

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 714, 6th May 1925.

University—Madras—Tamil Lexicon—Half-yearly progress reports—April to September 1924 and October 1924 to March 1925—Recorded.

18

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Government of Madras
LAW (EDUCATION) DEPARTMENT

G.O. No. 714, 6th May 1925.

University—Madras—Tamil Lexicon—Half-yearly progress reports—April to September 1924 and October 1924 to March 1925—Recorded.

READ—the following paper :—

Letter from W. McLean, Esq., Registrar, University of Madras, to the Secretary to Government, Law (Education) Department, No. 3846, dated Senate House the 22nd April 1925.

I have the honor to submit for the information of Government half-yearly progress reports received from the Correspondent, Tamil Lexicon Committee, for the periods April to September 1924 and October 1924 to March 1925.

A consolidated statement of the expenditure incurred during the year 1924-25 is also enclosed.

ENCLOSURES

(1)

Progress Report for the half year ending 30th September 1924.

Meetings.—The Tamil Lexicon Committee met three times during the period under report.

Committee.—The Chief Editor and the Additional Editor were appointed ex officio members and Mr. S. Anavaratavinayakam Pillai was re-appointed member of the Committee.

Staff.—Mr. Francis Kingsbury, the Additional Editor was granted sick leave with allowances from 12th May, to 8th June 1924, and Mr. V. M. Gopalakrishnamachariyar, the Sanskrit and Tamil Pandit, was on privilege leave from the 2nd to the 17th July 1924. No officiating appointments were made in connexion with these vacancies.

Printing.—Formes 22 to 27 which were in the press on 31st March 1924 were struck off by the end of May and further work was pushed through expeditiously. Strike order was given on seven more formes by the first week of June 1924. With these 34 formes was finished the editing of all words (7,511 in all) commencing with அ, ஆ, the first two letters of the Tamil alphabet. This portion of the work consisting of 266 pages has now been published with a short addenda et corrigenda as Part I volume I and it has been priced at Rs. 4.

Progress of work.—While work on Part I was in progress, further material for Part II was also examined side by side and sent to the Press as it was got ready. By adopting this plan of work, matter for about 112 pages of Part II has now been composed, out of which thirty-two pages are already in forme proof. Along with this proof work, the manuscript cards that are awaiting to be sent to the Press are being revised and got ready in advance.

During the period under report, a very useful addition to the existing material was made mainly through the help of Mr. N. Muhammad Sabib (M.L.C.) who evinced a great interest in the work. He furnished a list of Urdu words, commencing with vowels only, to start with, and suggested that they may be included in the Lexicon under preparation. These were mostly words relating to Muhammadan custom and usage and it would appear that they are freely in use in the ordinary every day language of the Tamil-speaking Muhammadans in South India. The Committee have great pleasure in expressing their thanks to this gentleman for his suggestion. Excepting a few words which, in the Editor's opinion, were too technical, all the other words suggested by Mr. N. Muhammad Sahib have now been properly edited and incorporated into the Lexicon.

The work that has been done during the period under report may be tabulated as hereunder :—

Press work.—

- (a) Published.—Part I volume I, Double Crown 266 pages.
- (b) In Print—Matter for 112 pages.
- (c) In forme proof—Four formes.

Manuscript work.—

- | | | | |
|---|-----|-----|-------|
| (a) Words thoroughly revised and got ready for press | ... | ... | 3,675 |
| (b) Words in other portions (first revision of Tamil portion, | ... | ... | 366 |
| (c) New words defined and edited | ... | ... | 105 |

Library.—

A copy of Tamil Encuvadi was purchased.

Finance.

Statement of Expenditure from April to September 1924.

	RS.	A.	P.	RS.	A.	P.
Establishment charges	7,104	10	3			
Travelling charges	47	2	0			
Printing { Author's correction charges	75	0	0			
Printing of Lexicon	1,164	0	0			
Printing of Press registers for forme and galley proof	11	15	11			
Binding	1,250	15	11			
Cost of a cheque book	3	2	0			
Stamps	7	0	0			
Stationery	104	11	3			
Books	0	2	0			
Furniture						
Miscellaneous	151	12	6			
Total	8,669	7	11			

(2)

Progress report for the half-year ending 31st March 1925.

Meetings.—The Tamil Lexicon Committee met four times during the half year under report.

