Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 1072, 22nd July 1921

Educational Rules

Rule 119—Stipends—Addendum—Notified.

N. P.

ORIGINAL

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 1072, 22nd July 1921

Educational Rules

Rule 119—Stipends—Addendum—Notified.

READ—the following papers :—

I

Memorandum No. 1162-/A-2, Law (Education), dated 26th April 1921.

A copy of the extract from the proceedings of the Legislative Council held on the 26th March 1921 relating to Resolution No. 297 on the subject of a reduction in the provision made for payment of stipends in the teachers' colleges is communicated to the Director of Public Instruction and he is requested to submit for the approval of Government draft amendments to the Madras Educational Rules to give effect to the assurance given in the Council by the Hon'ble the Minister that stipends will not be given to students who enter the teachers' colleges direct from the arts colleges without having been teachers.

(By order)

C. RAMANUJA ACHARIYAR,
Registrar.

To the Director of Public Instruction.

II

Letter—from R. LITTLEHAILES, Esq., M.A., Director of Public Instruction.
To—the Secretary to Government, Law (Education) Department.
Dated—Madras, the 9th June 1921.
No.—R.C. 4562.

With reference to Government Memorandum No. 1162/A-2, dated 26th April 1921, I have the honour to submit for the approval of Government the following draft addendum to rule 119 of the Madras Educational Rules :—

Stipends will not ordinarily be granted to students admitted into training colleges who have had no previous teaching experience.

Order—No. 1072, Law (Education), dated 22nd July 1921.

In connexion with a resolution for the reduction of grant under 31. Education—A (b) (iii) for Stipends in training colleges moved by Mr. W. Vijayaraghava Mudaliyar at the meeting of the Legislative Council held on the 26th March 1921, the Hon'ble the Minister for Education announced that stipends would not, in future, be awarded to students who join the L.T. class immediately after completing the B.A. course. The Director of Public Instruction submits the draft of an amendment rule 119 of the Madras Educational Rules giving effect to the announcement. The Government approve the draft notification.

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

NOTIFICATION.

Add the following at the end of rule 119 of the Madras Educational Rules :—

"Stipends will not ordinarily be granted to students admitted into training colleges who have had no previous teaching experience."

(By order of the Government, Ministry of Education)

P. C. DUTT,
Acting Secretary to Government.

To the Director of Public Instruction.
,, Accountant-General.
,, Publicity Officer.
,, Superintendent, Government Press (for publication of notification in paragraph 2).
Gazette.

LAW (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1072, LAW (EDUCATION), DATED 22ND JULY 1921.

[SUBJECT.—*Stipends to collegiate grade teachers undergoing training.*]

LEGISLATIVE COUNCIL OFFICE.

Resolutions on the budget.

MR. O. TANIKACHALA CHETTIYAR:—

249. That under 31-A (b) (iii) the provision for stipends be reduced by Rs. 5,000.

MR. W. VIJAYARAGHAVA MUDALIYAR:—

297. That under 31-A (b) (iiii)—Education University-Government professional colleges, the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000.

DR. C. NATESA MUDALIYAR:—

179. That under 31-A (b) (iii) the provision for stipends be reduced by Rs. 5,000.

LAW (EDUCATION) DEPARTMENT.

A provision of Rs. 18,200 has been made in the budget for 1921–22 for stipends to collegiate grade teachers undergoing training in the Teachers' College, Saidapet, and the Government Training College, Rajahmundry. The Members recommend that this provision may be reduced by Rs. 5,000.

2. In both the colleges 134 (84+50) collegiate grade teachers were trained during 1919–20 and the expenditure on stipends in the two colleges during that year was Rs. 17,102. For the current official year a provision of Rs. 24,760 was made for the purpose and it is expected that only about Rs. 16,000 * will be actually spent this year. It is not, however, known how many collegiate grade teachers are being trained this year in the two colleges.

	RS.	A.	P.
Teacher's College, Saidapet (page 6 of G.O. No. 1178, dated 7th October 1920).	11,510	12	2
Rajahmundry Training College (page 4 of G.O. No. 1177, dated 7th October 1920).	5,591	6	8

* Revised estimate for 1920–21 is Rs. 16,310.

