

Government of Madras
HOME DEPARTMENT (EDUCATION).

G.O. No. 1449, 12th November 1918

Fees

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

INDEXED

2
N. P. ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 1449, 12th November 1918

Fees

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I

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 19th March 1918.

No.—R.C. 10228/17.

In G.O. No. 1299, Home (Education), dated 18th October 1917, permission was granted to certain heads of Government girls' schools to send their pay and contingent bills to the treasuries by post and to treat the money-order commission involved as a legitimate charge on the school. The question has now been raised as to the procedure that may most advantageously be adopted in the matter of remittance of school fees relating to such schools every month into the treasury. I consider that instead of resorting to the system of money order as in the case of bills, arrangements may be made for the remittance of fees by the head teachers of all schools in places where there is no treasury to the village munsif of the locality who may be instructed to send them to the treasury along with revenue collections. Schools coming under this category are not numerous and as the amount of monthly fee collection will be inconsiderable—in several instances paltry sums—this proposal is not likely to throw much additional work and responsibility on the village officers. It will on the other hand be very useful from the point of view of the schools. I understand that a similar practice is obtaining in the case of remittance of fees in board elementary schools under the management of certain district boards.

Should my proposal commend itself to Government, I request that necessary orders may be issued as early as possible.

II

Endorsement No. 627-B/2, Home (Education), dated 9th April 1918.

Referred to the Board of Revenue and the Accountant-General for remarks.

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Board of Revenue (Land Revenue).
,, Accountant-General.

III

Letter—from U. L. MAJUMDAR, Esq., Officiating Accountant-General, Madras.

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

Dated—the 6th May 1918.

No.—T.M.3.—2050.

With reference to your Endorsement No. 627/B-2, dated the 9th April 1918, forwarding for remarks letter R.C. No. 10228, dated the 19th March 1918, from the Director of Public Instruction, submitting proposals for the remittance to the treasury of school fees of certain Government Schools through the agency of village officers, I have the honour to state that I see no objection to the proposal. The Board of Revenue who are also being consulted will be able to say whether the village munsifs can take up the additional work.

2. If the proposal of the Director of Public Instruction is accepted, village officers will have to grant separate receipts for these collections to the headmasters of the schools for the moneys received, while the sub-treasury or treasury officers as the case may be, should separate these fees from other revenue collections when remitted by the village officers and classify them properly. There will be some difficulty in the agreement of treasury officers' figures with the departmental figures monthly as the credits of village collections in the treasury account may not be in the same month as that in which the fees are paid to the village officers.

3. This difficulty may be minimised first, by requiring the village officers to remit the fees to the treasury within the month and secondly by requiring the headmasters to show in the departmental return the amount actually accounted for to the treasury by village officers within the month which they can ascertain easily giving an explanation in the return when no amount can be shown therein on account of delay in remittance on the part of the village officers.

IV

Proceedings of the Board of Revenue (Land Revenue), Rout. No. 1990, dated 21st June 1918.

The Hon'ble Mr. A. BUTTERWORTH, C.S.I., I.C.S.,
Commissioner of Land Revenue.

Read—the following papers :—

(i)

Endorsement—from Government, Home (Education) Department.
No.—627/B-2.
Dated—the 9th April 1918.

(ii)

Reference—from the Board of Revenue (Land Revenue).
To—the Collectors of Gōdāvari, Kistna, Guntūr, South Arcot and Malabar.
Dated—the 1st May 1918.
No.—793 Gt./18-1.

(iii)

Replies from Collectors.

Resolution—Rout. No. 1990, dated 21st June 1918.

The Collectors consulted raise no objection to the proposal of the Director of Public Instruction but the Board notes that that officer has given no reason why the school fees collected in Government girls' schools should not be remitted by money order. The collections are made monthly and it is stated that they sometimes amount to only a paltry sum. This means that the vetti will every month have to make a journey to the taluk headquarters for the sake of these fees even if there are no other remittances to be sent from the village. It is said that the schools are not numerous but, as time goes on, they will increase in number and year by year it becomes more difficult to get village servants. Every addition to the duties of village servants necessarily increases this difficulty and the Board would therefore prefer a system of remittance by money order unless there are objections thereto not indicated in the correspondence.

(True extract)

H. R. PATR,
Secretary.

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

V

Memorandum No. 1324/B-3, Home (Education), dated 7th August 1918.

With reference to his letter No. T.M. 3-2050, dated the 6th May 1918, the Accountant-General is requested to state whether the fee collections of the Government elementary schools may not be retained by the headmasters of the schools and short deducted from their salary bills as a special exception to the general rule in

article 1 of the Civil Account Code, Volume I. Should any inspection of the funds in the hands of the headmasters be necessary the village officers may inspect and grant a certificate which may be sent along with the salary bills.

R. RAMACHANDRA RAO,
Secretary to Government.

To the Accountant-General.

VI

Letter—from A. NEWMARCH, Esq., Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 20th August 1918.
No.—T.M. 3-3746.

With reference to your Memorandum No. 1324/B-3, dated the 7th August 1918, inquiring whether the fee collections of the Government elementary schools may not be retained by the headmasters of the schools and short deducted from their salary bills, I have the honour to state that the proposal requires the sanction of the Government of India, as it involves an exception to the rules of account procedure prescribed in article 1 of the Civil Account Code, vide rule II (5) (7) of the annexure to the Government of India, Finance Department Resolution No. 361 E.A., dated 24th July 1916.

Order—No. 1449, Home (Education), dated 12th November 1918.

The Government approve, subject to certain modifications, the proposal of the Director of Public Instruction to authorize head teachers of Government girls' schools in localities where there is no Government treasury within easy reach to hand over the monthly school fees collected in such schools to the local village munsifs who will arrange to remit such fees to the treasury concerned along with revenue collections.

