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Educational (1901) Department.

ORDINARY PRINTED.

G.O., No. 331

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17-6-01

INDEXED.



ORIGINAL

[Despatch Abstract.]

Periodical reports & returns.

Comm 49. to the S.P., the C.G.E. and ^{the} S.G.M.
For information and guidance, a revised state-
of periodical reports & budget estimates to be
submitted to the Educational Department.

The Notes
in these Proceedings have been printed.

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1901} of Madras. EDUCATIONAL.

Recd.

Regd.

} 1901.

Enclosures

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ORIGINAL

G.O., No. 331, 17th June 1901.

JUNE.

Periodical Reports and Returns.

Communicating to the Director of Public Instruction, the Commissioner for Government Examinations, and the Superintendent, Government Museum, for information and guidance, a revised statement of periodical reports and budget estimates to be submitted to the Educational department.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—again the following papers:—

G.O. No. 509, Educational, dated 17th October 1900.

ABSTRACT.—Communicating to the Director of Public Instruction, the Commissioner for Government Examinations and the Superintendent, Government Museum, for information and guidance, a revised statement of periodical reports and budget estimates to be submitted to the Educational department.

G.O., No. 55, Educational, dated 4th February 1901.

ABSTRACT.—Approving, with remarks, the proposals of the Director of Public Instruction that the reports on certain educational institutions may be for the calendar year instead of for the official year, and that the dates for their submission to Government may be altered accordingly.

READ—also the following paper:—

G.O., No. 519, Public, dated 22nd May 1901.

ABSTRACT.—Recording resolution of the Government of India enunciating certain general principles which should be followed in the preparation of periodical reports and returns and in the drawing up of reviews of such reports, and stating that separate orders on the subject of fixing a date for the submission of reports will be passed in each department of the Secretariat.

ORDER—No. 331, Educational, dated 17th June 1901.

The annexed revised statement of periodical reports and budget estimates to be submitted to the Educational Department will be communicated to the Director of Public Instruction, the Commissioner for Government Examinations and the Superintendent, Government Museum, for information and guidance.

(True Extract.)

C. J. WEIR,
Ag. Secretary to Government.

To the Director of Public Instruction,
" Commissioner for Government Examinations, { with copy of G.O., No. 519,
" Superintendent, Government Museum, { Public, dated 22nd May 1901.

Exd. S. J. P. PERCIVAL.

[Appendix.]

APPENDIX.
PERIODICAL REPORTS AND BUDGET ESTIMATES SUBMITTED TO GOVERNMENT.
Educational Department.

When due.	Name of report or budget.	By whom sent.	For what period.	Orders under which submitted.	Date on which due with the Government of India or the Financial Department.
28th February	Catalogue of works registered under Act XXV of 1867 *	Director of Public Instruction.	For the fourth quarter of the previous calendar year.	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	15th March.
1st March	Budget estimate of the Lawrence Asylum, Ootacamund	Do.	For the next official year	Do.	
1st "	Report on publications registered under Act XXV of 1867	Do.	For the previous calendar year.	Do.	
1st May	Report on the working of the Reformatory School	Do.	Do.	Do.	
15th "	Report on the working of the College of Engineering	Do.	Do.	Do.	
15th "	Report on the working of First-grade Colleges	Do.	Do.	Do.	
15th "	Report on the working of the Law College	Do.	Do.	Do.	
15th "	Report on the working of the Lawrence Asylum, Ootacamund.	Do.	For the first quarter of the current calendar year.	No. 750, dated 1st December 1896 ..	
31st "	Catalogue of work registered under Act XXV of 1867 *	Do.	For the previous calendar year ..	No. 264, dated 23rd March 1892 ..	
1st June	Report on the working of the School of Arts	Do.	For the previous official year ..	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	
1st "	Report on the working of the Oriental Manuscripts Library	Do.	For the previous official year ..	No. 264, dated 23rd March 1892 ..	
15th "	Report on the working of the Teachers' College	Do.	For the previous official year ..	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	
15th "	Report on the working of the Text-book Committee	Do.	For the previous official year ..	No. 264, dated 23rd March 1892 ..	
15th "	Report on the working of the Lawrence Asylum Press	Do.	For the previous official year ..	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	
15th "	Report on the working of the Government Museum	Do.	For the previous official year ..	No. 264, dated 23rd March 1892 ..	
10th July	Medical College Report	Superintendent, Government Museum.	For the previous official year ..	No. 224, Revenue, dated 7th March 1893.	
1st August	Report on Government Examinations	Director of Public Instruction.	Do.	No. 264, dated 23rd March 1892 ..	1st September.
15th "	Catalogue of works registered under Act XXV of 1867 *	Examinations.	Do.	Do.	
31st "	Report on the working of the College of Agriculture	Director of Public Instruction.	For the second quarter of the current calendar year.	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	
15th September	Budget estimate of receipts and charges—Old College Park	Do.	For the previous official year ..	No. 264, dated 23rd March 1892.	20th September. §
15th "	Budget estimate of charges—Government Examinations	Do.	For the next official year	No. 884, Financial, dated 27th August 1900.	1st October. §
15th "	Budget estimate of receipts and charges—Aluminium ware	Commissioner for Government Examinations.	Do.	Do.	
15th "	Report on Public Instruction †	Director of Public Instruction.	For the previous official year ..	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	1st November. §
15th "	Budget estimate of receipts and charges—Education	Do.	For the next official year	No. 834, Financial, dated 27th August 1900.	15th "
15th "	Budget estimate of receipts and charges—Medical Schools and College.	Do.	For the previous official year ..	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	15th "
15th "	Budget estimate of receipts—Government Examinations	Commissioner for Government Examinations.	For the next official year	Do.	15th "
1st November	Budget estimate of charges—Government Museum	Superintendent, Government Museum.	Do.	Do.	1st December. §
15th "	Catalogue of works registered under Act XXV of 1867 *	Director of Public Instruction.	For the third quarter of the current calendar year.	No. 543, dated 20th August 1883, and No. 328, dated 16th May 1890.	1st "

