

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 331, 10th March 1921

Madras Elementary Education Act—the

Notified to come into force from the 1st April 1921.

INDEXED

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 331, 10th March 1921

Madras Elementary Education Act—the

Notified to come into force from the 1st April 1921.

READ—the following paper :—

From the Government Solicitor, dated 1st March 1921, No. 283.

Order—No. 331, Home (Education), dated 10th March 1921.

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

NOTIFICATION. 85-

Under section 2 of the Madras Elementary Education Act, 1920 (Act VIII of 1920), the Government (Ministry of Education) hereby direct that the said Act shall come into force from the 1st April 1921 throughout the Presidency of Fort St. George excepting the Agency and the Laccadive islands including Minicoy.

(By order of the Government, Ministry of Education)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Chairmen of Municipal Councils.
" Presidents of all District Boards.
" Presidents of all Taluk Boards.
" departments of Secretariat (except Pension).
" all Collectors.
" the Superintendent, Government Press (for publication of notification in the Gazette).
" the Publicity Officer.

NUMBER OF COPIES { Letter.
Order.

No. 1332) to ~~book~~ come
into force from the 1st April 1922

SPECIAL.

dated

SPECIAL.

C. No. 921, From the Govt. Solvent, No. 283, dated 1.3.192

ORDER.

P.S.

No. 331, dated 10 - 3 - 1921

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

Under Section 2 of the
Madras Elementary Education
Act, 1920 (Act VIII of 1920),
the Govt. (Ministry of Education)
hereby direct that the said
Act shall come into force
from the 1st April 1921 through-
out the Presidency of Fort
St. George excepting the
Agony Division and the
Laccadive Islands including
Minicoy.

$$\frac{3.3 \times 10^3}{317} \quad \frac{3.3 \times 10^3}{3.3 \times 10^3}$$

DESPATCHED
12 MAR 1964
LHSC

- .. The J.P.S
- .. ~~K.M.~~
- .. Charitans of Municipal etc.
- .. All P.D. Bd ~~P.T.Bd~~
- .. President of Taluk Bds.
- .. Depts. of Sectt. (except
Persuasion)
- .. All collectors.
- .. S. G. P. for publication
- of Notices in the Gazetted
Gazette
Gazettes - 18-3-24

CURRENT FILE.

CONTENTS.

PAPERS PUT UP WITH CURRENT No.

Papers of the department to which the current belongs.

Number.	Date.	Original (=O.) or spare copy (= S.C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department

Papers of other departments.

Department.	Number	Date.	Original (= O.) or spare copy (= S. C.).	Initials with date of (1) Referencer acknowledging returns of the paper concerned or (2) Despatcher to denote the return of the papers to the department concerned.

Home (Education) Dept.

O.M.: 858/A-1 d/ 24.2.24

The accompanying draft of a notification which it is proposed to issue under section 2 of the Madras Elementary Education Act, 1920 (VIII of 1920) is forwarded to the Advocate-General who is requested to advise whether the notification is in order.

DESPATCHED

25 FEB. 1924
with notes. Jy

To The Govt. Secretary
(with notes)

NK
23/2/24

CR
25.2.24
m/24

Draft Notification

Under section 2 of the Madras Elementary Education Act 1920, (VIII of 1920), the Government (Ministry of Education) hereby direct that the said Act shall come into force ~~from the 1st April 1921~~ throughout the Presidency of Fort St George excepting the Agency Division and the Laccadive Islands including Minicoy, ~~from the 1st April 1921~~.

