

Government  of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 969, 24th July 1917

Building grant

Sanctioning a — of Rs. 21,500 towards the construction of a building for the American Arcot Mission girls' secondary school, including a hostel, at Madanapalle, Chittoor district, but declining to sanction a grant in respect of the old girls' school building proposed to be used as a hostel for the boys' high school.



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Number of copies { Letter.  
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N. P.

ORIGINAL.

Government  of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 969, 24th July 1917

## Building grant

Sanctioning a — of Rs 21,500 towards the construction of a building for the American Arcot Mission girls' secondary school, including a hostel, at Madanapalle, Chittoor district, but declining to sanction a grant in respect of the old girls' school building proposed to be used as a hostel for the boys' high school.

READ—the following papers:—

## I

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

*To*—the Secretary to Government, Educational Department.

*Dated*—the 8th March 1916.

*No.*—Ref. on Cur. 5356/15.

I have the honour to submit herewith the plans bearing Nos. 187 (a) to 187 (d) with estimates amounting to Rs. 35,676 for the construction of a building to be used both for school and hostel purposes for the American Arcot Mission girls' secondary school, Madanapalle, and to recommend that a grant not exceeding one-half of the cost may be sanctioned in view of the fact that the expenditure will be met from the hostel allotment and that the payment will not be due before 1917-18.

## II

Memorandum No. 898-2, Educational, dated 3rd April 1916.

With reference to his letter R.O.C. No. 5356/15, dated the 8th March 1916, submitting plans and estimates amounting to Rs. 35,676 for the construction of a building to be used both for school and hostel purposes of the American Arcot Mission girls' secondary school, Madanapalle, the Director of Public Instruction is requested to report the value of the hostel and school buildings separately.

P. RAJAGOPALA ACHARIYAR,  
Secretary to Government.

To the Director of Public Instruction.

## III

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

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

*Dated*—the 29th August 1916.

*No.*—Ref. on Cur. 5356/15.

With reference to your memorandum No. 898-2, Educational, dated 3rd April 1916, in connection with the construction of a building to be used both for school and hostel purposes of the American Arcot Mission girls' secondary school, Madanapalle, I have the honour to state that the correspondent reports that the plan and shape of the proposed building has been conceived as much for hostel purposes as for school purposes and that any attempt to value the school and hostel buildings separately can be little more than guess work. I consider that the hostel part of the proposed new building may be taken to cost Rs. 20,000.

2. The Mission intends to use the old girls' school building as a hostel for the American Arcot Mission boys' high school in the locality as soon as the new building is completed. This old building is valued at about Rs. 6,890 by the Executive Engineer and the correspondent applies for a half grant on this as being property newly devoted to hostel purposes—vide article 51 (i) of the Grant-in-Aid Code. The

cost of the hostel portion of the proposed new building and of the old building which is to be newly devoted to hostel purposes, thus comes to Rs. 26,890 and I recommend that a grant not exceeding one-half of this amount, viz., Rs. 13,445, may be sanctioned to be met from the hostel allotment.

## IV

Note by the Chief Engineer, Public Works Department, No. 8036-C., dated 6th December 1916.

The Director of Public Instruction submits four plans\* and a detailed estimate amounting to Rs. 35,676 for a grant-in-aid towards the cost of constructing a building for the American Arcot Mission girls' secondary school (including a hostel) at Madanapalle, Chittoor district.

II. The plans and the estimate have been scrutinized in the Chief Engineer's office and the defects contained therein, and the modifications for rectifying them are summarized in the following remarks:—

(1) A section across the dining hall showing the arrangement of roof with its supports has not been furnished. The connection of this roof with that of the verandah in front of school kitchen, store, etc., would not be satisfactory. A flat terraced roof supported on wooden joists and steel girders resting on masonry piers should be provided.

(2) (a) The distance between the columns supporting the porch is about 16 feet. For the sake of economy and appearance this span should be reduced by introducing intermediate columns.

(b) In order that the pressures on these columns may not exceed the permissible limit for brick in lime mortar their diameter should be increased from 1' 3" to 1' 6".

(3) The stair is in one straight flight of steps and is situated in a verandah at one end of the building. It should be provided with proper landings at intervals and constructed in a central place so that access may conveniently be had to all the rooms on the first floor.

(4) The arched opening over the fire place of school kitchen is about 15 feet wide and the abutments are not strong enough to counteract the thrust. The width should be reduced to 10 feet.

