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Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 457, 28th March 1921

Schools (aided secondary)—girls'

Pay of teachers employed in — increase of — Rs. 15,000 — sanctioned.

INDEXED

Government



of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 457, 28th March 1921

Schools (aided secondary)—girls'

Pay of teachers employed in — increase of — Rs. 15,000 — sanctioned.

READ—the following paper :—

Letter—from R. G. GRIEVE, Esq., M.A., Acting Director of Public Instruction.
To—the Secretary to Government, Home (Education) Department.
Dated—the 6th January 1921.
No.—Ref. on C. 1125/20 W.B.

I have the honour to request that, in the circumstances explained hereunder, Government may be pleased to reconsider their orders contained in paragraph 6 of G.O. No. 1486, Home (Education), dated 11th December 1920, regarding special grants for the improvement of the pay of teachers in aided secondary schools for girls.

2. In most of the aided secondary schools for girls the teachers as a whole are insufficiently paid and consequently special representations have been made requesting that some relief may be given to meet the abnormal rise in the cost of living. The managers urge that the teaching grants may be increased so as to enable them to raise the teachers' salaries, and for this purpose they have expressed their willingness to meet a portion of the extra cost involved. The proposals contained in my letter R.C. No. 3718/20, dated 12th October 1920, were accordingly submitted and the estimate of increased cost was based on information supplied by the managers. I also beg to add that if relief is not given to girls' schools on the same lines as those adopted for boys' schools, private effort in the higher education of girls may be discouraged, thus adversely affecting the future development of higher education among Indian girls. I therefore request that Government may be pleased to sanction the distribution of 15 lakh among the managers of girls' schools as originally proposed.

3. A reappropriation statement to cover the charge was submitted with my letter R.C. No. 3718/20, dated 12th October 1920, read in G.O. No. 1486, Home (Education), dated 11th December 1920, and the source pointed out therein is still available.

Order—No. 457, Law (Education), dated 28th March 1921.

In modification of paragraph 6 of G.O. No. 1486, Home (Education), dated the 11th December 1920, the Government are pleased to sanction a grant of Rs. 15,000 towards the improvement of the pay of teachers in aided secondary schools for girls and direct that the amount be distributed among the institutions mentioned in the annexure to these Proceedings.

2. The grants herein sanctioned should be utilized entirely on raising the pay of qualified teachers, pandits and instructors with retrospective effect from the beginning of the current school year and the lower paid teachers should receive preferential consideration.

3. The Director of Public Instruction is requested to make certain that this special subvention is not appropriated by the recipients in such a way as to assist any reduction in the scale of fees or of the amount of contribution payable by the school managers. To this end the Director should obtain and submit to Government by the 1st June 1921 a statement showing the actual increases to the salaries of the teachers employed in the various institutions effected with the aid of the grants now sanctioned and the proportion of the increase met either from the manager's own funds or by an increase in the rates of fees levied from the pupils.

4. Such portion of the increase in the salaries of teachers as is solely due to the special grants now sanctioned should be deducted from the expenditure incurred on the institutions as shown in the annual Financial statement when determining the ordinary grant admissible under the Grant-in-Aid Code.

5. The Director of Public Instruction is requested to arrange if possible for the disbursement of these payments before the 31st March without waiting for formal provision of funds. Orders in regard to such provision will issue in the Finance Department in due course.

(By order of the Government, Ministry of Education)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General through the Finance Department.
" Finance Department (with a copy of the notes).
Editors' Table (Order and annexure).

ANNEXURE.

Girls' schools.