NK
23/2/24

CR
25.2.24

CR
24/2/24

No. 93



O P I N I O N

MEMORANDUM No. 858 A-1 dated 24th February 1921

Home (Education) Department

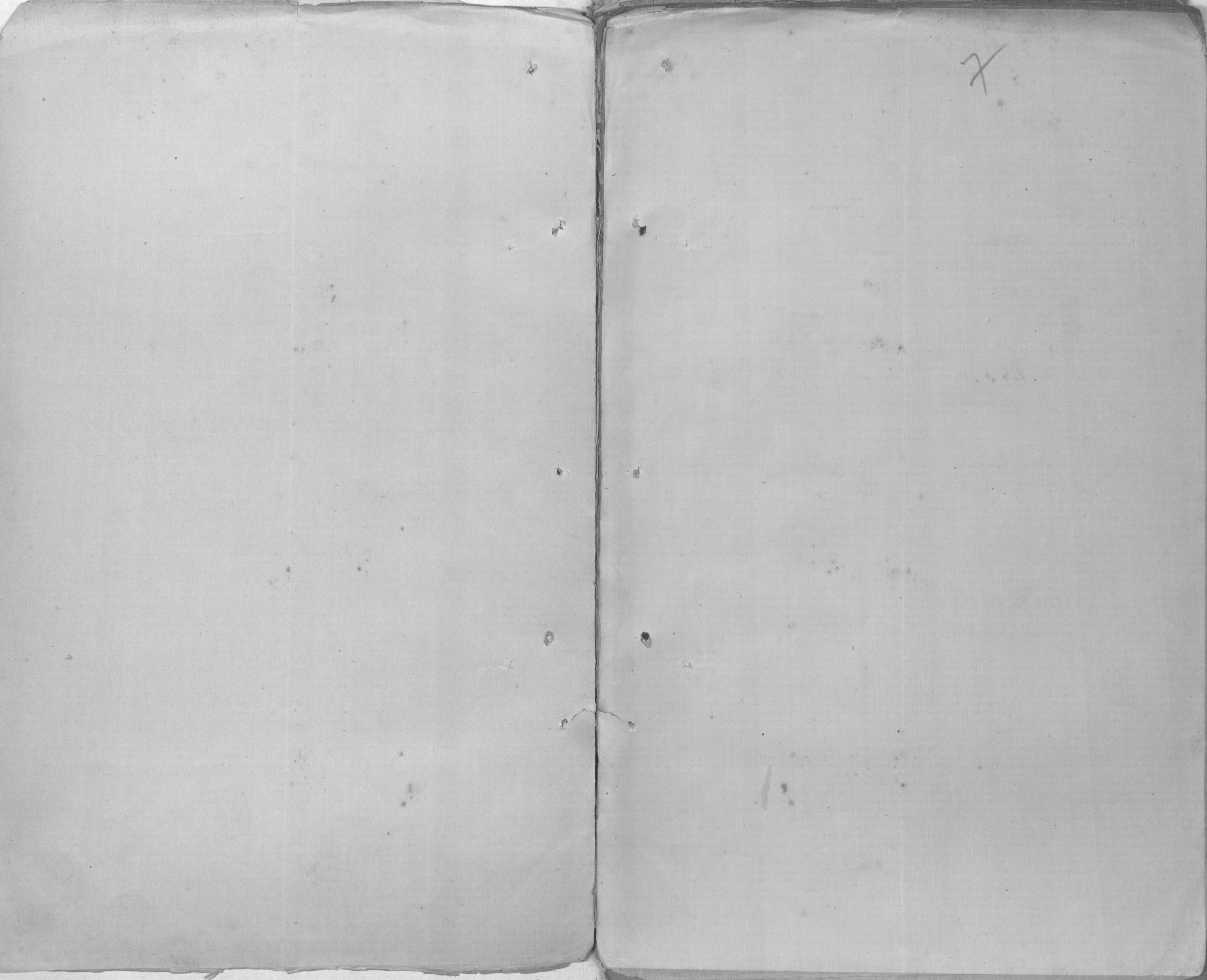
I have perused the draft notification under the Madras - -
Elementary Education Act and approve of the same.

M a d r a s)
1st March 21)

C. P. Ramaswami Aiyer
Advocate-General.

(True Copy)

A. Knightwell
Government Solicitor



31
Home (Education) Department.

From

Henry Brightwell

Government Solicitor

M a d r a s.

To

The Secretary to Government

Home (Education) Department,

M a d r a s.

Dated 1st March 1921.)

Received }

No. 283.

Forwarded with reference to the

Memorandum of Government No. 858A-1

dated 24th February 1921 Home (Education)

Department.

H. Brightwell

Government Solicitor.

8
HOME (EDUCATION) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. , HOME (EDUCATION),
DATED NOVEMBER 1920.

[SUBJECT.—The Madras Elementary Education Act.]