Committee.—The Rev. W. Meston, M.A., B.D., who was a member of the Committee from 1921 proceeded home on furlough, and, in his place, the Syndicate appointed the Rev. Dr. A. Moffat, M.A., B.Sc., LL.D., F.R.S.E., as a member of the Committee. On the recommendation of a member of the Syndicate, the Syndicate, in consultation with the Tamil Lexicon Committee, appointed M.R.Ry. C. K. Subrahmanya Mudaliyar Avargal, B.A., Vakil, Coimbatore, and a member of the Senate and of the Council of Affiliated Colleges, to be a corresponding member of the Committee. An extra galley proof is now pulled and forwarded to the corresponding member for any suggestions he may wish to offer.

Staff.—M.R.Ry. M. Raghava Ayyangar, Chief Tamil Pandit, took privilege leave for one month from 28th October 1924 and Mr. V. M. Gopalakrishnamachariyar, Sanskrit and Tamil Pandit, was granted privilege leave for a fortnight from the 25th November 1924. No acting appointments were made to fill up these short vacancies. Mr. Ramamurthi Sarma, typist, took leave on medical certificate for ten days. Mr. K. Vaidyalingam Pillai, clerk, applied for, and was granted leave on loss of pay for two months, and an acting appointment was made in this vacancy.

Printing.—Part I, Volume I of the Lexicon, which was ready in September 1924 was published on the 8th October 1924, and copies were sent for review to a few journals in India and abroad.

The manuscript material for about 112 pages, which was sent to the press towards the close of the last half year has been printed, and out of this, ten formes of 80 pages have been struck off. The balance is in forme proof. In continuation of this portion that had been sent to the press, the revision of further material necessary to make up Part II of Volume I was taken on hand. This revision was completed by the first week of December 1924, and the full material for Part II was sent to the press on 11th December 1924. The press have been able to compose, till now, only two-thirds of the whole material and the remaining portion covering about 38 pages is still being composed. Altogether 206 pages of galley proofs have been received during the half year; and 112 pages have been dealt with. The remaining galley proofs are under scrutiny, and the composing of the balance necessary for making up Part II is awaited.

Revision.—Side by side with printing work, the revision of further manuscript material for the third part is also in progress. About 2,557 words have been dealt with. These have been revised and are almost ready to be sent to the press when the printing of the material already with them has been completed. Revision work is thus proceeding ahead of printing, the interval of time between the scrutiny and transmission of a proof to the press and the receipt of the proof from the press, being utilised for carrying on the necessary revision of the material. By the time Part II is ready for publication, a good portion of material which has to go into Part III will have been put into proper shape to be sent to the press. The co-operation of the press with the office would enable us to carry on work on these lines and push through the work at a uniformly steady rate. The revision of material consists of careful verification of quotations and other items, together with critical scrutiny of the accuracy of definitions in each case. This is, perhaps, the most important part of the work.

Progress of work.—The meetings of the Committee are held more frequently now than before, and the correspondent reports the progress from time to time. This helps the Committee to assure for themselves that the work is carried on apace.

The work that has so far been done may be summarized as follows:—

In print: 206 pages ... {	Struck off	80 pages.
	Forme proof	32 "
	Galley proof first and second	94 "
In the press: Manuscript for ... {	Words revised	2,557 words
	Words in other portions	300 "
Manuscript work... {	New words	171 "

Library.—One copy in each of the following books was purchased during the half year.

- (1) Purapporul Venba Malai, III Edition—1924.
- (2) Kalittokai—New Edition.
- (3) Tiruppallandu with commentary.

Review and sale.—It is a source of gratification to be able to state that the part that has been published has been well received by leading English and Tamil journals, as the 'Madras Mail' and the 'Sen Tamil.' The latter journal, an influential monthly organ, points out that the Lexicon is prepared on a new plan that has not hitherto been attempted in Tamil Lexicography. The Panchamirtam and Swadesamitran have also reviewed this work. The Committee expect to benefit by the criticisms therein contained.

Messrs. Luzac & Co., London, have been appointed as University agents for the sale of the Lexicon in Europe and arrangements are being made to advertise the Lexicon in certain journal.

Finances Statement of expenditure from October 1924 to March 1925.

