

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 772, 12th May 1921

Indian Educational Service

Secretary of State's sanction to additional posts.

INDEXED

ORIGINAL

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 772, 12th May 1921

Indian Educational Service

Secretary of State's sanction to additional posts.

READ—the following papers :—

I

G.O. No. 1434, Home (Education), dated 6th December 1920.

ABSTRACT.—Inspectresses of schools—retention of the post of Chief Inspectress and creation of a temporary post of fifth inspectress, sanctioned.

II

Letter—from H. SHARP, Esq., C.S.I., C.I.E., Secretary to the Government of India, Department of Education (Education).

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

Dated—Simla, the 19th April 1921.

No.—582.

With reference to the correspondence ending with your letter No. 1044 A-1, To the Secretary of State, No. 19, dated the 16th December 1920. dated the 11th March 1921, I am directed to forward for the information of the local Government a copy of the despatches noted in the margin on the subject of strengthening the Indian Educational Service (men's and women's branches) in Madras.

2. I am, at the same time, to communicate the sanction of the Government of India to the grant of a duty allowance of Rs. 150 a month to the Additional Deputy Director with effect from the 1st November 1920, the date on which the allowance was granted to other Deputy and Assistant Directors of Public Instruction.

3. The question of granting a similar allowance to the Deputy Directress will be considered in connexion with the proposal to grant duty allowances to principals of women's colleges on receipt of the replies of local Governments to this department letter No. 442, dated the 21st March 1921.

ENCLOSURES

(1)

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

To—His Majesty's Secretary of State for India.

Dated—Delhi, the 19th December 1920.

No.—19.

We have the honour to forward for your consideration a copy of the letters from the Government of Madras, detailed in the annexed schedule, on the subject of strengthening the Indian Educational Service (men's and women's branches), Madras.

2. The proposals submitted by the local Government involve—

(i) The creation of the following permanent posts in the Indian Educational Service :—

- (a) a post of Additional Deputy Director of Public Instruction in the men's service ;
- (b) a post of Deputy Directress of Public Instruction in the women's service ; and
- (c) a post of inspectress in the women's service.

(ii) The retention as a permanent measure in the Indian Educational Service of the existing temporary post of Chief Inspectress under the designation of Inspectress.

(iii) The continuance of the temporary post of Chief Inspectress until orders are received on proposal (ii) above.

(iv) The temporary creation of an additional post of Inspectress outside the regular service on a salary of Rs. 400 a month, pending the permanent creation of the new post of Inspectress referred to under (i) (c) above.

The grounds in support of these proposals are explained in the local Government's letters. It has been estimated that the creation of the new posts will involve an additional annual expenditure of Rs. 43,448. Provision to meet the additional expenditure likely to be incurred during the current financial year has been made in the budget for 1920-21.

3. In regard to the creation of the two new posts in the Office of the Director of Public Instruction, we consider that the proposal of the local Government to have a Deputy Directress is a sound one. She will presumably to some extent perform the functions of a Chief Inspectress. We are also satisfied of the need for an additional Deputy Director; we understand that while one of the Deputy Directors will deal with secondary and intermediate education, the other will devote his attention to elementary education, which owing to the recent passing of the Madras Elementary Education Act will receive fresh impetus.

In view of the urgent necessity for affording relief to the Director of Public Instruction the local Government have already sanctioned the deputation of two officers for two years to fill these posts of Deputy Directress and Additional Deputy Director.

4. The local Government have put forward strong grounds for the creation of two permanent posts of Inspectress. We have no comments to make except that, while in comparison with other provinces the number of Inspectresses in the Madras Presidency is large, we are of opinion that it is more satisfactory to depend upon the superior female inspecting staff for the inspection of girls' schools and for the promotion of female education.

5. Regarding the proposed retention of the post of Chief Inspectress of Schools we invite your attention to the sanction conveyed in your public despatch, No. 43, dated the 1st May 1919, to its temporary retention for one year. This period expired on the 15th August 1920, and we have now accorded provisional sanction to its retention until the receipt of your orders regarding its permanent retention in the Indian Educational Service as a post of Inspectress. The local Government would have been well advised to apply at an earlier date for its continuance.