The Elementary Education Act has received the assent of His Excellency the Governor and will presumably receive the assent of His Excellency the Viceroy before long. It is time that the question is taken up as to what action has to be taken to bring it into force and from what date *. The latter point should be taken up first. We are now at an inconvenient part of the year and we will

* There can be different dates for different areas.

need some time to settle the preliminaries and some time more for publication of rules, etc. The beginning of January next is a probable date for bringing the Act into force. It is doubtful whether there is sufficient time before then for all the preliminaries to be completed and the questions of constitution and nominations settled. The next date is 1st April 1921. The adoption of this date will cause least dislocation in accounts. School years commence after that date and applications for grants to elementary schools under Chapter III of the Grant-in-Aid Code will come in only after that date for sanction. It is for consideration whether that date may be adopted. The Director of Public Instruction may be consulted unofficially. No doubt the submission of budget by District Educational Council before the year begins will be impossible for the first year. But there appears to be no help for this. The Councils can start work with the funds placed at their disposal and settled by the present agency.

2. As regards the other points, the Act has been examined and an analysis has been made. The points on which action has to be taken by Government under the Act are classified under the following heads:—

- I. Rules to be framed in respect of which immediate action should be taken.
 - I-A. Rules to be framed but which it would be desirable to postpone until after the formation of District Educational Councils.
- II. Executive orders or notifications of Government in respect of which immediate action should be taken.
 - II-A. Executive orders or notifications of Government which may be postponed until after the formation of District Educational Councils.

I.—Rules to be framed in respect of which immediate action should be taken.

Number of sections.	Short abstract.	Suggestion for action.	Officer's remarks.
Section 3 (A) ..	Definition of 'elementary education'	The Director of Public Instruction may be consulted in regard to the framing of the definition.	Please see attached sheet A. R.A.G.--27-10-20.
" 4 ..	Number of members of District Educational Councils..	to the number of members of Councils to be allowed for their districts, the report to come through Director of Public Instruction.	
" (1) ..	Rules to regulate the manner of election of Presidents of Councils.	Councillors may be consulted whether they would recommend the privilege of election of Presidents of Councils in their districts. Rules in regard to the election of municipal chairmen may be adopted with necessary modifications. (These are now being framed in Local and Municipal).	I agree. R.A.G.--26-10-20.
" 5 (5) ..	Number of members to represent local authorities on District Educational Councils.	Councillors may be consulted	
" 26 ..	Reports and statements to be transmitted by District Educational Councils.	The Director of Public Instruction may be asked to suggest the reports and statements to be submitted by Councils.	Please see separate statements B and C. R.A.G.--30-10-20.
" 20 ..	Form of budgets of District Educational Councils ..	The Director of Public Instruction may be asked to suggest the form of rules laying down the general conditions for the grant of recognition and grants-in-aid and suggest suitable forms in which the applications should be submitted.	The rules of recognition of elementary schools laid down in Chapter II of the Madras Educational Rules and those regarding grant-in-aid laid down in Chapters III, VII, IX, X and XI of the Grant-in-Aid Code may mutatis mutandis be adopted by the District Educational Councils. Verbal alterations will be required.
Sections 41 and 42 ..	Recognition and grants-in-aid to elementary schools ..		
Section 43 ..	Reports and returns.. ..	The Director of Public Instruction may be consulted as to the reports and returns which schools admitted to aid should forward to District Educational Councils.	Please see statement D. R.A.G.--30-10-20.
" 44 (4) ..	Elementary schools	The Director of Public Instruction may be consulted as to the rules to be framed for the classification of schools as 'elementary'.	The local authorities also will have to submit statements. R.A.G.--30-10-20.
" 45 (5) ..			
" 46 (6) ..			
" 47 (7) ..			
" 48 (8) ..			
" 49 (9) ..			
" 50 (2) (d) ..	Framing of rules regulating the appointment, punishment and removal of the officers and servants of District Educational Councils.	The Director of Public Instruction may be consulted as to whether the rules framed in regard to these matters under the old Local Self-Government Acts may be followed.	The schools or departments of schools that provide elementary education as defined in rules framed under section 3 (v) of the Act and are recognised as elementary schools under section 41 may be classified as Elementary. R.A.G.--30-10-20. I think so. R.A.G.--30-10-20.

