

N. P.

Government of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 711, 6th June 1918

Ceded Districts College, Anantapur

Approving the proposals of the Director of Public Instruction to retain permanently the —
and to raise it to the status of a first-grade college and sanctioning the employment of the necessary
staff and establishment.

ORIGINAL

INDEXED

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Number of copies.
Dated
Order

N. P.

Government of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 711, 6th June 1918

Ceded Districts College, Anantapur

Approving the proposals of the Director of Public Instruction to retain permanently the — and to raise it to the status of a first-grade college and sanctioning the employment of the necessary staff and establishment.

READ—the following papers:—

I

G.O. No. 1252, Educational, dated 19th November 1914.

II

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 (through the Accountant-General).

Dated—Madras, the 24th April 1918.

No.—Cur. 3826.

In their Order No. 1252, Educational, dated 19th November 1914, Government sanctioned the establishment of the Ceded Districts College and the employment of the staff required for it for a period of two years. The college was accordingly opened at Anantapur on 7th July 1916 with 41 students in the first and second year intermediate classes and instruction provided in Group III of the Intermediate course. From the enclosed report of the college for the first year it will be observed that out of 38 students, 32 were from the Ceded Districts, that the work of the college has been distinctly encouraging and that events have justified the selection of Anantapur for the location of the college.

2. The time has, I think, now come for considering the question of making the college permanent and of raising it to the status of a first-grade college. As was already stated in my letter C. No. 10281, dated 15th December 1917, the justification for the latter proposal lies in the success which has attended the college up to date there being now 50 students on its rolls, in the need that exists for a larger supply of graduates in these backward districts and in the general consideration that its development into a first-grade college is desirable. It is proposed to provide for the present instruction in branches I, V and VI (Telugu) of the B.A. course and also in II (a) Natural Science in the intermediate group in view of providing for Group III in the B.A. course in two years' time. Instruction in Physics and Chemistry cannot at present be undertaken owing to the impossibility of procuring the required apparatus and appliances. If this proposal is to be carried out, there should be one lecturer and two assistants for English and one lecturer and one assistant for each of the subjects Mathematics, History and Science, besides the pandits, a gymnastic instructor, a mechanic and the necessary clerical and menial establishments.

It may be mentioned in this connexion that the University Commission which inspected the college in October last in regard to its affiliation in Group I of the Intermediate course was of opinion that an additional assistant who should be a graduate in Chemistry was required and remarked as follows: "The time-table work in Chemistry when the classes are at their expected strength will be 4—5 hours' lectures and 8 hours' practical work. To these hours must be added the time necessary for preparation both for lectures and practical classes—work that in large classes is carried out to some extent by assistants and time for correcting note-books amounting to about 10 hours a week for 64 students. As much the same amount of time is required for Physics, it is evident that there will be far too much work in Mathematics, Physics and Chemistry for two men and since another science graduate is needed it is obviously desirable that he should have graduated in Chemistry." The Principal concurs in this view and states that for the efficient working of the Science department a graduate in chemistry is absolutely necessary in addition to the Physics and Mathematics lecturers and I have informed the Syndicate that the Mathematics and science staff will be reorganized from the beginning of next term.

I have the honour accordingly to request that Government will be pleased to sanction, with effect from 1st July 1918, the permanent retention of the college and the raising of its status to a first-grade college with the scale of staff shown below:—

- 1 principal (Indian Educational Service)—(500—50—1,000).
- 3 lecturers (Provincial Educational Service)—1 (450), 1 (250), 1 (200).
- 5 assistants (Subordinate Educational Service)—1 (150), 1 (125), 3 (100).
- 3 pandits—3 (40—2—50).
- Clerk (25—3—40).
- Librarian (20—2—30).
- Gymnastic instructor (20—2—40).
- Mechanic (30—2—40).
- 2 laboratory attenders at Rs. 12 each.
- 1 library attender Rs. 12.
- 4 peons—1 (12), 1 (10), 2 (9).
- Gasman (payable from contingencies), Rs. 10.

Besides the above charges an initial outlay of Rs. 13,000 will be required for furniture and equipment.

In this connexion I beg to invite attention to paragraph 4 of my letter C. No. 5261, dated 2nd July 1917, in which I proposed the inclusion of the posts of Principal and Junior lecturer on the present staff of this college in the Provincial Educational Service and the addition on that account of a post in the fourth grade of the Provincial Educational Service (Rs. 450) and one in the eighth grade (Rs. 250) for the reasons set forth therein. But Government in their Order No. 1221, Home (Education), dated 24th September 1917, declined to entertain the proposal for the reasons that the college was on a temporary footing and that no decision had been arrived at as regards its permanent retention. I now beg to repeat my original proposal that the posts of lecturers in the college be included in the cadre of the Provincial Educational Service.

3. Until the Principal's post is included in the cadre of Indian Educational Service, I beg to propose that the office carry a salary of Rs. 500 per mensem and be outside the cadres of the Indian Educational Service and the Provincial Educational Service as a temporary arrangement.

	For eight months.
	Rs.
* As per proposition statement	10,820
Gasman	80
Initial outlay	13,000
	24,000

4. The extra cost involved by these proposals as will be seen from the enclosed proposition statement including the initial outlay of Rs. 13,000 will amount to Rs. 24,000* for the eight months of the current year and this can be met from the provision made for the purpose in the current year's budget estimates.

