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Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 849, 28th June 1918

Report

Recording the — on the working of the Law College, Madras, during the year 1917-18.

ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 849, 28th June 1918

Report

Recording the — on the working of the Law College, Madras, during the year 1917-18.

READ—the following paper :—

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 15th June 1918.

No.—R.C. 3769/18.

I have the honour to submit herewith for the information of Government a copy of my proceedings R.C. No. 3769/18, dated 10th June 1918, reviewing the report on the working of the Law College, Madras, during the year 1917-18.

ENCLOSURE

Proceedings of the Director of Public Instruction, R.C. No. 3769/18, dated 10th June 1918.

Read—the following paper :—

Letter—from A. DAVIES, Esq., M.A., Barrister-at-Law, Principal, Law College, Madras.

To—the Director of Public Instruction, Madras.

Dated—the 10th April 1918.

No.—C. 72/18.

I have the honor to submit the annual report on the working of the Law College for the year 1917-18.

2. *College staff*.—There is no change to be recorded among the members of the staff which consists of two professors and six assistant professors. The period of probation of one year for the new members of the staff was completed by the 27th or 28th August 1917.

3. *M.L. classes*.—In view of the fact that there are a large number of students appearing each year for the M.L. Degree examination of the University and that no instruction or guidance of any sort has in the past been provided anywhere for these students, the college council recommended and Government in their Order No. 661, Home (Education), dated 19th May 1917, approved the proposal to make arrangements in the college for holding classes for such of these students as might choose to take advantage of the facilities offered.

To give effect to the above arrangements certain necessary insertions and alterations in the rules of the college were made, and the class fees were fixed at Rs. 30 for the first term and Rs. 20 for the second term of each year.

A notification was duly published in the *Fort St. George Gazette* with regard to these changes. In view of (a) the limited amount of time that could be devoted by the members of the staff to this branch of work (roughly two hours each per week), (b) the very wide scope of the M.L. Degree examination and (c) the intention to make the instruction as far as possible individual, it was decided to admit only ten students for each branch and not to attempt Branch II at all. The classes were eagerly welcomed and 31 students in all joined to study in Branches I, III and IV. Attendance is entirely voluntary, and most of the students have other calls upon their time (e.g., several were preparing for the apprentices' examination of last October). Possibly too it is not yet sufficiently realized that to do even passably well in the M.L. Degree examination hard study is required for two if not three years of at least as strenuous a nature as that demanded by the B.L. Degree examination. In Branches III and IV attendance generally has been regular, in Branch I

only three out of the ten students have remained constant throughout the year. On the whole, however, satisfactory progress has been made, but the beneficial results we hope for will not be evident for some years.

4 *College council.*—The members of the college council remained the same as in the previous year. It consists of a president and eight other members including the principal and the two professors. The council only met once in the year, viz., on the 14th March 1918. The affiliation of the college in the courses for the M.L. Degree to the University was the chief subject of discussion and the resolutions passed in this matter were duly communicated to you.

5. *Strength.*—The number of students on the rolls on the 31st March 1918 was 566 against 511 on the same date in the previous year. The total number of students who joined the college during the year was about 600—M.L. 31; B.L. 166; F.L. 332; and pleaders 71. Thus 34 students left the college during the year for various causes. The strength for the four preceding years is given below for comparison:—

	1913-14.	1914-15.	1915-16.	1916-17.	1917-18.
M.L. classes					24
B.L. class	186	233	169	181	165
F.L. class	256	213	199	222	312
Pleadership class	62	54	104	108	65
Total ..	504	500	472	511	566

Figures regarding the distribution of students according to the classes of the community to which they belong, the occupation and financial status of their parents or guardians, and the facts as to their vaccination appear in Appendices A and B.

The district distribution of the students is given in Appendix C.