(5) It is undesirable that the matron should have to cross the kitchen on her way to the bath room. A door should be provided in the wall between the matron's room and the bath room; and the one between the bath room and kitchen should be omitted.

(6) The wash room as shown on the drawing would be dark and should therefore be provided with a window.

(7) In consideration of appearance, stability and constructional facility, the verandah piers of first floor should be placed directly over those of the ground floor.

(8) The walls marked W1 and W2 should be shifted to positions W3 and W4, respectively; otherwise the junction of roofs at X and Y would not be satisfactory.

(9) According to the estimate, the roofs over some rooms consist of pan tiles over corrugated iron sheets and over other rooms of Mangalore tiles on flat tiles. For the sake of economy, it is recommended that flat and pan tiles may be used for all roofs except for the one over the dining hall which will be terraced.

(10) Ten bathing enclosures at a cost of Rs. 250 and a latrine consisting of ten seats and costing Rs. 450 are provided; and detailed drawings and estimates not submitted. The sketches shown on D.P.I. No. 187 (b) are not based on principles of sanitation and do not afford privacy. It is recommended that C.A. No. 205/1915 may be adopted for bath rooms and San. No. 18/1915 for latrine. It is considered that eight compartments shown on each of these drawings would be sufficient.

III. The modifications mentioned above, and the alterations required in the sizes and positions of steel joists and floor and roof timbers have all been shown in red chalk on the drawings.

IV. With these remarks, the plans and the estimate are returned for revision.

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

## V

Memorandum No. 898-5, Home (Education), dated 9th December 1916.

The plans and estimates for the construction of a building for the American Arcot Mission girls' secondary school (including a hostel) at Madanapalle, received with the Director of Public Instruction's letter R.C. No. 5356/15, dated the 29th August 1916, are returned to him for resubmission after revision in accordance with the Chief Engineer's note No. 8036-C., dated the 6th December 1916, a copy of which is enclosed.

(By order)

C. RAMANUJA ACHARIYAR,  
Registrar.

To the Director of Public Instruction with plans and estimate and copy of Chief Engineer's note.

## VI

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

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

Dated—the 11th April 1917.

No.—R.C. 5356/15.

With reference to memorandum No. 898-5, Home (Education), dated 9th December 1916, I have the honour to submit herewith the revised plans and estimates relating to the construction of a building (including a hostel) for the American Arcot Mission girls' secondary school, Madanapalle, with a copy of the correspondent's letter, dated 19th March 1917, explaining the alterations carried out. The total cost of the scheme according to the revised estimate comes to Rs. 44,200, and I recommend that a grant not exceeding one-half of this amount may be sanctioned in view of the fact that grants for school buildings also are now considered. I propose to meet half the grant from the allotment for building grants and half from that for hostels.

## ENCLOSURE.

Letter—from Miss H. W. DEBRY, B.A., Correspondent, American Arcot Mission Girls' secondary school, Madanapalle.

To—the Director of Public Instruction.

Dated—the 19th March 1917.

As per your Ref. on Cur. No. 5356/15, dated 16th December 1916, I have the honour to send herewith revised plans and estimates for the proposed new school building including hostel for the American Arcot Mission girls' incomplete secondary school, Madanapalle. All the modifications for rectifications as ordered in the Chief Engineer's note No. 8036-C, dated 6th December 1916, have been carried out as nearly as possible.

With reference to his remark No. 3, it will be noted that the revised plans have incorporated both the old stairway made slightly narrower and the full suggested stairway. We feel that two stairways will meet our needs better and the extra expenditure fully justifiable.

With reference to his remark No. 9 which suggested the use of country pan tiles over flat tiles, we feel that it would be economy in the end to use Mangalore tiles over country pan tiles as called for in the revised plans and estimates since a building of these proportions would be made more substantial and better looking by the planist roof. We have the honour to request that our revised plans and estimates may be passed in this respect.

Since the former plans were submitted, the supply of Jarrah timber available in Madras has been exhausted, which has made it necessary for us in our revised plans to substitute teakwood. The price of steel girders has also risen by nearly 175 per cent since we submitted our former estimates. By the insertion of these revised rates the total expenditure on the proposed building has been enhanced by several thousands of rupees.

With these remarks I have the honour to request that a half grant-in-aid may be sanctioned with as great expedition as possible as the cost of building is constantly increasing and the need for the new building is more pressing every month.