6. We have further accorded permission to the Madras Government to sanction the temporary creation of a post of Inspectress of Schools, outside the cadres of the regular services, on a salary of Rs. 400 a month, pending the permanent creation of a new post in the Indian Educational Service for a fifth Inspectress.

7. In the circumstances explained above we desire to commend for your sanction the creation of the three new appointments in the Indian Educational Service as proposed by the Madras Government and the retention as a permanent measure in the Indian Educational Service of the existing post of Chief Inspectress under the designation of Inspectress.

8. At present the local Government have asked for only one recruit from England and we shall be glad if, when the creation of the post for a fifth Inspectress is sanctioned, you will arrange for the recruitment in England of a suitable candidate for the post. The particulars required for recruitment are contained in paragraph 4 of the Madras Government letter No. 612 A-1, dated the 25th February 1920, a copy of which was forwarded to the Under Secretary of State with our Educational Secretary's letter No. 24, dated the 10th June 1920. Rent-free quarters will not be provided.

(2)

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 3rd March 1921.

No.—46-Public.

Additions to the Indian Educational Service in Madras.

Having considered in Council the letter of your Excellency's Government No. 19 in the Education Department, regarding the strengthening of the Indian Educational Service in Madras, I sanction the proposals submitted in that letter.

2. I have taken the necessary steps for the recruitment in this country of a lady to hold the post of fifth Inspectress of Schools in the Madras Presidency in accordance with the request of the Madras Government, in addition to the two temporary Inspectresses whose recruitment was asked in Mr. Sharp's letter No. 25 in the Education Department dated 10th June 1920. I enclose, for your information, copy of a letter which has been addressed to the Board of Education on the subject.

3. It is understood that the special rate of pay sanctioned for the temporary post of Chief Inspectress in my Public Despatch No. 43, dated 1st May 1919, will cease on the change of the title of this post to that of Inspectress, and that the new holder of the post will draw pay at Indian Educational Service rates.

(3)

Letter—from J. E. FERARD, Esq., India Office, London, S.W.I.

To—the Director of Special Inquiries and Reports, Board of Education, S. Kensington, S.W. 7.

Dated—the 25th February 1921.

No.—J. & P. 166.

I am directed by the Secretary of State in Council to forward for the information of the Board of Education copy of a letter from the Government of India dated 16th December 1920, from which it will be seen that it is desired to recruit in this country an additional Inspectress of Schools, Madras.

Mr. Montagu will be glad if the Board of Education will take the necessary steps to secure suitable candidates for this post at an early date. It is desirable that the officer selected should arrive in India as soon as possible.

The particulars as to the qualifications required will be found in paragraph 4 of the letter of the Government of Madras No. 612 A-1, dated 25th February 1920, copy of which will be found amongst the enclosures to this office letter dated 27th September 1920 regarding the recruitment of temporary Inspectresses for the same Presidency.

The post will be included in the Indian Educational Service and will carry pay according to the scale laid down for the women's branch of that service. Rent-free quarters will not be provided.

Recruitment to this post will not affect the prospects of permanent appointment held out to candidates for the two temporary posts as inspectress already asked for in Mr. Ferard's letter J. & P. No. 4382, dated 27th September 1920.

Order—No. 772, Law (Education), dated 12th May 1921.

The Director of Public Instruction is informed that the Secretary of State has accorded sanction—

(1) to the creation of the following permanent posts in the Indian Educational Service:—

(a) a post of Additional Deputy Director of Public Instruction in the men's service;

(b) a post of Deputy Directress of Public Instruction in the women's service;

(c) a post of Inspectress in the women's service; and

(2) to the retention as a permanent measure in the Indian Educational Service of the existing temporary post of Chief Inspectress under the designation of Inspectress.

2. The Government of India have also been pleased to sanction a duty allowance of Rs. 150 per mensem to the Additional Deputy Director of Public Instruction with effect from the 1st November 1920. Separate orders will issue on the question of the grant of a similar allowance to the Deputy Directress.