2. The above arrangements shall be adopted only in the case of schools situated in villages that have no post office and will be subject to the following conditions :—

(i) that *separate* receipts are granted to the head teachers for the amounts received by village officers ;

(ii) that the fees, on remittance to the treasury, are separated from other revenue collections and classified properly by the treasury or sub-treasury officer, as the case may be ; and

(iii) that, with a view to facilitate the agreement of treasury officers' figures with the departmental figures, village officers remit the fees to the treasury within the month of their receipt from the head teachers and the latter ascertain and show in the departmental return the amount actually accounted for to the treasury by village officers, giving an explanation in the return in case no such amount can be shown on account of the village officers' delay in remitting it to the treasury.

3. As regards other Government girls' schools situated in villages which have post offices, the Government consider that the fees may advantageously be remitted to the treasury by money order, the money-order commission being treated as a contingent charge of the school concerned.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

„ Revenue Department.
„ Board of Revenue (Land Revenue).
„ Accountant-General.
„ Financial Department.

NOTES CONNECTED WITH G.O. No. 1449, HOME (EDUCATION),
DATED 12TH NOVEMBER 1918.

[SUBJECT.—*Remittance of Government elementary school fees through village officers.*]

HOME (EDUCATION) DEPARTMENT.

Proceedings of the Director of Public Instruction, R.O.C. No. 10228, dated 19th March 1918.

From the Accountant-General, No. T.M. 3-2050, dated 6th May 1918.

Proceedings of the Board of Revenue, No. 1990, dated 21st June 1918.

The Board of Revenue fears that the Director's proposal to arrange for the remittance, in certain cases, of fees collected in Government elementary schools through the village officers is likely to result in some additional work to village servants (vettis) and that such addition is apt to accentuate the difficulty already experienced in getting that class of menial servants. The Board is therefore reluctant to assent to the proposal; but suggests that the fees may be remitted to treasuries by means of postal money order unless there are serious objections to such a course.

2. The only objection that can presumably be urged against a system of money order is on the score of expense, as such charges will obviously have to come out of the allotment for contingencies of the school concerned. But the amounts that have to be remitted like this will, as stated by the Director of Public Instruction, be only small and the money order commission on them may not be considerable.

In the above circumstances it is for orders whether the Government may concur with the Board and agree to the remittances of school fees being made by money order instead of through village officers.

E.A.V.—28-6-18.

T.K.—28-6-18.

Government institutions are far fewer than Board schools. The Director of Public Instruction says that the practice of remitting fees collected from Board elementary schools through village officers is in force in some of the districts. It is not known how the difficulty of monthly remittance is overcome in those cases. The present policy being the expansion of elementary education through local board agency, the possibility of Government elementary schools increasing in large numbers in future, referred to by the Board, is not likely to happen. One difficulty in regard to the adoption of money order system is that where there are no post offices, remittance will have to be sent by the schoolmaster to the post office for registering the money order. The schoolmaster may not be able to arrange for this systematically every month, or he should himself go.

If remittance through village officers can be arranged for, it will be convenient. It is not clear whether village servants do not go to the treasury once a month at least on carrying revenue collections or on other business. It may be desirable in the first instance to ascertain how the difficulty is got over in the case of Board school collections.

C. RAMANUJA ACHARIYAR. 1-7-18.

A Could not the collected fees be retained by the establishment and short deducted in the salary bills? The collections will, presumably, be generally less than the sum total of salaries due.

2. If any inspection of the funds in the hands of the headmaster be considered desirable, the village munsif may certify and his certificate may accompany the salary bills.

R. RAMACHANDRA RAO—2-7-18.

The Secretary's suggestion above seems to be opposed to the ruling in article 1 of the Civil Account Code, Volume I, which says that "the appropriation of departmental receipts to departmental expenditure, except when specially authorized, is strictly prohibited." The Financial Department may be asked to say if a special authorization can be made in this case. That department will, if necessary, consult the Accountant-General also.

E.A.V.—4-7-18.

We may first ask the Director of Public Instruction u.o. whether he sees any objection, beyond that relating to account rules, to the Secretary's suggestion.

C. RAMANUJA ACHARIYAR—6-7-18.

R.R.—8-7-18.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I see no objection.

J. H. STONE—14-7-18.

HOME (EDUCATION) DEPARTMENT.

The file may now be forwarded to Financial for remarks on the Secretary's suggestion in his note, dated 2nd July 1918.

C.R.—16-7-18.

I know article 1 of the Civil Account Code and I know also it is relaxed in several cases; e.g., village officers' salaries deducted from kists, postal money orders, etc.

R.R.—17-7-18.

FINANCIAL DEPARTMENT.

Please see Home Department Secretary's note, dated 2nd July 1918 supra. The question remitted to this department for consideration is whether the fee collections of Government schools may not be retained by the school authorities and short deducted in their salary bills.

2. As pointed out in the Home (Education) note supra, such a course is not ordinarily allowable with reference to article 1, Civil Account Code, Volume I. Relaxations from the fundamental ruling in article 1 of the Civil Account Code are

* In the case of fees received for sick animals to be given only in exceptional cases (the Accountant-General in a separate connexion * remarked that the sanction of the Comptroller-General was necessary); and in veterinary dispensaries. It was decided that there was no necessity to depart from article 1, Civil Account Code.

V.G.K.—25-7-18.

steps should also be taken to check and prevent frauds. It is respectfully submitted that it does not seem necessary to relax the provisions in article 1 of the Civil Account Code in the present case. Orders are solicited.

V.G.K.—25-7-18.

I agree.

L. E. KERSHAW—29-7-18.

B I doubt if the Comptroller-General would regard this as a sufficiently exceptional case, but Financial need not object to Educational's referring to him. The Accountant-General ought first to be consulted.

L. DAVIDSON—30-7-18.

HOME (EDUCATION) DEPARTMENT.

With reference to the Chief Secretary's note at B above, it is for orders whether the case may be forwarded to the Accountant-General for remarks on the Secretary's suggestion in paragraphs 1 and 2 of his note, dated 2nd July 1918 (page 2 ante). If so the draft memorandum below is submitted for approval.

