

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 576, 12th April 1921

Indian Educational Service

Mr. S. R. U. Savor—Appointment as Professor of Physics, Presidency College, Madras—Government of India letter recorded and six copies of agreement furnished to Director of Public Instruction and Accountant-General.

READ—the following papers:—

I

G.O. No. 267, Home (Education), dated 21st February 1921.

ABSTRACT.—Indian Educational Service—Mr. S. R. U. Savor, Professor of Physics, Presidency College—Secretary of State's sanction to appointment—Recorded.

II

Letter—from Dr. WALL MOHAMMAD, M.A., PH.D., Assistant Secretary to the Government of India, Department of Education (Education).

To—the Secretary to the Government of Madras, Home (Education) Department.

Dated—Delhi, the 21st March 1921.

No.—451.

With reference to the correspondence ending with this department letter No. 198, dated the 8th February 1921, I am directed to forward for information a copy of the marginally-noted papers on the subject of the appointment of Mr. S. R. U. Savor to the Indian Educational Service as Professor of Physics, Presidency College, Madras.

2. I am to invite special attention to paragraph 4 of the Secretary of State's despatch and to request that the necessary arrangements may be made for the recovery of the advance made to Mr. Savor.

ENCLOSURE

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in Council.

Dated—India Office, London, the 17th February 1921.

No.—29-Public.

With reference to the correspondence ending with my telegram No. 648, dated the 31st January 1921, I have to inform Your Excellency in Council that I have appointed Mr. Shankar Rao Ullal Savor to the Indian Educational Service as Professor of Physics at the Presidency College, Madras.

2. Mr. Savor sailed for India from Marseilles by the P. & O.S.S. "Caledonia" on the 29th January, and I now forward a copy of the papers relating to his appointment together with one part of his agreement.

3. I enclose also, for convenience of reference, a copy of the general memorandum as to the Indian Educational Service, supplied to the candidate before appointment.

4. Before leaving for India Mr. Savor received an advance of one month's pay, £ 40-3-8 (Rs. 550 at Rs. 12-11-0 per £1) and arrangements should be made for recovery by deductions from his pay.

A. N. 5.

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SUB-ENCLOSURES

(1)

Letter—from J. E. FERARD, Esq., Under Secretary of State for India, Public Department, India Office, Whitehall, S.W.1.

To—S R. U. SAVOOR, Esq., 232, Camden Road, London, N.W.1.

Dated—the 7th December 1920.

No.—J. & P. 8318-Public.

I am directed to inform you that the Secretary of State for India is prepared to appoint you to the Indian Educational Service as Professor of Physics at the Presidency College, Madras, subject to your being found by the Medical Board at this office to be physically fit for appointment.

C.A. No. 5.

The appointment would be on the terms stated in the enclosed memorandum regarding Indian Educational appointments, in which you would receive total initial emoluments at the rate of Rs. 500 a month, rising to Rs. 550 a month on your 28th birthday and thereafter as shown in the scale given in column 3 of Appendix 1 to the memorandum; and you would, if appointed, be required to leave for India as soon as a passage could be secured for you.

A statement of particulars relating to the post is also enclosed for your information. It will be observed that you would probably be asked to take charge of the Observatory and the Meteorological office, in addition to your ordinary duties, and that you would in that event be given free quarters and an allowance of Rs. 300 a month additional to your normal emoluments referred to above.

I am to ask you to state as soon as possible whether you accept this appointment. If so, you should attend at this Office on Tuesday, the 14th instant, at 11 a.m. for examination by the Medical Board, and should you be passed as physically fit a draft agreement embodying the terms of the appointment will subsequently be forwarded to you by the Legal Adviser at this Office.

(2)

Letter—from S. R. U. SAVOOR, Esq., 232, Camden Road, London, N.W.1.

To—the Under Secretary of State for India, Public Department, India Office, S.W.1.

Dated—the 8th December 1920.

I write to thank you for your kind letter (J. & P. 8318) of yesterday's date offering me, if found physically fit on medical examination, the place of Professor of Physics at the Presidency College, Madras. I shall be glad to accept the appointment and hope to attend at the India Office at 11 a.m. on Tuesday the 14th instant for medical examination.

(3)

AGREEMENT.

ARTICLES OF AGREEMENT made the 12th day of January one thousand nine hundred and twenty-one BETWEEN SHANKAR RAO ULLAL SAVOOR of 232, Camden Road, London, N.W. of the first part, and THE SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part WHEREAS the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as Professor of Physics at the Presidency College, Madras, in the Indian Educational Service for the probationary term and at the pay hereinafter mentioned and subject to the conditions and agreements hereinafter contained NOW THESE PRESENTS WITNESS and the said parties hereto respectively agree as follows:—

(1) That he will, on being provided with a first-class passage to India, proceed thither within such time as may be prescribed by the Secretary of State for India in Council.