If the provision for 1921–22 be reduced to Rs. 13,200 as suggested in the resolutions, the admission into the two colleges of stipendiary students during 1921–22 should be restricted to three-fourths of the number usually admitted. From paragraph 3 of the Director of Public Instruction's letter No. C 11140/20, dated 23rd October 1920, on pages 2–3 of G.O. No. 216, dated 10th February 1921, it will be seen that in recognized secondary schools for boys alone there are 497 *untrianed* graduates, most of whom would have to undergo training as early as possible. The Director also says that the present supply of trained teachers is insufficient to meet the demand and that this demand is continuous as the Inspecting Officers insist and rightly insist on the employment of trained teachers to promote the efficiency of the teaching imparted. (Please see rules 23 to 25 of the Educational rules which speak of the need for employing qualified teachers in secondary schools.) The headmaster and all the teachers of forms from the fourth upwards should be collegiate trained.

In the circumstances the resolution may, it is submitted, be opposed.

3. The remarks of the Director of Public Instruction may be invited u.o.

K.A.—17-3-21. N.K.—17-3-21.

C. RAMANUJA ACHARIYAR—17-3-21.

We have to face facts. In every profession, the apprentice pays for his training; but in the case of education in this Presidency we find that the persons do not technically qualify themselves unless stipended. And the interests of education demand that the training should continue.

R. RAMACHANDRA RAO—18-3-21.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

If the provision is reduced, either the rate of stipend or the number of students admitted must be correspondingly reduced.

Neither alternative is desirable. As it is, the rate of stipend is a source of discontent: the number trained should not be smaller in view of the continuous demand for teachers.

R. G. GRIEVE—19-3-21.

Submitted for orders.

C. RAMANUJA ACHARIYAR—19-3-21. R.R.—19-3-21.

Resolution withdrawn on the assurance that stipends will not be given to students who enter the Teachers' College direct from the Arts College without having been teachers.

A. S[UBBARAYALU REDDI]—1-4-21.

Please see the Hon'ble the Minister's note supra. It is for orders whether the Director of Public Instruction may be requested to submit the necessary amendment to rule 118 of the Educational rules to give effect to the assurance given in the Legislative Council that the grant of stipends will be discontinued in the case of students who enter the Teachers' Colleges direct from the Arts Colleges without having been teachers. If so it may be given effect to from the next school year. The file may have to be circulated to His Excellency.

K.A.—8-4-21. S.A.—11-4-21. C.R.—12-4-21.

Yes: meanwhile put up an extract of M-1's speech.

R.R.—13-4-21.

A copy of the Council Proceedings relating to the resolution in question has been obtained and put up. M-1's speech will be found on page 3 infra.

K.A.—19-4-21. S.A.—19-4-21. C.R.—19-4-21.

Send a copy of the speech to the Director of Public Instruction and ask him to send amendments to the Madras Educational rules.

R.R.—23-4-21.

Draft memorandum submitted.

K.A.—26-4-21. S.A.—26-4-21. C.R.—26-4-21.

[Memorandum issued as No. 1162 A-2, dated 26th April 1921.]

Mr. C. Natesa Mudaliyar being absent, the following motion standing in his name was deemed to have been withdrawn :—

5. That under 31-A (b) (iii), the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

Mr. O. Tanikachala Chettiyar being absent, the following motion standing against his name was deemed to have been withdrawn :—

6. That under 31-A (b) (iii) the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

Mr. W. VIJAYARAGHAVA MUDALIYAR :—" I move—

7. That under 31-A (b) (iii) Education, University—Government Professional Colleges, the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

