

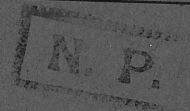
Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 293, 1st March 1918

Lawrence Memorial School, Ootacamund

Accepting, with remarks, the budget estimates of the — for the year 1918-19.



INDEXED

N. P. ORIGIN
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Lawrence Memorial School, Ootacamund

Accepting, with remarks, the budget estimates of the — for the year 1918-19.

READ—the following paper :—

Letter—from A. R. CUMMING, Esq., I.C.S., Collector of The Nilgiris and Vice-Chairman of the Committee of Management, Lawrence Memorial School.

To—the Secretary to Government, Home (Education) Department (through the Director of Public Instruction).

Dated—Ootacamund, the 4th/6th February 1918.

No.—4336.

I have the honour to submit herewith revised estimates for 1917-18 and budget for 1918-19 for the Lawrence Memorial School, which have been duly considered and passed by the committee of management, for the favourable consideration of Government. The prices of both school and boarding house requirements continue to increase, but by rigid economy the committee hope to work generally within the last year's allotments.

2. The following seem to be the chief items needing explanation :—

BOYS' BRANCH.

Income.—Credit is taken in revised estimates for Rs. 10,000 which the committee hope to recover from the Military Works services within this financial year—vide G.O. No. 1248, Home (Education), dated 29th September 1917—and also for Rs. 25,000 in budget for 1918-19—vide G.O. No. 1350, Home (Education), dated 29th October 1917. Also for Rs. 5,000 received from the Venerable the Archdeacon of Madras, Agent to the Trustees of the late Lawrence Asylum Press, being the final recovery of bad debts formerly owing to the press.

Expenditure.—I. *Education (a)* 2.—Provision is made for the entertainment of a book-binder on a salary not exceeding Rs. 18 per mensem (60 per cent to Boys' branch and 40 per cent to Girls' branch).

Formerly the school sent all books, etc., requiring binding to the Lawrence Asylum Press, who did this work free for the school. Since the press is no longer in existence, the committee consider that a resident book-binder would more than pay the school. The increased cost of books and difficulty in obtaining them make it desirable that books should be patched up to last as long as possible. The allotment under this heading is not increased.

I. *Education (f)*.—The carpentry class is still in abeyance under conditions reported in the last year's budget.

III. *Household (a)*—1.—An increment of Re. 1 per mensem is added to the pay of the nursery matron in order to make her pay incremental Rs. 40-1-45 as reported in the Vice-Chairman's letter No. 4366, dated 6th February 1917, page 2, paragraph 2 (b) 1. It is hoped that this will receive the sanction of Government.

III. *Household (a)*—3.—Provision is made to increase the pay of the lamp-lighter from Rs. 10 to Rs. 12 per mensem. The lamp-lighter has had a considerable amount of extra work put on him this year in connexion with hot water apparatus and other improvements. He also assists the steward in many odd jobs which are no man's particular work. The present man is most careful with oil and chimneys and it pays the school to have a reliable man in this post.

III. *Hospital (b)*—1.—The pay of hospital matron and cook is raised by Re. 1 to raise them to scale of pay of school kitchen servants and Re. 1 is added to a scavenger who is attached to the hospital for duty and who has a considerable amount of night work in addition to his day duties.

VI. *Buildings*—3.—A sum of Rs. 750 is provided for an additional room to first assistant master's quarters. The present occupant has now 16 years' service in the school and recently married. His quarters are bachelor quarters only, but the committee consider that, after 16 years' service, married quarters should certainly be provided.

IX. *Extraordinary* 6.—Provision is made for an expenditure of Rs. 10,000 in the revised estimate and Rs. 50,000 in budget for 1918-19 for preparatory branch building—vide correspondence ending with Principal's letter No. L.D. 195, dated 2nd October 1917.

The committee, without expressing at present any opinion regarding the advisability of a training college to be attached to the school, venture to suggest that the building of a training college in war time is by no means urgent. On the other hand this war has demonstrated more clearly than ever the necessity and the usefulness to the State of the school. Without serious overcrowding, the school cannot keep its sanctioned numbers, while the number of children already registered awaiting admission will take at least four years to work of. The committee therefore earnestly hope that Government will be pleased to allow them to use the sum mentioned in the budget in building the proposed preparatory branch in accordance with paragraph 6 of Sir A. Phayre's letter, dated 30th May 1917, pending the receipt of a special grant for this purpose.

GIRLS' BRANCH.

Expenditure—VI. *Buildings*—3.—A sum of Rs. 2,000 is provided for hot water apparatus and partitions in lavatories of the Girls' branch. This has been strongly recommended by Surgeon-General Corker and Lady Cardew, and accepted by the committee.

3. The estimated credit balance on 31st March 1919 for the Boy's branch is Rs. 86,840 and for the Girls' branch Rs. 8,664, making a total estimated credit balance of Rs. 45,604.

ENCLOSURES

(1)

Lawrence Memorial School—Budget, 1918-19.

Particulars.	Actuals, 1916-17.		Sanctioned budget, 1917-18.		Revised estimates		Budget	
			For 1917-18.		Remarks on	For 1918-19.	Remarks on	
Boys' Branch.								
Receipts.								
Opening balance ..	Rs.	Rs.	Rs.			Rs.		
I. From Government—	43,238	18,855	47,236			55,613		
1. Grant-in-aid ..	37,800	37,800	37,800		G.O. No. 1850, Home (Education), dated 29th October 1917.	37,800	G.O. No. 1350, dated 29th October 1917.	
2. Special grant ..	17,809	..	25,000			25,000		
II. Profits on school property—								
1. Donation and interest on Government securities.	61,475	59,740	59,740			59,740		
2. Bank interest on fixed deposit Account (vide rule 63).	2,009	2,000	2,000			3,000		
III. Special funds—								
1. Subsistence and separation allowance.	9,823	9,000	11,000			10,600		
2. Fees	19,431	19,650	19,650			20,650	Monthly collection is at Rs. 2,065.	
3. Telegraph department ..	840	840	770		There are only eleven boys now in the training class.	840		
IV. Miscellaneous—								
1. Sale of stores	128	100	100			100		
2. From N.V.R. compensation for boots.	200	200	..		Regulations for I.D.F. do not permit of compensation for boots.	..		
3. Other items	78	36	100			36		
4. Special money prizes ..	62	..	37			..		
5. Donation	10	..	1,600		From His Excellency Lord Pentland, interest to be spent on special prizes.	..		
6. Refund from Bonus fund on account of staff who have left the services.	99	..	..			..		
7. Sale of old organ ..	..	1,003	..		Not sold yet, but amount repeated for next year.	1,000		
8. Recoveries from M.W.S. of unpaid balances from contribution work.	..	..	64			..		
9. Interest on donation of His Excellency Lord Pentland.	..	..	68		Invested in 6 per cent War Loan—vide 5.	75		
10. Refund from M.W.S. of amount advanced for sergeants' quarters.	..	..	10,000			..		
11. Donation from Government for poultry yard.	..	..	500		G.O. No. 1165, Home (Education), dated 10th September 1917.	..		
12. Recovery of bad debts of late Lawrence Asylum Press.	..	..	5,000			..		
Total ..	1,92,491	1,48,861	2,20,475			2,24,354		
Expenditure.								
I. Education—								
(a) Scholarships—								
1. Establishment ..	21,179	21,682	20,355			21,886	Increments in accordance with sanctioned scale.	
2. Books, prizes stationery and book-binding.	3,953	750	3,500			3,750	Class books including science (1,250), scripture books, etc. (250), prizes (250).	
								material for special classes (200), stationery (1,500), Kindergarten material (300). Sanction is solicited for the entertainment of a book binder on Rs. 18 per mensem.
3. Library	491	640	640			640		
4. Examination fees ..	155	200	200			200		
5. Special money prizes ..	62	..	37			..		
6. Scholarships	240	240	77			240		
7. Pocket money to orphans.	..	120	50			120		

Lawrence Memorial School—Budget, 1918-19—cont.