ENCLOSURE
STATEMENT OF PROPOSITION FOR REVISION OF ESTABLISHMENT

Office to which the proposition refers.	Present scale				Nature of change.				Proposed scale.				Proportion.			
	Designation.				Pay.				Designation.				Pay.			
	Number.				Average cost.				Number.				Average cost.			
	Minimum.	Investment.	Maximum.	Rs. A.	Minimum.	Investment.	Maximum.	Rs. A.	Minimum.	Investment.	Maximum.	Rs. A.	Minimum.	Investment.	Maximum.	Rs. A.
Office to which the proposition refers.	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0
	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0
	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0
	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0
	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0
	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0
	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0
	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0
	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5
	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5
	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5
	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5
Office to which the proposition refers.	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0
	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0
	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0
	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0
	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0
	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0
	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0
	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0
	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5
	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5
	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5
	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5
Office to which the proposition refers.	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0	1	Principal	Principal	300 0
	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0	2	Junior lecturer	Junior lecturer	250 0
	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0	3	Assistant	Assistant	150 0
	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0	4	Assistant	Assistant	125 0
	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0	5	Assistant	Assistant	100 0
	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0	6	Assistant	Assistant	75 0
	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0	7	Assistant	Assistant	50 0
	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0	8	Assistant	Assistant	25 0
	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5	9	Assistant	Assistant	12 5
	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5	10	Assistant	Assistant	6 2 5
	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5	11	Assistant	Assistant	3 1 2 5
	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5	12	Assistant	Assistant	1 5 6 2 5

Statement of proposition for revision of establishment—cont.

Statement of proposition for revision of examination—cont.													Proposition.	
Nature of charge.													Permanent.	
Present scale.													Increase/Decrease per month.	
Office to which the proposition refers.	Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Amount.	
			Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.			
Subordinate Educational Service (Collegiate branch).	2	First grade (200)	Rs. 400	..	Rs. 400	Rs. 400 0	2	First grade (200)	Rs. 400	..	Rs. 400	Rs. 400 0	Rs. 4	
	6	Second grade (115)	..	..	1,050	1,050 0	6	Second grade (115)	..	..	1,050	1,050 0	..	
	7	Third grade (160)	..	..	1,050	1,050 0	10	Third grade (160)	..	..	1,200	1,200 0	150	
	7	Fourth grade (105)	..	..	1,324	1,325 0	10	Fourth grade (125)	..	..	1,260	1,260 0	124	
	13	Fifth grade (100)	..	..	1,380	1,380 0	18	Fifth grade (160)	..	..	1,500	1,500 0	300	
	37	Total	..	..	..	4,925 0	42	Temporary.	..	..	..	5,600 0	575	
	1	Third grade (160)	..	..	100	150 0	0	..	..	..	..	..	150 0	
	2	Fourth grade (125)	..	..	260	260 0	1	..	..	..	125 0	..	15 0	
	4	Fifth grade (100)	..	..	400	400 0	2	..	..	..	200	200 0	200 0	
	7	..	..	..	..	800 0	0	..	..	..	325 0	..	475 0	
	44	Total	..	..	..	5,725 0	45	Total	..	..	..	5,825 0	175	475 0

III

Endorsement of the Accountant-General No. G.A. 30/2982, dated 18th May 1918.

Forwarded.

2. The entries in the column "present scale" have been checked and found correct with exception of the additions made by this office.

3. The proposal requires the sanction of the Secretary of State as it involves the creation of a permanent appointment which would ordinarily be held by a gazetted civil officer recruited in England—vide rule III (2) of the Audit Resolution No. 368-Gl. (E.A.), dated 15th March 1913, and rule 9 of the rulings in the annexure to the Government of India, Finance Department, resolution No. 361-E.A., dated 24th July 1916.

H. BHIMASENA RAO,
Deputy Accountant-General.

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

Order—No. 711, Home (Education), dated 6th June 1918.

The Government approve the proposals of the Director of Public Instruction to retain permanently the Ceded Districts College at Anantapur and to raise it to the status of a first-grade college. The subjects in which it is proposed to provide instruction in the college are approved.

2. The Government sanction the creation for a period of two years of a new post of Principal of the College on a salary of Rs. 500 per mensem outside the regular cadres. They also sanction the permanent employment in the college of the undermentioned staff and establishment:—

Three lecturers in the Provincial Educational Service.

Five assistant lecturers in the Subordinate Educational Service, Collegiate branch.

Three pandits on Rs. 40—2 (biennial)—50 each.

One clerk on Rs. 25—3—40.

One librarian on Rs. 20—2—30.

One gymnastic instructor on Rs. 20—2—40.

One mechanic on Rs. 30—2—40.

Two laboratory attenders on Rs. 12 each.

One library attender on Rs. 10.

Four peons (two on Rs. 10 each and two on Rs. 9 each).

None of the staff will be eligible for grain compensation allowance.

3. In order to provide for the appointments of lecturers and assistant lecturers in the college respectively the number of posts in each of the fourth, eighth and ninth grades of the Provincial Educational Service will be increased by one, and those in the cadre of the Subordinate Educational Service, Collegiate branch, will be raised by five by the addition of one post to each of the third and fourth classes and three posts to the fifth class.

4. This sanction has been registered as No. 102 of 1918-19.

5. The additional cost involved in the present proposals will be met from the lump provision of Rs. 23,900 in the Civil Budget Estimate under 22-C. EDUCATION—COLLEGES—GENERAL for raising the Anantapur college to the first grade.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General (through Financial).
" Financial Department.
Editors' Table (Order only).

NOTES CONNECTED WITH G.O. No. 711, HOME (EDUCATION),
DATED 6TH JUNE 1918.

