

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1639, 25th December 1918

Students' Advisory Committee

Communicating to the Madras Students' Advisory Committee letter from the Government of India forwarding a copy of correspondence with the Secretary of State regarding the report of the Conference held at Simla in July 1917 of the Provincial Secretaries to the Advisory Committees for Indian students proceeding to the United Kingdom.

INDEXED

ORIGINAL.

Government of Madras

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Communicating to the Madras Students' Advisory Committee letter from the Government of India forwarding a copy of correspondence with the Secretary of State regarding the report of the Conference held at Simla in July 1917 of the Provincial Secretaries to the Advisory Committees for Indian students proceeding to the United Kingdom.

READ—the following papers : —

I

G.O. No. 971, Home (Education), dated 23rd July 1918.

ABSTRACT.—Communicating to the Madras Students' Advisory Committee letter from the Government of India forwarding the report of the Conference held at Simla in July 1917 of the Provincial Secretaries to the Advisory Committees for Indian students proceeding to the United Kingdom.

G.O. No. 1474, Home (Education), dated 20th November 1918.

ABSTRACT.—Recording the report of the proceedings of a meeting of the Madras Students' Advisory Committee held on the 26th October 1918.

II

Letter—from the Hon'ble Sir EDWARD MACLAGAN, K.C.I.E., C.S.I., Secretary to the Government of India, Department of Education (Education).

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

Dated—Simla, the 11th November 1918.

No.—938.

In continuation of this Department letter No. 95, dated the 11th February 1918, I am directed to forward for information and communication to the Provincial

Despatch to the Secretary of State No. 3, dated the 22nd February 1918.

Despatch from the Secretary of State No. 6, Public (Students), dated the 6th September 1918.

Advisory Committee for Indian students intending to proceed to England, two copies of the marginally-noted correspondence with the Secretary of State regarding the report of the Conference of the Secretaries to the Committees held here in July 1917.

2. I am to invite attention to paragraph 4 of the Secretary of State's despatch and to intimate that, if the Local Government can ascertain from the Secretary to the Provincial Advisory Committee, and bring to the notice of the Government of India, any definite objections, whether based on sentiment or otherwise, levelled against any of the local Advisers in the United Kingdom, such objections will duly be transmitted to the India Office for investigation.

ENCLOSURES

(1)

Despatch—from the Government of India, Department of Education (Education).

To—His Majesty's Secretary of State for India.

Dated—Delhi, the 22nd February 1918.

No.—8.

We have the honour to forward for your information a copy of the report of the Conference held at Simla in July last of Provincial Secretaries of Advisory Committees for Indian students

proceeding to England, and of the circular letter which we have issued to Local Governments and Administrations on the report. There are a few points in the report on which we desire to seek your advice and assistance.

2. In the first place, we desire to invite your attention to the difficulties experienced under the present arrangement for the submission of admission applications on behalf of students to Oxford and Cambridge. And we should be obliged if the two suggestions made by Messrs. Anderson and Cheshire in paragraph 8 of the report may be communicated to Dr. Arnold for such action as he might consider proper.

3. As will be observed from paragraph 3 of our circular letter we have expressed our concurrence in the recommendation of the Conference for the utilization of the services of young Indians who have recently returned from Europe. Such persons should prove very useful members of the provincial committees. We accordingly commend the suggestion that Dr. Arnold should kindly intimate to Secretaries of Provincial committees the qualifications of suitable young Indians when they are returning to India and who, in his opinion, would be useful for the purpose mentioned.

4. With reference to the complaint contained in paragraph 5 of the Conference report that Secretaries are sometimes much hampered in their work by ignorance of the progress made by students in their studies abroad we venture to communicate the request that Dr. Arnold might be consulted as to the possibility of supplying each Secretary with copies of the guardians' reports.

5. In paragraph 13 of our circular we have expressed the opinion that the best course to follow in order to provide a really reliable and up-to-date handbook would be to enlist the co-operation of the National Indian Association in the issue of a revised edition of their existing handbook the information in which might be supplemented by pamphlets issued by the Indian Students Department. We desire to submit these suggestions for your favourable consideration.

6. With reference to paragraph 11 of the Conference report we venture to suggest that a very useful purpose would be served if Dr. Arnold will undertake to prepare a short paper dealing with war conditions in England so far as they react on students who come from abroad.

