

Government of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 649, 21st May 1918

Miss Alice Sergeant and Miss Rebekah McLeod.

Forwarding to the Government of India statements showing the age, places of education and educational qualifications of — who have been appointed as Inspectress of Girls' Schools and Superintendent, Presidency Training School for Mistresses, respectively, in the Indian Educational Service.

ORIGINAL

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Number of copies { Letter.
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Forwarding to the Government of India statements showing the age, places of education and educational qualifications of — who have been appointed as Inspectress of Girls' Schools and Superintendent, Presidency Training School for Mistresses, respectively, in the Indian Educational Service.

READ—the following papers :—

I

Letter—from K. INAYATULLAH KHAN, Esq., M.A., Officiating Assistant Secretary to the Government of India, Department of Education (Education).
To—the Secretary to the Government of Madras, Home (Education) Department.
Dated—Simla, the 23rd March 1918.
No.—191.

I am directed to refer to the despatch from the Secretary of State No. 7, Public, dated the 21st September 1917, to the Government of Madras, regarding the appointment of Miss Alice Sergeant to the Indian Educational Service as Inspectress of Schools in Madras, and to enquire when the Government of India may expect to receive from the Local Government the statement of qualifications, etc., of Miss Sergeant, in accordance with the instructions contained in the Home (Education) Department letter No. 72, dated the 1st February 1904.

II

Memorandum No. 904/A-1, Home (Education), dated 6th April 1918.

The Director of Public Instruction is requested to ascertain and report the exact date of birth of Miss Alice Sergeant and Miss Rebekah McLeod.

(By order)

C. RAMANUJA ACHARIYAR,
Registrar.

To the Director of Public Instruction.

III

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., C.I.E., Director of Public Instruction.
To—the Secretary to Government, Home (Education) Department.
Dated—Madras, the 14th May 1918.
No.—C. 4368.

With reference to Government memorandum No. 904/A-1, Home (Education), dated 6th April 1918, I have the honour to state that the exact date of birth of Miss Alice Sergeant is reported to be 14th May 1882 and that of Miss Rebekah McLeod, 24th May 1883.

Order—No. 649, Home (Education), dated 21st May 1918.

The following letter will be addressed to the Government of India.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

ORIGINAL

3

GOVERNMENT OF MADRAS.

HOME (EDUCATION) DEPARTMENT.

No. 650.

From

THE HON'BLE DIWAN BAHADUR R. RAMACHANDRA RAO AVARGAL,
Secretary to the Government of Madras, Home (Education) Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
DEPARTMENT OF EDUCATION.

Dated Ootacamund, the 21st May 1918.

SIR,

With reference to your letter No. 191 (Education), dated the 23rd March 1918, I am directed to forward a statement showing the age, places of education and educational qualifications of Miss Alice Sergeant who has been appointed as an Inspectress of Girls' Schools in this Presidency. She took charge of her duties on the 26th January 1918.

2. I am also to enclose a similar statement in regard to Miss Rebekah McLeod who has with the sanction of the Secretary of State been recently confirmed as Superintendent, Presidency Training School for Mistresses, Madras, with effect from the 19th January 1918. She was first brought out from England in November 1908 as Superintendent of the Primary department of the Teachers' College, Saidapet.

I have the honour to be,

Sir,

Your most obedient servant,

R. RAMACHANDRA RAO,
Secretary to Government.

[Annexures.]

ANNEXURE I.

1. Name in full ... Alice Sergeant.
2. Address ... Westfield College, Hampstead, London, N.W.
3. Age last birthday, with date and place of birth ... Thirty-six years. 14th May 1882. Grenada, British West Indies.
4. Married or single (number and ages of children, if any) ... Single.
5. Health (past and present) ... Excellent.
6. Father's name, nationality, and occupation (state whether living or dead). ... Richard Joseph Sergeant.
English. Cocoa-planter, and Merchant.
Living—retired.
7. Post and approximate salary desired ... Principalship or Professorship in Government College for Women, India.
8. Duration of visits or residence abroad ... Residence, 1882–1891, Grenada, British West Indies.
Residence, 1900–1901, Barcelona—Spain.
Visits, 1909, Barcelona, Spain (one month).
Visits, 1898–1909, Switzerland, three weeks, six weeks.
9. Names of districts abroad of which the applicant has special knowledge. ... Grenada B.W.I.
North Spain.
10. Particulars and dates of any important appointments, e.g., Headmistressships or Principalships, Administrative posts, University Professorships, Lectureships, or the like, for which the applicant has stood or is standing. ... Standing for—
Principalship of Government College for Women, Madras.
Chief Professorship of Government College for Women in Madras.
11. Athletics—(a) experience in organizing games; (b) proficiency in athletics. ... (a) Captaincy at school in cricket and tennis.
Membership of Westfield College Tennis Committee, 1907–1915.
(b) Cricket, hockey, tennis, boating.
12. Date of application ... 8th July 1915.