[SUBJECT.—*Permanent retention of the Ceded Districts College and the raising of its status to a first-grade college.*]

Previous papers :

G.O.	921, Educational,	16th Oct. 1912	G.O.	826, Home (Edn.),	20th June 1917
"	297, Financial,	23rd Apr. 1913	"	831	20th " "
"	1252, Educational,	9th Nov. 1914	"	1221	24th Sep. "
"	488	5th May 1915	"	1540	5th Dec. "
"	595	7th June "	"	8	4th Jan. 1918
"	464, Financial,	17th Aug. 1916	"	30	11th " "
"	974, Home (Edn.),	14th Sep. "	"	128-29	4th Feb. "
"	1166	9th Nov. "	"	138	7th " "

HOME (EDUCATION) DEPARTMENT.

From the Director of Public Instruction, dated 24th April 1918, No. 3826.

The college was opened in July 1916 and has worked for two years. During 1916-17 its strength was 38 (17 in the first-year class and 21 in the second-year class). The Director now reports that the college now contains 50 students on its rolls. He also points out that most of the students come from the Ceded districts. The necessity for the continuance of the college seems therefore to be established. The proposal to retain it permanently may therefore be approved.

2. As regards the raising of the status of the college, it has been recognized that educational facilities are lacking in the Ceded districts. Recently in pursuance of a Conference held by His Excellency on the 23rd August last the question of providing additional facilities was considered and the Director then stated that in regard to the improvement of collegiate education in these districts the question of raising the college to the first grade was under consideration—paragraph 2 on page 3 of G.O. No. 138, dated 7th February 1918. Submitted that, in view of this fact and of the success of the college as a second-grade institution, the proposal to raise its status may also be accepted.

3. The next question to be considered is the branches in which the college is to be affiliated to the University. It is now affiliated in groups I and III of the Intermediate course. The Director now proposes that the college might also provide instruction in II (a) (Natural Science) in the Intermediate group and in branches I (Mathematics), V (History) and VI (Telugu) of the B.A. Pass course. Group II (a) in the Intermediate course is not taught in either the Rajahmundry or the Kumbakonam College. The object of the Director in proposing the introduction of this subject is with a view to provide for group III in the B.A. course in two years' time. The Kumbakonam and Rajahmundry Colleges are now affiliated in branch II-A (Physical Science) of the B.A. Pass course. The Director points out that it will be very difficult to get out the requisite science apparatus while the war lasts and it will not therefore be possible to provide for instruction in group II-A of the B.A. Pass course in the Ceded Districts College. His proposal to arrange for instruction in the college in Natural Science may be approved.

4. The staff proposed for the college is compared below with that employed in the Kumbakonam and Rajahmundry Colleges for similar subjects:—

Name of college.	Groups or branches in which it is affiliated.		Number of lecturers employed to teach various subjects.			
	Intermediate.	B.A.	English.	Mathematics.	Science.	History.
Rajahmundry College.*	I and III	I, II-A, IV, V and VI.	One in Indian Educational Service and three in Subordinate Educational Service.	One in Provincial Educational Service and one in Subordinate Educational Service.	One in Provincial Educational Service and three in Subordinate Educational Service (excludes demonstrators).	One in Provincial Educational Service and two in Subordinate Educational Service.
Kumbakonam College.*	I and III	I, II-A, IV, and V.	One in Indian Educational Service and one in Provincial Educational Service.	One in Provincial Educational Service and one in Subordinate Educational Service.	Two in Provincial Educational Service and two in Subordinate Educational Service (excludes demonstrators).	One in Provincial Educational Service and two in Subordinate Educational Service.
Ceded Districts College.	I and III; II-A (proposed).	I, V and VI (proposed).	One Principal and lecturer and two assistants. (Of the nine lecturers and assistants one is proposed to be included in Indian Educational Service, three in Provincial Educational Service and five in Subordinate Educational Service.)	One lecturer and one assistant.	One lecturer and one assistant.	One lecturer and one assistant.

* The particulars for these do not include the staff for Branch IV (Philosophy) which is not to be introduced at present at Anantapur.

It will be seen from the above that the staff proposed for the Anantapur College does not appear to be open to objection as regards the numerical strength or as to the services in which they are to be included. But it is doubtful whether the full staff will be required for the opening of the Junior B.A. class in July next.

5. *Principal*.—With a view to obviate the immediate necessity for obtaining the sanction of the Secretary of State for the creation of an appointment in the Indian Educational Service cadre, the Director suggests that the Principal's post may be created temporarily for the present on Rs. 500 per mensem outside the regular services. The Accountant-General points out that the proposal requires the sanction of the Secretary of State as it involves the creation of a permanent appointment which would ordinarily be held by a gazetted civil officer recruited in England. It is presumed that this objection does not apply to the creation of a temporary post on Rs. 500 outside the cadre of the Indian Educational Service. It is submitted that sanction may be accorded to the creation of a temporary post of Principal in the college on Rs. 500 per mensem for a period of two years to begin with.

6. *Lecturers*.—The gazetted staff of the college consists at present of one Principal on Rs. 300 and a junior lecturer on Rs. 250 per mensem. These posts are temporary and outside the cadre of the Provincial Educational Service (page 3 of G.O. No. 1252, Educational, dated 19th November 1914). Now that the college is to be made permanent, the Director recommends that the three posts of lecturers in the college to be newly created may be included in the Provincial Educational Service cadre as shown below:—

Grade.	Pay.	Existing number.	Addition.
	RS.		
I	700	3	...
II	600	3	...
III	500	3	...
IV	450	3	1
V	400	4	...
VI	350	5	...
VII	300	6	...
VIII	250	10	1
IX	200	12 (+ 1 temporary.)	...

