

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 813, 1st July 1919

Report

Recording the — on the working of the Government Arts College, Rajahmundry,
during 1918-19.

INDEXED

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 813, 1st July 1919

Report

Recording the — on the working of the Government Arts College, Rajahmundry, during 1918-19.

READ—the following paper :—

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 18th June 1919.

No.—Ref. on Cur. 3529.

I have the honour to submit herewith for the information of Government a copy of my Proceedings R.C. No. 3529/19, dated 9th June 1919, reviewing the report on the working of the Government Arts College, Rajahmundry, for the year 1918-19.

ENCLOSURE

Proceedings of the Director of Public Instruction, R.C. No. 3529/19,
dated 9th June 1919.

Read—the following paper :—

Letter—from O. J. CHUDREY, Esq., M.A., Principal, Government Arts College, Rajahmundry.

To—the Director of Public Instruction.

Dated—the 9th April 1919.

No.—C. 121.

I have the honour to submit my report on the working of this college from 1st April 1918 to 31st March 1919.

2. *Changes in the staff.*—M.R.Ry. S. Radhakrishnan, acting Chief Lecturer in Philosophy whose services were lent to the Mysore University to be appointed as Professor of Philosophy, Maharaja's College, Mysore, for a period of five years, was relieved in the afternoon of 22nd June 1918. He was succeeded by M.R.Ry. P. Narasimham, M.A., L.T., who joined duty in the afternoon of 9th August 1918.

M.R.Ry. R. Satagopa Ayyangar, Chief Lecturer in Physics, on account of ill-health, was granted combined privilege leave and leave on medical certificate for a period of seven months and 13 days with effect from 19th August 1918. M.R.Ry. V. V. Sarma, Senior Laboratory Assistant Lecturer acted for him until the 2nd December on which date he was relieved by M.R.Ry. K. C. Subrahmani Ayyar, M.A., L.T., who continued to act until relieved by the permanent incumbent in the afternoon of the 31st March 1919.

In the vacancy caused by the deputation of M.R.Ry. V. V. Sarma, as acting Chief Lecturer in Science, M.R.Ry. S. Ramah, M.A., L.T., was working in the Laboratory as acting Assistant Lecturer from 17th September 1918 to 2nd December 1918.

M.R.Ry. B. Raghavendra Rao, Chief Lecturer in Mathematics, retired from service with effect from 18th August 1918 after a long and faithful service in the college. M.R.Ry. S. Balakrishna Ayyar, who was appointed in his stead took charge in the forenoon of 19th September 1918.

M.R.Ry. S. Muthukrishnan, sub. *pro tem.* Assistant Lecturer in Mathematics, was transferred to the Kumbakonam College. He was relieved in the forenoon of 6th September 1918 by M.R.Ry. P. Krishnamacharya, B.A. (Hon.), who continued to act until the end of the year.

M.R.Ry. C. N. Ekambara Mudaliyar, acting Assistant Lecturer in History, was transferred to the Presidency College on 19th August 1918 and his place was taken by M.R.Ry D. L. Narasimham, M.A., L.T., on the same day.

During the year under report the college staff was strengthened by the addition of two Assistant Lecturers in Chemistry and History (G.O. No. 510, Educational, dated 20th April 1918).

The post of Assistant Lecturer in Chemistry was filled by the appointment of M.R.Ry. K. Seshachalam, M.A. (Hon.). He entered on his duties in the forenoon of 22nd July 1918. For the post of Assistant Lecturer in History, M.R.Ry. N. Subrahmanyam, M.A., L.T., Second Assistant of the Higher Elementary Training school, Saidapet, was appointed in the fourth class (sub. *pro tem.*) of the Subordinate Educational Service, Collegiate Branch. He joined duty in the forenoon of 29th July 1918.

M.R.Ry. N. Subrahmanyam was on privilege leave for 14 days from 18th October 1918 and M.R.Ry. D. L. Narasimham was on extraordinary leave without allowances for a period of 20 days from 19th November 1918.

The staff needs to be increased by the appointment of at least one lecturer to be in charge of the teaching of Sanskrit and Telugu. These subjects, comprised in a special group of the Arts degree, are approached by the new syllabus in a modern spirit, entailing the study of the histories of the languages and literatures, and their relation to the history of the country, and critical treatment of the literature on modern and æsthetic as well as on traditional and scholastic lines. Guidance upon such part of this course as lies beyond the domain of the pandits (and it is of course very considerable) is being supplied at present by the assistant lecturers in English, but this arrangement is obviously insufficient. I am addressing you separately upon this point.