Particulars.	Actuals, 1916-17.	Sanctioned budget, 1917-18.	Revised estimates		Budget	
			For 1917-18.	Remarks on	For 1918-19.	Remarks on
<i>Boys' Branch—cont.</i>						
<i>Expenditure—cont.</i>	RS.	RS.	RS.		RS.	
<i>I. Education—cont.</i>						
(b) Artistic—						
1. Band establishment ..	829	840	840		840	
2. Band instruments, music and repairs.	727	700	700		600	
3. Honorarium to band examiner.	..	20	..		20	
4. Gymnastic establish- ment.	540	540	540		540	
5. Apparatus and games.	746	800	800		800	
(c) Telegraph—						
Premium	180	150	165	For 11 lads only ..	180	
(d) Drawing—						
1. Establishment ..	240	240	240		240	
2. Materials, models, etc.	10	50	50		50	
(e) Typewriting—						
1. Establishment ..	240	240	240		240	
2. Machines, materials, etc.	57	50	50		50	
(f) Carpentry—						
1. Establishment ..	720	1,080	720	The class is held in absence, as no pio- neer sergeant will be available till after the war.	720	Vide covering letter.
2. Tools and plant ..	470	750	..		..	
<i>II. Clothing and victualling—</i>						
(a) Clothing—						
1. Establishment ..	726	768	765		768	
2. Machines, materials, etc.	7,371	10,000	9,000		10,000	
3. Contract work and outfits.	3,637	3,600	3,600		3,600	
4. Shoeing	4,995	7,000	7,000		7,000	
5. Sergeants' clothing ..	585	650	650		850	Prices of cloths have gone up.
6. Servants' clothing ..	380	400	469	Actuals put down, prices of material having gone up.	470	
(b) Victualling—						
1. Establishment ..	1,961	2,138	2,127		2,138	
2. Provisions	34,021	37,000	35,000		37,000	
3. Kitchen and dining- room utensils.	678	400	400		400	
4. Out-boarders	86	180	74		180	
<i>III. Household, hospital and sanitation—</i>						
(a) Household—						
1. Establishment ..	5,898	5,934	5,940		5,952	One rupee added to nursery matron's pay.
2. Washing	1,767	2,100	1,965		2,100	
3. Lighting	909	1,300	1,800		1,600	Prices of oil and chimneys have gone up. Rs. 2 increas- is allowed to messal- chi.
4. Woodcutting	1,180	1,126	1,126		1,222	For axes, saws and forks, etc. (Rs. 100).
5. Bedding and towelling.	2,856	2,500	2,500		2,500	
6. Hardware, brushes, soap.	1,287	1,500	1,500		1,500	
7. New furniture and carpets.	1,978	2,000	1,500		1,500	
8. Contingencies	133	220	220		220	
(b) Hospital—						
1. Establishment ..	1,804	1,878	1,805		1,952	Pay of servants raised by Rs. 1 each per annum.
2. Medicines and wines ..	110	100	200		200	
3. Extra nursing	108	500	500		500	
(c) Sanitation—						
1. Establishment ..	1,020	1,080	1,067		972	One scavenger trans- ferred to I Hospital (i).
2. Tar and phenyle ..	347	300	300		300	
3. Repairs to roads and drains; bank-cutting.	980	1,014	983		1,014	

Lawrence Memorial School—Budget, 1918-19—cont.

Particulars.	Actuals, 1916-17.	Sanctioned budget, 1917-18.	Revised estimates		Budget	
			For 1917-18.	Remarks on	For 1918-19.	Remarks on
Boys' Branch—cont.						
Expenditure—cont.						
IV. General—	RS.	RS.	RS.		RS.	
1. Establishment	9,019	9,235	9,235		9,575	Increments in accordance with sanctioned scale.
2. Office stationery	304	250	400	Prices of stationery have gone up.	250	
V. Miscellaneous—						
1. Carrying charges and travelling expenses.	3,272	3,000	3,000		3,000	
2. Postage, telegrams and advertisements.	503	450	450		450	
3. Contingencies and municipal tax.	466	1,009	750		1,000	
4. Entertainment allowance.	202	300	300		300	
5. Printing charges	474	840	600		840	
VI. Buildings—						
1. Establishment	819	912	875		912	
2. Material, barrack damages and repairs to furniture.	738	1,000	750		750	
3. Improvement to buildings.	1,322	133	123		750	Additional room to first assistant master's quarters.
VII. Other charges—						
Pensions	1,380	1,380	1,380		1,380	
VIII. Chapel—						
1. Establishment	403	403	403		404	
2. Improvements	108	200	200		200	
3. Purchase of organ ..	9,682	1,000	..	Organ not expected this year but allotment repeated for next year.	1,000	
4. Tuning and repairing organ.	35	35	35		35	
IX. Extraordinary—						
1. Bonus to Provident fund of staff.	1,676	1,683	1,715		1,716	
2. Refund of fees or pension.	58	..	91		..	
3. Special bonus to staff ..	3,324	..	3,300	G.O. No. 955, Home (Education), dated 20th July 1917.	..	
4. Water-supply improvements.	6,000	..	..		..	
5. Investment of His Excellency Lord Pentland's donation in war loan.	..	..	1,500		..	
6. New buildings	..	..	20,000	Rs. 10,000 advance for sergeants' quarters—vide G.O. No. 1248, Home (Education), dated 29th September 1917, and 10,000 towards proposed building for preparatory branch.	50,000	Towards proposed building for preparatory branch.
7. Poultry yard	..	..	500		..	
Total	1,45,255	1,37,338	1,54,862		1,87,514	
Closing balance ..	47,236	10,733	65,618		36,840	
Grand total	1,92,491	1,48,381	2,20,475		2,24,354	
Girls' Branch.						
Receipts.						
Opening balance	17,733	8,810	16,855		18,499	
I. From Government—						
1. Grant-in-aid	25,200	25,200	25,200		25,200	
2. Special grant	4,200	..	..		..	
II. Profits on school property—						
1. Donation and interest on Government securities.	23,226	23,226	23,226		23,226	
III. Special funds—						
1. Subsistence and separation allowance.	9,068	8,400	9,900		9,500	
2. Fees	8,376	8,800	8,200		8,500	Monthly collection is at Rs. 850.

Lawrence Memorial School—Budget, 1918-19—cont.

Particulars.	Actuals 1916-17.	Sanctioned budget, 1917-18.	Revised estimates		Budget		
			For 1917-18.	Remarks on	For 1918-19	Remarks on	
Girls' Branch—cont.							
Receipts—cont.							
IV. Miscellaneous—	Rs.	Rs.	Rs.			Rs.	
1. Sale of stores	..	25	25			25	
2. Other items	25	..	..			..	
3. Special money prizes ..	63	..	33			..	
4. Refund from Bonna fund account of staff who have left the services.	16	..	..			..	
5. Refund from Municipal workshop of unpaid balance from contribution work.	1	..	..			..	
6. Donation from Government for poultry yard.	..	..	500	G.O. No. 1185, Home (Education), dated 10th September 1917.		..	
Expenditure. Total ..	87,907	74,461	83,439			79,950	
I. Education—							
(a) Scholastic—							
1. Establishment ..	9,865	10,210	10,160			10,380	Increments in accordance with sanctioned scale.
2. Books, prizes, stationery and book binding.	2,047	1,700	1,600			1,500	Books and stationery (1,50), prizes (10) kindergarten material (200) and bookbinder. Vide boys' branch remarks.
3. Library	375	450	450			450	
4. Examination fees ..	150	160	60			160	
5. Games	210	100	100			100	
6. Tuning and repairing piano.	..	60	60			60	
7. Special money prizes..	63	..	33			..	
8. Scholarships	175	240	400			480	
9. Pocket money to orphans.	..	80	22			80	
(b) Drawing—							
1. Establishment ..	180	180	180			180	
2. Materials and models.	8	75	75			75	
(c) Typewriting—							
1. Establishment ..	175	180	180			180	
2. Materials and machines.	60	50	50			60	
(d) Technical—							
1. Establishment ..	1,128	1,162	1,162			1,178	Increments in accordance with sanctioned scale.
2. Needle-work, cookery and laundry classes.	162	350	350			400	Due to addition of a laundry class.
II. Clothing and Victualling—							
(a) Clothing—							
1. Establishment ..	945	940	940			920	
2. Machines and materials.	3,815	4,000	3,500			4,000	
3. Extra tailors and contract work.	560	600	600			600	
4. Shoeing	2,702	3,200	3,200			3,200	
5. Outfit allowance ..	308	350	600	Nine girls have been provided for.		420	
6. Servants' clothing ..	145	150	213	Actuals put down.		250	
(b) Victualling—							
1. Establishment ..	1,067	1,128	1,080			1,128	
2. Provisions	19,778	20,750	20,750			20,750	
3. Kitchen and dining-room utensils.	407	600	400			600	
III. Household, hospital and sanitation—							
(a) Household—							
1. Establishment ..	435	448	448			448	
2. Washing	1,207	1,485	1,290			1,485	
3. Lighting	701	1,000	1,300			1,000	
4. Woodcutting	303	432	424			432	
5. Bedding and towel-lin.	1,347	1,000	750			1,000	
6. Hardware, brushes and soap.	571	1,200	1,200			1,200	
7. New furniture and carpets.	1,454	2,000	1,500			1,500	
8. Contingencies ..	43	100	100			100	

Lawrence Memorial School—Budget, 1918-19—cont.

Particulars.	Actuals, 1916-17.	Sanctioned budget, 1917-18.	Revised estimates.		Budget.		
			For 1917-18.	Remarks on	For 1918-19.	Remarks on.	
Girls' Branch—cont.							
Expenditure—cont.							
III. Household, hospital and sanitation—cont.	Rs.	Rs.	Rs.		Rs.		
(b) Hospital—							
1. Establishment ..	1,343	1,355	1,355	..	1,476	Transferred one scavenger for hospital duty from III. Sanitation (3).	
2. Medicines and wines.	9	50	50		50		
3. Extra nursing ..	35	500	250		500		
(c) Sanitation—							
1. Establishment ..	635	756	736		648	One scavenger transferred to III. Hospital (3).	
2. Tar and phenyle ..	135	150	150		350	Provides for one conveyance cart at Rs. 200.	
3. Bush-cutting ..	212	212	212		212		
IV. General—							
1. Establishment ..	6,017	6,150	6,150		6,384	Increments in accordance with sanctioned scale.	
2. Office stationery ..	..	..	..		150		
V. Miscellaneous—							
1. Carrying charges and travelling expenses.	1,827	2,000	2,000		2,000		
2. Postage, telegrams and advertisements.	67	100	100		100		
3. Contingencies ..	57	100	100		100		
4. Printing charges ..	330	250	250		250		
VI. Buildings—							
1. Establishment ..	545	600	586		600		
2. Material, barrack damages and repairs to furniture.	417	500	400		500		
3. Improvements to buildings.	544	150	150		2,000	Hot water apparatus vide covering letter.	
VII. Other charges—							
Pension	360	350	360		360		
VIII. Chapel—							
1. Establishment ..	268	268	268		268		
2. Improvements ..	60	80	80		80		
3. Tuning and repairing organ.	20	20	20		20		
IX. Extraordinary—							
1. Bonus to Provident fund of staff.	860	850	875		900		
2. Refund of fees or pension.	10	..	48		..		
3. Gratuity	707	..	..		..		
4. Special bonus to staff.	2,479	..	2,558	G.O. No. 955, Home (Education), dated 20th July 1917.	..		
5. Improvements to water-supply.	4,000	..	..		..		
6. Poultry yard ..	..	..	500		..		
Total ..	71,552	68,825	69,940		71,386		
Closing balance ..	16,355	5,536	13,499		8,564		
Grand Total ..	87,907	74,461	83,439		79,950		

List of establishments—cont.