In support of the proposal to create a post on Rs. 450 in place of the existing post on Rs. 300 the Director refers to the grounds set forth in paragraph 4 of his letter No. 5261, dated 2nd July 1917, printed in G.O. No. 1221, Home (Education), dated 24th September 1917. These have, however, lost some of their force, as under the proposals now submitted there will be a new Principal for the college on Rs. 500 outside the recognized cadres. Nevertheless it appears desirable to bring about an improvement in the grading of the Provincial Educational Service cadre especially as

R.E.—28-5-18.

the lowest grades are at present overweighted. The Director's proposals may, it is submitted, be accepted.

7. *Assistant lecturers—Subordinate Educational Service (collegiate branch)*.—At present there are in the college four temporary assistant lecturers included in the Subordinate Educational Service (collegiate branch), one on Rs. 150, one on Rs. 125 and two on Rs. 100 each (page 3 of G.O. No. 1252, Educational, dated 19th November 1914). These will now be made permanent and the fifth post of assistant lecturer to be newly created will be included in the last grade on Rs. 100. The proposal is moderate and may be approved.

8. *Subordinate and menial staff*.—The staff of three pandits on Rs. 40—2—50 now employed temporarily are to be made permanent. The scales of clerical and other establishment now employed and that newly proposed are given below:—

Existing scale (temporary).		Proposed scale.	
	RS.		RS.
One clerk on ...	25—1—30	One clerk on ...	25—3—40
One librarian ...	20—1—25	One librarian on ...	20—2—30
One mechanic on ...	30—2—40	One gymnastic instructor on ...	20—2—40
Two laboratory attenders on ...	12 each.	One mechanic on ...	30—2—40
One peon on ...	10	Two laboratory attenders on ...	12 each.
Two peons on ...	9 each.	One library attender on ...	12
		* Two peons on ...	10 each.
		Two peons on ...	9 each.†
		Gas man (from contingencies).	10

* The scale of pay for peons given in the current file (one on Rs. 12, one on Rs. 10 and two on Rs. 9 each) does not agree with that given in the proposition statement. The latter may be taken as correct.

† Wide proposition statement in the current file.

The pay of the clerk in the Kumbakonam and Rajahmundry Colleges is only Rs. 20—2—40 [page 5 of G.O. No. 1540, Home (Education), dated 5th December 1917, and page 3 of G.O. No. 30, Home (Education), dated 11th January 1918]. The Director recommends a pay of Rs. 25—3—40 for the clerk in the Ceded Districts College apparently because very few qualified men are available for employment in the Ceded districts and service in those districts is not very popular. For similar reason the library attender may be allowed Rs. 12 as recommended instead of only Rs. 10† as in the

Rajahmundry College. The additional peon on Rs. 10 asked for may be sanctioned especially as there will be no separate much for the college. It may be ruled that none of the staff will be eligible for grain compensation allowance.

9. A lump provision of Rs. 23,900 has been made in the current year's budget to meet the cost of raising the status of the college.

10. The file may be sent to Financial for remarks.

N.K.—25-5-18.

C. RAMANUJA ACHARIYAR—27-5-18.

R. RAMACHANDRA RAO—28-5-18.

FINANCIAL DEPARTMENT.

The Ceded Districts College (a second-grade college) has been sanctioned for a period of two years and the sanctioned term expires on 7th July 1918. It is now proposed—

- to make the college permanent; and
- to raise it to the status of a first-grade college.

Both the Director of Public Instruction and the Home Department consider that the above proposals are necessary. The lack of educational facilities in the Ceded districts especially in respect of secondary and higher education has been already brought to the notice of Government—vide pages 1—5 of G.O. No. 138, Home

L.E.K.—1-6-18. (Education), dated the 7th February 1918.
L.D.—3-6-18. In the circumstances the above proposals may, it is submitted, be accepted in

Financial. The subjects in which the college is to be affiliated call for no remarks.

2. The details of the extra cost involved are as shown below :—

Non-recurring.	
Furniture and equipment	Rs. 13,000
Recurring.	
	Cost per mensem RS.
Temporary—	
One principal (500) for two years (outside the Indian Educational Service and the Provincial Educational Service).	500
Permanent—	
Three lecturers (Provincial Educational Service), 1 (450), 1 (250), 1 (200).	900
Five Assistants (Subordinate Educational Service), 1 (150), 1 (125), 3 (100).	575
Three pandits (40—2—50)	140
One clerk (25—3—40)	36½
One librarian (20—2—30)	27½
One gymnastic Instructor (20—2—40)	32½
One mechanic (30—2—40)	37½
Three attenders (12)	36
Four peons 2 (10), 2 (9)	38
One gasman (10) payable from contingencies	10
Total (permanent)	1,832½
Total (permanent and temporary)	2,332½
	or 27,990 per annum.

Against the above, there will be savings amounting to Rs. 15,684 per annum on

L.E.K.—1-6-18. account of the temporary establishments
L.D.—3-6-18. hitherto sanctioned for the college. The
strength of the staff may be agreed to.
The rates of pay are examined below.

3. *Principal*.—The proposal to create a temporary appointment on Rs. 500 outside the Indian Educational Service cadre is intended to avoid an immediate reference

L.E.K.—1-6-18. to the Government of India, and may be
L.D.—3-6-18. agreed to. If a European is to be newly

appointed to the post, the sanction of the Government of India for such employment

L.E.K.—1-6-18. will be necessary under article 773 (a) of
L.D.—3-6-18. Civil Account Code, Volume II.