(2) That he will, on arrival in India, forthwith proceed to the Presidency College aforesaid and report himself to the Officers of Government there, and will submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and will remain in the service for the probationary term of two years commencing from the date of his reporting his arrival at the said Presidency College and that he will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which he may belong, and will, when required by the Government, proceed to any other part of the province within which he may be serving, or to any other province in India, and there perform the duties of any specified office in the cadre of the Indian Educational Service.

(3) That he will devote his whole time to the duties of the service, and will not engage, directly or indirectly, in any trade, business, or occupation on his own account, and that he will not (except in case of accident or sickness certified by competent medical authority) absent himself from his said duties without having first obtained permission from the Government or its authorized officers. Provided always that he will in addition to the said duties if and when required take charge of the Madras Observatory and of the Meteorological office.

(4) That if he shall during the said term of two years, or if the service shall continue beyond such term, during the next succeeding three years, relinquish the service of the Government (whether after having given notice or otherwise) he shall forthwith on demand pay to the Secretary of State for India in Council the cost of his passage to India.

(5) That the Government may at any time during the said term of two years, or, if the service shall continue beyond such term, at any time thereafter, dispense with his services without notice in the event of misconduct on his part or of a breach by him of any of the conditions herein specified.

(6) That it shall be lawful for the Secretary of State for India in Council or for the Government prior to the expiration of his service under these presents, if satisfied on the report of the duly constituted advisory Medical Board that he is unfit and is likely for a considerable period to continue unfit by reason of ill-health, for the discharge of his duties in India, to determine the service under these presents (the decision of the Secretary of State for India in Council or the Government being conclusive), and thereupon his services shall be terminated.

(7) That he shall, within the period or periods proscribed by the rules and regulations relating to examinations in vernacular languages for the time being in force in the province within which he may be serving; and generally in accordance with, and subject to such rules and regulations, pass an examination or examinations in such vernacular language or languages as may be required by the Government, and on failure to pass such examination or examinations shall be liable to the penalties prescribed by the said rules and regulations. Provided that if he shall fail to pass an examination in any one of the prescribed vernacular languages as may be required within the said period or periods, the Government may, notwithstanding anything in the next clause or the said rules and regulations contained, dispense with his services.

(8) That, except as provided in clauses 5, 6 and 7 hereof, unless he shall receive notice in writing from some authorized officer of the Government three calendar months before the expiration of the said term of two years that Government no longer require his services, or unless he shall give notice in writing to the Government three calendar months before the expiration of the said term of two years that he is desirous to put an end to his service under these presents, he will continue in the service of Government upon the like terms and conditions as are herein contained, so far as the same are applicable, except that he shall not be entitled to receive notice of termination of his service under Government otherwise than as may be provided in the Civil Service Regulations of the Government of India for the time being in force or in any other rules to which he may be made subject.

(9) That from the date of his reporting his arrival at the said Presidency College the Government will pay him, so long as he shall remain in the said service and actually perform the said duties, pay in accordance with the scale set forth in the memorandum of information above referred to provided that for the purposes of this scale he shall receive initial pay at the rate of rupees five hundred and fifty per mensem and subsequent increments shall have effect annually on and from the fourteenth day of January One thousand nine hundred and twenty-two. He shall not be entitled to overseas allowance.

(10) That should he be required to take charge of the aforesaid Observatory and Meteorological office he will in addition to the said pay be entitled to an allowance of Rupees three hundred per mensem and the Government will during the time that he is in charge of the said Observatory and Meteorological office find him quarters (in which it shall be incumbent on him to reside) free from rent but not free from such local municipal, or other rates and taxes as by local rule or custom are payable by the occupier of the quarters.

(11) That he shall not, except as provided in this agreement, resign his appointment without the previous sanction in writing of the Secretary of State for India in Council or of the Government under which he is employed.

(12) That if he shall continue to serve Government under these presents after the said term of two years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to his case PROVIDED ALWAYS that in case of any dispute as to the interpretation of any of the said rules, or otherwise relating in any way to them, the decision of the Secretary of State for India in Council shall be conclusive. He shall be entitled to add three years to his service counting for superannuation pension.

(13) That in any payments made in the United Kingdom under these presents, the rate of exchange then applicable to the class of transaction concerned, as decided by the Secretary of State for India in Council from time to time, shall be observed.

