

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1160, 5th September 1918

Government Examinations

Recording report on the examinations under the control of the Commissioner for — that
were held during the year 1917-18.

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HOME DEPARTMENT (EDUCATION)

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READ—the following paper :—

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., C.I.E., Commissioner for Government Examinations.

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

Dated—Madras, the 5th August 1918.

No.—2249.

I have the honour to submit the annual report on the examinations under the control of the Commissioner that were held during the year 1917-1918.

Mr. D. A. Hobday assumed charge of the office of Secretary on the 1st August 1917, Mr. Geo. Maddox having retired from the service on that date. The Secondary School-leaving Certificate and European School Examination Boards to which he was Secretary passed the following resolutions :—

The Secondary School-leaving Certificate Board desires to place on record its cordial appreciation of the able manner in which Mr. Maddox has discharged the duties of his office

The European School Examination Board desires to place on record its high appreciation of the prompt and efficient manner in which Mr. Maddox has always carried on the work connected with the different examinations

I take this opportunity of expressing my appreciation of the integrity and zeal displayed by Mr. Maddox as Secretary to the Commissioner in the discharge of his responsible and confidential duties.

2. The work connected with the different examinations held under the Code of Regulations for European Schools was, as in previous years, done by this office as also the work of the Board for the Award of Secondary School-leaving Certificates.

3. All the examinations were held at various centres in the Presidency. Of these, the Special Test Examinations were held also in Mercara, and the Technical Examinations were held in the Native States of Hyderabad, Mysore, Travancore, Cochin and Pudukkōttai and in Bangalore.

4. Detailed information in respect of each examination is given below :—

(a) *Special examination under the Secondary School-leaving Certificate Board for the benefit of teachers who have failed in the Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training (March).*—The special examination for teachers was held at fifty-two centres; seventy candidates registered their names and sixty-nine of them (including a female) appeared.

(b) *Technical Examinations (April, November, December and January).*—The total number of individual candidates registered for the three grades of examination was 10,838, of whom 603 were for the Advanced, 3,537 for the Intermediate and 6,698 for the Elementary grade. There was an increase in the number registered for the Advanced grade

The total number of subject-candidates examined was 13,438, of whom 5,745 were successful. There was an increase in the number of candidates under 'examined' in the case of the Advanced grade; there was a decrease in the percentage of passes for the Intermediate and Elementary grades. The results were better than those of the previous year in the case of the Advanced grade.

Six of the subject-candidates for the Advanced, 124 for the Intermediate, and 284 for the Elementary grade, were female candidates, of whom 5, 93 and 176,

respectively, were successful. All the female candidates for the Advanced grade came up in Needle-work and Dress-making. One of those for the Intermediate grade appeared for the examination in Cabinet-making and she came out successful. The largest number for the Intermediate and Elementary grades took up Free-hand Outline Drawing.

The number of papers set for the Advanced, Intermediate and Elementary grades, respectively, was 55, 101 and 80, the number of subjects for the corresponding grades being 22, 59 and 53.

Brahmans and Non-Brahman Caste Hindus formed the bulk of the subject-candidates that passed in the case of all three grades.

Sixteen diplomas, of which four were for Chemists and Druggists, and 156 group certificates, among which there were fourteen for Bridge Construction and four for Machine Construction, were issued during the year.

The silver medal of the Madras Musical Association was not awarded during the year, as no candidate appeared for the Elementary examination in Music.

(c) *Examinations in connexion with the Subordinate Medical Department (May).*—There were 100 vacancies for the grade of Civil Medical Pupil and the number of applications for admission to the competitive examination for this grade was 226, all of which were from holders of Secondary School-leaving Certificates.

The Surgeon-General with the Government of Madras informed me that the number of applications for the grade of Indian Military Pupil was not sufficient for a competitive examination and accordingly no examination was held for that grade.

Ninety-eight candidates registered their names for the grade of Madras-Burma Sub-Assistant Surgeon Pupil, for which 12 vacancies were thrown open to competition. All the applicants were holders of Secondary School-leaving Certificates.

(d) *Special Test Examinations (October).*—The number of centres for the Special tests was increased from 20 to 25 so that each district might have a centre. For these tests, 3,635 candidates in all registered their names, 2,898 presented themselves for examination and 1,612 passed. The numbers that were registered and examined and that passed during the previous year were 3,981, 3,176 and 1,264 respectively. The results were better than those of the previous year in the case of all the tests.

The examination in the new Account Test was held for the first time during the year and was conducted in accordance with the scheme as revised in G.O. No. 307, Home (Education), dated the 6th March 1917, and candidates answered the question papers in all the four subjects of the test with the aid of books and their indexes. The percentage of success in the test rose from 41 to 77.