## VII

Note by the Chief Engineer, Public Works Department, No. 4369-C., dated 9th July 1917.

In accordance with the remarks contained in the note by the Chief Engineer No. 8036-C., dated 6th December 1916, the Director of Public Instruction submits revised plans and a detailed estimate amounting to Rs. 44,200 for a grant-in-aid towards the cost of constructing a building for the American Arcot Mission girls' secondary school, including a hostel, at Madanapalle, Chittoor district.

II. (a) The revised plans and estimate have been scrutinized in the Chief Engineer's office, and the sizes and spacings of some of the roof timbers altered where necessary. The wall plates under the ends of joists supporting terraced floors, and the wooden pieces provided for filling in the spaces between joists (over girders) are unnecessary and have therefore been omitted.

(b) By these alterations the total amount of the estimate has been reduced from Rs. 44,200 to Rs. 43,000.

III. The Superintending Engineer should satisfy himself as to the nature of the soil and the suitability of the foundations.

IV. For the latrine, a tiled roof is preferred to a corrugated iron one, the latter being very costly.

V. With these remarks, the estimate as altered in the Chief Engineer's office, amounting to Rs. 43,000, is recommended for approval.

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

**Order—No. 969, Home (Education), dated 24th July 1917.**

The Government are pleased to sanction a grant not exceeding one-half of the actual expenditure, nor Rs. 21,500 towards the cost of construction of a building for the American Arcot Mission girls' secondary school, including a hostel, at Madanapalle, Chittoor district, subject to the following conditions:—

(1) that in carrying out the work the suggestions of the Chief Engineer in his note, dated the 9th July 1917, 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.

3. No grant can be sanctioned in respect of the old girls' school building referred to in paragraph 2 of the Director's letter dated the 29th August 1916 and which it is proposed to use as a hostel for the American Arcot Mission boys' high school.

(True Extract)

R. RAMACHANDRA RAO,  
Secretary to Government.

To the Director of Public Instruction, with plans, estimates and copy of Chief Engineer's note.  
" Accountant-General.  
" Public Works Department.  
" Collector of Chittoor.  
Editor's Table (Order only).

**NOTES CONNECTED WITH G.O. No. 969, HOME (EDUCATION),  
DATED 24TH JULY 1917.**

[*SUBJECT.—Application for building grant for the American Arcot Mission Girls' Secondary school, Madanapalle.*]

*From the Director of Public Instruction, dated the 8th March 1916,  
R.O.C. No. 5356/13.*

**EDUCATIONAL DEPARTMENT.**

The building for which a half-grant of Rs. 17,338 is applied for is to be used both for school and hostel purposes. It is not stated as to how much of it is for school buildings and how much for hostel. Ordinarily grants for school buildings are met from the provision under "building grants" and those for hostels from the provision under "hostels" in the Civil Budget Estimate. In this case the Director of Public Instruction proposes to meet both from the provision under "hostels." His reasons for the proposal are not clear.

2. In sanctioning the special grant for hostels the Government of India intended that it should "mainly be expended upon the erection of buildings for the reception of pupils—paragraph (c) of India's letter on page 3 of G.O. No. 204, Educational, dated the 2nd March 1912. That Government also emphasized their desire "to see the hostel system develop until there is adequate residential accommodation attached to every college and secondary school in India"—vide paragraph 6 of India's resolution on page 3 of G.O. No. 394, Educational, dated the 1st May 1913. The Director of Public Instruction too made some distinction in the manner of spending the "building" and "hostel" grants—please see paragraph 3 of his letter on page 2 of G.O. No. 443, Educational, dated the 15th May 1913. Attention is also solicited to the Hon'ble Sir Harold Stuart's note on page 5 of notes to G.O. No. 1443, Educational, dated the 20th December 1915, wherein he observed: "I regard the provision of more hostel accommodation as a matter of great urgency and I would give the half-grant now instead of waiting till after the war—if we can possibly find the money."

3. In the circumstances it is for consideration whether the Director of Public Instruction's proposal to meet a portion of the grant required for the school buildings from the provision for "hostels" may be agreed to, especially since the diversion of the hostel grant in that manner is likely to result in the postponement of the development of the hostel system on which so much stress has been laid by the Government of India. Before sending the plans and estimates to the Public Works Department for scrutiny, the Director of Public Instruction may perhaps be requested u.o. to offer his remarks on the point.

