

Government of Madras.

LAW (EDUCATION) DEPARTMENT

G.O. No. 1512, 31st August 1925

Madras Educational Service—Transfer of eight posts from the Subordinate Educational Service to the Madras Educational Service—Sanctioned.

580
2
1

Government of Madras.

LAW (EDUCATION) DEPARTMENT

G.O. No. 1512, 31st August 1925

Madras Educational Service—Transfer of eight posts from the Subordinate Educational Service to the Madras Educational Service—Sanctioned.

READ—the following paper :—

Letter from the Director of Public Instruction, dated 19th August 1924,
R.O.C. No. 2033-C/23.

With reference to G.O. Mis. No. 505, Law (Education), dated 7th April 1924, and to paragraph 2 of G.O. No. 597, Law (Education), dated 15th April 1924, I have the honour to renew my proposals for the transfer with effect from 1st July 1925 of the following posts from the Subordinate to the Madras Educational Service :—

(i) One of the posts of Assistant Lecturers in each of the English and Chemistry departments in the Government Arts College, Rajahmundry—to be designated 'Lecturer'.

(ii) One of the posts of Assistant Lecturers in each of the three second-grade colleges at Coimbatore, Tellicherry and Mangalore—to be designated 'Senior Lecturer'.

(iii) One of the posts of School Assistants in each of the three second-grade colleges at Coimbatore, Tellicherry and Mangalore—to be designated 'Headmaster of the Secondary and Training departments'.

The above proposals are arranged in the order of their relative importance and urgency.

2. The transfer of one of the posts of Assistant Lecturers in each of the English and Chemistry departments in the Government Arts College, Rajahmundry, to the Madras Educational Service is recommended with a view to removing the anomaly explained below. I would in this connexion invite the kind attention of Government to paragraph 3 of my letter R.O.C. No. 2033-C/23, dated 22nd September 1923, and to paragraph 2 (ii) of my letter R.C. No. 506-C/23, dated 30th July 1923 wherein I have adduced reasons for transferring the two posts in question from the Subordinate Educational Service to the Madras Educational Service. While at Kumbakonam the English department has a lecturer in the Madras Educational Service *in addition* to the Senior Lecturer in English, who may be either the Principal (Indian Educational Service) or an officer in the Madras Educational Service, at Rajahmundry there is no Madras Educational Service Lecturer for English. Again while the Chemistry department in the Kumbakonam College is in charge of a Madras Educational Service Lecturer, there is no such lecturer for the Chemistry Department in Rajahmundry. The Rajahmundry College is thus at a distinct disadvantage in the matter of staff and in the interest of efficiency I consider that the inequality should be removed.

3. As regards the necessity for transfer to the Madras Educational Service of one of the posts of the Assistant Lecturers in each of three second-grade colleges, proposed in paragraph 1 (ii) *supra*, I would invite the attention of Government to paragraph 2 of my letter R.O.C. No. 2033-C/23, dated 22nd September 1923, wherein I have fully discussed the proposal. The second-grade college at Palghat has already a Senior Lecturer in the Madras Educational Service. The presence of an officer of this status is found conducive to efficient administration, as the Senior Lecturer assists the Principal in the discharge of his duties and acts for him when he is obliged to be absent for short periods. It would also as pointed out in my letter referred to above, remove the inequalities arising at present from the principle of promotion according to subject vacancies which is generally followed in the collegiate branch of the service and thus diminish to a certain extent the discontent now prevailing among the members of that service.

4. The transfer of a post of School Assistant in each of the three second-grade colleges at Coimbatore, Tellicherry and Mangalore to the Madras Educational Service is as explained in my letter R.O.C. No. 2033-C/23, dated 22nd September 1923, necessary with a view to securing effective supervision by a senior and experienced

member of the organization and teaching in the Secondary and Training departments of these three institutions. As indicated in that letter, I have been endeavouring to amalgamate the Secondary and Training departments in these stations with the colleges there so as to make them part and parcel of the latter. Such amalgamation has been partially carried out in the case of Coimbatore and a proposal to that effect as regards Tellicherry is already under my consideration. To give full effect to this scheme it is necessary that the Headmaster of the Secondary and Training departments should be a gazetted officer, so that we could have efficient supervision of the work of these two departments and secure satisfactory co-ordination between them.