E.A.V.—2-8-18.

T.K.—3-8-18.

C. RAMANUJA ACHARIYAR—6-8-18.

R. RAMACHANDRA RAO—7-8-18.

[Memorandum No. 1324/B-3, dated 7th August 1918.]

From the Accountant-General, No. T.M. 3-3746, dated 20th August 1918.

Please see the Secretary's suggestion at A on page 2 ante. The Accountant-General says that the sanction of the Government of India is necessary to the adoption of the suggestion as it involves an exception to the rules of account procedure. For orders whether the Government of India should be addressed [or whether the Government may agree to the remittance of school fees being made by money order instead of through village officers].

E.A.V.—27-8-18.

T.K.—27-8-18.

C.R.—30-8-18.

The system of money order will not help in villages without post offices. Accept the Director of Public Instruction's proposal for payment to village officers; introduce the limitations as expressed in the Accountant-General's letter and consult Revenue.

R.R.—3-9-18.

A draft order is submitted. If approved, it may go to Revenue for acceptance.

E.A.V.—7-9-18.

T.K.—10-9-18.

C.R.—12-9-18.

R.R.—13-9-18.

REVENUE DEPARTMENT.

The objections to the proposal are stated in the Board's Proceedings. The question whether the school fees may be retained by the establishment and short deducted from the salary bills has been considered and abandoned because that would require the sanction of the Government of India. It is for orders whether before accepting the draft it may be suggested to Home (Education) to ascertain from the Government of India if they will agree to the proposed short deductions from the pay bills.

W.K.—13-9-18.

The Board is far from enthusiastic about the proposal: the smallness of the amount does not appear to be much of an argument in favour of the system as small amounts as well as large will have to be remitted to the sub-treasury: and the separation of accounts in the sub-treasury will involve much the same work whether the sum is large or small. Revenue would, I think, prefer the proposed system of deduction from salary bills. The remittance by money order would of course be least trouble to every one and I should have thought that most girls' schools were in villages with a post office.

G. H. JACKSON—14-9-18.

Where a post office exists in the village in which the girls' school is situated, it seems to me that to order the school fees to be remitted to the treasury by the agency of village servants has no advantage except to save the money order commission. It will certainly increase to some extent the work of the village servants, as there will be some months in which there will be no revenue remittance. The village munsif is not allowed to retain remittances until there is a respectable sum to remit and the result will be that the vetti will occasionally have to make a journey to the taluk headquarters entirely on account of these school fees. Such journeys might as well be made by the postal servants. In such villages, therefore, I deprecate the proposal of the Director of Public Instruction—where however there is no post office in or near the village in which the school is situated, there would not be the same objection.

M. YOUNG—14-9-18.

HOME (EDUCATION) DEPARTMENT.

Please see the Revenue Secretary's note above. The draft has been modified with reference to the suggestion made therein. It may be sent (u.o.) to the Director of Public Instruction for any remarks he may have to offer.

2. It is suggested that the concession may be limited to schools which have not a post office.

E.A.V.—19-9-18.

N.K.—20-9-18.

C. RAMANUJA ACHARIYAR—24-9-18.

The Revenue Secretary's suggestions affect only villages with post offices on the ground that in some months there will be no revenue remittances. Villages with post offices are likely to be important villages and are certain to have abkari shops; wherefore there is sure to be monthly remittances.

R. RAMACHANDRA RAO—25-9-18.

REVENUE DEPARTMENT.

Submitted for orders with reference to the Home Secretary's note above.

U.K.—27-9-18.

G. H. JACKSON—30-9-18.

It is not certain that, because there is an abkari shop in a village, there will be a remittance every month of abkari revenue. Shop rentals are generally payable at a treasury. Moreover, even if there were an abkari remittance from the village, it might have been already remitted to the treasury before the school fees were handed over to the village munsif. As these school fees have to be remitted within the month of receipt (vide Accountant-General's letter No. T.M. 3-2050, dated 6/7th May 1918), they might necessitate a separate remittance on their account alone.

The Board of Revenue is against the proposal and I adhere to my opinion given on 14th September 1918.

M.Y.—24-10-18.

HOME (EDUCATION) DEPARTMENT.

Revenue cling to their original view. For orders whether the draft already approved may be modified as shown in pencil. If approved, it will be typed and sent to Director of Public Instruction for perusal or remarks.

E.A.V.—28-10-18.

S.A.—28-10-18.

C.R.—30-10-18

Yes. Separately without the notes.

R.R.—31-10-18.

A type written copy of the draft with a covering u.o. note and the current file is submitted.

E.A.V.—1-11-18.

S.A.—1-11-18.

C. RAMANUJA ACHARIYAR—4-11-18.

The draft of the Government Order proposed to be issued with reference to the Director of Public Instruction's letter R.C. No. 10228-17, dated 19th March 1918, regarding the remittance of fees realized in certain Government girls' schools through the agency of village officers is placed below. It may be forwarded to the Director u.o. for perusal and for remarks, if any.

E.A.V.—1-11-18.

S.A.—1-11-18.

C.R.—4-11-18.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I have no remarks to offer.

H. S. DUNCAN—6-11-18.

HOME (EDUCATION) DEPARTMENT.

For orders whether the draft may now issue.

E.A.V.—7-11-18.

S.A.—7-11-18.

C.R.—8-11-18.

R. RAMACHANDRA RAO—9-11-18.

P[ENTLAND]—11-11-18.

A. G. C[ARDEW]—12-11-18.

[G.O. No. 1449, Home (Education), dated 12th November 1918.]

Fees

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

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

" " " " 191 ..

READ ALSO:-

C. No. 627/B, From the D.P.I. R.O., No. 10228/ dated 19-3-1918. 191

" " 997/B, " " A.G. T.M.3-2050 6-5-1918. 191

" " 1324/B, " " Board of Revenue (L.R.) Resoln 1990-R d/ 21-6-1918 191

1792/B ... A.S. No. T.M.3746- d/20.8.18

ORDER.

