

Government of Madras
HOME DEPARTMENT (EDUCATION)

G.O. No. 1299, 27th October 1919

University of Madras

Communicating to the Syndicate of the — the report on the audit of the accounts of the
University for the year ending 31st March 1919.

INDEXED

ORIGINAL

HOME DEPARTMENT (EDUCATION)

G.O. No. 1299, 27th October 1919

University of Madras

Communicating to the Syndicate of the — the report on the audit of the accounts of the University for the year ending 31st March 1919.

READ—the following paper :—

Letter—from A. NEWMARCH, Esq., Accountant-General.
To—the Secretary to Government, Home (Education) Department.
Dated—Fort St. George, the 16/18th October 1919.
No.—O.A. 9-15165.

I have the honour to report that the accounts of the University of Madras for the year ending the 31st March 1919 have been audited. The usual statements A to J are attached.

2. *Statement A shows the transactions of the Fee Fund Account.* Rupees 58,750, invested in treasury bills during 1917-18 having matured during the year under report, Rs. 48,000 was utilized in the purchase of 5½ per cent war bonds of 1928 and the remaining sum of Rs. 18,750 was transferred to current account. Out of Rs. 1,75,000 held in fixed deposit by the Bank of Madras at the beginning of the year, a net sum of Rs. 1,05,000 had also to be transferred to current account during the course of the year. Treasury bills for Rs. 1,22,281-4-0 were purchased during the year out of the cash in the current account, so that the invested balance at the close of the year consisted of Rs. 5,00,000 in 3½ per cent securities of 1865, Rs. 2,56,800 in 5 per cent war loan securities of 1929-47, Rs. 40,000 in 5½ per cent war bonds of 1928, Rs. 70,000 in fixed deposit with the Bank of Madras and Rs. 1,22,281-4-0 in treasury bills. The receipts of the fund during the year amounted to Rs. 3,84,457-0-9 and the charges to Rs. 3,15,318-0-1, which resulted in a net surplus of Rs. 69,139-0-3. This surplus together with the opening cash balance of Rs. 41,530-0-1 amounted to Rs. 1,10,669-0-9. Owing to the transactions in connexion with treasury bills, war bonds and fixed deposits referred to above, a sum of Rs. 1,468-12-0 was added to cash and the resultant cash balance on the 31st March 1919 amounted to Rs. 1,12,137-12-9. The balance acknowledged by the Accountant-General, however, is Rs. 1,07,150-8-3 and the difference of Rs. 4,987-4-6 is explained below :—

	RS.	A.	P.
1. Amount of unspent balance on the 31st March 1919 which remained with the Public Works Department out of the sums placed at its disposal by the Accountant-General.	512	4	6
2. Permanent Advance of the Registrar	5,000	0	0
Total	5,512	4	6
<i>Deduct—</i>			
Amount wrongly credited to the University fee fund in Accountant-General's books.	540	0	0
<i>Less—</i>			
Amount short credited to the fund in the Accountant-General's books.	15	0	0
Net excess credit in the Accountant-General's books	525	0	0
	4,987	4	6

(ii) The permanent advance of Rs. 5,000 has been acknowledged by the Registrar as due from him on the 31st March 1919. This advance is deposited in the Bank of Madras in the name of the Registrar in a separate account along with certain undisbursed sums due to the settlers of question papers, residing in places outside the Presidency, which were paid to the Registrar for the purpose of

remittance to the parties concerned. The amount actually at credit of this account on 31st March 1919 was Rs. 4,559-9-5 as explained below :—

	RS.	A.	P.
Permanent advance	5,000	0	0
Add Uncashed cheques	2,819	14	0
Total	7,819	14	0
Deduct Paid bills and cash in hand	4,396	14	0
Add Remuneration to setters of question papers	3,423	0	0
	1,136	9	5
Total as per Bank Pass Book	4,559	9	5

(iii) The amount of compensation received during the year from the several Governments for the loss of income to the University on account of the introduction of the Secondary School-Leaving Certificate Examination was Rs. 29,560-5-8, which includes Rs. 24,000 from the Government of Madras. The shortage of Rs. 76 as compared with the receipts of the previous year is due to short receipts from the Government of Travancore in consequence of increased charges for conducting the examination. No compensation has been received from His Exalted Highness the Nizam's Government since this examination was instituted in the Hyderabad State, as the scheme is reported to have worked at a loss there, all along.