	Name of school or college.	Name of Principal.	Dates of joining and leaving.	Scholarships, certificates, degrees and other honours.
13. School education	Merchant Taylors' Girls' School (Gt. Crosby, Liverpool). Howard College, Bedford (Boarding School).	Mrs. Burnett.	1891–1893. 1893–1896.	
14. University education, if any.	Hulme Schools for girls, Oldham. Aberystwyth College, University of Wales. Somerville College, Oxford.	Miss Clark ... Mr. Roberts. Miss Maitland	1896–1900. 1901–1902 1902–1905.	 Scholar of College. Exhibitioner in History. Diploma of the University in Honours in Modern History Class II, 1905.
	External Student of London University.		1899–1905.	Matriculation Class I, 1899. Intermediate, 1902.
15. Professional training as a teacher, if any—(If a holder of the Board of Education's parchment certificate, the date of the examination and the class in which the applicant was placed in each part of the examination must be shown).	Two years' training in research in attendance at the post-graduate Seminar led by Professor Vinogradoff, Corpus Professor of Modern Jurisprudence, University of Oxford (1905–1907).			Pass in Greek, Latin, English, Mathematics, Honours in History (Class I). French (Class II). Scholarship in History for two years (1902–1904). Honours degree in Modern History—1905, Class II.

	Name of school (or place) where employed.	Name of Principal or employer.	Dates of joining and leaving.	Position and character of work done, also salary received.
16. Teaching employment.	Resident Lecturer in History, Westfield College, University of London.	Miss Constance Maynard (1907–1913). Miss Agnes de Selincourt (1913–1915).	1907...	Resident lecturer— Lectures to Honours Classes in English Political, Constitutional and Economic History: Tutorial classes and Seminars in English History and in European History. Lectures to Pass B.A. Classes in English History and in European History. Lectures to Intermediate students in English History and on set books. Regular criticism and correction of essays. Salary £110 resident (residence calculated at £100).
	Northern Polytechnic Institute, University of London.	Dr. Clay ...	1911–1912.	Two lectures per week to Intermediate Arts Students. Salary according to number of lectures (10/6 per lecture).
17. Other employment (All employment to be entered in order of time).	At Oxford ... Do. ...	Professor Vinogradoff Editor of Victoria County History.	1905–1907. 1905–1907.	Secretarial Assistant for half time. £60 per annum. Preparation and publication of article on political history of Berkshire: Paid by length.
18. References—	(1) Name ... Address ... Occupation or position ...	Miss C. L. Maynard. The Sundial, Little Bookham, Surrey. Late Principal of Westfield College, University of London.		
	(2) Name ... Address ... Occupation or position ...	Professor Vinogradoff. Court Place, Ifley, Oxon. Corpus Professor of Modern Jurisprudence, University of Oxford.		

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of Officers of the Board of Education should not be given.)

19. * Copies of testimonials from—

- (1) Miss de Selincourt, Principal of Westfield College, London.
- (2) Miss B. A. Lees, late History tutor of Somerville College, Oxford.
- (3) Mrs. Fisher (H.A.I.), late tutor to the Association for the Education of Women.
- (4) Dr. E. A. McArthur, late Lecturer and Director of Studies in History, Girton College, Cambridge.

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13–17 above, should be given here.]

Experience in Social work at Oxford rent collecting and Health Visitor Work in connection with the Cottage Improvement Society 1905–1907.

Organization Membership of Central Executive Committee of National Council of the Y.W.C.A., and of Central Institute Committee, Y.W.C.A.