The Madras Elementary Education Act, 1920—cont.

Number of section.	Short abstract.	Suggestion for action.	Officer's remarks.
Section 3 (i) and (vii)	I-A.—Rules to be framed but which it would be desirable to postpone until after the formation of district educational councils.		
Do. 3 (i)	Definition of 'Attendance at school'; and 'Elementary school plan'.	...	...
Do. 12	Framing of rules in regard to the holding of property by district educational councils.	...	...
Do. 20	Framing of rules for the conduct of business of district educational councils.	...	...
Do. 36	Procedure for the assessment and realization of education taxes.	...	...
Do. 38	Prescription of a form for the preparation of budget relating to education funds.	...	...
	Further action with reference to the chapter relating to compulsory education may be deferred for some time as the contingency is very remote. The points in regard to which such action may have to be taken are the following:—		
Do. 47	Payment of compensation for loss of fee income to managers of aided schools.	...	...
Do. 50 (iii)	Appointment of officers who may declare that instruction received by a child other than in a recognised school is satisfactory.	...	...
Do. 50 (v)	Circumstances to be considered as reasonable excuse for non-attendance of child at school.	...	...
Do. 51	Framing of rules to regulate the appointment of attendance committees.	...	...

The Madras Elementary Education Act, 1920—cont.

Number of section.	Short abstract.	Suggestion for action.	Officer's remarks.
Section 2	Areas in which the Act should be brought into force ..	It is for consideration whether the Act should be brought into force at once in all districts except perhaps the Agency tracts or in only a few selected districts to begin with. If the latter course is to be adopted Collectors may be consulted as to the districts to be selected. If the Act is introduced in the middle of the financial year, it may cause complications in the accounts of local bodies.	The Agency may, I think, be excluded. R.A.G.—27-10-20.
No. 3 (ii)	Definitions of 'Director of Public Instruction,' 'Inspector of Schools,' and 'Assistant Inspector of Schools'.	Apparently, to begin with, only the Inspectors and Assistant Inspectors of the department will be notified as 'Inspectors' or 'Assistant Inspectors' for the purposes of the Act and no new officers will be appointed to perform their functions. If so, the necessary notification may be published by Government. The Director of Public Instruction may be consulted on the point.	For the Nilgiris, there is a Sub-Assistant Inspector. Either he may be defined as Assistant Inspector, or the post may be designated as that of 'Assistant Inspector' in Provincial Educational Service. R.A.G.—27-10-20.
No. 3 (iii)	Definition of 'district' ..	It is presumed that, to begin with, the ordinary revenue districts will be treated as 'districts' for the purposes of the Act. In the Vizagapatnam district there are two* district boards with headquarters at Vizagapatnam and Koraput. It is for consideration whether separate district educational councils should be constituted for each district board.	If the Agency is excluded, the question regarding Vizagapatnam will be simplified. In any case the number of schools in Koraput is not large. R.A.G.—30-10-20.
No. 6 (6)	Representation of private educational bodies and minorities on district educational councils.	Collectors may be asked to report, in consultation with Inspectors, the private educational bodies which should be granted the privilege of electing members to educational councils and the number of members which each body should elect. They may also be asked to submit their recommendations as regards the representation of Muhammadans and other minorities. (Reports to be sent through Director of Public Instruction).	
No. 27	Officers and servants of councils ..	The Director of Public Instruction may be consulted as to the establishment to be allowed for each council. Perhaps, a clerk and a peon will suffice to begin with.	I do not think one clerk would be enough, considering the accounts to be maintained and the returns, correspondence, etc., to be dealt with. A clerk in the Sub-Assistant Inspector's cadre is suggested with a typist. Probably an assistant clerk will be required. Two peons are suggested. R.A.G.—30-10-20.
No. 29	Funds of district educational councils where to be lodged ..	The funds may be ordered to be deposited in the Government treasury or in the Madras Bank or in any of its branches. * Cf. section 4 of the Act.	

II-A—Executive orders or notifications of Government which may be postponed until after the formation of district educational councils.