3. The undermentioned scale of establishment sanctioned for each of the two new inspectresses is also made permanent:—

	Per mensem.
	RS.
One head clerk on	50-2-60
One clerk on	25-1-30
Two clerks on	20 each
One typewriting clerk on	20-1-25
One peon on	9
Two peons on	8 each

They will be eligible for the temporary additions to pay sanctioned in G.Os. No. 700, Financial, dated 2nd August 1920, and No. 780, Financial, dated 28th August 1920.

4. This sanction is registered as No. 81 of 1921-22.

(By order of the Government, Ministry of Education)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
Accountant-General through Finance Department.

LAW (EDUCATION) DEPARTMENT

NOTES CONNECTED WITH G.O. No. 772, LAW (EDUCATION),
DATED 12TH MAY 1921

[SUBJECT.—*Additional appointments—Indian Educational Service—
Secretary of State's sanction.*]

From the Government of India, No. 582, dated 19th April 1921.

A draft order is submitted. With reference to paragraph 3 of the Secretary of State's Despatch, the designation of 'Chief Inspectress' ceases, and the incumbent of the post (Miss Alice Sergeant) will draw pay only as a member of the Indian Educational Service, and not the special rate of pay—Rs. 600. Ordinarily this change is to operate from the date of receipt of the Secretary of State's sanction by the Government of India. But India have not intimated that date to this Government. We may leave it to the Accountant-General to make the necessary alteration in Miss Alice Sergeant's pay—please see also Memorandum No. 271/A-2, dated 16th February 1921. The draft may go to Finance for acceptance.

E.A.V.—29-4-21. S.A.—29-4-21.

C. RAMANUJA ACHARIYAR—1-5-21.

R. RAMACHANDRA RAO—3-5-21.

FINANCE DEPARTMENT.

The draft may be accepted, the sanction being registered as No. 81 of 1921-22.

P.—6-5-21. T.R.N.N.—7-5-21.

J. M. HOOPER—8-5-21.

LAW (EDUCATION) DEPARTMENT.

*Issued as G.O. 772, Law (Education), 12th May 1921.

May issue, * and then for perusal to M-1.

C.R.—9-5-21.

R.R.—10-5-21.

Draft to issue.

A. S[UBBARAYALU REDDIYAR—17-5-21.

[G.O. No. 772, Law (Education), dated 12th May 1921.]

G. E. S.

Law (Ed.) DEPARTMENT

Secy: of States Sanction to
A. H. H. Posts

READ AGAIN G.O. No. , dated 192

" " " " 1434 Home (Ed.), 6. 1926. (P)

READ ALSO:-

C. No. 2134 From the G. of D., No. 582, dated 19. 1. 1921.

Abstract. " " " " 192

G. E. S. " " " " 192

Inspectorship of Schools -
retention of the post of Chief
Inspectorship & creation
of a temporary post of
Chief Inspectorship,
Sanath and

ORDER:

P.S. *mi*

No. 772 dated 12. 5. 1921.

The D. P. I. is informed
that the Secy: of State has
accorded sanction
(1) to the creation of the follow-
ing ~~permanent~~ posts in the
Indian Educational Services:-
(a) a post of Additional Deputy
Director of Public Instruction
in the men's Service
(b) a post of Deputy Director
of Public Instruction in the
women's Service
(c) a post of Inspectorship in the
Women's Services; and
(2) to the retention as a
permanent measure in the

G. E. S.

Please see
note for enc
12/5

S.E.S. of the existing temporary
post of Chief Inspectress
under the designation of
of inspectress.

2 The Govt. of
India have also been pleased
to sanction a duty allowance
of Rs 150 p.m. to the additional
Deputy Director of Public
Instruction with effect from
the 1st November 1920.
Separate orders will issue on
the question of the grant of
a similar allowance to the
Deputy Directress.

3 The establishments
of two Inspectresses at the two
inspectress under-education.

- ed scale of establishment
sanctioned for each
of the two new inspectresses
will be as also
made permanent:-

one head clerk on Rs 50-12-60 p.m.

one clerk on Rs 25-1-30 p.m.