(iv) The increase in receipts during the year under report as compared with the previous year, of about Rs. 16,000, is due to increase under the following heads :—

	RS.
1. Fees from candidates	800
2. Registration of graduates	3,200
3. Fees for degrees in absentia	800
4. Fees for Economic tuition and other fees	1,200
5. Sale-proceeds of University publications, etc.	3,500
6. Interest on securities	6,500
Total	16,000

The expenditure, however, fell during the year by about Rs. 28,100 which is accounted for by increases and decreases as shown below :—

Decreases—		RS.
1. Fees to Examiners	...	8,000
2. Remuneration to Superintendents	...	1,600
3. Do. to editors of text-books	...	3,600
4. Repairs to Senate House	...	2,700
5. Contingent charges at Madras	...	14,200
6. Studentships	...	2,800
Total decreases	...	32,900
Increases—		RS.
1. Salary of the Registrar and his establishment	2,500	
2. Contingent expenditure and postage and telegram charges in districts	400	
3. Cost of University lectures	1,500	
4. Secondary school-leaving certificate tabulation charges	300	
5. Refunds	100	
Total increases	4,800	
Net decrease	28,100	

3. *Statement B* shows the amount of fees collected from candidates and the amount of remuneration paid to examiners, etc., in respect of the different University examinations

4. *Statement C* exhibits the transactions in connexion with Stock Account of the University publications.

5. *Statement D* shows the transactions of the Endowment Fund Account. Government securities to the nominal value of Rs. 3,100 were purchased during the year from the cash balance of this account. An endowment of three Bank of Madras

shares of the face value of Rs. 1,500, was accepted from the trustees of the Lakshminarasa Reddi Public Hall, Nellore, on account of three gold medals. The Bank of Madras shares were not transferred to the University before the close of the year under report. The medals were however awarded at the Convocation of 1918, out of a special contribution from the trustees.

(ii) The annual rent of Rs. 480 due from Government on Tum Kum Property in Madura (Johnston of Carusallach Scholarship) for the year 1918, was received during the year.

(iii) The total amount of securities of Rs. 2,81,150 as well as the balance in sh Rs. 8,710-12-9 with the Bank at the end of the year agreed with the Bank's acknowledgments, after allowing for a difference of Rs. 42 due to uncashed cheques.

6. *Statement E* shows the accounts relating to Grants paid by Government for inspection of Colleges and travelling expenses of Fellows, etc.—This account opened with a balance of Rs. 13,536-7-9 and closed with a balance of Rs. 10,110-1-11, which was found to agree with the balance acknowledged by the Bank after allowing for a sum of Rs. 764-8-0 on account of uncashed cheques.

7. *Statement F* shows the accounts relating to Grants paid by Government for University Vacation Lectures.—Government Promissory notes for Rs. 1,00,000 were sold during the year to meet the expenditure under this head, which included Rs. 3,429-14-8 being the scholarship paid to Mr. S. Ramanujam, F.R.S., a University student of Cambridge (now in India), and Rs. 3,796-15-3 on account of the cost of vacation lectures incurred during the year under report. The balances in securities and cash (Rs. 28,500 and Rs. 1,095-7-2) agreed with those acknowledged by the Bank.

8. *Statement G* shows the transactions relating to the Grants paid by Government for Tamil Lexicon.—The account opened with a balance of Rs. 1,252-3-0 exclusive of the permanent advance of Rs. 10 held by the correspondent of the Lexicon Committee. The amount received from Government during the year was Rs. 13,000 and the charges for establishment, contingencies, etc., amounted to Rs. 12,814-6-10 only. In G.O. No. 198, Home (Education), dated the 16th February 1918, the Government approved of the grant of honoraria to members (other than members ex-officio) of the Committee, but no payments in this connexion were made until April 1919. The closing balance of Rs. 1,437-12-2 (which is exclusive of Rs. 10 being the permanent advance with the Chairman) agreed with that acknowledged by the Bank.

9. *Statement H* shows the accounts relating to Government Grants (non-recurring).—A sum of Rs. 2,50,000 was withdrawn from fixed deposit and invested in war bonds, 1923; other sums aggregating Rs. 18,000 were also withdrawn from fixed deposit to meet current expenditure. During the year, a sum of Rs. 40,000 was placed in fixed deposit by transfer of a portion of the accumulated interest. The balance at the end of the year in war bonds (Rs. 6,50,000), in fixed deposits (Rs. 1,84,000), and in current account (Rs. 5,001-1-0) agreed with the certificate balance furnished by the Bank after allowing for a sum of Rs. 270 on account of an uncashed cheque.

