

1
Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 81, 18th January 1921

Educational Rules

Rule 102—Fee concessions—amendment notified.

22

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 81, 18th January 1921

Educational Rules

Rule 102—Fee concessions—amendment notified.

Read—the following paper:—

G.O. No. 759, Home (Education), dated the 1st July 1920

ABSTRACT.—Educational Rules—Rule 102—Fee concessions in schools—Amendment—Approved.

Order—No. 81, Law (Education), dated 18th January 1921.

With a view to provide additional inducements to the pupils of the backward classes and communities to continue their studies in secondary schools and colleges, rule 102 of the Madras Educational Rules was amended in the proceedings read above, so as to make the grant of the half fee concession admissible thereunder compulsory in the case of poor pupils belonging to the classes and communities therein specified subject however to the production of the prescribed certificate of poverty. It has been represented to the Government that, whereas prior to the revision of the rule, the grant of the half fee concession in the case of girls, Muhammadans, Oriyas and other backward classes was general and entirely at the option of the school managers, the orders issued in the proceedings read above have had the effect of compelling parents of poor pupils to produce certificates of poverty in all cases and that this change in procedure resulted in considerable hardship to such parents. After a careful consideration of the representations made, the Government have decided to amend the rule so as to require the production of a certificate of poverty only when there is reasonable doubt as to the poverty of the parent or guardian of a pupil seeking the concession.

2. The following notification will be published in the *Port St. George Gazette*:—

NOTIFICATION

For the last sentence of rule 102 of the Madras Educational Rules, published in notification No. 149, dated the 1st July 1920, on page 554 of Part I-B of the *Port St. George Gazette*, dated the 17th August 1920, substitute the following:—

"Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub-Magistrate or an officer of the Revenue Department of not lower rank than Deputy Tahsildar should be required in cases of doubt.

(By order of the Government, Ministry of Education)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

- " Financial Department.
- " Local and Municipal Department.
- " Revenue Department.
- " Publicity Officer.

Superintendent, Government Press, for publication of the notification (paragraph 2).
Copy to the President, District Board, Ganjam, with reference to his letter
R.O. No. 2726, dated 1st December 1920.

தமிழ்நாடு ஆவணக்காப்பகம்
பாதுகாப்பு பிரிவு

செப்பனிட்டவரின் பெயர்: *செ. சிவசுந்தரம்*

செப்பனிட்டவகை:

எடுத்துக்கொண்ட நாள்: *5/14*

செப்பனிட்ட முடித்த நாள்: *9/14* *10/14*

சரிபார்க்கப்பட்டது: *10.11.17*

முதிர்வு (1) முதிர்வு (2) ஆராய்ச்சி உதவியாளர்
Supdt. A

HOME (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 81, HOME (EDUCATION),
DATED 18TH JANUARY 1921.

[SUBJECT.—*Modification of the Madras Educational rules.*]

Previous papers :

G.O.	112, Home (Education), 25th January 1919
"	759, 1st July 1920
"	1200, 16th October "
"	1201, 16th "
"	1422, 4th December "

Note for Home Secretary.

Please let me see G.O. No. 759, Home (Education), dated 1st July 1920, and the recent discussion regarding the modification of rule 102 of the Madras Educational rules. I understand from Mr. Gwynn that the main reason of the feeling which the change in that rule has excited is that in its original form the concession of half school fees in the case of Muhammadans, Oriyas, girls and backward classes was general and apparently at the option of school managers. The change directed in July made it compulsory to apply for that concession and to support the application by a formal certificate of poverty. In at least one district Muhammadans are, I understand, under the impression that full school fees will invariably be levied from them in future. It seems possible that it may be expedient to restore the original rule with the proviso that the school manager shall not grant the half-fee concession in cases where he has reason to believe that the pupil's parents are able to pay full fees, unless a poverty certificate is produced.

L. D[AVIDSON]—6-12-20.

HOME (EDUCATION) DEPARTMENT.

A copy of G.O. No. 759, dated 1st July 1920, is placed below. The file containing the recent discussion regarding the modification of rule 102 of the Educational rules is linked—G.O. No. 1422, dated 4th December 1920.

N.K.—7-12-20. S.K.—7-12-20. C. RAMANUJA ACHARIYAR—8-12-20.