5. The financial effect of these proposals is detailed below :—

(a) Extra average cost.		RS.
(i) Transfer of five posts from the Subordinate Educational Service (Collegiate Branch) to the Madras Educational Service at Rs. 528½ minus 187½ each per mensem ...	...	20,475
(ii) Transfer of three posts of School Assistants to the Madras Educational Service at Rs. 528½ minus 106 each per mensem ...	...	15,219
Total ...	...	35,694

(b) Extra cost in 1925-26.		RS.
(i) Transfer of five posts from the Subordinate Educational Service (Collegiate Branch) to the Madras Educational Service—1 at 250-250; 3 at 250-242½ each per mensem and 1 at 250-212½ per mensem for 8 months ...	...	480
(ii) Transfer of three School Assistants from the Subordinate Educational Service to the Madras Educational Service at Rs. 250-220 each per mensem ...	...	720
Total ...	...	1,200

Order—No. 1512, Law (Education), dated 31st August 1925.

The Government sanction the proposal of the Director of Public Instruction that the undermentioned posts be transferred from the Subordinate to the Madras Educational Service and that their designation be altered as shown below :—

Post.	New Designation.
1. One post of Assistant Lecturer in English, Government Arts College, Rajahmundry.	Lecturer in English.
2. One post of Assistant Lecturer in Chemistry, Government Arts College, Rajahmundry.	Lecturer in Chemistry.
3. One post of Assistant Lecturer, Government Arts College, Coimbatore.	Senior Lecturer.
4. One post of Assistant Lecturer, Government Arts College, Tellicherry.	
5. One post of Assistant Lecturer, Government Arts College, Mangalore.	
6. One of the posts of School Assistants in the Government Arts College, Coimbatore.	Headmaster, Secondary and Training departments.
7. One of the posts of School Assistants in the Government Arts College, Tellicherry.	
8. One of the posts of School Assistants in the Government Arts College, Mangalore.	

2. This sanction is registered as No. 137 of 1925-26.

3. The expenditure required in the current year will be met from the supplementary grant of Rs. 1,200 voted for the purpose by the Legislative Council under grant XVII at the meeting held on 18th August 1925.

(By order of the Government, Ministry of Education)

V. T. KRISHNAMA ACHARIYAR,
Secretary to Government.

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

G.O. No. 1512, 31st August 1925

Madras Educational Service—Transfer of eight posts from the Subordinate Educational Service to the Madras Educational Service—Sanctioned.

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R.O.C. No. 2033-C/23.

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(aw/son)
Query answered
Prof. not called for. Please
compare carefully &
strike off

Final
6/10/25

4
mangalore

No. 1512, Law (Education), 31st August 1925

4. The transfer of a post of School Assistant in each of the three second-grade colleges at Coimbatore, Tellicherry and Mangalore to the Madras Educational Service is as explained in my letter R.O.C. No. 2035-C/23, dated 22nd September 1923, necessary with a view to securing effective supervision by a senior and experienced member of the organization and teaching in the Secondary and Training departments of these three institutions. As indicated in that letter, I have been endeavouring to amalgamate the Secondary and Training departments in these stations with the colleges there so as to make them part and parcel of the latter. Such amalgamation has been partially carried out in the case of Coimbatore and a proposal to that effect as regards Tellicherry is already under my consideration. To give full effect to this scheme it is necessary that the Headmaster of the Secondary and Training departments should be a gazetted officer, so that we could have efficient supervision of the work of these two departments and secure satisfactory co-ordination between them.

5. The financial effect of these proposals is detailed below :—

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Order—No. 1512, Law (Education), dated 31st August 1925.

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4. One post of Assistant Lecturer, Government Arts College, Tellicherry.	
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6. One of the posts of School Assistants in the Government Arts College, Coimbatore.	Headmaster, Secondary and Training departments.
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2. This sanction is registered as No. 137 of 1925-26.

3. The expenditure required in the current year will be met from the supplementary grant of Rs. 1,200 voted for the purpose by the Legislative Council under grant XVII at the meeting held on 18th August 1925.