7. We desire to invite your attention to the views of the Conference regarding the existing system of guardianship at educational centres in the United Kingdom. The Conference admitted the force of the argument by which Mr. Cheshire endeavoured to show that some such system was inevitable, but felt that the objections which are held by a number of Indians should be taken into account. They accordingly proceeded to offer certain suggestions for the consideration of Dr. Arnold. We feel that it is quite clear that parents in India are, as a rule, in favour of the system and that the objections taken arise from certain characteristics of the system which are not essential for its retention. We are, therefore, not prepared to suggest any drastic changes which would have the effect of either abandoning or considerably modifying the present system of guardianship. On the contrary, our appreciation of the many advantages which it ensures makes us feel bound to offer to it every encouragement. We would accordingly be glad to be favoured with the views of Dr. Arnold as to whether anything can be done to mitigate the force of the objections—whether based on sentiment or otherwise—generally levelled against the system. We are aware that the question of official guardianship no longer arises at Oxford and Cambridge where the new university bodies are expected to administer their own rules in the matter. Hence past criticisms based on the official nature of the present arrangements for guardianships at these universities no longer arise. We may mention that in reopening the subject we have not overlooked the remarks contained in paragraph 7 of the memorandum received with your predecessor's Public Despatch No. 5-Students, dated the 1st December 1916.

Schedule of papers.

- (1) Report of the Conference of Provincial Secretaries of Advisory Committees.
- (2) Circular letter to local Governments, No. 95, dated the 11th February 1918.

(2)

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in Council.

Dated—India Office, London, 6th September 1918.

No.—6, Public (Students).

I have had under consideration Your Excellency's Despatch in the Department of Education, No. 8, dated the 22nd February 1918, forwarding a copy of the report of the Conference held at Simla in July last of the Secretaries of Provincial Committees for Indian Students intending to proceed to this country.

2. In regard to the points upon which you desire my advice, I submit for the consideration of Your Excellency's Government the following comments:—

(1) The suggestions made in paragraph 8 of the report regarding the date on which applications for admission should be sent to Oxford and Cambridge, and the computation of vacancies for Indians as excluding those educated at schools in this country, will be communicated to the Vice-Chancellors of these Universities; but in the coming session it is not anticipated that Indian students will find any difficulty in obtaining admission because of the great decrease in the total number of students in these two Universities.

(2) The practice of recommending to the Secretaries of Provincial Committees young Indians returning to India after the completion of their studies in Europe has already been adopted, and reports will continue to be sent in future stating the qualifications of such of these young men as appear likely to be able to be of assistance to the Provincial Committees.

(3) In regard to the request of the Secretaries of Provincial Committees that they may receive copies of guardians' reports, I doubt the propriety of sending these reports to anybody but the parents, but in any case there are difficulties in the way of obtaining copies of them through the India Office from Oxford and Cambridge or from the Local Advisers; but as reports are sent every six months to the parents of students under guardianship, the same purpose would be attained if the parents themselves communicate these reports to the Secretaries; and there would be an additional advantage in such an arrangement in that the Secretaries would thus have opportunities of removing misunderstandings and of explaining to the parents concerned such of the conditions of life in this country as they may not be acquainted with.

(4) It is not proposed to issue a revised edition of the Handbook of Information until the end of the war; there is a considerable number of copies of the current edition still available, and the information contained therein does not require revision, as during the war universities and other educational establishments in this country have not changed their regulations or courses of study, except in some few instances when facilities have ceased to be available; and in all such cases due notice is given to the Provincial Committees. At present, therefore, it is proposed only to supply correction slips from time to time, as may be found necessary.

(5) A note on the war conditions in England as far as they affect Indian students has been prepared, and is being sent separately to the Provincial Secretaries.

(6) In regard to the guardianship of Indian students in the United Kingdom, in section 7 of Your Excellency's Despatch it is pointed out that the question of official guardianship no longer arises in Oxford and Cambridge, as the new University bodies administer their own rules in the matter. The Report (section 16) of the Conference does not appear so clearly to recognize this distinction between the guardianship of students in these Universities on the one hand, and official guardianship undertaken by Local Advisers on the other. There is no longer any official control whatsoever over such arrangements as the Universities of Oxford and Cambridge may make for the guardianship of Indian students; but I propose to communicate to the Vice-Chancellors of these Universities the suggestions (a) and (b) in section 16 of the Report.

