

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 885, 5th July 1917

Building grant

Sanctioning a grant of Rs. 8,000 towards the cost of reconstructing the buildings of the St. Joseph's Industrial school, Tindivanam.

INDEXED

ORIGINAL.

HOME DEPARTMENT (EDUCATION)

Building grant

Sanctioning a grant of Rs. 8,000 towards the cost of reconstructing the buildings of the St. Joseph's Industrial school, Tindivanam.

READ—the following papers:—

I

Memorandum No. 4585-1, Home (Education), dated 16th December 1916.

The Government understand that the Manager of the St. Joseph's Industrial school, Tindivanam, has applied for aid from Provincial funds to enable him to carry out the repairs urgently needed to the school buildings which have been damaged by the recent cyclone. The Collector of South Arcot is requested to submit the application to the Government with his recommendations at as early a date as possible.

(By order)

E. A. HARVEY,
Under Secretary to Government.

To the Collector of South Arcot

III

Letter—from M. AZIZ-UD-DIN SAHIB Bahadur, Khan Bahadur, i.s.o., Collector of South Arcot.

To—the Secretary to Government, Home (Education) Department.
Dated—Cuddalore, the 19th December 1916.

Dated—Cuddalore, the 19th December 1916.
No.—B.O.C. 1674 B. & G.

No.—R.O.C. 1674 B & G.

With reference to Government Memorandum No. 4585-1, dated the 16th December 1916, I have the honour to submit herewith copy of the letter received from the Correspondent, St. Joseph's Orphan Industrial school, Tindivanam. I have inspected the buildings and can assure Government that they have been very badly damaged by the recent cyclone. The repairs will cost the amount estimated by Brother John Baptist. As the institution is very useful to the children of the depressed classes who are receiving excellent industrial education it richly deserves the help sought for and I accordingly recommend a liberal grant from Government for repairing its damaged buildings.

2. A plan showing the extent of damage caused to the mission buildings is also herewith submitted.

ENCLOSURE

Letter—from the Correspondent, St. Joseph's Orphan Industrial school, Tindivanam

To—the Collector of South Arcot

Dated—the 5th December 1916.

I beg to submit for your kind consideration, the following statement of the losses incurred by the St. Joseph's Orphan Industrial school, Tindivanam, owing to the cyclone of the 22nd of November 1916. The letters and designation of rooms, workshops, etc., refer to the plan of the buildings accompanying this letter :—

I. *Carpentry and cabinet-making workshop.*—To be almost entirely rebuilt except the northern wall. Twelve years ago the building of it cost Rs. 6,000. Owing to the increase in the cost of materials (chiefly iron) it will cost at least the same amount to build.

G. Show-room.—Walls and roof fallen in. Initial cost Rs. 2,000. 1,500
As the trusses are not damaged, Rs. 1,500 will be sufficient to
repair the building.

H. Saw room } Roofing only damaged. One truss broken, but
E. E. 1. Store rooms } easily repairable.
P. Dormitory }
Q. Q. 1. Rooms }
T. Verandah }

(a) Mangalore roofing tiles will be required for 8,736 square
feet at the rate of 145 tiles per 100 square feet—total 13,000
tiles minus 1,000 tiles not broken in the storm.

Or 12,000 roofing tiles.

(b) Ceiling tiles are necessary for P, Q, Q1, area to be covered
3,256 square feet.

Number of tiles, 5,000.

Or 5,000 ceiling tiles.

Grand total (a) and (b) 17,000 tiles at Rs. 70 per thousand. 1,190

Grand total of expenses ... 8,690

Besides this, ready made furniture and other things have been destroyed to the value of
Rs. 2,000. But this loss we intend to make good by the private means at our disposal and the
work of our boys.

Our private means are of two kinds—

(a) Money given us by the Roman Catholic Mission of Pondicherry. But the mission
has lost considerably through the same cyclone, very few of its churches having escaped destruc-
tion. The mission will not therefore be able to help us.

(b) Help sent by friends at home (France). This has almost entirely stopped since the
beginning of the war, all resources, either national or private being required to defeat our
common enemy. So, a grand sum of Rs. 8,690 would be required to put everything on the
same footing as before the cyclone. This expense we are unable to meet even in the least
amount. We therefore would be thankful if you could see your way of granting us this sum.
This institution is doing its best for the industrial education of the people of the Madras Presi-
dency as the reports by inspectors and other Government officials amply testify. With your
generous help we beg to be allowed to continue our work.

III

Endorsement No. 4585-2, Home (Education), dated 22nd December 1916.

Referred to the Officer in charge of the Department of Industries for very early
remarks.

(By order)

E. A. HARVEY,
Under Secretary to Government.

To the Officer in charge of the Department of Industries.

IV

Letter—from C. A. INNES, Esq., I.C.S., Director of Industries.

To—the Secretary to Government, Home (Education) Department.

Dated—Madras, the 30th January 1917.

No.—R.O.C. 718.

With reference to Government Endorsement No. 4585-2, dated the 22nd
December 1916, forwarding for remarks letter from the Collector of South Arcot
regarding the damage done by the recent cyclone to St. Joseph's Industrial school,
Tindivanam, I have the honour to say that the school has been specially inspected
by Mr. Fyfe in connection with the Collector's letter. I enclose a copy of his report.
It will be seen that he has formed a high opinion of the school and that he recom-
mends a building grant of Rs. 8,000 to the school.

2. Under article 54 of the Grant-in-Aid Code, building grants are limited to
one-half of the total cost of the work shown in the estimate, but in the special cir-
cumstance of this case I recommend that a grant be made of Rs. 8,000 or the actual
cost of the repairs whichever is less.

3. I venture to suggest that in this case the procedure prescribed in article 52
of the Grant-in-Aid Code need not be insisted on in its entirety. It would be
sufficient I think if the manager were required to send the plans and estimates for
rebuilding the workshop and show-room and detailed estimates for repairing the
roofs of the other buildings. On receipt of the plans and estimates a grant may be
sanctioned. Probably it will become payable next year but I have a balance of
Rs. 8,500 which I could advance under article 53 (iv) of the code.

4. The enclosures to Government memorandum are returned.

ENCLOSURE

Mr. Fyfe's report on the Industrial school at Tindivanam—Grants for repairs of
damage sustained by cyclone, etc.

I inspected the school on 18th January 1917; my report is sent separately. The place has
been almost completely wrecked and it will take all that is asked for, viz., Rs. 8,690 to repair the
damage.