10. *Statement I* shows the accounts relating to Government Grants (recurring).—The receipts under this head consisted of the recurring grant of Rs. 65,000 from Government and of interest of Rs. 16,896-4-3 accumulated on the invested funds. The expenditure included Rs. 8,484-1-0 on account of the Professorship in Indian History and Archaeology, Rs. 9,000 on account of the development of study upon modern lines of the languages of Southern India, and Rs. 870-12-4 on account of contingencies. Under the head "Development of study upon modern lines of the languages of Southern India", there was a decrease of expenditure of Rs. 6,000 as compared with the previous year, due to there being no charge for readerships incurred in the year under report. The balance at the end of the year in War Bonds (Rs. 2,72,500), in fixed deposit Rs. 87,800 and cash Rs. 7,243-1-11 (exclusive of the permanent advance of Rs. 20) agreed with that acknowledged by the Bank after allowing for a sum of Rs. 2,213-9-0 on account of uncashed cheques.

11. *Statement J* shows the accounts of the University Expansion Fund.—Interest realised on Government securities during the year amounted to Rs. 377. A charge of Rs. 698 was incurred on prizes for two scientific essays in Telugu in connexion with the Ramarayaningar Endowment. These essays do not appear to have come out in print though the main object of the endowment would appear to be to encourage

scientific publications and not merely individual proficiency. The balance at the end of the year in securities, Rs. 10,800 and in cash Rs. 781-8-0 agreed with that acknowledged by the Bank.

12. No serious irregularities were noticed during the course of the monthly audit of the accounts. The several minor defects noticed during the course of the year were communicated to the Registrar from time to time for rectification through the periodical audit notes.

ENCLOSURES

(1)

A.—Abstract of receipts and charges of the University Fee Fund for the year ending 31st March 1919.

	Amount.		
	RS.	A.	P.
Receipts—			
Fees from candidates for examination including diploma for economics.	2,83,823	0	0
„ for admission to M.A. (Honours) Degree	1,875	0	0
„ for registration of graduates	4,199	0	0
„ for certificates	467	0	0
„ for degrees in absentia	1,800	0	0
„ for change of names	185	0	0
„ for furnishing marks to candidates	1,043	0	0
„ for economic tuition	1,600	0	0
Other fees	27	8	0
Sale-proceeds of University Publications, Calendars, Secondary School Leaving Certificate, Matriculation, Intermediate and B.A. test books, etc.	20,011	11	6
Interest realised on Government securities and War Loan.	34,986	11	7
„ Treasury Bills	1,250	0	0
„ Fixed deposits	3,628	12	0
Compensation from the Government of Madras, Mysore, Travancore and Cochin and the Resident in Bangalore for the loss of income of the University on account of the introduction of Secondary School Leaving Certificate Examination.	29,560	5	8
Total	3,84,457	0	9
Charges—			
Salary of the Registrar and his establishment	33,903	15	9
Fees to examiners	1,63,853	0	1
Remuneration to Superintendents and stipends to chairmen.	15,224	0	0
Remuneration to editors of text-books	3,914	8	0
Postage and telegram charges	3,240	8	9
Municipal taxes	2,807	13	10
Repairs to the Senate House by the Public Works Department.	2,439	11	6
Contingent charges at Madras	69,497	10	3
„ districts	2,724	6	11
Cost of University lectures delivered under Regulation 394.	3,500	0	0
Cost of University studentships	6,922	13	0
Refund of fees	314	8	0
Contribution to the University Library Revenue account of 1918-19.	5,650	0	0
Secondary School Leaving Certificate tabulation charges	1,325	0	0
Total	3,15,318	0	1
Surplus	69,139	0	8

Statement of balances.

	Treasury Bills.	War loan.	Government securities.	Fixed deposits.	Cash.
	RS. A. P.	RS.	RS.	RS.	RS. A. P.
Balance on the 1st April 1918	58,750 0 0	2,56,800	5,00,000	1,75,000	41,530 0 1
Add surplus of the year					69,139 0 8
Invested in War loan and transferred to cash.	58,750 0 0	40,000			18,750 0 0
Amount withdrawn from fixed deposits				1,60,000	1,60,000 0 0
Do. invested in fixed deposits				55,000	55,000 0 0
Do. invested in Treasury Bills	1,22,281 4 0				1,22,281 4 0
Total	1,22,281 4 0	2,96,800	5,00,000	70,000	1,12,187 12 9

(2)

B.—Statement showing the number of candidates for the different examinations from whom fees were collected in 1918-19 and the remuneration due to examiners.