3. *Accommodation and equipment.*—The problem of accommodation has reached an acute stage. I have deferred dealing with it owing firstly to the war and secondly to the expectation of the University Commission Report on the college, which might have afforded guidance, but has not yet come. Briefly, the college has now just enough rooms to house the various subjects at present required by the University, but only by using for lectures two tiffin-rooms, the lecturer's common room, and the two wings or transepts of the central hall. There is no room suitable for practical mathematics; the library is over-crowded and must be extended. There is no common room for lecturers, nor any similar room for students, such as was generally agreed to be desirable at a recent meeting of Principals at Madras. With the present bare allowance of rooms, moreover, it is not possible to reserve rooms for special subjects, although it is certainly desirable, for instance, to have a history room. There is no retiring room for lady students (such as will certainly have to be provided sooner or later) and no lumber room. The central hall is inconveniently narrow, and throughout the rains very dark; it should be widened, and electric light then installed if still necessary.

To meet all these requirements a wing might be added on the south side to match the science quarters on the north. This would also improve the appearance of the college, but all the rooms required could not be provided in the 200 feet or so of site thus available. The only course seems to be, after building such a wing, to pull down the central hall and the wings thereof as far as the Principal's room and the science department (the oldest part of the college, not in the best condition) rebuild them wider by some 8 feet (they are only 20 feet broad, including the hall) and strong enough to carry an upper storey, and add that upper storey. Ample room, I think, would thus be secured for all necessary purposes, and a building worthy of the college built upon the best possible site. Rooms might be set apart for special studies, the library properly housed, an adequate hall for general assembly secured, staff and students accommodated in hours alike of work and leisure, and all the other needs supplied which I have indicated.

The proposals are drastic, but the Executive Engineer tells me they are feasible, and the fact of their necessity must be faced now for the alternative is to build the college afresh on a new site. If this is ultimately to be done, it is wasteful to patch up the old building any longer. A site might possibly be found near

the proposed site of the new training college. Personally I am in favour of staying where we are, as I fear that a college so far out would be neglected out of lecture-hours, except in so far as it should become a residential college. The decision, however, is a momentous one, and I would suggest that a committee of experts, representing both the educational and architectural points of view should be appointed both to decide whether the college is to go or stay, and to settle the plan of the new, or the recast building. These matters are generally decided far too hurriedly and with too little foresight, owing to the lack of continuity in the staffing of all Government institutions. The result is endless extensions and alterations, always incomplete, and harmful in their effort alike on the architectural appearance and structural stability of the buildings.

It should, however, clearly be understood that the present site is not worth keeping as a college site unless Government acquires, as I have often urged, (a) the row of houses on the north side, separating the college from the cutcherry compound, (b) the Innespetta Post office with its considerable compound adjoining the playing field on the north, and (c) the Mala village behind it. The first item would be somewhat expensive, but not so much so as later, and absolutely necessary as a site for further hostel extensions; the second and third items should be easy, as the village is a thatched one, and the Post office might easily be placed in a rented house, certainly does not seem to require so much play-ground as it now enjoys. At present one or more private badminton clubs disport themselves there, I know not on what terms. The plot would be invaluable as an addition to the playing field, especially as the proposed extensions to the college buildings will probably encroach upon the present tennis court. As regards filling the tank on the south side of the ground, about which particulars were called for in your Proceedings R.C. No. 5144/18 and answered in this office No. 274/17, dated 21st November 1918, I propose that the matter be allowed to drop as I now suspect that the objection of the municipality (on the score of drainage) is a sound one.

Besides the extensions to the buildings already proposed, alterations and extensions also ought to be made to the science wing, so as to enable the college to teach for the B.Sc. degree. This matter may be taken up along with the general question of extensions.

To descend to matters of detail, the working benches in the new chemistry laboratory have now been fitted with gas and water pipes and I hope the laboratory will be ready for work from July next.

The high pressure tank scheme has progressed very slowly and the Public Works Department has been addressed to expedite the work.

