

Home (1918) Department.
Education

Ordinary SERIES.

G.O. No. 1215

DATED 11-1-18

INDEXED

[Despatch Abstract.]

Examination

Directing that candidates for Government examination should in future write their answers on both sides of the paper.

PAPERS PUT UP WITH CURRENT No.

Papers of the department to which the current belongs.

Number.	Date.	Original (= O) or spare copy (= S.C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department

Papers of other departments.

Department.	Number.	Date.	Original (= O) or spare copy (= S.C.).	Initials with date of (1) Referencer acknowledging return of the paper concerned or (2) Despatcher to denote the return of the papers to the department concerned.

Serial II-S (8)-15,006-27-1-16.

NOTES.

Page 2

Home Dept. (Edn.)

Memo. No. 3495-A-1 forwarding the remarks of the D.P. instruction on the suggestion made by the Superintendent, Government Press in office note embodied in G.O. No. 526, Financial, dated 7th August 1917 cannot, as stated before be found in the press, but a copy of his reply has since been obtained and a reply is submitted herewith.

Extract from office note—

21. School leaving certificate work has increased considerably and economy is possible in the compression of the lists if so many are wanted, e.g., it seems hardly necessary to print "The list of teachers qualified to act as examiners", but if so, there appears to be no reason why it should be in large type spaced out and be printed on one side of the paper only.

22. The mark books are also on one side of the paper only and widely spaced, the school list has lines for three times the number of entries that are required, a separate leaf for the index (which in smaller lists is printed at the back of the book).

23. If both the printed lists of candidates and mark books are necessary, there seems no necessity for widely spacing the names in the former. The list for one examination is in full foolscap size while others are in folio; it also has a stitched wrapper which appears to be unnecessary. The list of candidates for the Technical examination on one side of paper makes 232 pages. The full printed list appears to be sent to every centre and not the names appertaining to the centre only. The scrutiny of the work for the Commissioner for Government Examination, etc., will, I think, show some grounds for economy on the same lines. Similar

accepted by D.P.
-para 2 - page 3 infra

accepted by D.P.
-para 3 - page 3 infra

For D.P.'s remarks
please see para 4 - page
3 du infra

lists required recently by inspectors for Sub-Assistant's tests, Elementary School Supervisor's tests, etc., are said to be indispensable in this form.

These of course mostly illustrate the waste which occurs in the arrangement of standard forms to which I have often referred.

24. It seems possible also to produce the "Leaving Certificate" in a smaller and less expensive form. It is considerably more expensive than the service books which we have now modified to save at least 20 per cent.

26. Results grants and lists of schools.—As both of these are done for every district in the Presidency the cost is more than Rs. 6,000 annually. Some years back only the grants lists were done and as there is some repetition it may perhaps be possible to issue one combined list in each case and save nearly half the amount.

27. Paper used for examinations.—The purchases made locally on this account by the superintendents appear to cost more than Rs. 3,000 annually. If candidates were compelled to write their answers on both sides of the paper—as I believe has been directed by one University in India—a saving in paper would result. If such paper ruled were supplied by a central agency on a fixed scale in proportion to the number of candidates instead of its being purchased locally there should be a still further saving.

With reference to paragraph 2 of G.O.No.1196-Home (Edn.) dated 17th September 1917, I have the honour to offer the following remarks on the suggestions made by the Superintendent, Government Press, in his office note embodied in G.O.No.526-Pinl. dated 7th August 1917

2. Paragraph 21 of the note.—The remarks of the

model for action when the forms are next revised - but is reserved for the public - have 5 pages up

accepted - 2nd para 6-page 4 up

*For Director's note
Ref para 7-page 4 up*

*(1) Letter Rte 1796
24.11.17*

*(1) 1196
1797*

Superintendent refer to the S.S.L.C. examination of 1916. The printing of "the list of teachers qualified to act as Examiners" has been discontinued. It is found necessary to print a list of applicants for Assistant Examinerships. Five lists were printed in 1916. The number was reduced to three in 1917 and it is proposed to print only one list for the examination of 1918. There is no objection to it being printed on both sides of the paper, the size of the type, spacing out, etc., being left to the discretion of the Superintendent.

