

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 961, 6th August 1919

School of Arts

Recording the report on the working of the —, Madras, for the academic year 1918-19.

ORIGINAL

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HOME DEPARTMENT (EDUCATION)

G.O. No. 961, 6th August 1919

School of Arts

Recording the report on the working of the —, Madras, for the academic year 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 21st July 1919.

No.—R.C. 3517.

I have the honour to submit herewith, for the information of Government, a copy of my Proceedings R.C. No. 3517/19, dated 14th July 1919, reviewing the report on the School of Arts, Madras, for the year 1918-19.

ENCLOSURE.

Proceedings of the Director of Public Instruction, R.C. No. 3517/19, dated 14th July 1919.

Read—the following paper :—

Letter—from W. S. HADAWAY, Esq., Superintendent, School of Arts, Madras.

To—the Director of Public Instruction.

Dated—the 11th/12th April 1919.

No.—C. 160.

I have the honour to submit the annual report of the School of Arts, Madras, for 1918-19.

2. I was in charge throughout the year. M.R.Ry. M. Duraiswami Ayyangar, head clerk and accountant, died on the 13th October 1918 and the following staff were appointed to act sub. *pro tem.* from 14th October 1918 to 17th December 1918 :—

V. V. Krishnama Acharya, First Assistant clerk, to be Head clerk and accountant.

P. N. Subrahmanyam, Second Assistant clerk, to be First Assistant clerk.

P. Muthuswami Nayudu, Bill Collector, to be Second Assistant clerk.

M.R.Ry. T. Radhakrishnayya, Head clerk, office of the Inspectress of Girls Schools, Northern Circle, was appointed sub. *pro tem.* Head clerk and accountant, and joined duty on the 18th December 1918.

The loss sustained by the school in the death of the Head clerk M.R.Ry. M. Duraiswami Ayyangar was serious, as he had been connected with the institution for many years, first as store-keeper and later in the office. In both these appointments he showed great efficiency and tact, and both in and out of the office, he was most obliging and willing in arranging and carrying through all sorts of improvements to the school and premises. His loss is felt very much.

Departments.—C. Murugesu Achari, Junior Assistant, had privilege leave for 15 days from 4th September 1918.

V. S. Masilamani Pandiar, Junior Assistant Maistri, had sick leave on medical certificate for 29 days from 12th July 1918.

G. Arumaisiromani, Junior Assistant Maistri, had sick leave on medical certificate for 10 days from 12th April, for 9 days from 1st August and for 15 days from 20th September 1918 and leave on private affairs for 2 months from 17th February 1919.

K. P. Muniswami Mudali, Senior Assistant Maistri, had leave on private affairs for 6 months from 12th September 1918 and retired on an invalid gratuity with effect from 21st January 1919. P. Narayanaswami Nayakar, Junior Assistant

Maistri, acts as Senior Assistant Maistri from 12th September 1918 and B. Vaithilinga Asari acts as Junior Assistant Maistri from 1st November 1918.

K. P. Muniswami Mudali who had to retire on account of illness was an invaluable man in the metal work department.

He had been in the school for many years as a workman before he was placed on the permanent staff. Known familiarly as the 'Tinker' he was of that rare sort of metal work artisan who could turn his hand to any work and do it exceedingly well.

3. *Accommodation*.—There have been no additions to the school buildings during the year.

The difficulty with the roof of the metal working shed mentioned in the last four annual reports still exists.

Tentative efforts were made on a passage way roofed with the same material (poilite) but little good resulted. Until the roof is properly covered and made more or less watertight, we will always have the same trouble and inconvenience whenever there is rain.

The usual annual repairs were done by the Public Works Department.

The electric installation mentioned in the last year's report has not yet been put in the new rooms of the bungalow.

4. *Strength and attendance*.—The number of pupils on the rolls on the 31st March 1919 was 272 of whom 20 were females, and the average attendance during the year was 179.

The figures for the last three years are—

1916-17	...	...	...	...	...	286	207
1917-18	...	...	...	...	...	303	208
1918-19	...	...	...	...	...	272	179

The drop in numbers is probably due to the unusual amount of illness during the year. The average attendance of the last two years has been, respectively, about 69 per cent and 66 per cent of the total numbers.