(2)							
List of establishments.							
Heads to which debited.	Number.	Designation.	Present scale.		Sanctioned scale.		Remarks.
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
BOYS' DEPARTMENT.							
I. Education	1	Headmaster	400	..	300—20—400	..	
Do.	1	Secondmaster	280	..	200—10—260	..	
Do.	1	First assistant	175	..	150—5—175	..	
Do.	1	Second do.	130	..	120—2—130	..	
Do.	1	Third do.	150	..	125—2—150	..	
Do.	1	Fourth do.	150	..	100—2—120	..	
Do.	1	Fifth do.	100	..	100—2—120	..	
Do.	1	Sixth do.	100	..	100—2—120	..	
Do.	1	Seventh do. temporary.	100	..	50—2—60	15	House-rent in lieu of free quarters.
Do.	1	Munshi	58	..	50—2—60	..	
Do.	1	Carpentry instructor	90	..	90—2—100	..	
I. Education and	1	Band instructor	100	..	90—2—100	20	Rs. 50 to each head, and Rs. 20 for teaching string band.
III. Household	1	Gymnastic instructor	90	..	80—2—90	..	Rs. 45 to each head, and Rs. 20 for shoeing supervision.
II. Victualling.	1	Steward	110	..	110	..	Rs. 45 to each head and Rs. 20 for shoeing supervision.
III. Household and	1	Senior Sergeant	120	..	100—4—120	..	
II. Clothing	1	Junior Sergeant	80	..	75—1—80	..	
Do.	1	Clothing Sergeant	60	20	50—2—60	20	Personal allowance.
Do.	1	Boys' non-commissioned officers.	25½	..	25½	..	
Hospital	1	Matron	60	20	50—2—60	20	In lieu of free board.
Do.	1	Allowance for teaching singing.	20*	..	20*	..	
Do.	1	do. drawing.	20*	..	20*	..	
Do.	1	do. type-writing.	20*	..	20*	..	
Do.	1	do. to librarian	20*	..	20*	..	
Do.	1	do. for supervision of games.	20*	..	20*	..	
An initial salary is sanctioned for two years at Rs. 150 per mensem for qualified and certificated teachers—G.O. No. 805, Home (Education), dated 6th March 1917.							
2. Three lady teachers on Rs. 105 each per mensem in place of two junior matrons on Rs. 150 each have been sanctioned for two years—G.O. No. 553, Home (Education), dated 20th April 1917.							
GIRLS' DEPARTMENT.							
I. Education	1	Head mistress	195	1	175—5—200	..	
Do.	1	First assistants	140	..	125—5—150	..	
Do.	1	Second do.	85	..	70—3—85	..	
Do.	1	Third do.	73	..	70—1—80	..	
Do.	1	Fourth do.	63	..	60—1—70	..	
Do.	1	Fifth do.	53	..	50—1—60	..	
Do.	1	Sixth do.	53	..	50—1—60	..	
Do.	1	Seventh do.	53	..	50—1—60	..	
Do.	1	Technical matron	98	90	90—2—100	..	
III. Household and	1	Head matron	58	..	50—2—60	..	
Do.	1	First assistant matron	42	..	40—1—45	..	
Do.	1	Second do.	10	..	10	..	
II. Victualling	1	Assistant matron	40	..	40—1—45	..	
III. Hospital	1	Matron	48	..	45—1—50	..	
Do.	1	Allowance for teaching singing.	15*	..	15*	..	
Do.	1	do. drawing.	15*	..	15*	..	
Do.	1	do. type-writing.	15*	..	15*	..	
Do.	1	do. to librarian	15*	..	15*	..	
KINDERGARTEN DEPARTMENT.							
I. Education	1	Head teacher	125	..	100—5—150	..	
Do.	1	First assistant	66	..	60—2—80	..	
Do.	1	Second do.	53	..	50—1—60	..	
Do.	4	Pupil teachers	20	..	20	..	
Do.	1	Assistant teacher	80	..	80	..	
III. Household	1	Nursery matron	40	..	40	..	
Sanction is solicited.							

Heads to which debited.	Number.	Designation.	Present scale.		Sanctioned scale.		Remarks.
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
GENERAL.							
			RS.	RS.	RS.	RS.	
IV. General	1	Principal and Secretary	1,000	..	500—50—1,000	..	
Do.	1	Chief clerk	150	..	125—5—150	..	
Do.	1	Clerk	50	..	40—1—50	..	
Do.	1	Assistant clerk	30	..	25—1—30	..	
Do.	1	Stores' clerk	30	..	25—1—30	..	
Do.	1	Allowance for Shorthand	20*	..	25—1—30	20*	
Do.	1	Peon	8	..	..	..	Allowed to Principals.
Do.	2	Gardeners	16	..	..	..	Do. do.
Do.	1	Coolie, general	11	..	..	..	
Do.	1	Coolie, errands	10	..	..	..	
Do.	1	Forest guard	11	..	12	..	
III. Hospital	1	Consulting physician	50	..	50	..	
Do.	1	Resident Medical officer	50	..	50	..	
Do.	1	Compounder	17	3	17	3	
VIII. Chapel	1	Organist	10	30*	10	30*	
Do.	1	Gardener	9	..	9	..	
Do.	1	Gardener	9	..	9	..	
Do.	1	Servant	5	..	5	..	For organ blowing.
I. Education	1	Bookbinder	18	..	..	..	Sanction is solicited.
General charges are 60 per cent to boys' branch and 40 per cent to girls' branch.							
BOYS' DEPARTMENT.							
Native Establishment.							
II. Clothing	4	Tailors	61	..	..	..	
Do.	4	Choklers	61	..	..	..	
II. Victualling	1	Head cook	20	..	..	..	
Do.	4	Assistant cooks	38	..	..	..	
Do.	5	Scullions	45	..	..	..	
Do.	1	Buttermen	9	..	..	..	
Do.	1	Biscuit maker	12	..	..	..	
III. Household	1	Nursery maty	9	..	..	..	
Do.	1	Maslahi	10+2	..	..	..	Sanction is solicited for an increase of Rs. 2.
Do.	9	Wood-cutters	72	..	..	..	
Do.	1	Servant for hair-cutting	10	..	..	..	
III. Hospital	1	Cook	8+1	..	..	..	Sanction is solicited to raise the pay to Rs. 9 each per mensem.
Do.	1	Maty	8+1	..	..	..	
Do.	1	Scavenger	8+1	..	..	..	
III. Household and Sanitation.	1	Maistri	25	..	..	..	Rs. 12-8-0 to each head.
III. Sanitation	9	Scavengers	72	..	..	..	
Do.	8	Coolies	64	..	..	..	Repairs to roads and drains, bush-cutting
GIRLS' DEPARTMENT.							
Native Establishment.							
II. Victualling	3	Kitchen helps	24	..	..	..	
Do.	3	Scullions	24	..	..	..	
III. Household	1	Man-servant	8	..	..	..	
Do.	4	Wood-cutters	32	..	..	..	
Hospital	1	Ayeh	8	..	..	..	
Do.	1	Cook	8	..	..	..	
Do.	1	Scavenger	8	..	..	..	
Sanitation	6	Scavengers	48	..	..	..	
Do.	2	Coolies	16	..	..	..	Bush-cutting, repairs to drains, etc.

* The allowances need not go to particular posts.

† One rupee, in addition to salary, is provided for in the budget as compensation for dearness of provisions.

* The allowances need not go to particular posts.

(3)

No. 2, ACCOUNT.

Boys' and Girls' Branches.

Receipts.	RS. A. P.			Expenditure.	RS. A. P.		
	RS.	A.	P.		RS.	A.	P.
Special grant sanctioned in G.O. No. 1106, Educational, dated 11th December 1912.	26,830	0	0	Amount spent	25,016	0	6
Interest allowed by the bank.	1,104	14	0	Balance, 31st December 1917.	2,918	13	6
Total	27,934	14	0	Total	27,934	14	0

Endorsement N.R.O.C. No. 1288, dated 12th February 1918.

Submitted.

J. H. STONE,
Director of Public Instruction.

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

Order—No. 293, Home (Education), dated the 1st March 1918.