3. Paragraph 22 of the note.—The mark books in connexion with all the examinations are now being printed on both sides of the paper. The present mark book which is presumably what the Superintendent calls the school list may be reduced to two-thirds of its width, one column being sufficient for the entry of marks. The brown wrapper, the title page below it and the index used at present may be replaced by a single thick sheet of paper, the matter on the brown wrapper being printed on the front and the index on the back of it. There need also be only one sheet for "statement showing the average marks awarded". It is also desirable to have a blank sheet of thick paper at the end of each copy of the mark book so that the last sheet of the mark book on which entries will be made may not get damaged.

4. Paragraph 23 of the note.—Both the printed lists of candidates and the mark books are necessary. The latter lists need not be composed afresh, the types used for printing the names in the lists of candidates being retained for the mark books and columns provided for in the latter for entering marks. The

present size of the list of candidates for the different examinations is necessary and cannot be reduced. The full printed list is not being sent to every centre, only the names appertaining to a centre being sent to it. For this purpose the list is so printed that a new centre is begun only on a fresh page in the list. In future some of the copies of the lists of candidates will be printed on one side of the paper only and some on both sides as the forms are required for sending cuttings to centres, for pasting on notice boards and for other purposes. The Inspectors have been asked to discontinue the printing of similar lists for Sub-Assistant tests and Elementary School Supervisor's tests.

5. Paragraph 24 of the note. The question of reducing the size of the secondary school leaving certificate book will be borne in mind when the revision of the certificate forms is next taken up. I may, however, point out that the cost of the books is now recovered from the public to whom the books are issued and there should consequently be no expense to Government on this account.

6. Paragraph 26 of the note. I approve the suggestion of the Superintendent to issue one combined list for the present B list and lists of recognised elementary schools for each district. I shall address Government separately on the subject as the change involves a modification of Appendix B of the Grant-in-Aid Code.

7. Paragraph 27 of the note. I would emphatically repudiate the idea that candidates for examinations should be required to write on both sides of the papers. With regard to the suggestion that a saving could be effected if the paper for examination is supplied by a central agency instead of being purchased locally I beg to state that from past experience it is found that the latter method is not very expensive as compared with the former with its incidental charges such as wages and materials for packing, postage or railway freight and cooly charges.

8. Necessary action is being taken with regard to paragraph 3 of G.O. No. 1196-Home (Education), dated 17th September 1917.

Home (Ed) Dept

Enclt 3495A1826/11

Referred to the Supt, for
them, for remarks.

26.11.17

25/11/17
The Supt, for the
(can come with the
year)

26.11.17
180 Reminder — 5.3.18.

Home No 3495A1

8183

1-17. C.F. 83.

5

Home Department.

Education Branch No. 1304 A

REPLY. O-5-18



To

The Superintendent
Govt. Press.

To

THE

has the honour to invite
is directed to invite
invites

The undersigned

attention to the communication noted in the
margin and to
request that
his reminder may be returned at once with
information as to—

- (1) the stage at which the matter now is, and
- (2) the date by which a reply may be expected and
- (3) the circumstances which have caused the delay.

2. It is requested that the reply to this
reminder may be sent not later than

No. 2851.
As already stated the
could not be traced. A
copy of the B.P. instructions
which has been obtained
and a reply is submitted
herein, as far as it can be
seen where a reply is called
for.

GOVERNMENT PRESS
Madras, 15-5-1918



Office

Station

Dated

Cotacmand

Signature
Registrar
Designation

SUBJECT.

Reduction in printing charges

15/5/18

page 4 ante

No remarks appear to be called for from me except as regards paragraph 7 of the reply. As a layman who has been writing on both sides of the paper always, I cannot appreciate the objection raised. I have however tried the experiment of having answers written on both sides of the paper, (which is apparently good enough for at least one University in India) in the only Examination ^{with} which I have any personal connexion as Superintendent and Examiner and found that the candidates had no difficulty in writing on both sides of the paper as they do in class and in ordinary correspondence. If the papers are looped at one corner according to mamool it may, of course, be a little inconvenient for the Examiner to turnover single leaves but if they are folded and stitched on one side like an ordinary copy book this inconvenience would not be felt.