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

V. T. KRISHNAMA ACHARIYAR,
Secretary to Government.

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

Letter No 1775A-4

From

The Hon. Rao Bahadur Sir A.P. Patro
Kt.,
Minister for Education and
Public Works.

To

The Secretary to the
Legislative Council.

Sir,

I hereby give notice of my
intention to move the following
demand at the next meeting of the
Legys. Council.

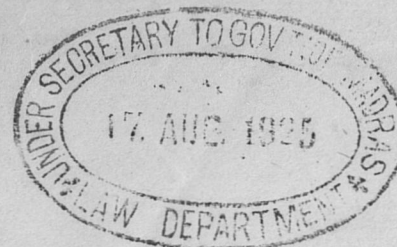
Demand

On the recommendation of H.E.
the Governor, I beg to move that the
Govt. be granted an additional sum
of Rs.1200 under 'Grant XVII--
Education-Transferred' to meet the
~~extra~~ cost of the transfer of ~~a~~
posts from the subordinate educa-
tional service to the Madras Edl.
service. The amount will be met
from the surplus due to the remis-
sion of the provincial contribution
to the Govt. of India.

DESPATCHED
12 AUG 925

Copy to the Finance Dept.
(with 10 copies of the explanation
and)

30/7/25
V. TK
3. 8



LAW (EDUCATION) DEPARTMENT.

EXPLANATORY NOTE.

*Supplementary demand of Rs. 1,200 under Grant XVII. Education—Transferred—
Transfer of eight posts from the Subordinate Educational Service to the Madras
Educational Service.*

In 1920, the Director of Public Instruction submitted proposals for the inclusion in the Madras Educational Service of 26 posts comprised in the cadre of the Subordinate Educational Service or outside the regular cadre having regard to the responsibilities attached to the posts and the nature of the duties devolving on the incumbents. It was considered that, in the then state of provincial finances, the scheme could not be proceeded with. The Director of Public Instruction was, at the same time, informed that the scheme could be put forward, if and when the state of provincial finances improved.

2. The Director of Public Instruction has now renewed his proposals for the transfer of posts from the Subordinate Educational Service to the Madras Educational Service, but has limited them to the more important ones, namely, those mentioned below :—

Designation of post.	Remarks.
1. Assistant Lecturer in English (Subordinate Educational Service), Government College, Rajahmundry.	Similar posts in the Government College, Kumbakonam, are included in the cadre of the Madras Educational Service.
2. Assistant Lecturer in Chemistry (Subordinate Educational Service), Government College, Rajahmundry.	
3. Assistant Lecturer (Subordinate Educational Service), Government College, Coimbatore.	In these colleges, there is no officer of the Madras Educational Service cadre to assist the Principal; in the Government Victoria College, Palghat, the Principal is assisted by an officer of the Madras Educational Service.
4. Assistant Lecturer (Subordinate Educational Service), Government College, Tellicherry.	
5. Assistant Lecturer (Subordinate Educational Service), Government College, Mangalore.	
6. Assistant (school assistants cadre), Government College, Coimbatore.	It is proposed to reorganize the secondary and training sections attached to these institutions and to place them under a single headmaster who should, in view of the nature of duties devolving on him, be an officer of the Madras Educational Service.
7. Assistant (school assistants cadre), Government College, Tellicherry.	
8. Assistant (school assistants cadre), Government College, Mangalore.	

3. At the time of the reorganization of the Superior Educational Services in 1920, a number of posts were transferred from the Madras Educational Service to the Indian Educational Service. In consequence, there has been a reduction in the cadre of the Madras Educational Service. The number now included in the Madras Educational Service cadre is only 52 (48 permanent and 4 temporary) as against 61 (56 permanent and 5 temporary) on 1st January 1920. As a result of this reduction, the chances of promotion to the Madras Educational Service of subordinate officers of the Educational Service have been diminished.

4. The extra cost to be met in 1925-26 is Rs. 1,200 as detailed below :—

	RS.
(1) Transfer of five posts from the Subordinate Educational Service (Collegiate branch) to Madras Educational Service ...	480
(2) Transfer of three posts (school assistants cadre) to Madras Educational Service ...	720
Total ...	1,200

5. The above sum will be met from the surplus due to the remission of the provincial contribution to the Government of India.