4. *Lecturers*.—Please see paragraph 6 of Home (Education) Department note on pages 2-3 ante. In connexion with the model high school scheme, it has been proposed to add four posts to the Provincial Educational Service—one on Rs. 400, one on Rs. 350 and two on Rs. 200. After taking into account this scheme, the additions now proposed,

L.E.K.—1-6-18. viz., one on Rs. 450, one on Rs. 250 and
L.D.—3-6-18. one on Rs. 200, seem moderate and may
be accepted.

5. *Assistants*.—The permanent additions to the Subordinate Educational Service

May be accepted.

L.E.K.—1-6-18. call for no remarks. The temporary
L.D.—3-6-18. rates of pay already sanctioned are being
fitted in the permanent scale.

6. *Subordinate staff*.—The proposals of the Director of Public Instruction and the Home Department may be accepted, subject to the following slight modifications :—

(a) The increments of pandits may be biennial instead of annual as proposed—
L.E.K.—1-6-18. following the general scales laid down
L.D.—3-6-18. in G.O. No. 921, Educational, dated 16th
October 1912.

(b) The clerk and the library attendant will no doubt be local men and it does not appear that any special inducement is necessary for these men, considering that such inducements are not allowed in other offices at the place. The pay of the clerk may accordingly be fixed at Rs. 20—2—40 * and of the library attendant at Rs. 9 in both cases inclusive of grain compensation allowances as in the case of the Rajahmundry College.

L.E.K.—1-6-18.

L.D.—3-6-18.

7. The sanction to be accorded in this case may be registered as No. 102 of 1918-19. There is provision in the budget to meet the extra cost in the current year.

T.R.N.N.—1-6-18.

T.A.S.—1-6-18.

L. E. KRESHAU—1-6-18.

L. DAVIDSON—3-6-18.

HOME (EDUCATION) DEPARTMENT.

A draft order is submitted for approval.

S.A.—4-6-18.

N.K.—4-6-18.

C. RAMANUJA ACHARIYAR—5-6-18.

R. RAMACHANDRA RAO—5-6-18.

P[ENTLAND]—5-6-18.

Issue urgently.

R.R.—6-6-18.

[G.O. No. 711, Home (Education), dated 6th June 1918.]

Approving the proposals of the D.P.D. to ~~make~~ ^{retain} permanently the —
and to raise it to the status of a first grade college and sanctioning
the employment of the necessary staff and establishment.

” ” ” ” ” 191

C. No. 1321A, From the D. P. I., c, No. 3826, dated 24. 4. 1918

Enot. of the A.G. 4A.30 18.5-1918

" " " " " 191

No. 711, dated 6. 6. 1918

(notes to be printed)

The Govt. approve the proposals of the D.P. I. to retain permanently the Ceded D.P. College at Anantapur and to raise it to the status of a first grade college. The subjects in which it is proposed to provide instruction in the College are approved.

2. The Govt. sanction the creation for a period of two years of a new post of Principal of the College on a salary of Rs. 500 p.m. outside the regular cadres. They also sanction the permanent employment in the College of the undermentioned staff and establishment: -

3 lectures in the P. E. S.

5 assistant lecturers in the S.E.S.

Collegiate branch.

3 pandits on Rs 40-2 (bairmal)-50 each

1 clerk on Rs. 25-3-40

1 librarian on Rs. 20-2-30

1 gymnastic instructor on Rs. 20-2-40

1 mechanic on Rs. 30-2-40

2 laboratory attenders on Rs. 12 each

1 library attender on Rs 10

4 peons, (2 on Rs 6 each and 2 on Rs. 9 each)

None of the staff will be eligible for g.e.a.

3. In order to provide for the appointments of ^{and assist lecturers} lecturers in the College requires the number of posts in each of the 4th, 8th and 9th grades of the P.E.S. will be increased by ~~one~~ ^{one} each. ~~Assistant lecturers in the college~~ ^{those} the cadre of the S.E.S. Collegiate branch ~~and the cadre of the senior~~ will be raised by five by the addition of ~~one~~ ^{one} post to each of the 3rd and 4th ^{classes} ~~grades~~ and three posts to the 5th ~~grade~~ ^{class}.

4. This sanction has been registered as no. 102 of 1918-19

5. The additional cost involved in the present proposals will be met

from the lump provision of Rs. 23,900 in the C.B.R. under 22 C. District Colleges, General - for raising the Avantapur College to the first grade.

SA
4-6-18

MS

CA
5/6/18 May 5/6/18

To The D.P. S. 5/6/18
... this, File
... File Dept

May be placed on E1 (and only)

ACCOUNTANT-GENERAL'S REPORT.

No.

The entries in the column of "Present scale" have been compared with the Registers of this office, and are correct with the exception of the items altered in red ink.

There is no Audit objection to the proposal being sanctioned by Government.

ACCOUNTANT-GENERAL'S OFFICE,

Fort St. George,

Dated

191

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No

FORT ST. GEORGE.

191

191

Secretary to the Government,
of Fort St. George.

Statement of Proposition for Revision of Establishment.