In connexion with the linked file, I proposed to speak to Mr. Gwynn about issuing a communiqué explaining the situation.

If Honourable Member wants the rule to be modified, there will be no necessity for a communiqué.

R. RAMACHANDRA RAO—9-12-20.

On further consideration I should be prepared to modify the rule to the following form :—

" Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes, whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub-Magistrate or an officer of the Revenue Department of not lower rank than Deputy Tahsildar should be required in cases of doubt."

Please refer u.o. to Director of Public Instruction and then if he agrees circulate to His Excellency the Governor.

L. D[AVIDSON]—14-12-20.

R.R.—15-12-20.

the proceedings read above have ~~not~~ ^{had} effect of compelling parents of poor pupils to produce certificates of poverty ~~in all cases~~ in all cases. After a careful consideration of the representations made the Govt. have decided to amend the rule so as to require the production of a certificate of poverty only ^{when there is reasonable doubt} to the poverty of the parent or guardian a pupil seeking the concession.

The following notification will be published in the Fort St. George Gazette:-

Notification.

For the last sentence of rule 102 of the Madras Educational Rules, published in notification No. 149, dated the 1st July 1920 on page 554 of Part I-B of the Fort St. George Gazette, dated the 17th August 1920 substitute the following:-

Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes ^{and castes} whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a sub-magistrate or an officer of the Revenue Department of not lower rank than Deputy Tahsildar should be required in cases of doubt.

A.V.S.
8-1-21.

GR
14.1.21

To
The D.P.I.
Financial Dept.
L. & M. Dept.
Revenue Dept.
Publicity Officer
S.G.P. for publication
notification.

Gazetted on

Copy to the P.D.B. Ganjam with
to his letter R.C. No. 246.

and that this change in procedure
has resulted in considerable
hardship to poor parents

12th Jan.

Educational Rules - Rule 102 - Fee concessions
in Schools - Amendment - Approved

G.O. No. 81, 18th January 1921

Educational Rules
Rule 102 - Fee concessions - amendment notified.

READ - the following paper:-

G.O. No. 799, Home (Education), dated the 1st July 1920

ABSTRACT:-

Order - No. 81, Law (Education), dated 18th January 1921.

With a view to provide additional inducements to the pupils of the backward classes and communities to continue their studies in secondary schools and colleges, rule 102 of the Madras Educational Rules was amended in the proceedings read above, so as to make the grant of the half fee concession admissible thereunder compulsory in the case of poor pupils belonging to the classes and communities therein specified subject however to the production of the prescribed certificate of poverty. It has been represented to the Government that, whereas prior to the revision of the rule, the grant of the half fee concession in the case of girls, Muhammadans, Oriyas and other backward classes was general and entirely at the option of the school managers, the orders issued in the proceedings read above have had the effect of compelling parents of poor pupils to produce certificates of poverty in all cases and that this change in procedure resulted in considerable hardship to such parents. After a careful consideration of the representations made, the Government have decided to amend the rule so as to require the production of a certificate of poverty only when there is reasonable doubt as to the poverty of the parent or guardian of a pupil seeking the concession.

2. The following notification will be published in the Fort St. George Gazette:-
NOTIFICATION

For the last sentence of rule 102 of the Madras Educational Rules, published in notification No. 149, dated the 1st July 1920, on page 554 of Part I-B of the Fort St. George Gazette, dated the 17th August 1920, substitute the following:-

"Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub-Magistrate or an officer of the Revenue Department, of not lower rank than Deputy Tahsildar should be required in cases of doubt.

(By order of Government, Ministry of Education).

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

" Financial Department.
" Local and Municipal Department.
" Revenue Department.
" Publicity Officer.
" Superintendent Government Press, for publication of the notification (paragraph 2).

Copy to the President, District Board, Ganjam, with reference to his letter
G.O. No. 2739, dated 1st December 1920.

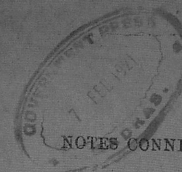
DESPATCHED

17 FEB 1921

15th Feb

18.

17/1/21



NOTES CONNECTED WITH G.O. No. 81, HOME (EDUCATION),
DATED 18TH JANUARY 1921.