Sections 31 and 39	Appointment of auditors to audit accounts of district educational councils and education funds of local authorities.	
Section 33	Specification of the bank or treasury where the education fund should be lodged.	

N.K. 22-10-20. C. RAMANUJA ACHARIYAR—23-10-20.

I forward the note u.o. to the Director of Public Instruction for general remarks. What I wish to particularly know is, in case the Government decide to enforce the Act, the action required, say till the 1st April next. Urgent orders will be obtained on this. And the other points will be reserved for due consideration.

R. RAMACHANDRA RAO—25-10-20.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I consider that the Act may be best brought into force with effect from 1st April 1921. It would take some time for the Collectors to make their recommendations regarding the constitution of the District Educational Councils and for these recommendations to be considered by Government. Moreover the grants to elementary schools are fixed in January at the conference of inspecting officers and applications for admission to aid in 1921-22 are scrutinized and a list of such schools prepared and after approval by the Inspector sent to the press. The bills for thousands of schools have to be prepared and issued. It would be very difficult for the District Educational Councils, even if they could be constituted by January, to deal with all these matters. It will be much better for the Inspecting officers to settle these questions this official year so that the District Educational Councils may have been in working order and have gained some experience before exercising what will be two of their most important functions. The Inspecting officers will be requested to keep ready such of the records relating to elementary schools in their jurisdiction as will have to be transferred to the District Educational Councils' office, e.g., (1) a combined list of recognized and aided schools as it stood on 31st March 1921, (2) a list of aided schools and the amount of grant disbursed to each during 1920-21 and (3) the list of elementary schools admitted to aid for 1921-22.

I have entered remarks opposite pages 7 and 7 and attached statements where necessary.

R. G. GRIEVE—1-11-20.

HOME (EDUCATION) DEPARTMENT.

It is first for orders whether the Act may be brought into force from 1st April 1921, as suggested by the Director of Public Instruction.

2. After the Governor-General's assent is received the necessary reference to

We shall probably want a Rules Committee also with representation of the various interests concerned.

L.D.—7-11-20.

Collectors of districts will be made. The Director of Public Instruction's suggestions in regard to the framing of draft rules examined in detail as soon as orders are passed on the first question of date of

introduction. It is also a point for consideration whether it is necessary to place an officer (e.g., an experienced Inspector) on special duty for a month or two to attend to the drafting of the necessary rules.

3. The file may be circulated to Honourable Member for orders on the preliminary points raised above.

S.K.—4-11-20. N.K.—5-11-20. C. RAMANUJA ACHARIYAR—5-11-20.

R.R.—6-11-20.

The 1st April 1921 is, I think, the *earliest* possible date.

I expect it will be necessary to put some one on special duty.

References to Collectors where necessary should be *got ready*. The most important is that relating to the strength and constitution of District Educational Councils, which must include special reference to nominations under section 5 (6).

Print these notes, and let me have two spare copies. We shall have to consult the Advocate-General also.

L. D[AVIDSON]—7-11-20.

A draft official memorandum to Collectors is submitted. *If approved, it may issue on receipt of the Governor-General's assent to the Act.* In the meanwhile the papers will be printed as directed by Honourable Member.

S.K.—11-11-20. N.K.—11-11-20.

C.R.—13-11-20.

R.R.—15-11-20.

Points for orders—

- (1) Special officer.
- (2) Rules Committee.
- (3) Points noticed in the schedule.

R.R.—15-11-20.

A

Section 3 (v)—Definition of Elementary Education.

(a) Elementary education means elementary education up to and including standard viii.

It may also comprise classes 1 to 5 of a secondary school.

(b) Elementary education shall mean the imparting of instruction in reading, writing and arithmetic in the vernacular language of the locality, drawing and physical training.

It may also include the following additional subjects:—

Hygiene,	History,
First-aid,	Civics,
Rural science,	English and
Geography,	Vocational training.

Note.—(1) In the earlier stages kindergarten methods should be adopted.

(2) In the case of girls vocational training should include needle work and health and household management.

(3) Training in music should be provided for in girls' schools whenever possible.

(4) The Director or the District Educational Council concerned may prescribe courses of study in all or any of these subjects.

