

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1018, 20th August 1919

Government Examinations

Recording report on the examinations under the control of the Commissioner for — that
were held during the year 1918-19.

~~ORIGINAL~~

INDEXED

ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1018, 20th August 1919

Government Examinations

Recording report on the examinations under the control of the Commissioner for — that were held during the year 1918-19.

READ—the following paper :—

Letter—from the Hon'ble Mr. R. LITTLEHAILES, M.A., Commissioner for Government Examinations.

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

Dated—Madras, the 6th August 1919.

No.—2894.

I have the honour to submit the annual report on the examinations under the control of the Commissioner that were held during the year 1918-19.

Sir Henry Stone, Kt., C.I.E., availed himself, preparatory to retirement, of privilege leave from the afternoon of the 12th September 1918, when Mr. H. S. Duncan assumed charge as Acting Commissioner. The former retired on the 13th December 1918, while the latter availed himself of long leave on medical grounds from the afternoon of the 3rd February 1919, the date on which I assumed charge of the office of Commissioner for Government Examinations.

2. The Secretary to the Commissioner acted as Secretary to the Board of Examiners appointed by Government in their Order No. 236, Educational, dated the 2nd March 1915, to conduct the examination in Sanskrit at the end of the advanced school course for testing candidates seeking admission to Sanskrit colleges. It was decided that the examination should be under the control of the Commissioner and that it should be held for the first time in April 1919.

3. The work connected with the different examinations held under the Code of Regulations for European Schools was, as in previous years, done by this office.

The work of the Board for the Award of Secondary School-leaving Certificates was also done by this office. The Board passed the following resolution :—

“ The Board desires at the end of the term for which it has been appointed to place on record its appreciation of the work of the office staff. The conduct of the Secondary School-leaving Certificate Examination, the tabulation of marks, the issuing of certificates and the other arrangements have entailed an immense amount of work which has been carried out with accuracy and despatch, reflecting the highest credit on all the members of the staff.”

4. All the examinations were held at several centres in the Presidency. The Technical Examinations were also held in the Native States of Hyderabad, Mysore, Travancore, Cochin and Pudukkottai and in Mercara and Bangalore.

5. Detailed information in respect of each examination is given below :—

(a) *Special examination under the Secondary School-leaving Certificate Board for the benefit of teachers who have failed in the Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training (March).*—The special examination for teachers was held at forty centres ; seventy-one candidates registered their names and sixty-seven of them (including one woman) appeared.

(b) *Technical Examinations (April, November, December and January).*—(i) In their Order No. 723, Home (Education), dated the 6th June 1918, Government accepted the view that the technical examinations in Mechanical Engineering and Wood-working subjects should be abolished and that a system of school-leaving certificates should be introduced in their place. They however considered that the examinations should be continued for two years in the interests of those students who were then under training in accordance with the existing syllabus.

In their Order Mis. No. 855, Revenue (Special), dated the 9th December 1918, Government approved the proposal made by the Director of Industries in consultation with the Commissioner for Government Examinations that school-leaving certificates should be issued by the Superintendent of an industrial school to pupils trained in the school in Fitter's work, Cabinet-making, Blacksmith's work, Carriage-building and Metal-work and that the certificates should be countersigned by the Inspector of Industrial Schools after such examinations as the Inspector might choose to make. These subjects will be removed from the scheme of the Government Technical Examinations with effect from the 6th June 1920.

In their Order No. 533, Home (Education), dated the 29th April 1919, Government directed that the group certificate in Machine Construction (Government Technical Examinations) for which Fitter's work is one of the subjects should be granted only on the successful candidates producing either a school-leaving certificate in Fitter's work granted in the Department of Industries or a certificate of having satisfactorily served for one year in an engineer's (fitter's) workshop.

(ii) In their Order No. 1162, Home (Education), dated the 5th September 1918, Government accepted the offer of the Hutton Gold and Silver Medals Endowments Executive Committee to endow two medals to be awarded under certain conditions on the results of the Government Technical Examination in Minor Sanitary Engineering. The gold medal was won by Madanda Puvaya during the year; the silver medal was not awarded as no candidate fulfilled the conditions.