5. *Departments*.—Table V shows the distribution of the students according to the different departments in which they are working and the class from which they come.

The percentage of artisans has increased to 51.1 from 45.3 of the previous year.

This is a gratifying increase as now more than half the pupils are of this caste.

The obvious inference is that the artisan castes are beginning to realize that something can be got in the School of Arts not procurable in the ordinary workshop. I hope this may prove correct.

The number of scholarships at present is as follows:—

Government of Madras	...	...	...	...	...	80
Do. Mysore	...	...	...	...	...	6
Do. Travancore	...	...	...	...	...	1
Do. Cochin	...	...	...	...	...	1
Nizam's State	...	...	...	...	...	3
Victoria Technical Institute, Madras	...	...	...	...	...	4

The students from the surrounding States have been almost consistently good.

They are evidently selected with great discretion, and their work here is nearly always of a higher order than that of the ordinary student. This is probably accounted for by the fact that these foreign students have generally a good education before they come to study at the School of Arts, are older than the usual student, and are consequently in a better position to benefit by the teaching provided.

Though by the rules of the school we take quite young boys as students, especially if there is a friend or relation here who will help to look after them, I think it is generally the case that a student who has had some sort of general education before coming here nearly always in the end makes the better workman.

I would not take very young boys, as at present, were it not for the fact that many of these lads would get no education at all unless they were allowed to come here.

The work turned out in the various departments during the year does not call for any very special mention.

Now that the war is coming to an end, there is no more difficulty about wool for the Carpet Weaving Department.

We have finished two very large carpets which have been on the looms for over two years, and sold both immediately.

It is unfortunate that more students do not join this important department of the school, as there is always a ready market for fine carpets and they can be produced with considerable profit in Madras.

The yearly competitions were not held this year, but the prize money allotted was distributed according to the best work done during the entire year by the different pupils.

As some students are capable of doing better work in the competition than in their regular daily work, I thought, for a change, it would be more fair to all to distribute on the whole yearly output.

6. *Passed students*.—Table IX gives a list of students who have left the school and taken up appointments elsewhere and their rate of pay.

This makes a better showing than last year, and only the names of those who got appointments for which their work in the school fitted them are included.

One old Reformatory School lad who had been here some years in the carpentry department was appointed as maistri in charge of a workshop at Makina, Basra. He has done extremely well, and I have excellent reports from his superior officers.

Another returned from Basra during the year and is about to resume work in the school.

Two new boys from the Reformatory School were taken here as workmen during the year. Both are doing well.

7. The *financial statement* is given in table X. The sales realized during the current year show an increase of Rs. 478-14-0 over last year.

An auditor from the Accountant-General's office audits the accounts monthly at present. Up to the present he has made no remarks on the school accounts.

8. *Library*.—Seventy-three new books were added to the library during the year. The total number of books is now 1,647.

9. *Museum*.—All articles in the museum were carefully gone over and checked and properly numbered.

As I intend shortly to go on leave I hope to have an opportunity of studying school museum arrangements at home, with the object of arranging this museum on a more satisfactory basis than at present. The arrangements at present owing to overcrowding are not satisfactory, but unlike an ordinary museum, where the objects are merely on exhibition, ours requires some special scheme so that the articles which are in constant use are easily and quickly available.

This I intend to do later with the addition of a few more suitable show cases.

10. *Examinations*.—Table VII gives the results of the various Government Technical Examinations.

The figures for the last three years are—

	Appeared.	Passed.
1916-17	235	163
1917-18	223	150
1918-19	228	160

The percentages are 69, 67 and 70, a slight increase over the last two years.

11. *Furniture and apparatus*.—A few necessary articles of furniture were purchased during the year.

It has been the custom here in the past to replace old and worn out furniture and apparatus as occasion required, retaining generally the same sort of pattern as the rejected pieces for the new ones.

I have come to the conclusion that this is not a good policy, and lately I have had an opportunity carefully to inspect the arrangements at the Manual Training Centre at Saidapet, where all tools and apparatus were purchased or made newly, and this has confirmed my opinion.