	RS.	A.	P.	RS.	A.	P.
Establishment charges	7,118	13	4			
Travelling charges	Nil.					
Printing { Author's correction charges	70	11	0			
Printing of the Lexicon						
Printing of the registers, etc.						
				70	11	0
Binding... ..						
Cost of cheque book				1	9	0
Stamps	12	14	6			
Stationery	115	15	6			
				128	14	0
Books				6	14	0
Furniture						
Liveries and turban cloth	151	8	0			
Miscellaneous	114	11	0			
				266	3	0
Total	7,593	0	4			

MOORE'S GARDENS,

1st April 1925.

C. P. VENKATARAMA AIYAR,
Correspondent, Tamil Lexicon Committee,
University of Madras.

(3)

Statement showing the receipts and charges of the grant to the University towards the Tamil Lexicon during 1924-25.

Receipts.	Amount.	Charges.	Amount.
	RS.		RS.
Opening balance on 31st March 1924.	30,071	Salaries of Editor and the staff	14,223
Grant from Government	* 25,000	Travelling charges	47
Interest on fixed deposits	1,400	Printing, stamps, etc.	1,552
Miscellaneous receipts	8	Purchase of books	7
		Miscellaneous	419
		Balance on 31st March 1925	+ 40,231
Total	56,479	Total	56,479

* Amount transferred from the Government recurring grant to the Tamil Lexicon account.
† Includes Rs. 37,000 placed in short-term deposit with the Imperial Bank of India.

Order—No. 714, Law (Education), dated 6th May 1925.

Recorded.

(By order of Government, Ministry of Education)

V. T. KRISHNAMA ACHARIYAR,
Secretary to Government.

To the Registrar, University of Madras.
,, Director of Public Instruction.
Editors' Table.

Handwritten: Please carry out the corrections indicated in the list. For D. & White 8/5/25

G.O. No. 714, 6th May 1925

University—Madras—Tamil Lexicon—Half yearly progress reports—April to September 1924 and October 1924 to March 1925—recorded.

READ—the following paper :—

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Staff.—Mr. Francis Kingsbury, the Additional Editor was granted sick leave with allowances from 12th May, to 8th June 1924, and Mr. V. M. Gopalakrishnamachariar, the Sanskrit and Tamil Pandit, was on privilege leave from the 2nd to the 17th July 1924. No officiating appointments were made in connexion with these vacancies.

Printing.—Formes 22 to 27 which were in the press on 31st March 1924 were struck off by the end of May and further work was pushed through expeditiously. Strike order was given on seven more formes by the first week of June 1924. With these 34 formes was finished the editing of all words (7,511 in all) commencing with *a*, *ā*, the first two letters of the Tamil alphabet. This portion of the work consisting of 266 pages has now been published with a short addenda et corrigenda as Part IV volume I and it has been priced at Rs. 4.

Progress of work.—While work on Part I was in progress, further material for Part II was also examined side by side and sent to the Press as it was got ready. By adopting this plan of work, matter, for about 112 pages of Part II has now been composed, out of which thirty-two pages are already in forme proof. Along with this proof work, the manuscript cards that are awaiting to be sent to the Press are being revised and got ready in advance.

During the period under report, a very useful addition to the existing material was made mainly through the help of Mr. N. Muhammed Sahib (M.L.O.) who evinced a great interest in the work. He furnished a list of Urdu words, commencing with vowels only, to start with, and suggested that they may be included in the Lexicon under preparation. These were mostly words relating to Muhammadan custom and usage and it would appear that they are freely in use in the ordinary every day language of the Tamil-speaking Muhammadans in South India. The Committee have great pleasure in expressing their thanks to this gentleman for his suggestion. Excepting a few words which, in the Editor's opinion, were too technical, all the other words suggested by Mr. N. Muhammad Sahib have now been properly edited and incorporated into the Lexicon.

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Manuscript work.—

- (a) Words thoroughly revised and got ready for press ... 3,675
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A copy of Tamil Encuvadi was purchased.

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{ Printing of Press registers for forme and galley proof ...	11	15	11
Binding ...	1,250	15	11
Cost of a cheque book ...	3	2	0
Stamps ...	7	0	0
Stationery ...	104	11	3
Books ...	0	2	0
Furniture ...	151	12	6
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To the Registrar, University of Madras.
 „ Director of Public Instruction.
 Editors' Table.

