

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 335, 12th March 1917

Building grant

Sanctioning a grant not exceeding one-half of the actual expenditure nor Rs. 16,850 towards the cost of a house purchased for the Kalavala Thiravengadathan Chetti's girls' school, Georgetown, Madras, and certain improvements thereto.

NOTES
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READ—the following papers:—

I

Letter—from the Hon'ble Mr. J. H. STONE, C.I.E., F.R.H.S., Director of Public Instruction.

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

Dated—the 30th January 1917.

No.—Ref. on Cur. 8027/1916.

The Kalavala Thiruvengadathan Chetti's girls' school, Georgetown, Madras, is located in a rented building and the authorities have been given notice to quit it. A new building for the school has therefore been purchased at a cost of Rs. 26,550 and it is proposed to make certain improvements to it at a cost of Rs. 7,150 to make it suitable for a school-house—vide page 5 of the enclosed application. The cost of the house and the improvements proposed to be carried out thus comes to Rs. 33,700 and the authorities request the sanction of a half grant on this amount. The Collector of Madras and the Executive Engineer, North Presidency division, value the house and site at Rs. 27,238; while the price actually paid was only Rs. 26,550—vide Collector's letter D. Dis. No. 39/1917, dated the 8th January 1917, and Executive Engineer's letter No. 2824 M., dated the 23rd December 1916 (copies enclosed). I therefore recommend that their request may be complied with and that a half grant of Rs. 16,850 may be sanctioned to be paid when funds become available.

2. The plans and estimates relating to the proposed improvements are also herewith submitted.

ENCLOSURES

(1)

Letter—from the Collector of Madras.

To—the Director of Public Instruction.

Dated—the 8th January 1917.

No.—D. Dis. 39.

In reply to your letter Ref. on C. No. 8027 of 1916, dated 13th October 1916, I have the honour to state that the site of the house in Narayana Mudali street purchased by the authorities of the Kalavala Thiruvengadathan Chetti's girls' school bears R.S. No. 6816 of Georgetown and measures 4 grounds 642 square feet. Of this 2 grounds 1,411 square feet may be taken as having frontage in Narayana Mudali street and the remaining extent of 1 ground 1,631 square feet in Chinnatumbi lane. Adopting a rate of Rs. 2,500 per ground for the portion facing Narayana Mudali street and Rs. 2,000 per ground for the remaining portion which has frontage on a lane the value of the entire site is estimated at Rs. 9,828-15-4.

2. The plan received with your reference under reply is herewith returned.

(2)

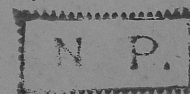
Letter—from the Executive Engineer, North Presidency division.

To—the Director of Public Instruction.

Dated—the 23rd December 1916.

No.—2824-M.

With reference to your R.C. No. 8027 of 1916, dated 13th October 1916, requesting me to furnish you with a valuation statement regarding the purchase of a building No. 53, Narayana Mudali street, Georgetown, for the use of the Kalavala Thiruvengadathan Chetti's girls'



school, I have the honour to forward herewith for your perusal, a valuation statement in which the physical value of the building, exclusive of the land, amounts to Rs. 17,410 according to measurements.

II

Letter—from Hon'ble Mr. J. H. Stone, C.I.E., F.R.E.S., Director of Public Instruction.

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

Dated—the 6th February 1917.

No.—Ref. on Cur. 8027/1916.

In continuation of my letter R.C. No. 8027 of 1916, dated 30th January 1917, recommending the sanction of a half grant for the purchase of a building for the Kalavala Thiruvengadathan Chetti's girls' school, Georgetown, and certain improvements thereto, I have the honour to submit herewith the letter dated 2nd February 1917 of the members of the sub committee requesting permission to undertake the alterations and improvements in anticipation of sanction and to state that I have declined to give the permission asked for in view of orders of Government in similar cases. The Public Works Department authorities may however be requested to treat the matter as very urgent.

III

Note by the Chief Engineer, Public Works Department, No. 1754 C, dated 9th March 1917.