The two departments here which require drastic overhauling so far as apparatus is concerned are the cabinet-making and metal work departments. I believe much time and trouble would be saved by clearing out all the old benches and other

apparatus, and starting on a more up-to-date footing. This would not be a very serious matter and I intend to put it in order later, when I return from leave, and have had the opportunity of seeing the most suitable apparatus in use at home.

12. *General remarks.*—The staff have worked well throughout the year. The school was closed for ten days during the height of the influenza epidemic in October 1918.

I wish to take this opportunity of referring to a very interesting and sincere though not particularly well-informed criticism which appeared in a local journal in February last.

The gist of this criticism seemed to be, if I understand it correctly, that the teaching here is unsympathetic so far as what is usually termed 'fine art' is concerned.

This critic says: "The Art section of the school should be reorganized thoroughly; it should be brought on a level with other Presidencies; it should be made popular. The present system of goading dry 'art' six and a half hours a day should give place to a regulated course of concentric painting and a well-based study of principles."

In fact, our critic seems to fancy that the school would be greatly improved if it were turned into a painting school. The expression "goading dry 'art' six and a half hours a day" seems to refer to the present painting class, who, in an ordinary art school at home, would be made to 'goad dry art' for a considerably longer period each day.

Much as I would myself like to see a proper painting class connected with this school, there are two very serious drawbacks to such a scheme. First, there is no teacher available who has enough knowledge and sympathy to conduct such a class, and secondly there is practically no opening here for the students if they could learn to paint. There is no demand for skilful and qualified painters in this Presidency.

I cannot believe that with the advent of such skilled painters that a demand for their work would spring up, for the few who have already tried it, from time to time, have failed, lamentably, to make a living at painting.

Again, if a suitable teacher with a knowledge of Indian painting could be procured, a group of painters comparable with what is known as the modern 'Calcutta School' started and developed by the Tagores, might be feasible, and this would give great encouragement to Indian art as opposed to the hybrid now in existence.

But I have found in practice that students here either look with scorn on the old painting arts of India, and cannot be made to like, much less appreciate, the really fine work of some of the modern Calcutta men.

Under these circumstances, I have never felt that I could conscientiously encourage the painting class in this school.

The new book of South Indian crafts is under way, but as yet enough material has not been collected to finish the work. I intend adding to the material already in hand during my leave, and hope to have the work ready for publication shortly after my return.

The services of the non-gazetted officers of the establishment have been written up to date.

The tables required are appended.

ENCLOSURES

(1)

I.—Strength of Drawing classes.

Class.	Number on the rolls on the 31st March 1918.	Average number on the rolls during 1917-18.	Number on the rolls on the 31st March 1919.	Average number on the rolls during 1918-19.
Ladies' drawing class	23	23	20	15
Total	23	23	20	15

(2)

II.—Strength of each of the Industrial classes.

Departments.	1917-18.			1918-19.		
	Scholarship-holders.	Other students.	Total.	Scholarship-holders.	Other students.	Total.
Wood-work	24	42	66	23	42	65
Carpet-weaving	4	2	6	3	..	3
Metal work	8	6	14	7	6	13
Jewellery	14	8	22	12	8	20
Modelling	..	3	3	1	2	3
Engraving	21	40	61	21	48	69
Lacquer work	19	64	83	19	36	55
Special painting	5	20	25	9	15	24
Total	95	185	280	95	167	262

(3)

III.—Classification of pupils according to the class of community to which they belong.

Class or community.	31st March 1918.			31st March 1919.		
	Males.	Females.	Total.	Males.	Females.	Total.
Europeans and Eurasians	..	19	19	..	16	16
Indian Christians	31	4	35	23	4	27
Muhammadans	21	..	21	17	..	17
Brahmans	20	..	20	18	..	18
Non-Brahman Caste Hindus	201	..	201	191	..	191
Panchamas	5	..	5	3	..	3
Buddhists	2	..	2	..	..	..
Total	280	23	303	262	20	272

(4)

IV.—Statement showing the educational qualifications of students reading in the School of Arts, Madras.