P.R.—21-3-16.

T.K.—21-3-16.

Director of Public Instruction for remarks.

P. RAJAGOPALA ACHARIYAR—23-3-16.

**OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.**

The correspondent says "the mission plans to use the old buildings (of the girls' school) as a hostel for the boys of the American Arcot Mission secondary school for boys in the town." The whole scheme would therefore aid in developing the hostel

system more than appears at first sight. Perhaps it would be well to ascertain the value of the old building, to be now devoted to hostel purposes and to have the arrangement put on a formal basis.

J. H. STONE—29-3-16.

#### EDUCATIONAL DEPARTMENT.

A draft memorandum is submitted for approval.

P.R.—30-3-16.

T.K.—30-3-16.

P. RAJAGOPALA ACHARIYAR—3-4-16.

[Issued as Memorandum No. 892-8, Educational, dated the 3rd April 1916.]

*From the Director of Public Instruction, dated the 29th August 1916,  
R.C. No. 5356.*

The plans and estimates may now go to the Public Works Department for scrutiny.

S.N.P.—7-9-16.

T.K.—7-9-16.

C. RAMANUJA ACHARIYAR—9-9-16.

P.R.—11-9-16.

#### PUBLIC WORKS DEPARTMENT.

*Note by the Chief Engineer, Public Works Department, No. 8036-C.,  
dated 6th December 1916,*

The plans and estimates have been examined by the Chief Engineer, Public Works Department, and his remarks thereon are contained in the note read above. The file may now be returned to Home (Education) for the revision of the plans and estimates in accordance with paragraph 6 of the Chief Engineer's note.

K.R.—6-12-16.

P. RAU—6-12-16.

D. MARSHALL—6-12-16.

#### HOME (EDUCATION) DEPARTMENT.

A draft memorandum is submitted.

S.N.P.—8-12-16.

T.K.—8-12-16.

C.R.—9-12-16.

[Issued as Memorandum No. 898-5, dated the 9th December 1916.]

*From the Director of Public Instruction, dated the 11th April 1917,  
R.C. No. 5356/15.*

The revised plans and estimates now received may be forwarded to the Public Works Department with reference to that department's note above.

P.R.—19-4-17.

T.K.—21-4-17.

C.R.—23-4-17.

#### PUBLIC WORKS DEPARTMENT.

*Note by the Chief Engineer, Public Works Department, No. 4369-C.,  
dated 9th July 1917.*

The revised plans and estimate have been scrutinized in the Office of the Chief Engineer, Public Works Department, whose remarks are contained in the note read above.

2. The file may now be returned to Home (Education) for the issue of orders.

C.J.O.—10-7-17.

P. RAU—10-7-17.

D. MARSHALL—13-7-17.

#### HOME (EDUCATION) DEPARTMENT.

A draft order is submitted for approval.

P.R.—17-7-17.

T.K.—19-7-17.

When the new buildings, for constructing which a grant is to be sanctioned, are completed, the existing girls' school building will be used for a boys' hostel. The mission authorities want a half-grant on the estimated value of this building also (Rs. 6,890) on the ground that it is newly to be converted for use as a hostel and that the arrangement accordingly falls within rule 51 (i) of the Grant-in-Aid Code. This rule provides for the payment of grant in the case of buildings "previously purchased" and "to be newly devoted to educational purpose". The building in question was *apparently* constructed by the mission authorities *without* aid from Government. That is, however, no reason why grant should now be claimed in respect of it. The recognition of this claim will open the door to several similar claims which it may be hard to refuse. The building has all along been used for an *educational* purpose; its change in use from school to a hostel cannot bring it within the rule quoted above. The rule refers only to cases where buildings used for *non-educational* purposes have been for the first time brought to use for an educational object. The proposal to make a grant in respect of the *old* building may therefore be negatived. There seems to be no precedent for sanctioning a grant.

C. RAMANUJA ACHARIYAR—23-7-17.

R. RAMACHANDRA RAO—24-7-17.

[G.O. No. 969, Home (Education), dated 24th July 1917.]

(18) 1000

11.10 (b)-1-17.

Home (2nd) DEPARTMENT.

Attached

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

" " " " 191

READ ALSO:-

C. No. 292, From the 1916, No. 292, dated 1916

" " 2115, " " 292, dated 1916

" " 420, " " 292, dated 1917

M. by the C.E., 1900, " " 292, dated 1917

ORDER.