The school is one of the best if not the best conducted industrial school in the presidency
and gives an excellent training in cabinet making and the allied trades. The manager, a
specially trained Frenchman, is a splendid teacher and in a Government school would be well
worth Rs. 500 to Rs. 700 per annum.

I beg to recommend that the school be awarded a special building grant of Rs. 8,000 on the
usual terms of bond, and further that the present teaching grant be substantially increased. In
comparison with other schools of cabinet making it is well worth more than double the teaching
grant at present allotted.

V

Memorandum No. 4585/16-3, Home (Education), dated 5th February 1917.

With reference to his letter R.O.C. No. 718, dated the 30th January 1917, the
Officer in charge of the Department of Industries is requested to obtain and submit to
Government plans and estimates for repairs to the buildings of the St. Joseph's
Industrial school, Tindivanam, as proposed by him in paragraph 3 of his letter.

P. RAJAGOPALA ACHARIYAR,
Secretary to Government.

To the Officer in charge of the Department of Industries.

VI

Letter—from C. A. INNES, Esq., I.C.S., Director of Industries.

To—the Secretary to Government, Home (Education) Department.

Dated—Madras, the 14th March 1917.

No.—Cur. 718.

With reference to Government Memorandum No. 4585/16-3, dated the 5th
February 1917, I have the honour to submit herewith the plans and estimate in
duplicate received from the Correspondent, St. Joseph's Industrial School, Tindivanam,
for repairing the damage done by the cyclone to the latter institution. The estimate
amounts to Rs. 15,000 as against Rs. 8,690 roughly estimated by the manager in his
letter, dated the 7th December 1916, to the Collector of South Arcot. Nevertheless
I request that the amount recommended in paragraph 2 of my letter R.O.C. No. 718,
dated the 30th January 1917, viz., Rs. 8,000, may be sanctioned. I understand that
the balance can be met by the management.

The expenditure can be met from the allotment for "building grant" provided
in the next year's budget.

VII

Note by the Chief Engineer, Public Works Department, No. 277-D,
dated 2nd July 1917

The Director of Industries submits three plans and a detailed estimate amounting
to Rs. 15,000 for a grant-in-aid towards the cost of reconstructing the portions of
St. Joseph's Industrial school at Tindivanam, South Arcot district, damaged by the
cyclone of 22nd November 1916.

2. The plans and the estimate have been scrutinized in the Chief Engineer's office and it is observed that the designs for the iron truss and joints as submitted are not satisfactory. The details shown on the drawing W. No. 2 of 1917 should therefore be adopted. The following alterations have also been carried out :—

(1) Correcting, where necessary, the sizes of rolled steel girders and roof timbers.

(2) Making provision for stone templates for bearings of girders and trusses, and lead sheets under base plates of trusses—all omitted in the estimate.

(3) Reducing the rates (which are very high) for iron work as shown below :—

(a) Trusses from As. 8 to As. 7 per lb.

(b) Rolled steel girders from As. 6 per lb., i.e., Rs. 840 per ton to Rs. 500 per ton.

The total amount of the estimate remains unaffected by these alterations.

3. It is recommended that, for purposes of expansion and contraction, the holding-down bolts at one end of the trusses may be made to pass through slotted holes in the base plates under which there should be thin sheets of lead as shown on W. No. 2 of 1917.

4. The Superintending Engineer should satisfy himself about the nature of the soil, the suitability of the foundations, and the stability of the existing walls proposed to carry the new roofs.

5. With these remarks, the plans and the estimate, as altered in the Chief Engineer's office, the latter amounting to Rs. 15,000 are recommended for approval.

S. B. MURRAY,
Chief Engineer, P. W. D.

Order—No. 885, Home (Education), dated 5th July 1917.

The Government are pleased to sanction a grant of Rs. 8,000 towards the cost of reconstructing the buildings of the St. Joseph's Industrial school, Tindivanam, subject to the following conditions :—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted ; and

(2) that all the conditions prescribed in the Grant-in-Aid Code have been duly complied with.

The amount will be met from the provision of Rs. 20,000 for building grants to industrial schools in the current year's budget under "26-Bm. Scientific and Miscellaneous Departments—Miscellaneous."

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Officer in charge of the Department of Industries,
" Accountant-General (through the Financial Department)
" Financial Department,
" Public Works Department,
" Collector of South Arcot.
Editors' Table (order only).

NOTES CONNECTED WITH G.O. No. 885, HOME (EDUCATION), DATED 5TH JULY 1917

[SUBJECT.—St. Joseph's Industrial school, Tindivanam.]

Demi-official—from the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member of Council.

To—the Hon'ble Diwan Bahadur P. RAJAGOPALA ACHARIYAR Avargal, C.I.E., Secretary to Government, Home (Education) Department.

Dated—Madras, the 10th December 1916.

I enclose a letter from the Manager of the St. Joseph's Industrial school, Tindivanam, together with a copy of my reply and I shall be much obliged if you will take the appropriate action in the matter.

ENCLOSURE.

Letter—from the Rev. Brother JOHN BAPTIST, Manager, St. Joseph's Industrial school, Tindivanam.

To—the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member of Council.
Dated—the 9th December 1916.

Some time ago we had the honour of receiving you as a visitor of our industrial school. You showed yourself so good to us then that I to-day make bold to write to you concerning the damage done to our school by the cyclone of the 22nd of November, feeling assured that you will do everything in your power to help us.

The damage done to the school was considerable. Our principal workshop has to be entirely rebuilt while the other buildings have suffered a great deal. To repair everything, a sum of Rs. 9,000 will be necessary, while the loss in material and finished furniture amounts to Rs. 2,000. Living as we do from hand to mouth, the work done by the boys being barely sufficient to feed our 76 orphans, we cannot by our own means repair the damage. Our friends and benefactors from France and Belgium have almost entirely ceased to help us since the beginning of the war. The Roman Catholic Mission of Pondicherry is also totally unable to help us as they also have greatly suffered through the same cyclone.

The Collector of South Arcot came to visit us and has kindly promised to help us. I have sent him a report of the repairs most urgently needed. I beg of your kindness to use your influence that help may be given us very soon as work here has been practically brought to a standstill.

I hope you will excuse this pressing appeal as our needs are most urgent.

Demi-official—from the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member of Council.

To—the Rev. Brother JOHN BAPTIST, Manager, St. Joseph's Industrial school, Tindivanam.

Dated—Madras, the 10th December 1916.