No. 2846

23-APR-1965

FROM

University of Madras.

The Secretary to Government,

S i r,

A consolidated statement of the expenditure incurred during the year 1924-1925 is also enclosed.

Sir,

William McLean.
REGISTRAR.

REGISTRAR.

Enclosure
380

UNIVERSITY of MADRAS.

(1)
PROGRESS Report for the Half Year ending 30th September 1924.

MEETINGS: The Tamil Lexicon Committee met three times during the period under report.

COMMITTEE: The Chief Editor and the Additional Editor were appointed Ex-Officio Members, and Mr.S.Anavarata-vinayakam Pillai was re-appointed Member of the Committee.

S T A F F: Mr. Francis Kingsbury, the Additional Editor, was granted sick leave with allowances from 12th May to 8th June 1924, and Mr.V.M.Gopalakrishnamachariar the Sanskrit and Tamil Pandit was on privilege leave from the 2nd to the 17th July 1924. No officiating appointments were made in connection with these vacancies.

PRINTING: Formes 22 to 27 which were in the Press on 31-3-1924 were struck off by the end of May and further work was pushed through expeditiously. Strike order was given on seven more formes by the first week of June 1924. With these 34 formes was finished the editing of all words (7,511 in all) commencing with அ, ஆ, the first two letters of the Tamil alphabet. This portion of the work consisting of 266 pages has now been published with a short addenda et corrigenda as Part I Vol.1 and it has been priced at Rs.4/-

PROGRESS OF WORK While work on Part I was in progress, further material for Part II was also examined side by side ~~and side~~ and sent to the Press as they were got ready. By adopting this plan of work, matter for about 112 pages of Part II has now been composed, out of which thirty two pages are already in forme proof. Along with this proof work, the manuscript cards that are awaiting to be sent to the Press are being revised and got ready in advance.

During the period under report, a very useful addition to the existing material was made mainly through the help of Mr.N.Muhammed Sahib,M.L.C) who evinced a great interest in the work. He furnished a list of Urdu words, commencing with vowels only, to start with, and suggested that they may be included in the Lexicon under preparation. These were mostly words relating to Muhammadan custom and usage and it would appear that they are freely in use in the ordinary every day language of the Tamil speaking Muhammadans in South India.

The Committee have great pleasure in expressing their thanks to this gentleman for his suggestion. Excepting a few words which, in the Editor's opinion, were too technical, all the other words suggested by Mr.N. Muhammad Sahib have now been properly edited and incorporated into the Lexicon.

The work that has been done during the period under report may be tabulated as hereunder:-

Press Work:- (a) Published:- Part I Vol.I, Double Crown
266 pages.

(b) In Print:- Matter for 112 pages

(c) In Forme proof:- Four formes.

Ms. Work:-

(a) Words thoroughly revised and got ready for the Press ... 3,675

(b) Words in other portions (first revision of Tamil portion) ... 366

(c) New words defined and edited ... 105

LIBRARY:

A copy of Tamil Encuvadi was purchased

F I N A N C E: STATEMENT OF EXPENDITURE FROM APRIL 1924 TO SEPTEMBER 1924.

Establishment charges	...	Rs.7,104	10	3
Travelling charges	...	47	2	0
Author's correction and charges	75	0	0	
Printing	Printing of Lexi- con 1,164	0	0	
	Printing of Press Registers for Forme and Galley Proof 11-15-11			
Binding	...	1,250	15	11
Cost of a cheque book	...	3	2	0

10
580

Stamps	Rs	7	0	0	
Stationery		104	11	3	
					111 11 3
Books	...	...	...		0 2 0
Furniture	...	...	...		...
Miscellaneous	...	...	...		151 12 6
Total	Rs.	8,669-7-11			

(sd) C. P. Venkatarama Aiyar
Correspondent,
Tamil Lexicon Committee,
University of Madras.

William McLean
Registrar, University of Madras.

*80.714 Rel/Edm
8/5*
Meetings. The Tamil Lexicon Committee met four times during the half year under report.