(iii) The silver medal of the Madras Musical Association was not awarded during the year, as the only candidate who passed the Elementary examination in Music did not satisfy the conditions prescribed.

(iv) The examinations were held at sixty-eight centres. The total number of individual candidates registered for the three grades of examination was 10,429, of whom 540 were for the Advanced, 3,340 for the Intermediate and 6,549 for the Elementary grade.

The total number of subject-candidates examined was 12,496, of whom 5,672 were successful. The results were better than those of the previous year in the case of all three grades.

Seven of the subject-candidates for the Advanced, 97 for the Intermediate and 387 for the Elementary grade, were female candidates, of whom 6, 84 and 264, respectively, were successful. Five of the female candidates for the Advanced grade came up in Needle-work and Dress-making. One of those for the Elementary grade appeared for the examination in Practical Telegraphy and came out successful. The largest number for the Intermediate and Elementary grades took up Free-hand Outline Drawing.

The number of papers set for the Advanced, Intermediate and Elementary grades was 46, 96 and 75, respectively, the number of subjects for the corresponding grades being 18, 56 and 48.

Brahmans and Non-Brahman Caste Hindus formed the bulk of the subject candidates who passed in the case of all three grades.

Nineteen diplomas, fourteen of which were for Commerce, and 199 group certificates, among which there were one for Electrical Engineering and two for Letter-press Printing, were issued during the year.

(c) *Examinations in connexion with the Subordinate Medical Department (May).*—The examinations were held at twenty-eight centres. Four hundred and

twenty candidates appeared for the competitive examination for the grade of Civil Medical Pupil, for which 100 vacancies were thrown open to competition. Most of the applicants were holders of Secondary School-leaving Certificates.

There were twenty vacancies for the grade of Indian Military Pupil and the number of applications for admission to the competitive examination for this grade was 69, most of which were from holders of Secondary School-leaving Certificates.

The Surgeon-General with the Government of Madras informed me that no Madras-Burma Sub-Assistant Surgeon grade pupils were to be recruited in the year for training in the Medical Schools of this Presidency and accordingly no examination was held for that grade.

(d) *Special Test Examinations (October).*—(i) Certain changes were directed by Government during the year in the scheme of the Special Test Examinations, the more important of which are detailed below:—

(1) A person possessing the minimum general educational qualification, viz., a completed Secondary School-leaving Certificate, could appear under certain conditions for examination in any of the Special tests.

(2) The Précis-writing Test was expunged from the schedule of Special tests.

(3) The distinction between the higher and lower grades in the case of the Revenue Test, the Criminal Judicial Test and the Translation Test was abolished and they were replaced by a single test in each case. The order in respect of the Translation Test was to come into effect in 1919-20.

(4) Candidates in any test could answer the question papers throughout the examination with the aid of books.

(5) The number of question papers was reduced from six to four in the case of the Revenue Test and the number of subjects from six to three in the case of the Civil Judicial Test, the reduction in the latter case however was to have effect from 1919-20.

(ii) The examinations were held at twenty-four centres. For the several tests, 2,856 candidates in all registered their names, 1,977 presented themselves for examination and 1,128 passed. The numbers that were registered and examined and that passed during the previous year were 3,685, 2,898 and 1,612, respectively. The results were better than those of the previous year in the case of the Translation Test (Lower grade), the Account Test, the Civil Judicial Test, the Criminal Judicial Test and the Code of Criminal Procedure. The lowest percentage of passes was in the Revenue Test.

6. *Finance.*—The receipts amounted to Rs. 1,98,531, while the expenditure was Rs. 1,80,063 including refunds, the charges for printing work done at private presses and the compensation paid to the University of Madras.

7. An inventory of valuable stock was duly maintained and checked during the year.

ENCLOSURE

(a) *Special examination under the Secondary School-leaving Certificate Board for the benefit of teachers who have failed in the Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training (March).*

Table showing the numbers of candidates registered and examined and the classes of the community represented in 1917-18 and 1918-19.