I have received your letter of the 9th and have learnt with great regret of the serious damage caused to the school by the cyclone. Its effects throughout South Arcot seem to have been most lamentable and I fear it will take time to repair all the injury to property which is occasioned. I shall be glad to forward your letter to the Department of Education which dealt with grants to educational institutions and I am sure that it will receive the most careful consideration of the Government.

HOME (EDUCATION) DEPARTMENT.

The Manager of the St. Joseph's Industrial school, Tindivanam, states that the Collector of South Arcot visited the school and has been furnished with a report of the repairs most urgently needed. The Collector will in due course address the Government on the subject and his letter may be awaited. Mr. Innes may be consulted after the receipt of the Collector's recommendations.

S.K.—15-12-16.

N.K.—15-12-16.

The Collector should be asked to report by official memorandum.

E. A. HARVEY—15-12-16.

A draft official memorandum is submitted for approval.

S.K.—15-12-16.

N.K.—15-12-16.

E.A.H.—16-12-16.

[Memorandum No. 4585-1 dated 16th December 1916.]

From the Officer in charge of the Department of Industries, dated 19th December 1916, No. 1674.

The Collector of South Arcot has forwarded the application of the Manager, St. Joseph's Industrial school, Tindivanam, for financial aid. Submitted that the papers may in the first instance be referred to Mr. Innes for remarks. A draft endorsement is submitted.

S.K.—21-12-16.

N.K.—21-12-16.

Issued.

E.A.H.—21-12-16

[Memorandum No. 4585-2 dated 22nd December 1916.]

From the Officer in charge of the Department of Industries, dated 30th January 1917, No. 718.

Both Mr. Fyfe who inspected the Industrial school, Tindivanam, and Mr. Innes recommend the payment of a special grant from Government towards the repair of the school building. The school authorities estimate the total expenditure on the building at Rs. 8,690. They ask for a grant of the whole of this amount from Government. Mr. Innes recommends that a grant of Rs. 8,000 or the actual cost of the repairs, whichever is less, may be paid to the school. Grants for school buildings are regulated by the rules in chapter VIII of the Grant-in-Aid Code. Under rule 54 of this Code, the grant should not exceed one-half of the cost of the work. Mr. Innes considers that in the present case a relaxation of the rule should be made. It is submitted that such relaxations are made only in special cases. In 1915 a full grant was sanctioned for the construction of a building for the St. Joseph's Girls' Industrial school, Bellary—G.O. No. 301, dated 15th March 1915, printed on page 2 of G.O. No. 395, dated 14th April 1915. The considerations that weighed with Government in that case were that the school was one of the few which were doing really good work, that extensions to the building were imperative and that the management were unable to meet any portion of the cost—please see office note

Vide Mr. Fyfe's report and paragraph 2 of the officer's letter.

E.A.H.—5-2-17.

E.A.H.—5-2-17.

so, the file may be sent to the Financial Department for acceptance of the proposal after the receipt of the plans and estimates.

2. The amount of the grant is usually fixed with reference to the estimate sent up by the school authorities and scrutinized by the Public Works Department.

E.A.H.—5-2-17.

Mr. Innes may therefore be asked to obtain and submit plans and estimates as proposed by him in paragraph 3 of his letter. Subject to approval, a draft memorandum is submitted.

S.K.—3-2-17.

N.K.—4-2-17.

May issue.

E. A. HARVEY—5-2-17.

P. RAJAGOPALA ACHARIYAR—5-2-17.

[Memorandum No. 4585-3 dated 5th February 1917.]

From the Officer in charge of the Department of Industries, dated 14th March 1917, No. 718.

The plans and estimates may in the first instance be forwarded to the Public Works Department for scrutiny. That department may be requested to treat the case as urgent.

S.K.—17-3-17.

N.K.—20-3-17.

E.A.H.—20-3-17.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, No. 277-D., dated 2nd July 1917.

The plans and the estimate have been scrutinized in the Chief Engineer's office and the remarks of the Chief Engineer are embodied in his note read above. Subject to these remarks, the Chief Engineer recommends the plans and estimate for sanction.

With these remarks the file may be returned to the Home (Education) Department u.o.

K.M.S.—29-6-17.

K.G.—30-6-17.

D. MARSHALL—2-7-17.

HOME (EDUCATION) DEPARTMENT.

A draft order sanctioning the payment of a grant of Rs. 8,000 as recommended by the Officer in charge of the Department of Industries is submitted for approval. As the grant exceeds one-half of the cost, the file may be sent to Financial for acceptance of the draft order.

2. On return from Financial the file may be submitted to the Hon'ble Sir Alexander Cardew.

S.A.—3-7-17.

N.K.—3-7-17.

E.A.H.—3-7-17.

R. RAMACHANDRA RAO—3-7-17.

FINANCIAL DEPARTMENT.

Accepted in Financial.

L. E. KERSHAW-4-7-17.

L. DAVIDSON—5-7-17.

HOME (EDUCATION) DEPARTMENT.

For orders as to circulation to the Hon'ble Sir Alexander Cardew.

N.K.—5-7-17.

Issue sharp: may be then sent to the Honourable Member.

E. A. HARVEY.—5-7-17.

[G.O. No. 885, Home (Education), dated 5th July 1917.]

Thanks.

A. G. C[ARDEW]—6-7-17.

PAPERS PUT UP WITH CURRENT No.

Papers of the department to which the current belongs.

Number.	Date.	Original (= O.) or spare copy (= S.O.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.

Papers of other departments.

Department.	Number	Date.	Original (= O.) or spare copy (= S.O.)	Initials with date of (1) Referencer acknowledging returns of the paper concerned or (2) Despatcher to denote the return of the papers to the department concerned.

2-16.

C.F.—29.

DEPARTMENT.

Received

191

Registered

191

Subject.

St. Joseph's Industrial School, Tindivanam:— Special
building grant to the



ENCLOSURES.

No.

R.O.C.

No. 718

Spare copies

Station Madras, Date the 23rd May 1917

From (Name) C.A. Innes, Esqr., I.C.S.,

(Designation) Director of Industries,

To The Secretary to the Government of Madras,

HOME (Education) Department.

Sir,

In continuation of my letter No. R.O.C. 718 dated the 14th March 1917 I have the honour to submit herewith a copy of letter dated the 18th May 1917 received from the Manager, St. Joseph's Industrial school, Tindivanam, and to state that I am telling him that the amount of the grant to be given him has not been decided by Government but that he may start work subject to his giving the 15 days' notice to the Executive Engineer required by rule 52 (ii) of the Grant-in-aid-Code.

