

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1038, 28th August 1919

Scholarships

Sanctioning the proposal of the Director of Public Instruction to award sixteen — and an equal number of fee-remissions for the benefit of Panchamas and other boys belonging to the aboriginal or criminal tribes studying in secondary schools in the Presidency.

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READ—the following papers:—

I

Memorandum No. 192-A1, Home (Education), dated the 28th January 1919.

The Director of Public Instruction is requested to submit his views on the following suggestions that have been made to Government:—

- (1) opening of special secondary schools for the benefit of Panchamas.

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

II

Letter—from the Hon'ble Mr. R. LITTLEHAILES, M.A., Acting Director of Public Instruction.
To—the Secretary to Government, Home (Education) Department.
Dated—Ootacamund, the 28th June 1919.
No.—Camp. 150.

I have the honour to reply to paragraph 1, sub-section (1), of Government Memorandum No. 192-A/1, dated 28th January 1919, on the suggestion that special secondary schools for the benefit of Panchamas might be opened.

2. At the present time only 569 Panchama pupils are reading in secondary schools throughout this Presidency. The districts in which the majority of these pupils are reading are—

South Arcot	...	...	...	...	...	...	...	...	105
Madras	...	...	...	...	...	...	...	...	104
Tinnevely	...	...	...	...	...	...	...	...	73
Tanjore	...	...	...	...	...	...	...	...	61
Godavari	...	...	...	...	...	...	...	...	57
North Arcot	...	...	...	...	...	...	...	...	36
The Nilgiris	...	...	...	...	...	...	...	...	31

Five hundred and eleven out of the 569 Panchama pupils are reading in aided institutions, practically all of these being Missionary institutions. The school which admits most Panchama pupils is the Tindivanam A.A.M. school in South Arcot which has 105 Panchama pupils on its rolls. From these figures it is clear that the present school-going Panchama population is not sufficiently large as to require a separate secondary school in any one place. I do not consider, however, that the statistics on this matter are entirely reliable since a large number of educated Panchama pupils become Christians and are then classified under the heading of Indian Christians who are among the most literate of the various classes in India. The total population of depressed classes is 5,686,342. The question therefore suggests itself as to whether the present facilities offered to Panchamas to secondary education suffice and whether a larger number of Panchamas would not attend secondary schools if special facilities were offered to them. The only privileges which they at present enjoy as regards secondary education are that in all recognized schools fees may be levied from them

at half the standard rates and that in the award of scholarships the claims of those sections of the community who are most in need of aid (and the Panchamas rank among these) will, other conditions being satisfied, be first considered.

3. I do not consider the proposal for collecting the Panchamas into one centre and giving them there a secondary education to be either educationally sound or practically feasible. It is educationally unsound to institute special schools for higher education for a depressed class who have a language and a religion in common with their more fortunate brethren. Panchamas moreover do not look with favour, any more than other sections of the community in India do, to leaving their homes for purposes of education. They should be admitted into all schools on an equal footing with any other section of the community.

4. It may be remarked, *en passant*, that the majority of Panchamas are governed by hereditary instinct and usage when they do not seek a secondary education, that the problem of their education is involved in that and a modification of the conditions and the social structure of Indian society and that it is thus analogous to the problem of the education of girls and women in this country.

5. So far as elementary education is concerned, about 2.13 per cent of the depressed classes of Madras attend schools as compared with only about 3.22 per cent of the total population of India. Arrangements for their elementary education cannot therefore be considered to be altogether unsatisfactory though very much still remains to be done. The abolition of the last paragraph of Rule 99 of the Madras Educational Rules is a step which will permit the easy transfer of Panchama pupils from an elementary to a secondary school and I consider that the abrogation of this paragraph will be of great benefit to the depressed classes in general.

6. The Education Commission of 1882 recommended that the establishment of special schools or classes for children of low-castes be liberally encouraged in places where there is a sufficient number of such children to form separate schools or classes and where the schools maintained from public funds do not sufficiently provide for their education. I suggest that the education of Panchamas might be advanced if in the location of new elementary schools, areas largely peopled by Panchamas be selected and if higher elementary schools which have a large number of Panchamas attending them be gradually raised to the secondary grade.