2 As to the supply of paper by a central agency it is done for some examinations, and Government can certainly buy in large quantities at a cheaper rate than Superintendents can obtain a few quires at a time, while the incidental charges for cooling, postage, etc., has to be paid for indirectly when local purchases are made. The small quantity that I required for the Examination mentioned above cost Rs.5-10-0 from a private firm against Rs.2-1-0 the Stationary office cost for the same paper, and the private firm naturally charged me less than they would the Headmaster of a School.

3. An alternative after the war would be to make a contract with a firm to supply all that is required on indent instead of by petty cash purchases, as better terms might be obtained and there would be no question of any

8/

additional staff, but owing to the uncertainty of supplies it would be difficult to make such a contract now.

5?

Paragraph 6 of reply.—I believe the object of the enquiry is not only to save expense to the State but to avoid the unnecessary use of paper.

12

14-5-1918.

O.F.—13

NOTES.

Hon'ble Education Deptt.

CNo. 3495A from the D.P.D. Roc. no 7966 of 16.11.17.
 " 13044 " S.G. P. no 2851 of 20.5.18

Subject - Reduction in printing charges.

The Director has accepted almost all the suggestions made by the S.G. P. The only points that ~~are~~ require consideration are the proposals that answer paper at examinations may be written on both sides of the papers and that the paper ~~shall~~ ^{may} be supplied by a central agency. The Director states that he would emphatically repudiate the idea that candidates should be required to write on both sides of the papers. As regards the supply of papers, he is of opinion that the existing procedure of allowing Superintendents to purchase ~~papers~~ ^{paper locally} is not more expensive than a supply by a central agency.

The S.G. P. sticks to his original suggestion ^{answer} that ~~papers~~ ^{answers} may be written on both sides and that supply of papers ~~there~~ by a central agency is cheaper.

2. The question whether ^{answer} (papers) could be written on both sides depends mainly on the quality of the paper used. It, however, appears doubtful whether the quality of the paper supplied at examinations is such as to permit of its being written on both sides. It is for consideration whether ~~the~~ ^{the} writing on both sides should be insisted on. We cannot well overrule the Director in this matter. Usually paper supplied for examinations is not of superior kind. We have to take into account writing of all sorts.

para 2 p 4 of c

para 27 p. 2 of c
 & para 112 p. 7 of c

3. With reference to the supply of paper it appears ~~impossible~~ ^{deniable} to combine the existing system till the close of the war and to try the system suggested by the S. & P. in para. 3 of his note of making a contract with a firm to supply all that is required on indent. Messrs. Phinself ~~propose contract~~ ^{after normal conditions} after the war. H. The file may be forwarded to Financial for remarks.



Se
24.5.18
NK
29/5/18

CR
30/5/18

I have been an examiner for years & strongly share the D.P. L's antipathy to answers being written on both sides of the paper. (We do not do so in the see notes for example)

M
31/5/18

Int (us)

Financial Dept

For the As

In the circumstances, perhaps the Dept may perhaps agree to answers being written on one side of the paper only and to continue the continuance till the close of the war, of the existing system of purchasing the paper required locally.

C. S. will know whether

Se
8.6.18
746
8.6.18



Home (ES) 40.
18012024A-1
CURRENT 18.18
4722
FIN. DEPT.
Recd 7.6.18.

NN
5-6
4-6-18

Please see notes under
bure 27 of 5.6.18 with on 1/6/18
6 of notes 5.26.18
7.8.17. with for 1196 Home
(2) 11.5.17 I

in these days of paper famine
both sides of the paper can
not be utilized without great
inconvenience.

W

A

W

W

I have been in examiners myself in
many occasions & share the preference
for answers on one side only of the paper
- It certainly is more convenient. But
I don't think the one side only rule is
B necessary if the paper is thick enough to
prevent the ink showing through.

B

A

Then we may detect indicating with a
rough approach to accuracy what the
savings will be by enforcing writing on both
sides?

LS

11/8/18

For the As

A above. There is no information in
this office as to what kind of paper is used for these ex-
aminations. From para 27 of the S.G.P.'s note on
page 5 of go 526 and 8 7.8.17 it appears that
about Rs 3000 worth of paper is being purchased
annually by the Dept. of examinations from local
markets. If both sides of the paper are written
on, there will thus be a saving of about Rs 1500
annually.