No. 969, dated 24-7-1917

The Govt are pleased to sanction a grant not exceeding one-half of the actual expenditure, not Rs 21,000/- towards the cost of construction of a building for the American Protestant Mission girls' Secondary school, including a hostel, at Madanapalle, Chittoor Dt, subject to the following conditions:-

- ① that in carrying out the work the suggestions of the Chief Engineer in his note of the 9<sup>th</sup> July 1917 are adopted, and
- ② that all the conditions prescribed in the Grant-in-aid Code have been duly complied with.

Page 12 of C.F.

(18) small

2. On the above conditions being fulfilled, the grant will be paid as funds become available.

3. No grant can be sanctioned if any grant has been sanctioned in respect of the old girls' school building referred to in para. 2 of the Director's letter to the

29. 8. 16. and which is proposed to be used as a hostel for the boys of the A.A.M. boys' school. The grant for the old girls' school building referred to in para. 2 of the Director's letter to the

9.7.17. 23-7-17. 24/7/17

pages of Cf.

Plans submitted 29.8.16. 10.8.17. 6.8.17.

To, the S.D. with plan, estimate & copy of C.E. note. P.D. Collector of Chittoor. (order only).

For approval only

NOTES CONNECTED WITH G.O. No. 969, HOME (EDUCATION), DATED 24th JULY 1917.

[SUBJECT.—Application for building grant for the American Arcot Mission Girls' Secondary school, Madanapalle.]

From the Director of Public Instruction, dated the 8th March 1916, R.O.O. No. 5356/13.

Approved Please Strike 21/7/17

EDUCATIONAL DEPARTMENT.

The building for which a half-grant of Rs. 17,338 is applied for is to be used both for school and hostel purposes. It is not stated as to how much of it is for school buildings and how much for hostel. Ordinarily grants for school buildings are met from the provision under "building grants" and those for hostels from the provision under "hostels" in the Civil Budget Estimate. In this case the Director of Public Instruction proposes to meet both from the provision under "hostels." His reasons for the proposal are not clear.

2. In sanctioning the special grant for hostels the Government of India intended that it should "mainly be expended upon the erection of buildings for the reception of pupils—paragraph (c) of India's letter on page 3 of G.O. No. 204, Educational, dated the 2nd March 1912. That Government also emphasized their desire "to see the hostel system develop until there is adequate residential accommodation attached to every college and secondary school in India"—vide paragraph 6 of India's resolution on page 3 of G.O. No. 394, Educational, dated the 1st May 1913. The Director of Public Instruction too made some distinction in the manner of spending the "building" and "hostel" grants—please see paragraph 3 of his letter on page 2 of G.O. No. 443, Educational, dated the 15th May 1913. Attention is also solicited to the Hon'ble Sir Harold Stuart's note on page 5 of Notes to G.O. No. 1443, Educational, dated the 20th December 1915, wherein he observed: "I regard the provision of more hostel accommodation as a matter of great urgency and I would give the half-grant now instead of waiting till after the war—if we can possibly find the money."

3. In the circumstances it is for consideration whether the Director of Public Instruction's proposal to meet a portion of the grant required for the school buildings from the provision for "hostels" may be agreed to, especially since the diversion of the hostel grant in that manner is likely to result in the postponement of the development of the hostel system on which so much stress has been laid by the Government of India. Before sending the plans and estimates to the Public Works Department for scrutiny, the Director of Public Instruction may perhaps be requested u.o. to offer his remarks on the point.

P.R.—21-3-16. T.K.—21-3-16.

Director of Public Instruction for remarks. P. RAJAGOPALA ACHARIYAR—23-3-16.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

The correspondent says "the mission plans to use the old buildings (of the girls' school) as a hostel for the boys of the American Arcot Mission secondary school for boys in the town." The whole scheme would therefore aid in developing the hostel system more than appears at first sight. Perhaps it would be well to ascertain the value of the old building, to be now devoted to hostel purposes and to have the arrangement put on a formal basis.

J. H. STONE—29-3-16.

EDUCATIONAL DEPARTMENT.

A draft memorandum is submitted for approval.

P.R.—30-3-16. T.K.—30-3-16.

P. RAJAGOPALA ACHARIYAR—3-4-16. [Issued as Memorandum No. 892-3, Educational, dated the 3rd April 1916.] From the Director of Public Instruction, dated the 29th August 1916, R.C. No. 5356.