Two clerks on Rs 20 each p.m. of para 3 of G.O.

one typewriting clerk on Rs 20-1-25 p.m. 1434 G.O. (P)

one peon on Rs 9 p.m.

Two peons on Rs 8 each p.m.

They are members of

10/12/21

Secy
88/47

Cover
12/21
DESPATCHED
13 MAY 1921
A. G. J.
Fin. Secy

(4) The existing establishments
(8) will be eligible for the term
additions to pay sanctioned in
1921. 4/2.8.20 No. 780 4/2.8.20
4 The sanction is

registered as No. 81 of 1921-
1922

10/12/21

8
1.5.21

11/11
3/7/21

ES-CP-1544A
11.3.21

Home (Education) Department

LETTER:- No. 1044/A-1
ref.

11.3.21

To
The Secretary to the Govt. of India,
Department of Education.

Sir,

I am directed to invite a reference to paragraphs 3 and 4 of my letter No. 994, Education, dated the 31st August 1920 and to paragraph 7 of my letter No. 1453, dated the 8th December 1920 and to enquire when the orders of the Government of India on the proposals for the permanent retention of the two posts of additional Deputy Director and Deputy Directress for female education in this Presidency and the grant to them of a duty allowance of Rs. 150/- per mensem each may be expected. In view of the delay to obtain orders and of the fact that

E.A.V.
5-3-21.

I have &c.,

The duties discharged by the holders of the temporary posts are responsible. I request that the sanction when communicated may be retrospective from the date of creation of the temporary posts, all the more so as the D. Dir. in the permanent cadre not discharging more responsible work has been drawing the allowance.

MS
8/3/21

8/3/21

9/3/21

Press
Please inform Mr. D. S. 28.6.21
G.O. No. 772, 12th May 1921

Indian Educational Service

Secretary of State's sanction to additional posts.

READ—the following papers :—

I

G.O. No. 1434, Home (Education), dated 6th December 1920.

ABSTRACT.—Inspection of schools—retention of the post of Chief Inspectress and creation of a temporary post of fifth inspectress, sanctioned.

II

Letter—from H. SHARP, Esq., C.S.I., C.I.E., Secretary to the Government of India, Department of Education (Education).

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

Dated—Simla, the 19th April 1921.

No.—582.

With reference to the correspondence ending with your letter No. 1044 A-1, To the Secretary of State, No. 19, dated the 16th December 1920.

From the Secretary of State, No. 46, Public, dated the 3rd March 1921, with enclosure. Government a copy of the despatches noted in the margin on the subject of strengthening the Indian Educational Service (men's and women's branches) in Madras.

2. I am, at the same time, to communicate the sanction of the Government to the grant of a duty allowance of Rs. 150 a month to the Additional Deputy Inspectress with effect from the 1st November 1920, the date on which the allowance was granted to other Deputy and Assistant Directors of Public Instruction.

3. The question of granting a similar allowance to the Deputy Directress will be considered in connexion with the proposal to grant duty allowances to principals of women's colleges on receipt of the replies of local Governments to this department letter No. 442, dated the 21st March 1921.

ENCLOSURES

(1)

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

To—His Majesty's Secretary of State for India.

Dated—Delhi, the 16th December 1920.

No.—19.

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2. The proposals submitted by the local Government involve—

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(a) a post of Additional Deputy Director of Public Instruction in the men's service ;

(b) a post of Deputy Directress of Public Instruction in the women's service ; and

(c) a post of inspectress in the women's service.

(ii) The retention as a permanent measure in the Indian Educational Service of the existing temporary post of Chief Inspectress under the designation of Inspectress.

(iii) The continuance of the temporary post of Chief Inspectress until orders are received on proposal (ii) above.

(iv) The temporary creation of an additional post of Inspectress outside the regular service on a salary of Rs. 400 a month, pending the permanent creation of the new post of Inspectress referred to under (i) (c) above.

The grounds in support of these proposals are explained in the local Government's letters. It has been estimated that the creation of the new posts will involve an additional annual expenditure of Rs. 43,448. Provision to meet the additional expenditure likely to be incurred during the current financial year has been made in the budget for 1920-21.