Examinations.	1917-18.	1918-19.
B.A Degree examination	..	1
Senior Cambridge examination	3 (females)	..
Junior do.	1 (female)	2 (females)
Matriculation do.	..	2
Upper Secondary do.	..	1
School Final do.	1	4 (1 female)
Higher examination for women	9 (females)	2 (females)
Studied up to Lower Secondary	28 (9 females)	31 (13 females)
Do. Primary	41 (1 female)	41 (2 females)
Unpassed	220	188
Total	303 (23 females)	272 (20 females)

(5)

V.—Classification of pupils in the Industrial departments according to the occupation of parents or guardians.

Departments.	Officials.	Inferior servants.	Traders.	Land-holders.	Artisans.	Coolies.	Mendicants.	Others.	Total.
Wood-work	7	2	7	5	39	5	..	..	65
Carpet weaving	1	1	..	..	1	..	..	..	3
Metal work	..	..	1	1	11	..	..	..	13
Jewellery	2	1	3	1	13	..	..	..	20
Modelling	3	..	..	..	..	..	..	..	3
Engraving	10	7	13	4	35	..	..	..	69
Lacquer work	13	4	9	2	27	..	..	..	55
Special painting	10	1	5	4	4	..	..	..	24
Total	46	16	33	17	130	5	..	..	251

(6)

VI.—Statement showing the distribution of pupils in India and other countries.

Names of districts.					Males.	Females.	Total.
Ganjam	...	...	...	...	1	...	1
Vizagapatam	...	...	...	...	2	...	2
Gōdāvari	...	...	...	...	1	...	1
Guntūr	...	...	...	...	1	...	1
Madras	...	...	...	...	153	6	159
Chingleput	...	...	...	...	28	1	29
Chittoor	...	...	...	...	1	...	1
North Arcot	...	...	...	...	8	1	9
South Arcot	...	...	...	...	4	...	4
Tanjore	...	...	...	...	11	2	13
Trichinopoly	...	...	...	...	5	1	6
Madura	...	...	...	...	1	...	1
Tinnevely	...	...	...	...	4	1	5
Coimbatore	...	...	...	...	2	1	3
Salem	...	...	...	...	1	...	1
Malabar	...	...	...	...	2	...	2
South Kanara	...	...	...	...	1	...	1
Mysore	...	...	...	...	10	2	12
Hyderabad	...	...	...	...	7	1	8
Travancore	...	...	...	...	2	2	4
Cochin	...	...	...	...	2	...	2
Pondicherry	...	...	...	...	4	...	4
Dharwar	...	...	...	...	1	...	1
England	...	...	...	...	...	2	2
Total					252	20	272

(7)

VII.—Results of the various Government Technical Examinations held in November and December 1918.

Subject.		Grade.	1917-18.		1918-19.		Percentage.	
			Number appeared.	Number passed.	Number appeared.	Number passed.	1917-18.	1918-19.
Freehand Drawing.	Outline	Elementary	38	23	49	34	61	69
		Intermediate	36	29	31	26	81	84
		Advanced	5	2	5	3	40	60
Geometrical Drawing.		Elementary	8	4	7	3	50	43
		Intermediate	11	4	15	6	36	40
		Advanced	4	..	4	2	..	50
Design		Elementary	22	11	18	6	50	33
		Intermediate	13	7	15	10	54	67
		Advanced	1	1	2	1	100	50
Painting		Elementary	24	16	16	10	67	63
		Intermediate	9	8	9	8	89	89
		Advanced	3	1	1	..	33	..
Modelling		Elementary	4	4	3	3	100	100
		Intermediate	6	6	5	3	100	60
		Advanced	1	..	..	..	..	..
Wood-engraving ..		Intermediate	3	2	6	4	67	67
		Advanced	..	..	..	..	..	..
		Intermediate	3	2	5	4	67	80
Copper plate-engrav- ing.		Advanced	..	..	..	..	..	..
		Elementary	6	5	14	14	83	100
		Intermediate	7	7	8	8	100	100
Cabinet-making and Wood-carving.		Advanced	6	6	10	10	100	100
		Elementary	2	2	..	..	100	..
		Intermediate	2	2	..	..	100	..
Metal work		Advanced	..	..	..	..	..	..
		Elementary	5	4	4	4	80	100
		Intermediate	3	3	1	1	100	100
Jewellery		Elementary	1	1	..	..	100	..
		Intermediate	..	..	..	..	..	..
		Advanced	..	..	..	..	..	..
Carpet-weaving ..		Elementary	..	..	..	..	..	..
		Intermediate	..	..	..	..	..	..
		Advanced	..	..	..	..	..	..
Total ..			223	150	228	160	67	70

(8)

VIII.—Technical Teachers' Certificate Examinations, 1918.