[SUBJECT.—Modification of the Madras Educational rules.]

Previous papers :

G.O.	112, Home (Education),	25th January 1919
"	759	1st July 1920
"	1200	16th October "
"	1201	16th " "
"	1422	4th December "

Note for Home Secretary.

Please let me see G.O. No. 759, Home (Education), dated 1st July 1920, and the recent discussion regarding the modification of rule 102 of the Madras Educational rules. I understand from Mr. Gwynn that the main reason of the feeling which the change in that rule has excited is that in its original form the concession of half school fees in the case of Muhammadans, Oriyas, girls and backward classes was general and apparently at the option of school managers. The change directed in July made it compulsory to apply for that concession and to support the application by a formal certificate of poverty. In at least one district Muhammadans are, I understand, under the impression that full school fees will invariably be levied from them in future. It seems possible that it may be expedient to restore the original rule with the proviso that the school manager shall not grant the half-fee concession in cases where he has reason to believe that the pupil's parents are able to pay full fees, unless a poverty certificate is produced.

L. D[AVIDSON]—6-12-20.

HOME (EDUCATION) DEPARTMENT.

A copy of G.O. No. 759, dated 1st July 1920, is placed below. The file containing the recent discussion regarding the modification of rule 102 of the Educational rules is linked—G.O. No. 1422, dated 4th December 1920.

N.K.—7-12-20. S.K.—7-12-20. C. RAMANUJA ACHARIYAR—8-12-20.

In connexion with the linked file, I proposed to speak to Mr. Gwynn about issuing a communiqué explaining the situation.

If Honourable Member wants the rule to be modified, there will be no necessity for a communiqué.

R. RAMACHANDRA RAO—9-12-20.

On further consideration I should be prepared to modify the rule to the following form :—

"Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes, whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub-Magistrate or an officer of the Revenue Department of not lower rank than Deputy Tahsildar should be required in cases of doubt."

Please refer u.o. to Director of Public Instruction and then if he agrees circulate to His Excellency the Governor.

L. D[AVIDSON]—14-12-20.
R.K.—15-12-20.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

U.O. No. 361, dated 17th December 1920.

Personally I consider that it is a pity that the rule was ever changed at all.

7/81

NOTES TO G.O. No. 81, HOME (EDUCATION), 18TH JANUARY 1920

Assuming that the mandatory character of the rule, subject to the production of a certificate, is retained, I agree with the modification by the Honorable Member.
R. G. GRIFFITH—17-12-20.

h
E/
1/

HOME (EDUCATION) DEPARTMENT.

Please see the Hon'ble Mr. Davidson's note on page ~~2~~ ante. The file may be circulated to the Minister (for Education), C-1 and His Excellency the Governor.
A.V.S.—20-12-20. N.K.—22-12-20 C. RAMANUJA ACHARIYAR—25-12-20.
R. RAMACHANDRA RAO—25-12-20.

I agree with Hon'ble Mr. Davidson, the rule proposed by him running as follows:—Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes whose parents or guardian are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub-Magistrate or an officer of the Revenue Department of not lower rank than Deputy Tahsildar should be required in case of doubt.

Ah

RL

A. S. UBBAYAYALU REDDIYAR—29-12-20.

A draft order is submitted.

L. D. DAVIDSON—31-12-20.

W. ILLINGDON—1-1-21.

C.R.—14-1-21.

R.R.—17-1-21.

N.K.—11-1-21.

A.V.S.—4-1-21.

[G.O. No. 81, Home (Education), dated 18th January 1921.]

NOTES.

8/24/21

18-1-21

Twelve stitches with

1422 (uncollected), 12-12-20
 1201 " 16.6.20
 1200 " 16.6.20
 759 " 1.7.20
 112 " 3.1.29

Note for Home Secretary.

Please let me see G.O.No. 759 Home (Educn.) dated 1st July 1920 and the recent discussion regarding the modification of Rule 102 of the Madras Educational Rules. I understand ~~the~~ from Mr. Gwynne that the main reason of the feeling which the change in that rule has excited is that in its original form the concession of half school fees in the case of Muhammadans, Oriyas, girls and backward classes was general and apparently at the option of school managers. The change directed in July made compulsory to apply ~~to~~ that concession and to support the application by a formal certificate of poverty. In at least one district Muhammadans are, I understand, under the impression that full school fees will invariably be levied from them in future. It seems possible that it may be expedient to restore the original rule with the proviso that the school manager shall not grant the half fee concession in cases where he has reason to believe that the pupil's parents are able to pay full fees, unless a poverty certificate is produced.

