

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 833, 20th June 1917

Report

Recording the — on the working of the Law College, Madras, during 1916-17.

INDEXED

ORIGINAL.

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 833, 20th June 1917

Report

Recording the — on the working of the Law College, Madras, during 1916-17.

READ—the following paper:—

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 13th June 1917.

No.—C. 4611.

I have the honour to submit herewith for the information of Government a copy of my Proceedings Dis. No. 3323, dated 2nd June 1917, reviewing the report on the working of the Law College, Madras, during the year 1916-17.

ENCLOSURE

Proceedings of the Director of Public Instruction, Dis. No. 3323, dated 2nd June 1917.

Read—the following paper:—

Letter—from A. DAVIES, Esq., M.A., Barrister-at-Law, Principal, Law College, Madras,

To—the Director of Public Instruction.

Dated—the 10th April 1917.

No.—C. 75/17.

I have the honour to submit the Annual Report on the working of the Law College for the year 1916-17.

2. *College Staff.*—The scheme for the re-organization of the College that had long been pending was sanctioned with certain modifications in G.O. No. 310, Educational, dated 22nd March 1916, and it was introduced with effect from 8th July 1916. The chief alterations from the older reorganization scheme were, that Government decided (a) not to limit the field of their possible choice in selecting professors or assistant professors by any reference to their periods of practice, (b) not to alter the existing hours of work, viz., from 10 a.m. to 5 p.m., as the advantage of holding classes out of court hours was held to be largely outbalanced by many disadvantages, and (c) to cancel the proposed appointment of a curator. After consultation with the College Council the following staff was appointed:—

Messrs. (1) Paul Appaswami and (2) C. Madhavan Nayar as Professors; Messrs. (3) T. Rajagopala Achariyar, (4) C. Kunhiraman, (5) S. Duraiswami Ayyar, (6) T. S. Narayana Ayyar, (7) K. P. Lakshmana Rao and (8) Mir Zyn-ud-din as Assistant Professors. Of the new members of the staff, Messrs. C. Madhavan Nayar and K. P. Lakshmana Rao joined their appointments on the 28th August 1916, and Messrs. S. Duraiswami Ayyar, T. S. Narayana Ayyar and Mir Zyn-ud-din joined duty on the 29th August 1916.

3. *Further changes in the Law Course.*—When the College re-opened in July 1916, the extended B.L. course which had been introduced in 1915 was still in force. Accordingly there were started an F.L. class and an S.L. class under the New Regulations and a B.L. class under the Old Regulations. The Senate however at its meeting held on the 28th October 1916 decided to return with sundry modifications to the old two year course for the B.L. Degree and the consequent alterations in the Regulations of the Senate were sanctioned in G.O. No. 1207, Home (Education) Department, dated 17th November 1916, and came into force at once.

In consequence of these alterations the S.L. class and (old) B.L. class had to be practically amalgamated and the scheme of work for all classes rearranged. It was also necessary to modify again the rules of the College though they had only just been thoroughly revised in connection with the re-organization. The chief alterations concerned the amounts of fees and scholarships. Government in their Order No. 1407, Home (Education) Department, dated 20th December 1916 have now fixed the fees for each of the two years in the B.L. classes at Rs. 100 for the first term and Rs. 75 for the second term, while the value of each of the two scholarships to be awarded in the B.L. class has been settled at Rs. 87-8-0 per term.

In consequence of these alterations the F.L. students had to pay Rs. 85 and the S.L. (B.L. New Regulations) students Rs. 110 as fees for the second term of the year under report.

These changes have had a disturbing effect upon College work, but it seems unlikely that any further changes will be made in the near future.

4. *College Council.*—The members of the Council consist of a President and eight other members including the Principal and the two College Professors. The Hon'ble Mr. Justice C. F. Napier and the Hon'ble Mr. S. Srinivasa Ayyangar, the Advocate-General were re-appointed as members of the Council in G.O. No. 932, Home (Education), dated 2nd September 1916, for a period of five years. The Council were consulted with regard to the new appointments on the staff and also in regard to the alterations in the College rules as to fees and scholarships mentioned above. They also held their regular annual meeting on the 12th March last. The introduction of regular M.L. instruction in the College was the chief subject of discussion and their views and resolutions in this matter were duly communicated to you.

