

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 555, 5th May 1919

Endowment

Ordering the publication in the *Fort St. George Gazette* of the notifications for vesting the Tanjore Raja's Scholarship Endowment Fund, Kumbakonam, in the Treasurer of Charitable Endowments and for settling a scheme for its administration.

INDEXED

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READ—the following papers :—

I

Letter—from J. R. HUGGINS, Esq., I.C.S., President of the Tanjore District Board.
To—the Secretary to Government, Local and Municipal Department.
Dated—the 25th September 1918.
No.—R.C. 173/Eng.

In their order No. 230/L. Miscellaneous, dated 16th December 1916, the Government were pleased to sanction a grant of Rs. 2,500 from the Chattram funds as an endowment for two scholarships to be given to poor and deserving students of the Kumbakonam College. Under rule 62 of the Grant-in-Aid Code, the amount should be invested in the name of trustees approved by Government. But as the Kumbakonam College had no such body of trustees, the amount was deposited in the Madras Bank. It was subsequently withdrawn and invested in the 5½ per cent War Bonds, 1922. The Principal of the College now writes to say that an association of the old boys of the college has been formed and registered under the Societies Registration Act of 1860 and that the endowment in question may be handed over to the association. In its resolution No. 52, dated 14th instant (copy enclosed) the District Board has resolved to recognize the association as Trustees for the endowment. I have, therefore, the honour to request that Government will be pleased to sanction the district board's proposal and constitute the old boys' association of the Kumbakonam College as trustees of the Tanjore Raja's Scholarship Fund.

ENCLOSURE.

Extract from the Proceedings of the Tanjore District Board passed at its meeting held on 14th September 1918.

Read letter No. 144, dated 6th March 1918, from the Principal, Kumbakonam College, requesting that the Tanjore Raja's scholarship fund of Rs. 2,500 invested in the 5½ per cent War Bonds, 1922, may be handed over to the Kumbakonam College Old Boys' Association.

(2) Chattram Deputy Collector's office-note, dated 28th August 1918 thereon, suggesting that the Old Boys' Association may be constituted as trustees of the scholarship fund subject to the approval of Government.

Resolution No. 52—The Old Boys' Association may be constituted as trustees subject to the approval of Government.

II

Memorandum No. 5220-1, Local and Municipal, dated 5th October 1918.

Referred to the Director of Public Instruction for remarks.

(By order)

L. A. CAMMIADRE,
Under Secretary to Government.

To the Director of Public Instruction.

III

Letter—from the Hon'ble Mr. H. S. DUNCAN, M.A., Acting Director of Public Instruction.

To—the Secretary to Government, Local and Municipal Department.

Dated—Madras, the 8th November 1918.

No.—R. C. 8465.

In returning herewith letter R. C. No. 173/Eng., dated 25th September 1918 from the President, District Board, Tanjore, referred to me for remarks in Government Memorandum No. 5220-1 L., dated 5th October 1918, I have the honour to support the District Board's proposal to constitute the Old Boys' Association of the Kumbakonam College as trustees of the scholarship fund, as I find that this association has been duly registered under the Societies Registration Act, 1860, and that the executive committee is empowered to raise funds for instituting scholarships and prizes in the college. I consider, however, that in order to place the endowment on a proper footing it would be well to vest it in the Treasurer of Charitable Endowments, a suitable scheme for the administration of the trust being duly drawn up.

IV

Memorandum No. 6154-1, Local and Municipal, dated 21st November 1918.

The Government agree with the Director of Public Instruction in considering that the fund should be vested in the Treasurer of Charitable Endowments. The President is requested to submit a formal application under the Charitable Endowments Act, 1890, for the vesting of the fund in the Treasurer of Charitable Endowments and also furnish a draft scheme for the administration of the trust.

(By order)

L. A. CAMMIADÉ,
Under Secretary to Government.

To the President, District Board, Tanjore.

V

Letter—from J. R. HUGGINS, Esq., I.C.S., President of the Tanjore District Board.