ANNEXURE II.

1. Name in full ... Rebekah McLeod.
2. Address ... Anchorage, Invergordon, N.B.
3. Present school (or occupation) ... Invergordon, H. G. Public School.
4. Date of application ...
5. Age last birthday ... 34 years. Born 24th May 1883.
6. Married or single (number and ages of children, if any). ... Single.
7. Health (past and present) ... Good.
Date on which last vaccinated ... 1884.

A similar statement in regard to Miss
 Rebekah McLeod who has been recently
 confirmed as Superintendent of the Presidency
 Training School for Mistresses, Madras,
 with effect from the 19th January 1918.
 She was first brought out from England
 in November 1908 as Superintendent
 of the Primary department of the
 Teachers' College, Saidapet (now
 designated as Lecturer in Kindergarten).
 and had been acting as Superintendent
 of the Presidency Training School
 since the 22nd November 1915.

I have etc.

NK
 12-15
 3/4/18
 LWS
 4418
 Aug 21/18

Annexure 11
 with the sanction of the Secretary
 of State

(verified) The post is put up in a file
 now in financial

(verified)

[Annexures]

16. Copies of testimonials enclosed from—

- (1)
- (2)
- (3)
- (4)

* Original testimonials may be required should the applicant be selected for interview, but should not be sent in the first instance.

Dates of joining and leaving.	Scholarships, certificates, degrees and other honours.
....	Certificated, Normal-trained.
Dates of joining and leaving.	Position and character of work done.
....	Pupil teacher, two years.
....	Training College, two years (1902-1904).
....	Taught qualifying class, two years (1904-1906).
....	Taught first class in higher-grade department, one year (1906-1907).

17. Observations:—

(N.B.—General remarks may, as a rule, be reserved until you have received notice of a particular vacancy, when you will be asked to give further particulars of your qualifications,—and will have the opportunity of adding any information that may be relevant,—according to the nature of the post.)

The Department will see that my work has been almost entirely among senior pupils.
 I desire to become a State-employed teacher of Native Indian children. In the event of there being a vacancy for a senior, or secondary teacher, will the Department consider whether I might be a suitable candidate?
 Three copies of testimonials are enclosed.

13th November 1907.

Applicant's signature _____

[Headmistress of the Primary department of the Practising school attached to the Teachers' College, Saidapet, Madras, India.]

The Board of Education have been asked to select a Headmistress for the Primary department of the Practising school attached to the Saidapet Teachers' College.
 The Headmistress will have to work under the supervision of the Principal of the College.
 The salary in connection with the appointment has been fixed at 250 rupees per mensem.
 The candidate selected should be a trained teacher who has had experience in teaching young children, but she need not necessarily be a certificated elementary teacher.
 The engagement may be for a period of five years for the present, but if the lady selected gives satisfaction her services may be permanently retained and she may receive an increase of pay or promotion.
 She will be required to pass an examination of moderate difficulty in a vernacular language within two years of her arrival at Madras.
 Applications for this post should be marked "S.A.", and addressed to "The Secretary, Board of Education, St. Stephen's House, Victoria Embankment, London, S.W."

[Headmistress of the Primary department of the Practising school attached to the Teachers' College, Saidapet, Madras, India.]
 (Information for candidates.)

Madras, of which Saidapet is a suburb, is not ordinarily an unhealthy town, either for natives or Europeans. Its sea-breeze and dry soil appear to compensate fully for the lowness of the site, and there are fewer sudden alternations of heat and cold than in most places in India. The mean temperature in the shade ranges between 74 and 87 degrees Fahrenheit, the extremes being 67 degrees in January and 93 degrees in June. The death rate averages 40 per thousand per annum. The rainfall varies considerably. In 1878 it was 28 inches; in 1879, 54 inches; and in 1881, 49 inches.

	Name of school or college.	Name of Principal.
10. If work of a secondary nature is desired, give special qualifications, etc.	(1) See certificate accompanying. (2) Intend applying to department before December for recognition under new regulations as a higher-grade teacher of English.	
11. (1) Qualifications for teaching infants. (2) Any qualifications for teaching Kindergarten work?	(1) Taught them for first year, juniors for second year during pupil teachership only. (2) Training College curriculum.	
12. Professional training as a teacher, if any.	Aberdeen United Free Normal Training College.	