* To be forwarded to the Secretary of State.

† The review by the Local Government is due with the Government of India on the 1st December.

‡ Once in five years a quinquennial report should be submitted. The first quinquennial report was for the period covering the years 1892-93 to 1896-97—see G.O., No. 653, Educational, dated 2nd August 1896.

§ Date on which due with the Financial Department.

|| Date on which due with the Government of India.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 331, EDUCATIONAL, DATED
17TH JUNE 1901.

[SUBJECT.—*Periodical Reports and Returns*].

G.O., No. 519, Public, dated 22nd May 1901.

Clause (ix) of paragraph 15 of the Government of India resolution requires that a date should be fixed for the submission of every report in respect of which this has not already been done and that the Government should insist on all reports being submitted by the fixed date.

2. In respect of every report submitted to this department a date has already been fixed—*vide* G.O., No. 509, Educational, dated 17th October 1900. In G.O., No. 55, Educational, dated 4th February 1901, however, the Government have approved the proposals of the Director that the reports on certain educational institutions should be for the calendar year and that the dates for their submission should be altered accordingly.

3. The dates given in the list appended to G.O., No. 509, Educational, dated 17th October 1900, may therefore be altered in accordance with G.O., No. 55, Educational, dated 4th February 1901, and a revised list issued in connection with the present current.

4. A draft is placed below for approval.

T. KANAKASUNDARAM PILLAI.
14-6-01.

P. T. THARYAN.
17-6-01.

May issue.

A. T. PRINGLE.
17-6-01.

509:17-10-00 copy
5514-2-01 copy

CURRENT No. 786

Government {1901} of Madras.
PUBLIC.

Recd.

Regd.

1901.

Enclosures nil

Spare copies nil

G.O., No. 519, 22nd May 1901.

MAY.

Periodical Reports and Returns.

Recording Resolution of the Government of India enunciating certain general principles which should be followed in the preparation of — and in the drawing up of reviews of such reports, and stating that separate orders on the subject of fixing a date for the submission of reports will be passed in each department of the Secretariat.

Secretary of State with the caution that the Government of India should be careful not to offer any impediment to the collection of really valuable statistical information.

3. As a result of the reference to the Local Governments, the Government of India determined (1) that the more important reports must be separately printed with the review of the Local Government upon them, and left it to the Local Governments to decide whether a few of the less important reports should be printed or not; (2) not to press the suggestion to fix a maximum number of pages for each report, but they directed Local Governments to instruct subordinate officers to reduce the departmental reports to a more convenient size; (3) that all annual reports should be printed in foolscap folio, the type of the report proper being solid pica, and that of the extracted matter and the appendices small pica; (4) that Heads of Departments should be forbidden to reproduce *in extenso* the reports of subordinates.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper:—

Extract from the Proceedings of the Government of India in the Home Department (Public),—under date Calcutta, 25th February 1901, No. 987/1013.