District.	Name of school.	Amount of grant.
		RS.
Nellore ..	1. A.B.M. Girls' High School, Nellore ..	300
Madras ..	1. St. Ebba's Girls' High School, Rayapetta ..	390
Do. ..	2. C.S.M. Girls' High School, Kilpauk ..	336
Do. ..	3. U.F.C.M. Girls' Day School, Georgetown ..	1,000
Do. ..	4. London Mission Bentinck Girls' High School, Vepery ..	858
Do. ..	5. Wesleyan Mission Girls' High School, Rayapetta ..	552
Do. ..	6. U.F.C.M. Girls' Boarding High School, Rayapuram ..	942
Tanjore ..	1. E.L.M. Girls' Secondary School, Tanjore ..	840
Trichinopoly ..	1. Wesleyan Mission Girls' High School, Woraiyur ..	600
Do. ..	2. R.C. Girls' High School, Trichinopoly ..	900
Do. ..	3. All Saints S.P.G. Girls' Secondary School, Pathur, Trichinopoly ..	192
Madura ..	1. Capron Hall Girls' High School, Madura ..	1,200
Tinnevely ..	1. Sarah Tucker Girls' Secondary School, Palamecottah ..	672
Do. ..	2. St. John's Girls' High School, Nazareth ..	504
Do. ..	3. C.M.S. Girls' Boarding School, Palamecottah ..	436
Do. ..	4. St. Mary's Girls' Boarding School, Sawyerpuram ..	276
Do. ..	5. R.C. Girls' Secondary School, Satankulam ..	270
Do. ..	6. Elliot Tuxford Girls' Secondary School, Megnanapuram ..	360
North Arcot ..	1. A.A.M. Girls' High School, Ranipettai ..	732
The Nilgiris ..	1. C.E.Z.M. Gell Memorial Girls' Secondary School, Ootacamund ..	800
Malabar ..	1. Malabar Mission Girls' High School, Calicut ..	614
Do. ..	2. Sacred Heart Girls' High School, Tellicherry ..	210
Do. ..	3. Providence Secondary School, Calicut ..	400
South Kanara ..	1. St. Ann's Girls' High School, Mangalore, including its two branches ..	1,000
Do. ..	2. Balmatta Girls' Secondary School, Mangalore ..	616
	Total ..	15,000

LAW (EDUCATION) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 457, LAW (EDUCATION),
DATED 28TH MARCH 1921

[SUBJECT.—Grants to managers of aided secondary schools for girls to enable them to raise the pay of teachers in their employ.]

From the Director of Public Instruction, R.O.C. No. 1125, dated 6th January 1921.

Attention is solicited to the notes on pages 10-11 of the notes with G.O. No. 1486, Home (Education), dated 11th December 1920, in which the Government vetoed the Director of Public Instruction's proposal for the distribution of a sum of Rs. 15,000 among managers of aided secondary schools for girls with a view to enable them to raise the pay of teachers in their employ. It is for orders whether the Government would reconsider the decision already arrived at.

2. The question of resuming the amount of Rs. 15,000 proposed for reappropriation by the Director is under consideration in the Financial Department (page 4 of G.O. No. 1486, dated 11th December 1920).

G.N.—14-1-21. N.K.—14-1-21. C. RAMANUJA ACHARIYAR—14-1-21.

I think, as I thought before, that the Director of Public Instruction has a strong case. In education, girls' education has not been sufficiently attended to as yet.

R. RAMACHANDRA RAO—14-1-21.

FINANCE DEPARTMENT.

Please see this department note dated 16th November 1920, at page 18 of G.O. No. 1486, Home (Education), dated 11th December 1920. It was noted that inasmuch as the amount promised towards increasing the pay of teachers in aided secondary schools was only one lakh, the Director of Public Instruction's proposals which involved an expenditure of 1.15 lakh should be reduced to one lakh. Home (Education) thereupon directed that the distribution should be confined to boys' schools—vide note, dated 11th December 1920 at page 19 of G.O. No. 1486, Home (Education), dated 11th December 1920; on the ground of financial stringency the portion of the scheme relating to girls' schools was disallowed. This holds good even now and the available reserve is practically nil while there are urgent demands.

For orders whether the position taken up so recently is to be reconsidered.

2. As regards the resumption of the Rs. 15,000 referred to in paragraph 2 above, the case has been submitted separately resuming the amount.

C.R.S.—29-1-21.

We may ask Home (Education) Department to bring this forward early in March, and if funds are then available the Rs. 15,000 will be granted.

J. M. HOOPER—20-1-21.

R. A. GRAHAM—21-1-21.

LAW (EDUCATION) DEPARTMENT.

For orders whether the file may lie over till 1st March 1921.

G.N.—24-1-21. N.K.—24-1-21.

C.R.—24-1-21.

R.R.—25-1-21.

I have read the note above of Financial saying that if funds were then available, Rs. 15,000 will be paid in March. The proposed relief was as much due to the teachers in the girls' schools as to those in the boys' schools among whom it had already been distributed. Besides, a reappropriation has been already pointed out.

I would request the Financial to see its way to meet the request of the Home (Education) Department in respect of this amount.

A. S[UBBARAYALU REDDIYAR]—1-2-21.

Submitted.