(14) That the proceedings, letters, and reports, of the Governor-General of India in Council, or of any of the local Governments, and of all others the officers and agents of Government, or any copies thereof or extracts therefrom, which shall be sent officially to the Secretary of State for India in Council, or to any officers or servants in the Indian Service

of His Majesty in England or elsewhere, in any way relating to the sums of money to be paid or allowed to the party of the first part, or to his conduct, or in any way relating to the premises, shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents, or in any way relating thereto.

IN WITNESS whereof the party of the first part and Sir Charles Stuart Bayley, G.C.I.E., K.C.S.I., I.S.O., and Sir Charles Arnold White, Kt., being two members of the Council of India have hereunto set their hands the day and year first above written.

SIGNED by the party of the first part in the presence of—
C. B. Clarke,
University College Hospital
M.R.C.S., L.R.C.P.

S. R. U. SAVOOR.

SIGNED by the above-named two Members of the Council of India in the presence of—
R. C. Clench,
India Office.

CHAS. S. BAYLEY.
C. ARNOLD WHITE.

Order—No. 576, Law (Education), dated 12th April 1921.

Recorded.

2. The Accountant-General is requested to arrange for the recovery of the advance of £40-3-8 (Rupees five hundred and fifty only) paid to Mr. S. R. U. Savor.

3. The Director of Public Instruction and the Accountant-General will each be furnished with six printed copies of the agreement executed by Mr. Savor.

(By order of the Government, Ministry of Education.)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

- " Accountant-General.
- " Revenue Department.
- " Curator, Madras Record Office (with agreement for safe custody).

Mr. S. R. U. Savor - appt: as Prof. of Physics

Pres. coll. college, Madras - 2 of 2 letters

received & six copies of agreement

READ AGAIN G.O. No. , dated 192

" " " " 267 " 21.2 192

READ ALSO:-

C. No. 1535/ From the G. of D., No. 451, dated 21.3. 1921

Depth: of 21.2

" " " " " " " " 192

" " " " " " " " 192

ORDER.

No. 576, dated 12-4-1921

Recorded.

3 The Accountant-General is requested to arrange for the recovery of the advance of £40-3-8d (Rs five hundred and fifty only) paid to S. R. U. Savor by the Secretary of State.

3 The D. P. I. and the A. G. will each be furnished with six printed copies of the agreement executed by Mr. Savor.

To the D. P. I.

A. G.

The Rev. Prof. Dr. Curator, M. R. O. (with

agreement for safe custody)

7.4.21 5 9/4/21

G.O. No. 576, 12th April 1921

Indian Educational Service

Mr. S. R. U. Savor—Appointment as Professor of Physics, Presidency College, Madras—
Government of India letter recorded and six copies of agreement furnished to Director of Public
Instruction and Accountant-General.

Read—the following papers :—

I

G.O. No. 267, Home (Education), dated 21st February 1921.

Abstract—Indian Educational Service—Mr. S. R. U. Savor, Professor of Physics,
Presidency College—Secretary of State's sanction to appointment—Recorded.

II

Letter—from Dr. Wali Mohammad, M.A., Ph.D., Assistant Secretary to the
Government of India, Department of Education (Education).

To—the Secretary to the Government of Madras, Home (Education) Department.
Dated—Delhi, the 21st March 1921.

No.—451.

With reference to the correspondence ending with this department letter No. 193,
dated the 8th February 1921, I am
Despatch from the Secretary of State No. 29, directed to forward for information a
Public, dated the 17th February (received copy of the marginally noted papers on
the 7th March 1921, and enclosures) the subject of the appointment of Mr.
(Agreement in original). S. R. U. Savor to the Indian Educational
Service as Professor of Physics, Presi-
dency College, Madras.

2. I am to invite special attention to paragraph 4 of the Secretary of State's
despatch and to request that the necessary arrangements may be made for the
recovery of the advance made to Mr. Savor.

ENCLOSURE

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in
Council.

Dated—India Office, London, the 17th February 1921.

No.—9-Public.

With reference to the correspondence ending with my telegram No. 648, dated the 31st
January 1921, I have to inform Your Excellency in Council that I have appointed Mr.
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Educational Service as Professor of Physics at
the Presidency College, Madras.

2. Mr. Savor sailed for India from Marseilles by the P. & O.S.S. "Caledonia" on the 29th
January, and I now forward a copy of the
papers relating to his appointment together
with one part of his agreement.

3. I enclose also, for convenience of reference, a copy of the general memorandum as to the C.A. No. 6.
Indian Educational Service, supplied to the candidate before appointment.

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(Rs. 550 at Rs. 13-11-0 per £1) and arrangements should be made for recovery by deductions
from his pay.

