

Law (Edn) (1925) Department.

Mis. SERIES.

G.O. No. 1963

DATED 16-11-25

[Despatch Abstract.]

Examinations - Government Technical, - Commerce - Lists of books
incorporated in syllabuses - approved.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

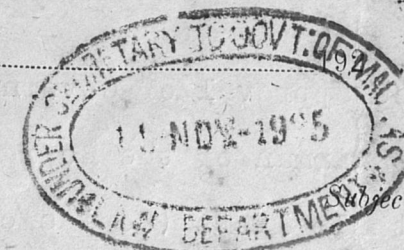
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DEPARTMENT.

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Received



Registered

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Government Technical Examinations - Commerce subjects - Text-books.

ENCLOSURES.

No. one

Spare copies

nil

No. 4643/Tek

Station MADRAS, Dated the 10th November 1925

From (Name) R. LITTLEHAILES, Esq., M. A.,
(Designation) Commissioner for Government Examinations, Madras.

To The Secretary to the Government of Madras,

LAW (EDUCATION) Department.

Sir.

Syllabuses in the various subjects included in the scheme of the Government Technical Examinations have been prescribed with reference to Article 8 of the Notification regulating these examinations. Whenever possible, it is usual to append to the syllabus a list of books recommended for class use and reference, and in the syllabuses approved by Government in 1923 such lists were added in the case of Practical Plane and Solid Geometry, Physiology and some other subjects. As the lists of books for the subjects included under the Group headed "Commerce" were not ready then, the

syllabuses

xp-428-17698
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* vide in f. ab (F)

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syllabuses alone were submitted for the approval of Government.

I have now, in consultation with the Chairman of the Board of Examiners for "Commerce", prepared suitable lists (Copies enclosed) *pp. 3-7* of books proposed for each subject and grade, and I request that Government will be pleased to approve their incorporation in the syllabuses concerned.

I have the honour to be,

Sir,

Your most obedient servant,

R. Krishna Rao Khushki
for Commissioner.

RM

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Book-keeping - Lower.

Books recommended for class use:

An Intermediate Book-keeping - K.S.Ayyar.

Books recommended for reference:

1. Book-keeping and Accounts - Rao Sahab S.Vaidyanatha Ayyar.
2. Elementary Book-keeping - Arthur Fieldhouse.

Book-keeping - Higher.

Books recommended for class use:

1. Advanced Accounts - R. N. Carter.
2. Advanced Accounts - Botliboi.

Books recommended for reference:

1. Complete Book-keeping - Arthur Fieldhouse.
2. Book-keeping and Accounts - C. J. Cropper.
3. Manual of Book-keeping - Thornton.
4. Branch Accounts - Taggart.
5. Partnership Law and Accounts - Holland.
6. Company Accounts - Coles.

Theory and Practice of Commerce - Lower.

Books recommended for class use:

1. Commercial Practice - Rao Sahab S.Vaidyanatha Ayyar.
2. Modern Business and its Methods - W. Campbell.
3. Pitman's Commercial Correspondence and Commercial English.

Books recommended for reference:

1. The Import and Export Trade Hooper and Graham.
2. The Home Trade. .. *do and do*
3. The Merchant's Clerk - Pearce.
4. Methods and Machinery of Business - H. Clempson.
5. Lessons in Commerce - Gambaro and Gault.
6. Theory and Practice of Commerce - Heelis.

Theory and Practice of Commerce - Higher.

Books recommended for class use:

Books recommended for the Lower Grade and the following—

1. Methods and Machinery of Business - J.K.Grebb.
2. Marine Insurance - Templeman
3. The Law of Banker and Customer - J.W.Smith.
4. The Indian Companies Act - Appropriate Sections
5. The Negotiable Instruments Act.
6. The Indian Contract Act - Sections relating to Sale of Goods, Agency, Partnership.
7. Indexing and Précis Writing - Pratt and Eve.

Books recommended for reference:

1. Principles and Practice of Commerce - Stephenson.
2. The Legal Aspect of Commerce - A. Schofield.
3. The Sea Customs Act.
4. The Précis Book - Monkhouse.
5. Carriage by Sea - Payne.
6. Mercantile Law - Davar.
7. Mercantile Law - Stevenes.

B a n k i n g - L o w e r .

Books recommended for class use:

1. Introduction to Economics for Indian Students - Moreland.
2. Money, Banking and Exchange in India - H.S.Jevons.
3. Talks on Banking to Bank Clerks - Evans.
4. The Indian Negotiable Instruments Act.

Books recommended for reference:

1. Primer of Political Economy - Prof: W.S.Jevons.
2. The Banker's Clerk - Houlston & Co.
3. Elements of Banking - J. P. Gandy.
4. The History, Principles and Practice of Banking - J.W.Gilbert Vol: 1. Chapters VI to XVI.