College compound.—The question of the extension of the playing field has been considered along with the other extension proposals for the sake of continuity. As regards the construction of college latrines, the Executive Engineer now says that the site proposed for the purpose has already been selected by the Railway authorities for station extensions and that the present proposals may be abandoned and a fresh site selected for the purpose. If the site is pressed for and the latrine built there it is likely to become the haunt of persons employed about the goods shed. The only alternative now left is to bring it inside the college compound. As elsewhere reported to you the Executive Engineer has been addressed to take immediate steps in the matter.

4. *Strength and attendance.*—The following statement gives the number of students on the rolls in the first and second terms of 1917-18 and 1918-19:—

	1917-18.		1918-19.	
	First term.	Second term.	First term.	Second term.
First year	85	84	71	66
Second year	75	72	86	82
Third year	49	49	76	73
Fourth year	46	48	42	50
Total ..	255	253	281	274

The increase in the third year is due to the rich crop of intermediate passes due to the 'compartmental system.' It cannot be maintained as the college has not room for four classes over 50.

At the end and during the course of the first term nineteen students left and one died, while in the second term four were admitted, nine left and two died.

5. *Distribution of students.*—Appendix B gives the distribution of students on the 31st March 1919 according to (i) caste or race, (ii) wealth of parents and (iii) occupation of parents.

Appendix C shows the distribution of students according to the districts to which they belong.

6. *Statistics of language studies other than English.*—The following statement shows the number of students who took up the various second languages for composition and translation in the intermediate classes :—

<i>Composition.</i>		First year.	Second year.
Telugu		67	76
Urdu		1	1
Total		68	77
Sanskrit translation		1	...

The number of students who took the various combinations of subjects under group III of the intermediate course is as detailed below :—

	First year.	Second year.
Ancient History, Modern History and Telugu	28	27
Ancient History, Modern History and Urdu	1	...
Two Histories and Logic	...	4
Sanskrit, Telugu and Logic	3	2
Total	32	33

7. *Statistics of special study.*—The following statement shows the number of students in the several divisions of special study :—

	First year.	Second year.
Group I	37	45
" III	32	33
Total	69	78

In the second-year class there were nine students taking single parts under the 'compartmental system'—four taking Part I only and five taking Part II only.

	Third year.	Fourth year.
Group I	20	7
" II-A	8	9
" IV	21	18
" V	23	10
" VI	1	3
English only	...	2
Part II only	...	1
Total	73	50

8. *Appendix D.*—This statement shows the number of volumes issued to the students and the staff.

Books of the approximate value of Rs. 1,700 including the special allotment of Rs. 1,000 sanctioned for the purchase of mathematical books were added to the library during the year.

Stock-taking of library books as required in Proceedings Dis. No. 75, dated 6th January 1917.—The library has been checked. Two books are missing and I propose to write them off.

9. *College examinations.*—These examinations were held for all the classes in November last and for the junior classes in March 1919.

10. *University examinations.*—The results of the University examinations held in March and April 1918 are appended in tabular form in Appendix E. The results of the Intermediate examination, though not brilliant, were better than the general Presidency average, and a remarkable improvement on our own results in the past few years. It is noteworthy that this improvement coincides with the improvement in the method of conducting the Intermediate examination, which has resulted, both this year and last, in what I described last year as 'fairer questions and the comparative stoppage of hint-hunting' and I might have added, of hint-finding. I think I have a right to attribute our recovery, which I have prophesied in last year's report, to the cleaner conditions of the examination, which at last gave a fair chance to honest teaching, such as it has not had for many years. In the B.A. English the results were also much better than last year, though in subjects there was a slight falling off.

11. *Receipts and charges.*—The receipts and charges during the official years 1917-18 and 1918-19 are given in the following statement :—

Items.	1917-18.			1918-19.		
	RS.	A.	P.	RS.	A.	P.
<i>Receipts.</i>						
College fees including reading-room fees	24,935	0	0	26,939	8	0
Fines including readmission fees	108	2	0	98	3	0
Miscellaneous	296	5	0	160	4	0
Room rents of Metcalfe hostel	648	9	4	600	0	0
Total	25,988	0	4	27,797	15	0
Refunds	55	0	0	128	0	0
	25,933	0	4	27,669	15	0

<i>Charges.</i>						
Principal, lecturers and assistant lecturers	43,903	3	5	42,310	2	11
Masters and teachers including mechanic. Establishments including clerks, librarian, attenders and peons and war and local allowances	2,983	8	1	3,074	7	3
Demonstrators	1,842	13	8	2,374	12	11
Travelling allowance	819	5	9	450	4	3
Books and maps	444	0	2	400	0	0
Apparatus, laboratory and Europe stores. Other contingencies	1,632	0	10	1,633	2	1
	3,185	2	9	1,643	13	9
	2,655	4	6	3,132	1	7
Grand total	57,695	7	2	55,032	12	9

12. *Scholarships and prizes.*—The scholarships and prizes were awarded as follows :—

ENDOWED SCHOLARSHIPS AND PRIZES.