Subject.	Grade.	1917-18.		1918-19.		Remarks.	
		Number appeared.	Number passed.	Number appeared.	Number passed.		
Freehand Drawing.	Outline	Elementary	2	2	1	..	..
		Intermediate	8	4	11	7	..
		Advanced	2	..	1	..	..
Geometrical Drawing.		Elementary	..	..	..	..	..
		Intermediate	..	..	1	1	..
		Advanced	..	..	1	1	..
Cabinet-making ..		Elementary	..	..	..	..	..
		Intermediate	1	1	3	2	..
		Advanced	..	..	..	..	..
Total ..		13	7	18	11	..	

(9)

IX.—Students who left the school and who are employed.

Name.	Highest examinations passed.	Period spent in the school.	Present employment.	Salary.
Muhammad Ibrahim	Group certificate in drawing	4 years.	Drawing master, Harris High school, Royapetta.	RS. 25— 3—40
A. Vadivelu Chetti	Freehand outline drawing, intermediate; painting, elementary.	5 "	Tracer, Madras Survey office.	13— 8— 0
N. Reshikesavan	Freehand outline drawing and wood-engraving, intermediate; painting, elementary.	6 "	Tracer, Tawker & Sons	14— 0— 0
Brijaraj Singh	Freehand outline drawing, intermediate.	5 "	Tracer, Madras Survey	12— 0— 0
P. John	Freehand outline drawing, intermediate.	2 "	Tracer in Mesopotamia	25— 0— 0
Ch. Simhachalam	Freehand outline drawing, intermediate.	2 "	Drawing master, Vizagapatam.	30— 0— 0
M. Elumalai Nayakar	Freehand outline drawing, intermediate; design and modelling, elementary.	7 "	Letter printer, Addison & Co.	15— 0— 0
C. R. Ranganathasari	Freehand outline drawing and jewellery, intermediate; design; elementary.	6 "	Designer in P.W. Workshops, Bangalore.	35— 0— 0
K. Venkatanarasimham	Freehand outline drawing, intermediate.	1 year.	Drawing master, St. Ebbas' S.P.G. school, Mylapore.	25— 0— 0
M. Arunachala Mudaliyar.	Freehand outline drawing and wood-engraving, intermediate.	4 years.	Engraver, Graphatone & Co.	15— 0— 0
A. V. Le Toille	Freehand outline drawing, intermediate; painting, advanced.	4 "	Artist, Madras Medical College.	60— 0— 0
T. K. Gopal Nayudu	Freehand outline drawing, painting and design, intermediate; modelling, elementary.	4½ "	Artist in a photograph firm	18— 0— 0
F. Manual	Cabinet-making intermediate	6 "	Daily-paid workman, School of Arts.	0— 8— 0 per day.
N. Neelamegam Chetti	Jewellery, intermediate	5 "	Goldsmith in a private company.	0—12— 0 per day.
Miss Chase, A. A.	Freehand outline drawing and painting, intermediate; teachers' certificate in freehand outline drawing, intermediate.	3 "	Drawing mistress, Government Secondary and Training School for Women, Triplicane.	40— 4—60
Miss G. Mitchell	Freehand outline drawing, intermediate; teachers' certificate in freehand outline drawing, intermediate.	8 "	Drawing mistress, Government Hobart Training school, Royapetta.	40— 2—50

(10)

X.—Statement of receipts and charges of the School of Arts, Madras, for 1918-19.