No. 1449, dated 12.11.1918.

P.S.

(Notes ~~144~~ to be printed)

The Government approve, subject to certain modifications, the proposal of the D.P.I to authorize head^{masters}~~masters~~ of Government girls' schools in localities where there is no Government Treasury within easy reach to hand over the monthly school fees collected in such schools to the local village munsifs who will arrange to remit such fees to the Treasury concerned along with revenue collections.

2. The above arrangements shall be adopted only in the case of schools situated in villages that have no post office and will be subject to the following conditions.-

(1) That

(i) that separate receipts are granted to the head teachers for the amounts received by village officers;

(ii) that the fees, on remittance to the treasury, are separated from other revenue collections and classified properly by the treasury or sub-treasury officer, as the case may be; and

(iii) that, with a view to facilitate the agreement of treasury officers' figures with the departmental figures, village officers ~~shall~~ remit the fees to the treasury within the month of their receipt from the head teachers and the latter ~~shall~~ ascertain and show in the departmental return the amount actually accounted for to the treasury by village officers; giving an explanation in the return in case no such amount can be shown on account of the village officers' delay in remitting it to the treasury.

3. As regards other Government girls' schools situated in villages which have post offices, the Government consider that the fees may advantageously be remitted to the treasury by M.O, the M.O commission being treated as a contingent charge of the school concerned.

9/11/18

To the D.P.I.
 .. Revenue Department.
 .. Board of Revenue (L.R.)
 .. A.G.
 .. Financial Department.

Recd 10/11/18
 with Secy
 3.11.18

G.O. No. 1449, 12th November 1918

Fees

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I
 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 19th March 1918.

No.—R.O. 10228/17.

ABSTRACT.—Requesting sanction of Government to permit head teachers of certain elementary schools to remit their school fee collections to the village munsif of the locality.

II
 Endorsement of G.O. No. 827-H.E. (Education) dated 9th April 1918.

III
 Proceedings of the Board of Revenue (Land Revenue), Rout. No. 1990, dated 21st June 1918.

Order—No. 1449, Home (Education), dated 12th November 1918.

The Government approve, subject to certain modifications, the proposal of the Director of Public Instruction to authorize headmasters of Government girls' schools in localities where there is no Government treasury within easy reach to hand over the monthly school fees collected in such schools to the local village munsifs who will arrange to remit such fees to the treasury concerned along with revenue collections.

2. The above arrangements shall be adopted only in the case of schools situated in villages that have no post office and will be subject to the following conditions:—

(i) that separate receipts are granted to the head teachers for the amounts received by village officers;

(ii) that the fees, on remittance to the treasury, are separated from other revenue collections and classified properly by the treasury or sub-treasury officer, as the case may be; and

(iii) that, with a view to facilitate the agreement of treasury officers' figures with the departmental figures, village officers remit the fees to the treasury within the month of their receipt from the head teachers and the latter ascertain and show in the departmental return the amount actually accounted for to the treasury by village officers, giving an explanation in the return in case no such amount can be shown on account of the village officers' delay in remitting it to the treasury.

3. As regards other Government girls' schools situated in villages which have post offices, the Government consider that the fees may advantageously be remitted to the treasury by money order, the money-order commission being treated as a contingent charge of the school concerned.

(True extract)

R. RAMACHANDRA RAO,
 Secretary to Government.

To the Director of Public Instruction.
 .. Revenue Department.
 .. Board of Revenue (Land Revenue).
 .. Accountant-General.
 .. Financial Department.

80
 2/11/18
 1/11/18
 1/11/18

G.O. No. 1449, 12th November 1918

Fees

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I
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 19th March 1918.
No.—R.O. 10228/17.

In G.O. No. 1299, Home (Education), dated 18th October 1917, permission was granted to certain heads of Government girls' schools to send their pay and contingent bills to the treasuries by post and to treat the money-order commission involved as a legitimate charge on the school. The question has now been raised as to the procedure that may most advantageously be adopted in the matter of remittance of school fees relating to such schools every month into the treasury. I consider that instead of resorting to the system of money order as in the case of bills, arrangements may be made for the remittance of fees by the head teachers of all schools in places where there is no treasury to the village munsif of the locality who may be instructed to send them to the treasury along with revenue collections. Schools coming under this category are not numerous and as the amount of monthly fee collection will be inconsiderable—in several instances paltry sums—this proposal is not likely to throw much additional work and responsibility on the village officers. It will on the other hand be very useful from the point of view of the schools. I understand that a similar practice is obtaining in the case of remittance of fees in board elementary schools under the management of certain district Boards.

Should my proposal commend itself to Government, I request that necessary orders may be issued as early as possible.

II
Endorsement No. 627-B/2, Home (Education), dated 9th April 1918.
Referred to the Board of Revenue and the Accountant-General for remarks.

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Board of Revenue (Land Revenue).
" Accountant-General.

III
Letter—from U. L. MAJUMDAR, Esq., Officiating Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 6th May 1918.
No.—T.M.3.—2050.

With reference to your Endorsement No. 627/B-2, dated the 9th April 1918, forwarding for remarks letter R.C. No. 10228, dated the 19th March 1918, from the Director of Public Instruction, submitting proposals for the remittance to the treasury of school fees of certain Government Schools through the agency of village officers, I have the honour to state that I see no objection to the proposal. The Board of Revenue who are also being consulted will be able to say whether the village munsifs can take up the additional work.

G.O. No. 1449, 12th November 1918

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I
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 19th March 1918.
No.—R.O. 10228/17.