3. With regard to official guardianship, this is only undertaken by a Local Adviser in Edinburgh, Glasgow, London or Manchester at the request of a parent or guardian in India; such an arrangement is entirely voluntary and can be terminated by the parent at any time he may think fit. If any Indian parent wishes to place his son under the guardianship of some prominent Indian residing in the United Kingdom, he is, of course, quite free to do so, or if he wishes to place his son under charge of some Englishman not holding any official position, suitable persons can be recommended, but the fee charged for such services is prohibitive except for parents of wealth.

4. I propose to abolish the small commission of one per cent which has been charged on guardianship accounts since 1913; but experience of the last nine years has shown that the deposit of 40l. is essential. If Your Excellency can ascertain from the Secretaries of the Provincial Committees any definite objections, whether based on sentiment or otherwise, brought against any of the Local Advisers, investigation shall be made into all such complaints, but I am at present advised that the Local Advisers are men who are entirely sympathetic towards the students under their charge, and it would appear that such objections as have hitherto been made have reference to guardianship at Oxford and Cambridge, with which the India Office has now no connexion.

Order—No. 1669, Home (Education), dated 25th December 1918.

In continuation of G.O. No. 971, Home (Education), dated the 23rd July 1918, the letter from the Government of India read above forwarding copy of correspondence with the Secretary of State on certain points raised in the report of the conference of Secretaries of Provincial Advisory Committees for Indian students proceeding to the United Kingdom is communicated to the Madras Students' Advisory Committee.

2. In view of the circumstances explained in paragraph 2 (4) of the Secretary of State's Despatch, No. 6, Public (Students), dated the 6th September 1918, the Government are unable to accept the suggestion of the Committee that arrangements should be made for re-printing every year 'the Handbook of Information' for Indian students, published by the National Indian Association.

3. The Government do not consider it necessary to translate into vernaculars the pamphlet on the subject of guardianship, as suggested by the Secretary to the Committee.

(True extract)

L. D. SWAMIKANNU,
Acting Secretary to Government.

To the Secretary, Madras Students' Advisory Committee.
" Director of Public Instruction.

NOTES CONNECTED WITH G.O. No. 1669, HOME (EDUCATION),
DATED 25TH DECEMBER 1918

[SUBJECT.—*Report of the conference held at Simla of the Provincial secretaries to the Indian Students' Advisory Committee.*]

HOME (EDUCATION) DEPARTMENT.

From the Government of India, Department of Education, No. 938, dated 11th November 1918.

In July 1917 a conference was held at Simla of provincial secretaries to the advisory committees for Indian students proceeding to the United Kingdom. In February 1918 the Government of India forwarded a copy of the report of this conference with their comments and suggestions. The Local Government in their order No. 971, Home (Education), dated 23rd July 1918, passed orders on most of the points. The Government of India now forward copies of their correspondence with the Secretary of State on some of the points. These points are briefly noticed below.

2. *Oxford and Cambridge applications.*—This subject is dealt with in paragraph 8 of the report. The conference asked for information regarding the latest dates on which applications for admission to the Universities of Oxford and Cambridge should be submitted with reference to the recent rules and the computation of vacancies for Indians in the Colleges at those places, excluding those educated at schools in England. The Secretary of State states that the above suggestions will be communicated to the Vice-Chancellors of those Universities. He adds that in the coming season there would be no difficulty in obtaining admissions owing to the great decrease in the total number of students in those two Universities.

3. *Utilization of the services of young Indian gentlemen who have recently returned from Europe.*—This point is dealt with in paragraph 5 of the report. In connexion with the working of Provincial Advisory Committees, the conference recommended the utilization of the services of young Indian gentlemen who have recently returned from study in Europe and with this end in view, requested that reports should be obtained in future stating the qualifications of such of those young men as appear likely to be able to be of assistance to the Provincial committees. The Secretary of State observes that the above suggestion has already been adopted, and that the necessary reports will continue to be forwarded in future. Attention is solicited to the office-note on page 4 of the notes to G.O. No. 971, Home (Education), dated 23rd July 1918, in which it has been decided that the question of giving practical effect to this suggestion so far as this Presidency is concerned, should be taken up when the committee is next re-constituted. The term of office of the present members expires on the 1st June 1919 [G.O. No. 723, Home (Education), dated 31st May 1917].

