13	9						
3. Contingencies ...	446	14	6						
4. Entertainment allowance ...	201	8	0						
5. Printing charges ...	474	0	6						
							4,897	4	5
VI. BUILDINGS—									
1. Establishment ...	818	12	8						
2. Material, barrack damage, etc ...	737	9	8						
3. Improvements to buildings ...	1,292	3	1						
							2,848	9	5
VII. OTHER CHARGES—									
1. Pensions ...	1,380	0	0						
							1,380	0	0
VIII. CHAPEL—									
1. Establishment ...	403	8	0						
2. Improvements ...	106	1	0						
3. Purchase of organ ...	9,682	4	6						
4. Tuning and repairing organ ...	35	0	0						
							10,226	13	6
IX. EXTRAORDINARY—									
1. Sinking fund ...	1,676	7	10						
2. Municipal tax ...	9	0	10						
3. Improvements to water-supply ...	6,000	0	0						
4. Special bonus to staff ...	3,324	0	0						
5. Refund of pension or fees ...	58	3	11						
							11,067	12	7
Total ...	1,45,255	5	6				1,45,255	5	6
Closing balance on 31st March 1917.	47,235	12	2				47,235	12	2
Total ...	1,92,491	1	8				1,92,491	1	8

Statement of receipts and expenditure—cont.

Girls' Branch.

	RS. A. P.			RS. A. P.		
	RS.	A.	P.	RS.	A.	P.
Opening balance	17,738	6	11			
Receipts.						
	Actuals, 1916-17.			RS. A. P.		
I. FROM GOVERNMENT—						
1. Grant-in-aid	25,200	0	0			
2. Special grant	4,200	0	0			
II. PROFITS ON ASYLUM PROPERTY—						
1. Donation and Interest	23,226	2	4			
III. SPECIAL FUNDS—						
1. Subsistence and separation allowances.	9,067	14	7			
2. Fees	8,376	5	0			
IV. MISCELLANEOUS—						
1. Refund from bonus fund account	15	1	6			
2. Other items	24	14	6			
3. Special money prizes	62	8	0			
4. Refund from M.W.S.	0	12	2			
				87,907	1	0
Expenditure.						
	Actuals, 1916-17.			RS. A. P.		
I. EDUCATION—						
(a) Scholastic—						
1. Establishment	9,864	11	7			
2. Books, stationery, prizes	2,046	10	11			
3. Library	375	3	11			
4. Examination fees	150	0	0			
5. Games	210	0	0			
6. Special money prizes	62	8	0			
7. Scholarships	174	10	0			
				12,888	12	5
(b) Drawing—						
1. Establishment	180	0	0			
2. Materials and Models	7	8	0			
				187	8	0
(c) Typewriting—						
1. Establishment	175	10	4			
2. Materials and machines	49	15	0			
				225	9	4
(d) Technical—						
1. Establishment	1,128	0	0			
2. Needlework and cookery class.	162	4	4			
				1,290	4	4
						14,587 2 1
II. CLOTHING AND VICTUALLING—						
(a) Clothing—						
1. Establishment	945	8	5			
2. Materials	3,814	11	3			
3. Extra tailors and contract work.	550	0	6			
4. Shoeing	2,702	3	0			
5. Outfit allowance	307	15	0			
6. Servants' clothing	145	2	0			
				8,465	8	2
(b) Victualling—						
1. Establishment	1,066	12	0			
2. Provisions	19,775	14	7			
3. Kitchen and dining room utensils.	406	9	7			
				21,249	4	2
						29,714 12 4

Statement of receipts and expenditure—cont.

Girls' Branch—cont.