	Name of school (or place) where employed.	Name of Principal or employer.
13. Teaching employment ..		
14. Ability (a) to teach singing, and to play piano or harmonium; (b) to give instruction in Cookery, Needlework, or Laundry work.	(1) Singing—Excellent in certificate. (2) Only an elementary knowledge of piano-playing. (3) Cookery and needlework—Excellent in certificate. (4) One term Laundry work in Glasgow Training School of Domestic Economy.	

15. References:—

- (1) Name George Smith, M.A.
 Address Director of Studies, Aberdeen.
 Occupation or position
- (2) Name Wm. D. Kennedy, M.A.
 Address Invergordon.
 Occupation or position Rector.

(These should be persons who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. The persons named should be residents in the United Kingdom. They should not be relations of the applicant, and, if possible, they should be holders of responsible positions. They should be acquainted with the applicant's character and work in recent years.)

ANNEXURES.

Indian and Colonial Educational appointments.

[Headmistress of the Primary department of the Practising school attached to the Teachers' College, Saidapet, Madras, India.]

Name and address of a candidate recommended by the Board of Education for appointment to the above post:

Miss Rebekah McLeod, Anchorage, Invergordon, Ross-shire.

Extract copy of Mr. Scougal's report.

Miss McLeod is—bar that she is distinctly *petite* and has a Highland accent (a cultivated and by no means unpleasant one however)—intellectually bright and keen and, I should judge, strong; has excellent manner and address; has her heart in her work; and should, I think, prove to be very earnest, energetic, and capable in discharging the duties of this post. Her temperament seems to me typically Celtic, restrained and modified by a large amount of business capacity and common-sense. She is keenly desirous for work in India; has, indeed, had this as a set desire for some considerable time back—influenced, I gathered, by a friend (the daughter of her late minister) who is now a missionary in Madras. She has of her own accord through the "International Correspondence Bureau"—I think it is called—been for some time back studying Indian philosophical thought by correspondence with a Brahman student and a Buddhist student in different parts of India! Yet she seemed to realise, and spoke very sensibly about, the obligations and restrictions that would lie upon any one holding such a post as the one now in question. Obviously there is a good deal of interesting character and individuality about this young lady; and—as far as I could judge in a single interview much potentiality for usefulness also. But as a candidate for this post she suffers from the serious disadvantage that she has not had, except as a pupil teacher, any experience in the teaching of infants and the younger children. Against that there is to be set only Mr. Robertson's opinion that she is "quite suitable for young children".

NOTE.—Mr. A.E. Scougal is His Majesty's Senior Inspector of Schools under the Scotch Education Department; Mr. J. L. Robertson is one of His Majesty's Chief Inspectors of Schools under the same department.

Aberdeen Provincial Committee for the training of teachers.

Letter—from G. SMITH, Esq., Training College Buildings, Charlotte Street, Aberdeen.

To—the Secretary, Scotch Education Department, Dover House, Whitehall, London, S.W.

Dated—the 14th February 1908.

[Indian and Colonial appointments.]

I have the honour to acknowledge the receipt of your letter S. 08/4038 making enquiry regarding Miss Rebekah McLeod.

2. It gives me great pleasure to certify that to the best of my knowledge she is very well fitted for the post to which it is proposed to appoint her. She was a student in the former United Free Church Training College during the years 1904–1906, and I had every opportunity of forming an opinion of her ability and character. She was one of our foremost students, and secured, as a reference to her diploma will testify, high marks in all her subjects with the exception of Geography. She was thoughtful beyond the average student, especially in regard to the philosophy of Education. Since she left the Normal College she has on several occasions written letters to me showing a continued interest in this aspect of the subject. In the practice of teaching she displayed much skill in handling a class. Her personal character was beyond reproach.

Rosskeen, Invergordon Academy, H.G.P.S., Invergordon, Ross-shire.

Letter—from W. D. KENNEDY, Esq.

To—the Secretary, Scotch Education Department, Dover House, Whitehall, London, S.W.

Dated—the 14th February 1908.

[Indian and Colonial appointments.]

I beg to acknowledge receipt of your letter of yesterday's date.