		<i>Poor Scholars' fund.</i>					
		Class.	Group.	Amount.	RS.	A.	P.
Per annum	T. Baghava Rao	iv	v	23	10	0	
	K. Sriramulu	iv	iv	23	10	0	
	J. S. Anjaneyulu	iv	vi	23	10	0	
	E. Prasada Rao	i	i	23	10	0	

Muhammadan scholarships.

			RS.	A.	P.
Per mensem	Amir Ali Baig	...	ii	i	5 8 0
	Muhammad Ghomse	...	iii	i	5 8 0
	Madina Bhasha	...	i	iii	5 8 0
	D. Ramachandra Rao	...	iv	iv	The Subrahmanya Ayyar prize, Rs. 8-12-0.
Per annum	D. S. Subrahmanyam	...	i	i	The Sundara Rao prize, Rs. 8-12-0.
	B. R. Gopal Rao	...	iii	i	The Young scholarship, Rs. 27-8-0.
	A. Veerazu	...	...	...	Coronation Darbar medal, Rs. 28.
	A. Bapirazu	...	iv	v	Bhashara Rao prize, Rs. 7.
	M. Viraswami	...	i	i	Lawley prize, Rs. 10.
Government scholarships.					
Per mensem	V. Venkanna	...	iv	v	14 0 0
	K. Venkata Krishna Rao	...	ii	i	9 0 0
	Md. Rafi-ud-din	...	i	iii	9 0 0

13. *College Council*.—Four meetings of the council were held during the year, at which the usual business was transacted.

14. *Games and athletics*.—The interest in foot-ball, hockey, tennis and badminton was well maintained throughout the year. It is weakest in the third-year class, which is partly recruited from colleges where games are neglected. Volley-ball was begun in October, chiefly for the benefit of those who play no other game. They joined with enthusiasm, but old habit reasserted itself, and few persevered into the second term. To turn to higher themes, the college did well in foot-ball, securing, as in 1914, both the local trophies, the Bell cup and the Nimble trophy. The annual sports were successfully held on Darbar day. The finance of the club were administered by a committee consisting of seven members.

15. *College societies*.—The Metcalfe Young Men's Literary Association attached to the college was active throughout the year. Under its auspices 'Othello' was staged on 18th January. Since 'Lear' and 'Hamlet' were staged in 1911 and 1912 respectively Shakespeare selections only, but after intensive preparation, have been acted at the annual celebration of the Literary Association. This year we revived the ambitions, and surpassed the triumphs, of earlier years. I believe these performances to be of use in creating a living interest in Shakespeare (over whom so much time is spent in the class room) and in liberalizing the culture of the student population.

16. *Hostel*.—The average strength of the hostel was 48. The building operations in connexion with the extension were started last year and if vigorously pushed on can be completed before July next. Certain improvements are necessary to the warden's quarters. The Public Works Department has been addressed to prepare an estimate. M.R.Ry. B. Raghavendra Rao continued to be the warden of the hostel until the date of his retirement, dated 18th August 1918. His paternal care in that capacity gave a new impetus to the popularity of the hostel, and will, I am sure, be gratefully remembered by the student inmates, as it is by the Principal. M.R.Ry. P. Narasimham, Chief Lecturer in Philosophy, is the new warden.

17. *Discipline*.—Satisfactory.

18. *Tutorial system*.—The tutorial system was continued throughout the year with satisfactory results.

19. *Madras Educational Rules*.—Such of the rules as are applicable to the college have been observed.

20. *Service registers*.—The service books have been verified up to 31st March 1919.

21. *General*.—The college suffered severely in the first months of the present calendar year owing to the smallpox epidemic, which necessitated the absence from college for six weeks each (almost concurrently) of three assistant lecturers, the junior pandit and the librarian, work in the meanwhile being very much dislocated. The earlier influenza epidemic had also to be reckoned with. I have to thank my colleagues of the staff for their cheerful and zealous co-operation during a trying year. I am about to proceed on furlough for a year leaving perforce undecided certain important questions regarding the college, especially the question of site.