7. Various special measures have been advocated for the improvement of the education of the backward classes and among these I consider that the grant of fee-remissions and scholarships are the most suitable to induce Panchamas into secondary schools in this Presidency; at the same time managers of aided institutions might be persuaded to admit backward class pupils into their schools by promise of a higher grant than they are otherwise entitled to. This latter suggestion however offers difficulties and I should prefer the adoption of the former measure.

8. With a view to improving Muhammadan education in this Presidency sixteen special scholarships commencing from the first form and continuing throughout the whole of the secondary course are awarded every year to Muhammadans in secondary schools. The Muhammadan population of this Presidency is about $2\frac{1}{2}$ millions while the population of the backward classes including aboriginal or hill tribes, criminal tribes and depressed classes is about seven millions. The suggestion that I have now to make is that in place of opening special secondary schools for the benefit of Panchamas, a number of scholarships be awarded each year to be held by Panchamas, aboriginal tribes or criminal tribes tenable in secondary schools and of the same value as the scholarships which are now awarded to Muhammadans in secondary schools, together with a number of fee-remissions which may be held in conjunction with a scholarship. I suggest at the outset the same number of scholarships as are now awarded to Muhammadans and an equal number of fee-remissions.

9. Macaulay's despatch of 1835 laid down that the education imparted in India should be on western or European lines. The despatch of 1854 advocated the spread of education in India in order to produce a greater efficiency in all branches of the administration by enabling every department of Government to obtain the services of intelligent and trustworthy persons. The time would appear to have now come when it is desirable to obtain in the administrative machinery of this country the services of persons belonging to all the various large sections of the community in

India and it is impossible to do this unless special facilities are offered to Panchamas and other backward classes to obtain higher education. The capable Panchama should be given an opportunity of qualifying himself for a position in life for which he is best fitted whether it is entrance into the Public Service or the taking up of a professional career, e.g., teaching. It seems to me to be therefore a legitimate charge upon public funds to offer special facilities in the way of scholarships and fee-remissions to Panchamas and other backward classes. It may be that in the earlier stages scholarships may have to be awarded to pupils of only slightly more than ordinary average ability instead of to pupils of marked ability but this I consider to be only a temporary and transitional expedient and I have confidence that with increased facilities and a larger number of pupils enjoying secondary education, the general standard of educational ability among the Panchamas will gradually increase so that eventually the scholarships allocated for them will become special to pupils of marked ability just as the scholarships which are now specifically allocated to all sections of the community.

Order—No. 1038, HOME (EDUCATION), dated 28th August 1919.

The Government concur in the opinion of the Director of Public Instruction that the proposal to open a special secondary school for Panchamas is neither educationally sound nor at present practically feasible. They sanction the Director's proposal to institute sixteen scholarships and an equal number of fee-remissions for the benefit of Panchamas and other boys belonging to the aboriginal or criminal tribes studying in secondary schools. The value of these annual scholarships will be fixed at Rs. 3 per mensem when held in Forms I to III and at Rs. 6 per mensem in Forms IV to VI. The scholarships may be held in conjunction with fee-remissions.

2. The Director of Public Instruction is requested to submit through the Accountant-General a reappropriation statement to meet the charge to be incurred in the current official year.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
„ the Accountant-General (through Financial).
„ the Board of Revenue (Land Revenue).
„ G. F. Fiddison, Esq., I.C.S., Officer on special duty, Chexpauk.
Editors' Table.

HOME (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1038, HOME (EDUCATION),
DATED 28TH AUGUST 1919.[SUBJECT.—*Special facilities for the education of the Panchamas.*]

I

Previous papers :

G.O.	380,	Education,	19th June	1911	G.O.	272,	Home (Edn.),	25th Feb.	1918
"	701	"	30th July	1913	"	693	"	1st June	"
"	961	"	14th Aug.	1914	"	1676	"	27th Dec.	"
"	1382	"	7th Dec.	"	"	74	"	20th Jan.	1919
"	35	"	11th Jan.	1915	"	112	"	25th "	"
"	729	"	3rd July	"	"	127	"	29th "	"
"	782	"	17th "	"	"	328	"	17th Mar.	"
"	981	"	8th Sep.	"	"	329	"	17th "	"
"	1462	"	24th Dec.	"	"	332	"	17th "	"
"	104,	Home (Edn.),	24th Jan.	1917	"	748,	Revenue,	29th "	"
"	34	"	11th "	1918	"				

II

From the Director of Public Instruction, Camp, No. 150, dated 26th June 1919.