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In view of the urgent necessity for affording relief to the Director of Public Instruction the local Government have already sanctioned the deputation of two officers for two years to fill these posts of Deputy Directress and Additional Deputy Director.

4. The local Government have put forward strong grounds for the creation of two permanent posts of Inspectress. We have no comments to make except that, while in comparison with other provinces the number of Inspectresses in the Madras Presidency is large, we are of opinion that it is more satisfactory to depend upon the superior female inspecting staff for the inspection of girls' schools and for the promotion of female education.

5. Regarding the proposed retention of the post of Chief Inspectress of Schools we invite your attention to the sanction conveyed in your public despatch, No. 43, dated the 1st May 1918, to its temporary retention for one year. This period expired on the 15th August 1920,

G.O. No. 772, 12th May 1921

Indian Educational Service

Secretary of State for Education, India

2

No. 772, LAW (EDUCATION), 12TH MAY 1921

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6. We have further accorded permission to the Madras Government to sanction the temporary creation of a post of Inspectress of Schools, outside the cadres of the regular services, on a salary of Rs. 400 a month, pending the permanent creation of a new post in the Indian Educational Service for a fifth Inspectress.

7. In the circumstances explained above we desire to commend for your sanction the creation of the three new appointments in the Indian Educational Service as proposed by the Madras Government and the retention as a permanent measure in the Indian Educational Service of the existing post of Chief Inspectress under the designation of Inspectress.

8. At present the local Government have asked for only one recruit from England and we shall be glad if, when the creation of the post for a fifth Inspectress is sanctioned, you will arrange for the recruitment in England of a suitable candidate for the post. The particulars required for recruitment are contained in paragraph 4 of the Madras Government letter No. 612 A-1, dated the 25th February 1920, a copy of which was forwarded to the Under Secretary of State with our Educational Secretary's letter No. 24, dated the 10th June 1920. Rent free quarters will not be provided.

(2)

Despatch-- 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 3rd March 1921.

No.--46-Public.

Additions to the Indian Educational Service in Madras.

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2. I have taken the necessary steps for the recruitment in this country of a lady to hold the post of fifth Inspectress of Schools in the Madras Presidency in accordance with the request of the Madras Government, in addition to the two temporary Inspectresses whose recruitment was asked in Mr. Sharp's letter No. 25 in the Education Department dated 10th June 1920. I enclose, for your information, copy of a letter which has been addressed to the Board of Education on the subject.

3. It is understood that the special rate of pay sanctioned for the temporary post of Chief Inspectress in my Public Despatch No. 43, dated 1st May 1919, will cease on the change of the title of this post to that of Inspectress, and that the new holder of the post will draw pay at Indian Educational Service rates.

(3)

Letter--from J. E. FERARD, Esq., India Office, London, S.W.1.

To--the Director of Special Inquiries and Reports, Board of Education, S. Kensington, S. W. 7.

Dated--the 25th February 1921.

No.--J. & P. 166.

I am directed by the Secretary of State in Council to forward for the information of the Board of Education copy of a letter from the Government of India dated 16th December 1920, from which it will be seen that it is desired to recruit in this country an additional Inspectress of Schools, Madras.

No. 19, dated 16th December 1920, with enclosures.

Mr. Montagu will be glad if the Board of Education will take the necessary steps to secure suitable candidates for this post at an early date. It is desirable that the officer selected should arrive in India as soon as possible.

The particulars as to the qualifications required will be found in paragraph 4 of the letter of the Government of Madras No. 612 A-1, dated 25th February 1920, copy of which will be found amongst the enclosures to this office letter dated 27th September 1920 regarding the recruitment of temporary Inspectresses for the same Presidency.

The post will be included in the Indian Educational Service and will carry pay according to the scale laid down for the women's branch of that service. Rent-free quarters will not be provided.

Recruitment to this post will not affect the prospects of permanent appointment held out to candidates for the two temporary posts as Inspectress already asked for in Mr. Ferard's letter J. & P. No. 4382, dated 27th September 1920.

Order—No. 772, Law (Education), dated 12th May 1921.