To—the Secretary to Government, Local and Municipal Department.

Dated—the 9th February 1919.

No.—R.C. 173/Eng. of 1918.

With reference to Government Memorandum No. 6154-II, dated 21st November 1918, I have the honour to submit herewith a draft notification for vesting the Tanjore Raja's scholarship fund of Rs. 2,500 in the Treasurer of Charitable Endowments and a scheme for the administration of the trust. The draft notification and the scheme were approved of by the District Board in its resolution No. 6, dated 1st February 1919, copy of which is enclosed.

ENCLOSURE.

Read (1) Government Memorandum No. 6154-1 L., dated 21st November 1918, stating that the Tanjore Raja's scholarship fund of Rs. 2,500 should be vested with the Treasurer of Charitable Endowments and calling for a formal application for the purpose together with a draft scheme.

(2) Draft notification for vesting the scholarship fund in the Treasurer of Charitable Endowments and

(3) Draft scheme for the administration of the trust.

Resolution No. 6.—The draft notification and the scheme are approved.

VI

Endorsement No. 485/A-1, Home (Education), dated 5th March 1919.

Referred to the Director of Public Instruction for remarks as to the suitability of the draft scheme.

2. The Director is requested to obtain and submit an application from the President, District Board, Tanjore, under section 6 of Act VI of 1890 for vesting the fund in the Treasurer of Charitable Endowments.

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

Copy to the President of the Tanjore District Board.

VII

Letter—from the Hon'ble Mr. R. LITTLEHAILES, M.A., Acting Director of Public Instruction.

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

Dated—Madras, the 12th April 1919.

No.—R.C. 8465/18.

With reference to Government Endorsement No. 485/A-1, dated 5th March 1919, I have the honour to submit herewith, in regard to the "Tanjore Raja's Scholarship Endowment Fund, Kumbakonam", the application called for in the above endorsement for vesting the fund in the Treasurer of Charitable Endowments.

2. The draft notifications have been referred to the Government Solicitor for remarks and he states that they are in order except for some alterations which he thought necessary to make. He thinks it desirable that the fund should be identified with the place where it is tenable and calls it the "Tanjore Raja's Endowment, Kumbakonam".

3. Two notifications on the subject as revised by the Government Solicitor, Madras, are herewith submitted for favour of approval and publication in the *Fort St. George Gazette*. It is requested that the necessary dates may be entered in the draft notifications before they are published.

ENCLOSURE.

Letter—from J. R. HUGGINS, Esq., I.C.S., President of the Tanjore District Board.

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

Dated—the 31st March 1919.

Under section 6 (1) of Act VI of 1890, I, the undersigned being the present administrator of the fund relating to "the Tanjore Raja's Scholarship Endowment Fund, Kumbakonam" do hereby make an application that the fund be vested in the Treasurer of Charitable Endowments.

Order—No. 555, Home (Education), dated 5th May 1919.

The draft notifications submitted by the Director of Public Instruction are approved. They will be published in the *Fort St. George Gazette*:—

NOTIFICATIONS

I

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE TANJORE RAJA'S SCHOLARSHIP ENDOWMENT FUND, KUMBAKONAM.

It is hereby notified that the Governor of Fort St. George in Council in exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, do hereby order and direct that the five and a half per cent war Bonds, 1922, bearing temporary scrip No. 3083, to the face value of Rs. 2,500, shall, as from the date of publication of this notification, vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors, subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council upon the trust for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said Tanjore Raja's Scholarship Endowment Fund, Kumbakonam.

II

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE TANJORE RAJA'S SCHOLARSHIP ENDOWMENT FUND, KUMBakonam.

It is hereby notified that the Governor of Fort St. George in Council, in exercise of the powers conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth, in the schedule attached hereto for the administration of 54 per cent war bonds, 1922, bearing temporary scrip No. 2068, to the face value of Rs. 2,500, vested in the Treasurer of Charitable Endowments by notification No. 101, dated the 5th day of May 1919, and that such scheme shall come into operation on the 1st day of June 1919.