Expenditure.	Actuals, 1916-17.			RS. A. P.			RS. A. P.		
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
III. HOUSEHOLD, HOSPITAL AND SANITATION—									
(a) Household—									
1. Establishment	434	12	0						
2. Washing	1,207	4	0						
3. Lighting	701	1	0						
4. Woodcutting	362	10	4						
5. Bedding and towelling	1,347	2	0						
6. Hardware, soap, brushes, etc.	571	8	5						
7. New furniture and carpets	1,453	14	10						
8. Contingencies	42	13	9				6,121	2	4
(b) Hospital—									
1. Establishment	1,343	8	0						
2. Medicines and wines	9	4	8						
3. Extra nursing	35	8	2				1,388	4	10
(c) Sanitation—									
1. Establishment	635	4	0						
2. Tar and phenyle	134	9	0						
3. Bush-cutting, etc.	212	6	9				982	3	9
									8,491 10 11
IV. GENERAL—									
1. Establishment	6,017	6	5						6,017 6 5
V. MISCELLANEOUS—									
1. Carrying charges and travelling expenses.	1,826	14	6						
2. Postage, telegrams and advertisements.	66	9	0						
3. Contingencies	56	9	0						
4. Printing charges	330	6	0						2,280 6 6
VI. BUILDINGS—									
1. Establishment	544	14	8						
2. Materials, barrack damages, etc.	417	7	4						
3. Improvements to buildings	644	1	6						1,606 7 6
VII. OTHER CHARGES—									
1. Pension	360	0	0						360 0 0
VIII. CHAPEL—									
1. Establishment	268	8	0						
2. Improvements	60	7	0						
3. Tuning and repairing organ	20	0	0						348 15 0
IX. EXTRAORDINARY—									
1. Sinking fund	859	13	2						
2. Improvements to water-supply.	4,000	0	0						
3. Special bonus to staff	2,479	0	1						
4. Gratuity	796	11	9						
5. Refund of pension or fees	10	0	0						8,145 9 0
				71,552	5	9			71,552 5 9
Closing balance on 31st March 1917.				16,354	11	3			
Total				87,907	1	0			

(3)

Statement of assets and liabilities of the Lawrence Memorial School, Lovedale, as they stood on 31st March 1917.

Boys' Branch.

	RS.	A.	P.
Assets—			
Funded capital with the Accountant-General	10,18,800	0	0
Permanent advance with the Principal	120	0	0
Grant-in-aid	2,400	0	0
Donation on Government securities	21,500	0	0
Half-yearly interest	3,000	0	0
Subsistence allowance	1,221	12	2
Fees in arrears	874	8	4
Steward's stores	11,193	2	6
Stores made-up-clothing	7,488	0	0
Furniture	52,004	9	2
Band instruments	4,421	15	9
Credit balance	47,235	12	2
Total	11,70,259	12	1
Liabilities—			
Personal account	7,952	15	2
Net assets	11,62,306	12	11
Total	11,70,259	12	1

(4)

Girls' Branch.

	RS.	A.	P.
Assets—			
Funded capital with the Accountant-General	2,82,318	14	0
Permanent advance with the headmistress	30	0	0
Grant-in-aid	1,600	0	0
Subsistence allowance	6,347	4	3
Fees in arrears	97	0	0
Donation on Government securities	10,732	12	0
Steward's stores	5,643	13	1
Furniture	25,767	13	11
Credit balance	16,354	11	3
Total	3,48,892	4	6
Liabilities—			
Personal account	5,173	3	1
Net assets	3,43,719	1	5
Total	3,48,892	4	6

(5)

Remarks on the Audit Report, 1916-17.

Paragraphs 7, 8 and 9.—The Principal's office collects income-tax only as a matter of convenience; it would seem to be the duty of the income-tax authorities to point out any deficit in collection. The income-tax authorities have always passed the 5 per cent commission to the clerk without troubling about income-tax being deducted on it, which would only come to a few pias. The Principal has no official knowledge of the amount of pension drawn by members of the staff, but is calling for this information.

2. Paragraph 10.—This can be paid by cheque if preferred.

3. Paragraph 11.—This can be done.

4. Paragraph 12.—The Principal would be glad to know in what form the auditor would suggest that a record be kept. It seems to the Principal impossible for him to check Military Works accounts. To take an example, Rs. 10,000 is granted on an estimate from Military Works Services for water-supply—the Principal must rely entirely upon the Military Works Services as to whether this amount is spent in full, or whether a balance is handed back to the school.

5. Paragraph 13.—The appointments on the Girls' staff carry free board and lodging, which means at least another Rs. 30 per mensem per head on to the pay of the Girls' School staff. The salary of a matron therefore is actually Rs. 40 + 30 = Rs. 70 per mensem. Double second-class fare has always been paid under these conditions and no objection has hitherto been raised. It would be difficult to get any matron of the type required in the school to agree to travel third class.

6. Paragraph 14.—The school asks firms not to send articles per value-payable post but some firms insist on doing so. The money is paid to the post office, who give the railway receipt in exchange, but no other receipt. The goods on arrival are checked with the bill.

7. Paragraph 15.—Mrs. Hart, daughter of founder of this institution, kindly agreed to obtain the oil painting of her father for the school. The sum under consideration was the balance due to complete the payment and she acknowledged it, but forgot to stamp it. As a more or less private transaction, and as the money was paid through the Bank, it was not thought necessary to demand a stamped receipt in this case.