B above. ~~There is no info~~ It is not

E

W

W
12-6
W

④
x Shobash Chatterjee 11/6/18/18
17.9.17

W
11/8/18

NOTES.

Page 4

known what kind of paper would be thick enough to prevent the ink showing through and what such paper will cost. The S. G. P. may perhaps be asked to furnish this information.

Could S. G. P. advise Chief Secretary?

13615
740 13.6.18

S. G. P. 15 Feb.

Fuel no 47221
15.6.18.

It will be seen from the samples attached A and B that both sides of the paper are already used in the answer books standardized as forms and supplied under instructions from the Director, and has been the practice for some years past without complaint as far as I am aware. This paper is double foolscap 24 lb costing for local purchase at present Rs 12 per ream. The thinner 20 lb paper as used for the University answer books costs Rs 10 per ream and this is used on two sides - one for rough work - so there can be no inconvenience from the writing showing through. Considering that only Rs 3000 is spent on this paper and that on half the quantity it is saved by using both sides the cost would be Rs 1500. Government offices use a still heavier paper (D) 44 lb. for forms which are written on both sides and sometimes bound in books for permanent use, so it should suit educational purposes like answer papers.



Typed

5555 as leaf
23.2.21

Submitted.

File no 4722-2
25-618.

90 Home (604) D.O.



Q 24 ber
In the light of S.G.P.'s note File must, I think,
press for writing on both sides.
15-6-18

Home Education Dept.

For orders whether the D.P.D. may be consulted or
if so, the whole file may be sent therein with
the concurrence of Financial.

Se 26.6.18
MK
27/6/18
It may be desirable to see
what sort of papers ^{actually} ~~is~~ used
for other examinations. The
fact that instructions are already
in force to use both sides in respect of
the Teachers' Certificate examinations
& European High School examinations
shows that, where thicker paper
is used, the D.P.D. has taken advantage
of it & has required writing on both
sides. Without knowing what
sort of paper is used for other exams
we may not be justified in having
a general order governing all cases
on the two instances brought to
notice by the S. & P. The case

of Govt. office quoted by the T.G.P.
does not seem to be applicable to public
Examinations where no such care in
writing as is usually found in offices
can be expected.

Q
23.618

May I send these notes to D.A./uo.

2-11-18 Mr 1/7/18

Kohi may go.

Q
1.7.18

2.7.18

The file may be sent to D.P. I. uo
for remarks.

Q
2.7.18

562 (uo)



Home (E.S.P.) uo
No. 12524 A-2
1.7.18

CURRENT
5662
FINANCE

Recd 1.7.18 KRM

7.2 (Home 22)

Final no 5662-1
2.7.18



Home (E.S.P.) uo
No. 12524 A-3
3.7.18

NOTES.

Page 7

No 173 of 15.7.18.

Page of 15.7.18

All examination work requires to be
one more or less in a hurry. If candidates
have to write on both sides of the paper
they will have additional difficulty
in making their answers legible particularly
those who have the sense to revise them.
Examiners will consequently have
more difficulty in reading them and
since they have to get their results
in within a limited time will be
likely to give illegible answers less
attention than they deserve.

Of course if the paper supplied is
sufficiently thick as for e.g. as
this that can not writing upon
there would be no objection to
both sides being used.

If Mr. Fisher will let me have a
specimen of paper that he thinks can
be used for examination paper
to be written on on both sides and
the use of which would effect substantial
economy I shall be glad to give an
opinion on it.



for m. 18
14.

Home (E²) Sept.

