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Educational (1904) Department.

Press
~~ORDINARY MS.~~

G.O., No 406

DATED 4-7-04

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[Despatch Abstract.]

Lawrence Asylum Press

Recording, with remarks, the report on the working of the Lawrence Asylum Presses at Madras and Ootacamund during 1903.

BACK PAPERS.

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

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

Government {1904} of Madras

EDUCATIONAL.

Recd. } 1904. *Enclosures*

Regd. } 1904. *Spare copies*

G.O., No. 406, 4th July 1904.

JULY.

Lawrence Asylum Press.

Recording, with remarks, the report on the working of the Lawrence Asylum Presses at Madras and Ootacamund during 1903.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper:—

From the Agents to the Trustees of the Lawrence Asylum Press, Madras, to the Secretary to Government, Educational Department, dated 10th June 1904, No. 1194.

The Agents have the honour to submit their annual report on the working of the Head office and Ootacamund Branch Presses for 1903.

2. *The Head Office.*—The net outturn, receipts and expenditure for the years 1903 and 1902 were as follows:—

	1903. Rs.	A.	P.	1902. Rs.	A.	P.
Outturn	1,67,135	5	7	1,90,102	4	4
Receipts	1,89,069	10	5	2,02,518	14	11
Expenditure	1,88,445	0	7	1,99,499	6	7

3. Of the outturn of this and previous years, there remained uncollected at the close of the year the sum of Rs. 47,988–10–6, which has been reduced to Rs. 3,869–0–4 to the 31st May 1904.

4. The work done was as follows:—

	1903. Rs.	A.	P.	1902. Rs.	A.	P.
General work—						
Regular constituents	24,579	11	1	30,461	10	3
Other „	13,751	9	10	15,519	2	5
Railway work—						
Madras Railway (under contract) ..	89,522	1	7	1,05,162	3	9
Do. (Miscellaneous) ..	14,479	9	1	13,591	0	10
Other Railways	279	9	8	1,437	13	11
Government work	11,608	13	10	11,266	3	0
District Municipalities work ..	12,913	14	6	12,138	5	7
Hyderabad Government work ..	....			525	12	7
Total ..	1,67,135	5	7	1,90,102	4	4

showing a small increase under Madras Railway (Miscellaneous), Government and District Municipalities work, and a decrease under the other items, the total decrease being Rs. 22,966.

5. The opening cash balance of the year was Rs. 3,080–7–5 and the closing balance was Rs. 3,705–1–3. Rs. 20,000 were invested in a Government promissory-note and added to the Press reserve account with the Accountant-General, raising the same to Rs. 50,000.

6. The percentage of profits calculated on outlay for the year was lower than for 1901 and 1902. In 1903 it was 19·1, in 1902, 35·7 and in 1901, 32·9.

7. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1903:—

	Rs.	A.	P.	Rs.	A.	P.
Opening balance	..			2,23,019	6	0
Plant—						
Types	1,18,461	8	6			
Machines and presses	72,134	7	6			
Furniture and other articles ..	5,163	5	5			
	1,95,759	5	5			
Stationery	17,406	8	6			
Stores	9,282	3	11			
Forms and books	571	4	2			
	2,23,019	6	0			
Purchases during the year	....			83,520	0	9
Plant—						
Types	2,275	15	8			
Machines and presses	3,799	6	7			
	6,075	6	3			
Stationery	59,083	2	3			
Stores	18,361	8	3			
	83,520	0	9			
Total ..	....			3,06,539	6	9
Closing balance	....			2,28,189	14	8
Plant—						
Types	1,19,944	10	9			
Machines and presses	73,454	14	5			
Furniture and other articles ..	4,968	7	3			
	1,98,368	0	5			
Stationery	22,210	2	11			
Stores	7,088	1	9			
Forms and books	523	9	7			
Total ..	2,28,189	14	8			

8. Two ruling machines, 1 cutting machine, 16 numbering machines and 1 perforating machine were purchased during the year.

9. During the year five machines were at work in the type-foundry. The outturn was 12,607 lb. of types, 8,169 lb. of quadrats, 815 lb. of quotations, 1,380 lb. of clumps, 9,025 lb. of leads and 3,980 lb. of stereotype plates, the value of the same being Rs. 15,398–0–3 and the cost of production Rs. 11,214–3–4.