5. *Strength.*—The number of students on the rolls on the 31st March 1917 was 511 against 472 on the same date in the previous year. The total number of students who joined the College during the year was 568—B.L. (old) 60, S.L. or B.L. (new) 126, F.L. 236 and Pleaders 146. Of these as many as 25 students—B.L. (old and new) 5, F.L. 12 and Pleaders 8 dropped out altogether for various reasons. Three died, 5 special students left at the beginning of the second term, 1 joined the Trivandrum College, 2 passed the B.L. Degree in the last October examination 14 left the College on account of illness or family difficulties or to take up appointments they had secured elsewhere. The remaining 32 which makes up the difference between 568 and 511 is accounted for by transfers. Two transferred themselves from the F.L. to the Pledership class, while as many as 30 students were transferred from the Pledership to the F.L. class in consequence of the Senate's decision to return to the two-year law course.

The strength for the four preceding years is given below for comparison:—

	1912-13.	1913-14.	1914-15.	1915-16.	1916-17.
B.L. class	183	186	233	169	181
F.L. class	295	266	213	199	222
Pledership class	88	62	64	104	108
Total	566	504	500	472	511

Figures regarding the distribution of students according to the classes of the community to which they belong to the occupation and financial status of their parents or guardians, and the facts as to their vaccination appear in Appendices A and B.

The district distribution of the students is given in Appendix C.

6. The following table gives the number of hours of instruction each student had in the several subjects dealt with in the College during the academic year 1916-17:—

F.L. class.		B.L. class.		Pledership class.	
Subjects.	Number of hours of instruction.	Subjects.	Number of hours of instruction.	Subjects.	Number of hours of instruction.
1. Jurisprudence	87	1. Law of Property, etc.	193	1. Civil Procedure and Law of Landlord and Tenant	125
2. Roman Law	133	2. Hindu Law	120	2. Criminal Procedure	95
3. Contracts	165	3. Muhammadan Law	68	3. Torts	61
4. Torts	89	4. Criminal Law	74	4. Contracts	72
5. Indian Constitutional Law	69	5. Law of Evidence	53	5. Hindu Law	98
				6. Criminal Law	68
				7. Law of Property	52
				8. Law of Evidence	51

It is of interest to note that under the Revised Regulations there will be three papers on Law of Property including Madras Land Tenures, that Muhammadan Law is to be treated as an independent subject and that in this current year, viz., 1917, no paper will be set on "Madras Land Tenures."

7. *Results of Examinations—I. University Law Examinations.*—(a) *B.L. Degree Examination, April 1916.*—The number of students who appeared from the College was 159, of these 102 passed, with 3 in the first class and 22 in the second class—a percentage of 64.1 as against 69.7 of the previous year.

(b) *First Examination in Law, April 1916.*—For this examination 190 students appeared from the College of these 122 passed with 25 in the second class a percentage of 64.2 as against 56.5 of the previous year.

Appendix D gives the figures for the three preceding years.

II. *The High Court Pledership Examination, April 1916.*—In this examination conducted by the High Court 94 candidates appeared direct from the College Of these 49 passed—a percentage of 52 as against 47.1 of the previous year. This examination was held on the 1st May 1916 and on the following days in the Law College.

III. *Class Examinations.*—Two examinations were held as usual during the year under report one in September 1916 and the other in January 1917. Attendance at these examinations was fairly satisfactory, though the far too large number of absentees on medical certificate leaves ground for very grave fears as to the general health of College students. Absentees from, and those who did badly in, the examinations were required to give other evidence of having made satisfactory progress in order to enable me to sign their required attendance and progress certificates. Seven students of the F.L. and one of the B.L. class were detained on the ground of insufficient progress.