APPENDIX A.

Staff and distribution of work.

Appointment.	Officer's name and date.	Permanent or acting.	Remarks.
<i>English.</i>			
Principal and Professor of English.	O. J. Couldrey, Esq., M.A., whole year	Permanent.	
Assistant Lecturer.	M.R.Ry. D. A. Narasimham do.	Do.	
Do.	" K. Venkata Rao do.	Do.	
Do.	" M. Suryanarayana do.	Do.	
<i>Mathematics.</i>			
Chief Lecturer	M.R.Ry. B. Raghavendra Rao, from 1st April 1918 to 18th August 1918.	Do.	Retired.
Do.	" S. Balakrishna Ayyar, from 19th September 1918 to 31st March 1919.	Acting.	
Assistant Lecturer.	" S. Muthukrishna Ayyar, from 1st April 1918 to 6th September 1918.	Sub. pro tem.	
Do.	" P. Krishnanasacharya, from 6th September 1918 to 31st March 1919.	Do.	
<i>Physics.</i>			
Chief Lecturer	M.R.Ry. R. Satagopa Ayyangar	Permanent.	Combined privilege leave and leave on medical certificate from 19th August 1918 to 31st March 1919.
Do.	" K. C. Subrahmanji Ayyar, from 2nd December 1918 to 31st March 1919.	Acting.	
Assistant Lecturer.	" S. Ramana, from 17th September 1918 to 2nd December 1918.	Do.	
Do.	" M. Chayappa, whole year	Sub. pro tem.	
Do.	" V. V. Sarma do.	Permanent.	Acted as Professor of Science from 19th August 1918 to 2nd December 1918.
Do.	" K. Seshachalam, from 22nd February 1918 to 31st March 1919.	Acting.	
<i>Philosophy.</i>			
Chief Lecturer	M.R.Ry. A. Chakravarti (on other duty)	Permanent.	
Do.	" S. Radhakrishnam, from 1st April 1918 to 22nd June 1918.	Acting.	
Do.	" P. Narasimham, from 9th August 1918 to 31st March 1919.	Do.	
Assistant Lecturer.	" M. Lakshminarayana Rao, whole year	Permanent.	
<i>History.</i>			
Chief Lecturer	C. A. Wilkinson, Esq., whole year	Permanent.	
Assistant Lecturer.	M.R.Ry. N. Raghava Ashari	Do.	
Do.	" C. N. Ekanabara Madaliyar, from 1st April 1918 to 19th August 1918.	Acting.	
Do.	" D. L. Narasimham, from 19th August 1918 to 31st March 1919.	Do.	Was on extraordinary leave without allowance for 20 days from 19th November 1918.
Do.	" N. Subrahmanyam, from 29th July 1918 to 31st March 1919.	Do.	Was on privilege leave for 14 days from 18th October 1918.
<i>Masters and Teachers.</i>			
Senior Pandit	M.R.Ry. K. Venkatarama Sastri, whole year	Permanent.	
Junior do.	" V. Subbarayan do.	Do.	
Hindustani Musahi.	Mozivi Muhammad Ismail Khan Sahib, whole year	Do.	
Gymnastic Instructor.	M. Narasimhaswami, whole year	Do.	
<i>Establishment.</i>			
Head clerk	P. G. Ramanathan, whole year	Acting.	
Assistant clerk	" V. Narayana Rao, from 1st October 1918 to 31st March 1919	Temporary.	
Librarian	" M. Lakshminarasimha Achari, whole year	Permanent.	
Mechanic	Muhammad Abdul Aziz Sahib, whole year	Do.	
<i>Temporary establishment.</i>			
Demonstrator	P. Subbanna	Temporary.	

APPENDIX B-1.

Distribution of students according to classes or community.

Class.	Brahmans.	Non-Brahmans.	Muham- madans.	Indian Christians.	Total.
First-year class	55	12	2	1	69
Second-year	70	10	1	1	82
Third-year	66	7	..	..	73
Fourth-year	44	6	..	..	50
Total ..	235	35	3	1	274

APPENDIX B-2.

Distribution of students according to wealth.