COMMITTEE. The Rev. W. Meston, M.A., B.D., who was a member of the Committee from 1921 proceeded home on furlough, and, in his place, the Syndicate appointed the Rev. Dr. A. Moffat, M.A., B.Sc., LL.D., F.R.S.E., as a member of the Committee. On the recommendation of ~~the~~ a member of the Syndicate, the Syndicate, in consultation with the Tamil Lexicon Committee, appointed M.R.Ry. C.K. Subramania Mudaliar Avl., B.A., Vakil, Coimbatore, and a member of the Senate and of the Council of Affiliated Colleges, to be a Corresponding Member of the Committee. An extra galley proof is now pulled and forwarded to the Corresponding Member ~~of the Committee~~ for any suggestions he may wish to offer.

STAFF. M.R.Ry. M. Raghava Ayyangar, Chief Tamil Pandit took privilege leave for one month from 28-10-1924 and Mr. V.M. Gopalakrishnamacharyam, Sanskrit and Tamil Pandit was granted privilege leave for a fortnight from the 28th November 1924. No acting appointments were made to fill up these short vacancies. Mr. Ramamutthi Sarma, typist, took leave on medical certificate for 10 days. Mr. K. Vaidyalingam Pillai, clerk applied for, and was granted, leave on loss of pay for two months, and an acting appointment was made in this vacancy.

PRINTING. Part I, Vol. I of the Lexicon which was ready in September 1924 was published on the 8th October 1924, and copies were sent for review to a few journals in India and abroad.

The reviews in the Tamil press were not favourable
The manuscript material for about 112 pages, which was sent to the press towards the close of the last half year has been printed, and out of this, 10 formes of 80 pages have been struck off. The balance is in forme ~~proof~~ proof. In continuation of this portion that had been sent to the press, the revision of further material necessary to make up Part I

The Tamil Lexicon Committee met four times during the half year under report.

COMMITTEE. The Rev. W. Weston, M.A., B.D., who was a member of the Committee from 1931 presided from on Tarkough, and, in his place, the Syndicate appointed the Rev. Dr. A. Moffat, M.A., B.Sc., M.D., T.R.F., as a member of the Committee. On the recommendation of the Syndicate, the Syndicate, in consultation with the Tamil Lexicon Committee, appointed M.R.W. G.A. Subramaniam, M.A., B.A., V.M., Coimbatore, and a member of the Senate and of the Council of Affiliated Colleges, to be a Corresponding Member of the Committee. An extra galley proof is now being and forwarded to the Corresponding Member for any suggestions he may wish to offer.

STAFF. M.R.W. G.A. Subramaniam, Chief Tamil Lecturer, has been granted leave for one month from 28-10-1934 and Mr. V.M. Gopalakrishnamachari, Tamil Lecturer, was granted privilege leave for a fortnight from the 28th November 1934. No acting appointments were made to fill up these short vacancies. Mr. Ramaswami Srinivasan, Typist, took leave on medical certificate for 10 days. Mr. K. Veiyalingam Pillai, clerk applied for, and was granted, leave on loss of pay for two months, and an acting appointment was made in his vacancy.

PRINTING. Part I, Vol. I of the Lexicon which was ready in September 1934 was published on the 28th October 1934, and copies were sent for review to a few journals in India and abroad.

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Vol. I was taken on hand. This revision was completed by the first week of December 1934, and the full material for Part II was sent to the press on 11th December 1934. The press have even as yet had no copy of the 11th December 1934. The press have been able to compose, till now, only 2/3 of the whole material and the remaining portion covering about 33 pages is still being composed. Altogether 206 pages of galley proofs have been received during the half year, and 112 pages have been ^{dealt with.} ~~struck off.~~ The remaining galley proofs are under scrutiny, and the composing of the balance necessary for making up Part II is awaited.

REVISION. Side by side with printing work, the revision of further manuscript material for the third part is also in progress. About 2,557 words have been dealt with. These have been revised and are almost ready to be sent to the press when the printing of the material already with them has been completed. Revision work is thus proceeding ahead of printing, the interval of time between the scrutiny and transmission of a proof to the press and the receipt of the proof from the press, being utilised for carrying on the necessary revision of the material. By the time Part II is ready for publication, a good portion of material which has to go into Part III will have been put into proper shape to be sent to the press. The cooperation of the press with the office would enable us to carry on work on these lines and push through the work at a uniformly steady rate. The revision of material consists of careful verification of quotations and other items, together with the critical scrutiny of the accuracy of definitions in each case. This is, perhaps, the most important part of the work.