The budget estimates of the Lawrence Memorial School, Ootacamund, are accepted with the following remarks:—

- (1) The Government sanction—
 - (a) the employment of a book-binder on Rs. 18 per mensem;
 - (b) the enhancement of the pay of the nursery matron from Rs. 40 to Rs. 40—1—45 per mensem;
 - (c) the enhancement of the pay of the masalchi from Rs. 10 to Rs. 12 per mensem, and
 - (d) the enhancement of the pay of the hospital maty, cook and scavenger from Rs. 8 to Rs. 9 each per mensem.

(2) The Government also sanction an expenditure of Rs. 750 on the extensions to the first assistant master's quarters and of Rs. 2,000 for the provision of hot water apparatus and partitions in the lavatories in the girls' branch.

2. The question of constructing a building for the preparatory branch is held in abeyance pending the receipt of the revised plans and estimates from the committee of the school. Pending the Government's approval of the revised plans and estimates for the work and their decision as to the source from which the expenditure may be met, the provision of Rs. 10,000 entered in the revised estimate for 1917-18 and that of Rs. 50,000 in the budget estimate for 1918-19 towards the cost of the building should be omitted. The budget will then close with a balance of Rs. 96,840 for the boys' branch and of Rs. 8,664 for the girls' branch.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
 .. Committee of the Lawrence Memorial School, Ootacamund.
 .. Accountant-General.

NOTES CONNECTED WITH G.O. No. 293, HOME (EDUCATION),
DATED THE 1st MARCH 1918

[SUBJECT.—The Lawrence Memorial school budget for 1918-19.]

From the Director of Public Instruction, R.C. No. 1288/18, dated
12th February 1918.

The following abstract gives the budget estimate for 1918-19 as compared with the revised and budget estimates for 1917-18:—

	1918-19.		1917-18.	
	Budget estimate.	Revised estimate.	Budget estimate.	Revised estimate.
	RS.	RS.	RS.	RS.
<i>Boys' branch.</i>				
Opening balance	65,613	47,236	18,085	
Receipts	1,58,741	1,73,239	1,30,276	
Expenditure	1,87,514	1,54,862	1,37,638	
Closing balance... ..	36,840	65,613	10,723	
<i>Girls' branch.</i>				
Opening balance	13,499	16,355	8,810	
Receipts	66,451	67,094	65,651	
Expenditure	71,286	69,940	68,825	
Closing balance... ..	8,664	13,499	5,636	

2. Revised estimate, 1917-18.

(1) *Boys' branch.*—The increase under 'receipts' is mainly accounted for by the Imperial grant of Rs. 25,000 sanctioned for the training college, increase of Rs. 2,000 in the subsistence and separation allowance, His Excellency's donation of Rs. 1,500 for special prizes, recovery of Rs. 10,000 advanced to the Military Works Department and the recovery of bad debts amounting to Rs. 5,060. The increase under 'expenditure' is made up by His Excellency's donation of Rs. 1,500, advance of Rs. 10,000 to the Military Works Department for sergeant's quarters and Rs. 10,000 provided for expenditure on the proposed junior school building. The last item will be noticed below in dealing with the budget for 1918-19.

(2) *Girls' branch.*—The increase under 'receipts' under this head is mainly due to an increase of Rs. 1,500 in the subsistence and separation allowance and to the Government grant of Rs. 500 for the poultry yard.

3. Budget estimate for 1918-19.

(1) *Boys' branch.*—The decrease in 'receipts' in the budget estimate for 1918-19 as compared with the revised estimate for 1917-18 is accounted for by the absence in the former of Rs. 10,000 advanced to the Military Works Department and Rs. 5,000 of bad debts, while the increase under 'expenditure' is due to the provision of Rs. 50,000 towards the cost of junior school building pending the receipt of a grant from the Government for that purpose.

(2) *Girls' branch.*—The small decrease under 'receipts' in the budget for 1918-19 when compared with the revised estimates of 1917-18 is due to the decrease of Rs. 400 in the subsistence and separation allowance and the absence of the provision in the former of the grant of Rs. 500 given for the poultry yard. There are no abnormal variations in the items under 'receipts' calling for special remarks.

4. As regards the junior school building, the position is as follows. The committee submitted an estimate of Rs. 1,00,000. The Government considered it extravagant and therefore asked the committee to revise it with a view to reduce the cost. The revised plans and estimates have not been received. The cost of the building is included in the application for grant made to the Government of India in 1916. That Government have not yet passed orders thereon. In the meanwhile the committee asked for permission to utilize the Imperial grant of Rs. 50,000 earmarked for the training college for the junior school building; but the Government declined to grant that request. The Director of Public Instruction then

recommended that an advance of Rs. 50,000 may be made for this purpose from the balance of the Imperial non-recurring grant of Rs. 5,50,000 for European education. The Government have not accepted this recommendation either. Honourable Member (Financial) noted in that connexion that the Lawrence Asylum school buildings are classed as 'Imperial Military' and that therefore the funds for their extension should come from the Military Works budget. He added that it was not the business of this Government to undertake the cost of the junior school building scheme in whole or in part. As directed by the Honourable Member the Government of India have been requested by telegram to sanction an advance of Rs. 50,000 from the Military Works budget for immediate expenditure on the purchase of building materials. The reply of that Government is awaited.

5. It will be seen that the large balance now with the committee is due to the Imperial grant intended for the training college buildings. The effect of the committee's proposal to find the amount of Rs. 50,000 immediately required for the junior school building is to divert the Imperial grant which, as already observed, has been refused by the Government. In the circumstances it is for consideration whether the provision of Rs. 10,000 entered in the revised estimate for 1917-18 and

Н.В.—22-2-18.

that of Rs. 50,000 made in the budget estimate for 1918-19 towards the cost of

the junior school building may be omitted.

6. The committee applies for sanction to the following additional expenditure:—

(i) *Recurring.*

Cost per annum

(1) The employment of a book binder on Rs. 13 per mensem	216
(2) The enhancement of the pay of the nursery matron from Rs. 40 to Rs. 40—1—45.	12
(3) The enhancement of the pay of the lamp lighter (masalehi) from Rs. 10 to Rs. 12 per mensem.	36
(4) The enhancement of the pay of the hospital maty, cook and scavenger from Rs. 8 to Rs. 9 each per mensem.	24
Total	288

(ii) *Non-recurring*

	RS.
(1) Extensions to the first assistant master's quarters	750
(2) Construction of the junior school building	50,000
(3) Hot water apparatus and partitions in girls' lavatories	2,000
Total	52,750

The necessity for the additional expenditure proposed above is explained in the covering letter. Submitted that, with the exception of the proposal to spend

H.B.—22-2-18.

Rs. 50,000 on junior school building, the committee's recommendations may be

accepted. The case of the junior school building has already been noted on in paragraphs 4 and 5 above.

7. A draft order is submitted for approval.

P.R.—19-2-18.

C.R.—22-2-18.

HILTON BROWN—22-2-18.

The budget estimates may be accepted with the omission of the item referred to.

R. RAMACHANDRA RAO—25-2-18.

P[ENTLAND]—26-2-18.

[G.O. No. 293, Home (Education), dated the 1st March 1918.]

Lawrence Memorial School, Oshkosh, Wis.

Accepting with remarks the budget estimate
of the — for the year 1918-19.

READ AGAIN G.O. No., dated 191

” ” ” ” ” 191

READ ALSO:—

C. No. 321 B, From the 279 No. 120818, dated the 12. 2. 1918

[illegible]

” ” ” ” ” ” 191

ORDER.

No. 293, dated the 7-3-191

The budget estimates of the Lawrence Memorial School, Cobacum and, are accepted with the following remarks:—

① The Good Sanction —

(a) the employment of a book-binder, on Rs 18 p.w.

(b) the enhancement of the pay of the nursery master from Rs 40 to Rs 40-1-45 p m.,

(c) the enhancement of the pay of the masalchie from Rs 10 to Rs 12 per m and (d) the enhancement of the pay of the hospital matry, Cook and scavengers from Rs 8 to Rs 9 ^(each) per m.

(2) The Govt. also sanction an expenditure of Rs. 750 on the extension.

to the first assistant master's quarters
and of Rs. 2,000 for the provision of
hot water apparatus and partitions
in the lavatories in the girls' branch.

2. The question of constructing a
building for the preparatory
branch is held in abeyance pending
the receipt of the revised plans
and estimates from the Committee
of the school. Pending the Govt's
approval of the ^(revised) plans and estimates
for the work and their decision as
to the source from which the
expenditure may be met, the
provision of Rs. 10,000 entered in the
revised estimate for 1917-18 and that
of Rs. 50,000 in the budget estimates
for 1918-19 towards the cost of the
building should be omitted.
The budget will then close with a
balance of Rs. 96,840 for the boys'
branch and of Rs. 8,664 for the
girls' branch.

19.2.18.
C.B.
22.2.18

L.S.

W. 2/18

p. 50 F.

p. 50 F.

2. Being balance of the revised estimate
of the opening balance of the budget for 1918-19
of Rs. 10,000 in the revised estimate of Rs. 50,000
of Rs. 50,000 in the budget estimates
for 1918-19 towards the cost of the
building should be omitted.
The budget will then close with a
balance of Rs. 96,840 for the boys'
branch and of Rs. 8,664 for the
girls' branch.

2,000
137,544 (deducting Rs. 50,000)
96,840

Received by
The S.P.D.
Committee of the L.M. School
Ootacamund
L.S.

Not for S.T.



12/3/18

G.O. No. 293, 1st March 1918

Lawrence Memorial School, Ootacamund

Accepting, with remarks, the budget estimates of the — for the year 1918-19.