(See Chapter 5, Article 57, Vol. I., C. A. C.)

and A 10

Office to which the proposition refers.		NATURE OF CHANGE.												PROPOSITION								Order sanctioning authority.
		Present scale.						Proposed scale.						Permanent				Temporary.				
		Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.					
				Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
		RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.			
Indian Educational Service		30 Officers on Rs 500-500/1500				30000	25500	31 Officers on Rs 500-500/1500				1000	2630	850	x inclusive of exchange compensation allowance.							
		2 Personal allowances at Rs 250-500				1000	833 5/3	2 Personal allowances at Rs 250-500				1000	833 5/3									
		2 Personal allowances at Rs 250-500				500	466 1/3	2 Personal allowances at Rs 250-500				500	466 1/3									
		1 First Subaltern 79th School	20			600	566 1/3	1 First Subaltern 79th School	20			600	566 1/3									
		1 Second "	10			500	483 5/3	1 Second "	10			500	483 5/3									
		1 Third "	10			450	433 5/3	1 Third "	10			450	433 5/3									
		1 Superintendent Presidency Training School for m. (Hosur)	10			450	411 1/3	1 Superintendent Presidency Training School for m. (Hosur)	10			450	411 1/3									
							24674 7/4						27544 7/4	850								
A special personal allowance of Rs 1000 a month is given to those who are not drawing one open above from personal allowances after 15 years service, if their total salary does not exceed Rs 1000 per month. Four temporary personal allowances of Rs 100 each a month is also drawn pending the re-organisation of the service.																						

Notes.—If the proposal is a reorganization of establishment the Head of the Department should certify that claims to pension that may arise in consequence have been considered with reference to the provisions of art. 429 C.S.R. and should specify any case in which the maximum pension ordinarily admissible will be subject to reduction under that article.—M. T. M. para. 97

If Local Government is competent to sanction, its order will be written across these four columns.

Dated

191

To

The Secretary to Government,
thru the Accountant-General,

Department

Signature

Officer's Designation for Director of Public Instruction

For approval
12.6.18. *Per*

For approved, Code
12/6/18
12

NOTES CONNECTED WITH G.O. No. 711, HOME (EDUCATION),
DATED 6TH JUNE 1918.

[SUBJECT.—Permanent retention of the Ceded Districts College and the raising of its status to a first-grade college.]

Previous papers :					
G.O.	921, Educational,	16th Oct. 1912	G.O.	826, Home (Edn.),	20th June 1917
"	297, Financial,	23rd Apr. 1913	"	831	20th "
"	1252, Educational,	9th Nov. 1914	"	1221	24th Sep. "
"	488 "	5th May 1915	"	1540	5th Dec. "
"	595 "	7th June "	"	8	4th Jan. 1918
"	464, Financial,	17th Aug. 1916	"	30	11th "
"	974, Home (Edn.),	14th Sep. "	"	128-29	4th Feb. "
"	1166 "	9th Nov. "	"	138	7th "

HOME (EDUCATION) DEPARTMENT.

From the Director of Public Instruction, dated 24th April 1918, No. 3826.

The college was opened in July 1916 and has worked for two years. During 1916-17 its strength was 33 (17 in the first-year class and 21 in the second-year class). The Director now reports that the college now contains 50 students on its rolls. He also points out that most of the students come from the Ceded districts. The necessity for the continuance of the college seems therefore to be established. The proposal to retain it permanently may therefore be approved.

2. As regards the raising of the status of the college, it has been recognized that educational facilities are lacking in the Ceded districts. Recently in pursuance of a Conference held by His Excellency on the 23rd August last the question of providing additional facilities was considered and the Director then stated that in regard to the improvement of collegiate education in these districts the question of raising the college to the first grade was under consideration—paragraph 2 on page 3 of G.O. No. 138, dated 7th February 1913. Submitted that, in view of this fact and of the success of the college as a second-grade institution, the proposal to raise its status may also be accepted.

3. The next question to be considered is the branches in which the college is to be affiliated to the University. It is now affiliated in groups I and III of the Intermediate course. The Director now proposes that the college might also provide instruction in II (a) (Natural Science) in the Intermediate group and in branches I (Mathematics), V (History) and VI (Telugu) of the B.A. Pass course. Group II (a) in the Intermediate course is not taught in either the Rajahmundry or the Kumbakonam College. The object of the Director in proposing the introduction of this subject is with a view to provide for group III in the B.A. course in two years' time. The Kumbakonam and Rajahmundry Colleges are now affiliated in branch II-A (Physical Science) of the B.A. Pass course. The Director points out that it will be very difficult to get out the requisite science apparatus while the war lasts and it will not therefore be possible to provide for instruction in group II-A of the B.A. Pass course in the Ceded Districts College. His proposal to arrange for instruction in the college in Natural Science may be approved.

4. The staff proposed for the college is compared below with that employed in the Kumbakonam and Rajahmundry Colleges for similar subjects :—

2 spare
2000/4-3
2 spare



Name of college.	Groups or branches in which it is affiliated.		Number of lecturers employed to teach various subjects.			
	Intermediate.	B.A.	English.	Mathematics.	Science.	History.
Rajshamundry College.*	I and III	I, II-A, IV, V and VI.	One in Indian Educational Service and three in Subordinate Educational Service.	One in Provincial Educational Service and one in Subordinate Educational Service.	One in Provincial Educational Service and three in Subordinate Educational Service (excludes demonstrators).	One in Provincial Educational Service and two in Subordinate Educational Service.
Kumbakonam College.*	I and III	I, II-A, IV, and V.	One in Indian Educational Service and one in Provincial Educational Service and two in Subordinate Educational Service.	One in Provincial Educational Service and one in Subordinate Educational Service.	Two in Provincial Educational Service and two in Subordinate Educational Service (excludes demonstrators).	One in Provincial Educational Service and two in Subordinate Educational Service.
Ceded Districts College.	I and III; II-A (proposed).	I, V and VI (proposed).	One Principal and lecturer and two assistants. (Of the nine lecturers and assistants one is proposed to be included in Indian Educational Service, three in Provincial Educational Service and five in Subordinate Educational Service.)	One lecturer and one assistant.	One lecturer and one assistant.	One lecturer and one assistant.