In G.O. No. 1299, Home (Education), dated 18th October 1917, permission was granted to certain heads of Government girls' schools to send their pay and contingent bills to the treasuries by post and to treat the money-order commission involved as a legitimate charge on the school. The question has now been raised as to the procedure that may most advantageously be adopted in the matter of remittance of school fees relating to such schools every month into the treasury. I consider that instead of resorting to the system of money order as in the case of bills, arrangements may be made for the remittance of fees by the head teachers of all schools in places where there is no treasury to the village munsif of the locality who may be instructed to send them to the treasury along with revenue collections. Schools coming under this category are not numerous and as the amount of monthly fee collection will be inconsiderable—in several instances paltry sums—this proposal is not likely to throw much additional work and responsibility on the village officers. It will on the other hand be very useful from the point of view of the schools. I understand that a similar practice is obtaining in the case of remittance of fees in board elementary schools under the management of certain district Boards.

Should my proposal commend itself to Government, I request that necessary orders may be issued as early as possible.

II
Endorsement No. 627-B/2, Home (Education), dated 9th April 1918.
Referred to the Board of Revenue and the Accountant-General for remarks.

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Board of Revenue (Land Revenue).
" Accountant-General.

III
Letter—from U. L. MAJUMDAR, Esq., Officiating Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 6th May 1918.
No.—T.M.3.—2050.

With reference to your Endorsement No. 627/B-2, dated the 9th April 1918, forwarding for remarks letter R.C. No. 10228, dated the 19th March 1918, from the Director of Public Instruction, submitting proposals for the remittance to the treasury of school fees of certain Government Schools through the agency of village officers, I have the honour to state that I see no objection to the proposal. The Board of Revenue who are also being consulted will be able to say whether the village munsifs can take up the additional work.

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I
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 19th March 1918.
No.—R.O. 10228/17.

In G.O. No. 1299, Home (Education), dated 18th October 1917, permission was granted to certain heads of Government girls' schools to send their pay and contingent bills to the treasuries by post and to treat the money-order commission involved as a legitimate charge on the school. The question has now been raised as to the procedure that may most advantageously be adopted in the matter of remittance of school fees relating to such schools every month into the treasury. I consider that instead of resorting to the system of money order as in the case of bills, arrangements may be made for the remittance of fees by the head teachers of all schools in places where there is no treasury to the village munsif of the locality who may be instructed to send them to the treasury along with revenue collections. Schools coming under this category are not numerous and as the amount of monthly fee collection will be inconsiderable—in several instances paltry sums—this proposal is not likely to throw much additional work and responsibility on the village officers. It will on the other hand be very useful from the point of view of the schools. I understand that a similar practice is obtaining in the case of remittance of fees in board elementary schools under the management of certain district Boards.

Should my proposal commend itself to Government, I request that necessary orders may be issued as early as possible.

II
Endorsement No. 627-B/2, Home (Education), dated 9th April 1918.
Referred to the Board of Revenue and the Accountant-General for remarks.

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Board of Revenue (Land Revenue).
" Accountant-General.

III
Letter—from U. L. MAJUMDAR, Esq., Officiating Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 6th May 1918.
No.—T.M.3.—2050.

With reference to your Endorsement No. 627/B-2, dated the 9th April 1918, forwarding for remarks letter R.C. No. 10228, dated the 19th March 1918, from the Director of Public Instruction, submitting proposals for the remittance to the treasury of school fees of certain Government Schools through the agency of village officers, I have the honour to state that I see no objection to the proposal. The Board of Revenue who are also being consulted will be able to say whether the village munsifs can take up the additional work.

Authorizing, subject to certain conditions, headmasters of certain girls' schools to remit the school fees to the treasury through village officers.

READ—the following papers:—

I
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 19th March 1918.
No.—R.O. 10228/17.

In G.O. No. 1299, Home (Education), dated 18th October 1917, permission was granted to certain heads of Government girls' schools to send their pay and contingent bills to the treasuries by post and to treat the money-order commission involved as a legitimate charge on the school. The question has now been raised as to the procedure that may most advantageously be adopted in the matter of remittance of school fees relating to such schools every month into the treasury. I consider that instead of resorting to the system of money order as in the case of bills, arrangements may be made for the remittance of fees by the head teachers of all schools in places where there is no treasury to the village munsif of the locality who may be instructed to send them to the treasury along with revenue collections. Schools coming under this category are not numerous and as the amount of monthly fee collection will be inconsiderable—in several instances paltry sums—this proposal is not likely to throw much additional work and responsibility on the village officers. It will on the other hand be very useful from the point of view of the schools. I understand that a similar practice is obtaining in the case of remittance of fees in board elementary schools under the management of certain district Boards.

Should my proposal commend itself to Government, I request that necessary orders may be issued as early as possible.

II
Endorsement No. 627-B/2, Home (Education), dated 9th April 1918.
Referred to the Board of Revenue and the Accountant-General for remarks.

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Board of Revenue (Land Revenue).
" Accountant-General.

III
Letter—from U. L. MAJUMDAR, Esq., Officiating Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 6th May 1918.
No.—T.M.3.—2050.

With reference to your Endorsement No. 627/B-2, dated the 9th April 1918, forwarding for remarks letter R.C. No. 10228, dated the 19th March 1918, from the Director of Public Instruction, submitting proposals for the remittance to the treasury of school fees of certain Government Schools through the agency of village officers, I have the honour to state that I see no objection to the proposal. The Board of Revenue who are also being consulted will be able to say whether the village munsifs can take up the additional work.

2. If the proposal of the Director of Public Instruction is accepted, village officers will have to grant separate receipts for these collections to the headmasters of the schools for the moneys received, while the sub-treasury or treasury officers as the case may be, should separate these fees from other revenue collections when remitted by the village officers and classify them properly. There will be some difficulty in the agreement of treasury officers' figures with the departmental figures monthly as the credits of village collections in the treasury account may not be in the same month as that in which the fees are paid to the village officers.

3. This difficulty may be minimised first, by requiring the village officers to remit the fees to the treasury within the month and secondly by requiring the headmasters to show in the departmental return the amount actually accounted for to the treasury by village officers within the month which they can ascertain easily giving an explanation in the return when no amount can be shown therein on account of delay in remittance on the part of the village officers.

IV

Proceedings of the Board of Revenue (Land Revenue), Rout. No. 1990,
dated 21st June 1918.