Classes of the community.	Number registered, 1917-18.		Number examined, 1917-18.		Number registered, 1918-19.		Number examined, 1918-19.	
	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.
Indian Christians	12	..	11	..	7	1	5	1
Mahammadans	2	..	2	..	2	..	2	..
Brahmans	47	..	47	..	54	..	53	..
Non-Brahman Caste Hindus.	8	1	8	1	7	..	6	..
Total ..	69	1	68	1	70	1	66	1

(b) *Technical Examinations (April, November, December and January).*

TABLE I

(Shows the numbers of individual candidates registered and of subject-candidates examined and passed, and the percentage of 'passed' to 'examined' in 1916-17, 1917-18 and 1918-19.)

Grade of examination.	Number of individual candidates registered.			Number examined (subject-candidates).			Number passed (subject-candidates).			Percentage of subject-passes.		
	1916-17.	1917-18.	1918-19.	1916-17.	1917-18.	1918-19.	1916-17.	1917-18.	1918-19.	1916-17.	1917-18.	1918-19.
Advanced	616	603	540	678	702	609	183	266	243	31.6	37.8	39.9
Intermediate	3,637	3,557	3,340	4,004	4,557	4,859	2,007	1,971	1,949	43.5	42.8	45.6
Elementary	7,714	5,698	5,549	9,495	8,139	7,618	4,333	3,968	3,480	46.9	48.1	46.6
Total ..	11,867	10,858	10,429	14,617	13,438	12,496	6,523	5,745	5,672	44.6	42.7	45.3

TABLE II

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Advanced Grade.

Subjects.	1917-18.		1918-19.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	1	1	2	2
Building Drawing and Estimating	23	16	31	13
Hydraulics and Irrigation Works	1	..	2	..
Surveying and Levelling	41	8	36	11
Applied Mechanics	2	..	..	..
ELECTRICAL ENGINEERING.				
Practical Telegraphy	1	..	..	..
Electric Lighting and Transmission of Power	2	2	2	..

TABLE II—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Advanced Grade—cont.

Subjects.	1917-18.		1918-19.	
	Examined.	Passed.	Examined.	Passed.
PHYSICAL SCIENCE.				
Electricity and Magnetism	2	2	1	..
Inorganic Chemistry	1	..	..	..
Organic Chemistry	1	1	..	..
COMMERCE.				
Book-keeping	102	17	105	41
Theory and Practice of Commerce	88	56	78	51
Commercial Geography	48	26	45	12
Shorthand	98	34	79	13
Type-writing	166	31	127	36
DRAWING, ETC.				
Free-hand Outline Drawing	37	11	30	11
Design	3	2	2	1
Geometrical Drawing	18	6	16	5
Painting	13	2	8	4
Modelling	4	2	3	3
WOOD-WORK AND METAL-WORK.				
Cabinet-making	44	44	36	36
TAILORING AND DRESS-MAKING.				
Needle-work and Dress-making	6	5	6	5
Total number of subject-candidates ..	702	266	609	243

TABLE III

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Intermediate Grade.

Subjects.	1917-18.		1918-19.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	220	188	168	87
Building Drawing and Estimating	261	63	212	34
Hydraulics and Irrigation Works	115	40	125	36
Earthwork and Road-making	129	58	121	76
Bridge work	60	19	47	11
Surveying and Levelling	366	59	256	92
Applied Mechanics	5	2	11	3
Mensuration	3	3	..	..
Practical Plane and Solid Geometry	3	2	5	4
Carpentry	..	..	..	..
MECHANICAL ENGINEERING.				
Machine Construction	10	10	6	6
Machine Drawing	69	35	73	36
Steam and the Steam-engine	6	3	2	..
Fitter's work	13	10	7	3
ELECTRICAL ENGINEERING.				
Practical Telegraphy	2	..	3	1
Electric Lighting and Transmission of Power	4	1	1	1

TABLE III—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Intermediate Grade—cont.