8. *Library and Reading room.*—(a) *Library.*—The library has been largely re-arranged. By far the largest number of books are in the library proper, called the consulting library. The books used to be arranged according to subjects, but as many works might appropriately come under more than one head, this was often found, so far from facilitating ready reference to cause confusion. They have now been arranged in a less logical, but practically more convenient alphabetical order according to the names of authors. The obvious defect of such an arrangement has been adequately corrected by having a very full subject index appended to the library catalogue. The class library contains the books which the ordinary F.L. or B.L. students most commonly use. Of many of the books in this section there are three or four copies. Here it has been found best to retain the arrangement according to subjects, classified with close reference to F.L. and B.L. studies. As most of the class-rooms are in actual use for lecture purposes for the greater part of the day, it has become necessary to collect practically the whole of the class library into the Reading-room, where its books may be read by students at any time all day long. The Lending Library contains only about 350 books and consists of such duplicate copies and old editions as can be spared for a week

at a time for the use of an individual student. These books are shelved under the immediate eye of the Librarian, Mr. T. S. Narayana Ayyar, Assistant Professor, has kindly undertaken to look after the library and the re-arrangement referred to was carried out under his direct supervision. The stock of library books was carefully checked during September-October 1916. The number of volumes added to the library during the year under report was 1083 and the total number on the 31st March 1917 was 6,092. A few M.L. students and some Vakils make regular use of the library with my permission.

The library catalogue was revised and reprinted during the long vacation of 1916 under the supervision of Mr. C. Kunhiraman, Assistant Professor.

The following table gives an abstract of the record as to the use of the three sections:—

	Consulting.		Lending.		Class libraries.	
	1916-17.	1915-16.	1916-17.	1915-16.	1916-17.	1915-16.
Students	21,543	14,289	596	607	8,506	7,913
Staff	2,277	1,415	28	12	125	216
Total	24,120	15,704	624	619	8,632	8,128

The very large increase in the use of books is accounted for by (i) the increase in the staff (ii) the inauguration of the class-system which requires a very free reference to authorities on the part of students.

(b) *Reading-room*.—In the Reading-room students can study the class-library books to which I have already referred and also the various Indian, English and American legal periodicals, reports and statutes and a few other works of constant reference such as Law Lexicons and dictionaries.

The lighting arrangements are not yet complete, although Government have now sanctioned the funds for providing the College with additional fans and lights. From the beginning of next July it is hoped that a well-lighted reading-room will be largely used in the evening hours.

9. *Scholarships*.—(1) *Morehead Law Scholarship*.—This Scholarship was awarded to N. S. Vaidyanathan, the student who stood first in the College in the F.L. Examination of April 1916 and the sum of Rs. 224 is being paid to him in two instalments payable on the 15th November and 15th May.

(2) *College Scholarships*.—Of the two Government Scholarships each of Rs. 75 for the first term and Rs. 125 for the second term (the latter in accordance with G.O. No. 1407, Home (Education) Department, dated 20th December 1916) one was awarded to A. M. Varki, originally of the Trivandrum College who stood first in the F.L. Examination held in April 1916 and who joined this College in the B.L. class and the other which is reserved for a Muhammadan or Uriya student was awarded to Muhammad Ibrahim, a student of the B.L. class.

(3) *Scholarships under the Code of Regulations for European Schools*.—One scholarship of the monthly value of Rs. 30 has been awarded to W. J. Fernandez of the F.L. class with effect from 1st July 1916 to 30th June 1917.

10. *Lectures and classes*.—The increase of staff has at last made it possible to commence two very useful improvements in Professorial work (a) the class-system for instruction and (b) specialization in their subjects by Professors. The latter was not completely possible during the year under report. Already two months of term had passed before the new staff was appointed and it was necessary to arrange subjects with a view to the work already done and to the immediate capacity of lecturers rather than to their capacity after special preparation. However some progress was made. I continued to lecture in Roman Law, English Property and Easements, Mr. Appaswami in Torts and Evidence, Mr. Rajagopala Achari in Jurisprudence and Hindu Law. These combinations were not specially happy, but were what we were respectively better suited for immediately than other members of the staff, Mr. Kunhiraman took the Indian Penal Code. Of the new members