8. Paragraph 16.—A stamped acknowledgment has been obtained.

II

Endorsement N.R.C. No. 7335/17, dated the 6th September 1917.

Submitted to Government.

J. H. STONE,
Director of Public Instruction.

Order—No. 1249, Home (Education), dated the 29th September 1917.

Recorded.

2. The Government note that the result of the audit was satisfactory.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Committee of the Lawrence Memorial School, Ootacamund.

.. Director of Public Instruction.

.. Accountant-General.

.. Board of Revenue (Separate Revenue) with reference to paragraphs 7-9 of the report.

.. Financial (Separate Revenue) Department.

Lawrence Memorial School, Dolacumund.

Recording the report on the audit of the accounts of the
for 1916-17.

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

191

READ ALSO:—

C. No. 9690, From the 289, No. 7935/17, dated the 6-9-1917

191

131

ORDER.

No. 1249, dated 29. 9. 191

P.S.

Recorded

2. The Govt. note that the result of the audit was satisfactory.

IL
12.9.17

Σκ
15.9.17

May 20/9/17

Nolo

No special remarks are called for on the report.

To, The Committee of the L.M. School,
Dorchester.

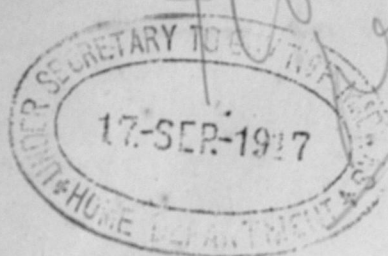
Apr 9

AC

The Bd. of Rev. Sept
with ref. to paras 7-9
of the report
.. Final (Sep Rev) Sept

Not for Σ

15.9.17



Comm no 9698-1
 17.9.17



Sep. Rev. C. 7. 2423
 18.9.17

Review of the replies to 7, 8, & 9, sent to Finance Sep Dec no.
 2. Para 12 showed not the A.G. he asked as desired in the answer?

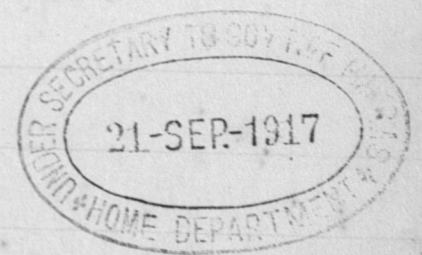
3. Para 13 showed not for 8. the excess t.a.s?
 7/9/17
 Fine (Sep. Rev.)

Final (S.R) Dept

To Under Secy.
 Copy of paragraphs 7-9 of the Audit report (p. 3 C.A) together with remarks of the Committee thereon (para 1 p. 10 C.A) may be communicated to the Board of Revenue for necessary action.

CoR 19.9.17
 MVO 19.9.17
 Home (Econ) no

Rel. 20/9



[Faint, mostly illegible handwritten notes and stamps on the left page, including some numbers like 1, 2, 3 and names like Ramas.]

Home (Eon) Department.

with reference to the Fint (Sep. Rev) Dept's note above, that department and the Board of Rev (Sep. Rev) have been added to the despatch entries.

2. The Committee's request for instructions is being communicated to the H.G. who will doubtless help the Committee with his advice. No special orders of the Govt appear to be necessary.

3. Under rule 62 of the L. M. school rules the Committee is itself competent to sanction the travelling allowance within the budget provision. Submitted that even the excess need not be sanctioned by the Govt in view of the explanation offered by the Committee.

4. Orders are solicited whether the draft order may issue.

21-9-17
Jh
24-9-17

26-9-17
S
26-9-17

25/9/17

p. 64 of the report for 1916.

Cp. the figures on p. 6 of Govt No. 287 & 17-3-16.

with a report. It is to be 2015.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Scott. II-38-1-17.

DEPARTMENT.

Current No. dated 191 ..

G.O. No. 1249 dated 29-9-1917.

Number of MS. pages sent

(b)

Correspondence.....

(b¹)

Notes.....

Brief subject.....

(c) 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	25	
Ooty Records ...		6	
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Total ..		32	

FOR ISSUE †

Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
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Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....				
Educational Department..... Dept.				
Public Dept.....				
Judicial Dept.....				
Political.....				
Financial Dept.....				
Marine Dept.....				
Ecclesiastical Dept.....				
Total	5			

Spare copies	The.....	1		
	The.....	10		
	The.....	10		
	The.....	7		
	The.....	10		
	The.....			
	The.....			
	The.....			
	The.....			
	The.....			
	The.....			
	The.....			
	Total	50		

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.

[P.T.O.]

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 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.

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 ...				