5. *Finance.*—The receipts amounted to Rs. 1,98,740, while the expenditure was Rs. 1,73,917 including refunds, the charges for printing work done at private presses and the compensation paid to the University of Madras.

6. An inventory of valuable stock was duly maintained and checked during the year.

APPENDIX.

(a) *Special examination under the Secondary School-leaving Certificate Board for the benefit of teachers who have failed in the Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training (March).*

Table showing the numbers of candidates registered and examined and the classes of the community represented in 1916-1917 and 1917-1918.

Classes of the community.	Number registered, 1916-1917.		Number examined, 1916-1917.		Number registered, 1917-1918.		Number examined, 1917-1918.	
	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.
Indian Christians	11	2	11	2	12	..	11	..
Muhammadans	1	..	1	..	2	..	2	..
Brahmans	68	..	68	..	47	..	47	..
Non-Brahman Caste Hindus.	11	..	11	..	8	1	8	1
Jains	1	..	1	..	..	..	..	..
Total	92	2	92	2	69	1	68	1

(b) *Technical Examinations (April, November, December and January).*

TABLE I

(Shows the numbers of individual candidates registered and of subject-candidates examined and passed, and the percentage of 'passed' to 'examined' in 1915-1916, 1916-1917 and 1917-1918).

Grade of examination.	Number of individual candidates registered.			Number examined (subject-candidates).			Number passed (subject-candidates).			Percentage of subject-passes.		
	1916-1916.	1916-1917.	1917-1918.	1916-1916.	1916-1917.	1917-1918.	1916-1916.	1916-1917.	1917-1918.	1916-1916.	1916-1917.	1917-1918.
Advanced	493	516	603	565	578	702	232	183	266	41.0	31.6	37.8
Intermediate	3,460	3,637	3,537	4,212	4,604	4,597	1,904	2,007	1,971	45.2	43.5	42.8
Elementary	7,424	7,714	6,698	9,106	9,435	8,139	3,936	4,333	3,508	43.2	45.9	43.1
Total	11,377	11,867	10,838	13,883	14,617	13,438	6,072	6,523	5,745	43.7	44.6	42.7

TABLE II

(Shows the numbers examined and passed in the subjects brought up under each group in 1916-1917 and 1917-1918).

Advanced Grade.

Subjects.	1916-1917.		1917-1918.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	5	3	1	1
Building Drawing and Estimating	17	9	23	16
Hydraulics and Irrigation Works	2	..	1	..
Surveying and Levelling	38	11	41	8
Applied Mechanics	1	..	2	..
MECHANICAL ENGINEERING.				
Machine Drawing	1	1	..	..
ELECTRICAL ENGINEERING.				
Practical Telegraphy	2	..	1	..
Electric Lighting and Transmission of Power	2	1	2	2
PHYSICAL SCIENCE.				
Electricity and Magnetism	1	1	2	2
Inorganic Chemistry	..	..	1	..
Organic Chemistry	1	..	1	1
COMMERCE.				
Book-keeping	73	23	102	17
Theory and Practice of Commerce	58	23	88	56
Commercial Geography	31	12	48	26
Shorthand	81	15	98	34
Type-writing	147	20	166	31
DRAWING, ETC.				
Free-hand Outline Drawing	45	14	37	11
Design	1	1	3	2
Geometrical Drawing	16	7	18	6
Painting	11	4	13	2
Modelling	1	..	4	2
WOOD-WORK AND METAL-WORK.				
Cabinet-making	39	33	44	44
Metal-work	2	2	..	..
TAILORING AND DRESS-MAKING.				
Needle-work and Dress-making	3	3	6	5
Total number of subject-candidates	578	183	702	266

TABLE III

(Shows the numbers examined and passed in the subjects brought up under each group in 1916-1917 and 1917-1918).

Intermediate Grade.