The schedule above referred to.

1. The Kumbakonam College Old Boys' Association registered as No. 1 of 1917-18 under the Societies Registration Act, 1860, shall be the administrators of the said Tanjore Raja's Scholarship Endowment Fund and the war bonds which are vested in the Treasurer of Charitable Endowments by notification No. 101, dated the 5th day of May 1919.

2. From and out of the interest accruing on the said Tanjore Raja's Scholarship Endowment Fund two scholarships tenable for two years, one to be given every year, shall be given to poor and deserving B.A. students, provided that such scholarships shall not be held in conjunction with any other scholarships whatever.

3. The candidate selected by the administrators every year should satisfy the following conditions:—

(1) He should, in the opinion of the administrators, be too poor to prosecute his studies from his own or other resources.

(2) He should be a native of the Tanjore district.

(3) He should engage to prosecute his studies throughout the B.A. course in the Kumbakonam College.

4. The value of scholarships to be given every year and the instalment at which it is to be paid should be decided by the administrators in consultation with the Principal of the Kumbakonam College.

5. It shall be lawful for the administrators to declare in consultation with the Principal that the holder of a scholarship has forfeited it (1) for any misconduct which they may consider a sufficient cause for such forfeiture (2) for failure to secure a promotion to the Senior B.A. class after one year's study in the junior course.

6. In the case of death of any holder of a scholarship or in the event of the same being vacated or forfeited by the holder thereof from any cause whatever, the administrators shall be at liberty either to appoint another scholar or to add the unexpended amount to the corpus of the endowment fund.

7. All interest on the said endowment that may not be required for the said scholarships shall be accumulated and such accumulation shall from time to time be invested in securities of the Government of India and be added to the principal of the endowment fund.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

" Accountant-General.

" President of the Tanjore District Board.

" Local and Municipal Department.

" Superintendent, Government Press (for publication of notifications).

HOME (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 555, HOME (EDUCATION),
DATED 5TH MAY 1919.

[SUBJECT.—The Tanjore Raja's Scholarship fund.]

Previous papers:			
G.O.			
187, Educational,	14th Feb. 1913	G.O.	262, Educational, 11th Mar. 1916
" 185 "	28th "	" 329 "	24th "
" 200 "	4th Mar. "	" 360 "	31st "
" 209 "	7th "	" 452 "	28th Apr. "
" 401 "	3rd May "	" 699 "	27th June "
" 520 "	4th June "	" 989 L.,	18th July "
" 621 "	1st July "	" 113, Educational,	28th Aug "
" 797 "	26th Aug. "	" 1056 "	6th Oct. "
" 818 "	4th Sep. "	" 1175 "	11th Nov. "
" 928 "	9th Oct. "	" 1239 "	24th "
" 1069 "	20th Nov. "	" 1400 "	20th Dec. "
" 1148 "	3rd Dec. "	" 591, Home (Edm.),	4th May 1917
" 214 "	24th Feb. 1915	" 632 "	14th "
" 550 "	25th May "	" 932 "	16th July "
" 965 "	3rd Sep. "	" 1464 "	17th Nov. "
" 1313 "	1st Dec. "	" 277 "	26th Feb. 1918
" 280 L.,	16th Feb. 1916	" 1468 "	28th Nov. "

From the President of the Tanjore District Board, No. 173, dated
25th September 1918.

From the Director of Public Instruction, No. 8465, dated 8th November 1918.

LOCAL AND MUNICIPAL DEPARTMENT.

The President of the Tanjore District Board submits proposals for constituting the Kumbakonam College Old Boys' Association as trustees of the Tanjore Raja's Scholarship fund. The Director of Public Instruction, while supporting the District Board's proposal, considers that the fund should be vested in the Treasurer of Charitable Endowments and that a suitable scheme for the administration of the trust should be drawn up.

2. A draft memorandum is submitted for approval which may issue with the concurrence of Home (Education) who have to take action in regard to the application of the Charitable Endowments Act in such cases.