Read—the following paper:—

Letter—from A. R. CUMMING, Esq., I.C.S., Collector of The Nilgiris and Vice-Chairman of the Committee of Management, Lawrence Memorial School.

To—the Secretary to Government, Home (Education) Department (through the Director of Public Instruction).

Dated—Ootacamund, the 4th/6th February 1918.
No.—4386.

I have the honour to submit herewith revised estimates for 1917-18 and Budget for 1918-19 for the Lawrence Memorial School, which have been duly considered and passed by the committee of management, for the favourable consideration of Government. The prices of both school and boarding house requirements continue to increase, but by rigid economy the committee hope to work generally within the last year's allotments.

2. The following seem to be the chief items needing explanation:—

BOYS' BRANCH.

Income.—Credit is taken in revised estimates for Rs. 10,000 which the committee hope to recover from the Military Works services within this financial year—vide G.O. No. 1248, Home (Education), dated 29th September 1917—and also for Rs. 25,000 in budget for 1918-19—vide G.O. No. 1350, Home (Education), dated 29th October 1917. Also for Rs. 5,000 received from the Venerable the Archdeacon of Madras, Agent to the Trustees of the late Lawrence Asylum Press, being the final recovery of bad debts formerly owing to the press.

Expenditure.—I Education (a) 2.—Provision is made for the entertainment of a book-binder on a salary not exceeding Rs. 18 per mensem (60 per cent to Boys' branch and 40 per cent to Girls' branch).

Formerly the school sent all books, etc., requiring binding to the Lawrence Asylum Press, who did this work free for the school. Since the press is no longer in existence, the committee consider that a resident book-binder would more than pay the school. The increased cost of books and difficulty in obtaining them make it desirable that books should be patched up to last as long as possible. The allotment under this heading is not increased.

I. Education (f).—The carpentry class is still in abeyance under conditions reported in the last year's budget.

III Household (a)—1.—An increment of Re. 1 per mensem is added to the pay of the nursery matron in order to make her pay incremental Rs. 40-1-45 as reported in the Vice-Chairman's letter No. 4366, dated 6th February 1917, page 2, paragraph 2 (b) 1. It is hoped that this will receive the sanction of Government.

III Household (a) 3.—Provision is made to increase pay of the lamp-lighter from Rs. 10 to Rs. 12 per mensem. The lamp-lighter has had a considerable amount of extra work put on him this year in connexion with hot water apparatus and other improvements. He also assists the steward in many odd jobs which are no man's particular work. The present man is most careful with oil and chimneys and it pays the school to have a reliable man in this post.

III *Hospital* (b)—1.—The pay of hospital matron and cook is raised by Re. 1 to raise them to scale of pay of school kitchen servants and Re. 1 is added to a scavenger who is attached to the hospital for duty and who has a considerable amount of night work in addition to his day duties.

VI *Buildings* 3.—A sum of Rs. 750 is provided for an additional room to first assistant master's quarters. The present occupant has now 16 years' service in the school and recently married. His quarters are bachelor quarters only, but the committee consider that, after 16 years' service, married quarters should certainly be provided.

IX *Extraordinary* (6).—Provision is made for an expenditure of Rs. 10,000 in the revised estimate and Rs. 50,000 in budget for 1918-19 for preparatory ranch building—vide correspondence ending with Principal's letter No. L.D. 195, dated 2nd October 1917.

The committee, without expressing at present any opinion regarding the advisability of a training college to be attached to the school, venture to suggest that the building of a training college in war time is by no means urgent. On the other hand this war has demonstrated more clearly than ever the necessity and the usefulness to the State of the school. Without serious overcrowding, the school cannot keep its sanctioned numbers, while the number of children already registered awaiting admission will take at least four years to work off. The committee therefore earnestly hope that Government will be pleased to allow them to use the sum mentioned in the budget in building the proposed preparatory branch in accordance with paragraph 6 of Sir A. Phayre's letter, dated 30th May 1917, pending the receipt of a special grant for this purpose.

GIRLS' BRANCH.

Expenditure.—VI *Buildings*—3.—A sum of Rs. 2,000 is provided for hot water apparatus and partitions in lavatories of the Girls' branch. This has been strongly recommended by Surgeon-General Corker and Lady Cardew, and accepted by the committee.

3. The estimated credit balance on 31st March 1919 for the Boy's branch is Rs. 36,840, and for the Girls' branch Rs. 8,664, making a total estimated credit balance of Rs. 45,504.

CV

10

ENCLOSURES

(1)

Lawrence Memorial School—Budget, 1918-19.

Particulars.		Actuals, 1916-17.	Sanctioned budget, 1917-18.	Revised estimates For 1917-18.	Remarks on	Budget For 1918-19.	Remarks on
Boys' Branch.							
Receipts.		Rs.	Rs.	Rs.		Rs.	
Opening balance ..		43,238	18,085	47,238		65,613	
I. From Government—							
1. Grant-in-aid		37,800	37,800	37,800	G.O. No. 1260, Home (Education), dated 29th October 1917.	37,800	G.O. No. 1260, dated 29th October 1917.
2. Special grant		17,800	..	25,000		25,000	
II. Profits on school property—							
1. Donation and interest on Government securities.		61,475	59,740	59,740		59,740	
2. Bank interest on fixed deposit Account (vide rule 63).		2,009	2,000	2,000		3,000	
III. Special funds—							
1. Subsistence and separation allowance.		9,823	9,000	11,000		10,500	
2. Fees		19,421	19,500	19,500		20,650	Monthly collection is at Rs. 2,965.
3. Telegraph department ..		840	840	770	There are only eleven boys now in the training class.	840	
IV. Miscellaneous—							
1. Sale of stores		126	100	100		100	
2. From N.V.R. compensation for boots.		200	200	..	Regulations for I.D.F. do not permit of compensation for boots.	..	
3. Other items		78	36	100		36	
4. Special money prizes ..		62	..	37	From His Excellency Lord Pentland, interest to be spent on special prizes.	..	
5. Donation		10	..	1,500		..	
6. Refund from Bonus fund on account of staff who have left the services.		69	..	..		..	
7. Sale of old organ		..	1,000	..	Not sold yet, but amount repeated for next year.	1,000	
8. Recoveries from M.W.S. of unpaid balances from contribution work.		..	..	64		..	
9. Interest on donation of His Excellency Lord Pentland.		..	..	68	Invested in 5 per cent War Loan—vide 5.	75	
10. Refund from M.W.S. of amount advanced for sergeants' quarters.		..	..	10,000		..	
11. Donation from Government for poultry yard.		..	..	500	G.O. No. 1165, Home (Education), dated 10th September 1917.	..	
12. Recovery of bad debts of late Lawrence Asylum Press.		..	..	5,000		..	
Total ..		1,02,491	1,48,261	2,20,476		2,24,354	
Expenditure.							
I. Education—							
(a) Scholastic—							
1. Establishment		21,179	21,682	20,355		21,886	Increments in accordance with sanctioned scale.
2. Books, prizes stationery and book-binding.		3,953	3,750	3,500		3,750	Class books including science (1,500), scripture books, etc. (250), prizes (250).
3. Library		491	640	640		640	Sanction is submitted for the entertainment of a book binder on at Rs. 18 per mensem.
4. Examination fees ..		155	200	200		200	
5. Special money prizes.		62	..	37		..	
6. Scholarships		240	240	77		240	
7. Pocket money to orphans.		..	120	50		120	

CV

Particulars.	Actual, 1916-17.	Sanctioned budget, 1917-18.		Revised estimates.		Budget.	
		For 1917-18.	For 1917-18.	Remarks on	For 1918-19.	Remarks on	
Boys' Branch—cont.							
Expenditure—cont.	Rs.	Rs.	Rs.		Rs.		
I. Education—cont.							
(a) Artistic—							
1. Band establishment ..	829	840	840		840		
2. Band and instruments, music and repairs.	727	700	700		800		
3. Honorarium to band examiner ..	..	20	..		20		
4. Gymnastic establishment.	540	540	540		540		
5. Apparatus and games.	740	800	800		800		
(c) Telegraph—							
Premia	180	180	180	For 11 lads only	180		
(d) Drawing—							
1. Establishment ..	240	240	240		240		
2. Materials, models, etc.	10	50	50		50		
(e) Typewriting—							
1. Establishment ..	240	240	240		240		
2. Machines, materials, etc.	57	50	50		50		
(f) Carpentry—							
1. Establishment ..	720	1,080	720	The class is held in abeyance, as no pioneer sergeant will be available till after the war.	720	Vida covering letter.	
2. Tools and plant ..	476	750	..		..		
II. Clothing and victualling—							
(*) Clothing—							
1. Establishment ..	726	728	765		768		
2. Machines, materials, etc.	7,874	10,000	9,000		10,000		
3. Contract work and outfit.	3,637	3,700	3,000		3,600		
4. Shaving	4,995	7,000	7,000		7,000		
5. Sergeants' clothing ..	635	650	650		850		Prices of cloths have gone up.
6. Servants' clothing ..	380	400	489	Actuals put down, prices of material having gone up.	470		
(b) Victualling—							
1. Establishment ..	1,361	2,138	2,137		2,136		
2. Provisions	34,021	37,000	35,000		37,000		
3. Kitchen and dining-room meals.	678	400	400		400		
4. Out-boarders	86	180	74		180		
III. Household, hospital and sanitation—							
(a) Household—							
1. Establishment ..	5,988	5,934	5,940		5,952	One rupee added to nursery matron's pay.	
2. Washing	1,797	2,100	1,955		2,100		
3. Lighting	909	1,300	1,300		1,550		Prices of oil and chimneys have gone up. Rs. 2 increase is allowed to masal-chi.
4. Woodcutting	1,130	1,126	1,126		1,222	For axes, saws and forks, etc. (Rs. 100).	
5. Bedding and towelling.	2,856	2,500	2,500		2,500		
6. Hardware, brushes, exp.	1,237	1,500	1,500		1,500		
7. New furniture and carpets.	1,978	2,000	1,500		1,500		
8. Outingencies	133	290	200		220		
(b) Hospital—							
1. Establishment ..	1,804	1,878	1,806		1,922	Pay of servants raised by Rs. 1 each per mensem.	
2. Medicines and wines ..	110	100	200		200		
3. Extra nursing	108	500	500		500		
(c) Sanitation—							
1. Establishment ..	1,020	1,080	1,067		972	One scavenger transferred to 111 Hospital (j).	
2. Tar and phenyle ..	347	300	300		300		
3. Repairs to roads and drains ; bush-cutting.	980	1,014	983		1,014		

Particulars.	Actuals, 1916-17.	Sanctioned budget, 1917-18.	Revised estimates		Budget	
			For 1917-18.	Remarks on	For 1918-19.	Remarks on

Expenditure—cont.