I have the honour to be,
Sir,
Your most obedient servant,

Almes

Director of Industries.

M.N.

*Please see at 571
the particular and
the case, as the
it has to be
submitted to the
first, the necessary
permission will
be made
be accorded by
H.M.*

2

Copy of letter dated the 18th May 1917 from the Manager,
St. Joseph's Industrial School, Tindivanam, to the Director
of Industries, Madras.

I beg to state that I have not yet received any answer
to the letters, plans and estimates submitted by me to the
Government through you, regarding the rebuilding of our work-
shops destroyed by the cyclone. It is however most urgent that
the work should begin at once, so as to be completed before the
North East Monsoon breaks out, and no time is to be lost for
that. I should therefore feel most grateful if you could kindly
sanction without further delay, the immediate beginning of the
work. In case you could not have the Grant-in-aid paid to me
just now, I am willing to borrow the money required provided
you allow me to start the work immediately.

Trusting you will give me an early and favourable reply.

NOTES.

DEPARTMENT.

CURRENT No.

From

Received

191 . Registered

191

Subject.

D. O.

Dec 7/18



MADRAS, POST BOX No. 112.

TELEGRAPHIC ADDRESS "CHROMIUM."

Dated, 17th April 1917

Dear Mr. Ramachandra Rao,

In continuation of my official letter R.O.C. 718/14-3-17 recommending a special building grant of Rs. 8,000 on behalf of the St. Joseph's Industrial School Tindivanam, I send you herewith a copy of a letter from the Manager dated 12-4-17 on the subject. I hope you will be able to expedite the matter.

Yours sincerely,

Chames

To.

The Hon'ble Dewan Bahadur R. Ramachandra Rao

Secretary to Government.

Home (Educational) Department.

2
Copy of letter from the Correspondent, St. Joseph's Industrial School, Tindivanam dated 12-4-1917. to Mr. Fyfe, Inspector of Manual Training in European Schools.



I am now at Yercaud for a few days' rest before beginning to repair the buildings of the Industrial School. I am only waiting for the sanction of Government and the extraordinary grant promised to us to undertake the work. When will it be possible?

I would be most grateful to you, if you could get me the grant so as to enable me to begin the work next May. The accommodation in the temporary workshop is really too small and we are suffering terribly from the heat.

In the hope that you will grant me my request.

G.H.

The plan is being prepared in the chief's office. The file is being kept in the office. The plan will be ready in about a month.

Home (Ed.) Sept.

The file referred to by Mr. Jones in his letter on page 1 supra was sent to P.W.D. on the 20th March last for the scrutiny of plans & estimates. That Sept. may be requested to treat the file as urgent.

88

9.4.17.

20.4.17

Eldk
20.4.17

P.W. no.

P.W.D.88

The plans and estimate in question are being scrutinized in the Chief Engineer's office. The file is treated as urgent and will be disposed of in a short time. With these remarks the file may be returned to Home (Educational)

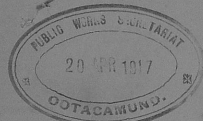
are Kk
29/4 26.4.17

Home (Ed.) no

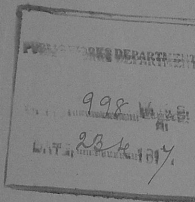


Booklet from current rights
slip ①

com. This morning



Edl no. 1813-1 Edl A
20.4.17



The file is separately
being sent today
with custom marks
988

88

P.W.U.O. No. 998
26.4.17

88 20/4

100 (100) 100

The file is referred to by Mr. Jones in his letter on page 1 supra was sent to P.W.D. on the 20th March last for the scrutiny of plans & estimates. That Sept. may be requested to treat the file as urgent.

W2
100 (100) 100

88

28

The plans and estimate in question are being scrutinized in the Chief Engineer's office. The file is treated as urgent and will be disposed of in a short time. With these remarks the file may be returned to Home (Educational)

88

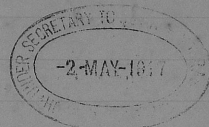
20/4

Home (2nd) Dept

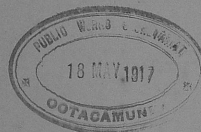
Please see P.D. note above. That Dept. may be reminded if an the main file is not received in a fortnight.

8K
27.4.17.
AM
30/4/17

J. Ch. 11 Yes blue war
15mg.
27.4.17 m 2/5/17



The file referred to has not yet returned from the P.D. That Dept. may be requested to expedite its return.

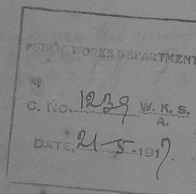


Home (2nd) co. 1813 A-2
12.5.17

8K
15.5.17.
AM
16/5/17

J. Ch. 11
18.5.17

P.W. co.



The file is being sent down to the district surveyor in connection with the D.S.

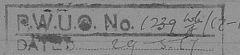
1915
1915
1915

P.W. co.
D.S.

The scrutiny of the plans and estimate has not yet been completed. The ^{matter} ~~file~~ however is treated as urgent and will be disposed of as early as possible. With this information the file may be returned to the

the Educational dept -

une Kb
28/5
28.5.17



Ecl a.o



29.5.17

Home (Edn) Dept

Please see Mr. Bures letter in the current file below. The Manager of the Industrial School, Indivananam, requests permission to begin the construction of the building at once. It is submitted that such permission is seldom granted in advance of the scrutiny + approval of plans + estimates. In cases where it has been granted it has been the practice to do so "on the distinct understanding" that no guarantee is given that "any grant will be sanctioned towards its cost." It appears to be necessary to ~~confirm~~ lay down this condition in the present case also as otherwise ~~it may~~ difficulties may arise if the P.W.D. considers that radical changes

Please see the memo to
H.E. P.T. on page 4 of
Lp. N. 425 of 1.7.11 (P)
Lp. N. 214 of 20.11.11. (S)

Please see also Secy (H.E. Division)
note on page 1 of note to Lp. (P)

NOTES.

Page 6

changes are necessary in the plans. Subject to approval a draft memo is submitted below

8K
30.5.17

Perhaps Mr. Jones may see the papers (and) before see draft

notes.

31.5.17

31.5.17

Mr. Jones (4.5). To avoid complications it is best not to sanction an antipath. The case will be pushed as far as possible

31.7.17

Sum. I have informed the manager according

Chambers 2/6

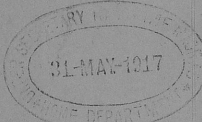
Hum 24/10

Home (20.5) Dept.