Home (Educn) Dept.

A copy of G.O. No. 759, dated 1st July 1920 is placed below. The file ~~containing~~ ^{containing} the recent discussion regarding the modification of rule 102 of the

Ed. Rules is ~~limited~~ ^{limited}

8th

1/12/20

#847
9/12/20

1422
9/12/20

Pr 10 10/81 2 (B)

In connection with the linked file, proposed to speak to Mr. Gwynn about issuing a communique explaining the situation.

BHM wants the rule to be modified, there will be no necessity for a communique.

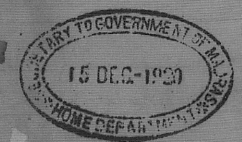
Very
Hm 8/12/20

On further consideration I shall be prepared to modify the rule to the following form:-

"Fees in all institutions shall be fixed at half the standard rates from Muhammadan Organs, funds and members of backward classes & castes, whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. ~~There shall be~~ the production

of a certificate to that effect signed by an officer of the Res. Dept. of education. ~~that~~ ^{should} be agreed in cases of doubt."

These refer to L.P.L. & then if he agrees circulate to H.S. the Govt.



a subnaigle or

3591
15/12/20

LD:
14/12/20
573/200

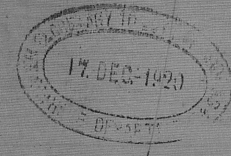
220 No. 361 D717/12.20 11/81 3-11

Personally I consider that it is a pity that the rule was ever changed at all. Assuming that the mandatory character of the rule, subject to the production of a certificate, is retained, I agree with the modification by the Honourable Member.



ES.CN. 3748A
17.12.20

naa
17.12.20



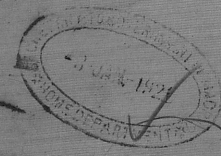
Please see ~~Hon~~ Hon. Mr. Davidson's note on p. 2 ante. The file may be circulated to the Minister (for Edn), C, and H.C. the Governor.

Avr. 25/11/20
25/12/20
25/12/20

16/12/20
27/12/20

H.C. 36/30.12.20

M1
C1
H2



17/12/20
31/12/20

I agree with the Hon. Mr. Davidson, the rule proposed they have submitted as follows: - Fees in all institutions shall be fixed at half the standard rate from Ambassadors, Acting Consuls & members of backward classes & after whose fees or gratuities are so fixed the grant of their concessions is necessary to enable them to continue their studies. The production of a certificate to that effect signed by a Sub. Insp. or an officer of the Revenue Dept. or not having rank than Insp. will also be required in case of doubts.

A draft order is subd.

11/12/20
11/12/20

NOTES.

12/81 Page

CN-3863A. From the P.D.B., Ganjam & 1.10.20
Subject - Rule 102 of 25th Rule.

H.M. (Education) has called for the papers with
a view to reconsideration.

Papers.

R.R.R.
3-12-20.

The main file containing the
~~papers~~ recent discussion
in regard to the amendment of
Rule 102 of 25th Rules has been
submitted to H.M. This file may
also be submitted to him.

8/11
12-12-20

Has not the main file

returned? Please show

C.R.
16/12/20

Regr

the main file is submitted linked.
The draft order put up in this case will be
unnecessary if the rule is amended
as proposed in the top case

CR
25/12/20, 25/12/20

These papers may be stitched
with the linked file after the
C.O. issues

Ans.
14/1/20

To be stitched

within C.O. 81
18/1/21

X

C.O. no 81
18/1/21

13
81

13

14
14
81
'Adyar House',

Adyar.

6th December 1920.

My dear Grieve,

I enclose for your information a copy of a note which I am sending into the Secretariat on the subject of the half fee concession as a result of conversation yesterday morning with Gwynne who tells me that you suggested his mentioning it to me.

Yours sincerely,

The Hon'ble Mr. R.G. Grieve,

Director of Public Instruction,

Mungambaukum, Madras.