Girls' Branch

Receipts.

Opening balance ..	17,793	8,910	16,356		19,499
I. From Government—					
1. Grant-in-aid ..	25,200	25,200	25,200		25,200
2. Special grant ..	4,200	..	..		..
II. Profits on school property ..	23,226	23,226	23,226		23,226
1. Donation and interest on Government securities.					
III. Special funds—					
1. Subsidance and separation allowance.	9,068	8,400	9,000		9,500
2. Fees	8,376	8,800	8,200		8,500
					Monthly collection is at Rs. 650.

Lawrence Memorial School—Budget, 1918-19—cont.

Particulars.	Actuals		Sanctioned budget,		Revised estimates		Budget	
	1916-17.	1917-18.	1917-18.	For 1917-18.	Remarks on	For 1918-19	Remarks on	
Girls' Branch—cont.								
Receipts—cont.	Rs.	Rs.	Rs.			Rs.		
IV. Miscellaneous—								
1. Sale of stores	25	25	25			25		
2. Other items	25	..	..			..		
3. Special money prizes ..	63	..	33			..		
4. Refund from Bonus fund account of staff who have left the service.	15	..	..			..		
5. Refund from Municipal workshop of unspent balance from contribution work.	1	..	..			..		
6. Donation from Government for poultry yard.	..	..	500	G.O. No. 1165, Home (Education), dated 10th September 1917.		..		
Expenditure. Total ..	87,907	74,451	83,439			79,950		
I. Education—								
(a) Scholastic—								
1. Establishment ..	9,865	10,210	10,180			10,380	Increments in accordance with sanctioned scale.	
2. Books, prizes, stationery and book binding.	2,047	1,700	1,500			1,500	Books and stationery (1,500), prizes (110), kindergarten material (200) and bookbinder. Vide boys' branch remarks.	
3. Library	375	450	450			450		
4. Examination fees ..	150	180	60			160		
5. Games	210	100	100			100		
6. Tuning and repairing piano.	..	60	60			60		
7. Special money prizes ..	63	..	33			..		
8. Scholarships	175	240	400			480		
9. Pocket money to orphans.	..	80	22			80		
(b) Drawing—								
1. Establishment ..	180	180	180			180		
2. Materials and models.	8	75	75			75		
(c) Typewriting—								
1. Establishment ..	178	180	180			180		
2. Materials and machines.	60	50	50			60		
(d) Technical—								
1. Establishment ..	1,128	1,152	1,152			1,178	Increments in accordance with sanctioned scale.	
2. Needle-work, cookery and laundry classes.	162	350	350			400	Due to addition of a laundry class.	
II. Clothing and Victualling—								
(a) Clothing—								
1. Establishment ..	945	940	940			920		
2. Machines and materials.	3,815	4,000	3,500			4,000		
3. Extra tailors and contract work.	550	600	600			600		
4. Shoeing	2,702	3,200	3,200			3,200		
5. Outfit allowance ..	308	350	600	Nine girls have been provided for.		420		
6. Servants' clothing ..	145	150	213	Actuals put down.		250		
(b) Victualling—								
1. Establishment ..	1,067	1,128	1,050			1,128		
2. Provisions	19,778	20,750	20,750			20,750		
3. Kitchen and dining-room utensils.	407	600	400			600		
III. Household, hospital and sanitation—								
(a) Household—								
1. Establishment ..	435	448	448			448		
2. Washing	1,207	1,485	1,500			1,485		
3. Lighting	701	1,000	1,000			1,000		
4. Woodcutting ..	863	432	424			432		
5. Bedding and towel-linen.	1,847	1,000	750			1,000		
6. Hardware, brushes and soap.	571	1,200	1,200			1,200		
7. New furniture and carpets.	1,454	2,000	1,500			1,500		
8. Contingencies ..	43	100	100			100		

Particulars.	Actuals, 1916-17	Sanctioned budget, 1917-18.	For 1917-18.	Remarks on.	Budget, For 1918-19.	Remarks on.
<i>Girls' Branch—cont.</i>						
<i>Expenditure—cont.</i>						
III. Household, hospital and sanitation—cont.						
(b) Hospital—						
1. Establishment ..	1,343	1,355	1,355		1,478	Transferred one scavenger for hospital duty from III. Sanitation (i).
2. Medicines and wines.	9	50	50		50	
3. Extra nursing ..	86	000	250		500	
(c) Sanitation—						
1. Establishment ..	635	755	738		648	One scavenger transferred to III. Hospital (i). Provides for one conservancy cart at Rs. 200.
2. Tax and phenyle ..	135	150	150		350	
3. Bush-cutting ..	212	215	212		215	
IV. General—						
1. Establishment ..	6,017	6,150	6,150		6,384	Increments in accordance with sanctioned scale.
2. Office stationery ..	..	..	..		150	
V. Miscellaneous—						
1. Carrying charges and travelling expenses.	1,827	2,000	2,000		2,000	
2. Postage, telegrams and advertisement.	67	100	100		100	
3. Contingencies ..	57	100	100		100	
4. Printing charges ..	330	250	250		250	
VI. Buildings—						
1. Establishment ..	545	600	556		600	
2. Material, barrack damages and repairs to furniture.	417	600	400		600	
3. Improvements to buildings.	444	150	150		2,000	Hot water apparatus. Vide letter covering
VII. Other charges—						
Pension ..	350	350	350		350	
VIII. Chapel—						
1. Establishment ..	268	268	268		268	
2. Improvements ..	60	80	80		80	
3. Tuning and repairing organ.	20	20	20		20	
IX. Extraordinary—						
1. Bonus to Provident fund of staff.	860	850	875		900	
2. Refund of fees or pension.	10	..	43		..	
3. Gratuity ..	797	..	..		..	
4. Special bonus to staff.	2,474	..	2,558		..	G.O. No. 955, Home (Education), dated 20th July 1917.
5. Improvements to water-supply.	4,000	..	..		..	
6. Poultry yard ..	..	..	500		..	
Total ..	71,552	68,825	69,940		71,286	
Closing balance ..	16,355	6,586	13,499		5,454	
Grand Total ..	87,907	74,461	83,439		79,950	

Particulars.	Actuals, 1916-17	Sanctioned budget, 1917-18.	For 1917-18.	Remarks on.	Budget, For 1918-19.	Remarks on.
<i>Girls' Branch—cont.</i>						
<i>Expenditure—cont.</i>						
III. Household, hospital and sanitation—cont.						
(b) Hospital—						
1. Establishment ..	1,343	1,355	1,355		1,478	Transferred one scavenger for hospital duty from III. Sanitation (i).
2. Medicines and wines.	9	50	50		50	
3. Extra nursing ..	86	000	250		500	
(c) Sanitation—						
1. Establishment ..	635	755	738		648	One scavenger transferred to III. Hospital (i). Provides for one conservancy cart at Rs. 200.
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3. Bush-cutting ..	212	215	212		215	
IV. General—						
1. Establishment ..	6,017	6,150	6,150		6,384	Increments in accordance with sanctioned scale.
2. Office stationery ..	..	..	..		150	
V. Miscellaneous—						
1. Carrying charges and travelling expenses.	1,827	2,000	2,000		2,000	
2. Postage, telegrams and advertisement.	67	100	100		100	
3. Contingencies ..	57	100	100		100	
4. Printing charges ..	330	250	250		250	
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IX. Extraordinary—						
1. Bonus to Provident fund of staff.	860	850	875		900	
2. Refund of fees or pension.	10	..	43		..	
3. Gratuity ..	797	..	..		..	
4. Special bonus to staff.	2,474	..	2,558		..	G.O. No. 955, Home (Education), dated 20th July 1917.
5. Improvements to water-supply.	4,000	..	..		..	
6. Poultry yard ..	..	..	500		..	
Total ..	71,552	68,825	69,940		71,286	
Closing balance ..	16,355	6,586	13,499		5,454	
Grand Total ..	87,907	74,461	83,439		79,950	

(2)

List of establishments.