The Hon'ble Mr. A. BUTTERWORTH, C.S.I., I.C.S.,
Commissioner of Land Revenue.

Read—the following papers:—

(i)

Endorsement—from Government, Home (Education) Department.

No.—627/B-2.

Dated—the 9th April 1918.

(ii)

Reference—from the Board of Revenue (Land Revenue).

To—the Collectors of Gōdāvari, Kistna, Guntūr, South Arcot and Malabar.

Dated—the 1st May 1918.

No.—793 Gt./18-1.

(iii)

Replies from Collectors.

Resolution—Rout. No. 1990, dated 21st June 1918.

The Collectors consulted raise no objection to the proposal of the Director of Public Instruction but the Board notes that that officer has given no reason why the school fees collected in Government girls' schools should not be remitted by money order. The collections are made monthly and it is stated that they sometimes amount to only a paltry sum. This means that the veti will every month have to make a journey to the taluk headquarters for the sake of these fees even if there are no other remittances to be sent from the village. It is said that the schools are not numerous but, as time goes on, they will increase in number and year by year it becomes more difficult to get village servants. Every addition to the duties of village servants necessarily increases this difficulty and the Board would therefore prefer a system of remittance by money order unless there are objections thereto not indicated in the correspondence.

(True extract)

H. R. PATE,
Secretary.

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

V

Memorandum No. 1324/B-3, Home (Education), dated 7th August 1918.

With reference to his letter No. T.M. 3-2050, dated the 6th May 1918, the Accountant-General is requested to state whether the fee collections of the Government elementary schools may not be retained by the headmasters of the schools and short deducted from their salary bills as a special exception to the general rule in article 1 of the Civil Account Code, Volume I. Should any inspection of the funds in the hands of the headmasters be necessary the village officers may inspect and grant a certificate which may be sent along with the salary bills.

R. RAMACHANDRA RAO,
Secretary to Government.

To the Accountant-General.

VI

Letter—from A. NEWMARCH, Esq., Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 20th August 1918.
No.—T.M. 3-3746.

With reference to your Memorandum No. 1324/B-3, dated the 7th August 1918, inquiring whether the fee collections of the Government elementary schools may not be retained by the headmasters of the schools and short deducted from their salary bills, I have the honour to state that the proposal requires the sanction of the Government of India, as it involves an exception to the rules of account procedure prescribed in article 1 of the Civil Account Code, vide rule II (5) (7) of the annexure to the Government of India, Finance Department Resolution No. 361 E.A., dated 24th July 1916.

Order—No. 1449, Home (Education), dated 12th November 1918.

The Government approve, subject to certain modifications, the proposal of the Director of Public Instruction to authorize headmasters of Government girls' schools in localities where there is no Government treasury within easy reach to hand over the monthly school fees collected in such schools to the local village munsifs who will arrange to remit such fees to the treasury concerned along with revenue collections.

2. The above arrangements shall be adopted only in the case of schools situated in villages that have no post office and will be subject to the following conditions:—

(i) that separate receipts are granted to the head teachers for the amounts received by village officers;

(ii) that the fees, on remittance to the treasury, are separated from other revenue collections and classified properly by the treasury or sub-treasury officer, as the case may be; and

(iii) that, with a view to facilitate the agreement of treasury officers' figures with the departmental figures, village officers remit the fees to the treasury within the month of their receipt from the head teachers and the latter ascertain and show in the departmental return the amount actually accounted for to the treasury by village officers, giving an explanation in the return in case no such amount can be shown on account of the village officers' delay in remitting it to the treasury.

3. As regards other Government girls' schools situated in villages which have post offices, the Government consider that the fees may advantageously be remitted to the treasury by money order, the money-order commission being treated as a contingent charge of the school concerned.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Revenue Department.
" Board of Revenue (Land Revenue).
" Accountant-General.
" Financial Department.

Teacher

KD

NOTES CONNECTED WITH G.O. No. 1449, HOME (EDUCATION),
DATED 12TH NOVEMBER 1918.

[SUBJECT.—Remittance of Government elementary school fees through
village officers.]

HOME (EDUCATION) DEPARTMENT.

Proceedings of the Director of Public Instruction, R.O.C. No. 10228, dated
19th March 1918.

From the Accountant-General, No. T.M. 3-2050, dated 6th May 1918.

From the Board of Revenue, No. 1990, dated 21st June 1918.

The Board of Revenue fears that the Director's proposal to arrange for the remittance, in certain cases, of fees collected in Government elementary schools through the village officers is likely to result in some additional work to village servants (vettis) and that such addition is apt to accentuate the difficulty already experienced in getting that class of menial servants. The Board is therefore reluctant to assent to the proposal; but suggests that the fees may be remitted to treasuries by means of postal money order unless there are serious objections to such a course.

2. The only objection that can presumably be urged against a system of money order is on the score of expense, as such charges will obviously have to come out of the allotment for contingencies of the school concerned. But the amounts that have to be remitted like this will, as stated by the Director of Public Instruction, be only small and the money order commission on them may not be considerable.

In the above circumstances it is for orders whether the Government may concur with the Board and agree to the remittances of school fees being made by money order instead of through village officers.

E.A.V.—28-6-18.

T.K.—28-6-18.

Government institutions are far fewer than Board schools. The Director of Public Instruction says that the practice of remitting fees collected from Board elementary schools through village officers is in force in some of the districts. It is not known how the difficulty of monthly remittance is overcome in those cases. The present policy being the expansion of elementary education through local board agency, the possibility of Government elementary schools increasing in large numbers in future, referred to by the Board, is not likely to happen. One difficulty in regard to the adoption of money order system is that where there are no post offices, remittance will have to be sent by the schoolmaster to the post office for registering the money order. The schoolmaster may not be able to arrange for this systematically every month, or he should himself go.

If remittance through village officers can be arranged for, it will be convenient. It is not clear whether village servants do not go to the treasury once a month at least on carrying revenue collections or on other business. It may be desirable in the first instance to ascertain how the difficulty is got over in the case of Board school collections.