Resolution.—The Governor-General in Council has for some time had under consideration the question of the curtailment and reduction of periodical reports and returns in view of the removal of the complaint often made—as the Government of India consider with reason—that the time of officers engaged in the different branches of the Civil Administration is occupied in the preparation of such reports and returns to an extent that is detrimental to the proper performance of their other duties. The question does not now come before the Government of India for the first time, and before enumerating the directions which the Governor-General in Council has determined to issue, it is desirable to refer to the discussions of former years on the subject.

2. As long ago as 1872 the Secretary of State for India drew attention to the number and voluminous character of the printed reports forwarded for the information of Her Majesty's Government. The subject was at that time approached mainly from the point of view of the desirability of restricting the expenditure in printing public documents, and the Government of India in their Resolution of 21st November 1874 suggested, for the consideration of Local Governments and Administrations,—

- (1) that the separate printing of some departmental reports should be prohibited, their subject matter being digested and edited in the annual administration report;
- (2) that the reports of which the separate printing was sanctioned should, as a rule, be limited to a fixed maximum number of pages and to a fixed size of type and page not to be exceeded or changed without the sanction of the Local Government;
- (3) that all Heads of Departments should be required to condense and edit instead of reproducing *in extenso* the reports of their subordinates unless any particular report possessed special value and interest that would be lost by condensation.

The Local Governments and Administrations were requested to prepare lists of reports submitted to them for ultimate transmission to the Government of India (1) which might be separately published and limited in size, or (2) which might be in future abandoned as separate reports and included in the general administration report, and to consider how far the conclusions of the Government of India might be extended to reports submitted to the Local Governments and Administrations but not sent on to the Government of India. These instructions were approved by the

Secretary of State with the caution that the Government of India should be careful not to offer any impediment to the collection of really valuable statistical information.

3. As a result of the reference to the Local Governments, the Government of India determined (1) that the more important reports must be separately printed with the review of the Local Government upon them, and left it to the Local Governments to decide whether a few of the less important reports should be printed or not; (2) not to press the suggestion to fix a maximum number of pages for each report, but they directed Local Governments to instruct subordinate officers to reduce the departmental reports to a more convenient size; (3) that all annual reports should be printed in foolscap folio, the type of the report proper being solid pica, and that of the extracted matter and the appendices small pica; (4) that Heads of Departments should be forbidden to reproduce *in extenso* the reports of subordinates.

4. These instructions had such little effect that, in 1885, the late Sir Charles Aitchison, then Lieutenant-Governor of the Punjab, approached the Government of India with proposals for reform in the preparation and treatment of annual reports based upon the conclusion that the system of reporting had grown to be a great incubus upon the administration, and that it was incumbent on the Government to lighten the load as much as possible. He stated that the annual reports in the Punjab had in many cases become far more elaborate and detailed than was the case ten years before. The measures of reform suggested were the discontinuance of any separate reports which could be shown to be unnecessary; the substitution of triennial for annual reports in the case of all reports of value rather from a statistical or financial than from an administrative point of view, returns accompanied by the briefest possible notes being prepared in the other two years; and, in the case of the more important reports, the introduction of a system under which a full report would be submitted every third year and brief reports in intermediate years.

5. The Government of India, while sympathizing with the desire of the Punjab Government to reduce within more reasonable dimensions the work of writing and reviewing reports, had doubts whether the proposals made might not, if carried out in their entirety, have the effect of depriving departmental officers of a ready means of ascertaining the latest particulars in regard to current departmental administration, and of benefiting by the experience of each year as embodied in the annual report. They were also apprehensive that the discontinuance of the annual reviews of departmental reports by Local Governments and Administrations might remove a very useful check, and possibly lead to a perpetuation or continuance of errors of policy or administration which it was desirable to remove without loss of time but which, under the proposed arrangement, might not come to the notice of the Local Government until the lapse of a considerable period after their introduction. It appeared to be also possible that under the system proposed the intermediate reports might become so brief as to be of little practical value, and the triennial report unduly prolix. The absence on leave of permanent officers would also interfere with the preparation of the full triennial report, and a Lieutenant-Governor in a five years' tenure of office would be able to review the work of any department at most twice, and possibly only once. They, therefore, considered that annual reports on the more important branches of the administration must continue, but that in the case of some of the less important departments a brief report for two years with a full and careful report in the third year would ordinarily suffice, and that in some departments it would not be necessary to require more than a full report every third year with brief notes in the intermediate years.