2-12-20

15
81

Dear Wynne,

I would like you to know that I am now getting a good many anxious enquiries from Mahomedans about a new order of the education department to the effect that Mahomedan boys are to be charged full school fees from the first of next month. If the object of the Department is to give a good boost up to the Khilafat movement, then I must say that they have chosen their method wisely and could not have done it more effectively. But if they have another object in view, might I suggest that something might be published about it? At present I am in a difficulty when people ask me why it is being done, and so on, for I have not the vaguest notion, and can give no answer. I think it is a part of your business to explain difficult things like this to the public; so I write to let you know that this difficulty exists, and would be the better of some explanation.

Yours sincerely,

H. H. H. H.

DEPARTMENT

Received

192

Registered

1920



Subject.

Applying for sanction to keep in abeyance till the end of the current school year the new rule 102 of the Madras Educational rules published in the Fort St. George Gazette dated 17th August 1920.

ENCLOSURES.

No. One

Spare copies

Re No. 2769, 1920.
D.B.Station Thattapur, Dated the 1st October, 1920.From (Name) M.R. Ty., Idd Bahadur,
T. Venkatakrisnainya Panthulu Gauri, D.A.B.L.(Designation) President, District Board, Coimbatore.

To The Secretary to the Government of Madras.

Local & Municipal Department.

Sir,

Madras.

I have the honour to request that the Government may be pleased to keep in abeyance till the end of the current school year the new rule 102 of the Madras Educational rules published in the Fort St. George Gazette dated 17th August 1920.

2. The new rule makes it compulsory for all pupils claiming the concession of paying half fees to produce a certificate of poverty from a Revenue Officer of a rank not lower than a Sub Magistrate or Deputy Tahsildar.

3. Generally all Oriyas and Muhammadans have hitherto been in receipt of the concession and the District Board

259 (F)
1-7-20

2. ¹⁷
s considering and will submit to Government proposals as to
or the half fee concession may be given. If the new rule
ere enforced at once the Board apprehends it would cause
he Oriya boys in particular - who form a large number in
the District - much inconvenience and even hardship.

A copy of the District Board's resolution on the
subject is enclosed.

I have the honour to be,

Sir,

Your most obedient servant,

AR Lakshmi
Vice President, District Board, Ganjam.

S.K./2-10-20.

Yd. *4/2/10*

¹⁷
Extract from the Proceedings of the District Board, Ganjam,
at its meeting held on 25-9-1920.

Present.

1. M.R.Ry., Rai Bahadur, T.Venkatakrishnaiya Pantulu Garu, S.A.B.L.,
President.

2. Sriman, Anantharam Rath Mahasayo, B.A., Vice President.

Officials.

3. The Revenue Divisional Officer, Chatrapur.

4. The Revenue Divisional Officer, Chicacole.

5. M.R.Ry., A.Prakasam Pantulu Garu,
Tahsildar, Chatrapur.

6. Sriman, S.Gantayat Mahasayo,
Assistant Inspector of Schools, Ganjam District.

7. M.R.Ry., V.Chintan Menon Avergal, L.M. & S.,
Acting District Medical and Sanitary Officer, Ganjam.

Non-Officials.

8. Sriman Baghunatha Dass Mahasayo.

9. " Syamasundara Panda Mahasayo.

10. " Jagannadha Padhi Khadanga Mahasayo.

11. " Boishnava Mahapatre Mahasayo.

12. " Harikrishna Rajaguru Mahasayo.

13. " Madan Mohan Rath Mahasayo, B.A.L.T.

14. M.R.Ry., Rai Sahib, P.Sitharamaswami Pantulu Garu.

15. " K.Virareghavachariar Avergal, B.A.B.L.

16. " P.Pattabhiramayya Pantulu Garu.

17. " W.V.V.B.Ramalingam Pantulu Garu, B.A.L.T.

18. " B.Narasimhaswami Pantulu Garu.

19. " Rao Bahadur, A.P.Patro Garu, B.A.B.L.,

20. " M.Gangaraju Pantulu Garu.