	Number of candidates.	Fees received.	Total.	Remuneration to Examiners.			Excess or deficiency fees.	
				Paid in 1918-19.	Not paid in 1918-19.	Total.		
Arts.								
Matriculation	33	396	396	..	144	144	+ 252	Arts.
Intermediate Examination in Arts—whole.	4,252	1,02,048						
Intermediate Examination—Part I.	1,558	24,928	1,34,656	..	54,024	54,024	+ 80,632	
Intermediate Examination—Part II.	480	7,680						
B.A. Parts I and II	2,217	70,306	84,576	..	35,601	44,663	+ 39,913	
B.A. (Honours) Preliminary ..	152	1,520			9,062			
Do. Final	255	12,750						
Setting fees for the above examinations.	..	..	..	..	20,880	20,880	— 20,880	
Tabulation charges	..	..	..	..	5,112	5,112	— 5,112	
Total	..	..	2,19,628	..	..	..	..	
Teaching.								
L.T. Degree Examination	276	4,140	..	..	2,655	..	..	Teaching.
Tabulation charges	..	..	..	..	25	..	..	
Total	..	..	4,140	..	..	2,680	+ 1,460	
Law.								
F.L. Examination, October and April, New.	162 + 452	18,420	..	1,916	4,586	..	..	Law.
B.L. Examination, October and April, New.	214 + 502	21,480	..	2,305	5,536	..	..	
M.L. Examination	36	3,600	..	..	2,970	..	..	
Tabulation charges	..	..	..	100	150	..	..	
Total	..	..	43,500	..	..	17,668	+ 25,837	
Medical.								
First L.M.S. Examination, October and April.	1 + 4	50	..	5,865	12,536	..	..	Medicine.
Second L.M.S. Examination, October and April.	4 + 17	430						
Third L.M.S. Examination, October and April.	6 + 11	680						
Final L.M.S. Examination, October and April, New.	26 + 19	1,410						
First M.B. and B.S. Examination, October and April.	32 + 85	2,865						
Second M.B. and B.S. Examination, October and April.	23 + 57	1,700						
Third M.B. and B.S. Examination, October and April.	15 + 41	2,240						
Final M.B. and B.S. Examination, October and April.	24 + 45	2,835						
Tabulation charges	..	..	..	100	100	..	..	
Total	..	..	12,210	..	..	18,601	— 6,391	
Engineering.								
First Examination in Engineering.	51	1,020	..	..	1,783	..	..	Engineering.
B.E. Degree Examination	32	960	..	..	3,769	..	..	
Tabulation charges	..	..	..	..	25	..	..	
Total	..	..	1,980	..	..	5,577	— 3,597	
Oriental Titles Examinations.								
Tabulation charges	156	1,990	..	..	1,911	..	..	Oriental Titles (Arts).
Total	..	..	1,990	..	..	2,186	— 196	
Diploma in Economics	15	375	..	..	747	..	..	
Tabulation charges	..	..	..	..	* 25	..	..	
Total	..	..	375	..	..	772	— 397	Economics (Arts).
Grand total	11,253	2,83,823	2,83,823	10,286	1,62,016	1,72,302	1,11,521	1,11,521

(3)

C.—Statement showing the number of books published by the University of Madras during 1918-19, the number sold, the number distributed gratis and the balance.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Matriculation syllabus.	Ancient Indian Polity.	Intermediate text-books of 1918.	Intermediate text-books.	B.A. text-books.	Matriculation text-books of 1918.	S.S.L.C. text-books of 1918.	S.S.L.C. text-books of 1919.	Question papers 1918.
Balance with S.P.C.K. Press	2,857	41	24	3,829	1,473	306	2,613	30,840	600
Number printed	..	..	..	..	1,000	..	..	..	..
Total	2,857	41	24	3,829	2,473	306	2,613	30,840	600
Sold up to 31st March 1919	18	20	..	108	18	45	21	29,114	8
Returned to the Registrars not saleable.	..	..	24	..	..	261	2,592	..	..
Issued gratis	..	..	..	..	5	..	..	206	322
Total	18	20	24	108	23	306	2,613	29,320	330
Balance with the S.P.C.K. Press	2,839	21	..	3,721	2,450	..	..	1,520	270

	Calendars of						Question papers of	
	1917, Volume I.	1918, Volume I.	1918, Volume II.	1918, Volumes I and II.	1919, Volume I.	1919, Volume II.	1916.	1917.
	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Balance with S.P.C.K. Press	35	203	74	75	700	500	11	128
Number printed	..	..	..	..	..	..	..	..
Total	35	203	74	75	700	500	11	128
Sold up to 31st March 1919	2	176	71	73	28	..	..	104
Returned to the Registrars not saleable.	33	..	..	..	..	..	11	..
Issued gratis	..	22	3	2	315	4	..	24
Total	35	198	74	75	343	4	11	128
Balance with the S.P.C.K. Press	..	5	..	..	357	496	..	..