The Finance Committee, which met in March last, suggested that Government should make special provision for Panchamas, both under primary and secondary education. As the needs of Panchamas had been taken into account in the opening of the new elementary schools (82 out of the 1,170 new schools are for Panchamas), Government considered that no special provision was necessary for them in respect of primary education (G.O. No. 74, Home (Education), dated 20th January 1919). But as regards secondary education, the Director of Public Instruction was requested to report on the need for special provision, if any (Memorandum No. 192 A-1, dated 28th January 1919).

2. The Director states that the proposal to open a special school for Panchamas is neither educationally sound nor practically feasible. He is for admitting them into all schools on an equal footing with students belonging to the other sections of community. The total number of Panchamas in secondary schools in the Presidency is only 569 and this is distributed among a large number of districts. South Arcot and Madras which have the largest number of Panchama students get only 105 and 104 respectively. The Director therefore considers that the present school-going population is not sufficiently large to justify the opening of a separate secondary school for them in any one place. This opinion may be concurred in.

3. The special measure that the Director suggests for the improvement of the secondary education of Panchamas is the grant of scholarships and fee-remissions. The latter may be held in conjunction with the former. He would fix the number of these at 16 each to begin with. The scholarships are to be of the same value as those awarded to Muhammadans in secondary schools, viz., Rs 3 per mensem in forms I to III and Rs. 6 per mensem in forms IV to VI. The Director does not restrict these scholarships or fee-remissions to Panchama students, but would extend them to the students belonging to the aboriginal or criminal tribes also. The proposals may be generally approved.

4. Government have sanctioned scholarships taking the form of remission of fees in certain institutions, viz., Queen Mary's College for Women, Madras, and the Presidency College, Madras (G.O. No. 961, Educational, dated 14th August 1914,

and G.O. No. 380, Educational, dated 19th June 1911). But these remissions may not ordinarily be held in conjunction with other scholarships. According to the Director's present proposal, while the fee-remissions they hold would enable students to be admitted into schools as free-scholars, the scholarships may be utilized by them towards other incidental expenses of education, such as the purchase of books, etc. Thus, parents are saved a great portion of the expenses of the education of the boys. This, it is submitted, is likely to prove to be a great incentive to parents to send boys to school. It is for consideration whether in view of the backwardness of Panchamas and the criminal and the aboriginal tribes, the Director's proposals may be accepted.

3. The extra cost involved if the Director's proposals are approved is as shown below:—

	RS.
* If calculated from the 1st July.	If all the 16 scholarships are awarded in form I the cost for 8 months * in the first year.
	$3 \times 8 \times 16$
	= 384
	Similarly for the 16 fee-remissions the cost per year is +
	11×16
	= 176
	—
	Total cost for the first year 560

	RS.
† Cost at the end of the first year	752
Do. second "	$2 \times 752 = 1,504$
Do. third "	$3 \times 752 = 2,256$
Cost per year of 16 scholarships and 16 fee remissions in form IV, V or VI	1,488
Cost at the end of the fourth year Rs. 2,256 +	3,744
1,488	5,232
Cost at the end of the fifth year	6,720
Do. sixth "	6,720

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

T.K.—8-7-19.

S.A.—8-7-19.

C. RAMANUJA ACHARIYAR—9-7-19.

An important question of principle is involved in this file, whether, at the present time, the best method of imparting secondary education to Panchamas is by the starting of a special secondary school or by encouraging admission in other schools. In G.O. No. 329, dated 17th March 1919, Government have already pronounced against the provision of special schools as an adequate or a permanent solution. The Director of Public Instruction reports, in addition to other theoretical reasons, that no one locality can now afford sufficient material for the running of a special secondary school. It follows therefore that the only measure now practicable is to encourage the admission of individual pupils in existing schools for the general classes. This does not, however, preclude the consideration in the future of the feasibility of starting special schools, as education advances. Though it is clear that even this provision will be transitional and the ultimate situation would be in years to come when special caste schools would be unnecessary.