Heads to which debited.	Number.	Designation.	Present scale.		Sanctioned scale.		Remarks.
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
BOYS' DEPARTMENT.							
I. Education	1	Headmaster	400	..	300-20-400	..	
Do.	1	Secondmaster	230	..	200-10-260	..	
Do.	1	First assistant	175	..	160-6-175	..	
Do.	1	Second do.	150	..	100-2-175	..	
Do.	1	Third do.	150	..	125-2-160	..	
Do.	1	Fourth do.	150	..	100-2-120	..	
Do.	1	Fifth do.	100	..	100-2-120	..	
Do.	1	Sixth do.	100	..	100-2-120	..	
Do.	1	Seventh do. temporary.	100	..	100-2-120	..	
Do.	1	Munshi	68	..	50-2-60	15	House-rent in lieu of free quarters.
Do.	1	Carpentry instructor	90	..	90-2-100	..	
I. Education and III. Household	1	Band instructor	100	..	90-2-100	20	Rs. 50 to each head. and Rs. 20 for teaching string band.
Do.	1	Gymnastic instructor	90	..	80-2-90	..	Rs. 45 to each head. and Rs. 20 for shoeing supervision.
II. Victualling, III. Household and II. Clothing	1	Steward	110	..	110	..	
III. Household	1	Senior Sergeant	120	..	100-4-120	..	
Do.	1	Junior Sergeant	80	..	75-1-80	..	
Do.	1	Clothing Sergeant	60	20	50-2-60	20	Personal allowance.
Do.	..	Boys' non-commissioned officers.	25	..	25	..	
Hospital	1	Matron	60	20	50-2-60	20	In lieu of free board.
		Allowance for teaching singing.	..	20*	..	20*	
		Do. do. drawing.	..	20*	..	20*	
		Do. do. type-writing.	..	20*	..	20*	
		Do. to librarian	..	20*	..	20*	
		Do. for supervision of games.	..	20*	..	20*	
AN INITIAL SALARY IS SANCTIONED FOR TWO YEARS AT RS.150 PER MENSEM FOR QUALIFIED AND CERTIFICATED TEACHERS-G.O.							
No. 806, Home (Education), dated 4th March 1917.							
3. Three lady teachers on Rs. 100 each per mensem in place of two junior masters on Rs. 150 each have been sanctioned for two years-G.O. No. 533, Home (Education), dated 26th April 1917.							
GIRLS' DEPARTMENT.							
I. Education	1	Head mistress	195	..	175-5-200	..	
Do.	1	First assistant	140	..	125-5-150	..	
Do.	1	Second do.	85	..	70-3-85	..	
Do.	1	Third do.	73	..	70-1-80	..	
Do.	1	Fourth do.	63	..	60-1-70	..	
Do.	1	Fifth do.	53	..	50-1-60	..	
Do.	1	Sixth do.	53	..	50-1-60	..	
Do.	1	Seventh do.	53	..	50-1-60	..	
Do.	1	Technical matron	98	..	90-2-100	..	
III. Household and II. Clothing	1	Head matron	58	..	50-2-60	..	Rs. 20 to each head.
Do.	1	First assistant matron	42	..	40-1-45	..	
Do.	4	Girl orderlies	10	..	10	..	
Do.	1	Assistant matron	40	..	40-1-45	..	
II. Victualling	1	Matron	48	..	45-1-50	..	
III. Hospital		Allowance for teaching singing.	..	15*	..	15*	
		Do. do. drawing.	..	15*	..	15*	
		Do. do. type-writing.	..	15*	..	15*	
		Do. to librarian	..	15*	..	15*	
KINDERGARTEN DEPARTMENT.							
I. Education	1	Head teacher	125	..	100-5-150	..	
Do.	1	First assistant	65	..	60-2-80	..	
Do.	1	Second do.	62	..	60-1-60	..	
Do.	4	Pupil teachers	20	..	20	..	
Do.	1	Assistant teacher	80	..	80	..	
III. Household	1	Nursery matron	40	..	40	..	Rs. 40-1-45 Sanction is solicited.

* The allowances need not go to particular posts.

List of establishments—cont.

Heads to which debited.		Number.	Designation.	Present scale.		Sanctioned scale.		Remarks.
				Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
GENERAL.								
IV. General	1	Principal and Secretary	1,000	Rs.	500-50-1,000	Rs.		
Do.	1	Chief clerk	160	..	125-5-160	..		
Do.	1	Clerk	60	..	40-1-50	..		
Do.	1	Assistant clerk	30	..	25-1-30	..		
Do.	1	Stores clerk	30	..	25-1-30	..		
Do.	1	Allowance for Shorthand	8	20*	..	20*		
Do.	2	Gardeners	16	..	..	..		
Do.	1	Coolie, general	11	..	..	..	Allowed to Principal. Do. do.	
Do.	1	Coolie, errands	10	..	..	..		
Do.	1	Forest guard	11	..	12	..		
III. Hospital	1	Consulting physician	50	..	50	..		
Do.	1	Resident Medical officer	50	..	50	..		
Do.	1	Compounder	17	3	17	3		
VIII. Chapel	1	Organist	..	30*	..	30*		
Do.	1	Beater	10	..	10	..		
Do.	1	Gardener	9	..	6	..		
Do.	1	Servant	6	..	6	..		
I. Education	1	Bookbinder	18	..	..	..	For organ blowing. Sanction is solicited.	
General charges are 60 per cent to boys' branch and 40 per cent to girls' branch.								
BOYS' DEPARTMENT.								
Native Establishment.								
II. Clothing	4	Tailors	61	..	..	..		
Do.	4	Chuklars	61	..	..	..		
II. Victualling	1	Head cook	20	..	..	..		
Do.	4	Assistant cooks	36	..	..	..		
Do.	5	Scullions	45	..	..	..		
Do.	1	Butterman	9	..	..	..		
Do.	1	Biscuit maker	12	..	..	..		
III. Household	1	Nursery matry	9	..	..	..		
Do.	1	Masulchi	10-4	..	..	..	Sanction is solicited for an increase of Rs. 2.	
Do.	9	Wood-cutters	73	..	..	..		
Do.	1	Servant for hair-cutting	10	..	..	..		
III. Hospital	1	Cook	8-1	..	..	..	Sanction is solicited to raise the pay to Rs. 9 each per mensem.	
Do.	1	Matry	8-1	..	..	..		
Do.	1	Scavenger	8-1	..	..	..		
III. Household and Sanitation.	1	Maistri	25	..	..	..	Rs. 12-8-0 to each head.	
III. Sanitation	9	Savengors	73	..	..	..		
Do.	8	Coolies	64	..	..	..	Repairs to roads and drains, wash-cutting.	
GIRLS' DEPARTMENT.								
Native Establishment.								
II. Victualling	3	Kitchen helps	24	..	..	..		
Do.	3	Scullions	24	..	..	..		
III. Household	1	Man-servant	8	..	..	..		
Do.	4	Wood-cutters	32	..	..	..		
Hospital	1	Ayah	8	..	..	..		
Do.	1	Cook	8	..	..	..		
Do.	1	Savenger	8	..	..	..		
Sanitation	6	Savengers	48	..	..	..		
Do.	2	Coolies	16	..	..	..	Wash-cutting, repairs to drains, etc.	

General charges are 60 per cent to boys' branch and 40 per cent to girls' branch.

BOYS' DEPARTMENT.							
Native Establishment.							
II. Clothing	4	Tailors	61	..	..	..	
Do.	4	Chanklers	61	..	..	..	
II. Victualling	1	Head cook	20	..	..	..	
Do.	4	Assistant cooks	36	..	..	..	
Do.	5	Scullions	45	..	..	..	
Do.	1	Butterman	9	..	..	..	
Do.	1	Biscuit maker	12	..	..	..	
III. Household	1	Nursery maty	9	..	..	..	
Do.	1	Masachi	10+2	..	..	..	Sanction is solicited for an increase of Rs. 2.
Do.	9	Wood-cutters	72	..	..	..	
Do.	1	Servant-for hair-cutting	10	..	..	..	
III. Hospital	1	Cook	8+1	..	..	..	Sanction is solicited to raise the pay to Rs. 9 each per mensem.
Do.	1	Maty	8+1	..	..	..	
Do.	1	Scavenger	8+1	..	..	..	
III. Household and Sanitation.	1	Maistri	25	..	..	..	Rs. 12-8-0 to each head.
III. Sanitation	9	Scavengers	72	..	..	..	
Do.	8	Coolies	64	..	..	..	Repairs to roads and drains, bush-cutting.
GIRLS' DEPARTMENT.							
Native Establishment.							
II. Victualling	3	Kitchen helps	24	..	..	..	
Do.	3	Scullions	24	..	..	..	
III. Household	1	Man-servant	8	..	..	..	
Do.	4	Wood-cutters	32	..	..	..	
Hospital	1	Apch	8	..	..	..	
Do.	1	Cook	8	..	..	..	
Do.	1	Scavenger	8	..	..	..	
Sanitation	6	Scavengers	48	..	..	..	
Do.	2	Coolies	16	..	..	..	Bush-cutting, repairs to drains, etc.

* The allowances need not go to particular posts.

† One rupee, in addition to salary, is provided for in the budget as compensation for dearness of provisions*.

Please say if this refers to the three items as in this proposal: 20
Yes, please

No. 293, HOME (EDUCATION), 1ST MARCH 1918

No. 2, ACCOUNT.

Boys' and Girls' Branches.