R. RAMACHANDRA RAO—1-2-21.

As one of a body of managers myself, and having just come from a meeting that body summoned to discuss, among other things, the ways and means of improving the pay of the staff of one important girls' school, I am as keen as any one could be to see this proposal go through. But we cannot pay away money we have not got. We sanctioned a lakh for this purpose and the Director of Public Instruction should have kept within the allotment. We are utilizing the lapses to make up excess expenditure already incurred in other directions. I hope that further lapses will occur

Finance to note.

C.G.T.—2-2-21.

I hope that that will satisfy him and that he will be content in the circumstances to let the demand stand over for the present.

C. G. T[ODHUNTER]—2-2-21.

Submitted.

R.R.—3-2-21.

Thanks—The case may be taken up early in March.

A. S[UBBARAYALU REDDIYAR]—3-2-21.

The file may be sent to the Finance Department with reference to the Honourable Member (Finance's) note above.

C. RAMANUJA ACHARIYAR—5-3-21.

G.N.—4-3-21.

R.R.—6-3-21.

FINANCE DEPARTMENT.

Submitted for orders with reference to the Honourable Member's note above. The Director of Public Instruction has since surrendered a sum of 10 lakhs. After taking account of all demands on the reserve (including the surrender above referred to) there is expected to be available a free balance in the reserve of 1.94 lakhs. The expenditure involved in the acceptance of the present proposal may, if approved, be found from this balance.

C.R.S.—19-3-21.

J. M. HOOPER—20-3-21.

Is not this a recurring liability? If so, how will it be provided for in 1921-22?

R. A. GRAHAM—22-3-21.

This is analogous to the grant of Rs. 1 lakh sanctioned in G.O. No. 1486, Home (Education), dated 11th December 1920, for teachers in boys' schools. Honourable Member raised the question whether the one lakh grant for boys' schools should be

But this is doubtful.

J.M.H.—23-3-21.

treated as a special subvention or a recurring grant and the office has noted that it will be a recurring charge.

2. As regards funds, there is a lump provision of Rs. 90,000 in the next year's budget for teaching grants for girls' schools, out of which the charge should be met.

V.K.C.—22-3-21. C.R.S.—22-3-21.

J.M.H.—23-3-21.

This has been delayed a good deal in Finance. The amount being only Rs. 15,000, Finance may agree, if it can be used within the year.

R. A. GRAHAM—24-3-21.

LAW (EDUCATION) DEPARTMENT.

A draft order is submitted for approval. After issue the file may be submitted to the Honourable the Minister for perusal.

G.N.—27-3-21. N.K.—27-3-21. C. RAMANUJA ACHARIYAR—27-3-21.

Issue and then for perusal to the Honourable the Minister.

R. RAMACHANDRA RAO—27-3-21.

A. S[UBBARAYALU REDDIYAR]—31-3-21.

[G.O. No. 457, Law (Education), dated 28th March 1921.]

Schools (aided secondary) — girls'

Pay of teachers employed in — increase
of — Rs 15,000 — sanctioned

READ AGAIN G.O. No., dated 192

” ” ” ” ”

READ ALSO:—

C. No. 115A, From the D. P. I Roc, No. 1125, dated 6-1-1921
WB/20

192

” ” ” ” ” ” 192

ORDER.

P. S

med.

T

[] Unit in
the E.T. Set

No. 457, dated 28. 3. 1921.

[In modification of para 6 of Govt No 1486 Home (Rev) of the 11th December 1920 the Govt are pleased to sanction ~~the expenditure~~ ^{clear} a grant of Rs 15,000 towards the improvement of the pay of teachers in aided secondary schools for girls and direct that the amount be distributed among the institutions mentioned in the annexure to these Proceedings.]

2 The grants herein sanctioned should be utilized entirely.

* slip (H)

3 The D.P.I. is requested to make certain that this special subvention is not appropriated by the recipients in such a way as to assist any reduction in the scale of fees or of the amount of contribution payable by the School managers. To this end the Director should obtain and submit to Govt. by the 1st June 1921 a statement showing the actual increase to the salaries of the teachers employed in the various institutions effected with the aid of the grants now sanctioned and the proportion of the increase

5 The WPI is requested to
arrange if possible for
the disbursement of these points
before the 31 March ^{without}
Call Book ^{reference to para 5}
weir for formal provision
of funds.

To

Covered
Geo
28.3.21.

D.P.S.
28.3.21.