Subjects.	1916-1917.		1917-1918.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	233	126	250	138
Building Drawing and Estimating	222	46	261	63
Hydraulics and Irrigation Works	81	19	115	40
Earthwork and Road-making	83	61	129	58
Bridge work	37	21	60	12
Surveying and Levelling	396	81	266	59
Applied Mechanics	4	1	5	2
Mensuration	13	3	6	2
Practical Plane and Solid Geometry	6	2	3	3
Carpentry	1	..	3	2
MECHANICAL ENGINEERING.				
Machine Construction	13	8	10	10
Machine Drawing	59	39	69	35
Steam and the Steam-engine	1	1	5	3
Fitter's work	7	3	13	10
ELECTRICAL ENGINEERING.				
Practical Telegraphy	4	2	2	..
Electric Lighting and Transmission of Power	7	3	4	1
PHYSICAL SCIENCE.				
Electricity and Magnetism	6	4	3	2
Inorganic Chemistry	2	..	5	3
Organic Chemistry	..	..	2	..
Physiography	4	4	10	7
BIOLOGY.				
Animal Physiology	64	44	73	54
Botany	17	10	7	4
SANITARY SCIENCE.				
Hygiene	63	49	65	52
General Biology (Special)	2	1	..	..
Minor Sanitary Engineering	73	53	71	45
PHARMACY.				
Botany (Special)	2	1	2	2
Inorganic Chemistry (Special)	9	5	5	2
Materia Medica	9	5	5	1
Practical Pharmacy	9	6	4	3
Special Laboratory Course	9	3	7	4
Practical Dispensing (for Compounders)	174	120	179	102
AGRICULTURE.				
Agriculture	7	2	14	9
COMMERCE.				
Book-keeping	349	215	314	120
Theory and Practice of Commerce	242	136	240	120
Banking	170	84	175	109
Commercial Geography	41	5	45	21
Shorthand	317	96	314	76
Annuities and Life Insurance	1	..	..	..
Type-writing	589	161	605	143
MUSIC.				
Music	..	..	1	..
DRAWING, ETC.				
Free-hand Outline Drawing	642	305	567	305
Design	72	31	68	31
Geometrical Drawing	281	82	244	111
Painting	101	39	102	51
Modelling	6	6	11	9
Wood-engraving	5	3	3	2
Copper-plate Engraving	7	6	3	2
JEWELLER'S WORK.				
Jeweller's work	3	3	4	4

TABLE III—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1916-1917 and 1917-1918).

Intermediate Grade—cont.

Subjects.	1916-1917.		1917-1918.	
	Examined.	Passed.	Examined.	Passed.
PRINTING, BOOK-BINDING AND TYPE-FOUNDING.				
Letterpress Printing—				
• Compositor's work	11	3	12	9
• Proof-reader's work	17	4	12	4
Machine work	2	2	1	1
Book-binding	4	1	7	3
WOOD-WORK AND METAL-WORK.				
Cabinet-making	70	56	62	57
Blacksmith's work	11	10	8	8
Metal-work	1	1	2	2
TEXTILE FABRICS.				
Cotton-weaving	14	8	8	7
Carpet-weaving	5	3	2	2
Lace-making	5	3	12	9
TAILORING AND DRESS-MAKING.				
Tailoring	1	1	3	..
Needle-work and Dress-making	18	18	30	29
Embroidery	2	2	8	8
Total number of subject-candidates ..	4,604	2,007	4,597	1,971

TABLE IV

(Shows the numbers examined and passed in the subjects brought up under each group in 1916-1917 and 1917-1918).

Elementary Grade.

Subjects.	1916-1917.		1917-1918.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	109	54	73	11
Building Drawing and Estimating	341	168	241	87
Hydraulics and Irrigation Works	94	44	86	35
Earthwork and Road-making	302	189	236	82
Bridge work	108	42	78	19
Surveying and Levelling	81	26	76	21
Applied Mechanics	117	31	124	70
Mensuration	416	212	325	172
Practical Plane and Solid Geometry	108	32	122	47
Carpentry	18	7	13	9
MECHANICAL ENGINEERING.				
Machine Construction	15	9	6	3
Machine Drawing	62	27	75	32
Steam and the Steam-engine	16	4	7	5
Fitter's work	34	20	25	20
ELECTRICAL ENGINEERING.				
Practical Telegraphy	43	30	37	13
PHYSICAL SCIENCE.				
Electricity and Magnetism	8	4	13	6
Inorganic Chemistry	5	4	3	3
Physiography	47	28	38	19

TABLE IV—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1916-1917 and 1917-1918).

Elementary Grade—cont.