Mr. Madhavan Nayar was given contracts, Mr. Narayana Ayyar assisted in Hindu Law and took this subject as well as Torts and the Estates Land Act for Pleaders, Mr. Doraiswami Ayyar, the Procedure Codes, Negotiable Instruments and Trusts, Mr. Mir Zyn-ud-din, Muhammadan Law and Constitutional Law, Mr. Lakshmana Rao, the Transfer of Property Act—For next session—a long vacation intervening for preparatory work—our lecture programme will be specialized as follows:—

The Principal—Roman Law.
Mr. Appaswami—Torts and Crimes.
Mr. Madhavan Nayar—Contracts.
Mr. Rajagopalachari—Jurisprudence.
Mr. Kunhi Raman—Land Tenures and Criminal Procedure.
Mr. Doraiswami—Civil Procedure and Evidence.
Mr. Zyn-ud-din—Property and Muhammadan Law.
Mr. Narayana Ayyar—Hindu Law.
Mr. Lakshmana Rao—Constitutional Law and Trusts.

The class system.—Classes were held for the F.L. in Contracts, Torts and Jurisprudence and for the B.L.—in Hindu Law, Muhammadan Law, Easements, Indian Penal Code and Transfer of Property. The class is invaluable to the lecturer for testing how far his students are progressing and to the student for sharpening his interest and giving him opportunities for having special difficulties removed. The system will continue during the coming session—with this improvement, that the classes for B.L. students will be of the nature of regular moots.

11. *College Associations and Athletics*.—A confidential report was made to you regarding "the strike" of the 8th September 1916. There was no disturbance of any kind after that date, and it need only be mentioned here because of its effect upon the general activities of the College. The Students' Representative Council and its Sub-Committees with the exception of the Athletic Sub-Committee practically ceased to exercise their functions and it was decided not to celebrate the College day this year.

(a) The moot club had held two meetings prior to the date of the strike, the first presided over by Mr. E. R. Osborne, and the second by the Hon'ble Mr. Justice Coutis-Trotter. The very useful functions of this club will be carried on in future with greater system and efficiency and in closer connection with College work by means of the moot-classes to which reference is made at the end of paragraph 10.

(b) *The Athletic Sub-Committee* collected as athletic fees Rs. 1,042 and managed these funds together with the Government grant of Rs. 400 for subsidising games; the amount was spent in repairs to the four tennis grounds, in providing the grounds with additional furniture and Cuddapah slab seats and in the purchase of materials and amenities of various sorts for other games. This committee was under the supervision of Mr. K. P. Lakshmana Rao, Assistant Professor, who himself takes part in all the games. He has been appointed Vice-President of the College Athletic Association, and it is hoped his enthusiasm and close personal leadership will put new life into the College athletics. For the third year a tennis competition among the students of the College was held and a Silver Cup and two medals were awarded to the winners, the cup for the singles to J. A. Frost, F.L. class, and the two medals for doubles to T. Sundara Rao and M. Kochunni Nayar of the B.L. class.

The College entered as usual into a number of the competitions organised by the Madras Collegiate Athletic Association, but, though the teams did very well in some of the competitions did not manage to win any of the cups.

12. Financial Summary.—

Year.	Receipts.	Charges.	Surplus.
	Rs.	Rs.	Rs.
From 1892 to 1916	18,86,836	9,10,167	4,76,669
From 1916 to 1917	84,550	47,503	36,047
Total	14,71,386	9,57,770	5,13,616

* Subject to verification by the Accountant-General.

The increased charges were mainly due to salaries paid to additional staff.

13. *Portrait of the late Mr. R. A. Nelson.*—The Nelson Memorial Committee under the presidency of the Hon'ble Mr. Justice Napier on the 19th December 1916 presented to the College a portrait in oils of the late Mr. R. A. Nelson. The picture was hung in the Reading-room and the ceremony of unveiling it was undertaken by Sir P. S. Sivaswami Ayyar, K.C.S.I., C.I.E., who was at one time himself a Professor in the College and was able to speak with intimate knowledge of Mr. Nelson's personal qualities and valuable work in the cause of legal education. A number of old students and friends of Mr. Nelson were present on the occasion. The gift is very much appreciated and its position in the best used room of the College will ensure the perpetuation of Mr. Nelson's memory to future generations of Law students.