4. *Students' reports.*—This subject is dealt with in paragraph 5 of the report. The conference suggested that each provincial secretary might be supplied with copies of the guardians' reports relating to the students concerned. The Secretary of State doubts the propriety of circulating the guardians' reports to anybody but the parents and is not in favour of the suggestion of the conference. He points out that as the reports are sent every six months to the parents of students under guardianship, the object aimed at by the conference would be attained, if the parents themselves

communicate those reports to the secretaries and that "there would be an additional advantage in such an arrangement in that the secretaries would thus have opportunities of removing misunderstandings and of explaining to the parents concerned such of the conditions of life in (that) country as they may not be acquainted with." Submitted that the Secretary to the Provincial Advisory Committee may be advised to make the necessary arrangements with the parents concerned for communication to him of those reports.

5. *Publications.*—This subject is dealt with in paragraph 13 of the report. In regard to the request that a revised and up to date edition of the hand-book of information should be published, the Secretary of State remarks that the information contained in the hand-book published by the National Indian Association does not require revision and that as there are a sufficient number of copies of the present edition, it is not to be re-printed now. As regards changes, he proposes to issue correction slips from time to time. The Madras Committee on the suggestion of its Secretary recently urged the need for the annual revision and publication of this hand-book, the National Indian Association being financed, if necessary, by the Government (G.O. No. 1474, Home (Education), dated 20th November 1918). This specific suggestion has not been placed before the Government of India or the Secretary of State. For orders whether the Government of India should now be addressed in the matter.

6. *Students' allowances.*—The conference urged the immediate necessity for a pamphlet on the war conditions in England. The Secretary of State states that a report has been prepared and is being sent separately to the Secretaries of Provincial Advisory Committees.

7. *Guardianships.*—This subject is dealt with in paragraph 16 of the report of the conference. The conference suggested—

- (1) that the imposition of a larger caution fee in the case of Indian students who were not under guardianship might meet the wishes of the College authorities,
- (2) that the financial difficulty now experienced by students might be removed by the parents making arrangements with a bank for proper payments by means of a banker's order, and
- (3) that in certain cases prominent Indian gentlemen residing in the United Kingdom might be willing to undertake the duties of guardianship which would then be of a private and not of an official nature.

The Secretary of State explains that there is no longer any official control whatever over such arrangements as the Universities of Oxford and Cambridge may make for the guardianship of Indian students. The suggestions Nos. (1) and (2) *supra* will nevertheless be communicated by him to the Vice-Chancellors of those Universities. As regards suggestion No. (3) the Secretary of State while pointing out in paragraph 3 of his despatch the voluntary nature of the official guardianship states that "if any Indian parent wishes to place his son under the guardianship of some prominent Indian residing in the United Kingdom, he is, of course, quite free to do so, or if he wishes to place his son under charge of some Englishman not holding any official position, suitable persons can be recommended, but the fee charged for such services is prohibitive except for parents of wealth."

This suggestion seems acceptable and may be acted upon.

With reference to paragraph 4 of the Secretary of State's despatch and paragraph 2 of the Government of India's letter No. 983, dated 11th November 1918, the Secretary to the Provincial Committee may be informed that he may bring to the notice of Government any definite objections, whether based on sentiment or otherwise, levelled against any of the Local Advisers in the United Kingdom.

8. In paragraph 9 of G.O. No. 971, Home (Education), dated 23rd July 1918, the Government stated that the Secretary's suggestion to publish in the vernaculars the pamphlet on the subject of guardianship issued by the Indian students' department would be considered after the further communication from the Government of India is received. Now that the further communication has been received the question of translation has to be considered. Mr. Arthur Davies states that the parents and guardians of the students concerned are very frequently illiterate in English. It

appears rather doubtful whether there is any large demand at present for the pamphlets in the vernaculars. Unless there is any such demand it may not be desirable to translate the pamphlet and print the translations.

A.R.—29-11-18

S.A.—29-11-18.

HILTON BROWN—14-12-18.

Please send to me again with copy of hand-book referred to in paragraph 5 of the note.

L. D. SWAMIKANNU—14-12-18.

A copy of the hand-book has been obtained and put up in the file.

S.A.—16-12-18.

H.B.—16-12-18.

It does not seem to be necessary to reprint the hand-book every year if there are a sufficient number of copies in stock. Correction slips which the Secretary of State promises to issue will satisfy all requirements. Nor does it seem necessary to translate into vernaculars the pamphlet regarding guardianship.

The two despatches may now be communicated to the Provincial Advisory Committee.

L.D.S.—16-12-18.

P[ENTLAND]—17-12-18.

A draft order is submitted for approval.

A.R.—19-12-18.

S.A.—19-12-18.

May issue.

H.B.—20-12-18.

L.D.S.—22-12-18.

[G.O. No. 1669, Home (Education), dated 25th December 1918.]