Receipts.		Expenditure.	
	Rs. A. P.		Rs. A. P.
Special grant sanctioned in G.O. No. 1106, Educational, dated 11th December 1912.	26,830 0 0	Amount spent ...	25,016 10 0
Interest allowed by the bank.	1,104 14 0	Balance, 31st December 1917.	2,918 11 0
		Total ...	27,934 14 0
Total ...	27,934 14 0		

Endorsement N.R.O. C. No. 1288, dated 12th February 1918.

Submitted.

J. H. STONE,
Director of Public Instruction.

To the Secretary to Government, Home (Education) Department

Order—No. 293, Home (Education), dated the 1st March 1918.

The budget estimates of the Lawrence Memorial School, Ootacamund, are accepted with the following remarks:—

- (1) The Government sanction—
 (a) the employment of a book-binder on Rs. 18 per mensem;
 (b) the enhancement of the pay of the nursery matron from Rs. 40 to Rs. 40-1-45 per mensem;
 (c) the enhancement of the pay of the masalchi from Rs. 10 to Rs. 12 per mensem, and
 (d) the enhancement of the pay of the hospital maty, cook and scavenger from Rs. 8 to Rs. 9 each per mensem.

(2) The Government also sanction an expenditure of Rs. 750 on the extensions to the first assistant master's quarters and of Rs. 2,000 for the provision of hot water apparatus and partitions in the lavatories in the girls' branch.

2. The question of constructing a building for the preparatory branch is held in abeyance pending the receipt of the revised plans and estimates from the committee of the school.

3. Pending the Government's approval of the revised plans and estimates for work and their decision as to the source from which the expenditure may be met, the provision of Rs. 10,000 entered in the revised estimate for 1917-18 and that of Rs. 50,000 in the budget estimate for 1918-19 towards the cost of the building should be omitted. The budget will then close with a balance of Rs. 96,840 for the boys' branch and of Rs. 8,664 for the girls' branch.

(True extract)

R. RAMACHANDRA Rao,
Secretary to Government.

To the Director of Public Instruction.
 „ Committee of the Lawrence Memorial School, Ootacamund.
 „ Accountant-General.

There are many of these
referred to the three items
in the passage.



For approval
CR
11.3.18

Home (Education) Department.
NOTES CONNECTED WITH G.O. No. 293, HOME (EDUCATION),
DATED 1st MARCH 1918

[SUBJECT.—The Lawrence Memorial school budget for 1918-19.]

From the Director of Public Instruction, R.C. No. 1288/18, dated
12th February 1918.

The following abstract gives the budget estimate for 1918-19 as compared with
the revised and budget estimates for 1917-18 :-

	1918-19.		1917-18.	
	Budget estimate.	Revised estimate.	Budget estimate.	Revised estimate.
	RS.	RS.	RS.	RS.
Boys' branch.				
Opening balance	65,613	47,236	18,085	
Receipts	1,58,741	1,73,239	1,30,276	
Expenditure	1,87,514	1,64,862	1,37,633	
Closing balance... ..	36,840	65,613	10,723	
Girls' branch.				
Opening balance	13,499	16,355	8,810	
Receipts	66,451	67,084	65,651	
Expenditure	71,286	69,940	68,825	
Closing balance... ..	8,664	13,499	5,636	

2. *Revised estimate, 1917-18.* (1) *Boys' branch.*—The increase under receipts is mainly accounted for by the Imperial grant of Rs. 25,000 sanctioned for the training college, increase of Rs. 2,000 in the subsistence and separation allowance, His Excellency's donation of Rs. 1,500 for special prizes, recovery of Rs. 10,000 advanced to the Military Works Department and the recovery of bad debts amounting to Rs. 5,060. The increase under 'expenditure' is made up by His Excellency's donation of Rs. 1,500, advance of Rs. 10,000 to the Military Works Department for sergeant's quarters and Rs. 10,000 provided for expenditure on the proposed junior school building. The last item will be noticed below in dealing with the budget for 1918-19.

(2) *Girls' branch.*—The increase under 'receipts' under this head is mainly due to an increase of Rs. 1,500 in the subsistence and separation allowance and to the Government grant of Rs. 500 for the poultry yard.

3. *Budget estimate for 1918-19.* (1) *Boys' branch.*—The decrease in 'receipts,' in the budget estimate for 1918-19 as compared with the revised estimate for 1917-18 is accounted for by the absence in the former of Rs. 10,000 advanced to the Military Works Department and Rs. 5,000 of bad debts, while the increase under 'expenditure' is due to the provision of Rs. 50,000 towards the cost of junior school building pending the receipt of a grant from the Government for that purpose.

4. As regards the junior school building, please see the linked file. Briefly the position is as follows. The committee submitted an estimate of Rs. 1,00,000. The Government considered it extravagant and therefore asked the committee to revise it with a view to reduce the cost. The revised plans and estimates have not been received. The cost of the building is included in the application for grant made to the Government of India in 1916. That Government have not yet passed orders thereon. In the meanwhile the committee asked for permission to utilize the Imperial grant of Rs. 50,000 earmarked for the training college for the junior school building; but the Government declined to grant that request. The Director of Public Instruction then recommended that an advance of Rs. 50,000 may be made for this purpose from the balance of the Imperial non-recurring grant of Rs. 5,50,000 for European education. The Government have not accepted this recommendation either. Honourable Member (Financial) noted in that connexion that the Lawrence Asylum school buildings are classed as 'Imperial Military' and that therefore the funds for their extension should come from the Military Works budget. He added

Rev
(2) 4.2. portion
from p. 2.

that it was not the business of this Government to undertake the cost of the junior school building scheme in whole or in part. As directed by the Honourable Member the Government of India have been requested by telegram to sanction an advance of Rs. 50,000 from the Military Works budget for immediate expenditure on the purchase of building materials. The reply of that Government is awaited.

5. It will be seen that the large balance now with the committee is due to the Imperial grant intended for the training college buildings. The effect of the committee's proposal to find the amount of Rs. 50,000 immediately required for the junior school building is to divert the Imperial grant which, as already observed, has been refused by the Government. In the circumstances it is for consideration whether the provision of Rs. 10,000 entered in the revised estimate for 1917-18 and that of Rs. 50,000 made in the budget estimate for 1918-19 towards the cost of

H.B.—22-2-18. the junior school building may be omitted.

(2) *Girls' branch.*—The small decrease under 'receipts' in the budget for 1918-19 when compared with the revised estimates of 1917-18 is due to the decrease of Rs. 400 in the subsistence and separation allowance and the absence of the provision in the former of the grant of Rs. 500 given for the poultry yard. There are no abnormal variations in the items under 'receipts' calling for special remarks.

The committee applies for sanction to the following additional expenditure:—

(i) *Recurring.*

	Cost per annum. Rs.
(1) The employment of a book binder on Rs. 18 per mensem	216
(2) The enhancement of the pay of the nursery matron from Rs. 40 to Rs. 40-1-45.	12
(3) The enhancement of the pay of the lamp lighter (masalchi) from Rs. 10 to Rs. 12 per mensem.	24
(4) The enhancement of the pay of the hospital maty, cook and scavenger from Rs. 8 to Rs. 9 each per mensem.	36
Total	288

(ii) *Non-recurring.*

	Cost per annum. Rs.
(1) Extensions to the first assistant master's quarters	750
(2) Construction of the junior school building	50,000
(3) Hot water apparatus and partitions in girls' lavatories	2,000
Total	52,750

The necessity for the additional expenditure proposed above is explained in the covering letter. Submitted that, with the exception of the proposal to spend

C.H.B.—22-2-18. Rs. 50,000 on junior school building, the committee's recommendations may be accepted. The case of the junior school building has already been noted on in paragraphs 4 and 5 above.

A draft order is submitted for approval.

P.R.—19-2-18.

C.R.—22-2-18.

HILTON BROWN—22-2-18.
R. RAMACHANDRA RAO—25-2-18.

P[RENTLAND]—26-2-18.
[G.O. No. 293, Home (Education), dated 1st March 1918.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-1-16.

Current No dated.....

G.O. No. 293, dated..... 1 Mar 191

Number of MS. pages sent {
 (b) Correspondence.....
 (b) Notes.....

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 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

Brief subject.....

(c) Number of copies required when struck off (not including copies for columns and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
OR RECORD.			
Madras Records	4	45 13	12
Ooty Records			
For filing with original			
Total		45 16	17

FOR ISSUE.†

Signature copies.....

Letter only. Complete G.O.	Special issue copies of G.O.	No.	Papers.	Notes.
India Office.....				
Govt. of India..... Dept.				
Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....				
Educational Department..... Dept.				
Public Dept.....				
Judicial Dept.....				
Political.....				
Financial Dept.....				
Marine Dept.....				
Ecclesiastical Dept.....				
Total				

Spare copies

The.....				
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The.....				
The.....				
The.....				
The.....				
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The.....				
The.....				
Total				

* Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated.

TO PRESS, MADRAS OOTY.

A

Please send proof in duplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval at once.

Referencer.
Clerk.

Supdt.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.	
Received in Press on.....			
First proof furnished on..... 11/3		[Signature]	
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.	Special E.T. edition.
Supplied to Secretariat for Record.....			
" " " Issue.....			
" " " for Extra E.T. copies to supply requisitions for sale to the public.			4
For Volumes.....			
For supply to newspapers and institutions admitted to the privileges of the E.T.			
Total ...			