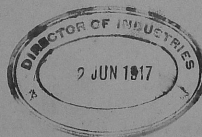
No further action seems to be necessary on this. The P.W.D may again be reminded by about the 20th inst.

8K
31.5.17

31.5.17



Home (20.5) 4.5.17 31.5.17



2. 31.5.17



St. Margaret's,
Ootacamund,

19th June 1917.

Dear Mr. Ramachandra Rao

I enclose a letter, dated the 15th of June,
from the Manager of the St. Joseph's Technical School,
Tindivanam, and I shall be glad if you will kindly
let me know how the matter stands.

Yours sincerely,

A. G. Cardew.

The Hon. Diwan Bahadur R. Ramachandra Rao Pantulu
Garu,

Secretary to Government,

Home Department.

8
15
Tiridivanam, 15-6-17

From the Manager,  P. S.,
Tiridivanam,
To
The Honble Mr. Al. Cardew, K.C.S.I.
Cotacamund.

Honourable Sir,

The great interest you took
in our work when calling,
last year, at our school, induces
me to submit to your kind
consideration what follows:

Our workshop having
been wrecked by the cyclone
of last November, I applied
on the 12th March for a
Building Grant for repairing
the damage and was advised

that a Grant not exceeding Rs 8000 had been submitted to Government for sanction.

As our situation became untenable in our temporary headquarters during the hot season, I solicited the Director of Industries to grant us the authorization to start our repairing work. He replied on the 23rd May: "I have -- to inform you that the amount of the Grant to be given on behalf of your school has not been decided by Government. In the circumstances stated by you, however, you may start work subject to your giving the 15 days' notice in writing to the Executive Engineer etc."

In conformity with this instruction, I at once gave the

15 days' notice to the Executive Engineer. But on the 2nd June, new letter from the Director of Industries stating: "I am now informed by Government that such permission (to commence building work in anticipation of Govt sanction) can be granted only on the distinct understanding that no guarantee is given that any grant will be sanctioned towards its cost etc."

You can easily imagine my disappointment when reading this second letter. Our work will be a long one and should be completed before the monsoon. I now hesitate even to gather the materials as I have no guarantee of a Building Grant.

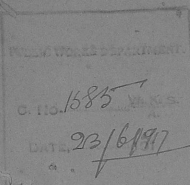
In my distress, can I do better than relying on your well known kindness towards the poor Orphan

boys and on your powerful help
to obtain us from the Govern-
ment the required sanction?

Thanking you in anticipa-
tion for the favour solicited

I beg to remain,
Honourable Sir,
your most grateful servant.

B^{ro} John B^t
Manager



Edn: 1813A-4
21.6.17

Home (2nd) Dept.

Please see pages 7 & 8 above. The file relating to the application for building grant from the manager of the Industrial School, Indiravaram is still in P.W.D. Submitted that that Dept. may be requested to state in what stage the file now is & whether the scrutiny of the plans & estimates has been completed.
2. On receipt of the P.W.D.'s reply the file may be submitted to the Honble Sir Alexander Cardew.

8A
21.6.17.

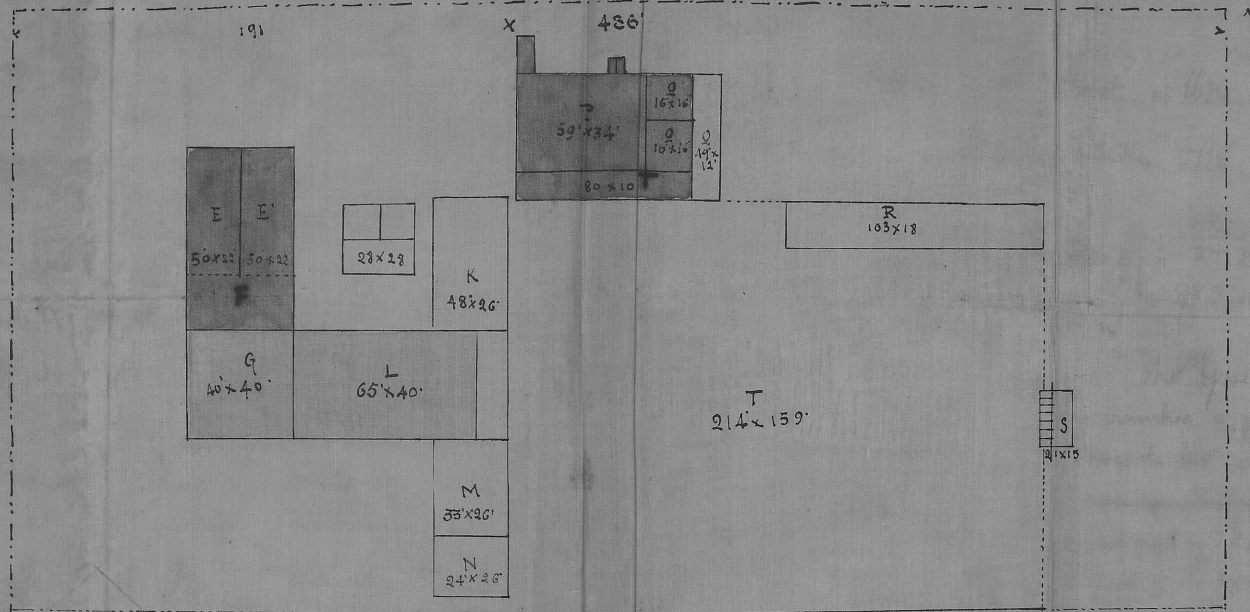
21/6/17

21/6/17

P.W. 110

21/6/17

St Joseph's Industrial school. Tindivanam Its destroyed Buildings



Hamel Ed)

DEPARTMENT.

Building grant

Sanctioning a grant of Rs 8,000
towards the cost of reconstructing the
buildings of the St. Joseph's Industrial
School, Thiruvananthapuram.

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

191

READ ALSO:-
4585/16
C. No. 474/16 From the Collector of S. Arcot, No. 1674, dated 19.12.1916

5/10/17 " Director of Industries 718 " 30.1 1917.

