

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1318, 22nd October 1917

Agreement

Furnishing the Director of Public Instruction and the Accountant-General with six printed copies of the — executed by Miss Maud Isabel Ebbutt, additional professor in the Queen Mary College for Women, Madras.

INDEXED

ORIGINAL.

Government of Madras

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G.O. No. 1318, 22nd October 1917

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Furnishing the Director of Public Instruction and the Accountant-General with six printed copies of the — executed by Miss Maud Isabel Ebbutt, additional professor in the Queen Mary College for Women, Madras.

READ—the following papers :—

I

G.O. No. 420, Home (Education), dated 29th March 1917.
" " 659 " " " 19th May "

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—the 4th October 1917.
No.—R.C. 2861.

With reference to paragraph 4 of G.O. No. 420, Home (Education), dated 29th March 1917, I have the honour to submit herewith two copies of the agreement executed by Miss Maud Isabel Ebbutt, temporary additional professor, Queen Mary College, Madras, and to state that another copy of the agreement has been furnished to her. The Accountant-General, whom I have consulted states that the agreement is in order.

ENCLOSURE

AGREEMENT made the 23rd day of July 1917 between MISS MAUD ISABEL EBBUTT of the first part and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part.

Whereas the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as additional professor in the Queen Mary College for Women, Madras, in the Indian Educational Service for the term of one year from the date of her reporting her arrival at Queen Mary College for Women, Madras, as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

Now these presents witness and the said parties hereto respectively agree as follows :—

(1) That the party of the first part will submit herself to the orders of the Government and of the officers and authorities under whom she may from time to time be placed by the Government, and that she will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which she may belong, and will, when required by the Government, proceed to any other part of the province within which she may be serving, or to any other province in India, and there perform the duties of any specified office in the cadre of the Indian Educational Service.

(2) That the party of the first part will devote her whole time to the duties of the service, and will not engage directly or indirectly in any trade, business, or occupation on her own account, and that she will not except in case of accident or sickness certified by competent medical authority absent herself from her said duties without having first obtained permission from the Government or its authorised officers.

(3) That from the date of the party of the first part reporting her arrival at Queen Mary College for Women, Madras, the Government will pay her, so long as she shall remain in the said service and actually perform her duties, a salary at the rate of Rs. 400 per month, without exchange compensation allowance.

(4) That the Government may at any time during the said term of one year, or if the service shall continue beyond such term, at any time thereafter, dispense with the service of the party of the first part without notice in the event of misconduct on her part or of a breach by her of any of the conditions herein specified.

(5) That it shall be lawful for the Secretary of State for India in Council or for the Government prior to the expiration of her service under these presents, if satisfied on the report of the duly constituted advisory Medical Board that the party of the first part is unfit and is

(102) 11/11/17

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-1-16.

DEPARTMENT.

Current No dated.....

G.O. No. 1318, dated 22/10/17

Number of MS. pages sent { 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.
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Copy Records		5	
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Total		22	

FOR ISSUE.†

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			No.	Papers.	
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India Office.....					
Govt. of India..... Dept.					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department..... Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					

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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.

* Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated.

[P.T.O.]

TO PRESS, MADRAS COTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
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.....	23/10/17
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.
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" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
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Total				