(5) The vocational training given should have reference to the chief occupations or industries of the locality and the class of pupils.

R. G. GRIEVE—1-11-20.

B

The following returns shall be transmitted to the Director of Public Instruction by the Councils:—

(i) In January of each year a statement showing the names of aided elementary schools and the amount of the grant sanctioned for them by the Council for that official year.

(ii) In May of each year a statement showing the names of the aided elementary schools and the amount of grant actually disbursed by the Council in the previous official year.

(iii) In May a return of names of schools refused aid or recognition or from which aid and recognition were withdrawn during the previous official year.

(iv) In May a list of all recognized and aided elementary schools and departments of schools recognized as elementary schools in each municipality or taluk board corrected up to the 31st March previous. It shall be in the form prescribed in Appendix B of the Grant-in-Aid Code.

(v) Annual returns of all elementary schools in forms 4 (a), 5 (a), 7, 8, 9 (a), 10, 13, 14 (a) and 16.

(vi) A list showing the names of villages or groups of hamlets in close proximity, the school-going population of each village or group of hamlets, number of school places already provided by existing schools and the number of school places to be provided in order of urgency. A separate list for each municipality and taluk board should be transmitted in July of each year.

(vii) In July a report on the condition of elementary education in the district in the previous year for incorporation in the Public Instruction report.

(viii) Budget estimate—please see sample form put up on or before September 15th.

(ix) Any other report and statement prescribed by the Director of Public Instruction from time to time.

(x) A list of backward classes by July of each year.

R.G.G.—1-11-20.

C—Budget estimate of receipts and charges of the District Educational Council for the official year 19 -19

Heads.	Estimate 19 - 19 .		19 -19 .		Sanctioned estimate.	Actuals 19 - 19 .	Explanation for variations.
	Details (minor heads).	Total (major heads.)	Revised estimate.				
			Actuals for six months.	Revised estimate.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Balance on 1st April							
A. Revenue and receipts.							
I. Contributions from Provincial funds--							
(1) On account of grant-in-aid of elementary education--							
(a) Teaching grants ..							
(b) Building grants ..							
(c) Grants for furniture, books and appliances.							
(d) Other grants							
(2) On account of office and estab- lishment expenses.							
Total ..							
II. Income from endowments or other property owned or managed by the council (details to be given in the column of remarks).							
III. Miscellaneous receipts (details to be given).							
Total receipts excluding opening balance.							
Total receipts including opening balance.							

Budget estimate of receipts and charges of District Educational Council
for the official year 19 -19 .

Heads.	19 -19 .		19 -19 .			Actuals 19 - 19 .	Explanation for variations.
	Details (minor heads).	Total (major heads).	Actuals for six months.	Revised estimate.	Sanc- tioned estimate.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>B. Expenditure.</i>							
I. General administration—							
(a) Establishment of District Educa- tional councils (details to be given).							
(b) Travelling allowance							
(c) House-rent							
(d) Books, periodicals and maps ..							
(e) Purchase and repair of furniture ..							
(f) Postage charges							
(g) Purchase of stationery (locally) ..							
(h) Office expenses (details to be given).							
(i) Miscellaneous (details to be given) ..							
Total, General administration ..							
III. Grants-in-aid—							
(a) Teaching grants							
(b) Building grants							
(c) Grants for furniture, books and appliances.							
(d) Other grants							
Total, Grants-in-aid ..							
Total charges ..							
Balance on the 31st March ..							

D.—The following returns and statements shall be submitted by managers of private elementary schools to the District Educational Councils :—

(1) A statement (Appendix C of the Grant-in-Aid Code) to be given to the Sub-Assistant Inspector at the time of annual inspection of the school. The statement shall be transmitted through the Inspector to the Council with the reports on schools.

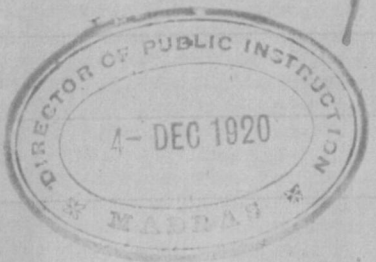
(2) In September of each year an application for admission to aid in the next official year (Appendix A of the Grant-in-Aid Code) to be submitted through the Sub-Assistant Inspector of Schools.