NOTES TO G.O. No. 969, HOME (Education), 24TH JULY 1917

The plans and estimates may now go to the Public Works Department for scrutiny.

S.N.P.—7-9-16.

T.K.—7-9-16.

C. RAMANUJA ACHARIYAR—9-9-16.  
P. RAJAGOPALA ACHARIYAR—11-9-16.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, No. 8036-C,  
dated 6th December 1916.

The plans and estimates have been examined by the Chief Engineer, Public Works Department, and his remarks thereon are contained in the note read above. The file may now be returned to Home (Education) for the revision of the plans and estimates in accordance with paragraph 6 of the Chief Engineer's note.

K.R.—6-12-16.

P. RAU—6-12-16.

D. MARSHALL—6-12-16.

HOME (EDUCATION) DEPARTMENT.

A draft memorandum is submitted.

S.N.P.—8-12-16.

T.K.—8-12-16.

C.R.—9-12-16.

[Issued as Memorandum No. 893-5, dated the 9th December 1916.]

From the Director of Public Instruction, R.C. No. 5356/15, dated  
the 11th April 1917.

The revised plans and estimates now received may be forwarded to the Public Works Department with reference to that department's note above.

P.R.—19-4-17.

T.K.—21-4-17.

C.R.—23-4-17.

PUBLIC WORKS DEPARTMENT.

Note by the Chief Engineer, Public Works Department, No. 4369-C,  
dated 9th July 1917.

The revised plans and estimate have been scrutinized in the Office of the Chief Engineer, Public Works Department, whose remarks are contained in the note read above.

2. The file may now be returned to Home (Education) for the issue of orders.

C.J.O.—10-7-17.

P. RAU—10-7-17.

D.M.—13-7-17.

HOME (EDUCATION) DEPARTMENT.

A draft order is submitted for approval.

P.R.—17-7-17.

T.K.—19-7-17.

When the new buildings, for constructing which a grant is to be sanctioned, are completed, the existing girls' school building will be used for a boys' hostel. The mission authorities want a half-grant on the estimated value of this building also (Rs. 6,890) on the ground that it is newly to be converted for use as a hostel and that the arrangement accordingly falls within rule 51 (i) of the Grant-in-Aid Code. This rule provides for the payment of grant in the case of buildings "previously purchased" and "to be newly devoted to educational purpose". The building in question was apparently constructed by the mission authorities without aid from Government. That is, however, no reason why grant should now be claimed in respect of it. The recognition of this claim will open the door to several similar claims which it may be hard to refuse. The building has all along been used for an educational purpose; its change in use from school to a hostel cannot bring it within the rule quoted above. The rule refers only to cases where buildings used for non-educational purposes have been for the first time brought to use for an educational object. The proposal to make a grant in respect of the old building may therefore be negatived. There seems to be no precedent for sanctioning a grant.

C. RAMANUJA ACHARIYAR—23-7-17.

R. RAMACHANDRA RAO—24-7-17.

[G.O. No. 969, Home (Education), dated 24th July 1917.]

## PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT.

Section II—38-1-17.

DEPARTMENT.

Current No. .... dated ..... 191

G.O. No. 969, dated 24.7.1917

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| Financial Dept. ....                 |               |                              |        |
| Marine Dept. ....                    |               |                              |        |
| Ecclesiastical Dept. ....            |               |                              |        |
| Total .....                          |               |                              |        |
| Ths. ....                            | 16            |                              |        |
| The. ....                            | 16            |                              |        |
| The. ....                            | 5             |                              |        |
| The. ....                            | 10            |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| The. ....                            |               |                              |        |
| Total ..                             | 50            |                              |        |

Copies distributed on ..... (Press Clerk).

† Copies distributed on ..... (Press Despatcher).

† To be initialed and dated.

## INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.), by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(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.

## 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.

TO PRESS, MADRAS OOTY.

| 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) if not need not be sent. Please print and supply number of copies as indicated. |
| Type may be released <u>after usual interval</u> at once.              | Type may be released <u>after usual interval</u> at once.                           | Type may be released after usual interval.                                                                                                           |
| Referencer.<br>Clerk.                                                  | Referencer.<br>Clerk.                                                               | Referencer.<br>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. | Extra 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.P. |                  |        |               |                       |
| Total ...                                                                        |                  |        |               |                       |