2. I have known Miss McLeod for over six years, and have formed a very high opinion of her ability and worth as a teacher. Her work here, as a trained teacher, has been among older pupils; but, as a pupil teacher, she had experience of infant and junior work, and that work she did remarkably well.

3. Miss McLeod is a clever young lady of great adaptability and resourcefulness, and, from all that I know of her, I believe that she is exceedingly well qualified for the post for which she is being chosen.

4. Her personal character is absolutely irreproachable.

5. I shall be pleased to answer to the best of my ability any questions you may wish to put regarding her.

Letter—from I. STRUTHERS, Esq., Secretary, Scotch Education Department.

To—Miss R. McLEOD, Anchorage, Invergordon, Ross-shire.

Dated—the 9th November 1907.

No.—1907/30887.

[Indian and Colonial appointments.]

With reference to your application to be placed on the department's list of candidates for nomination to educational posts in India and the Colonies, I am directed to request that you will be good enough to fill up and return the enclosed schedule to the department.

Indian and Colonial appointments.

Form of application to be filled up by teachers desiring employment in Government schools in India or a British Colony. It is requested that this form may be returned, without delay, to the Secretary, Scotch Education Department, Dover House, Whitehall, London, S.W.

1. Name in full	Rebekah McLeod.
2. Address	Anchorage, Invergordon, N.B.
3. Present school (or occupation)	Invergordon, H. G. Public School.
4. Date of application	
5. Age last birthday	24 years. Born 24 th May 1883
6. Married or single (number and ages of children, if any).	Single.
7. Health (past and present)	Good.
Date on which last vaccinated	1884.
8. Father's name and occupation (state whether living or dead).	
9. Nature of post desired (if married, do you desire a joint appointment for husband and wife).	Vacancy in Saidapet School.

She has been offered (in a tentative fashion) a post in Kingston, Jamaica, and at one time she made enquiries about the inspection of schools in North India as she has always had a desire to serve her country abroad; and her great love of hot sunshine has pointed her towards the south.

Let me close with saying that Lady Pentland having been also a Westfield student, through several years before Miss Sergeant's appointment on the Resident staff,—I cannot but think you would find this choice acceptable to their Excellencies. Indeed I think you have now before you a candidate such as, for suitability covering a large number of points is not often to be found; and I have hopes that she may serve you well and long.

Believe me, etc.,

CONSTANCE L. MAYNARD,
Late Principal of Westfield College, University of London.

COURT PLACE, IFFLEY, OXFORD.

July 17th 1915.

C.A. No. 513-4.

Madras Government College for Women, Lady Principal and Lady Professor.

DEAR SIR,

I know Miss Sergeant as an excellent research student. She did work in my seminar in 1906, and acted as my secretary for a couple of years after taking her certificate—she was most careful and industrious and showed considerable ability in study of mediæval records. I have publicly acknowledged her assistance in the preface to my work on "English Society in the Eleventh Century."

I am sure she will do her best to justify her appointment to the Madras College.

Yours truly,
P. VINOGRADOFF.

WESTFIELD COLLEGE (UNIVERSITY OF LONDON), HAMPSTEAD, N.W.

17th July 1915.

C.A. 513 and 514.

Madras Government College for Women, Lady Principal and Lady Professor.

DEAR SIR,

It is difficult to speak certainly as to the qualifications of any one for a post which differs widely from any previously held; and my experience in India leads me to believe that these posts would present special difficulties. At the same time I am very anxious to give you any help I can.

Miss Sergeant would, I believe, as head of any institution impress herself very pleasantly on her staff and students. I believe, also, that she would prove a tactful and capable organiser. Her outlook is certainly a wide one, and her patriotic enthusiasm would be of real value in India. When, however, you speak of 'distinction' I feel a little more doubtful as Miss Sergeant is more likely to make an impression by quiet and gentle persistence in any work she undertakes than by reason of brilliant capabilities.

Believe me, etc.

AGNES DE SELINCOURT,
THE GRANGE, ECCLESALL, SHEFFIELD.