" I do so in order to elicit information from Government whether they still think it necessary to give stipends to students who enter the Teachers' College at Saidapet from the Arts Colleges. I can understand, Sir, the necessity for encouraging teachers already in service, who may wish to better their qualifications by giving them stipends, but I doubt, Sir, if it is necessary to offer encouragement to graduates who are not in service to get themselves qualified for service in this department. This is not done in other departments, and in view of the fact that the stipends that we are now able to offer to men already in the service of Government, and of local bodies, are not very liberal, at any rate not enough to make these people not to feel the difficulty, or the difference in their income when they go for training, and taking into consideration the loss they are put to during their course at the Teachers' College and seeing that there are not sufficient funds to give them larger stipends, I think that the question may be examined whether it is necessary to give stipends to people who do not belong to any of these services but who are outsiders. If the matter is engaging the attention of Government, I would recommend that these stipends be confined only to people who are sent up for training after taking service, either under Government or under local bodies. With these observations, Sir, I beg that Government will find their way to examine the question."

The Hon'ble Diwan Bahadur A. SUBBARAYULU REDDIYAR :—" I would accept, Sir, the recommendation to refuse stipends to those pupils that go from the B.A. class straight to the L.T. class, because they were accustomed to maintain themselves before that, and I do not see why they should not continue to maintain themselves. The rest are entitled to receive stipends."

The motion was by leave withdrawn.

From the Director of Public Instruction, R.C. No. 4562, *dated 9th June* 1921.

The Director of Public Instruction proposes the addition of the following sentence at the end of rule 119 of the Madras Educational rules :—

" Stipends will not *ordinarily* be granted to students admitted into training colleges, who have had no previous teaching experience."

It is for consideration whether the word 'ordinarily' should be retained. The Director of Public Instruction apparently desires that in exceptional cases stipends may be granted to a student with no previous teaching experience. It does not appear desirable to make the rule absolute debarring even Government from exercising their discretion in special cases.

2. A draft order is submitted for approval. For orders as to circulation.

K.A.—18-6-21. N.K.—20-6-21. C. RAMANUJA ACHARIYAR—20-6-21.

The amendment goes beyond the Minister's speech but may be accepted.

R. RAMACHANDRA RAO—21-6-21.

The retention of 'ordinarily' is intended to cover cases who do not ordinarily go direct from Arts College to Teachers' Training Colleges—certain classes go direct from one to the other whereas it is difficult to induce some classes of people to go into the Teachers' College without inducement. The discretionary power will be exercised in such exceptional cases.

A. P. P[ATRO]—19-7-21.

[G.O. No. 1072, Law (Education), dated 22nd July 1921.]

Scott. 11-10 (c)—35,105—2-2-20. (5)

Law (Edn) 5 DEPARTMENT.

Educational Rules

Rule 119 - Stipends - Addendum - Notified.

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

" the " " ..... " ..... 192 .

READ ALSO:—

C. No. ....., From the ....., No. ....., dated ..... 192 .

" " ..... " " ..... " ..... " ..... 192 .

" " ..... " " ..... " ..... " ..... 192 .

ORDER.

Press.

No. 1072, dated 22-7-1921

In connection with a resolution for the reduction of grant under 31 ~~E~~ Education A (b)(iii) ~~regarding~~ Stipends in Training Colleges, moved by Mr. W. Vijayaraghava Mudaliyar at the meeting of the Legislative Council held on the 26th March 1921, the Hon'ble the Minister for Education announced that stipends would not in future be awarded to students, who join the L.T. Class immediately after completing the B.A. course.

The

GSSw in MS: to D.P.I. Press.

21.7.21

The D.P.I. submits the draft of an amendment to rule 119 of the Madras Educational Rules giving effect to the announcement. The Govt. approve the draft notification.

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

Notification

Add the following at the end of rule 119 of the Madras Educational Rules :—

"Stipends will not ordinarily be granted to students admitted into training colleges, who have had no previous teaching experience".

Ch 20/6/21

Ch.A. 20.6.21.

MM 20/6/21

MM 21/6/21

Draft to D.P.I. 88 dt 27/1/21 D.P.I. 27/1

To the D.P.I. Draft will be sent 16.9.21

" " A.G. Draft sent 88 16.9.21

" " Publicity Officer. 16/9

" " S.G.P. (for publication of notification in para 2)

Gazette

GOVT 7 SEP MADRAS

Prof 7/9/21

G.O. No. 1072, 22nd July 1921

Educational Rules

Rule 119—Stipends—Addendum—Notified.