		Receipts.		Amount.	
		RS.	A. P.	RS.	A. P.
Fees	...	...	...	52	8 0
Sales—cash	...	...	...	5,112	1 6
Realization upon bills	...	...	...	2,247	13 0
				7,359	14 6
				7,412	6 6
Stock of manufactured articles on 31st March 1919.				7,960	2 6
Stock of unfinished articles on 31st March 1919.				1,905	0 0
Stock of materials on 31st March 1919	...	...	...	5,949	13 6
Stock of tools and plant on 31st March 1919.	...	...	...	5,672	14 5
				21,487	14 5
Stock of manufactured articles on 31st March 1918.	8,738	0	6		
Stock of unfinished articles on 31st March 1918.	2,527	0	0		
Stock of materials on 31st March 1918.	4,991	3	0		
Stock of tools and plant on 31st March 1918.	5,653	5	2		
Decrease of stock of manufactured, unfinished articles, materials, tools and plant during the current year.				421	10 3
				6,990	12 3
Balance	...	...	...	57,574	4 7
Total	...	...	...	64,565	0 10
Charges.					
Salaries	...	...	...	12,103	12 0
	...	...	...	4,200	0 0
Establishment.	...	...	...	20,307	8 3
	...	...	...	300	0 0
				20,607	8 3
				282	4 0
Allowances—Travelling allowance	...	...	...		
Supplies and services—Stipends	...	...	...	2,675	11 9
Library and prizes	...	...	...	749	8 9
Art collection specimen	...	...	...	1,999	9 6
Materials	...	...	...	7,600	0 0
Wages	...	...	...	8,277	7 7
Tools and plant	...	...	...	380	4 0
				21,682	9 7
Contingencies—					
Furniture and apparatus	...	...	...	507	2 0
Postage and telegraph	...	...	...	100	0 0
Rents, rates and taxes	...	...	...	1,930	15 6
Office and other contingencies	...	...	...	3,150	13 6
				5,688	15 0
Total	...	...	...	64,565	0 10

(11)

XI.—Receipts and sales.

Departments.	Receipts.		Sales.	
	1918-19.	1917-18.	1918-19.	1917-18.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Wood-work	...	...	...	...
Carpet-weaving	...	...	...	...
Metal and jewellers' work	...	...	...	...
Modelling	...	...	...	...
Lacquer work	...	...	...	...
Engraving and miscellaneous departments.	...	...	...	...
	7,359 14 6	6,881 0 6	6,690 14 6	7,384 2 6

Proceedings—R.C. No. 3517/19, dated 14th July 1919.

Recorded.

2. There was a decline in strength, among both the male and female students, which is attributed to the epidemics that prevailed in Madras during the year. It is satisfactory to note that more than 50 per cent of the students were drawn from the artisan class.

3. The results of the Government technical examinations and technical teachers' certificate examinations showed a slight improvement over those of the previous year.

4. The continued success of the ex-pupils of the Reformatory School, Chingleput, who have gone through their apprenticeship in this school, is gratifying.

(True extract)

R. LITTLEHAILES,
Acting Director of Public Instruction.

To the Superintendent, School of Arts, Madras.
,, Inspectors of Schools.
,, Inspectresses of Girls' Schools.
,, Principals of Government Colleges.
,, the Superintendent, Reformatory School, Chingleput.
Copy to the Director of Industries, for information.
,, Government, for information (with C.L.).

Order—No. 961, Home (Education), dated 6th August 1919.

Recorded.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
Editors' Table.

Forwarded to the

(By order)

Senior Superintendent,
Home Department.

Home (Red) DEPARTMENT.

Recording the report on the working of the —, Madras,
for the academic year 1918-19

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191

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C. No. 14372 From the D. P. I R. C., No. 3512/9 dated 21-2- 1919

” ” ” ” ” ” ” ” 191

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Ooty Records	...		4	
For filing with original	...		1	
Total	...		30	

FOR ISSUE.†

Signature copies

India Office	...				
Govt. of India	Dept.				
Revenue Department	...				
Public Works Department	...				
Local and Municipal Department	...				
Educational Department	...				
Public Dept.	Dept.				
Judicial Dept	...				
Political	...				
Financial Dept.	...				
Marine Dept.	...				
Ecclesiastical Dept.	...				
Total	...				

Spare copies

The	O.P. I	4		
The				
The				
The	Reserve	10		
The				
The				
The				
The				
The				
The				
The				
The				
Total		15		

* 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 Reference 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.

Referencer.
Clerk.

Supdt.

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

Type may be released after usual interval at once.

Referencer.
Clerk.

Supdt.

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.

Type may be released after usual interval.

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.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				