V. T. KRISHNAMA ACHARIYAR—2-8-25.

Transfer of posts from the subordinate educational service to the Madras Educational service.

It has been decided in the Cabinet to move for a supplementary grant of Rs. 1200/- at the next meeting of the Legislative Council to give effect to the proposals contained in the letter from the Director of Public Instruction, No. 2033, dated 19-8-24 for the transfer of 8 posts from the Subordinate Educational Service (Collegiate branch) and School Assistants' Cadre to the Madras Educational Service. The scheme has already been considered by the Finance Committee which included it among schemes to be ^{given} effect to as soon as funds are available.

2. Submitted that the necessary notice to the Legislative Council Office, ^{for the moving of a supplementary demand} will be sent early in July next. In the meanwhile, this note may be sent to Finance for perusal.

16157-5

19.5.25 VTK 20.5

Finance a.o.

Finance (Bud. fl.)

Law Secy 1775A-1
20.5.25

'K' above.



Fin Secy 19513

20.5.25
* file need separately
and sent to Secy on 20.5.25

Submitted that this section is not aware of any decision of the kind referred to at K above. Cf. copies of the Cabinet decisions at flag (a) in connection with the remission of 126 lakhs.

2 This is one of the schemes which have proposed to finance from the surplus due to the remission of 126 lakhs. Consequently it is proposed to move for a supplementary demand. As all proposals for supplementary demand should be

go before the Finance Committee before they are moved in the Legislative Council, Law may be requested to prepare the necessary note for the Finance Committee

B
20.5.25
J.R.

W.S.L.
20.5.25

Law (through
Supt/0001)

I am personally of opinion that all schemes proposed to be financed from the remissions should go before the new Finance Committee, even if they have already been before the former Committee. If Law think otherwise, the order may be taken.

(L)
The list of schemes ~~proposed~~ to be financed from remission called for from Dept in the note 144/6-1 of 13-5-25 have not yet been received. Dept are being separately reminded.

21.5.25

Law (Edw)

Law (Edw)

Submitted for orders.

21.5.25

I cannot see why ~~the~~ proposals should go before another Finance Committee.

V.T.

It is a surprise to me that Finance M2 should require proposals already considered by the Finance Committee to go before the Council. What is the need to this. I understood my Hon. Col C4's view that if any proposal was already considered by the Finance Committee, it will go straight to the Council. And those that have

not so considered will have to be before the Finance Committee before being presented to the Council - The proposals are in the list -

This was already considered by the Finance Committee - 26/5

I do not insist on schemes being passed by the Finance Committee in connection with the present year's Budget going before the Finance Committee again.

It is for the Members of the Ministry concerned to consider whether it is not as well to exhibit the support of the new Finance Committee for such schemes. 27/5/25

The file may be sent to Finance no. 10 for perusal of C4's note above. Necessary action will be taken in this dept. in due course with reference to paragraph 2 of this dept. note on p. 1 ante.



27.5.25

27.5.25

26.5.25

V.T. 29.5

Finance U.O

Law (27/5/25) 1775A-2 29.5.25

10 4

Finance (Budget)

Submitted that Cu's note on page 3 ante may be printed and the case returned to Law (Edn.)

by 29.5.25

Law (Edn.)

Fin u/o 27.5.25

May lie over till July next

when necessary action may be taken with reference to paragraph 2 of this

dept. note on p. 1 ante.

car 29.5.25

Q 1.6.25



A supplementary demand for Rs 1,200 may be moved in the next session of the Legislative Council. Draft notice submitted. It may be sent to Finance for acceptance.

Q 25.7.25

VTK 24/7

22/7/25

Fin u.o

Finance (Budget)



Law (Edn.) 17.5.25

Fin 26249 and 24.7.25

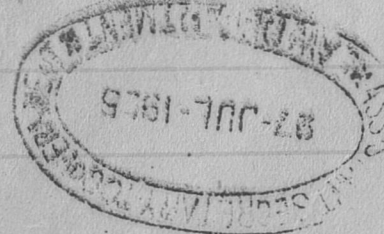
Please see the draft notice placed below.