6. After consultation with the Local Governments the conclusion of the Government of India was embodied in Home Department Resolution No. ²⁸ 1579-95, dated 15th July 1887, and published in the *Supplement to the Gazette of India* of the 23rd idem. It was briefly that annual reports must be maintained, firstly, where the reports deal with the application of administrative principles still open to modification, or the concrete working of which has to be watched, and, secondly, where the reports contain statistics which for administrative purposes must be compiled and examined annually. Applying these principles it was decided to maintain

as annual reports the following reports submitted to the Home Department of the Government of India, viz., those on General Administration, Municipal Administration, Local Boards' Administration, Education, Civil and Criminal Justice, Jail Administration, Police Administration, and Lunatic Asylums. It was determined that the reports on Registration, Dispensaries, Vaccination and the Destruction of Wild Beasts and Snakes should be submitted triennially, statistical returns and brief commentaries in the shape of notes being submitted in the intermediate years. At the instance of the Secretary of State this decision was subsequently modified in regard to the report on the destruction of wild beasts and snakes which he wished to be submitted annually as before.

The Government of India also expressed their opinion that the compression of reviews was not less called for than the curtailment of reports and directed that a review should contain only what is necessary to communicate the judgment of the reviewing authority regarding the salient features of the report.

7. This second attempt to reduce the volume of reports had as little effect as the first, and an examination of recent reports shows that the standing orders of the Government of India have been to a large extent ignored in practice. In spite of their appeal to Local Governments and Administrations to insist on curtailment of reports to the utmost extent which is consistent with a proper examination of the facts and figures presented in them, many of the annual reports are more diffuse and imperfectly edited than ever. In spite of the opinion expressed by the Government of India that the compression of reviews was urgently called for, the reviews of Local Governments and Administrations in many instances continue to contain a large amount of matter which is merely an abridged repetition of what is set forth in the report itself. In cases in which triennial reports have been prescribed the tendency has been for the commentaries of intermediate years to gradually increase in volume. For instance, the last triennial report on the administration of stamps, submitted by one Local Government, filled 24 pages of narrative and 31 of statistics, and the last intermediate commentary 9 pages of narrative and 24 of statistics. With the triennial report were submitted statistical returns for three years, and with the intermediate commentary for two years. Thus all the statistics were given three times over. The instructions issued in 1878 that the reports of subordinate officers should not be printed *in extenso* have been frequently ignored. An instance of the extent to which this direction is neglected is found in a report regarding the administration of Local Boards recently received. The orders contained in the Home Department Circular No. $\frac{41}{3121-50}$, dated the 8th December 1888, prescribed a brief report by the Local Government with statistical tables, yet in this report were printed no less than 73 pages of reports from Commissioners and Deputy Commissioners, the report of the Local Administration itself being in the form of a resolution covering only about two pages. The orders which require reports to be printed in type of a particular kind are not infrequently disregarded. In cases in which definite dates have been fixed as the latest on which annual reports are due to be submitted to the Government of India serious attempts do not appear to have been made to comply with the order. In Home Department No. $\frac{11}{790-801}$, dated 24th April 1891, the latest date for the submission to the Home Department of the Government of India of each of the annual reports submitted to it was fixed. In the last year for which each report was due 62 were submitted in time, 77 were less than a month late, 33 more than a month and less than two months late, and 30 more than two months late, the period of default reaching in several instances to over four months.

8. The Government of India believe that previous orders directed towards the reduction of the size of reports have mainly failed in their object because they enunciated general principles instead of also pointing out definite flaws in practice. To some extent also their failure was due to the disregard by Local Governments and Administrations as well as by subordinate officials of the definite orders laid down by the Government of India. The Governor-General in Council has now carefully reconsidered the question of reducing the number and bulk of annual reports and periodical returns, and has determined to lay down more precise directions for future

observance. His Excellency in Council is confident that he may rely on the earnest support of Local Governments and Administrations in amending and restricting the further growth of a procedure which impairs the administrative efficiency of officials whose time is consumed in writing reports so overlaid with detail that they convey no clear impression of facts to the controlling authority or the public.