(1)

Letter—from J. E. Ferard, Esq., Under Secretary of State for India, Public
Department, India Office, Whitehall, S.W-1.

To—Mr. S. R. U. Savor, Esq., 232, Camden Road, London, N.W-1.

Dated—the 7th December 1920.

No.—J. & P. 8318-Public.

I am directed to inform you that the Secretary of State for India is prepared to appoint
you to the Indian Educational Service as Professor of Physics at the Presidency College,
Madras, subject to your being found by the Medical Board at this office to be physically fit
for appointment.

The appointment would be on the terms stated in the enclosed memorandum regarding C.A. No. 6.
Indian Educational appointments, under which you would receive total initial emoluments at the
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A statement of particulars relating to the post is also enclosed for your information. It will
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Meteorological office, in addition to your ordinary duties, and that you would in that event be
given free quarters and an allowance of Rs. 300 a month additional to your normal emoluments
referred to above.

I am to ask you to state as soon as possible whether you accept this appointment. If so,
you should attend at this Office on Tuesday, the 14th instant, at 11 a.m. for examination by the
Medical Board, and should you be passed as physically fit a draft agreement embodying the
terms of the appointment will subsequently be forwarded to you by the Legal Adviser at this
Office.

Letter—from S. R. U. SAVOOR, Esq., 232, Camden Road, London N.W.1.
To—the Under Secretary of State for India, Public Department, India Office,
S.W.1.

Dated—the 15th December 1920.

I write to thank you for your kind letter (J. & P. 8318) of yesterday's date offering me, if found physically fit on medical examination, the place of Professor of Physics at the Presidency College, Madras. I shall be glad to accept the appointment and hope to attend at the India Office at 11 a.m. on Tuesday the 14th instant for medical examination.

(3) AGREEMENT.

ARTICLES OF AGREEMENT made the 12th day of January one thousand nine hundred and twenty one BETWEEN SHANKAR RAO ULLAL SAVOOR of 232, Camden Road, London, N. W.—of the first part, and THE SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part WHEREAS the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as Professor of Physics at the Presidency College, Madras, in the Indian Educational Service for the probationary term and at the pay hereinafter mentioned and subject to the conditions and agreements hereinafter contained Now THESE PARTIES WITNESS and the said parties hereto respectively agree as follows:—

(1) That he will, on being provided with a first-class passage to India, proceed thither within such time as may be prescribed by the Secretary of State for India in Council.

(2) That he will, on arrival in India, forthwith proceed to the Presidency College aforesaid and report himself to the Officers of Government there, and will submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and will remain in the service for the probationary term of two years commencing from the date of his reporting his arrival at the said Presidency College and that he will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which he may belong, and will, when required by the Government, proceed to any other part of the province within which he may be serving, or to any other province in India, and there perform the duties of any specified office in the cadre of the Indian Educational Service.

(3) That he will devote his whole time to the duties of the service, and will not engage, directly or indirectly, in any trade, business, or occupation on his own account, and that he will not (except in case of accident or sickness certified by competent medical authority) absent himself from his said duties without having first obtained permission from the Government or its authorized officers. Provided always that he will in addition to the said duties if and when required take charge of the Madras Observatory and of the Meteorological office.

(4) That if he shall during the said term of two years, or if the service shall continue beyond such term, during the next succeeding three years, relinquish the service of the Government (whether after having given notice or otherwise) he shall forthwith on demand pay to the Secretary of State for India in Council the cost of his passage to India.

(5) That the Government may at any time during the said term of two years, or, if the service shall continue beyond such term, at any time thereafter, dispense with his services without notice in the event of misconduct on his part or of a breach by him of any of the conditions herein specified.

(6) That it shall be lawful for the Secretary of State for India in Council or for the Government prior to the expiration of his service under these presents, if satisfied on the report of the duly constituted advisory Medical Board that he is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his duties in India, to determine the service under these presents (the decision of the Secretary of State for India in Council or the Government being conclusive), and thereupon his services shall be terminated.

(7) That he shall, within the period or periods prescribed by the rules and regulations relating to examinations in vernacular languages for the time being in force in the province within which he may be serving, and generally in accordance with, and subject to such rules and regulations, pass an examination or examinations in such vernacular language or languages as may be required by the Government, and on failure to pass such examination or examinations shall be liable to the penalties prescribed by the said rules and regulations. Provided that if he shall fail to pass an examination in such one of the prescribed vernacular languages as may be required within the said period or periods, the Government may, notwithstanding anything in the next clause or the said rules and regulations contained, dispense with his services.