The ✓ D. P. I ✓
✓
" A.G. Wro' Finance ✓
" Finance Dept. (with a copy
of the notes)

20/3
230pi

27/4/4

4 Such portion of the increase in the salaries of teachers as is solely due to the special grants now sanctioned ~~and~~ should be deducted from the expenditure incurred on the institutions as shown in the annual financial statement when determining the ordinary grant admissible under the Grant-in-aid Code.

~~8~~ Orders in regard to
such
the provision of ~~funds~~
will issue in the Finance
Dept. in one course.

Dept. Q
27.3.21
27/3/21
(H. 2. annexure
at slip (H))

WOMEN'S BRANCH.

Ameyare
Head Mr Ramamurugan
Herewith list required - yours in reply
27.3.21
 GIRLS' SCHOOLS.

District.	Name of School.	Amount of grant. Rs.
Central Circle.		
Nellore	1. A.B.M. Girls' High School, Nellore	300
Madras	1. St. Ebba's Girls' High School, Royapetta	390
	2. C.S.M. Girls' High School, Kilpauk	336
	3. U.F.C.M. Girls' Day School, Georgetown	1,000
	4. London Mission Girls' High School, Vepery	858
	5. Wesleyan Mission Girls' High School, Rayapettah	552
	6. U.F.C.M. Girls' Boarding High School, Royapuram	942
Tanjore	1. E.L.M. Girls' Secondary School, Tanjore	840
Trichy.	2. Wesleyan Mission Girls' High School, Woraiyur	600
	2. R.C. Girls' High School, Trichinopoly	900
	3. All Saints S.P.G. Girls' Secy. School, Puthur, Trichinopoly	192
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Tinnevelly	1. Sarah Tucker Girls' Secondary School, Palamcottah	672
	2. St. John's Girls' High School, Nazareth	504
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	4. St. Mary's Girls' Boarding School, Sawyerpuram	276
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	6. Elliot Tuxford Girls' Secondary School, Megnanapuram	360
Southern Circle.		
North Arcot	1. A.A.M. Girls' High School, Ranipettai	732
The Nilgiris	1. C.E.Z.M. Gell Memorial Girls' Secondary School, Ooty.	800
Malabar	1. Malabar Mission Girls' High School, Calicut	614
	2. Sacred Heart Girls' High School, Tellicherry	210
	3. Providence Secondary School, Calicut	400
S. Kanara	1. St. Ann's Girls' High School, Mangalore including its two branches	1,000
	2. Balmatta Girls' Secondary School, Mangalore	616
Western Circle.		Total 15,000

Schools (aided secondary) — girl's

Pay of teachers employed in — increase of — Rs. 15,000 — sanctioned.

READ—the following paper:—

Letter—from R. G. GRIEVE, Esq., M.A., Acting Director of Public Instruction.
To—the Secretary to Government, Mysore.

To—the Secretary to Government, Home (Education) Department.
Dated—the 6th January 1931.

Dated—the 6th January 1921.

No.—Ref. on C. 1125/20 W.B.

I have the honour to request that, in the circumstances explained hereunder, Government may be pleased to reconsider their orders contained in paragraph 6 of G.O. No. 1486, Home (Education), dated 11th December 1920, regarding special grants for the improvement of the pay of teachers in aided secondary schools for girls.

2. In most of the aided secondary schools for girls the teachers as a whole are sufficiently paid and consequently special representations have been made requesting that some relief may be given to meet the abnormal rise in the cost of living. The managers urge that the teaching grants may be increased so as to enable them to raise the teachers' salaries, and for this purpose they have expressed their willingness to meet a portion of the extra cost involved. The proposals contained in my letter R.C. No. 3718/20, dated 12th October 1920, were accordingly submitted and the estimate of increased cost was based on information supplied by the managers. I also beg to add that if relief is not given to girls' schools on the same lines as those adopted for boys' schools, private effort in the higher education of girls may be discouraged, thus adversely affecting the future development of higher education among Indian girls. I therefore request that Government may be pleased to sanction the distribution of 15 lakh among the managers of girls' schools as originally proposed.

3. A reappropriation statement to cover the charge was submitted with my letter R.C. No. 3718/20, dated 12th October 1920, read in G.O. No. 1486, Home (Education), dated 11th December 1920 and the source pointed out therein is still available.

Order—No. 457, Law (Education), dated 28th March 1921.
In modification of paragraph 6 of G.O. No. 1422—

In modification of paragraph 6 of G.O. No. 1486, Home (Education), dated the 11th December 1920, the Government are pleased to sanction a grant of Rs. 15,000 towards the improvement of the pay of teachers in aided secondary schools for girls and direct that the amount be distributed among the institutions mentioned in the annexure to these Proceedings.