9. Owing to the peculiar conditions of service and the frequent change of *personnel* in India more and longer reports are required in this country than in Great Britain or the Colonies. Their use in India is to place before the Local and Supreme Governments a complete record of the year's operations, and to furnish the officers of Government with a permanent and easily accessible record of the past experience of others than themselves in the department in which they are serving. They are also required to furnish the Secretary of State for India with full information regarding the progress of administrative affairs in India, to provide materials for the compilation of the report on moral and material progress, the statistical abstract, and other returns which must be presented to Parliament, and to facilitate the preparation of answers to questions in Parliament without reference to India. Lastly, they are useful in providing for the public, both in India and Great Britain, accurate information and statistics regarding the progress of the administration in all its branches.

10. In order to be really valuable for these purposes a report should consist of accurate facts and figures with concise and intelligent criticism of them, both facts and comments being contained within reasonable compass. In proportion as its space is occupied by discussions, even though they may be useful or interesting in themselves, or by the record of the writer's views on points cognate with the subject matter of the report, its utility will be diminished. A narrative is required, as well as tabulated statistics, in order to adequately exhibit the facts of the year's administration, but there is a tendency on the one hand to introduce into the narrative much that might be compressed into brief statistical tables, and on the other hand to embody tabular statistical tables in the letter press of a report because the writer is inclined to exhibit the facts in a form prepared mechanically by ministerial subordinates rather than adopt the more laborious and more useful process of digesting them into a concise and lucid narrative. The multiplicity of tables by no means ensures brevity of narrative, and the object in view is so to distribute the information between narrative and statistics as to present the record of the year's work in the most interesting and comprehensible form.

In order to attain this object the following principles should be strictly followed:—

- (i) the report should contain only the explanation of really important or suggestive variations in the statistics, and the statement of really noteworthy facts in the history of the year's administration;
- (ii) no mere paraphrasing and reproduction of the statistics should be allowed in the report;
- (iii) all attempts to offer explanations of variations in the figures, which are not important or unusual, should be excluded unless the fact alleged in explanation is in itself important enough to demand mention;
- (iv) the idea that it is necessary to say something should be discarded, and it should be recognized that the briefer a report is the better, if it says all that need be said to show an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work.

These principles apply equally to the reviews of Local Governments and Administrations. A review should be strictly limited to comment or criticism on the general results, so far as comment or criticism is required, or to directions arising out of some statement of fact or opinion which seems to require notice by the Local Government or Administration. If a *précis* or summary of the report is made for the convenience of the head of the Local Government or Administration, it is not necessary that it should be published.

11. In order that these principles may be carried properly into practice it is essential to prescribe a maximum limit for each report. The proposal that this should

be done was, the Governor-General in Council considers, put aside on insufficient grounds in 1878, and experience shows that no lasting reform in the curtailment of reports is likely to be secured if this check is abandoned. The circumstances of the different provinces are in many respects dissimilar, and it will not be possible to fix the same limit for the same report from each province. What is required is that a maximum limit suitable for a year of ordinary conditions should be fixed for each report submitted in each province. This limit need not be worked up to in every year, but it should never be exceeded unless the writer has for exceptional reasons sought and obtained, before undertaking his report, from the Government of India or the Local Government, whichever is the authority to which the report goes in the first instance, permission to exceed it in a particular year. At present the writer of a report usually places before himself, as a standard from which he must not fall short, the length of his predecessor's report. It is unreasonable, however, that the State should, unlike any other employer of literary labour, give its writers unlimited discretion as to space.

12. The principles stated in paragraph 10 should be followed, so far as they apply, in the preparation of reviews of reports by the Local Governments. It is the practice in connection with some reports to have intermediate reviews between the actual report and the review of it by the Local Government. Thus some Boards of Revenue or other authorities review in this manner excise, opium, salt, income-tax, and stamp reports, and in Madras the reports on the destruction of wild beasts and snakes, and the Commissioners of Divisions review other reports. The Governor-General in Council desires that all such intermediate reviews formally recapitulating or summarising the matter contained in the district reports shall be suppressed. This, however, will not apply to comments of either the Board of Revenue or the Commissioner of the Division on a report made in compliance with the general or special request of the Local Government. Such comments may be made briefly on the margin of the original report, or be embodied in a concise note so that they can be utilized, if necessary, by the Government in preparing its review, or for the purpose of issuing any orders that may be considered necessary.