(3) Annual returns in forms 4 (a), 5 (a), 7, 8, 9 (a), 10, 13, 14 (a) and 16 on the dates prescribed.

(4) Any other report and statement prescribed by the Director of Public Instruction or the District Educational Council from time to time.

48.46

29.11.20.



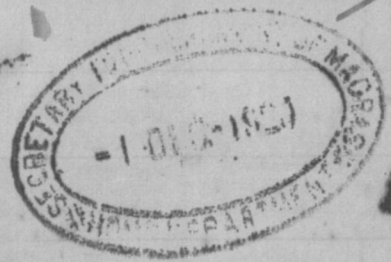
The notes have been printed + two spare copies are placed below.

800
28.11.20.

CR
29.11.20

my
29/11/20

Am



Please refer the notes including the D.P.I. enclosures A.B.C.D. to the Advocate General for favour of his advice as to the legal consequences + compliances of the action contemplated or receipt of the Governor-General's assent.

- (2) Let the D.P.I. have two spare sets for personal use; + send me one: ask D.P.I. if he wd. like the kept memo to Collector varied or amplified in any way.

Ld.
30.11.20

Copies ~~have~~ of these notes have been sent separately to the Advocate General + H.H. Two spare copies are placed below for the D.P.I.'s personal use. The file may be sent to him w.s. with reference to (4) above.

3150-2

4.12.20.

800
3.12.20.

CR
3.12.20

my
4/12/20

[Handwritten signature]

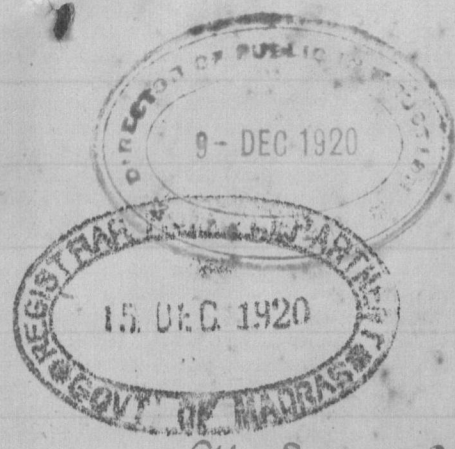
H 45
16.12.20

ES. C. 3575A
6.12.20
JB

10
17
No 347 4-12-20

I should like to a reference to
women made in the draft memo.

RAA
4.12.20



(1) Submitted 'yes'

8a
7.12.20
H

8
8/12/20

Home (Edn) Dept

The additions made are for approval

Has the assent of H.E. the
Viceroy been received? (2) The D.P. has been
See the amendments submitted
8/12/20

3150.-3
8.12.20
ES. C. 3695A
15.12.20

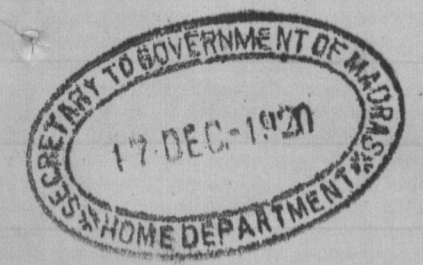
DD No 349 Seen thanks.
14.12.20
RAA
14/12/20



Home (Edn) Dept

For orders as to issue of the draft

memos. below.



MS
15/12/20

8
15/12/20

16/12/20

Please let the
Minister see after
done.

Let Mr Macphail have a copy of the Memo.
attended to

LD
15/12/20

Home (Edn) Department.

CR 3579A. From the dty (depi), for 187 dty,
4.12.20.

Subject. The Madras Elementary
Education Act.

It has been decided to bring the Act
into force from the 1st April 1921 & the
H.N. has stated that a Rules Committee
may have to be appointed. In the
meanwhile, it is for consideration whether
a copy of the rules & modifications issued
~~and~~ by other local govt under their
Primary Education Acts may ~~not~~ be
obtained. If so, the draft below is for
approval.