The Director of Public Instruction submits a plan and a detailed estimate amounting to Rs. 33,700 for a grant-in-aid towards the cost of purchasing and improving a building for the Kalavala Thiruvengadathan Chetti's girls' school, Georgetown, Madras.

The particulars of the estimate are as follows:—

	RS.
(1) Cost of purchasing the building	26,550
(2) Improvements	7,150
Total	33,700

II. (a) The plan and the estimate have been scrutinized in the Chief Engineer's office and the following alterations carried out:—

(1) Altering the sizes of rolled steel girders and of floor and roof timbers where found necessary.

(2) Providing a king post truss for supporting the roof over the room marked O as the provision of common rafters resting on a ridge piece as shown on section C D is unsuited to a clear span of 16' 3" and a length of 17' 9".

(3) Correcting an error in the quantities under the heading of "roofing with Mangalore tiles."

(b) The amount of the estimate remains unaffected by these alterations.

III. The plan and the estimate contain several inaccuracies and discrepancies, a few of which are noted below:—

(a) The sizes of the existing floor and roof timbers are not figured on the plan.

(b) According to the plan of the ground floor, windows are provided for at places marked X-1; small yellow circles which, according to the estimate, represent iron grating at X-2; and an opening at X-3; whereas, according to the section on AB doors are shown at all these places.

(c) The plan and the estimate do not agree with regard to the foundations of verandah walls and to the sizes of some of the girders and of floor and roof timbers to be newly provided for.

IV. (i) The rooms c, d, e, f and h are not sufficiently well lighted and ventilated for use as class rooms and cannot be altered to be made suitable. The rear wall of e and f (W) is the party wall of a stable. These rooms should only be used as store rooms.

(ii) The rooms q should be demolished.

(iii) The fresh design for tiffin rooms, etc., should be drawn up and submitted for approval.

(iv) No provision is made in the estimate for repairs to floors, roofs, walls, etc., including whitewashing and general cleaning.

V. The nature of the soil and sub-soil is not known. The pressure on the soil is about one ton per square foot. The Superintending Engineer should satisfy himself as to the suitability of the foundations, stability of the existing structure and the safety of carrying out additions and improvements thereto. He should also satisfy himself that the building has been put into proper repair before it is opened for use.

VI. Owing to the steady increase in the market value of iron articles it is recommended that teakwood may be provided for all railings, and circular masonry columns instead of cast iron ones.

VII. With these remarks, the estimate as altered in the Chief Engineer's office amounting to Rs. 33,700 is recommended for approval.

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

Order—No. 335, Home (Education), dated the 12th March 1917.

The Government are pleased to sanction a grant not exceeding one half of the actual expenditure nor Rs. 16,850, towards the cost of a house purchased for the Kalavala Thiruvengadathan Chetti's girls' school, Georgetown, Madras, and certain improvements thereto 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. On the above conditions being fulfilled, the grant will be paid as funds become available.

(True Extract)

E. A. HARVEY,
Acting Secretary to Government.

To the Director of Public Instruction (with plans, estimate and Chief Engineer's note).
" Accountant-General.
" Public Works Department, with notes.
Editors' Table (Order only).

NOTES CONNECTED WITH G.O. No. 335, HOME (EDUCATION),
DATED THE 12TH MARCH 1917

[SUBJECT.—Building grant to K. Tiruvengadathan Chetti Garu's Girls' school,
Narayana Mudah Street, Georgetown.]

I

HOME (EDUCATION) DEPARTMENT.

From the Director of Public Instruction, dated the 30th January 1917,
R.C. No. 8027.

The plans and estimates may be sent to the Public Works Department for
scrutiny.

S.N.P.—1-2-17.

T.K.—1-2-17.

C. RAMANUJA ACHARIYAR—2-2-17.

II

From the Director of Public Instruction, dated the 6th February 1917,
R.C. No. 8027.

The papers received from the Director of Public Instruction have been sent to
the Public Works Department on the 2nd February 1917 for scrutiny of the plans
and estimates.

2. It is submitted these papers may also be sent to the Public Works
Department and that department requested to treat the matter as very urgent.

S.N.P.—8-2-17.

T.K.—8-2-17.

C.R.—9-2-17.

PUBLIC WORKS DEPARTMENT.