13. In some of the annual reports the amount of statistical matter in the report (apart from its appendices) covers as much space as the letter press itself. The introduction into the text of large numbers of tables of superfluous and unassimilated statistics (usually a reproduction in an abridged form of the statistics in the appendices) detracts from the value and interest of a report while it greatly increases the cost of printing it. In the opinion of the Government of India the body of the report should be almost entirely in narrative form. It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted.

14. The Government of India have prescribed statistical tables to accompany a large number of the reports submitted to them, but in the case of some reports, *e.g.*, those relating to the land revenue and excise, divergent local conditions make the use of general tables for all provinces impossible. In the case of all reports for which tables have been prescribed by the Government of India, no additional tables should be appended to and referred to in the report without the previous sanction of the Government of India.

It should be particularly noted that no addition to or modification in any of the tables prescribed by the Government of India should be made without the previous sanction of that authority. The effect of such modifications is to make interprovincial or other comparisons difficult or impossible, and to prevent the construction of general tables for all India.

15. There are a few minor matters in connection with the preparation of reports to which the Governor-General in Council desires to draw attention:

- (i) when maps are given it is convenient to place them at the beginning or end of the volume:
- (ii) it is desirable to restrict the number of maps and diagrams: these may be occasionally useful as graphic illustrations of interesting or important

variations, and in reports of a special character, such as that relating to railways, diagrams may be necessary, but for ordinary reports, tables answer all purposes:

- (iii) tables of statistics should not be printed sideways on a page unless distinct economy of space thereby results. The foolscap size lends itself easily to the printing of tables with their heading across instead of along the length of the page:
- (iv) pages of tabular matter are frequently printed with the columns left entirely or almost entirely blank. This is in almost all cases unnecessary. It can often be remedied by dispensing with columns seldom used, and sometimes by discontinuing or recasting the return:
- (v) the number of pages fixed as the maximum limit of the report should be given on the page containing the table of contents:
- (vi) the practice of giving in full detail and in separate columns in tables of statistics the corresponding figures for the preceding year is objectionable. In most cases it will be found sufficient to give corresponding figures for the totals only, by means of one additional line at the foot of the table:
- (vii) cross references between the statistical tables and the paragraphs discussing them should be given by means of marginal entries on the paragraphs and, if possible, also on the tables themselves:
- (viii) the directions of the Government of India that reports should be printed in solid pica and the extracted matter and appendices in small pica should be strictly followed:
- (ix) a date should be fixed for the submission of every report in respect of which this has not already been done, and Local Governments and Administrations should insist on all reports being submitted by the fixed date, and whenever there is inexcusable or careless and persistent unpunctuality, bring the offending officer sharply to book.

16. The Government of India have recently received from the Secretary of State suggestions for the curtailment of the statistical appendices attached to the general administration report. The Government of India are considering the question of dispensing with many of the tables attached to that report, and of effecting a large reduction in the space devoted to the letter press. A separate communication will shortly be made to Local Governments and Administrations on this matter.

17. In the opinion of the Government of India the relief of officers engaged directly in the work of administration from unprofitable office work can be attained not only by curtailing the size of the annual reports which they have to submit, but also by reducing the number of subsidiary reports and returns, monthly, quarterly and half-yearly, which Collectors of Districts and other local officers are now required to submit to superior authority. An inquiry made in the Madras Presidency a few years ago was followed by the abolition of many such reports and returns, and in the extension to officers of all grades engaged in the district administration of wider powers in a variety of directions with the result that much correspondence asking for sanction or reporting action in regard to these matters has now been dispensed with. The Government of India desire that an inquiry of this nature should be undertaken under the orders of other Local Governments and Administrations by a selected officer of experience both in Secretariat and district work. The Government of India will, in separate communications which are in course of preparation and will shortly be addressed to the Local Governments and Administrations, indicate generally the extent to which the reports submitted by Local Governments to the Supreme Government might be curtailed, and will issue detailed instructions and suggestions for adoption by Local Governments and Administrations in respect of the reports on matters in which the Government of India have a special financial or other interest. In the case of the majority of the reports the suggestions of the Government of India will have to be carried into execution under the orders of the Local Government or Administration; and in order to facilitate this, definite proposals for the curtailment of individual reports should be worked out in detail for the consideration of the Local

Government {1901} of Madras.
EDUCATIONAL.

Recd.

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Ag. Secretary to Government.