C. RAMANUJA ACHARIYAR—1-7-18.

For the Director of Public Instruction, R.O.C. No. 10228, dated 19th March 1918.

From the Accountant-General, No. T.M. 3-2050, dated 6th May 1918.

From the Board of Revenue, No. 1990, dated 21st June 1918.

Order No. 1449, HOME (EDUCATION), DATED 12TH NOVEMBER 1918.

The Government propose to subject to certain modifications, the proposal of the Director of Public Instruction to arrange for the remittance of school fees through village officers in certain cases.

1. The above arrangements shall be subject to the following conditions:—

(i) That separate treasuries are to be established in the villages where the fees are to be remitted.

(ii) That the fees are to be remitted to the treasury by means of money order.

(iii) That the fees are to be remitted to the treasury by means of money order.

2. As regards other Government schools, the fees may be remitted to the treasury by means of money order.

3. The Government consider that the fees may be remitted to the treasury by means of money order.

4. The Government consider that the fees may be remitted to the treasury by means of money order.

5. The Government consider that the fees may be remitted to the treasury by means of money order.

6. The Government consider that the fees may be remitted to the treasury by means of money order.

7. The Government consider that the fees may be remitted to the treasury by means of money order.

8. The Government consider that the fees may be remitted to the treasury by means of money order.

9. The Government consider that the fees may be remitted to the treasury by means of money order.

10. The Government consider that the fees may be remitted to the treasury by means of money order.

11. The Government consider that the fees may be remitted to the treasury by means of money order.

12. The Government consider that the fees may be remitted to the treasury by means of money order.

13. The Government consider that the fees may be remitted to the treasury by means of money order.

2 NOTES TO G.O. No. 1449, HOME (EDUCATION), 12TH NOVEMBER 1918

A | Could not the collected fees be retained by the establishment and short-
deducted in the salary bills? The collections will, presumably, be generally
less than the sum total of salaries due.

2. If any inspection of the funds in the hands of the headmaster be considered
desirable, the village munsif may certify and his certificate may accompany the
salary bills.

R. RAMACHANDRA RAO—2-7-18.

The Secretary's suggestion above seems to be opposed to the ruling in article
1 of the Civil Account Code, Volume I, which says that "the appropriation of depart-
mental receipts to departmental expenditure, except when specially authorized, is
strictly prohibited". The Financial Department may be asked to say if a special
authorization can be made in this case. That department will, if necessary, consult
the Accountant-General also.

E.A.V.—4-7-18.

We may first ask the Director of Public Instruction u.o. whether he sees any
objection, beyond that relating to account rules, to the Secretary's suggestion.

C. RAMANUJA ACHARIYAR—6-7-18.

R.R.—8-7-18.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.
I see no objection.

J. H. STONE—14-7-18.

HOME (EDUCATION) DEPARTMENT.

The file may now be forwarded to Financial for remarks on the Secretary's
suggestion in his note, dated 2nd July 1918.

C.R.—16-7-18.

I know article 1 of the Civil Account Code and I know also it is relaxed in
several cases; e.g., village officers' salaries deducted from kists, postal money orders,
etc.

R.R.—17-7-18.

FINANCIAL DEPARTMENT.

Please see Home Department Secretary's note, dated 2nd July 1918 supra.
The question remitted to this department for consideration is whether the fee collec-
tions of Government schools may not be retained by the school authorities and short
deducted in their salary bills.

2. As pointed out in the Home (Education) note supra, such a course is not
ordinarily allowable with reference to article 1, Civil Account Code, Volume I.
Relaxations from the fundamental ruling in article 1 of the Civil Account Code are

*In the case of fees received for sick animals to be given only in exceptional cases (the
in veterinary dispensaries. It was decided Accountant-General in a separate connex-
that there was no necessity to depart from ion * remarked that the sanction of the
article 1, Civil Account Code. Comptroller-General was necessary); and
steps should also be taken to check and

V.G.K.—25-7-18.

prevent frauds. It is respectfully submitted that it does not seem necessary to relax
the provisions in article 1 of the Civil Account Code in the present case. Orders are
solicited.

V.G.K.—25-7-18.

I agree.

L. E. KERSHAW—29-7-18.

B | I doubt if the Comptroller-General would regard this as a sufficiently exceptional
case, but Financial need not object to Educational's referring to him. The
Accountant-General ought first to be consulted.

L. DAVIDSON—30-7-18.

NOTES TO G.O. No. 1449, HOME (EDUCATION), 12TH NOVEMBER 1918 3

HOME (EDUCATION) DEPARTMENT.

a/ With reference to the Chief Secretary's note at B on page 2, it is for orders whether the case may be forwarded to the Accountant-General for remarks on the Secretary's suggestion in paragraphs 1 and 2 of his note, dated 2nd July 1918 (page 2 ante). If so the draft memorandum below is submitted for approval.

E.A.V.—2-8-18.

T.K.—3-8-18.

C. RAMANUJA ACHARIYAR—6-8-18.

R. RAMACHANDRA RAO—7-8-18.

[Memorandum No.1324/B-3, dated 7th August 1918.]

From the Accountant-General, No. T.M. 3-3746, dated 20th August 1918.

Please see the Secretary's suggestion at A on page 2 ante. The Accountant-General says that the sanction of the Government of India is necessary to the adoption of the suggestion as it involves an exception to the rules of account procedure. For orders whether the Government of India should be addressed [or whether the Government may agree to the remittance of school fees being made by money order instead of through village officers].

E.A.V.—27-8-18.

T.K.—27-8-18.

C.R.—30-8-18.

for The system of money order will not help in villages without post offices. Accept the Director of Public Instruction's proposal payment to village officers; introduce the limitations as expressed in the Accountant-General's letter and consult Revenue.

R.R.—3-9-18.

A draft order is submitted. If approved, it may go to Revenue for acceptance.

E.A.V.—7-9-18.