1374 1/2 11 11 do do 14. 3 1917

Note by the Chief Engineer, P.W.D. - 277D - 2-7-917

No. 885, dated 5-7-1917

ORDER

Ans. 25

The Government are pleased to sanction a grant of Rs. 8,000 towards the cost of ^{reconstructing} ~~repairing~~ the damage done by the Cyclone to the buildings of the St. Joseph's Industrial School, Tindivanam, subject to the following conditions:—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and

(2) that all the conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. The manuscript will be kept from
~~passing the above conditions~~

fulfilled, the grant will be paid
 as and when the grant becomes available. The
 provision of Rs. 20,000/- for building
 grants to industrial schools in
 the current year is kept under
 26 Jan - Secy to Govt. of Madras
 3.7.17

3.7.17
 3.7.17

To The Officer in charge of the Dept
 of Industries with plans & estimates
 Copy of C. E.'s note
 A. L. through final
 P. W. D.
 Collector of S. Arcot
 E. T. (only)

Sanctioning a grant of Rs. 8,000 towards the cost of reconstructing the buildings of the
 St. Joseph's Industrial school, Tindivanam.
 Read—the following papers:—

Building grant

Memorandum No. 4585-1, Home (Education), dated 16th December 1916.
 The Government understand that the Manager of the St. Joseph's Industrial
 school, Tindivanam, has applied for aid from Provincial funds to enable him to carry
 out the repairs urgently needed to the school buildings which have been damaged
 by the recent cyclone. The Collector of South Arcot is requested to submit the
 application to the Government with his recommendations at as early a date as
 possible.

(By order)

E. A. HARVEY,
 Under Secretary to Government.

To the Collector of South Arcot.

II

Letter—from M. AZIZ-UD-DIN SAHIB Bahadur, Khan Bahadur, i.s.o., Collector of
 South Arcot.

To—the Secretary to Government, Home (Education) Department.

Dated—Cuddalore, the 19th December 1916.

No.—R.O.C. 1674 B & G.

With reference to Government Memorandum No. 4585-1, dated the 16th
 December 1916, I have the honour to submit herewith copy of the letter received
 from the Correspondent, St. Joseph's Orphan Industrial school, Tindivanam.
 I have inspected the buildings and can assure Government that they have been very
 badly damaged by the recent cyclone. The repairs will cost the amount estimated
 by Brother John Baptist. As the institution is very useful to the children of the
 depressed classes who are receiving excellent industrial education it richly deserves
 the help sought for and I accordingly recommend a liberal grant from Government
 for repairing its damaged buildings.

2. A plan showing the extent of damage caused to the mission buildings is
 also herewith submitted.

ENCLOSURE

Letter—from the Correspondent, St. Joseph's Orphan Industrial school, Tindi-
 vanam.

To—the Collector of South Arcot.

Dated—the 5th December 1916.

I beg to submit for your kind consideration, the following statement of the losses incurred
 by the St. Joseph's Orphan Industrial school, Tindivanam, owing to the cyclone of the 22nd of
 November 1916. The letters and designation of rooms, workshops, etc., refer to the plan of the
 buildings accompanying this letter:—

- L. Carpentry and cabinet-making workshop.—To be almost entirely
 rebuilt except the northern wall. Twelve years ago the building
 cost Rs. 6,000. Owing to the increase in the cost of
 materials (chiefly iron) it will cost at least the same amount to
 rebuild. Rs. 6,000
- G. Show room.—Walls and roof fallen in. Initial cost Rs. 2,000. 1,500
 As the trusses are not damaged, Rs. 1,500 will be sufficient to
 repair the building.
- F. Saw room
- E. Store rooms } Roofing only damaged. On truss broken, but
 P. Dormitory } easily repairable.
- Q. Rooms
- T. Verandah
- (a) Mangalore roofing tiles will be required for 8,738 square
 feet at the rate of 145 tiles per 100 square feet—total 12,600
 tiles minus 1,000 tiles not broken in the storm.
- Or 12,000 roofing tiles.
- (b) Ceiling tiles are necessary for P.Q. area to be covered
 4,200 square feet.
- Or 5,000 ceiling tiles.
- Grand total (a) and (b) 17,000 tiles at Rs. 70 per thousand. 1,190

Grand total of expenses ... 8,600

Besides this, ready made furniture and other things have been destroyed to the value of Rs. 2,000. But this loss we intend to make good by the private means at our disposal and the work of our boys.

Our private means are of two kinds—

(a) Money given us by the Roman Catholic Mission of Pondicherry. But the mission has lost considerably through the same cyclone, very few of its churches having escaped destruction. The mission will not therefore be able to help us.

(b) Help sent by friends at home (France). This has almost entirely stopped since the beginning of the war, all resources, either national or private being required to defeat our common enemy. So, a grand sum of Rs. 8,690 would be required to put everything on the same footing as before the cyclone. This expense we are unable to meet even in the least amount. We therefore would be thankful if you could see your way of granting us this sum. This institution is doing its best for the industrial education of the people of the Madras Presidency as the reports by inspectors and other Government officials amply testify. With your generous help we beg to be allowed to continue our work.

III

Endorsement No. 4585-2, Home (Education), dated 22nd December 1916.

Referred to the Officer in charge of the Department of Industries for very early remarks.

(By order)

R. A. HARVEY,
Under Secretary to Government.

To the Officer in charge of the Department of Industries.

IV

Letter—from C. A. INNES, Esq., I.C.S., Director of Industries.

To—the Secretary to Government, Home (Education) Department.

Dated—Madras, the 30th January 1917.

No.—R.O.C. 718.

With reference to Government Endorsement No. 4535-2, dated the 22nd December 1916, forwarding for remarks letter from the Collector of South Arcot regarding the damage done by the recent cyclone to St Joseph's Industrial school, Tindivanam, I have the honour to say that the school has been specially inspected by Mr. Fyfe in connection with the Collector's letter. I enclose a copy of his report. It will be seen that he has formed a high opinion of the school and that he recommends a building grant of Rs. 8,000 to the school.

2. Under article 54 of the Grant-in-Aid Code, building grants are limited to one-half of the total cost of the work shown in the estimate, but in the special circumstance of this case I recommend that a grant be made of Rs. 8,000 or the actual cost of the repairs whichever is less.

3. I venture to suggest that in this case the procedure prescribed in article 52 of the Grant-in-Aid Code need not be insisted on in its entirety. It would be sufficient I think if the manager were required to send the plans and estimates for rebuilding the workshop and show-room and detailed estimates for repairing the roofs of the other buildings. On receipt of the plans and estimates a grant may be sanctioned. Probably it will become payable next year but I have a balance of Rs. 3,500 which I could advance under article 53 (iv) of the code.