* The particulars for these do not include the staff for Branch IV (Philosophy) which is not to be introduced at present at Anantapur.

It will be seen from the above that the staff proposed for the Anantapur College does not appear to be open to objection as regards the numerical strength or as to the services in which they are to be included. But it is doubtful whether the full staff will be required for the opening of the Junior B.A. class in July next.

5. *Principal*.—With a view to obviate the immediate necessity for obtaining the sanction of the Secretary of State for the creation of an appointment in the Indian Educational Service cadre, the Director suggests that the Principal's post may be created temporarily for the present on Rs. 500 per mensem outside the regular services. The Accountant-General points out that the proposal requires the sanction of the Secretary of State as it involves the creation of a *permanent* appointment which would ordinarily be held by a gazetted civil officer recruited in England. It is presumed that this objection does not apply to the creation of a *temporary* post on Rs. 500 outside the cadre of the Indian Educational Service. It is submitted that sanction may be accorded to the creation of a temporary post of Principal in the college on Rs. 500 per mensem for a period of two years to begin with.

6. *Lecturers*.—The gazetted staff of the college consists at present of one Principal on Rs. 300 and a junior lecturer on Rs. 250 per mensem. These posts are temporary and outside the cadre of the Provincial Educational Service (page 3 of G.O. No. 1252, Educational, dated 19th November 1914). Now that the college is to be made permanent, the Director recommends that the three posts of lecturers in the college to be newly created may be included in the Provincial Educational Service cadre as shown below :—

Grade.	Pay.	Existing number.	Addition.
	RS.		
I	700	3	...
II	600	3	...
III	500	3	...
IV	450	3	1
V	400	4	...
VI	350	5	...
VII	300	6	...
VIII	250	10	1
IX	200	12 (+ 1 temporary.)	1

In support of the proposal to create a post on Rs. 450 in place of the existing post on Rs. 300 the Director refers to the grounds set forth in paragraph 4 of his letter No. 5261, dated 2nd July 1917, printed in G.O. No. 1221, Home (Education), dated 24th September 1917. These have, however, lost some of their force, as under the proposals now submitted there will be a new Principal for the college on Rs. 500 outside the recognized cadres. Nevertheless it appears desirable to bring about an improvement in the grading of the Provincial Educational Service cadre especially as

R.R.—23-5-18. the lowest grades are at present over-weighted. The Director's proposals may, it is submitted, be accepted.

7. Assistant lecturers—Subordinate Educational Service (collegiate branch).—At present there are in the college four temporary assistant lecturers included in the Subordinate Educational Service (collegiate branch), one on Rs. 150, one on Rs. 125 and two on Rs. 100 each (page 3 of G.O. No. 1252, Educational, dated 19th November 1914). These will now be made permanent and the fifth post of assistant lecturer to be newly created will be included in the last grade on Rs. 100. The proposal is moderate and may be approved.

8. Subordinate and menial staff.—The staff of three pandits on Rs. 40—2—50 now employed temporarily are to be made permanent. The scales of clerical and other establishment now employed and that newly proposed are given below :—

Existing scale (temporary).		Proposed scale.	
	Rs.		Rs.
One clerk on	25—1—30	One clerk on	25—3—40
One librarian	20—1—25	One librarian on	20—2—30
One mechanic on	30—2—40	One gymnastic instructor on	20—2—40
Two laboratory attenders on ...	12 each.	One mechanic on	30—2—40
One peon on	10	Two laboratory attenders on ...	12 each.
Two peons on	9 each.	One library attender on ...	12
		* Two peons on	10 each.
		† Two peons on	9 each. †
		Gas man (from contingencies).	10

* The scale of pay for peons given on the 2nd of current file (one on Rs. 12, one on Rs. 10 and two on Rs. 9 each) does not agree with that given in the proposition statement. The latter may be taken as correct.
† Wide proposition statement (2nd of current file).

The pay of the clerk in the Kumbakonam and Rajahmundry Colleges is only Rs. 20—2—40 [page 5 of G.O. No. 1540, Home (Education), dated 5th December 1917, and page 3 of G.O. No. 30, Home (Education), dated 11th January 1918]. The Director recommends a pay of Rs. 25—3—40 for the clerk in the Ceded Districts College apparently because very few qualified men are available for employment in the Ceded districts and service in those districts is not very popular. For similar reason the library attender may be allowed Rs. 12 as recommended instead of only Rs. 10 † as in the

‡ And Rs. 9 in the Kumbakonam College. Rajahmundry College. The additional peon on Rs. 10 asked for may be sanctioned especially as there will be no separate muchi for the college. It may be ruled that none of the staff will be eligible for grain compensation allowance.

9. A lump provision of Rs. 23,900 has been made in the current year's budget to meet the cost of raising the status of the college.

10. The file may be sent to Financial for remarks.

N.K.—25-5-18.

C. RAMANUJA ACHARIYAR—27-5-18.

R. RAMACHANDRA RAO—23-5-18.

FINANCIAL DEPARTMENT.

The Ceded Districts College (a second-grade college) has been sanctioned for a period of two years and the sanctioned term expires on 7th July 1918. It is now proposed—

- (a) to make the college permanent; and
- (b) to raise it to the status of a first-grade college.