2. In the Government Order referred to above, local bodies have been advised to counteract some of the difficulties and disabilities telling on the Panchamas. But the main difficulty is want of means of this backward community. And the Director of Public Instruction attempts to meet this in his present communication. Personally I consider that his proposals are inadequate. Sixteen scholarships of the low amounts referred to are not sufficient to make any appreciable effect. A Toda boy in the Ootacamund school gets per month Rs. 6 from the State and Rs. 6 from private charity—in all Rs. 12 [G.O. No. 328, Home (Education), dated 17th March 1919]. But the State aided admission of such boys in public schools is likely at the outset to lead to much public clamour and it may perhaps be wise to 'advance slowly'.

3. I wish to note however that the Board of Revenue in Board's Proceedings, Revenue Settlement No. 60, dated 18th March 1918 (paragraph 15) has pronounced in favour of special schools; but this cannot be pursued against the Director of Public Instruction's deliberate assertion that no such school is feasible at present (G.O. No. 748, Revenue, dated 29th March 1919).

4. The Director of Public Instruction's proposals are for sanction.

R. RAMACHANDRA RAO—10-7-19.

FINANCIAL DEPARTMENT.

In order to promote the secondary education of Panchamas, aboriginal and criminal tribes, it is proposed to institute 16 scholarships together with 16 fee-remissions which may be held in conjunction with scholarships. The value of these scholarships and fee-remissions is—

	Form I to III.	Form IV to VI.
	RS.	RS.
Scholarships	36	72
Fee-remissions	22	42

As the Panchamas are already eligible for admission on half-fees, the real extra cost of fee-remissions is only Rs. 11 per annum in forms I to III and Rs. 21 per annum in forms IV to VI. The total ultimate extra cost is

	Per annum.
	RS.
Scholarships 16 ($3 \times 36 \times 3 \times 72$) = ...	5,184
Fee-remissions 16 ($3 \times 11 \times 3 \times 21$) = ...	1,536
Total	6,720

The immediate extra cost cannot be calculated, as it cannot be stated how many of the existing pupils may be awarded these concessions.

2. It is not usual to combine scholarships with fee-remissions. But the Home (Educational) Secretary considers that the concession proposed by the Director of Public Instruction may not prove sufficiently attractive to the Panchamas. The value of the concession to each boy is nearly Rs. 4 per mensem in forms I to III and Rs. 7½ per mensem in forms IV to VI. These do not seem high for the classes of pupils for whom the concessions are intended, and the proposals may perhaps be accepted as a special case.

3. There is no provision in the budget for the current year and the Home (Education) Department presume that effect will be given to the proposals only from next year. If funds can be found by reappropriation, this department need not object to introducing the scheme earlier.

Would gladly agree.

N.E.M.—6-8-19.

T.A.S.—4-8-19.

J. M. HOOPER—5-8-19.

N. E. MARJORIBANKS—6-8-19.

HOME (EDUCATION) DEPARTMENT.

Financial agrees to the introduction of the Director of Public Instruction's scheme for the development of Panchama education, even in the current year provided the necessary funds therefor can be found by reappropriation. Almost all the high schools in the presidency opened in June last and it is perhaps too late to give effect to the scheme in the current year.

2. A draft n.o. note to the Director of Public Instruction as regards the provision of funds for the scheme is, however, submitted for approval.

T.K.—7-8-19.

N.K.—8-8-19.

C. RAMANUJA ACHARIYAR—9-8-19.

R.R.—12-8-19.

Schools in the Presidency.
 The value of each Scholarships will be
 which will be awarded
 annually is fixed at Rs 3/-
 per mensem when held in
 Forms I to III and at Rs 6/-
 per mensem when held in
 Forms IV to VI. Any of
 the Scholarships may be
 held in conjunction with
 a fee-remissions

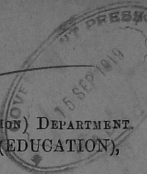
2. The D.P.I. is requested
 to submit through the A.G.
 a reappropriation statement
 to meet the charge to be
 incurred in the current
 official year.