S.S.S.—13-11-18.

B.G.—13-11-18.

Issue.

L. A. CAMMIADÉ—18-11-18.

[Memorandum No. 6154-1 L., dated 21st November 1918, to the President
of the Tanjore District Board.]

From the President of the Tanjore District Board, No. 173, dated
9th February 1919.

The President has submitted draft notifications in regard to the vesting of the Tanjore Raja's Scholarship fund in the Treasurer of Charitable Endowments. Submitted that the case may be transferred to the Home (Education) Department for



G.O. No. 555, 5th May 1919

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Dated—the 25th September 1918.
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(By order)

L. A. CAMMIADE,
Under Secretary to Government.

To the Director of Public Instruction.

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To—the Secretary to Government, Local and Municipal Department.

Dated—Madras, the 8th November 1918.

No.—R. C. 8465.

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No. 555, HOME (EDUCATION) 5TH MAY 191

honour to support the District Board's proposal to constitute the Old Boys' Association of the Kumbakonam College as trustees of the scholarship fund, as I find that this association has been duly registered under the Societies Registration Act, 1860, and that the executive committee is empowered to raise funds for instituting scholarships and prizes in the college. I consider, however, that in order to place the endowment on a proper footing it would be well to vest it in the Treasurer of Charitable Endowments, a suitable scheme for the administration of the trust being duly drawn up.

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(By order)

L. A. CAMMIADÉ,
Under Secretary to Government.

To the President, District Board, Tanjore.

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Letter—from J. R. HUGGINS, Esq., I.C.S., President, District Board, Tanjore.

To—the Secretary to Government, Local and Municipal Department.

Dated—the 9th February 1919.

No.—R.C. 173/Eng. of 1918.

With reference to Government Memorandum No. 6154-II, dated 21st November 1918, I have the honour to submit herewith a draft notification for vesting the Tanjore Raja's scholarship fund of Rs. 2,500 in the Treasurer of Charitable Endowments and a scheme for the administration of the trust. The draft notification and the scheme were approved of by the District Board in its resolution No. 6, dated 1st February 1919, copy of which is enclosed.

ENCLOSURE.

Read (1) Government Memorandum No. 6154-I L., dated 21st November 1918, stating that the Tanjore Raja's scholarship fund of Rs. 2,500 should be vested with the Treasurer of Charitable Endowments and calling for a formal application for the purpose together with a draft scheme.

(2) Draft notification for vesting the scholarship fund in the Treasurer of Charitable Endowments and

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Referred to the Director of Public Instruction for remarks as to the suitability of the draft scheme.

2. The Director is requested to obtain and submit an application from the President, District Board, Tanjore, under section 6 of Act VI of 1890 for vesting the fund in the Treasurer of Charitable Endowments.

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

Copy to the President, District Board, Tanjore.

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Letter—from the Hon'ble Mr. R. LITTLEHAILES, M.A., Acting Director of Public Instruction.

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

Dated—Madras, the 12th April 1919.

No.—R.C. 8465/18.

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2. The draft notifications have been referred to the Government Solicitor for remarks and he states that they are in order except for some alterations which he thought necessary to make. He thinks it desirable that the fund should be identified with the place where it is tenable and calls it the "Tanjore Raja's Endowment, Kumbakonam".

No. 555, HOME (EDUCATION), 5TH MAY 1919.

3. Two notifications on the subject as revised by the Government Solicitor, Madras, are herewith submitted for favour of approval and publication in the *Fort St. George Gazette*. It is requested that the necessary dates may be entered in the draft notifications before they are published.

ENCLOSURE.

Letter—from J. R. HUGGINS, Esq., I.C.S., President, District Board, Tanjore.
To—the Secretary to Government, Home (Education) Department.
Dated—the 31st March 1919.

Under section 6 (1) of Act VI of 1890, I, the undersigned being the present administrator of the fund relating to "the Tanjore Raja's Scholarship Endowment Fund, Kumbakonam" do hereby make an application that the fund be vested in the Treasurer of Charitable Endowments.