Class.	Rich.	Middle.	Poor.	Total.
First-year class	2	64	3	69
Second-year	7	66	9	82
Third-year	3	68	2	73
Fourth-year	2	46	3	50
Total ..	14	243	17	274

APPENDIX B-3.

Distribution of students according to occupation of parents or guardians.

Class.	Official.	Petty official.	Traders.	Land- holders.	Artisans.	Total.
First-year class	17	14	..	35	3	69
Second-year	23	17	..	38	1	82
Third-year	22	10	..	28	..	73
Fourth-year	3	10	2	36	..	50
Total ..	75	51	8	136	4	274

APPENDIX C.

Distribution of students according to districts.

Class.	Vinayakam.	Godavari.	Kinna.	Guntur.	Nellore.	Anantapur.	Cuddapah.	Madras.	Total.
First-year class	1	42	25	..	..	..	1	..	69
Second-year	1	47	30	1	2	..	..	1	82
Third-year	1	47	17	7	1	..	..	..	73
Fourth-year	..	19	22	5	1	1	1	..	50
Total ..	3	155	94	14	4	1	2	1	274

APPENDIX D-1.

Statement showing the number of books issued during 1917-18 and 1918-19.

Item.	1917-18.		1918-19.	
	Students.	Staff.	Students.	Staff.
(i) Books lent for study beyond the college premises—				
English (General Literature)	1,491	535	1,413	681
Mathematics	142	42	176	135
Philosophy	133	179	179	61
History	622	294	592	316
Physical Science	78	75	129	123
Total ..	2,466	1,125	2,489	1,221
(ii) Books issued for study in the Library and Reading rooms ..	3,491	3,710	8,069	
Total ..	10,056		8,069	
Total ..	13,557		11,769	

APPENDIX D-2.

Statement showing the total number of volumes in the library.

Item.	No.
Total number of volumes in the library	9,972

APPENDIX E.

Results in the Intermediate and B.A. Degree Examination in 1917-18.

—	Number applied.	Number appeared.	Number passed.			Percentage passed.	Percentage 1916-17.	University percentage.
			First class.	Second class.	Total.			
<i>Intermediate Examination.</i>								
Parts I and II	71	71	4	15	19	26.77	13.5	24.7
Part I	71	71	..	..	31	43.65	18.3	..
Part II	..	..	..	..	..	..	..	..
Group I	32	32	..	..	15	47	41.9	..
Group II	39	39	..	..	14	35.9	23.3	..
B.A. Degree Examination	45	43	..	16	16	36.8	50.5	50.5
Mathematics	13	12	..	4	4	33.3	50	37.5
Physics	3	3	..	1	1	33.3	57.1	44.6
History	13	13	..	5	5	38.5	55	42.2
Philosophy	10	10	..	7	7	70	91.7	73.1
Languages	4	4	..	3	3	75	10	80.6

R.O. No. 3529/19, dated 9th June 1919.

Recorded.

2. There was an accession to the strength of the college which was contributed mainly by the third-year class.

3. The results of the Intermediate examination of 1918 were fair while those of the B.A. Degree examination were poor being in every case below the Presidency average.

4. The question of selecting a new site for the college is under correspondence.

R. LITTLEHAILES,
Acting Director of Public Instruction.To the Principal, Government Arts College, Rajahmundry, with spare copies.
" Principals of other Government Colleges.
" the Inspector of Schools, First Circle.
" the Assistant Inspector of Schools, Godavari district.
Copy to Government for information (with C.L.).

СЯ

264

J. DEPARTMENT

Number of MS. pages sent { Correspondence... 11
(b¹)
Notes.....

Reposh

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.....	Dep
Revenue Department.....	
Public Works Department.....	
Local and Municipal Department.....	
Educational Department.....	Dep
Public Dept.....	} Total.....
Judicial Dept.....	
Political.....	
Financial Dept.....	
Marine Dept.....	
Ecclesiastical Dept.....	

[illegible]

Total	...
-------	-----

The... *D.P. 5*
The...
The... *Sebas*
The...
The...
The...
The...
The...
The...
The...
The...
The...
The...

Total ...	60
-----------	----

Copies distributed on ‡(Press Clerk)

† Copies distributed on 12/12/1944 (Press Despatcher)

To be initialled and dated

(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 made ^{an} 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 COTY.

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

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

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	3/7/19
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.	Loss 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				