Subjects.	1917-18.		1918-19.	
	Examined.	Passed.	Examined.	Passed.
PHYSICAL SCIENCE.				
Electricity and Magnetism	3	2	4	2
Inorganic Chemistry	5	3	4	1
Organic Chemistry	3	..	..	..
Physiography	10	7	4	3
BIOLOGY.				
General Biology	..	..	1	..
Animal Physiology	7	54	70	48
Botany	7	4	11	6
SANITARY SCIENCE.				
Hygiene	65	62	65	46
Minor Sanitary Engineering	71	46	67	33
PHARMACY.				
Botany (Special)	2	2	3	3
Inorganic Chemistry (Special)	6	2	3	1
Materia Medica	6	1	4	3
Practical Pharmacy	4	3	2	1
Special Laboratory Course	7	4	3	1
Practical Dispensing (for Compounders)	179	102	233	146
AGRICULTURE.				
Agriculture	14	9	12	5
COMMERCE.				
Book-keeping	314	120	394	83
Theory and Practice of Commerce	240	120	216	148
Banking	175	109	232	95
Commercial Geography	48	21	36	4
Shorthand	314	76	288	78
Annuitants and Life Insurance	..	1	1	1
Type-writing	605	143	688	174
MUSIC.				
Music	1	..	..	..
DRAWING, ETC.				
Free-hand Outline Drawing	567	305	527	390
Design	65	31	60	38
Geometrical Drawing	244	111	199	92
Painting	102	61	80	40
Modelling	11	9	8	6
Wood-engraving	3	2	6	4
Copper-plate Engraving	3	2	6	4
JEWELLER'S WORK.				
Jeweller's work	4	4	1	1
PRINTING, BOOK-BINDING AND TYPE-FOUNDING.				
Letter-press Printing—				
Compositor's work	12	9	8	4
Proof-reader's work	12	4	12	4
Machine work	1	1	..	..
Book-binding	7	3	7	4
WOOD-WORK AND METAL-WORK.				
Cabinet-making	62	67	85	85
Blacksmith's work	8	8	4	1
Metal-work	2	2	2	2
TEXTILE FABRICS.				
Cotton-weaving	8	7	22	16
Carpet-weaving	2	2	..	..
Lace-making	12	9	4	4
TAILORING AND DRESS-MAKING.				
Tailoring	8	..	6	4
Needle-work and Dress-making	30	22	10	10
Embroidery	8	8	8	8
Total number of subject-candidates	4,597	1,971	4,269	1,949

TABLE IV.

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Elementary Grade

Subjects.	1917-18.		1918-19.	
	Examined.	Passed.	Examined.	Passed.
CIVIL ENGINEERING.				
Building Materials and Construction	73	11	76	34
Building Drawing and Estimating	241	67	208	84
Hydraulics and Irrigation Works	85	35	61	26
Earthwork and Road-making	236	82	169	86
Bridge work	78	19	40	14
Surveying and Levelling	76	21	50	23
Applied Mechanics	124	70	74	32
Measurement	325	172	238	88
Practical Plane and Solid Geometry	122	47	115	40
Carpentry	13	9	18	18
MECHANICAL ENGINEERING.				
Machine Construction	6	3	2	..
Machine Drawing	75	32	44	21
Steam and the Steam-engine	7	5	14	7
Fitter's work	25	20	31	26
ELECTRICAL ENGINEERING.				
Practical Telegraphy	37	13	23	12
PHYSICAL SCIENCE.				
Electricity and Magnetism	13	6	16	8
Inorganic Chemistry	3	3	8	5
Physiography	38	19	34	12
BIOLOGY.				
Animal Physiology	225	160	232	147
Botany	309	179	313	142
SANITARY SCIENCE.				
Hygiene	129	100	127	88
AGRICULTURE.				
Agriculture	161	111	124	84
VETERINARY SCIENCE.				
Veterinary Science	..	..	2	1
COMMERCE.				
Book-keeping	388	202	407	180
Theory and Practice of Commerce	292	138	300	164
Banking	142	36	125	68
Commercial Geography	16	7	9	9
Shorthand (English)	661	249	639	142
Telugu Shorthand	1	1	..	..
Type-writing	1,674	474	1,667	666
MUSIC.				
Music	..	..	1	1
DRAWING, ETC.				
Free-hand Outline Drawing	1,316	583	1,198	694
Design	275	97	275	98
Geometrical Drawing	357	131	352	148
Painting	268	150	249	146
Modelling	8	7	9	6
JEWELLER'S WORK.				
Jeweller's work	4	4	4	4
PRINTING, BOOK-BINDING AND TYPE-FOUNDING.				
Letter-press Printing—				
Compositor's work	27	9	6	3
Proof-reader's work	21	6	18	6
Press work	6	6	..	..
Machine work	11	2	3	2
Printer's Warehouse work	..	1	..	..
Book-binding	16	6	13	7
Type-casting	1	..	..	..
Stereotyping	1	1	..	..
Electrotyping	1	..	..	..