* Of this five copies are in the office.

(4)

D.—Abstract of the University Endowment Account for the year ending the 31st March 1919.

Particulars.	Government and other securities.	Cash.
	RS.	RS. A. P.
Balance on the 1st April 1918	2,78,050	6,326 8 7
<i>Receipts.</i>		
Amount realized on Government and other securities.	..	9,836 15 9
Annual contribution from Government on account of Tumkur property for 1918.	..	480 0 0
Contribution received from M.R.Ry. Rao Bahadur T. Subrahmanya Ayyar to meet the cost of new dies for the L.C. Miller medal.	..	69 12 0
Contribution from the Fee Fund to meet excess charges.	..	28 0 0
Amount received for medals on account of a new endowment.	..	525 0 0
Government securities purchased during the year from the cash balance of the account.	3,100	..
Total	2,81,150	17,266 4 4
<i>Charges.</i>		
Cost of Government securities purchased during the year.	..	3,100 0 0
Scholarships, etc., paid	..	5,455 7 7
Total	..	8,555 7 7
Balance on the 31st March 1919	2,81,150	8,710 12 9

(5)

E.—Abstract of receipts, charges and balance of the amounts contributed by Government on account of the travelling allowance of Fellows and Members of the Boards of Studies and inspection of colleges for the year ending 31st March 1919.

Particulars.	Amount.
	RS. A. P.
Opening balance on the 1st April 1918	13,536 7 9
<i>Receipts.</i>	
Amount sanctioned by Government in G.O. No. 1552, Home (Education), dated 4th December 1918.	20,000 0 0
Total	33,536 7 9
<i>Charges.</i>	
Amount paid on account of travelling allowance of Fellows and Members of Boards of Studies, etc.	13,322 13 0
Amount paid on account of inspection of colleges	10,103 8 10
Total	23,426 5 10
Balance on the 31st March 1919	10,110 1 11

(6)

F.—Abstract of receipts, charges and balance of the grants sanctioned by Government for vacation lectures during 1918-19.

Particulars.	Government securities.	Cash.
	RS.	RS. A. P.
Balance on 1st April 1918	38,500	777 2 6
<i>Receipts.</i>		
Interest realized on Government securities...	..	1,169 2 7
Sale-proceeds of Government securities for the nominal value of Rs. 10,000.	..	6,376 0 0
Total	38,500	8,322 5 1
<i>Charges.</i>		
Amount paid on account of scholarship due to Mr. S. Ramanujan, F.R.S.	..	3,429 14 8
Vacation lectures	..	3,793 13 3
Cost of a cheque book	..	3 2 0
Sale of Government securities as above	10,000	..
Total	10,000	7,226 13 11
Balance on the 31st March 1919	28,500	1,095 7 2

(7)

G.—Abstract of receipts, charges and balance of the amount contributed by Government on account of Tamil Lexicon account for 1918-19.

Particulars.	Amount.
	RS. A. P.
Balance on the 1st April 1918—	
Permanent advance	10 0 0
Cash in the Bank	1,252 3 0
	1,262 3 0
<i>Receipts.</i>	
Amount sanctioned by Government in G.O. No. 476, Home (Education), dated 12th April 1918.	13,000 0 0
Total	14,262 3 0
<i>Charges.</i>	
Amount paid on account of establishment, house-rent allowance to correspondent, purchase of books, etc.	12,814 6 10
Balance on the 31st March 1919—	
Permanent advance	10 0 0
Cash in the Bank	1,437 12 2
	1,447 12 2

(8)

Abstract of receipts, charges and balance of the amount contributed by Government on account of non-recurring grant account for 1918-19.