III

Note by the Chief Engineer, Public Works Department, No. 1754 C, dated
the 9th March 1917.

The plan and estimate have been scrutinized in the Chief Engineer's office and
the remarks thereon are embodied in the note read above.

2. The Consulting Architect who has inspected the building in question remarks
as follows :—

"I think it is a great pity that so much money should have been spent on a building so
unsuitable for a school (even a primary one). However as part of the money has been spent,
I have contented myself with merely seeing that the rooms are not absolutely dangerous to health.
For instance I have passed rooms M and N to contain 33 and 39 children, respectively, because they
are well lighted, but from a teaching point of view they are hopeless. The general standard of
8 square feet per child has been kept to, but owing to the low ceilings (12' 3") the cubic space
of 80 cubic feet per child is in many cases slightly lowered. Rooms Q are at present used as
small dwelling houses. They are very dirty and insanitary and should, in my opinion, be pulled
down, in fact I think they would probably fall down if the front rooms only were pulled down

(2) that all the conditions prescribed in the Grant-in-aid

Jo ¹⁹⁰³ 1910
The D.P.G. (with plans, etc. to C. Co. mky)
one Acet fuel (1905) ✓
one P.W.D. (1905) with mky ✓
E.T. (over 1905) ✓

PATRONS :
THEIR EXCELLENCIES
LORD AND LADY PENTLAND.

PRESIDENT :
THE HON'BLE MR. C. C. TODHUNTER

No.

**National Indian Association,
MADRAS BRANCH.**

Епс. _____

Chintadripet, 22 January 1917

VICE-PRESIDENTS :
MRS. I. BEDFORD.
MRS. T. SADASIYA AYYAR,
SIR V. C. DESIKACHARIAR, K

HONORARY-SECRETARIES:
MRS. E. M. MADELEY.
BAHADUR P. RAJARATNA MUDALIYAR, C.I.E.

The Secretary

Public Works Dept.

Madra

Si

Plans and Estimates for the repairs and improvements to K. Jeynnyadathan Chetty girls' school, Narayana Mudaly Street, George Town, were submitted to the Inspectress of Girls' Schools Central Circle, on 16th August for approval and transmission to the Director of Public Instruction. The Inspectress of girls' schools submitted the papers to the Director of Public Instruction in her letter dated 7th October 1916 and early sanction was requested for the alterations and improvements to the new building being undertaken at once as K. Jeynnyadathan Chetty's nephews Messrs Rao Sahib C. Cunnam Chetty, Jeyn and Nao Sa

C. Ramanyam Chetty & son agreed to carry out the work at their own cost leaving it to Government to pay the grant when funds become available.

In his reply no. 8027 dated 16th December 1916, the Director of Public Instruction stated that the permission asked for for carrying out the alterations and improvements to the new building purchased by Messrs Rao Sahib C. Cunnaw Chetty & son and Rao Sahib C. Ramanyam Chetty & son cannot be granted until the plans and estimates have been approved by the Public Works Department.

As the matter is very urgent, I request that the plans and estimates may be sent without delay.

I have the honour to,

Sir,

Your most obedient servant,

Major-General

Correspondent.

23. 1. 17



1



Fort St. George,

Madras,

191

D.O.

Dear Mr. Harvey

Would you mind looking through the enclosed paper and see if you can keep me in any way?

I am Special Correspondent at the Educational Dept. I am to send the paper on with the P.W. but

[Faint handwritten text, mostly illegible]



To Home (Education) ...
...
...

To Home (Education) ...
...
...

London 11. 11. 1891
note. I it would seem
they might be with some

I can come over and
answer any questions
I am so sorry I should be

Yours sincerely
J. B. Ford

Kyp.

Then as if anything can
be done in the matter.

~~Chh~~
26.2

For Rep.

Home (Co.) Dept.

On 26.1.17 ~~was received~~ ^(was received) a letter from
 Duran Bahadur P. Rajaratna Mudaliyar
 C.I.E., Secretary of the National Indian
 Association ^(through the P.W.D.) about the plans and estimates
 regarding the K. Tiruvengadathan Chetty
 Gani's girls' school. This was acknow-
 ledged on 29.1.17.