Order—No. 555, Home (Education), dated 5th May 1919.

The draft notifications submitted by the Director of Public Instruction are approved. They will be published in the *Fort St. George Gazette* :—

NOTIFICATIONS

I

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE TANJORE RAJA'S SCHOLARSHIP ENDOWMENT FUND, KUMBAKONAM.

It is hereby notified that the Governor of Fort St. George in Council, in exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the five and a half per cent war bonds, 1912, bearing temporary scrip No. 2063, to the face value of Rs. 2,500, shall, as from the date of publication of this notification, vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors, subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council upon the trust for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said Tanjore Raja's Scholarship Endowment Fund, Kumbakonam.

II

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE TANJORE RAJA'S SCHOLARSHIP ENDOWMENT FUND, KUMBAKONAM.

It is hereby notified that the Governor of Fort St. George in Council, in exercise of the powers conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth, in the schedule attached hereto for the administration of 5½ per cent war bonds, 1912, bearing temporary scrip No. 2063, to the face value of Rs. 2,500, vested in the Treasurer of Charitable Endowments by notification No. 101, dated the 5th day of May 1919, and that such scheme shall come into operation on the 1st day of June 1919.

The schedule above referred to.

1. The Kumbakonam College Old Boys' Association registered as No. 1 of 1917-18 under the Societies Registration Act, 1860, shall be the administrators of the said Tanjore Raja's Scholarship Endowment Fund and the war bonds which are vested in the Treasurer of Charitable Endowments by notification No. 101, dated the 5th day of May 1919.

2. From and out of the interest accruing on the said Tanjore Raja's Scholarship Endowment Fund two scholarships tenable for two years, one to be given every year, shall be given to poor and deserving B.A. students, provided that such scholarships shall not be held in conjunction with any other scholarships whatever.

3. The candidate selected by the administrators every year should satisfy the following conditions :—

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- (2) He should be a native of the Tanjore District.
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4. The value of scholarships to be given every year and the instalment at which it is to be paid should be decided by the administrators in consultation with the Principal of the Kumbakonam College.

5. It shall be lawful for the administrators to declare in consultation with the Principal that the holder of a scholarship has forfeited it (1) for any misconduct which they may consider a sufficient cause for such forfeiture (2) for failure to secure a promotion to the Senior B.A. class after one year's study in the junior course.

6. In the case of death of any holder of a scholarship or in the event of the same being vacated or forfeited by the holder thereof from any cause whatever, the administrators shall be at liberty either to appoint another scholar or to add the unexpended amount to the corpus of the endowment fund.

7. All interest on the said endowment that may not be required for the said scholarships shall be accumulated and such accumulation shall from time to time be invested in securities of the Government of India and be added to the principal of the endowment fund.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

- " Accountant-General.
- " President, District Board, Tanjore.
- " Local and Municipal Department.
- " Superintendent, Government Press (for publication of notifications).

HOME (EDUCATION) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 555, HOME (EDUCATION),
DATED 5TH MAY 1919.

[SUBJECT.—The Tanjore Raja's Scholarship fund.]

Previous papers:			
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"	185	" 28th "	" 289 " 24th " "
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"	209	" 7th "	" 452 " 25th Apr. "
"	401	" 3rd May "	" 690 " 18th July "
"	520	" 4th June "	" 939 L. " 27th Aug. "
"	621	" 1st July "	" 1056 Educational, 26th Aug. "
"	797	" 26th Aug. "	" 1175 " 11th Oct. "
"	818	" 4th Sep. "	" 1239 " 24th Nov. "
"	928	" 9th Oct. "	" 1400 " 20th Dec. "
"	1069	" 26th Nov. "	" 591, Home (Edn.), 4th May 1917
"	1148	" 3rd Dec. "	" 632 " 14th " "
"	214	" 24th Feb. 1915	" 932 " 16th July "
"	550	" 25th May "	" 1464 " 17th Nov. "
"	965	" 3rd Sep. "	" 277 " 26th Feb. 1918
"	1813	" 1st Dec. "	" 1488 " 23rd Nov. "
"	280 L,	" 16th Feb. 1916	

From the President of the Tanjore District Board, No. 173, dated
25th September 1918.