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2. Kalittokai -- New edition.
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FINANCE. STATEMENT OF EXPENDITURE FROM OCTOBER 1924 TO 31 MARCH 1925.

Establishment Charges			7,118	13	4
Travelling Charges			nil		

Printing	Author's correction charges	
	Printing of the Lexicon ..	70-11-0
	Printing of the registers etc.	...
Binding	...	70 11 0

There were adverse comments in the paper.

(3) 8
-4-
Cost of cheque book ... OF MADRAS 1-9-0

Stamps 12-14- 6

Stationery 115 15 6 113 14 0

Books ... 6 14 0

Furniture

Liveries and turban.cloth 151-8-0

Opening Miscellaneous 114 11 0 Salaries 266 3 0

March 1925 Total 7,578 0 4

Grant from Government. 25,000

Interest on Fixed Deposits. 1,400

Miscell. Moore's Gardens,
1st April
1925

Correspondent
Tamil Lexicon Committee
University of Madras.

Balance on 31-3-1925. 140,231

Total 50,478
Lillian McLean
Registrar, University of Madras

* Includes Rs 37,000 placed in short term deposit
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* Amount transferred from the
Government Rescuing grant
to the Tamil Lexicon.

Senate House,
April 22, 1925.

Lillian McLean
REGISTERED

(PTO)

(3) 9
15 10 80
UNIVERSITY OF MADRAS.

Statement showing the receipts and charges of the grant to the University towards the Tamil Lexicon during 1924-1925.

Receipts.	Amount. Rs	Charges.	Amount. Rs
Opening balance on 31st March 1924	30,071	Salaries of Editor and the staff.	14,223
Grant from Government.	25,000*	Travelling Charges.	47
Interest on Fixed Deposits.	1,400	Printing, Stamps etc.	1,552
Miscellaneous Receipts.	8	Purchase of Books.	7
		Miscellaneous.	419
		Balance on 31-3-1925.	*40,231
Total.	56,479	Total.	56,479

* Includes Rs 37,000 placed in short term deposit with the Imperial Bank of India.

* Amount transferred from the Government Recurring grant to the Tamil Lexicon etc.

Senate House,
April 22, 1925.

Lillian McLean
REGISTRAR.

	Date.	Initials.
When received for Fair-copying.		
When copied ..		
When examined ..		
When signed ..		
When despatched ..		

10
Law (Hon) DEPARTMENT.
University
Madras — Tamil Lexicon

Half yearly progress reports —
April to September 1924 and
October 1924 to March 1925 — records

READ AGAIN G.O. No. _____, dated October 17 24 1924

22 22 22 22 22 192

READ ALSO :—

C. No. 1267c From the Registrar, University of Madras No. 3846, dated 22-4-1925.

” ” ” ” ” ” ” 192

192

ORDER.

Preis

No. 714 dated 6-5- 1925.

Recorded

8 29.4.25 204.25

9 30/4/25 ✓

V.T.K. 1.5

mⁿ m₂
2/5- 24

Note

For the last report, please
see Form 1077 & 3.7.24

29.425

To
The Registrar, University of
Madras

a ~~D. P.?~~
E. T.

DESPATCHED
27 MAY 1925 AH

ORDINARY.

PREFERENCE.

URGENT (a).

17

Law (Ed.) DEPARTMENT.

Current No. 1262 dated 2-3-4-1925

G.O. No. 714, dated 6-5-1925

Number of MS. pages sent {
 (b) Correspondence 10 pages
 (b¹) Notes Nil

Brief subject.

Tamil Lexicon

(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	12	
Coty Records	...		4	
For filing with original	...		1	
Total	...		17	

FOR ISSUE.†

Signature copies.

	Letter only.	Complete G.O.	Special issue copies of G.O. (b)		Notes.
			No.	Papers.	
India Office		2			
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					

Spare copies

The Registrar, Mysore	6		
The Secy. of Madras			
The D.P. 2	4		
The Reserve	30		
Total	40		

Copies distributed on..... (Press Clerk).

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

† To be initialled 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 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, MADRAS, COTY.

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

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

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

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supt.

Supt.

Supt.

SPECIAL INSTRUCTIONS.

8/7/57
7:57
7:57

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 ...				