READ—the following papers :—

I

Memorandum No. 1162-/A-2, Law (Education), dated 26th April 1921.

A copy of the extract from the proceedings of the Legislative Council held on the 26th March 1921 relating to Resolution No. 297 on the subject of a reduction in the provision made for payment of stipends in the teachers' colleges is communicated to the Director of Public Instruction and he is requested to submit for the approval of Government draft amendments to the Madras Educational Rules to give effect to the assurance given in the Council by the Hon'ble the Minister that stipends will not be given to students who enter the teachers' colleges direct from the arts colleges without having been teachers.

(By order)

C. RAMANUJA ACHARIYAR,
Register.

To the Director of Public Instruction.

II

Letter—from R. LITTLEHAILES, Esq., M.A., Director of Public Instruction.
To—the Secretary to Government, Law (Education) Department.
Dated—Madras, the 9th June 1921.
No.—R.C. 4562.

With reference to Government Memorandum No. 1162/A-2, dated 26th April 1921, I have the honour to submit for the approval of Government the following draft addendum to rule 119 of the Madras Educational Rules :—

Stipends will not ordinarily be granted to students admitted into training colleges who have had no previous teaching experience.

Order—No. 1072, Law (Education), dated 22nd July 1921.

In connexion with a resolution for the reduction of grant under 31. Education—A (b) (iii) for Stipends in training colleges moved by Mr. W. Vijayaraghava Mudaliyar at the meeting of the Legislative Council held on the 26th March 1921, the Hon'ble the Minister for Education announced that stipends would not, in future, be awarded to students who join the L.T. class immediately after completing the B.A. course. The Director of Public Instruction submits the draft of an amendment to rule 119 of the Madras Educational Rules giving effect to the announcement. The Government approve the draft notification.

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

NOTIFICATION.

Add the following at the end of rule 119 of the Madras Educational Rules :—

"Stipends will not ordinarily be granted to students admitted into training colleges who have had no previous teaching experience."

(By order of the Government, Ministry of Education)

B. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General.
" Publicity Officer.
" Superintendent, Government Press (for publication of notification in paragraph 2).
Gazette.

R.C. 2/9/21

Press
Please shake H
16.9.21

LAW (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1072, LAW (EDUCATION), DATED 22ND JULY 1921.

[SUBJECT.— Stipends to Collegiate grade teachers undergoing training.]

LEGISLATIVE COUNCIL OFFICE.

Resolution on the budget.

Mr. O. TANIKACHALA CHETTIYAR:

249. That under 31-A (b) (iii) the provision for stipends be reduced by Rs. 5,000.

Mr. W. VIJAYARAGHAVA MUDALIYAR:—

297. That under 31 A (b) (iiii)—Education University—Government professional colleges, the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000.

Dr. C. NATESA MUDALIYAR:—

179. That under 31-A (b) (iii) the provision for stipends be reduced by Rs. 5,000.

LAW (EDUCATION) DEPARTMENT.

A provision of Rs. 18,200 has been made in the budget for 1921–22 for stipends to collegiate grade teachers undergoing training in the Teachers' College, Saidapet, and the Government Training College, Rajahmundry. The Madras Legislative Council recommended that this provision may be reduced by Rs. 5,000.

2. In both the colleges 134 (84+50) collegiate grade teachers were trained during 1919–20 and the expenditure on stipends in the two colleges during that year was Rs. 17,102. For the current official year a provision of Rs 24,760 was made for the purpose and it is expected that only about *Rs. 16,000 will be actually spent on this year. It is not, however, known how many collegiate grade teachers are being trained this year in the two colleges.

	RS.	A.	P.
Teacher's College, Saidapet (page 6 of G.O. No. 1178, dated 7th October 1920).	11,510	12	2
Rajahmundry Training College (page 4 of G.O. No. 1177, dated 7th October 1920).	5,591	6	8

*Revised estimate for 1920–21 is Rs. 16,310.