From the Director of Public Instruction, No. 8465, dated 8th November 1918.

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The President of the Tanjore District Board submits proposals for constituting the Kumbakonam College Old Boys' Association as trustees of the Tanjore Raja's Scholarship fund. The Director of Public Instruction, while supporting the District Board's proposal, considers that the fund should be invested in the Treasurer of Charitable Endowments and that a suitable scheme for the administration of the trust should be drawn up.

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S.S.S.—13-11-18.

B.G.—13-11-18.

Issue.

L. A. CAMMIADR—18-11-18.

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of the Tanjore District Board.]

From the President of the Tanjore District Board, No. 173, dated
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NOTES TO G.O. No. 555, HOME (EDUCATION), 5TH MAY 1919

issue of orders. The administration of the endowment is to be undertaken by the Kumbakonam College Old Boys' Association and not by any local board and hence orders have to issue in the Home (Education) Department and not in this department.

S.S.S.—15-2-19.

B.G.—15-2-19.

L. A. CAMMIAD—17-2-19.

H. G. STOKES—18-2-19.

HOME (EDUCATION) DEPARTMENT.

The letter from the President of the Tanjore District Board may be referred to the Director of Public Instruction, for remarks, on the terms of the two notifications. The President has forwarded only the draft notifications and scheme. The application under section 6 of Act VI of 1890 has not been received. This may also be called for. Draft endorsement submitted. For a precedent, please see G.O. No. 989 L., dated 18th July 1916.

S.N.P.—24-2-19.

N.K.—3-3-19.

C. RAMANUJA ACHARIYAR—4-3-19.

R. RAMACHANDRA RAO—5-3-19.

[Endorsement No. 485/A-1, dated 5th March 1919.]

From the Director of Public Instruction No. 8465, dated 12th April 1919.

The Director has not returned the President's letter forwarded to him with Endorsement No. 485/A-1, dated 5th March 1919. A draft memorandum calling for it is submitted.

S.A.—17-4-19.

N.K.—19-4-19.

C.R.—21-4-19.

[Memorandum No. 1005/A-1, dated 21st April 1919.]

From the Director of Public Instruction, R.C. No. 8465/18, dated 25th April 1919.

A draft order is submitted for approval. The notifications may be approved and published in the gazette.

2. In the notification the date '1st April' has been altered into '1st June'.

S.N.P.—29-4-19.

N.K.—1-5-19.

C.R.—3-5-19.

R.R.—5-5-19.

[G.O. No. 555, Home (Education), dated 5th May 1919.]

ORDINARY.

PRESS SLIP.

Sectt. II-38-1,702-17-1-18.

PREFERENCE.

URGENT (a)

DEPARTMENT.

Current No dated 191

G.O. No. 555, dated 5-5-1919.

Number of MS. pages sent { Correspondence 24
(b)
(b¹)
Notes 3

Brief subject.

Endowment.

(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 ...

Ooty Records ...

For filing with original

Total

FOR ISSUE.†

Signature copies

India Office

Govt. of India Dept.

Revenue Department

Public Works Department

Local and Municipal Department

Educational Department

Public Dept.

Judicial Dept.

Political

Financial Dept.

Marine Dept.

Ecclesiastical Dept.

Total

Spare copies

The

The

The

The

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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.

Re
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.
Type may be released after usual interval at once.

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

Reference.
Clerk.

Reference.
Clerk.

Reference.
Clerk.

Supt.

Supt.

Supt.

SPECIAL INSTRUCTIONS.

Pen

Please see that the notifications are published in the next issue of the F.S.G.

SPD

9.5.19.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press-official.
Received in Press on.....	14/5/19 8.27
First proof furnished on.....	21/5/19 8
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.....				
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For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				