10. The value of the Head office premises is Rs. 1,49,832–15–11 and of the land Rs. 20,800, the total being Rs. 1,70,632–15–11.

11. *The Ootacamund Branch.*—The net outturn, receipts and expenditure for the years 1903 and 1902 were as follows:—

	1903. Rs.	A.	P.	1902. Rs.	A.	P.
Outturn	14,605	0	1	15,309	9	10
Receipts	13,415	3	2	14,795	1	7
Expenditure	13,846	15	9	14,078	7	7

12. Of the outturn of this and previous years there remained uncollected at the close of the year the sum of Rs. 3,677–9–7, which has been reduced to Rs. 331–12–3 to the 31st May 1904.

13. The work done was as follows :—

	1903.			1902.		
	Rs.	A.	P.	Rs.	A.	P.
General work	2,978	6	11	4,585	12	0
Government work	10,952	5	4	10,403	4	1
Municipal work	674	3	10	320	9	9
Total ..	14,605	0	1	15,309	9	10

There has been a decrease of Rs. 704–9–9 in the work done during the year as compared with the previous year.

14. The opening cash balance of the year was Rs. 3,482–15–3 and the closing balance was Rs. 3,051–2–8.

15. The percentage of profits calculated on outlay for the year was higher than for 1902 and 1901. In 1903, it was 31·1, in 1902, 28·3, in 1901, 20·4.

16. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1903 :—

	Rs.	A.	P.	Rs.	A.	P.
Opening balance	....			15,410	9	9
Plant—						
Types	8,937	14	0			
Machines and presses	3,202	2	0			
Other articles	2,439	4	5			
	14,579	4	5			
Stationery and stores	831	5	4			
	15,410	9	9			
Purchases during the year	....			2,320	3	3
Plant	1,090	6	8			
Stationery and stores	1,218	1	1			
Packing charges	11	11	6			
	2,320	3	3			
Total ..	....			17,730	13	0
Closing balance	....			15,759	2	1
Plant—						
Types	9,080	15	7			
Machines and presses	3,409	7	3			
Other articles	2,474	5	3			
	14,964	12	1			
Stationery and stores	794	6	0			
	15,759	2	1			

17. *General Remarks.*—In November 1903 the Hon'ble Mr. J. N. Atkinson, I.C.S., resigned his appointment as Agent to the Trustees and in November the Hon'ble Mr. C. J. Weir accepted the appointment in his stead.

18. The Agents regret to record the death from enteric fever in July 1903 at Coonoor of Mr. J. B. Witney, the Superintendent—after a service of only twelve months. During Mr. Hill's absence on leave to England between August and October, he arranged for another Superintendent and the Agents in November last accepted his recommendation and appointed Mr. W. Mumford of London to the post. Mr. Mumford arrived in February 1904.

19. The strength of the establishments on 31st December 1903 and 1902 was as ollows.

	Head Office.		Ootacamund Branch.	
	1903.	1902.	1903.	1902.
Superintendent and Deputy	2	2	1	1
Account department	10	10	2	2
Stores, publication	4	4	..	..
,, paper	2	2	1	1
Examining department	12	14	1	2
Composing ,, ...	151	144	13	18
Machine and Press department	80	79	5	7
Binding department	99	90	5	5
Type-foundry	26	22	..	..
Carpentry and smithy	7	7	..	..
Servants	13	13	4	4
Asylum lads	4	..	..	..
Total ..	410	387	32	40

20. During the year Rs. 25,000 were remitted by the Head office and Rs. 2,000 by the Ootacamund Branch to the Trustees of the Lawrence Asylum out of the profits of the year ; work to the value of Rs. 489–4–3 and Rs. 230–1–0, respectively, was done gratis for the asylum.

21. By an oversight the stock of stores at the Head office was not taken in January 1904, but it will be taken during this month. At the branch press the stock was taken by the Superintendent.