If the provision for 1921–22 be reduced to Rs. 13,200 as suggested in the resolutions, the admission into the two colleges of stipendiary students during 1921–22 should be restricted to three-fourths of the number usually admitted. From paragraph 3 of Director of Public Instruction's letter No. C 11140/20, dated 23rd October 1920 on pages 2–3 of G.O. No. 216, dated 10th February, 1921, it will be seen that in recognized secondary schools for boys alone there are 497 *untrained* graduates, most of whom would have to undergo training as early as possible. The Director also says that the present supply of trained teachers is insufficient to meet the demand and that this demand is continuous as the Inspecting Officers insist and rightly insist on the employment of trained teachers to promote the efficiency of the teaching imparted. (Please see rules 23 to 25 of the Educational rules which speak of the need for employing qualified teachers in secondary schools.) The headmaster and all the teachers of forms from the fourth upwards should be collegiate trained.

In the circumstances the resolution may, it is submitted, be opposed.

3. The remarks of the Director of Public Instruction may be invited u.o.

K.A.—17-3-21. N.K.—17-3-21.

C. RAMANUJA ACHARIYAR.—17-3-21.

We have to face facts. In every profession, the apprentice pays for his training; but in the case of education in this Presidency we find that the persons do not technically qualify themselves unless stipended. And the interests of education demand that the training should continue.

R. RAMACHANDRA RAO—18-3-21.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

If the provision is reduced, either the rate of stipend or the number of students admitted must be correspondingly reduced.

Neither alternative is desirable. As it is, the rate of stipend is a source of discontent: the number trained should not be smaller in view of the continuous demand for teachers.

R. G. GRIEVE—19-3-21.

Submitted for orders.

C. RAMANUJA ACHARIYAR—19-3-21. R.R.—19-3-21.

Resolution withdrawn on the assurance that stipends will not be given to students who enter the Teachers' College direct from the Arts College without having been teachers.

A. S[UBBARAYALU REDDI]—1-4-21.

Please see the Hon'ble the Minister's note supra. It is for orders whether the Director of Public Instruction may be requested to submit the necessary amendment to rule 118 of the Educational rules to give effect to the assurance given in the Legislative Council that the grant of stipends will be discontinued in the case of students who enter the Teachers' Colleges direct from the Arts Colleges without having been teachers. If so it may be given effect to from the next school year. The file may have to be circulated to His Excellency.

C.R.—12-4-21.

K.A.—8-4-21. S.A.—11-4-21.

Yes: meanwhile put up an extract for M-1's speech.

R.R.—13-4-21.

A copy of the Council Proceedings relating to the resolution in question has been obtained and put up. M-1's speech will be found on page 2 of the extract.

C.R.—19-4-21.

K.A.—19-4-21. S.A.—19-4-21.

Send a copy of the speech to Director of Public Instruction and ask him to send amendments to Madras Educational rules.

R.R.—23-4-21.

Draft memorandum submitted.

K.A.—26-4-21. S.A.—26-4-21. C.R.—26-4-21.

[Memorandum issued as No. 1162 A-2, dated 26th April 1921.]

Mr. C. Natesa Mudaliyar being absent, the following motion standing in his name was deemed to have been withdrawn:—

5. That under 31-A (b) (iii), the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

Mr. O. Tanikachala Chettiyar being absent, the following motion standing against his name was deemed to have been withdrawn:—

6. That under 31-A (b) (iii) the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

Mr. W. VIJAYARAGHAVA MUDALIYAR:—"I move—

7. That under 31-A (b) (iii) Education, University—Government Professional Colleges, the provision of Rs. 18,200 for stipends be reduced by Rs. 5,000 (Budget page 125).