It is not usual to specify the head of account under which an additional appropriation is required. Only the Grant under which a supplementary grant is required should be

R-27

5 11

Page (ix) of the CSE



Submitted that this is necessary as Govt. (H.S.S. Secretary) have from a specific undertaking to this effect to the Leg. Council in connection with a supplementary demand moved on 7.2.1925 (Page 502).

L. Cu 2709 A 27/7/25

be specified. The Law (Edn.) Dept. may, therefore, be requested to substitute the words

"Grant XVII - Education - Transferred" for "31 A. 6. i - Education - University - Government Arts Colleges - men."

2. The Law (Edn.) Dept. may also be requested to append a short note to the notice explaining the necessity for the supplementary demand.

3. Subject to the above remarks the draft notice may be accepted and the file returned to the Law (Edn.) Dept.

B 25.7.25

25.7.25

Law (Edn.)

25/7/25

Fin no 26249 and -1 uo 27/7/25

The notice has been amended as required by Finance. The note has also been prepared and is submitted for approval.

2. The draft notice may be submitted to Mr. C4 and HE for approval.

20/7/25

24.7.25

VTK 23.8.25

M2

C4

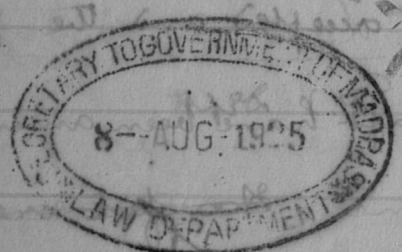
HE

5.8.25

3/8/25

fair copy of the notice to the Secretary, Legislative Council is submitted. It may be sent to the Hon'ble the Minister for favour of signature.

Slip 28.8.25
28/8/25



[Issued as letter no. 1775 A-48] 6.8.25 to the Secy. Leg. Council]

The Legislative Council has sanctioned the supplementary grant of Rs. 1,200. The programme. A draft order transposing the eight posts from the S.E.S. to the M.E.S. is submitted for approval. The D.O. will, in due course, submit his recommendations for filling up the newly created posts. The draft may be sent to Finance for acceptance.

Slip 24.8.25
8/9 28/8/25
26.8.25

B
kept in signature pad below.

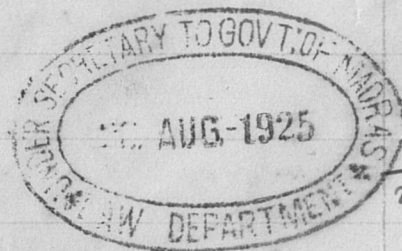


L. Cu. no. 1775 A-5 27/8/25

No 30190 27.8.25 Finance U.C.

Finance (ET)

The draft order may be accepted and the sanction registered as no. 137 of 1925-26.



Slip 28.8.25

Items 1 & 2. Should be One part, hand
Luhwa,

Fin no no 30190 27-1 28.8.25

Law! Edn

L. Cu. 3279 28/8/25

Law (Edn) Dept.

Items (1) & (2) in the draft have been amended as suggested by Finance. The file may for orders as to circulation.

Slip 28.8.25

28/8/25
Issued
V.T.
29.8

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

” ” ” ” ” 192

READ ALSO:—

C. No. 324 From the _____, No. _____, dated _____ 192 _____.

192

192

No. 1512 dated 31-8-1925

Press.

The Government sanction the proposal of the D.P.I., that the undermentioned posts be transferred from the Subordinate to the Madras Educational Service ~~xx~~ and that their designation be altered as shown below:-

Para 1, page 1 + 2 of 80. $\frac{5-30}{15/4/25}$ (B)

<u>Post.</u>	<u>New Designation</u>
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2. <u>One post of</u> Asstt. Lecturer in Chemistry, Govt. Arts College, Rajahmundry.	Lecturer in Chemistry.
3. <u>One post of</u> Asstt. Lecturer, Govt. Arts College, Coimbatore.	Senior Lecturer.
4. <u>One post of</u> Asstt. Lecturer, Govt. Arts College, Tellicherry.	
5. <u>One post of</u> Asstt. Lecturer, Govt. Arts College, Mangalore.	
6. One of the existing posts in	

Post.	New designation.
6. One of the posts of School Asstts. in the Govt. Arts College, Coimbatore.	Headmaster, Secondary and Training Departments
7. One of the posts of School Asstts. in the Govt. Arts College, Tellicherry.	
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2. This sanction is registered as No. 137 of 1925-26.
3. The expenditure ^{required in} ~~involved during~~ the current year will be met from the supplementary grant of Rs 1,200 voted for the purpose by the Legislative Council under grant XVII at the meeting held on 18-8-1925.