2. The grants herein sanctioned should be utilized entirely on raising the pay of qualified teachers, pandits and instructors with retrospective effect from the beginning of the current school year and the lower paid teachers should receive preferential consideration.

3. The Director of Public Instruction is requested to make certain that this special subvention is not appropriated by the recipients in such a way as to assist any reduction in the scale of fees or of the amount of contribution payable by the school managers. To this end the Director should obtain and submit to Government by 1st June 1921 a statement showing the actual increases to the salaries of the teachers employed in the various institutions effected with the aid of the grants now sanctioned and the proportion of the increase met either from the manager's own funds or by an increase in the rates of fees levied from the pupils.

No. 457, LAW (EDUCATION), 28TH MARCH 1921

4. Such portion of the increase in the salaries of teachers as is solely due to the special grants now sanctioned should be deducted from the expenditure incurred on the institutions as shown in the annual Financial statement when determining the ordinary grant admissible under the Grant-in-Aid Code.

5. The Director of Public Instruction is requested to arrange if possible for the disbursement of these payments before the 31st March without waiting for formal provision of funds.

6. Orders in regard to such provision will issue in the Finance Department in due course.

(By order of the Government, Ministry of Education)

R. RAMACHANDRA RAO,
Secretary to Government.

The Director of Public Instruction.
Accountant-General (through the Finance Department).
Finance Department (with a copy of the notes).
Editors' Table (Order and annexure).

[Annexure.

ANNEXURE.
Girls' schools.

Circle.	District.	Name of school.	Amount of grant.
			RS.
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Do.	Madras	1. St. Ebba's Girls' High School, Rayapetta	390
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Do.	Do.	1. St. Ann's Girls' High School, Mangalore, including its two branches.	610
Do.	South Kanara	2. Belmatta Girls' Secondary School, Mangalore	610
Do.	Do.	Total	15,000

is the Central, Southern, Eastern Circles are wanted in their respective places. The Govt. may be omitted.

for approval
15/4/21. 10/6/21

Law (EDUCATION) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 457, HOME (EDUCATION),
DATED 28TH MARCH 1921

[SUBJECT.— Grants to managers of aided secondary schools for girls to enable them to raise the pay of teachers in their employ.]

From the Director of Public Instruction, R.O.C. No. 1125, dated 6th January 1921.
Attention is solicited to the notes on pages 10-11 of the notes with G.O. No. 1486, Home (Education), dated 11th December 1920, in which the Government vetoed the Director of Public Instruction's proposal for the distribution of a sum of Rs. 15,000 among managers of aided secondary schools for girls with a view to enable them to raise the pay of teachers in their employ. It is for orders whether, in view of the Director's statement at 'A,' page 2 current file, the Government would reconsider the decision already arrived at.

2. The question of resuming the amount of Rs. 15,000 proposed for reappropriation by the Director is under consideration in the Financial Department (pages 4 of G.O. No. 1486, dated 11th December 1920).

G.N.—14-1-21. N.K.—14-1-21. C. RAMANUJA ACHARIYAR—14-1-21.

I think, as I thought before, that the Director of Public Instruction has a strong case. In education, girls' education has not been sufficiently attended to as yet.

R. RAMACHANDRA RAO—14-1-21.

FINANCE DEPARTMENT.

Please see this department note dated 16th November 1920, at page 18 of G.O. No. 1486, Home (Education), dated 11th December 1920. It was noted that inasmuch as the amount promised towards increasing the pay of teachers in aided secondary schools was only one lakh, the Director of Public Instruction's proposals which involved an expenditure of 1.15 lakh should be reduced to one lakh. Home (Education), thereupon directed that the distribution should be confined to boys' schools—vide note, dated 11th December 1920 at page 19 of G.O. No. 1486, Home (Education), dated 11th December 1920; on the ground of financial stringency the portion of the scheme relating to girls' schools was disallowed. This holds good even now and the available reserve is practically nil while there are urgent demands.

For orders whether the position taken up so recently is to be reconsidered.

2. As regards the resumption of the Rs. 15,000 referred to in paragraph 2 on pages 1-2 ante, the case has been submitted separately resuming the amount.

C.R.S.—29-1-21.

We may ask Home (Education) Department to bring this forward early in March, and if funds are then available the Rs. 15,000 will be granted.

J. M. HOOPER—20-1-21.

R. A. GRAHAM—21-1-21.

Law (EDUCATION) DEPARTMENT.