2. On 31.1.17 ~~was received~~ ^(submitted) the plans and estimates
 the DP9 ^(for the school) with a request for a half-grant
 towards the cost. The papers were
 sent to the P.W.D. uo. on 2.2.17 (with
 No. 498-1 Co.) for scrutiny.

3. A reminder sent to the P.W.D.
 by the school authorities was sent
 to this dept. with P.W.D. uo. No. 291 Wk/16
 of 3.2.17 and was ^(returned) ~~sent back~~ to
 the P.W.D. on 7.2.17.

4. The D.P.9's letter in ~~the~~ ^{the} ~~present~~
 was used in this dept. on 8.2.17
 and was sent to the P.W.D. uo.
 on 9.2.17.

5. From the above it will be
 seen that the papers are still
 with the P.W.D. ~~no further action~~
~~has been taken~~

SMD
 26.2.17
 26.2.17

As

Before the part is sanctioned, the plans & estimates will have to be sanctioned by the P.W.D. We have already asked that Department to treat the matter as urgent. We may remind them now again. Until the sanctioning is over, nothing can be done here.

CA
27.2.17

Thanks. With
kind regards. Lady

CA
27.2

Note please
CA
27.2.17

Sub.
Phase running

Notes
27.2.17

For Rep.

A u.c. reminder to the P.W.D. is subd.

Receipts
27.2.17

STO
27.2.17
27.2.17

CA
27.2.17

Home (Ed) DEPARTMENT.

Letter No. 397-1
29.1.17.

13

FROM

THE SECRETARY TO GOVERNMENT,

Home DEPARTMENT.

TO

Mr. Diwan Bahadur P.
Rajaratna Mudaliyar Arangel, C.I.E.,
Chintadripet, Madras.

recd
ms
29.1.17

DATED Fort St. George
Department

January 1917.

SIR,

I have the honour to acknowledge receipt of your letter dated
the 22nd January 1917, which will receive due attention. *re. Pans and Lakshmi for repairs and improvement to K. Thiruvengathan Chetti's girls' school.*

I have the honour to be,

Sir,

Your most obedient Servant,

8/11
26.1.17

26.1.17

26.1.17

National Indian Association,

MADRAS BRANCH,

Chintadripet, 29th January 17.

Very Urgent.

To the Secretary to the Government of Madras, P.W.D.

Sir,

I have the honour to request the favour of a very early reply to my letter of the 22nd January 1917, requesting immediate sanction to carry out the alterations and improvements to Kalavala Tiruvengadathan Chetti Garu's girls' school, in Narayana Mudali street, George Town, Madras, in accordance with the plans and estimates submitted through the Director of Public Instruction.

I have the honour to be,

Sir,

Your most obedient servant,

(Sd). _____

Correspondent.

P.W. u.o.No.291Ws/B/17-1, dated the 1st February 1917.

D.S.

The previous letter was transferred to Home (Education) on the 25th January 1917. The Correspondent may be informed that the plans and estimates have not been received in this department and his previous letter was transferred to Home (Education). Draft letter accordingly submitted.

D.M.
31-1-17.

Home (Education) u.o.

From the Correspondent. Kalavala Tiruvengadathan Chetty Garu's girls' school, Georgetown, Madras, dated the 29th January 1917.

Subject:—

Kalavala Tiruvengadathan Chetty Garu's girls' school, Georgetown, Madras, re the

Mo. 761 C dated 1-2-17.

To the Correspondent,
Kalavala Tiruvengadathan Chetty
Garu's girls' school, Narayana
Mudali street, Georgetown
Madras.

Sir,

With reference to your letter dated the 29th January 1917, I have the honour to inform you that the plans and estimates for the girls' school in question have not been received in this department and that your letter dated the 22nd January 1917 was transferred to the Home (Education) Deptt. for disposal.

I have &c.

D.M.

31-1-1917.

For Regr.Home (or) Dept.

The previous letter referred to on p 1 ante was received in this dept on 26.1.17 and an acknowledgment sent to the correspondent of the school on the 29th Jan 1917.