TABLE IV—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1917-18 and 1918-19.)

Elementary Grade—cont.

Subjects.	1917-18.		1918-19. *	
	Examined.	Passed.	Examined.	Passed.
WOOD-WORK AND METAL-WORK.				
Cabinet-making	121	165	100	133
Blacksmith's work	14	12	20	16
Metal-work	8	6	12	8
TEXTILE FABRICS.				
Cotton-weaving	32	24	38	47
Carpet-weaving	4	3	..	..
Lace-making	26	18	13	6
TAILORING AND DRESS-MAKING.				
Tailoring	3	3	3	3
Needle-work and Dress-making	38	31	40	46
Embroidery	..	13	12	12
Total number of subject-candidates ..	8,139	3,508	7,618	3,480

TABLE V

(Distributes the successful candidates according to classes of the community for 1917-18 and 1918-19.)

Classes of the community.	Number of subject-candidates who passed.					
	Advanced grade.		Intermediate grade.		Elementary grade.	
	1917-18.	1918-19.	1917-18.	1918-19.	1917-18.	1918-19.
Europeans and Eurasians	8	3	36	25	45	46
Indian Christians	32	16	274	277	457	511
Mohammedans	6	10	68	101	108	..
Brahmans	154	144	969	877	1,650	1,581
Non-Brahman Caste Hindus	63	71	624	697	1,220	1,222
Panchamas	..	..	2	3	4	11
Pariahs	3	..	..	..	..	..
Americans	..	..	..	1	..	1
Jains	..	..	..	..	1	..
Brahms	..	..	..	1	..	..
Total ..	266	243	1,971	1,949	3,508	3,480

(c) Examinations in connexion with the Subordinate Medical Department (May).

Table showing the number of candidates examined and the number of vacancies advertised for each grade in 1917-18 and 1918-19.)

Grade.	1917-18.		1918-19.	
	Number examined.	Number of vacancies.	Number examined.	Number of vacancies.
Civil Medical Pupils	226	100	420	100
Indian Military Pupils	..	20	69	20
Madras-Burma Sub-Assistant Surgeon Pupils	98	12	..	..

* There was no competitive examination.

(d) Special Test Examinations (October).

TABLE I

(Compares the numbers registered, examined and passed for the five years ending with 1918-19.)

Year.	Number registered.	Number examined.	Number passed.	Percentage of column (3) to column (2).	Percentage of column (4) to column (3).
(1)	(2)	(3)	(4)	(5)	(6)
1914-15	4,457	3,409	1,070	76.48	31.38
1915-16	4,079	3,303	1,180	80.97	35.72
1916-17	3,981	3,176	1,264	79.77	39.79
1917-18	3,635	2,898	1,612	79.72	55.92
1918-19	2,856	1,977	1,128	69.22	57.05

TABLE II

(Compares the numbers registered, examined and passed for each test in 1917-18 and 1918-19.)

Designation of test.	1917-18.			1918-19.		
	Number registered.	Number examined.	Number passed.	Number registered.	Number examined.	Number passed.
Precis-writing Test	392	315	64	..	Abolished.	..
Translation Test, Higher grade	219	202	118	138	118	64
Do. Lower do.	484	432	232	285	219	129
Account Test	742	589	455	483	323	276
Civil Judicial Test	319	178	72	174	115	53
Criminal Judicial Test, Higher grade	494	364	219	915	623	409
Do. Lower do.	366	255	134	..	..	..
Criminal Procedure Code	(c) 6	(a) 3	(a) 2	9	9	9
Revenue Test, Higher grade	189	125	65	849	568	186
Do. Lower do.	545	395	245	3	2	2
Jail Test	8	7	6	..	..	..
Total ..	3,635	2,898	1,612	2,856	1,977	1,128

(a) According to the Higher grade.

* Includes eighteen candidates who passed the Civil Judicial Test without Civil Rules of Practice and Provincial Insolvency Act.

† Includes six candidates who passed the Civil Judicial Test without Civil Rules of Practice and Provincial Insolvency Act.