B a n k i n g -- H i g h e r .

Books recommended for class use:

Books recommended for the Lower grade and the following—

1. Practical Banking- J.F.G. Bagshaw (Pitman & Sons)
2. The Indian Companies Act - appropriate Sections.
3. The Imperial Bank of India Act.
4. The Indian Coinage and Currency Act.

Books recommended for reference:

1. Banking and Currency- E. Sykes.
2. The Law of Banker and Customer- J. W. Smith.
3. The History, Principles and Practice of Banking Vols: I and II, - J. W. Gilbert.
4. The Indian Currency and Banking Problems- Tannon and Shah.
5. The Meaning of Money- Hartley Withers.
6. The Business of Finance do
7. Money Changing. do
8. Banker's Advances. Stead.
9. The Money Market Primer. - G. Clare.
10. A.B.C. of Foreign Exchange- do
11. The Primer of Foreign Exchange- Spalding.
12. The Money Market in relation to Trade and Commerce- Spicer.
13. Statistical Tables relating to Banks in India- published by the Superintendent, Government Printing, Calcutta.
14. Report on the working of the Currency Department, Government of India- Superintendent, Government Printing, Calcutta.

Commercial Geography- Lower.

Books recommended for class use:

1. Economic Geography of the British Empire- Thurston.
2. Pitman's Commercial Atlas.

Books recommended for reference:

1. A Smaller Commercial Geography- Chisholm.
2. Physical Geography- Henderson.
3. Pitman's Commercial Geography of the World.
4. Commercial and Industrial Geography - Bridge.
5. A Hand-book of Commercial Information for India- Cotton.
6. Atlas Commercial Geography- Franklin.

Commercial Geography- Higher.

Books recommended for class use:

Books recommended for the Lower Grade and the following —

1. Hand Book of Commercial Geography- G. Chisholm.
2. Economic Atlas of the World- Bartholomew.

Books recommended for reference:

1. Commercial and Industrial Geography of the World- Smith.
2. The Sea-borne Trade of India- Statistical Tables, published by the Superintendent, Government Printing, ^{India;} Calcutta.
3. "The Times" Indian Year Book (Latest Edition)

Shorthand (English) - for Pitman's

System only.- Lower.

1. Pitman's Shorthand Instructor (New Era Edition)
2. Pitman's Shorthand Writing Exercises And Examination Tests.
3. Pitman's English And Shorthand Dictionary.
4. Book on Phonal Shorthand by Diwan Bahadur L. D. Swamikannu Pillai.

H i g h e r .

Books recommended for the Lower Grade and the following

1. Pitman's Reporter's Assistant.
2. Technical Reporting by T. A. Reed.
3. Benjamin's Speed Expedients.
4. Brown's Shortcuts in Shorthand.
5. Commentary on Pitman's Shorthand by T. W. Taylor.
6. Examination Notes on Pitman's Shorthand by A. W. B. Wilson.

Tamil Shorthand- Lower and Higher.

Tamil Shorthand Instructor by Rao Sahib M. Srinivasa Rao.

Telugu Shorthand- Lower and Higher.

Telugu Shorthand Manual by Rao Sahib M. Srinivasa Rao.

Kanarese Shorthand- Lower and Higher.

Kanarese Shorthand Manual by Rao Sahib M. Srinivasa Rao.

Malayalam Shorthand- Lower and Higher.

Malayalam Shorthand Manual by N. S. Pandalay.

Do by P. C. Chacko.

Type-writing- Lower and Higher.

1. The Book of directions accompanying the Machine.
2. Rao Sahib S. Vaidyanatha Ayyar's Text Book on Type-writing.
3. Practical Course in Touch Type-writing by C. E. Smith.
4. Manuscript Letters and Exercises in Type-writing.
5. Type-writing A to Z by Bernard De Bear.
6. Pitman's Touch Type-writing by W & E Walmsley.
7. Catechism in Type-writing by Mrs. Smith Clough.

SLW

Date. Initials.

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Government Technical--Commerce--Lists

of books--incorporation in syllabuses--
Approved.

192 .

C. No. 3118B From the Comr. Govt. Exams, No. 4643Tech, dated 10--11--1925

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” ” ” ” ” ” ” 192

No. 1963 dated 16-11- 1925

Mis.

The Government approve of the proposal of the Commissioner for Government Examinations that the lists of books annexed to his letter read above ~~should~~^{may} be incorporated in the syllabuses of the examinations in the subjects grouped under the head "commerce" in the revised scheme of Government Technical Examinations.

To
The Comr. for Govt. Examns

C.V.V.

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13.11.25

Note

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