2. The plans and estimates for improvements to Kalawa Tiruvengadathan Lettie Garrison girls' school, were received from the Dir. of Pub. Instn. on 31.1.17 and all the papers have been sent to the P.W.D. u.o. on the 2nd Feb 1917.

3. It is subd these papers may also be returned to the P.W.D. u.o.



Encls 548-1

7.2.17

no 382 me

Tel 9/2/1917

Plus 117

282 117/12-1

SMD
6.2.17SL
6.2.17AL
7.2.17

P.W.D. u.o.

D.O.

[22]

The plans & estimates are dealt with in linked file.

W.M.

less
117/13

G.O. No. 335, 12th March 1917.

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For approval

SM
20/3/17

IL
20/3/17

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Total	33,700

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- (iv) No provision is made in the estimate for repairs to floors, roofs, walls, etc., including whitewashing and general cleaning.

Letter from the Director of Public Instruction, Madras, dated 12th March 1917, to the Chief Engineer, Public Works Department, Madras, regarding the estimate for the construction of a new school building at the Government College, Madras.

The estimate for the construction of a new school building at the Government College, Madras, is submitted for the consideration of the Chief Engineer, Public Works Department, Madras. The estimate is based on the following assumptions: (1) The building to be constructed is a two-story building with a total area of 10,000 square feet. (2) The building to be constructed is a two-story building with a total area of 10,000 square feet. (3) The building to be constructed is a two-story building with a total area of 10,000 square feet.

The estimate for the construction of a new school building at the Government College, Madras, is submitted for the consideration of the Chief Engineer, Public Works Department, Madras. The estimate is based on the following assumptions: (1) The building to be constructed is a two-story building with a total area of 10,000 square feet. (2) The building to be constructed is a two-story building with a total area of 10,000 square feet. (3) The building to be constructed is a two-story building with a total area of 10,000 square feet.

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V. The nature of the soil and sub-soil is not known. The pressure on the soil is about one ton per square foot. The Superintending Engineer should satisfy himself as to the suitability of the foundations, stability of the existing structure and the safety of carrying out additions and improvements thereto. He should also satisfy himself that the building has been put into proper repair before it is opened for use.

VI. Owing to the steady increase in the market value of iron articles it is recommended that teakwood may be provided for all railings, and circular masonry columns instead of cast iron ones.

VII. With these remarks, the estimate as altered in the Chief Engineer's office amounting to Rs. 33,700 is recommended for approval.

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

Order—No. 335, Home (Education), dated the 12th March 1917.

The Government are pleased to sanction a grant not exceeding one half of the actual expenditure nor Rs. 16,850, towards the cost of a house purchased for the Kalavala Thiruvengadathan Chetti's girls' school, Georgetown, Madras, and certain improvements thereto 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. On the above conditions being fulfilled, the grant will be paid as funds become available.

(True Extract)

E. A. HARVEY,
Acting Secretary to Government.

To the Director of Public Instruction (with plans, estimate and Chief Engineer's note).
" Accountant-General.
" Public Works Department, with notes.
Editors' Table (Order only).

GOVERNMENT PRESS
21 MAR 1917

NOTES CONNECTED WITH G.O. No. 835, HOME (EDUCATION),
DATED THE 12TH MARCH 1917.

[SUBJECT.—Building grant to K. Tiruvengadathan Chetti Garu's Girls' school,
Narayana Mudali Street, Georgetown.]

I

HOME (EDUCATION) DEPARTMENT.
From the Director of Public Instruction, dated the 30th January 1917,
R.C. No. 8027.

The plans and estimates may be sent to the Public Works Department ^{for} scrutiny.
S.N.P.—1-2-17.
T.K.—1-2-17.

C. RAMANUJA ACHARIYAR—2-2-17.

II

From the Director of Public Instruction, dated the 6th February 1917,
R.C. No. 8027.

The papers received from the Director of Public Instruction have been sent to the Public Works Department ~~on~~ on the 2nd February 1917 for scrutiny of the plans and estimates.

2. It is submitted these papers may also be sent to the Public Works Department ~~and~~ and that department requested to treat the matter as very urgent.
S.N.P.—8-2-17.
T.K.—8-2-17.