In respect of the ~~sample~~
Preliminary Examination for
Teachers' Certificates and European
School examinations (Samples
A+B) the D.P. I has already
consented to both sides of
the paper being written on.
The D.P. I wishes to see the
kind of paper that the
S.G.P. would recommend for
use in the case of other
examinations. Submitted
that the S.G.P. may be requested
us. to forward a sample as
the question of writing on both sides depends upon the
quality of paper. A
31.7.68

The sample being such as to secure
economy my
1/8/68

S. L. P. / us

No. 4655
Any one of E, F or G. may do - E being
the thinnest is however slightly denser than
F which is a little thicker as the former
is of a better quality. All are used for
Registers which are written on both
sides in Govt. offices

31.7.68

Home (Edu)

Submitted that the D.P.T. and
be consulted ^(as to) whether any
the samples, E. F. G., now
wished by the S.G.P. can be
for writing on both sides
examinations

$\frac{14.828}{100}$

No. 187 of 19.8.18

The paper works & might be
used for examination purposes and
written on on both side

h. in. 18.

Home Education Department

A draft order is submitted for approval
It may be sent to Financial for us.

2. As the kind of paper to be used has been fixed, ~~it is better that the~~ such paper ^{might} ~~could~~ have to be bought from a central agency to the Director and distributed to the various examination centres. No specific ^{order} about purchase.

Home Edn Ho.

No 1304 A-S

15'-8-18

21-AUG-1918

~~8010~~ 7415

Für mein

Next 4-5-18
 Home (ES) work 4-9-18
 4-9-18

For the As

The draft order may, it
be accepted in Financial. It is proposed
that a substantial economy would be effected
by the use of ~~the use of the kind~~ ^{the use of the kind}
- use also ~~the use of the kind~~ ^{the use of the kind} note at P on page 7 and

6.9.18

A.S.

7th 6.9.18

W.L.W.

Kane (2) W.L.W.

Fail no 7415-1
10-9-18



may issue.

W.L.W.
10-9-18

Financial Department.

Rec'd from
with anal
14.9.7

NY
2818718

$\frac{3078700}{11960}$

OFFICE OF THE

Dated _____ 191

Hours _____ Minutes _____

TELEPHONIC MESSAGE.

From

The Asst. Supt. of Fire ^{the Supt. of} Stationary

To

The Registrar Home (Caddis)

Please furnish this office with a copy of go stating that both sides of the answers paper she is utilised for writing on port exam conducted by Commission for port.

25.219
Transmitted
mt. 219

The ^{copy} is ^{sent} ~~miscellaneous~~ ^{series} ~~sent~~
send a formal request for ~~it~~
25.219

[Faint, mostly illegible handwritten notes on the left page, including phrases like "The Registrar Home (Caddis)", "Commission for port", and "miscellaneous"]

Preliminary Examination for Teachers' Certificates, March 191 .

Centre.

N.B.—Both sides of the sheets should be used for writing on.

The Registrar Home (Pondich)

Primary

700-18-8-17.

12 Pages.

Madras Educational Department.

EUROPEAN SCHOOL EXAMINATIONS, 191

MADRAS AND BANGALORE.

Register Number

Sex

Subject

Place of Examination

INSTRUCTIONS TO CANDIDATES.

Before you begin your answers, fill in the above particulars.

If you omit to enter your REGISTER NUMBER, your paper will not be valued by the examiners.

Do not enter your name anywhere in the paper.

Write your answers on both sides of the paper.

All rough work must be shown on the left hand pages.

Do not write in the margin.

No loose sheets of paper will be allowed in the examination room, and no paper must be detached from the answer-books.

In case additional books are used, fasten all the books together. BRASS PAPER FASTENERS may be obtained from the Superintendent.

The answers of candidates must be LEGIBLY written.

107mm
C
University of Madras

FINAL L.M. & S. EXAMINATION, 19

Register Number

Subject _____

—♦♦—
Instructions to Candidates

Before you begin your answers, fill in the above particulars.
You are prohibited from writing your name on any part of this answer-book.

Write your answers on the right-hand pages.

All rough work must be shown on the left-hand pages.

Do not write in the margin.

No loose sheets of paper will be allowed in the examination room, and no paper must be detached from the answer-books.

In case additional books are used, fasten all the books together. Clips may be obtained from the Superintendent.

The answers of candidates must be **LEGIBLY** written.

When given for copying

When copied

When examined

When signed

191

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT

STATEMENT WITH LITTO.

PAPERS NOT FILED UP, BEING KEPT FOR DISPATCH
IN ORIGINAL

R.R.—

A — Copy in full.

B — Not to be copied.

P — Copy abstract only.

Q — Copy heading only.