Sec. II-10 (a) - 28,008 - 271-18. (5)

Communicating to the Madras Students' Advisory Committee letter from the Govt of India forwarding a copy of correspondence with the Secy of State regarding the report of the conference held at Simla in July 1917 of the Provincial Secretaries to the Advisory Committee for Indian students proceeding to the United Kingdom.

(abstracted) G.O. No 971 Home (80?) of 23.7.1918
READ ALSO: attached " " 1474 " " of 20. XI. 1918

[C. No 2425 B] from the Govt of India of 9.8.18 of 11. XI. 1918

ORDER.

No. 1669, dated 25. XI. 1918.

Press.

In continuation of G.O. No 971 Home (80?) dated the 23rd July 1918, the letter from the Government of India read above forwarding copy of correspondence with the Secretary of State on certain points raised in the report of the conference of Secretaries of Provincial Advisory committees for Indian students proceeding to the United Kingdom is communicated to the Madras Students' Advisory Committee.
In view of the circumstances

Chief Secy



NOTES CONNECTED WITH G.O. No. 1669, HOME (EDUCATION),
DATED 25TH DECEMBER 1918

[SUBJECT.—Report of the conference held at Simla of the Provincial secretaries
to the Indian Students' Advisory Committee.]

HOME (EDUCATION) DEPARTMENT.
From the Government of India, Department of Education, No. 933, dated
11th November 1918.

In July 1917 a conference was held at Simla of provincial secretaries to the
advisory committees for Indian students proceeding to the United Kingdom.
In February 1918 the Government of India forwarded a copy of the report of this
conference with their comments and suggestions. The Local Government in their
order No. 971, Home (Education), dated 23rd July 1918, passed orders on most of
the points. The Government of India now forward copies of their correspondence
with the Secretary of State on some of the points. These points are briefly noticed
below.

2. *Oxford and Cambridge applications.*—This subject is dealt with in paragraph 8
of the report. The conference asked for information regarding the latest dates on
which applications for admission to the Universities of Oxford and Cambridge should
be submitted with reference to the recent rules and the computation of vacancies for
Indians in the Colleges at those places, excluding those educated at schools in
England. The Secretary of State states that the above suggestions will be communi-
cated to the Vice-Chancellors of those Universities. He adds that in the coming
season there would be no difficulty in obtaining admissions owing to the great
decrease in the total number of students in those two Universities.

3. *Utilization of the services of young Indian gentlemen who have recently returned
from Europe.*—This point is dealt with in paragraph 3 of the report. In connexion
with the working of Provincial Advisory Committees, the conference recommended
the utilization of the services of young Indian gentlemen who have recently returned
from study in Europe and with this end in view, requested that reports should be
obtained in future stating the qualifications of such of those young men as appear
likely to be able to be of assistance to the Provincial committees. The Secretary of
State observes that the above suggestion has already been adopted, and that the
necessary reports will continue to be forwarded in future. Attention is solicited to
the office-note on page 4 of the notes to G.O. No. 971, Home (Education), dated
23rd July 1918, in which it has been decided that the question of giving practical
effect to this suggestion so far as this Presidency is concerned, should be taken up
when the committee is next re-constituted. The term of office of the present members
expires on the 1st June 1919 [G.O. No. 723, Home (Education), dated 31st May
1917].

4. *Students' reports.*—This subject is dealt with in paragraph 5 of the report.
The conference suggested that each provincial secretary might be supplied with copies

explained in para 2 (4) of
Secy's of State's despatch,
no 6 Public (Students), dated
the 6th Septemr 1918, the
Govt are unable to accept
the suggestion of the Committee
that arrangements ^{should} be
made for re-printing every year
the Handbook of Information
for Indian students, published
by the National Indian Association.
3/ The Govt do not consider
it necessary to translate
into vernacular the
pamphlet on the subject
of guardianship, as suggested
by the Secretary to the
Committee.

p. 4 of G.O. 1474 Home (Ed.)
20.11.18

To
The Secretary, Madras Students'
Advisory Committee
" D. P. J.
Not for G. J.
Recd & ftd
to S.P. J. with
Secy
CH
17.1.19

J.P.
19.11.18
19.12.18
10/12/18
22.12.18

For Secy Press
17.1.19
17.1.19
17.1.19

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7. *Guardianships.*—This subject is dealt with in paragraph 16 of the report of the conference. The conference suggested—

(1) that the imposition of a larger caution fee in the case of Indian students who were not under guardianship might meet the wishes of the College authorities,

(2) that the financial difficulty now experienced by students might be removed by the parents making arrangements with a bank for proper payments by means of a banker's order, and

(3) that in certain cases prominent Indian gentlemen residing in the United Kingdom might be willing to undertake the duties of guardianship which would then be of a private and not of an official nature.