JK
 23.8.19
 MB
 23/8/19
 A
 27/8/19
 MB
 26/8/19

To the D.P.I.
 .. A.G. this file
 .. Board of Rev. H.R.
 G. F. Paddison Esq. I.C.S.
 Officer on Spl Duty. Chapra
 E. T.

These are all

For
 Ph and like
 JK
 11-9-19
 MB
 22/9/19



HOME (EDUCATION) DEPARTMENT.
 NOTES CONNECTED WITH G.O. No. 1038, HOME (EDUCATION),
 DATED 28TH AUGUST 1919.

[SUBJECT.—Special facilities for the education of the Panchamas.]

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 9/5/19

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* If calculated from the 1st July.	If all the 16 scholarships are awarded in form I the cost for 8 months * in the first year.	Rs. 3 × 8 × 16 = 384
+ Fee per year in forms I to III is Rs. 24, but backward classes have to pay only half this amount.	Similarly for the 16 fee-remissions the cost per year is +	11 × 16 = 176
	Total cost for the first year	560

† Cost at the end of the first year	Rs. 752
Do. second year	2 × 752 = 1,504
Do. third year	3 × 752 = 2,256
Cost per year of 16 scholarships and 16 fee remissions in form IV, V or VI	1,488
Cost at the end of the fourth year	2,256 + 1,488 = 3,744
Cost at the end of the fifth year	3,744 + 1,488 = 5,232
Do. sixth year	5,232 + 1,488 = 6,720

4. The cost per year will rise to Rs. 6,720 at the end of the sixth year where it will remain stationary. There is no provision for the charge in the current year's budget estimate. Apparently the Director proposes to give effect to the scheme only next year.

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

T.K.—8-7-19.

S.A.—8-7-19.

C. RAMANUJA ACHARIYAR—9-7-19.

An important question of principle is involved in this file, whether, at the present time, the best method of imparting secondary education to Panchamas is by the starting of a special secondary school or by encouraging admission in other schools. In G.O. No. 329, dated 17th March 1919, Government have already pronounced against the provision of special schools as an adequate or a permanent solution. The Director of Public Instruction reports, in addition to other theoretical reasons, that no one locality can now afford sufficient material for the running of a special secondary school. It follows therefore that the only measure now practicable is to encourage the admission of individual pupils in existing schools for the general classes. This does not, however, preclude the consideration in the future of the feasibility of starting special schools, as education advances. Though it is clear that even this provision will be transitional and the ultimate situation would be in years to come when special caste schools would be unnecessary.

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NOTES TO G.O. No. 1038, HOME (EDUCATION), 28TH AUGUST 1919
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R. RAMACHANDRA RAO—10-7-19.

FINANCIAL DEPARTMENT.

In order to promote the secondary education of Panchama aboriginal and criminal tribes, it is proposed to institute 16 scholarships together with 16 fee-remissions which may be held in conjunction with scholarships. The value of these scholarships and fee-remissions is—

	Form I to III.	Form IV to VI.
	RS.	RS.
Scholarships	36	72
Fee-remissions	22	42

As the Panchamas are already eligible for admission on half-fees, the real extra cost of fee-remissions is only Rs. 11 per annum in forms I to III and Rs. 21 per annum in forms IV to VI. The total ultimate extra cost is

	Per annum.
	RS.
Scholarships 16 ($3 \times 36 \times 3 \times 72$) =	5,184
Fee-remissions 16 ($3 \times 11 \times 3 \times 21$) =	1,586
Total	6,720

The immediate extra cost cannot be calculated, as it cannot be stated how many of the existing pupils may be awarded these concessions.

2. It is not usual to combine scholarships with fee-remissions. But the Home (Educational) Secretary considers that the concession proposed by the Director of Public Instruction may not prove sufficiently attractive to the Panchamas. The value of the concession to each boy is nearly Rs. 4 per mensem in forms I to III and Rs. 7½ per mensem in forms IV to VI. These do not seem high for the classes of pupils for whom the concessions are intended, and the proposals may perhaps be accepted as a special case.