6. The following table gives the number of hours of instruction each student had in the several subjects dealt with in the college during the academic year 1917-18:—

F.L. class.		B.L. class.		Pleadership class.	
Subjects.	Number of hours of instruction.	Subjects.	Number of hours of instruction.	Subjects.	Number of hours of instruction.
1. Jurisprudence ..	96	1. Property—Real property.	41	1. Civil Procedure ..	110
2. Roman Law ..	122	2. Transfer of property ..	72	2. Law of Landlord and Tenant ..	21
3. Contracts ..	108	3. Land tenures ..	30	3. Criminal Procedure ..	83
4. Torts ..	76	4. Hindu Law ..	126	4. Torts ..	39
5. Indian Constitutional Law ..	52	5. Mohammedan Law ..	57	5. Contracts ..	60
6. Negotiable Instruments ..	31	6. Criminal Law ..	61	6. Hindu Law ..	118
		7. Law of Evidence ..	73	7. Criminal Law ..	62
		8. Trusts ..	36	8. Law of Property ..	71
		9. Easements ..	21	9. Law of Evidence ..	33

The proportion of lectures in each subject should perhaps correspond roughly with its comparative importance for examination purposes, but in practice other considerations, e.g., the bulk of some subjects, and the need for full and careful exposition of others, make considerable modifications necessary. It will be noted that for a year of 32 weeks, each containing five working days, F.L. students get about three hours a day or fifteen a week of class work, B.L. students slightly more, while pleaders get nearly four hours a day or twenty a week. Even so, while the University student covers practically all his studies in class the pleaders student is bound to trust to private reading alone for an appreciable part of the subjects he is required to master for his examination.

7. *Results of examinations*—I. *University Law examinations*—(a) *B.L. Degree examination, April 1917.*—The number of students who appeared from the college was 170, of these 145 passed, with 9 in the first class and 60 in the second class—a percentage of 84 passes as against 64.1 of the previous year.

(b) *First examination in Law, April 1917.*—For this examination 212 students appeared from the college; of these 132 passed with 3 in the first class and 33 in the second class—a percentage of 62.4 passes as against 64.2 of the previous year.

Appendix D gives the figures for the three preceding years.

II. *The High Court Pleaders examination, April 1917.*—In this examination 99 candidates appeared direct from the college—of these 45 passed a percentage of 45.4 as against 52 of the previous year. This examination was held on the 23rd April 1917 and on the following days in the Law College.

III. *Class examinations.*—Two examinations were held as usual, one in September 1917 and the other in February 1918. Attendance at these examinations was satisfactory. Every absentee was required to produce a medical certificate or other evidence of a valid reason for absenting himself and then at a third examination or otherwise show that he had made satisfactory progress in order to enable me to grant his required attendance and progress certificates. A few students of the F.L. class—seven in all—were detained on the ground of insufficient progress.

8. *Library and reading room*—(a) *Library.*—The arrangement of books in the consulting library in alphabetical order according to the names of authors has proved the most convenient method for the purpose of issuing and replacing books with the least possibility of confusion. The class library however which contains books commonly used by the F.L. or B.L. students it has been found best to keep arranged according to subjects. This class library is placed in almirahs in the reading-room where the books are issued to and read by the students at all hours of the day. The lending library containing duplicate copies and old editions is in direct charge of the librarian and the books therein are lent to individual students for a week at a time. M.L. students have all the privileges of other students in the library and certain additional ones as well. Mr. T. S. Narayana Ayyar, Assistant Professor, continued to be in charge of the library throughout the year. The annual stock-taking of library books was carried out by him during the last Christmas holidays and I am glad to report that all the books have been satisfactorily accounted for. The number of volumes added to the library during the year under report was 576 and the total number on the 31st March 1918 was 6,668. The printing of a supplemental catalogue of library books was sanctioned in G.O. No. 274, Home (Education), dated 26th February 1918, and the work is now being carried through by the Press. There are at present five sets of Indian Law Reports—three of which are in the library and reading-room for the use of students and two are in the private rooms of the professors. All five sets are in constant use.

(b) *Reading-room.*—On the tables in the reading-room are kept for instant use the current Indian, English and American Legal Periodicals, while in the almirahs besides the class library already mentioned there are reports and statutes and a few other works of constant reference such as law-lexicons and dictionaries.