SH
11.12.20
11/12/20

SH
20/12/20

me
22/12/20

Treat all work in connection
with the Act as urgent.
Have not seen the file
referred to as yet. There
are other matters pending
consideration. 22/12/20

p-17, c-4. [Letter to the Central Local Govts
no 3579A-18/20]

(Separate file)
sent up to dty
with draft)



The notes have been printed and two spare copies are placed below.

S.A.
28-11-20

N.A.
29-11-20.

C.R.
29-11-20.

R.R.R.
29-11-20.

H.M.

Please refer the notes including the D.P.I.'s enclosures A, B, C, D u.o. to the Advocate General for favour of his advice as to the legal correctness and completeness of the action contemplated on receipt of the Governor-General's assent.

X

X

X

L.D.
30-11-20.

This file may be sent to the Advocate-General u.o.

8K
2-12-20.
MK
24/11/20

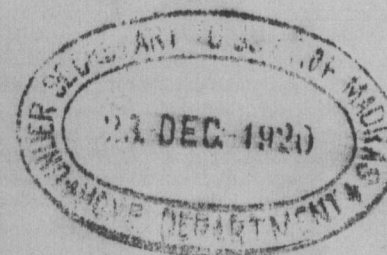
CA
2-12-20
MK 27/12/20

Advocate-General u.o.

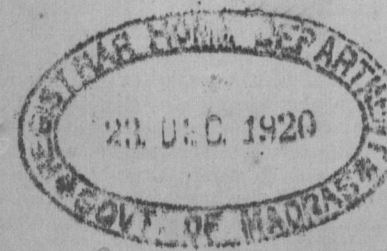
663

The action contemplated (as per the notes enclosed) is in order u.o. for as I can see also "complete".

C.P. Ramaswami Aiyar
As. Adv. Genl.
22.12.20.



0-1
3-12-20.



ENCL. NO. 3811A
23.12.20

Home (Education) Dept.

Please see remarks against section 2 on p. 4 of the notes ~~on~~ supra. A draft notification bringing the act into force with effect from the 1st April 1921 throughout the Presidency of Port St. George excepting the Agency Division and ^{May} Laccadive Islands including Minicoy is submitted. It may be sent to the Advocate-General for scrutiny. Draft C.M. is submitted.

+
Vide page 5 ante

Please see bottom
No 26 on page 80
of Part I of the
Fort St. George Gazette.

MS
23/11/21

25.2.21.
5

24/2/21

(The Rules Committee meet on the 4th March and is expected to finish its work in a day).

P. 1, c. 4.

[Issued as Memo No. 858] A-1, d/24.2.21

P. 2, c. 4.

c. 921] A; from the Govt. Secretary, 283
d/1.3.21



Ed. n. w/ 921/A-1
4.3.21

3.3.21

MS
3/3/21

3.3.21
5

4/3/21

Loon
Rev

4531

Loon no. 4531-1
4.3.21

Rev. 14/6/21
Cfr 4.2.21

Cov. 14.3.21

Notes
Rev

The draft order may be accepted, + the case passed on u.g. to Revenue.

[It may be suggested to Law (Ed.) that the order may be dispatched directly to Pto. of Lk. also, whom the Act recognizes as separate Local Authorities.]

4-3

4-3

2) New Dept

To W.S.

The draft order being it is submitted for acceptance & the file returned to Law Editor

Sp(5)

Chas C Linton

1000

5-3-21

Law Editor) of

5321

100

5.3.21

Rev no. 14 16 5 / 21. 1

5. 3. 21.

From 977A/53

Home Dept

In approval

CR
5/3/21 my 6/3/21

my



Draft approved

also

Before issue, let
orders as to whether

Anyways should not be excluded

my 8/3/21

The Honble the Minister has
ordered that Anyways should be
included & the Sec has
ruled the issue of the
noting.

CR
10. 8. 21

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-1-17.

DEPARTMENT.

Current No. dated 191 ..

G.O. No. 33 dated 10.3.1921

(b)
 Number of MS. pages sent { Correspondence..... one page
 (b)
 Notes..... to follow

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 ...

Ooty Records ...

For filing with original ...

Total ..

FOR ISSUE.†

Letter only.
 Complete G.O.
 Special issue copies (b) of G.O.
 No. Papers.

Notes.

Signature copies

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.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

Total ..

Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated.

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

P.T.O.