C.R.—9-2-17.

PUBLIC WORKS DEPARTMENT.

III

Note by the Chief Engineer, Public Works Department, No. 1751 C, dated the 9th March 1917.

The plan and estimate have been scrutinized in the Chief Engineer's office and the remarks thereon are embodied in the note read above.

2. The Consulting Architect who has inspected the building in question remarks as follows:—

"I think it is a great pity that so much money should have been spent on a building so unsuitable for a school (even a primary one). However as part of the money has been spent, I have contented myself with merely seeing that the rooms are not absolutely dangerous to health. For instance I have passed rooms M and N to contain 33 and 39 children, respectively, because they are well lighted, but from a teaching point of view they are hopeless. The general standard of 8 square feet per child has been kept to, but owing to the low ceilings (12' 3") the cubic space of 80 cubic feet per child is in many cases slightly lowered. Rooms Q are at present used as small dwelling houses. They are very dirty and insanitary and should, in my opinion, be pulled down, in fact I think they would probably fall down if the front rooms only were pulled down as shown on the plan. If rooms Q are pulled down, it will be possible to design quite a useful extension on that portion when funds permit; there is a separate entrance from a side street. The total accommodation as shown on the plan is for 519 children. By the alterations proposed, this number will be reduced to 388. The present number of children is 333."

3. The file may now be returned to Home (Education) for the issue of orders.
T.M.G.—7-3-17.
K.G.—8-3-17.

W. G. MOLESWORTH—8-3-17.

HOME (EDUCATION) DEPARTMENT.

Please
Carry on
to next page

27
2 Pm
2/17

SM
26/3/17

For approval.

See
W.S.M.

Note 335

2

A draft order is submitted for approval.

S.N.P.—9-3-17.

T.K.—9-3-17.

C. RAMANUJA ACHARIYAR—9-3-17.

How is it that according to the Consulting Architect a certain sum of money has already been spent on the building (vide page 1, supra) (he says "so much money" and then "part of the money")?

How much money actually has been spent and what on?

If on alterations, why undertaken in anticipation of sanction against the Director's express orders?

E. A. HARVEY—10-3-17.

By the sentence "I think it is a great pity that so much money should have been spent on a building so unsuitable for a school", the Consulting Architect Then he should have said "should be spent".

E.A.H.—10-3-17.

be spent on a building which is unsuitable even for a primary school. By "as part of the money has been spent" he apparently means that for the purposes of a school like the one under consideration, it is a pity that Rs. 33,700 should be spent on a building which is unsuitable even for a primary school. By "as part of the money has been spent" he presumably means the sum of Rs. 28,550 which has already been spent on the purchase * of the house. No alterations appear to have been undertaken without

* The Director of Public Instruction approves of the purchase. This is sufficient—Rule 51 (i) of the Grant-in-Aid-Code.

C.R.—10-3-17.

the Director's orders, and the grant to be sanctioned (especially the portion relating to alterations) will be paid only if the alterations are according to the Chief Engineer's instructions contained in his note.

S.N.P.—10-3-17.

T.K.—10-3-17.

C.R.—10-3-17.

In view of Mr. Stone's recommendation the grant may be approved.

It is a pity however that the building seems to be so unsuitable for a school.

E.A.H.—10-3-17.

P/ENTLAND—11-3-17.

For orders as to issue of the draft.

S.N.P.—12-3-17.

T.K.—12-3-17.

Issue.

C.R.—12-3-17.

[G.O. No. 335, Home (Education), dated 12th March 1917.]

ORDINARY.		PREFERENCE.		URGENT (a).	
Sectt. II-38-1-16.		Home (283)		DEPARTMENT.	
Current No dated 191		INSTRUCTIONS FOR THE SECRETARIAT.			
G.O. No. 335, dated 12th March 191		(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.			
Number of MS. pages sent		(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.			
Brief subject: Building grant		(b ¹) For rules regarding printing of notes, see rule 315 of the office Manual.			
Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).		(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.			
FOR RECORD.		(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.			
Madras Records ...		(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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FOR ISSUE.		(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.			
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