ALS 25.8.25
SLK
25/8/25

26-8-25

V.K.
27

To
The D.P.I.
,, A.G. thro' Finance.
,, Finance Dept.

DESPATCHED
31 AUG 1925

For As.

The f.o. has issued in press.

To facilitate future references, the f.o. has been marked for the Press series.

Submitted a copy of the D.P.I.'s letter containing proposals and the first order thereon may be printed

SLK
19.9.25

27/9

they appear on the left side, the initials alone being printed later.

.(Press Clerk)
ess Despatcher).

[Dr.]

of University reform. What I want to allow this new-born enthusiasm to set the whole tone and life of the University, not able to meet this enthusiasm with the supply of financial resources, we shall have a University."

Mr. C. RAMALINGA REDDI:—“In the instance in which the Government mental scheme required by the University

Dr. JOHN MATHAI :—"I absolutely was referring only to the appeal to the House that the University is in need. The University should be supplied with existence. I do not know whether an appeal for funds. I am not accusing is not to make an accusation. I am sympathetic in any appeal that may not be able to make the new University a true embodiment of the best and educated peoples of the country."

MR. C. RAMALINGA REDDI:—“ I point which my hon. Friends are try

Mr. S. SATYAMURTI:—“ In order may I tell him that once the vote is granted to the University, it ought to lapse at the end of the financial year so that the University may spend the

Mr. C. RAMALINGA REDDI :—“ I have been following his arguments sleep. Two points were urged. One. The House should take a sympathetic attitude towards the University for effecting development as regards funds. I do not think that any grants that were asked for by the special scheme they had prepared, was provided in our budget and so it cannot be utilized by the University because of reform or of development. Since we are talking with what may be called the formal bodies into existence and has not been doing the substantial work which it is expected to do, in reference to this, the only demand that I am making is travelling allowances which I understand are not justifying the attitude of the Government in the matter of travelling allowance is, for educational or other developments.”

"The second point that was urged, University should be able to use subject to correction; but I do not principle of lapse with reference to University for specific purposes. I the Government to give a much large University to be spent at its discretion the hon. The Minister for grants are to be given for specific repeated. I do not see how a grant the purpose or if the particular carried out. To put up a concrete Chair in some subject, say, Sociology I can understand my hon. Friend year because during the next year professorship; but I fail to understand is gained by saying that Rs. 12,000 has not been spent, do not treat given and another Rs. 12,000 to original Rs. 12,000 becomes a kind professorship? At the most, it can be situation has not arisen in which carrying-out this elementary duty of

ORDINARY.

~~PREFERENCE.~~

~~URGENT~~ (C)

(Law Education) DEPARTMENT

Current No dated 191

G.O. No. 1512, dated 31. 8. 1925

(b)
Number of MS. pages sent { Correspondence..... 2 pages
(b1) Drafts.....
Notes.....

Brief subject. Madras Educational Service

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Madras Records	4	16	
Ooty Records		3	
For filing with original			
Total ..		20	

FOR ISSUE.†		Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes
				No.	Papers.	
Signature copies.....						
Spare copies	India Office.....					
	Govt. of India..... Dept.					
	Revenue Department.....					
	Public Works Department.....					
	Local and Municipal Department.....					
	Educational Department..... Dept.					
	Public Dept.....	} Total				
	Judicial Dept					
	Political.....					
	Financial Dept.....					
Marine Dept.....						
Ecclesiastical Dept...						
Total						
The..... <i>Spare copies</i>				30		
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
The.....						
Total				50		

Copies distributed on (Press Clerk)

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

† To be initialled and dated.

[P.T. O

INSTRUCTIONS FOR THE
SECRETARIAT.

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

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

(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.

TO PRESS, MADEAS 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.

Shis
15.5.28
Referencer.
Clerk.

Supt.

Supt.

Supt.

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.....				
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 ...				