Finance.

TABLE I

(Compares the receipts for 1917-18 and 1918-19.)

Examinations.	Actuals, 1917-18.	Revised estimate, 1918-19.	Budget estimate, 1918-19.	Actuals, 1918-19.
Technical Examinations	RS. 55,701	RS. 55,000	RS. 59,400	RS. 55,052
Medical Entrance Examinations	2,907	3,000	2,000	4,640
Special Test Examinations	24,020	19,300	31,000	19,354
Secondary School-leaving Certificates (including the special examination for teachers).	1,15,912	1,15,000	1,12,000	1,22,465
Total ..	1,98,740	1,93,300	2,03,400	1,98,511

No. 1018, HOME (EDUCATION), 20TH AUGUST 1919

Finance—cont.

TABLE II

(Compares the charges for 1917-18 and 1918-19.)

Examinations, etc.	Actuals for 1917-18.	Actuals for 1918-19.			Total.
		Rs.	Rs.	Rs.	
Technical Examinations	45,298	33,441	8,887	41,828	
Medical Entrance Examinations	424	460	112	602	
Special Test Examinations	13,339	10,693	1,773	12,466	
Secondary School-leaving Certificates (including the special examination for teachers).	97,316	48,679	52,987	1,01,666	
Refunds	45	..	..	804	
Printing charges	4,457	..	..	5,655	
General	3,500	..	..	3,000	
Secretary	7,114	..	..	8,460	
Office establishment, Permanent	900	..	..	399	
Do. Temporary	1,463	..	..	7,283	
Office Contingencies	..	..	..	..	
Total	1,75,917	98,293	63,269	1,80,068	

Order—No. 1018, Home (Education), dated 20th August 1919.

Recorded.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Commissioner for Government Examinations.
 " Director of Public Instruction.
 " Surgeon-General.
 " Accountant-General.
 " Home (Miscellaneous) Department.
 " Home (Judicial) Department.
 " Revenue Department.
 Editors' Table.

Scott. II-10 (a)-36,003-21-1-18. (a)

Recording report on the ~~meeting~~ (ad 2)
exams: under the control of the
Commissioners for — that were held
during the year 1918-19

READ AGAIN G.O. No., dated 1918-19 191

” ” ” ” ” 191

READ ALSO:—

C. No. 1559, From the 10-2-8, No. 2894, dated 6-8-1919

” ” ” ” ” ” 191

” ” ” ” ” ” 191

ORDER.

No. 1018, dated 20.8.1910

Recorded

$$\frac{13.829}{15.829}$$

$$\frac{17.829}{17.829}$$



To the Re: G. &

D. P. 9.

.. १. २

.. A. Q.

Home (Mrs.) Dept:

... zone (Tide!) Depth:

Revenue Dept

29. I.

Note It is for consideration whether any reference should be made in the draft in regard to the testimony borne by the S.S.C. Board in para. 3 of the report to the good work done by the staff of the office of the C.G.S.

$\frac{24}{15.82}$

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sect. II—38—3-14.

Home DEPARTMENT.

Current No., dated 191

G.O. No. 1018, dated 20.8.1919

Number of MS. pages sent { Correspondence 12 (Treasury)
(b)
(b)
Notes.....

Brief subject..... (Within Please)

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	(b) R. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records	4	25	
Coty Records		6	
For filing with original			
Total		32	

FOR ISSUE.†

Signature copies.....	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office.....		7			
Govt. of India.....	Dept.				
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....	Dept.				
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....	Total				
Marine Dept.....					
Ecclesiastical Dept.....					
Total					

Spare copies

The.....	6.8.2	5		
The.....	D.P. 2	4		
The.....	S. 2	3		
The.....	A. 2	10		
The.....	Home (MS) Dept	3		
The.....	Home (P.M.) Dept	4		
The.....	Rev. Dept	2		
The.....	Revenue	10		
The.....				
The.....				
Total		48		

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.

(b) 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 Referencee 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.O.]

TO PRESS, MADRAS OOTY.

A

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

Reference.
Clerk.

Supdt.

B

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

Type may be released after usual interval at once.

Reference.
Clerk.

Supdt.

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.

Reference.
Clerk.

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 ...				