4. The enclosures to Government memorandum are returned.

ENCLOSURE

Mr. Fyfe's report on Industrial school at Tindivanam—Grants for repairs of damage sustained by cyclone, etc.

I inspected the school on 18th January 1917; my report is sent separately. The place has been almost completely wrecked and it will take all that is asked for, viz., Rs. 8,690 to repair the damage.

The school is one of the best if not the best conducted industrial school in the presidency and gives an excellent training in cabinet making and the allied trades. The manager, a specially trained Frenchman, is a splendid teacher and in a Government school would be well worth Rs. 500 to Rs. 700 per annum.

I beg to recommend that the school be awarded a special building grant of Rs. 8,000 on the usual terms of bond, and further that the present teaching grant be substantially increased. In comparison with other schools of cabinet making it is well worth more than double the teaching grant at present allotted.

Memorandum No. 4585/16-3, Home (Education), dated 5th February 1917.
 With reference to his letter R.O.C. No. 718, dated the 30th January 1917, the officer in charge of the Department of Industries is requested to obtain and submit to Government plans and estimates for repairs to the buildings of the St. Joseph's Industrial school, Tindivanam, as proposed by him in paragraph 3 of his letter.

P. RAJAGOPALA ACHARIYAR,
 Secretary to Government.

To the Officer in charge of the Department of Industries.

V
 Letter—from C. A. INNES, Esq., I.C.S., Director of Industries.
 To—the Secretary to Government, Home (Education) Department.
 Dated—Madras, the 14th March 1917.
 No.—Cur. 718.

With reference to Government Memorandum No. 4585/16-3, dated the 5th February 1917, I have the honour to submit herewith the plans and estimate in duplicate received from the Correspondent, St. Joseph's Industrial School, Tindivanam, for repairing the damage done by the cyclone to the latter institution. The estimate amounts to Rs. 15,000 as against Rs. 8,690 roughly estimated by the manager in his letter, dated the 7th December 1916, to the Collector of South Arcot. Nevertheless I request that the amount recommended in paragraph 2 of my letter R.O.C. No. 718, dated the 30th January 1917, viz., Rs. 8,000, may be sanctioned. I understand that the balance can be met by the management.

The expenditure can be met from the allotment for "building grant" provided in the next year's budget.

VII
 Note by the Chief Engineer, Public Works Department, No. 277-D,
 dated 2nd July 1917

The Director of Industries submits three plans and a detailed estimate amounting to Rs. 15,000 for a grant-in-aid towards the cost of reconstructing the portions of St. Joseph's Industrial school at Tindivanam, South Arcot district, damaged by the cyclone of 22nd November 1916.

2. The plans and the estimate have been scrutinized in the Chief Engineer's office and it is observed that the designs for the iron truss and joints as submitted are not satisfactory. The details shown on the drawing W. No. 2 of 1917 should therefore be adopted. The following alterations have also been carried out:—

- (1) Correcting, where necessary, the sizes of rolled steel girders and roof timbers.
- (2) Making provision for stone templates for bearings of girders and trusses, and lead sheets under base plates of trusses—all omitted in the estimate.
- (3) Reducing the rates (which are very high) for iron work as shown below:—
 (a) Trusses from As. 8 to As. 7 per lb.
 (b) Rolled steel girders from As. 6 per lb., i.e., Rs. 840 per ton to Rs. 500 per ton.

The total amount of the estimate remains unaffected by these alterations.
 3. It is recommended that, for purposes of expansion and contraction, the holding-down bolts at one end of the trusses may be made to pass through slotted holes in the base plates under which there should be thin sheets of lead as shown on W. No. 2 of 1917.

4. The Superintending Engineer should satisfy himself about the nature of the soil, the suitability of the foundations, and the stability of the existing walls proposed to carry the new roofs.

5. With these remarks, the plans and the estimate, as altered in the Chief Engineer's office, the latter amounting to Rs. 15,000 are recommended for approval.

S. B. MURRAY,
 Chief Engineer, P.W.D.

No. 885, HOME (Education), 5TH JULY 1917

Order—No. 885, Home (Education), dated 5th July 1917.

The Government are pleased to sanction a grant of Rs. 8,000 towards the cost of reconstructing the buildings of the St. Joseph's Industrial school, Tindivanam, subject to the following conditions:—

- (1) that in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted; and
- (2) that all the conditions prescribed in the Grant-in-Aid Code have been duly complied with.

The amount will be met from the provision of Rs. 20,000 for building grants to industrial schools in the current year's budget under "26-Bm. Scientific and Miscellaneous Departments—Miscellaneous."

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Officer in charge of the Department of Industries with copy of estimate and copy of the Chief Engineer's note.

- .. Accountant-General (through Financial).
- .. Financial Department.
- .. Public Works Department.
- .. C. S. D. of South Arcot.
- Editors (for order only).

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g
= 1/2

h/ 8/9/17

NOTES CONNECTED WITH G.O. No. 865, HOME (EDUCATION),
DATED 6th JULY 1917

[SUBJECT.—St. Joseph's Industrial school, Tindivanam.]

Demi-official—from the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member
of the ~~Executive~~ Council.

To—the Hon'ble Diwan Bahadur P. RAJAGOPALA ACHARIYAR AVARGAL, C.I.E.,
Secretary to Government, Home (Education) Department.

Dated—Madras, the 10th December 1916.

I enclose a letter from the Manager of the St. Joseph's Industrial school, Tindivanam,
together with a copy of my reply and I shall be much obliged if you will take the appropriate
action in the matter.

ENCLOSURE.

Letter—from the Rev. Brother JOHN BAPTIST, Manager, St. Joseph's Industrial
school, Tindivanam.

To—the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member of the
~~Executive~~ Council.

Dated—the 9th December 1916.

Some time ago we had the honour of receiving you as a visitor of our industrial school.
You showed yourself so good to us then that I to-day make bold to write to you concerning the
damage done to our school by the cyclone of the 22nd of November, feeling assured that you
will do everything in your power to help us.

The damage done to the school was considerable. Our principal workshop has to be entirely
rebuild while the other buildings have suffered a great deal. To repair everything, a sum of
Rs. 9,000 will be necessary, while the loss in material and finished furniture amounts to Rs. 2,000.
Living as we do from hand to mouth, the work done by the boys being barely sufficient to feed
our 76 orphans, we cannot by our own means repair the damage. Our friends and benefactors
from France and Belgium have almost entirely ceased to help us since the beginning of the war.
The Roman Catholic Mission of Pondicherry is also totally unable to help us as they also have
greatly suffered through the same cyclone.