Particulars.	War bonds.	Fixed deposit in Bank.	Cash.
	RS.	RS.	RS. A. P.
Balance on the 1st April 1918	4,00,000	4,12,000	5,053 5 11
<i>Receipts.</i>			
Amount invested in war bonds, 1923	2,50,000	2,50,000	
Interest realized on war bonds and fixed deposits	..	..	40,988 13 ..
Amount transferred from interest to fixed deposits	..	40,000	40,000 0 0
Amount withdrawn from fixed deposits	..	18,000	18,000 0 0
<i>Charges.</i>			
Total ..	6,50,000	1,84,000	24,042 3 1
Building (rent of temporary university office at Moore's Garden)	..	..	1,800 0 0
Professorship in Indian Economics	..	..	16,670 10 1
Purchase of books and manuscripts	..	..	570 8 11
Total ..	..	..	19,041 3 0
Balance on the 31st March 1919 ..	6,50,000	1,84,000	5,001 0 1
	8,34,000 *		

* Investment in war bonds made out of the original grant	RS.
Do. in fixed deposits made out of the original grant	6,50,000
Do. made from the interest on the above	74,000
	1,10,000
Total ..	8,34,000
War bonds, 1920	..
Do. 1923	4,00,000
Fixed deposits, 5 per cent	2,50,000
Do. 4 1/2	1,23,000
	61,000
Total ..	8,34,000

(9)

Abstract of receipts, charges and balance of the amount contributed by Government on account of recurring grant account for 1918-19.

Particulars.	War bonds, 1928.	Fixed deposit in Bank.	Cash.
	RS.	RS.	RS. A. P.
Balance on the 1st April 1918--			
In Bank	..	2,98,500	5,601 11 0
Permanent advance with the Professor of Sanskrit Philology	..	..	20 0 0
<i>Receipts.</i>			
Amount sanctioned by Government in G.O. No. 878, Home (Education), dated 4th July 1918.	..	65,000	
Amount invested in war bonds, 1928	2,72,500	2,72,500	
Interest realized on war bonds and fixed deposits	..	..	16,896 4 ..
Amount transferred from interest to fixed deposits	..	16,000	16,000 0 0
Amount withdrawn from fixed deposits	..	19,200	19,200 0 0
<i>Charges.</i>			
Total ..	2,72,500	87,800	25,617 15 3
Professorship in Indian History and Archaeology	..	..	8,484 1 0
Development of the study upon modern lines of the languages of Southern India.	..	..	9,000 0 0
Contingencies	..	..	870 12 4
Total ..	..	..	18,354 13 4
Balance on the 31st March 1919--			
In Bank	2,72,500	87,800	7,243 1 11
Permanent advance with the Professor of Sanskrit Philology	..	..	20 0 0
Total ..	2,72,500	† 87,800	7,263 1 11

† Fixed deposit, 5 per cent	RS.
Do. 4 1/2	57,500
	30,300
Total ..	87,800

(10)

Abstract of the University Expansion Fund account for the year ending the 31st March 1919.

Particulars.	Government securities.	Cash.
	RS.	RS. A.
Balance on the 1st April 1918	10,800	1,102 8
<i>Receipts.</i>		
Interest realized on Government securities	..	377 0
Total ..	10,800	1,479 8
<i>Charges.</i>		
Mr. P. Ramarayaningar prize of 1918 (remuneration for the best scientific Telugu publications).	..	698 0
Balance on the 31st March 1919 ..	10,800	781 8

Order—No. 1299, Home (Education), dated 27th October 1919.

The report is communicated to the Syndicate of the University of Madras.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Registrar, University of Madras.
" Director of Public Instruction.
" Accountant-General.
" Publicity Officer.

READ AGAIN G.O. No. _____, dated _____, 191

C. 2045/B, From the A. G., No. 0-A-9, dated 16/18-10-1919
15165

No. 1299, dated 27-10-1919.

P. 2

The report is
communicated to the
Syndicate of the University
of Madras.

13.10.19

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27/194

Receives for the
CR
11.11.19

To the Registrar, University of
Madras.

"A. P. 21

.. A. R.

" Public Offices

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. 17-38-1-17.

Home DEPARTMENT.

Current No. dated..... 191

G.O. No. 1299 dated 2/7/10 191

(b)
 Number of MS. pages sent { Correspondence 18 (evening)
 (b)
 Notes. No notes

Brief subject.....

(c) 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 orders.	Notes.
FOR RECORD.*			
Madras Records ...	4	25	
Ooty Records ...		6	
For filing with original ...		1	
Total ...		32	
FOR ISSUE.†			

Signature copies.....

	Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
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.....				
Marine Dept.....				
Ecclesiastical Dept.....				
Total				

Spare copies

The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total ...				

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 OOTY.

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.

Referencer.
Clerk.

Supdt.

Referencer.
Clerk.

Supdt.

Referencer.
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.	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 ...			