The Secretary of State explains that there is no longer any official control whatever over such arrangements as the Universities of Oxford and Cambridge may make for the guardianship of Indian students. The suggestions Nos. (1) and (2) supra will nevertheless be communicated by him to the Vice-Chancellors of those Universities. As regards suggestion No. (3) the Secretary of State while pointing out in paragraph 3 of his despatch the voluntary nature of the official guardianship states that "if any Indian parent wishes to place his son under the guardianship of some prominent Indian residing in the United Kingdom, he is, of course, quite free to do so, or if he wishes to place his son under charge of some Englishman not holding any official position, suitable persons can be recommended, but the fee charged for such services is prohibitive except for parents of wealth."

This suggestion seems acceptable and may be acted upon.

With reference to paragraph 4 of the Secretary of State's despatch and paragraph 2 of the Government of India's letter No. 933, dated 11th November 1918, the Secretary to the Provincial Committee may be informed that he may bring to the notice of Government any definite objections, whether based on sentiment or otherwise, levelled against any of the Local Advisers in the United Kingdom.

8. In paragraph 9 of G.O. No. 971, Home (Education), dated 23rd July 1918, the Government stated that the Secretary's suggestion to publish in the vernaculars the pamphlet on the subject of guardianship issued by the Indian students' department would be considered after the further communication from the Government of

NOTES to G.O. No. 1669, HOME (EDUCATION), 25TH DECEMBER 1918 3
India is received. Now that the further communication has been received the ques-
tion of translation has to be considered. Mr. Arthur Davies states that the parents
and guardians of the students concerned are very frequently illiterate in English. It
appears rather doubtful whether there is any large demand at present for the pamph-
lets in the vernaculars. Unless there is any such demand it may not be desirable to
translate the pamphlet and print the translations.

A.R.—29-11-18.

S.A.—29-11-18.

C. H. BROWN—14-12-18.

Please send to me again with copy of hand-book referred to in paragraph 5 of
the note.

L. D. SWAMIKANNU—14-12-18.

A copy of the hand-book has been obtained and put up in the file.

S.A.—16-12-18.

C. H. B.—16-12-18.

It does not seem to be necessary to reprint the hand-book every year if there
are a sufficient number of copies in stock. Correction slips which the Secretary of
State promises to issue will satisfy all requirements. Nor does it seem necessary to
translate into vernaculars the pamphlet regarding guardianship.

The two dispatches may now be communicated to the Provincial Advisory
Committee.

L.D.S.—16-12-18.

P[ENTLAND]—17-12-18.

A draft order is submitted for approval.

A.R.—19-12-18.

S.A.—19-12-18.

May issue.

C. H. B.—20-12-18.

L.D.S.—22-12-18.

[G.O. No. 1669, Home (Education), dated 25th December 1918.]

ORDINARY.

PRESS SLIP.

REFERENCE.

URGENT (a).

Sect. II-38-2-15.

Home (R) DEPARTMENT.

Current No. dated 191 ..

G.O. No. 1669, dated 25-11-1918.

Number of MS. pages sent

(b) Correspondence 7 + 2 (order)

(b¹) Notes 7

Brief subject: Student Advisory Committee

(c) Number of copies required when struck off (not including copies for volumes and editors' tables which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	(b) Notes.
FOR RECORD.*			
Madras Records ...	4	25	20
Ooty Records ...		4	4
For filing with original		1	1
Total ..		30	25

For Issue.†

Signature copies.	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office.....		2			
Govt. of India.....Dept.					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total ..					
The <u>S. P. J.</u>		4			
The.....					
The <u>Extra</u>		4			
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Total ..		10			

INSTRUCTIONS FOR THE SECRETARIAT.

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

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

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

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

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

* Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

‡ To be initialled and dated.

[P. O.]

TO PRESS, MADRAS OOTY.

A

B

C

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

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

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

Type may be released after usual interval at once.

Type may be released after usual interval

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.		
Received in Press on.....		S.P.		
First proof furnished on.....				
Call for revised proof received on.....				
Revised proof furnished on.....				
Corrected proof received for striking on.....				
Final copies supplied on.....				
Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....				
" " " 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 ...				