The following table gives an abstract of the record as to the use of four sections:—

	Consulting.		Class.		Lending.		Reading-room.
	1917-18.	1916-17.	1917-18.	1916-17.	1917-18.	1916-17.	1917-18.
Students	22,199	21,843	12,144	8,506	573	596	3,487
Staff	2,985	2,277	135	126	39	28	288
Total ..	25,184	24,120	12,279	8,632	612	624	3,775

The increase in the use of books is partly due to the M.L. classes, whose members, both students and professors, find the need of extensive reading, but also even more markedly to the growing sense of the importance of reference to original authorities which the present arrangement of the class library and the reading-room has so considerably facilitated.

As the lighting arrangements were completed during the year under report, the reading-room and the Principal's Lecture Hall were kept open for the purpose of study by the students till 8 p.m. This arrangement has proved a real boon to some of them, especially residents in Georgetown, but I hope to see much greater use made of the college premises in the evening during future years.

9. *Scholarships*—(1) *Morehead Law scholarship*.—This scholarship was awarded to T. K. Ramasawmi, the student who stood first in the first class in the F.L. examination of April 1917, and the usual sum of Rs. 224 is being paid to him in two instalments payable on the 15th November and 15th May.

(2) *College scholarships*.—Of the two Government scholarships each of Rs. 87-8-0 per term—one was awarded to P. Tirukutasundaram Pillai, the student who stood second in the first class in the F.L. examination of April 1917, and the other which is reserved for a Muhammadan or Uriya student was awarded to Yahya Ali, a student of the B.L. class.

(3) *Scholarships under the Code of Regulations for European schools*.—Two scholarships of the monthly value of Rs. 30 were awarded during the year under report—one was renewed and awarded to W. J. Fernandez who continued his studies in the B.L. class, and the other was awarded to A. L. Costello of the F.L. class with effect from 1st July 1917 to 30th June 1918. The latter student however was obliged to discontinue his study in the college from 1st February last for domestic reasons and his scholarship has lapsed.

10. *Lectures and classes*.—The programme of lectures detailed in my last report was in the main adhered to, but the abnormal size of the F.L. class rendered it necessary to divide that class into two sections and have each lecture delivered twice. This upset the plan for B.L. moot classes very considerably, and though a few classes were held, nothing approaching the regular system, according to which every student shall as a regular part of his instructional course take a leading part two or three times a year in a moot, could be attempted. During the second term the F.L. classes were divided into four sections of eighty students each for the purpose of instructional classes being held in contracts, jurisprudence and torts. The college rules contemplate the possibility of refusing admissions to properly qualified applicants after the quota for the year has been reached. This however has never, I believe, been exercised, and in view of the fact that this is the only Law College in the Presidency we may hope it will never be necessary to use it. But it is very disconcerting to the making of plans even for a single year ahead, when it can never be foreseen whether the size of either or both of the University classes may require a duplication of lectures.

The tutorial system.—Government have in their order No. 608, Home (Education) Department, dated 7th May 1917, suggested the introduction of a tutorial system into all Government colleges with the object of the encouragement in the college of corporate life and feeling and the association of the students with the members of the teaching staff in relations of mutual friendship and of personal sympathy. With regard to this I have pointed out to you in a separate communication that there have been peculiar difficulties at the Law College in the way of introducing the tutorial system on the lines indicated in G.O. No. 608, and I have nothing further at present to add upon the subject in this report.

11. *College associations and athletics*.—At the Law College where all the students are graduates and many of them eager for self-Government a very obvious method of aiming at the object which the tutorial system is designed to encourage is by associating the students wherever possible in the management of the college activities. It is of course impossible that students in *statu pupillari* should have any voice in deciding what and how they should study, and kindred matters: and it was indeed a very unfortunate ambition on their part in this direction that caused the disturbances of 1916, which happily now belong to a forgotten past. There remains the social and athletic life of the college. Here I have deliberately aimed at entrusting to the Students' Representative Council the fullest possible powers. Youth and enthusiasm does not always see eye to eye with middle age and experience, but if one is for ever exercising vetoes and asserting one's superior authority, the very purpose of a Students' Council is defeated. With my eyes open to certain risks, I deliberately handed over to the Council not only the control of the college athletics—but also the arrangement for the college day, and the attendant college sports, held this year for the first time, I asked them to suggest lecturers on matters of wide general interest, at their suggestion I revived the College Moot Club and placed it under their management, and though we did not get very far on with any practical scheme consulted them as to the best use of the college premises during out of college