The Director of Public Instruction is informed that the Secretary of State has accorded sanction—

(1) to the creation of the following permanent posts in the Indian Educational Service:—

(a) a post of Additional Deputy Director of Public Instruction in the men's service;

(b) a post of Deputy Directress of Public Instruction in the women's service;

(c) a post of Inspectress in the women's service; and

(2) to the retention as a permanent measure in the Indian Educational Service of the existing temporary post of Chief Inspectress under the designation of Inspectress.

2. The Government of India have also been pleased to sanction a duty allowance of Rs. 150 per mensem to the Additional Deputy Director of Public Instruction with effect from the 1st November 1920. Separate orders will issue on the question of the grant of a similar allowance to the Deputy Directress.

3. The undermentioned scale of establishment sanctioned for each of the two new inspectresses is also made permanent:—

	Per mensem.
	RS.
One head clerk on	50-2-60
One clerk on	25-1-30
Two clerks on	20 each
One typewriting clerk on	20-1-25
One peon on	9
Two peons on	8 each

They will be eligible for the temporary additions to pay sanctioned in G.Os. No. 780, Financial, dated 2nd August 1920, and No. 780, Financial, dated 28th August 1920.

4. This sanction is registered as No. 81 of 1921-22.

(By order of the Governor in Council)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction,
" Accountant-General's Office, Madras 2, 12/5/21.

Govt., Ministry of Education

X
A.P.P. 20.5.21

LAW (EDUCATION) DEPARTMENT,
NOTES CONNECTED WITH G.O. No. 772, LAW (EDUCATION)
DATED 12TH MAY 1921

[SUBJECT.—Additional appointments—Indian Educational Service—
Secretary of State's sanction.]

From the Government of India, No. 582, dated 19th April 1921.
A draft order is submitted. With reference to paragraph 3 of the Secretary of State's Despatch of page 3, current file, the designation of 'Chief Inspectress' ceases, and the incumbent of the post (Miss Alice Sergeant) will draw pay only as a member of the Indian Educational Service, and not the special rate of pay—s. 600. Ordinarily this change is to operate from the date of receipt of the Secretary of State's sanction by the Government of India. But India have not intimated that date to the Government. We may leave it to the Accountant-General to make the necessary alteration in Miss Alice Sergeant's pay—please see also Memorandum No. 271/A-2, dated 16th February 1921.

The draft may go to Finance for acceptance.
G.P.—29-4-21. S.A.—29-4-21.

C. RAMANUJA ACHARIYAR—1-5-21.
R. RAMACHANDRA RAO—3-5-21.

FINANCE DEPARTMENT.
The draft may be accepted, the sanction being registered as No. 81 of 1921-22.
P.—6-5-21. T.R.N.N.—7-5-21.

J. M. HOOPER—8-5-21.

LAW (EDUCATION) DEPARTMENT.
*Issued as G.O. 772, Law (Education), 12th May 1921. May issue, * and then for perusal to M.L.

C.R.—9-5-21.
R.R.—10-5-21.

Draft to issue.

[G.O. No. 772, Law (Education), dated 12th May 1921.]

(Eubharayal Reddy)

17
2 Rao
21-5-21

ORDINARY.

PRESS SLIP.

PREFERENCE

URGENT (a).

Scott. II-38-3-14.

DEPARTMENT.

Current No., dated 191

G.O. No. 772 dated 12.5.191 21

Number of MS. pages sent { Correspondence 12 (Tues)
(b) Notes 2 (Tues)

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgent, 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 pages to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) 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.

Brief subject

(c) Number of copies required when struck off - not including copies for volumes and public which are retained in the Press.	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records ...	4	25	12
Ooty Records ...		6	6
For filing with original			1
Total ..		31	19

FOR ISSUE.†

Signature copies

Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
No.	Papers.		
India Office			
Govt. of India			
Revenue Department			
Public Works Department			
Local and Municipal Department			
Educational Department			
Public Dept.			
Judicial Dept.			
Political			
Financial Dept.			
Marine Dept.			
Ecclesiastical Dept.			
Total			

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