14. *General.*—The chief events of the year may be summarised briefly as follows:—

(1) The reorganization of the College and the consequent appointment of additional members of the staff to the College.

(2) The return of the law course to two years and the revision of the College rules in certain respects.

(3) The decision of the Senate to hold the Law examinations for F.L. and B.L. candidates twice a year in future.

(4) Special lectures delivered to the students by Mr. B. Raju on the meaning of the Indian History by Dr. Slater on the English Village Community, and by Mr. Polak on the Legal Profession—its privileges and duties. Special thanks are due to these gentlemen.

(5) The revision and strengthening of the clerical and menial establishments brought under consideration of the Government.

(6) A flag staff erected between the two big towers of the College.

(7) The installation of additional fans and lights in course of completion.

(8) The unveiling of a portrait of the late Principal, Mr. R. A. Nelson.

(9) The opening of classes for students preparing for the M.L. Degree Examination under consideration of the Government.

15. The establishment have continued to work efficiently and well and I have to thank my colleagues new and old for their able assistance in carrying on the work.

APPENDIX A.

DISTRIBUTION OF STUDENTS ACCORDING TO CLASS OR COMMUNITY.

Class of community.	B.L. class.	F.L. class.	Pleaders class.	Total for 1916-17.	Total for 1916-18.
Europeans or Eurasians	..	2	..	2	1
Indian Christians	10	6	1	17	18
Muhammadans	1	2	..	3	3
Hindus .. (Brahmins	137	164	92	393	369
.. (Non-Brahmins	83	47	15	95	81
Buddhists	..	1	..	1	..
Total	181	222	108	511	472

APPENDIX B (1).

DISTRIBUTION OF STUDENTS ACCORDING TO OCCUPATION OF PARENTS OR GUARDIANS.

Classes.	Officials.	Petty officials.	Land-holders.	Traders.	Others.	Total.
B.L. class	91	2	79	9	..	181
F.L. class	91	3	114	14	..	222
Pleaders class	48	..	63	2	..	108
Total for 1916-17	226	5	256	25	..	511
Total for 1916-18	217	4	221	29	1	472

APPENDIX B (2).

DISTRIBUTION OF STUDENTS ACCORDING TO THE FINANCIAL STATUS OF THEIR PARENTS OR GUARDIANS.

Classes.	Richer classes.	Middle classes.	Poorer classes.	Total.
B.L. class	11	168	2	181
F.L. class	15	199	7	222
Pleaders class	3	103	2	108
Total for 1916-17	30	470	11	511
Total for 1916-18	25	438	9	472

APPENDIX B (3).

VACCINATION.

Classes.	Vaccinated.	Small-pox marked only.	Protected.	Total.
B.L. class	177	4	..	181
F.L. class	216	6	..	222
Pleaders class	102	6	..	108
Total for 1916-17	495	16	..	511
Total for 1916-18	452	20	..	472

APPENDIX C.

DISTRICT DISTRIBUTION OF STUDENTS.

District.	B.L. class.	F.L. class.	Pleaders class.	Total for 1916-17.	Total for 1916-18.
Ganjām	2	2	5	9	11
Vizagapatam	7	5	4	16	15
Gudivari	8	14	7	29	30
Kistna	5	15	3	23	21
Guntūr	2	7	2	11	12
Nellore	4	6	7	17	7
Madras	7	13	3	23	19
Chingleput	10	11	5	26	14
North Arcot	5	4	13	13	12
Chittoor	2	4	..	6	7
South Arcot	6	4	4	14	18
Tiruchinopoly	8	15	6	30	36
Tanjore	31	36	14	81	86
Madurai	7	8	4	19	16
Ramanad	1	5	6	12	8
Ernavelly	9	11	13	33	20
Coimbatore	9	5	4	18	28
Salem	7	6	..	13	18
Cuddapah	1	1	3	5	1
Kurnool	..	1	2	3	1
Bellary	1	..	..	1	5
Anantapur	4	..	4	8	1
South Kanara	5	5	1	11	18
Malabar	19	24	6	49	39
Travancore	1	3	5	9	7
Cochin	10	8	1	19	16
Mysore	3	1	..	4	2
Bangalore	2	1	3	6	2
Puduchetrai	3	1	2	6	5
Hyderabad	..	1	..	1	1
Ceylon	1	..	..	..	1
The Nilgiris	..	..	..	..	..
Pondicherry	..	3	..	3	1
Goorg	..	..	..	..	..
Singapore	..	1	..	1	..
Total	181	222	108	511	472