(8) That, except as provided in clauses 5, 6 and 7 hereof, unless he shall receive notice in writing from some authorized officer of the Government three calendar months before the expiration of the said term of two years that Government no longer require his services, or unless he shall give notice in writing to the Government three calendar months before the expiration of the said term of two years that he is desirous to put an end to his service under these presents, he will continue in the service of Government upon the like terms and conditions as are herein contained, so far as the same are applicable, except that he shall not be entitled to receive notice of termination of his service under Government otherwise than as may be provided in the Civil Service Regulations of the Government of India for the time being in force or in any other rules to which he may be made subject.

That from the date of his reporting his arrival at the said Presidency College the Government will pay him, so long as he shall remain in the said service and actually perform the said duties, pay in accordance with the scale set forth in the memorandum of information above referred to provided that for the purposes of this scale he shall receive initial pay at the rate of rupees five hundred and fifty per mensem and subsequent increments shall have effect annually on and from the fourteenth day of January One thousand nine hundred and twenty-two. He shall not be entitled to overseas allowance.

(10) That should he be required to take charge of the aforesaid Observatory and Meteorological office he will in addition to the said pay be entitled to an allowance of Rupees three hundred per mensem and the Government will during the time that he is in charge of the said Observatory and Meteorological office find him quarters (in which it shall be incumbent on him to reside) free from rent but not free from such local municipal, or other rates and taxes as by local rule or custom are payable by the occupier of the quarters.

(11) That he shall not, except as provided in this agreement, resign his appointment without the previous sanction in writing of the Secretary of State for India in Council or of the Government under which he is employed.

(12) That if he shall continue to serve Government under these presents after the said term of two years his service (commencing from the date of his entering on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to his case PROVIDED ALWAYS that in case of any dispute as to the interpretation of any of the said rules, or otherwise relating in any way to them, the decision of the Secretary of State for India in Council shall be conclusive. He shall be entitled to add three years to his service counting for superannuation pension.

(13) That in any payments made in the United Kingdom under these presents, the rate of exchange then applicable to the class of transaction concerned, as decided by the Secretary of State for India in Council from time to time, shall be observed.

(14) That the proceedings, letters, and reports, of the Governor-General of India in Council, or of any of the local Governments, and of all others the officers and agents of Government, or any copies thereof or extracts therefrom, which shall be sent officially to the Secretary of State for India in Council, or to any officers or servants in the Indian Service of His Majesty in England or elsewhere, in any way relating to the sums of money to be paid or allowed to the party of the first part, or to his conduct, or in any way relating to the premises, shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents, or in any way relating thereto.

IN WITNESS whereof the party of the first part and Sir Charles Stuart Bayley, G.C.I.E., K.C.S.I., I.S.O., and Sir Charles Arnold White Kt., being two members of the Council of India have hereunto set their hands the day and year first above written.

SIGNED by the party of the first part in the presence of—

S. R. U. SAVOOR.

C.B. Clarke,
University College Hospital
M.R.C.S., L.R.C.P.

SIGNED by the above-named two Members of the Council of India in the presence of—
R. C. Clench,
India Office.

CHAS. S. BAYLEY.
O. ARNOLD WHITE.

Order—No. 576, Law (Education), dated 12th April 1921

Recorded.
2. The Accountant-General is requested to arrange for the recovery of the advance of £40-3-8 (Rupees five hundred and fifty only) paid to Mr. S. R. U. Savor by the Secretary of State.

3. The Director of Public Instruction and the Accountant-General will each be furnished with six printed copies of the agreement executed by Mr. Savor.
(By order of the Government, Ministry of Education.)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General.
" Curator, Madras Record Office (with agreement for safe custody).

The Revenue Deptt.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

DEPARTMENT.

Current No. dated 191

G.O. No. dated 191

Number of MS. pages sent

Correspondence

Notes

Brief subject

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

For RECORD.

Mad Records

Ooty records

For filing with original

Total

For ISSUE.

Letter only.

Complete G.O.

No. Papers.

Special issue copies of G.O.

Notes.

Signature copies

India Office

Govt. of India

Revenue Department

Public Works Department

Local and Municipal Department

Educational Department

Dept.

Public Dept.

Judicial Dept

Political

Financial Dept.

Marine Dept.

Ecclesiastical Dept.

Total

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Copies distributed on

Copies distributed on

† To be fulfilled 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 Referencee concerned.

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

TO PRESS, MADRAS OOTY.

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

Referencer.
Clerk.

Supdt.

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

Type may be released after usual interval at once.

Referencer.
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

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

Referencer.
Clerk.

Supdt.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	12/4/21 <i>ED</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
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