hours. The risks are obvious, but they are the price to be paid for a great reward—the growth of corporate life and feeling and the associations of students with the professorial staff in relations of mutual friendship and personal confidence and sympathy.

(a) The Moot Club was revived somewhat late in the year, but held three useful meetings, presided over respectively by Mr. V. Ramesam, Dr. Swaminadhan and Mr. Odgers.

(b) The athletic sub-committee collected as athletic fees and tennis subscriptions about Rs. 1,330 and managed these funds together with the Government grant of Rs. 400 for subsidizing games. At the beginning of the year the committee allotted sums towards the upkeep of various games such as tennis, football, cricket and hockey. A new game badminton was also introduced. The expenditure under the various games was very carefully supervised by Mr. K. P. Lakshmana Rao, the Vice-President of the Athletic Association. There has been a misunderstanding as to the right of utilizing the full budget provision of the Government grant of Rs. 400 for games. The matter is still under correspondence. The athletic fund accounts have not been uniformly and systematically kept by the General Secretaries of previous years and from this year under report you were pleased to approve of my proposal that the accounts should be maintained by the college clerk under the direct supervision of the Vice-President and that the clerk was to receive a remuneration of Rs. 50 therefor for the year. A set of athletic rules will be incorporated in the next college calendar as soon as sanction is received from you.

For the fourth year a tennis competition among the students of the college was held and a silver cup and two medals were awarded to the winners, the cup for the singles to M. Hanumanta Rao of the B.L. class, and the two medals for doubles to M. Hanumanta Rao (B.L. class) and B. Sivaramakrishnamma (F.L. class).

The college entered into a number of the competitions organized by the Madras Collegiate Athletic Association, and this year after a keen competition the Pennycuik Challenge Cricket Shield was for the second time won by the college cricket team.

Law College Day sports.—For the first time athletic sports for the college students were organized and the sports took place on Monday the 26th November 1917 on the South Indian Athletic Association grounds. The Hon'ble Mr. H. F. W. Gillman, C.S.I., I.C.S., presided on the occasion and Mrs. Gillman kindly distributed the prizes to the winners. These consisted of cups and medals which had been very kindly presented by Judges of the High Court and one or two other gentlemen interested in the college.

12. Financial summary—

Year.	Receipts.	Charges.	Surplus.
	RS.	RS.	RS.
From 1892 to 1917	14,72,386	9,57,770	5,14,616
From 1917 to 1918 *	90,796	59,496	31,300
Total ..	15,63,182	10,17,266	5,45,915

* Subject to verification by the Accountant-General.

The increased charges were mainly due to salaries paid to the maximum number of staff during the year.

13. *The College Day*.—The College Day was celebrated for the second time on the 11th December 1917.

Our Day.—On the 12th December 1917 the Union Jack was hoisted for the Our Day celebrations. A large number of Lucky Bag tickets had been purchased by students of the college, and two or three of them were fortunate enough to win prizes.

14. *Indian Defence Force*.—A meeting was held in July last at the Law College presided over by the Hon'ble Mr. Justice C. V. Kumaraswami Sastri to encourage recruitment for the Indian Defence Force. The Hon'ble Mr. B. N. Sarma, Diwan Bahadur C. Karunakara Menon and Professor Paul Appaswami addressed the students and as a result of their exhortations about 14 students applied through the college for enrolment. Of these, eight students had military training in No. I

Company of the First Madras Infantry, Indian Defence Force, at Trichinopoly. I may mention that you were pleased to refund these students 50 per cent of the fees paid by them for the first term for having undergone three months' military training at Trichinopoly.