For orders whether the file may lie over till 1st March 1921.

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C.R.—24-1-21.

R.R.R.
25-1-21

2 NOTES TO G.O. No. 457, HOME (EDUCATION), 28TH MARCH 1921

I have read the note above of Financial saying that if funds were then available, Rs. 15,000 will be paid in March. The proposed relief was as much due to the teachers in the girls' schools as to those in the boys' schools among whom it had already been distributed. Besides, a reappropriation has been already pointed out.

I would request him (Financial) to see its way to meet the request of the Home (Education) Department in respect of this amount.

A. S[UBBARAYALU REDDIYAR]—1-2-21.
Submitted.

R. RAMACHANDRA RAO—1-2-21.

As one of a body of managers myself, and having just come from a meeting of that body summoned to discuss, among other things, the ways and means of improving the pay of the staff of our important girls' schools, I am as keen as any one could be to see this proposal go through. But we cannot pay away money we have not Government. We sanctioned a lakh for this purpose and the Director of Public Instruction should have kept within the allotment (page 15 of G.O. No. 1486, dated 11th December 1920). We are utilizing the lapses to make up excess expenditure already incurred in other directions. I hope that further lapses will occur towards the end of the year and I promise my Honourable Colleague that this claim shall have first consideration if they do.

Finance to note.

C.G.T.—2-2-21.

I hope that that will satisfy him and that he will be content in the circumstances to let the demand stand over for the present.

C. G. T[ONHUNTER]—2-2-21.

Submitted.

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Thanks—The case may be taken up early in March.

A. S[UBBARAYALU REDDIYAR]—3-2-21.

The file may be sent to the Finance Department with reference to the Honourable Member (Finance's) note above.

C. RAMANUJA ACHARIYAR—5-3-21.

G.N.—4-3-21.

R.R.—16-3-21.

FINANCIAL DEPARTMENT.

Submitted for orders with reference to Chief Secretary's note above. The Director of Public Instruction has since surrendered a sum of 10 lakhs. After taking account of all demands on the reserve (including the surrender above referred to) there is expected to be available a free balance in the reserve of 1.94 lakhs. The expenditure involved in the acceptance of the present proposal may, if approved, be found from this balance.

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But this is doubtful.

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2. As regards funds, there is a lump provision of Rs. 90,000 in the next year's budget for teaching grants for girls' schools, out of which the charge should be met.

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This has been delayed a good deal in Financial. The amount being only Rs. 15,000, Finance may agree, if it can be used within the year.

R.A.G.—24-3-21.

LAW (EDUCATION) DEPARTMENT.

A draft order is submitted for approval. After issue the file may be submitted to M. for perusal.

G.N.—27-3-21. N.K.—27-3-21.

C.R.—27-3-21.

Issue and then for perusal to

R.R.—27-3-21.

A. S[UBBARAYALU REDDIYAR]—31-3-21.

[G.O. No. 457, Home (Education), dated 28th March 1921.]

The Hon'ble the Minister

The Hon'ble the Minister

ORDINARY.

PRESS SLIP.

PREFERENCE.

2 APR 1921 URGENT (a).

Seott. II-38-1-17.

DEPARTMENT.

Current No. dated 191 ..

G.O. No. 457 dated 28/7/21 1921.Number of MS. pages sent { Correspondence.....
(b¹) Notes.....

Brief subject.

(c) Number of copies required when struck off (not including copies for volumes and editors' to 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	30	15
Ooty Records ...		4	4
For filing with original ...		1	1
Total ..		35	20
FOR ISSUE.†			
	Letter only	Complete G.O.	Special issue copies of G.O.
		No.	Papers.
Signature copies			
India Office			
Govt. of India			
Revenue Department			
Public Works Department			
Local and Municipal Department			
Educational Department			
..... Dept.			
Public Dept.			
Judicial Dept.			
Political 2			
Financial Dept.			
Marine Dept.			
Ecclesiastical Dept.			
Total		2	1
Spare copies			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
Total ...		9	1

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.

Copies distributed on ‡(Press Clerk).

† Copies distributed on ‡(Press Despatcher).

To be initialled and dated.

P.T.O.

TO PRESS, MADRAS OOTY.

A

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

B

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

C

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

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.		
Received in Press on.....				
First proof furnished on.....				
Call for revised proof received on.....				
Revised proof furnished on.....				
Corrected proof received for striking on.....		20/4/21		
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 ...				