The Collector of South Arcot came to visit us and has kindly promised to help us. I have
sent him a report of the repairs most urgently needed. I beg of your kindness to use your
influence that help may be given us very soon as work here has been practically brought to a
standstill.

I hope you will excuse this pressing appeal as our needs are most urgent.

Demi-official—from the Hon'ble Sir ALEXANDER CARDEW, K.C.S.I., I.C.S., Member
of the ~~Executive~~ Council.

To—the Rev. Brother JOHN BAPTIST, Manager, St. Joseph's Industrial school,
Tindivanam.

Dated—Madras, the 10th December 1916.

I have received your letter of the 9th and have learnt with great regret of the serious
damage caused to the school by the cyclone. Its effects throughout South Arcot seem to have
been most lamentable and I fear it will take time to repair all the injury to property which it
occasioned. I shall be glad to forward your letter to the Department of Education which deals
with grants to educational institutions and I am sure that it will receive the most careful
consideration of the Government.

HOME (EDUCATION) DEPARTMENT.

The Manager of the St. Joseph's Industrial school, Tindivanam, states that the
Collector of South Arcot visited the school and has been furnished with a report of
the repairs most urgently needed. The Collector will in due course address the

2 NOTES to G.O. No. 885, HOME (EDUCATION), 5TH JULY 1917
Government on the subject and his letter may be awaited. Mr. Innes may be consulted after the receipt of the Collector's recommendations.
S.K.—15-12-16.
N.K.—15-12-16.

The Collector should be asked to report by official memorandum.

A draft official memorandum is submitted for approval.
E. A. HARVEY—15-12-16.
S.K.—15-12-16.
N.K.—15-12-16.

E.A.H.—16-12-16.
[Memorandum No. 4585-1 dated 16th December 1916.]
From the Officer in charge of the Department of Industries, dated
19th December 1916, No. 1674.

The Collector of South Arcot has forwarded the application of the Manager, St. Joseph's Industrial school, Tindivanam, for financial aid. Submitted that the papers may in the first instance be referred to Mr. Innes for remarks. A draft endorsement is submitted.
S.K.—21-12-16.
N.K.—21-12-16.

Issue.

E.A.H.—21-12-16.
[Memorandum No. 4585-2 dated 22nd December 1916.]
From the Officer in charge of the Department of Industries, dated
30th January 1917, No. 718.

Both Mr. Fyfe who inspected the Industrial school, Tindivanam, and Mr. Innes recommended the payment of a special grant from Government towards the repair of the school building. The school authorities estimate the total expenditure on the building at Rs. 8,690. They ask for a grant of the whole of this amount from Government. Mr. Innes recommends that a grant of Rs. 8,000 or the actual cost of the repairs, whichever is less, may be paid to the school. Grants for school buildings are regulated by the rules in chapter VIII of the Grant-in-Aid Code. Under rule 54 of this Code, the grant should not exceed one-half of the cost of the work. Mr. Innes considers that in the present case a relaxation of the rule should be made. It is submitted that such relaxations are made only in special cases. In 1915 a full grant was sanctioned for the construction of a building for the St. Joseph's Girls' Industrial school, Bellary—G.O. No. 301 dated 15th March 1915, printed on page 2 of G.O. No. 395 dated 14th April 1915. The considerations that weighed with Government in that case were that the school was one of the few which were doing really good work, that extensions to the building were imperative and that the

Vide Mr. Fyfe report and paragraph 2 of the officer's letter.

E.A.H.—5-2-17.

Circumstances in the present case seem also

E.A.H.—5-2-17.

management were unable to meet any portion of the cost—please see office note on pages 1 and 2 of Notes to G.O. No. 395 dated 14th April 1915. The special rule. It is therefore for orders whether Mr. Innes' proposal may be approved. If so, the file may be sent to the Financial Department for acceptance of the proposal after the receipt of the plans and estimates.

2. The amount of the grant is usually fixed with reference to the estimate sent up by the school authorities and scrutinized by the Public Works Department.

E.A.H.—5-2-17.

Mr. Innes may therefore be asked to obtain and submit plans and estimates as proposed by him in paragraph 3 of his letter. Subject to approval, a draft memorandum is submitted.

S.K.—3-2-17.
N.K.—4-2-17.

May issue.

E.A.H.—5-2-17.

P. RAJAGOPALA ACHARIYAR—5-2-17.

[Memorandum No. 4585-3 dated 5th February 1917.]
From the Officer in charge of the Department of Industries, dated
14th March 1917, No. 718.

25
NOTES TO G.O. No. 885, HOME (EDUCATION), 5TH JULY 1917 3

The plans and estimates may in the first instance be forwarded to the Public Works Department for scrutiny. That department may be requested to treat the case as *urgent*.

S.K.—17-8-17.

N.K.—20-3-17.

E. A. HARVEY—20-3-17.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, No. 277-D., dated 2nd July 1917.

The plans and the estimate have been scrutinized in the Chief Engineer's office and the remarks of the Chief Engineer are embodied in his note read above. Subject to these remarks, the Chief Engineer recommends the plans and estimate for sanction.

With these remarks the file may be returned to the Home (Education) Department u.o.

S.M.N.—29-6-17.

K.G.—30-6-17.

D. MARSHALL—2-7-17.

HOME (EDUCATION) DEPARTMENT.

A draft order sanctioning the payment of a grant of Rs. 8,000 as recommended by the Officer in charge of the Department of Industries is submitted for approval. As the grant exceeds one-half of the cost, the file may be sent to Financial for acceptance of the draft order.

2. On return from Financial the file may be submitted to the Hon'ble Sir Alexander Cardew, with reference to his *semi-official* dated the 10th June 1917.

S.A.—3-7-17.

N.K.—3-7-17.

E.A.H.—3-7-17.

R. RAMACHANDRA RAO—3-7-17.

FINANCIAL DEPARTMENT.

Accepted in Financial.

L. E. KERSHAW—4-7-17.

L. DAVIDSON—5-7-17.

HOME (EDUCATION) DEPARTMENT.

For orders as to circulation to the Hon'ble Sir Alexander Cardew.

N.K.—5-7-17.

Issue sharp: may be then sent to the Honourable Member (S).

E.A.H.—5-7-17.

[G.O. No. 885, Home (Education), dated 5th July 1917.]

Thanks.

A. G. C[ARDEW]—6-7-17.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Home (Am).
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(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 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 815 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.

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(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.

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