I hear that the next batch of students will probably be sent up for military training along with the third batch after the 15th April.

15. *General.*—The chief events of the year are—

- (1) The introduction of M.L. classes in the college.
- (2) The first half-yearly examination of the High Court Pleaders' examination.
- (3) The completion of the installation of additional fans and lights.
- (4) The strengthening of establishment by the appointment of a clerk-typist on Rs. 25—1—30 and a peon on Rs. 9 both without grain compensation allowance.
- (5) The celebration of the College Day and sports.
- (6) Among special lectures delivered to the students was one by Dr. Slater on Some Facts of English Constitutional History—treating of the development of democracy in Great Britain, and another by Mr. C. P. Ramaswami Ayyar on the Place of the Lawyer in the State.
- (7) Arrangements for the extension of stable accommodation for the increased staff are under consideration.
- (8) The establishment have continued to work efficiently, and I have to thank the members of the professorial staff and the Students' Representative Council for their co-operation in the work of the college.

APPENDIX A

DISTRIBUTION of students according to class or community.

Class of community.	M.L. class.	B.L. class.	F.L. class.	Pleaders' class.	Total for 1917-18.	Total for 1916-17.
Europeans or Eurasians	..	1	..	..	1	2
Indian Christians	..	3	12	2	17	17
Muslims	..	2	11	1	14	3
Hindus .. { Brahmans	20	127	227	55	429	393
{ Non-Brahmans	4	32	62	7	105	95
Buddhist	..	..	..	..	..	1
Total ..	24	165	312	65	566	511

APPENDIX B (1)

DISTRIBUTION of students according to occupation of parents or guardians.

Classes.	Officials.	Petty officials.	Land-holders.	Traders.	Others.	Total.
M.L. class	12	..	11	1	..	24
B.L. class	150	2	128	22	..	312
F.L. class	75	1	80	9	..	165
Pleaders' class	27	..	33	5	..	65
Total for 1917-18 ..	264	3	252	37	..	566
Total for 1916-17 ..	225	5	256	25	..	511

APPENDIX B (2)

DISTRIBUTION of students according to the financial status of their parents or guardians.

Classes.	Richer classes.	Middle classes.	Poorer classes.	Total.
M.L. class	1	23	..	24
B.L. class	14	181	..	195
F.L. class	23	286	3	312
Pleaders' class	1	64	..	65
Total for 1917-18 ..	39	524	3	566
Total for 1916-17 ..	30	470	11	511

APPENDIX B (3)

VACCINATION.

Classes.	Vaccinated.	Small-pox marks only.	Protected.	Total.
M.L. class	24	..	..	24
B.L. class	163	2	..	165
F.L. class	308	4	..	312
Pleaders' class	61	4	..	65
Total for 1917-18 ..	556	10	..	566
Total for 1916-17 ..	495	16	..	511

APPENDIX C

DISTRICT distribution of students.

District.	M.L. class.	B.L. class.	F.L. class.	Pleaders' class.	Total for 1917-18.	Total for 1916-17.
Ganjam	..	2	7	3	12	..
Vizagapatam	1	5	13	3	22	16
Godavari	..	11	14	3	28	29
Kistna	..	8	10	1	19	23
Guntur	..	7	5	..	12	11
Nellore	..	4	6	2	12	17
Madras	1	10	19	2	32	23
Chingleput	..	6	17	1	24	26
North Arcot	2	3	8	2	15	13
Chittoor	..	3	3	3	9	6
South Arcot	1	4	9	7	21	14
Trichinopoly	3	12	24	4	43	30
Tanjore	6	32	55	9	103	81
Madura	1	6	10	3	20	19
Hamnad	..	5	9	3	17	12
Tinnevely	..	8	11	3	22	33
Coimbatore	2	4	11	6	23	18
Salem	..	6	2	..	8	13
Cuddapah	1	1	3	..	5	3
Kurnool	..	..	4	2	6	3
Bellary	1	..	3	1	5	1
Anantapur	..	..	1	1	2	8
South Kanara	..	3	6	..	9	11
Malabar	3	16	35	3	57	49
Travancore	..	2	2	..	4	5
Cochin	1	4	8	..	13	19
Mysore	..	..	3	..	3	4
Bangalore	..	..	8	..	8	3
Pudukottai	..	1	4	3	8	6
Hyderabad	..	..	..	..	..	1
Ceylon	1	..	..	..	1	1
The Nilgiris	..	..	..	..	..	..
Pondicherry	..	1	1	..	2	..
Coorg	..	1	..	..	1	3
Singapore	..	..	..	..	..	1
Total ..	24	165	312	65	566	511