"I do so in order to elicit information from Government whether they still think it necessary to give stipends to students who enter the Teachers' College at Saidapet from the Arts Colleges. I can understand, Sir, the necessity for encouraging teachers already in service, who may wish to better their qualifications by giving them stipends, but I doubt, Sir, if it is necessary to offer encouragement to graduates who are not in service to get themselves qualified

for service in this department. This is not done in other departments, and in view of the fact that the stipends that we are now able to offer to men already in the service of Government, and of local bodies, are not very liberal, at any rate not enough to make these people not to feel the difficulty, or the difference in their income when they go for training, and taking into consideration the loss they are put to during their course at the Teachers' College and seeing that there are not sufficient funds to give them larger stipends, I think that the question may be examined whether it is necessary to give stipends to people who do not belong to any of these services but who are outsiders. If the matter is engaging the attention of Government, I would recommend that these stipends be confined only to people who are sent up for training after taking service, either under Government or under local bodies. With these observations, Sir, I beg that Government will find their way to examine the question."

The Hon'ble Diwan Bahadur A. SUBBARAYULU REDDIYAR:—"I would accept, Sir, the recommendation to refuse stipends to those pupils that go from the B.A. class straight to the L.T. class, because they were accustomed to maintain themselves before that, and I do not see why they should not continue to maintain themselves. The rest are entitled to receive stipends."

The motion was by leave withdrawn.

From the Director of Public Instruction, R.C. No. 4562, *dated* 9*th June* 1921.

The Director of Public Instruction proposes the addition of the following sentence at the end of rule 119 of the Madras Educational rules:—

"Stipends will not *ordinarily* be granted to students admitted into training colleges, who have had no previous teaching experience."

It is for consideration whether the word 'ordinarily' should be retained. The Director of Public Instruction apparently desires that in exceptional cases stipends may be granted to a student with no previous teaching experience. It does not appear desirable to make the rule absolute debarring even Government from exercising their discretion in special cases.

2. A draft order is submitted for approval. For orders as to circulation.

K.A.—18-6-21. N.K.—20-6-21. C. RAMANUJA ACHARIYAR—20-6-21.

The amendment goes beyond the Minister's speech but may be accepted.

R. RAMACHANDRA RAO—21-6-21.

The retention of 'ordinarily' is intended to cover cases who do not ordinarily go direct from Arts College to Teachers' Training Colleges—certain classes go direct from one to the other whereas it is difficult to induce some classes of people to go in to the Teachers' College without inducement. The descretionary power will be exercised in such exceptional cases.

A. P. P[ATRO]—19-7-21.

[G.O. No. 1072, Law (Education), dated 22nd July 1921.]

PRESS SLIP.

ORDINARY. **PREFERENCE.** **URGENT** (*a*).

Secrt. [illegible]—38—3-14. Home (Ed. B) Department. 10

Current No....., dated.....191 .

G.O. No 1072, dated 22-7-4 (Four) 191 .

Number of MS. pages sent (*b*) Correspondence. 2 (Two) (*b*1) Notes. 11 (Eleven)

Brief subject.....

(*c*) Number of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records	4	25	12
Ooty Records		6	4
For filing with original ...			1
Total ..		31	17

FOR ISSUE.†

	Letter only.	Complete G.O.	(*b*) Special issue copies of G.O. No.	Special issue copies of G.O. Papers.	Notes.
Signature copies		4			
India Office					
Govt. of India ..... Dept.					
Revenue Department					
Public Works Department					
Local and Municipal Department					
Educational Department					
..... Dept.					
Public Dept. / Judicial Dept / Political / Financial Dept. / Marine Dept. / Ecclesiastical Dept. — Total					
				Total ...	
Spare copies. The A. G.		6			
The D. P. I.		6			
The					
The Public Prosecutor		1			
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
Total ...		13			

* Copies distributed on ..... ‡(Press Clerk).

† Copies distributed on ..... ‡(Press Despatcher).

‡ *To be initialled and dated.*

[P.T.O.

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.

(*b*1) 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.

Secrt. II-48—19,083—11-2-21.

TO PRESS, MADRAS COPY.

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, 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 20/3/21	[illegible]
First proof furnished on	
Call for revised proof received on	
Revised proof furnished on	
Corrected proof received for striking on 23/3/21	[illegible]
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 ...				