XXX

XXX

XXX

Read:-

16. Letter dated 9-9-1920 from the Secretary, Ganjam, Oriya
Samaj, Aska, requesting to suspend the enforcement of the Government
order withdrawing the concession regarding school fees hitherto granted
to Oriyas till the Government pass orders on his letter praying for
a reconsideration of the question.

Resolution:-

(Sd.) T. Venkatakrishnaia,

President, District Board, Ganjam.

(True Extract)

Vice President, District Board, Ganjam.

S.K./2-10-20.

№. 125/10

Spott. 11-10 (a)---35,108-9-2-20. (6)

DEPARTMENT

READ AGAIN G.O. No. _____, dated _____, 192

READ ALSO:—

READ ALSO:-
C No 53652 From the P. D. B. Gangnam No. 2789, dated 1. 10. 1920.

192

Revised
~~ORDER.~~

No. 5365 dated 16-10-1920

isk Call mid

Referred to the D.P.S.
for remarks.
BRB
14/10/7.

To
The S. P. I.
(with current interest)

~~18/10/20~~

C.V.
2/10

$\frac{432}{18} = 24$

Local and Municipal

DEPARTMENT.

Received

191

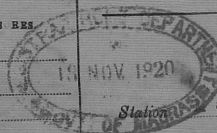
Registered

191

Subject

Returning with remarks Government Memorandum No. 5365 -1 L dated 14th October 1920 in connection with the question of suspending the operation of Rule 102 of the Madras Educational Rules regarding the levy of fees at concessional rates.

ENCLOSURES
No.
Spare copies



R.C.No. 11178/20

Station Madras, Dated the 15 November 1920

From (Name) The Hon'ble Mr. R. G. Grieve M.A.,

(Designation) Ag. Director of Public Instruction,
Madras.

To The Secretary to the Government of Madras,
Local and Municipal Department.

Sir,

In submitting herewith the enclosures received with Government Memorandum No. 5365-1-L dated 16-10-20, I have the honour to state that in G.O. No. 1200 Home (Education) dated 16-10-20 Government passed orders on a similar petition from the Honorary Secretary, Uriya Samaj, Ganjam declining their prayer to suspend temporarily the operation of Rule 102 -- of the Madras Educational rules as recently modified.

I have the honour to be,

Sir,

Your most obedient servant,

[Signature]
13112

S.R. 12-11

for Director of public Instruction

READ :-

ORDER

No. _____, dated _____, 192____

me

HMC Govt Mess
 Collect the
 papers with
 a new to
 remain
 Pickings
 1967

May issue
 R
 7.12.20
 5

The Govt. are unable to accept the proposal of the Ganjam District Board to suspend temporarily the operation of the revised rule 102 of the Madras Est. Ruls.

875
28.11.20
N4
24.12.20

$\frac{C_A}{2 \cdot 12 \cdot 2}$

Mr 7/12/20

As this is a request from a
\$750, to \$20m for
acceptance Wm

L. m.

The P.S.B., Gangan rd The draft may be accepted & the file
returned to Home (com) B.D.V.

Am 03.11.1992 92-62-1
6.12.20

9262

g. 574

Home (Edⁿ)

6/12/71

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

H-38-1-17.

Law & Order DEPARTMENT.

Current No. dated 191 ..

G.O. No. 81, dated 18/1 1911.

number of MS. pages sent

(b) Correspondence 2

(b¹) 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	15	15
City Records		3	3
For filing with original			
Total		19	19

FOR ISSUE.

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
For copies	8				
For Office					
For Dept. of India					
For Department					
For Works Department					
For Municipal Department					
For Educational Department					
For Public Dept.					
For Judicial Dept.					
For Political					
For Financial Dept.					
For Marine Dept.					
For Ecclesiastical Dept.					
Total					
The					
The					
The					
The					
The					
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The					
The					
The					
The					
The					
The					
Total					

copies distributed on (Press Clerk).

copies distributed on (Press Despatcher).

To be initialed 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.

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

Ans.
17/1/21

SPECIAL INSTRUCTIONS.

Pass

message note that there
indication because A
the ED was not yet issued.

Ans.

18/1/21

Recd 19/1/21
9-20

TO BE FILLED IN BY THE PRESS.

Diary.

Initials of
Press official.

Received in Press on..... 18/1/21..... SP
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.P.				
Total ...				

22

22