3. There is no provision in the budget for the current year and the Home (Educational) department presume that effect will be given to the proposals only from next year. If funds can be found by reappropriation, this department need not

object to introducing the scheme earlier.
A.S.—4-8-19.

J. M. HOOPER—5-8-19.
N. E. MARJORIBANKS—6-8-19.

HOME (EDUCATION) DEPARTMENT.

Financial agrees to the introduction of the Director of Public Instruction's scheme for the development of Panchama education, even in the current year provided the necessary funds therefor can be found by reappropriation. Almost all the high schools in the presidency opened in June last and it is perhaps too late to give effect to the scheme in the current year.

2. A draft u.o. note to the Director of Public Instruction as regards the provision of funds for the scheme is, however, submitted for approval.

T.K.—7-8-19.
N.K.—8-8-19.

C. RAMANAJA ACHARIYAR—9-8-19.
R.R.—12-8-19.

P. Acharya

NOTES TO G.O. No. 1038, HOME (EDUCATION), 28TH AUGUST 1919

HOME (EDUCATION) DEPARTMENT.

From the Director of Public Instruction, Camp No. 150, dated 26th June 1919.

PANCHAMA EDUCATION.

With reference to his letter Camp No. 150, dated 29th June 1919, the Director of Public Instruction may be requested (u.o.) to state whether he proposes to give effect to his scheme for the grant of special scholarships to Panchamas even in the current year and, if so, to indicate the source from which the extra cost involved can be met.

T.K.—7-8-19.

N.V.—8-8-19.

C. RAMANUJA ACHARIYAR—9-8-19.

R. RAMACHANDRA RAO—12-8-19.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

U.O. Camp No. 279, dated 17th August 1919.

I propose to take steps to give effect to the scheme as soon as the orders of Government thereon issue. The extra cost can be met from anticipated savings in the provision of Rs. 1.32 lakhs in the budget of the current year for model secondary schools. The cost will be small, the maximum possible being only Rs. 1,160.

R. LITTLEBAILES—16-8-19.

HOME (EDUCATION) DEPARTMENT.

A draft order sanctioning the Director of Public Instruction's proposals is submitted for approval. The Director of Public Instruction may be asked to submit a formal reappropriation statement through the Accountant-General as the proposed reappropriation may not be within his sanctioning powers.

T.K.—20-8-19.

N.K.—23-8-19.

C.R.—25-8-19.

R.R.—26-8-19.

L. D[AVIDSON]—27-8-19.

[G.O. No. 1038, Home (Education), dated 28th August 1919.]

PRESS SLIP.

~~ORDINARY.~~

PREFERENCE.

~~URGENT (a).~~

Scott, II-38-1-17.

Home (28) DEPARTMENT.

Current No. dated 191 ..

G.O. No. 1038, dated 28.8.1919.

Number of MS. pages sent {
 (b) Correspondence. 7
 (b¹) Notes. 10

Scholarships

Copies required when struck off copies (or volumes and which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.			
Madras Records ..	4	25	25
Copy Records ..		4	4
For filing with original ..		1	
Total ..		30	30

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies ..		3			
India Office ..					
Govt. of India .. Dept.					
Revenue Department ..					
Public Works Department ..					
Local and Municipal Department ..					
Educational Department .. Dept.					
Police Dept.					
Judicial Dept.					
Political ..					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total ..					
Spare copies					
The. S.P.?		4			
The.					
The.					
The. A.S.		2			
The.					
The.					
The. extra		2			
The.					
The.					
The.					
The.					
The.					
The.					
Total ..		30			

Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

† To be initialled and dated.

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.

TO PRESS, MADRAS CITY.

A

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

B

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

Type may be released after usual interval at once.

Referencer.
Clerk.

Referencer.
Clerk.

C

As the matter is clear and has been carefully edited, (b) not be sent. Please print number of copies as indicated. Type may be released after usual

JK
28-8-19

SPECIAL INSTRUCTIONS.

Press
Please prepare signature copies for the
Supt in charge Home Dept
JK
28-8-19

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.	
Received in Press on.....		<i>1/9/19</i> <i>JK</i>	
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.
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 ...			