APPENDIX D (1)

RESULTS of the B.L. Degree Examination, April 1917.

	Number of students examined.	Number of students passed.	Percentage.
1914 { From Law College	180	107	59.4
{ Other candidates	274	85	31.0
Total ..	454	192	42.2
1915 { From Law College	228	159	69.7
{ Other candidates	284	126	44.3
Total ..	512	285	55.6
1916 { From Law College	159	102	64.1
{ Other candidates	251	94	37.4
Total ..	410	196	47.8
1917 { From Law College	175	148	84.0
{ Other candidates	172	71	41.2
Total ..	348	219	62.9

APPENDIX D (2)

RESULTS of the First Examination in Law (New Regulation), April 1917.

						Number of students examined.	Number of students passed.	Percentage.
1914	{	From Law College	..	..	..	244	137	56.1
		Other candidates	..	..	..	318	132	41.5
		Total	..			562	269	47.8
1915	{	From Law College	..	..	..	207	117	56.5
		Other candidates	..	..	..	296	73	24.6
		Total	..			503	190	35.5
1916	{	From Law College	..	..	..	190	122	64.2
		Other candidates	..	..	..	39	12	30.0
		Total	..			229	134	58.5
1917	{	From Law College	..	..	..	212	132	62.4
		Other candidates	..	..	..	117	46	39.3
		Total	..			329	178	54.1

APPENDIX D (3)

RESULTS of the Pleaders Examination, April 1917.

						Number of students examined.	Number of students passed.	Percentage.
1914	{	From Law College	..	..	..	55	24	43.6
		Other candidates	..	..	..	77	18	23.3
		Total	..			132	42	31.8
1915	{	From Law College	..	..	..	53	25	47.1
		Other candidates	..	..	..	102	30	29.4
		Total	..			155	55	35.4
1916	{	From Law College	..	..	..	94	49	52.0
		Other candidates	..	..	..	94	32	34.0
		Total	..			188	81	43.0
1917	{	From Law College	..	..	..	99	45	45.4
		Other candidates	..	..	..	129	49	37.9
		Total	..			228	94	40.5

R.C. No. 3769/18, dated 10th June 1918.

Recorded.

2. Arrangements were made during the year for holding classes for the benefit of the students preparing for the M.L. degree examination.

3. Although there was a decline in the strength of the Pleaders class the total strength of the college increased owing to the large influx of students in the F.L. class and the opening of the M.L. class.

4. The results of the University and Pleaders examinations were satisfactory on the whole.

5. The Director is glad to note that the efficiency of the institution was maintained during the year.

(True extract)

J. H. STONE,
Director of Public Instruction.

To the Principal, Law College, Madras, with 20 spare copies.

" Principals of other Government Colleges.

Copy to the President, Law College Council,

" " Hon'ble the Chief Justice,

" " Hon'ble the Advocate-General,

" " Directors of Public Instruction of other provinces,

" " Government with covering letter,

} for information.

Order—No. 849, Home (Education), dated 28th June 1918.

Recorded.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

No the Director of Public Instruction.
Editors' Table.

Report

Recording the ~~and~~ on the working of the Law College, Madras,
during the year 1917-18

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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 filled in and dated.

P.T.O.

TO PRESS, MADRAS OOTY.

A

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

Referencer.
Clerk.

Supt.

B

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

Type may be released after usual interval.
at once.

Referencer.
Clerk.

Supt.

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.

Referencer.
Clerk.

Supt.

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 ...				