T.K.—10-9-18.

C.R.—12-9-18.

R.R.—13-9-18.

REVENUE DEPARTMENT.

The objections to the proposal are stated in the Board's Proceedings. The question whether the school fees may be retained by the establishment and short deducted from the salary bills has been considered and abandoned because that would require the sanction of the Government of India. It is for orders whether before accepting the draft it may be suggested to Home (Education) to ascertain from the Government of India if they will agree to the proposed short deductions from the pay bills.

W.K.—13-9-18.

Some The Board is far from enthusiastic about the proposal: the smallness of the amount does not appear to be much of an argument in favour of the system as small amounts as well as large will have to be remitted to the sub-treasury: and the separation of accounts in the sub-treasury will involve much the same work whether the sum is large or small. Revenue would, I think, prefer the proposed system of deduction from salary bills. The remittance by money order would of course be least trouble to carry out and I should have thought that most girls' schools were in villages with a post office.

G. H. JACKSON—14-9-18.

sh Where a post office existing in the village in which the girls' school is situated, it seems to me that to order the school fees to be remitted to the treasury by the agency of village servants has no advantage except to save the money order commission. It will certainly increase to some extent the work of the village servants,

every one
by

4 NOTES TO G.O. No. 1449, HOME (EDUCATION), 12TH NOVEMBER 1918

as there will be some months in which there will be no revenue remittance. The village munsif is not allowed to retain remittances until there is a respectable sum to remit and the result will be that the vetti will occasionally have to make a journey to the taluk headquarters entirely on account of these school fees. Such journeys might as well be made by the postal servants. In such villages, therefore, I deprecate the proposal of the Director of Public Instruction—where however there is no post office in or near the village in which the school is situated, there would not be the same objection.

M. YOUNG—14-9-18.

HOME (EDUCATION) DEPARTMENT.

Please see the Revenue Secretary's note on the previous page. The draft has been modified with reference to the suggestion made therein. It may be sent (u.o.) to the Director of Public Instruction for any remarks he may have to offer.

2. It is suggested that the concession may be limited to schools which have not a post office.

E.A.V.—19-9-18.

N.K.—20-9-18.

C. RAMANUJA ACHARIYAR—24-9-18.

The Revenue Secretary's suggestions affect only villages with post offices on the ground that in some months there will be no revenue remittances. Villages with post offices are likely to be important villages and are certain to have abkari shops; wherefore there is sure to be monthly remittances.

R. RAMACHANDRA RAO—25-9-18.

REVENUE DEPARTMENT.

Submitted for orders with reference to the Home Secretary's note above.
U.K.—27-9-18.

G. H. JACKSON—30-9-18.

It is not certain that, because there is an abkari shop in a village, there will be a remittance every month of abkari revenue. Shop rentals are generally payable at a treasury. Moreover, even if there were an abkari remittance from the village, it might have been already remitted to the treasury before the school fees were handed over to the village munsif. As these school fees have to be remitted within the month of receipt (vide Accountant-General's letter No. T.M. 3-2050, dated 6th/7th May 1918), they might necessitate a separate remittance on their account alone.

The Board of Revenue is against the proposal and adhere to my opinion given on 1st October 1918 on page 3 of the note file.

M. YOUNG—24-10-18.

HOME (EDUCATION) DEPARTMENT.

Revenue cling to their view ~~on page 3 of the note file~~. For orders whether the draft already approved may be modified as shown in pencil. If approved, it will be typed and sent to Director of Public Instruction for perusal or remarks.

E.A.V.—28-10-18.

S.A.—28-10-18.

C.R.—30-10-18.

Yes. Separately without the notes.

R.R.—31-10-18.

A type written copy of the draft with a covering u.o. note and the current file is submitted.

E.A.V.—1-11-18.

S.A.—1-11-18.

C.R.—4-11-18.

NOTES TO G.O. No. 1449, HOME (EDUCATION), 12TH NOVEMBER 1918 5

The draft of the Government Order proposed to be issued with reference to the Director of Public Instruction's letter R.C. No. 10228-17, dated 19th March 1918, regarding the remittance of fees realized in certain Government girls' schools through the agency of village officers is placed below. It may be forwarded to the Director u.o. for perusal and for remarks, if any.

E.A.V.—1-11-18.
S.A.—1-11-18.

C. RAMANUJA ACHARIYAR—4-11-18.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.
I have no remarks to offer.

H. S. DUNCAN—6-11-18.

HOME (EDUCATION) DEPARTMENT.

For orders whether the draft may now issue.

E.A.V.—7-11-18.
S.A.—7-11-18.

C.R.—8-11-18.

R. RAMACHANDRA RAO—9-11-18.

P[ENTLAND]—11-11-18.

A. G. C[ARDEW]—12-11-18.

[G.O. No. 1449, Home (Education), dated 12th November 1918.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Scott. II-38-3-14.

DEPARTMENT.

Current No., dated 191

G.O. No. 1449, dated 12.11.1918

Number of MS. pages sent

(b)
(b¹) Correspondence... 12 (Twelve)
Notes... 11 (eleven)

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.

Brief subject.....

(e) Number of copies required when struck off (not including copies for volumes 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.
FOR RECORD.*			
Madras Records ...	4	25	12
Ooty Records ...		6	4
For filing with original			1
Total ..		31	17
FOR ISSUE.†			

Signature copies.....

Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
No.	Papers.		
India Office.....	5		
Govt. of India..... Dept.	5		
Revenue Department.....			
Public Works Department.....			
Local and Municipal Department.....			
Educational Department.....			
Public Dept.....			
Judicial Dept.....			
Political.....			
Financial Dept.....			
Marine Dept.....			
Ecclesiastical Dept.....			
Total ..	5		

Spare copies

The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
The.....	10	10	
Total ..	10	80	

* Copies distributed on ‡(Press Olerk).

† 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.

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 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.....	14/11/11
First proof furnished on.....	22/11
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	26/11
Final copies supplied on.....	2/12

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				