Subjects	1916-1917.		1917-1918.	
	Examined.	Passed.	Examined.	Passed.
BIOLOGY.				
Animal Physiology	326	206	225	160
Botany	457	297	309	179
SANITARY SCIENCE.				
Hygiene	211	171	129	100
AGRICULTURE.				
Agriculture	160	90	161	111
COMMERCE.				
Book-keeping	417	166	388	202
Theory and Practice of Commerce	288	113	292	138
Banking	124	40	142	36
Commercial Geography	24	8	16	7
Shorthand (English)	713	239	661	249
Telugu Shorthand	..	..	1	1
Type-writing	1,767	490	1,674	474
MUSIC.				
Music	2	1	..	..
DRAWING, ETC.				
Free-hand Outline Drawing	1,613	733	1,316	583
Design	332	172	276	97
Geometrical Drawing	422	201	357	131
Painting	345	215	268	150
Modelling	19	14	8	7
JEWELLER'S WORK.				
Jeweller's work	6	4	4	4
PRINTING, BOOK-BINDING AND TYPE-FOUNDING.				
Letterpress Printing—				
Compositor's work	48	19	27	9
Proof-reader's work	38	8	21	6
Press work	8	1	6	6
Machine work	10	5	11	2
Printer's Warehouse work	3	1	1	..
Book-binding	11	4	16	6
Type-casting	3	1	1	..
Stereotyping	1	..	1	1
Electrotyping	2	1	1	..
WOOD-WORK AND METAL-WORK.				
Cabinet-making	119	92	121	105
Blacksmith's work	13	12	14	12
Metal-work	3	3	8	6
TEXTILE FABRICS.				
Cotton-weaving	41	32	32	24
Carpet-weaving	5	3	4	3
Lace-making	19	11	26	18
TAILORING AND DRESS-MAKING.				
Tailoring	5	5	3	3
Needle-work and Dress-making	46	40	38	31
Embroidery	10	10	13	13
Total number of subject-candidates ..	9,435	4,333	8,130	3,508

TABLE V

(Distributes the successful candidates according to classes of the community for 1916-1917 and 1917-1918).

Classes of the community.	Number of subject-candidates that passed.					
	Advanced grade.		Intermediate grade.		Elementary grade.	
	1916-1917.	1917-1918.	1916-1917.	1917-1918.	1916-1917.	1917-1918.
Europeans and Eurasians	6	8	58	36	50	45
Indian Christians	27	32	255	274	500	457
Muhammadans	2	6	49	66	146	101
Brahmans	112	154	956	969	2,144	1,680
Non-Brahman Caste Hindus	36	63	684	624	1,477	1,220
Panchamas	..	..	..	2	10	4
Buddhists	..	..	..	..	1	..
Parsis	..	3	5	..	1	..
Jains	..	..	..	..	1	1
Brahmos	..	..	..	..	3	..
Total ..	183	266	2,007	1,971	4,333	3,508

(c) Examinations in connexion with the Subordinate Medical Department (May).

(Table showing the number of candidates examined and the number of vacancies advertised for each grade in 1916-1917 and 1917-1918).

Grade.	1916-1917.		1917-1918.	
	Number examined.	Number of vacancies.	Number examined.	Number of vacancies.
Civil Medical Papil	165	75	226	100
Indian Military Papil	18	10	..	20
Madras-Burma Sub-Assistant Surgeon Papil	70	12	98	12

* There was no competitive examination.

(d) Special Test Examinations (October).

TABLE I

(Compares the numbers registered, examined and passed for the five years ending with 1917-1918).

Year.	Number registered.	Number examined.	Number passed.	Percentage of column (3) to column (2).	Percentage of passed to examined.
(1)	(2)	(3)	(4)	(5)	(6)
1913-1914	4,224	3,403	1,290	80.56	37.90
1914-1915	4,457	3,409	1,070	76.48	31.38
1915-1916	4,079	3,303	1,180	80.97	35.72
1916-1917	3,981	3,176	1,264	79.77	39.79
1917-1918	3,635	2,898	1,612	79.72	55.62

TABLE II

(Compares the numbers registered, examined and passed for each test in 1916-1917 and 1917-1918).

Designation of test.	1916-1917.			1917-1918.		
	Number registered.	Number examined.	Number passed.	Number registered.	Number examined.	Number passed.
Précis-writing Test	367	333	44	382	346	64
Translation Test, Higher grade	279	257	126	219	202	118
Do. Lower do.	501	456	189	484	432	232
Account Test	877	670	278	742	589	455
Civil Judicial Test	263	220	75	219	178	† 72
Criminal Judicial Test, Higher grade	528	378	144	494	364	219
Do. Lower do.	303	219	108	366	266	134
Criminal Procedure Code, Higher grade	8	6	6	6	3	2
Revenue Test, Higher grade	184	134	66	169	125	65
Do. Lower do.	662	494	222	546	396	246
Jail Test	9	9	6	8	7	5
Total ..	3,981	3,176	1,264	3,635	2,898	1,612

* Includes twenty-two candidates who passed the Civil Judicial Test without Civil Rules of Practice and Provincial Insolvency Act.

† Includes eighteen candidates who passed the Civil Judicial Test without Civil Rules of Practice and Provincial Insolvency Act.

(Compares the charges for 1916-1917 and 1917-1918).

Editors' Table.

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Home DEPARTMENT.

Current No dated 191

G.O. No. 116 dated 1918.

Number of MS. pages sent Correspondence. (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

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[P.T.O.]

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

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(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.

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INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

TO PRESS, MADRAS OOTY.

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

Referencer.
Clerk.

Supdt.

B

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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.

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Referencer.
Clerk.

Supdt.

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