To the Director of Public Instruction,
" Commissioner for Government Examinations,
" Superintendent, Government Museum,

with copy of G.O., No. 519,
Public, dated 22nd May 1901.

Exd. S. J. Pereira.

[Appendix.]

APPENDIX.
PERIODICAL Reports and Budget Estimates submitted to Government.
Educational Department.

When due.	Name of report or budget.	By whom sent.	For what period.	Orders under which submitted.	Date on which due with the Government of India or the Financial Department.
28th February	Catalogue of works registered under Act XXV of 1867.	Director of Public Instruction.	For the fourth quarter of the previous calendar year.	No. 543, dated 20th August 1893, and No. 328, dated 16th May 1890.	15th March.
1st March	Budget estimate of the Lawrence Asylum, Ootacamund.	Do.	For the next official year.	Do.	
1st "	Report on publications registered under Act XXV of 1867.	Do.	For the previous calendar year.	Do.	
1st May	Report on the working of the Reformatory School.	Do.	Do.	Do.	
15th "	Report on the working of the College of Engineering.	Do.	Do.	Do.	
15th "	Report on the working of First-grade Colleges.	Do.	Do.	Do.	
15th "	Report on the working of the Law College.	Do.	Do.	Do.	
31st "	Report on the working of the Lawrence Asylum, Ootacamund.	Do.	For the first quarter of the current calendar year.	No. 543, dated 20th August 1893, and No. 328, dated 16th May 1890.	
31st "	Catalogue of work registered under Act XXV of 1867.	Do.	For the previous official year.	No. 264, dated 23rd March 1892.	
1st June	Report on the working of the School of Arts.	Do.	For the previous calendar year.	Do.	
1st "	Report on the working of the Oriental Manuscripts Library.	Do.	For the previous official year.	Do.	
15th "	Report on the working of the Teachers' College.	Do.	For the previous calendar year.	Do.	
10th July	Report on the working of the Government Museum.	Superintendent, Museum.	For the previous official year.	No. 224, Revenue, dated 7th March 1893.	
1st August	Medical College Report.	Director of Public Instruction.	For the previous official year.	No. 264, dated 23rd March 1892.	
10th "	Report on Government Examinations.	Commissioner for Government Examinations.	For the previous official year.	Do.	
31st "	Catalogue of works registered under Act XXV of 1867.	Director of Public Instruction.	For the second quarter of the current calendar year.	No. 543, dated 20th August 1893, and No. 328, dated 16th May 1890.	1st September.
15th September	Report on the working of the College of Agriculture.	Do.	For the previous official year.	No. 264, dated 23rd March 1892.	
15th "	Budget estimate of receipts and charges—Old College Park.	Do.	For the next official year.	No. 834, Financial, dated August 1900.	20th September. §
15th "	Budget estimate of charges—Government Examinations.	Commissioner for Government Examinations.	Do.	Do.	1st October. §
15th "	Budget estimate of receipts and charges—Government Museum.	Director of Public Instruction.	Do.	Do.	1st November. §
15th October	Report on Public Instruction.	Do.	For the previous official year.	No. 264, dated 23rd March 1892.	15th "
15th "	Budget estimate of receipts and charges—Education College.	Do.	For the next official year.	No. 834, Financial, dated August 1900.	15th "
15th "	Budget estimate of receipts and charges—Medical Schools and College.	Do.	Do.	Do.	15th "
1st November	Budget estimate of receipts—Government Examinations.	Commissioner for Government Examinations.	Do.	Do.	1st December. §
15th "	Budget estimate of charges—Government Museum.	Superintendent, Museum.	Do.	Do.	1st "
30th "	Catalogue of works registered under Act XXV of 1867.	Director of Public Instruction.	For the third quarter of the current calendar year.	No. 543, dated 20th August 1893, and No. 328, dated 16th May 1890.	

* To be forwarded to the Secretary of State.

† The review by the Local Government is due with the Government of India on the 1st December.

‡ Once in five years a quinquennial report should be submitted. The first quinquennial report was for the period covering the years 1892-93 to 1896-97—see G.O., No. 653, Educational, dated 2nd August 1895.

§ Date on which due with the Financial Department.

|| Date on which due with the Government of India.

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O., No.
1

DATED

CURRENT No.

786

9.

ENCLOSURES TO C. No.

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LETTER OF GOVERNMENT.

STATEMENT WITH DITO.

PAPER FILED UP, BRING MEANT FOR DESPATCH
ORIGINAL.

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