NOTES TO G.O. No. 711, HOME (EDUCATION), 6TH JUNE 1918

Both the Director of Public Instruction and the Home Department consider that the above proposals are necessary. The lack of educational facilities in the Ceded districts especially in respect of secondary and higher education has been already brought to the notice of Government—vide pages 1—5 of G.O. No. 133, Home

L.E.K.—1-6-18.

L.D.—3-6-18.

(Education), dated the 7th February 1918. In the circumstances the above proposals may, it is submitted, be accepted in

Financial. The subjects in which the college is to be affiliated call for no remarks.

2. The details of the extra cost involved are as shown below:—

	Non-recurring.	Rs. 13,000
Furniture and equipment ...	Recurring.	Cost per month Rs.

Temporary—		
One principal (500) for two years (outside the Indian Educational Service and the Provincial Educational Service).	500	
Permanent—		
Three lecturers (Provincial Educational Service), 1 (450), 1 (250), 1 (200).	900	
Five Assistants (Subordinate Educational Service), 1 (150), 1 (125), 3 (100).	575	
Three pandits (40—2—50) ...	140	
One clerk (25—3—40) ...	36½	
One librarian (20—2—30) ...	27½	
One gymnastic Instructor (20—2—40) ...	32½	
One mechanic (30—2—40) ...	37½	
Three attenders (12) ...	36	
Four peons 2 (10), 2 (9) ...	38	
One gasman (10) payable from contingencies ...	10	

Total (permanent) ... 1,832½

Total (permanent and temporary) ... 2,332½
or 27,990 per annum.

Against the above, there will be savings amounting to Rs. 15,684 per annum on account of the temporary establishments hitherto sanctioned for the college. The strength of the staff may be agreed to. The rates of pay are examined below.

L.E.K.—1-6-18.

L.D.—3-6-18.

3. *Principal*.—The proposal to create a temporary appointment on Rs. 500 outside the Indian Educational Service cadre is intended to avoid an immediate reference to the Government of India, and may be agreed to. If a European is to be newly appointed to the post, the sanction of the Government of India for such employment

L.E.K.—1-6-18.

L.D.—3-6-18.

will be necessary under article 773 (a) of Civil Account Code, Volume II.

4. *Lecturers*.—Please see paragraph 6 of Home (Education) Department note on pages ante. In connexion with the model high school scheme, it has been proposed to add four posts to the Provincial Educational Service—one on Rs. 400, one on Rs. 350 and two on Rs. 200. After taking into account this scheme, the additions now proposed,

L.E.K.—1-6-18.

L.D.—3-6-18.

viz., one on Rs. 450, one on Rs. 250 and one on Rs. 200, seem moderate and may be accepted.

5. *Assistants*.—The permanent additions to the Subordinate Educational Service call for no remarks. The temporary rates of pay already sanctioned are being fitted in the permanent scale.

May be accepted.

L.E.K.—1-6-18.

L.D.—3-6-18.

6. *Subordinate staff.*—The proposals of the Director of Public Instruction and the Home Department may be accepted, subject to the following slight modifications :—
(a) The increments of pandits may be biennial instead of annual as proposed—
following the general scales laid down in G.O. No. 921, Educational, dated 16th October 1912.

L.E.K.—1-6-18.

L.D.—3-6-18.

(b) The clerk and the library attender will no doubt be local men and it does not appear that any special inducement is necessary for these men, considering that such inducements are not allowed in other offices at the place. The pay of the clerk may accordingly be fixed at Rs. 20—2—40* and of the library attender at Rs. 9 in both cases inclusive of grain compensation allowances in the case of the Rajahmundry College.

L.E.K.—1-6-18.

L.D.—3-6-18.

7. The sanction to be accorded in this case may be registered as No. 102 of 1918-19. There is provision in the budget to meet the extra cost in the current year.

T.R.N.N.—1-6-18.

T.A.S.—1-6-18.

L. E. KERSHAW—1-6-18.

L. DAVIDSON—3-6-18.

HOME (EDUCATION) DEPARTMENT.

A draft order is submitted for approval.

S.A.—4-6-18.

N.K.—4-6-18.

C. RAMANUJA ACHARIYAR—5-6-18.

R. RAMACHANDRA RAO—5-6-18.

P[ENTLAND]—5-6-18.

Issue urgently.

R.R.—6-6-18.

[G.O. No. 711, Home (Education), dated 6th June 1918.]

~~URGENT~~ (a).

...DEPARTMENT

number of MS. pages sent

(b) ~~1/1~~ 1
 { Correspondence.....
 (b¹)
 { Notes..... 10

Brief subject

(2)	(3)	(4)	(5)
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 other	Notes
FOR RECORD.		<i>for other</i>	
Madras Records	4	6	46
Ooty Records		2	3
For filing with original			1
Total		9	20

FOR ISSUE.

FOR ISSUE.		Letter only.	Complete G.O.	(d) Special issue copies of G.O.		No.
				No.	Papers.	
Signature copies						
India Office						
Govt. of India.....	Dept.					
Revenue Department.....						
Public Works Department.....						
Local and Municipal Department.....						
Educational Department.....						
	Dept.					
Public Dept.....						
Judicial Dept						
Political						
Financial Dept.....	Total		2			
Marine Dept.....						
Ecclesiastical Dept..						
					Total	

[illegible][illegible]

INSTRUCTIONS FOR THE
SECRETARIAT.

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

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

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

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

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

Copies distributed on (Press Clerk)

† Copies distributed on.....‡ (Press Despatcher)

‡ To be initialled and dated

P.T.

TO PRESS, MADRAS COTY.

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.....				
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 ...				