Miss Sergeant was my pupil in Economics at Oxford and I have also seen a good deal of her in other ways since she took her final schools. I have formed an extremely high opinion of her character and abilities. She has considerable intellectual power, clearness and insight. In her dealings with people of all classes and kinds she shows great tact and discretion, and all her work is marked by a high degree of competence. I should feel certain that whatever she undertook would be thoroughly well carried out.

LITTICE FISHER,
late Tutor to the Association for the Education of Women.
late History Tutor, St. Hugh's Hall, Oxford.

No. 10, HUNTINGDON ROAD,
CAMBRIDGE.

It gives me great pleasure to support Miss Sergeant's candidature for the post of Lady Principal of the Government College for Women in Madras.

No. 1364, HOME (EDUCATION), 31st OCTOBER 1917

18. References—

- (1) Name ... Miss C. L. Maynard.
Address ... The Sundial, Little Bookham, Surrey.
Occupation or position ... Late Principal of Westfield College, University of London.
- (2) Name ... Professor Vinogradoff.
Address ... Court Place, Ifley, Oxen.
Occupation or position ... Corpus Professor of Modern Jurisprudence, University of Oxford.

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of Officers of the Board of Education should not be given.)

19. * Copies of testimonials from—

- (1) Miss de Selincourt, Principal of Westfield College, London.
- (2) Miss B.A. Lees, late History tutor of Somerville College, Oxford.
- (3) Mrs. Fisher (H.A.L.), late tutor to the Association for the Education of Women.
- (4) Dr. E. A. McArthur, late Lecturer and Director of Studies in History, Girton College, Cambridge.

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13—17 above, should be given here.]

Experience in Social work at Oxford rent collecting and Health Visitor Work in connection with the Cottage Improvement Society 1905—1907).

Organization Membership of Central Executive Committee of National Council of the Y.W.C.A., and of Central Institute Committee, Y.W.C.A.

THE SUNDIAL, LITTLE BOOKHAM, SURREY.

13th July 1915.

C.A. No. 513-4.

Madras Government College for Women, Lady Principal

DEAR SIR,

Miss Alice Sergeant was Resident Lecturer in History at Westfield College, University of London, during the last eight years of my tenure of office as Principal of that College.

I know her intimately, and have a very great respect for her, and (though I am considered somewhat of a severe judge of character) I honestly believe you have in her one of those first-class candidates, which are not always forthcoming when these important posts have to be filled.

Her degree and experience speak for her intellectual attainment and ability, and I have far more delicate matters of which to speak, and I do frankly.

She is a true gentlewoman. Her sense of honour and of obligation is perfect, and she will be scrupulous as to any agreement made; she errs a little on the side of generosity, as to time effort, money, and everything she possesses. Her knowledge of poetry and literature is very good, and her refinement of taste unerring. I used to find she could always be trusted to guide the amusements left to the choice of the students.

She is a truly good woman, and would have sympathy with the missionaries of various denominations, especially with those educative or medical, and yet whenever she has spoken of her aims in life, she has (for many years past) declared that though her great wish would be to work abroad she would prefer the purely educational work, and would rather work under the Government of India, with its just principle of neutrality, than under any society.

Her health has not always been good, but this invariably arose from cold. Born in Jamaica, and living there till ten years old, she has always longed to return to a tropical of sub-tropical climate. The hotter the weather, the more energetic she feels, and she seems quite impervious to the lassitude felt by many on really warm days.

She is rather below the average height, but this in no way detracts from a sort of quiet dignity. Her accent and manner are decidedly winning, gracious, soft and pleasing, and yet accompanied by no lack of firmness. If I may be allowed to mention a trifle,—at a little entertainment got up by the Westfield students for their own private amusement, Miss Sergeant presented Queen Victoria at her accession and with the hair in appropriate fashion, and the dress copied from an engraving of the time, the likeness was pronounced something extraordinary.

Seott. 11-38-1-17.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

DEPARTMENT.

21 MAY 1918

Current No. dated 191
G.O. No. 649,650 dated 21.5-1918.

Number of MS. pages sent { Correspondence... 11
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Brief subject.....

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INSTRUCTIONS FOR THE SECRETARIAT.

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

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

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

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

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

Copies distributed on ‡(Press Clerk).

† Copies distributed on ‡(Press Despatcher).

‡ To be initialled and dated.

P.T.O.

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) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....				
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" " " 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 ...				