APPENDIX D (1).

RESULTS of the B.L. Degree Examination, April 1916.

		Number of students examined.	Number of students passed.	Percentage.
1913	From Law college	179	104	58.1
	Other candidates	288	108	36.8
	Total ..	467	210	44.9
1914	From Law college	180	107	59.4
	Other candidates	274	85	31.0
	Total ..	454	192	42.2
1915	From Law college	228	159	69.7
	Other candidates	284	126	44.3
	Total ..	512	285	55.6
1916	From Law college	159	102	64.1
	Other candidates	261	94	37.4
	Total ..	410	196	47.8

APPENDIX D (2).

RESULTS of the First Examination in Law (New Regulation), April 1916.

		Number of students examined.	Number of students passed.	Percentage.
1913	From Law college	286	144	50.3
	Other candidates	264	85	32.2
	Total ..	550	229	41.6
1914	From Law college	241	137	56.1
	Other candidates	318	132	41.5
	Total ..	559	269	47.8
1915	From Law college	207	117	56.5
	Other candidates	296	73	24.6
	Total ..	503	190	37.5
1916	From Law college	190	122	64.2
	Other candidates	39	12	30.0
	Total ..	229	134	58.5

APPENDIX D (3).

RESULTS of the Pleadship Examination, April 1916.

		Number of students examined.	Number of students passed.	Percentage.
1913	From Law College	85	52	61.2
	Other candidates	85	34	40.0
	Total ..	170	86	50.5
1914	From Law College	55	24	43.6
	Other candidates	77	18	23.3
	Total ..	132	42	31.8
1915	From Law College	63	25	47.1
	Other candidates	102	30	29.4
	Total ..	155	55	35.4
1916	From Law College	34	49	52.0
	Other candidates	34	32	34.0
	Total ..	188	81	43.0

Dis. No. 3323, dated 2nd June 1917.

Recorded.

2. The report is full and exhaustive and calls for few remarks.

3. There was an increase in strength, which was contributed severally by the F.L., B.L. and Pleadship classes and markedly by the two former. The number on the rolls which stood at 511 on the 31st March last has been the highest on record since the corresponding date in 1914.

4. The results of the University and the Pleadship examinations held in April 1916 compared favourably on the whole with those of the previous year.

5. The noteworthy features of the year have been summarised in paragraph 14 of the report.

6. The Principal and the staff are to be congratulated on the efficient working of the institution during the year.

(True Extract)

J. H. STONE,
Director of Public Instruction.

To the Principal, Law College, with 20 spare copies.

" Principals of other Government Colleges.

Copy to the President, Law College Council,

" " Hon'ble the Chief Justice

" " Hon'ble the Advocate-General

" " Directors of Public Instruction of other provinces

" " Government with covering letter.

} for information.

Order—No. 833, Home (Education), dated the 20th June 1917.

Recorded.

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

Editors' Table.

Report

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Recording the — on the workings of the Law College, May
during 1966-67.

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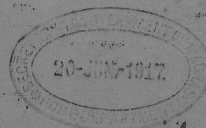
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INSTRUCTIONS FOR THE
SECRETARIAT.

(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 *mu* ‡ (Press Despatcher)

† To be initialled and dated

P.T.C

TO PRESS, MADRAS CITY.

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.

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 ...				