22. The usual statements of Head office and Ootacamund branch presses are appended.

Dr. Head Office —Balance Sheet

1903.			Rs. A. P.	L. F.	Rs. A. P.	Rs. A. P.
1st January.	To Liabilities at this date—			4	..	9,750 9 9
	,, Sundries (Employés' Securities)			..	2,250 0 0	
	,, Do. (Contractors' Securities)			..	340 0 0	
	,, Do. (Stock purchased locally)			..	5,537 7 3	
	,, Proceeds on Sale of Books			..	481 8 0	
	,, Sundries (Personal Ledger Accounts)			..	1,141 10 6	
					9,750 9 9	
31st December.	To Assets at this date—			..	..	5,42,596 1 10
	,, Cash and Drafts on hand		366 6 5	16	3,205 1 3	
	,, With Bank of Madras		2,838 10 10			
			3,205 1 3			
	,, Contingent Advance on hand			..	500 0 0	
	,, Stamps, etc., on hand			..	79 7 6	
	Postage Stamps		71 2 9	55		
	Post-cards printed		0 5 9	57		
	Receipt Stamps		7 15 0	..		
			79 7 6			
	,, Stock on hand			..	2,28,189 14 8	
	,, Dead Stock Plant	1,94,107 7 4				
	,, Furniture, etc.	4,260 9 1				
	,, Stationery	22,210 2 11				
	,, Stores	7,088 1 9				
	,, War Office Forms and Books	326 5 7				
	,, District Municipal Forms and Books	197 4 0				
		2,28,189 14 8				
	,, Press Premises			75	1,70,632 15 11	
	,, Investment of Superannuation Fund			11	37,500 0 0	
	,, Do. of Employés' Securities			..	2,500 0 0	
	,, Deposit with Tender (Agent and Manager, Madras Railway Company)			15	2,000 0 0	
	,, Reserve Deposit in Government Promissory-Notes			14	50,000 0 0	
	,, Personal Ledger Accounts			..	47,988 10 6	
					5,42,596 1 10	
	Rupees			..	..	5,52,346 11 7

or Account for 1903. *Cr.*

1903.		Rs. A. P.	L.F.	Rs. A. P.	Rs. A. P.
1st January.	By Assets at this date—		4	....	5,30,443 13 3
	,, Cash and Drafts on hand	1,036 13 2			
	,, With Bank of Madras	1,543 10 3	..	2,580 7 5	
	,, Contingent Advance on hand		..	500 0 0	
	,, Stamps, etc., on hand		..	61 5 6	
	,, Postage Stamps	52 5 0			
	,, Post-cards printed	3 14 6			
	,, Receipt Stamps	5 2 0			
		61 5 6			
	,, Stock on hand—		..	2,23,019 6 0	
	,, Dead Stock Plant	1,91,328 14 11			
	,, Furniture, etc.	4,430 6 6			
	,, Stationery, Printing and Writing	17,406 8 6			
	,, Stores in use in departments	9,282 3 11			
	,, War Office Forms and Books	175 15 11			
	,, District Municipal Forms and Books	395 4 3			
		2,23,019 6 0			
	,, Press Premises		..	1,71,765 3 9	
	,, Investment of Superannuation Fund		..	37,500 0 0	
	,, ,, of Employés' Securities		..	2,250 0 0	
	,, Lawerence Asylum Press, Ootacamund Branch Account		..	98 13 5	
	,, Deposit with Tender (Agent and Manager, Madras Railway)		..	2,000 0 0	
	,, Fixed Deposit		..	30,000 0 0	
	,, Personal Ledger Accounts		..	60,668 9 2	
				5,30,443 13 3	
	,, Stock as per Journal folio 8, dated 30th June 1903		..	....	120 0 0
					5,30,563 13 3
31st December.	By Liabilities at this date—		..	....	21,235 1 10
	,, Sundries (Employés' Securities)—				
	,, Mr. M. Annamalay Mudaliar		13	1,000 0 0	
	,, ,, C. Latchmiah Naidu		..	400 0 0	
	,, ,, O. Moonusawmy Chetty		..	400 0 0	
	,, ,, C. Singaravaloo Moodaily		..	250 0 0	
	,, ,, M. C. Chinnathamby Pillay		12	250 0 0	
	,, ,, Kistnasawmy Naidu		13	200 0 0	
	,, Sundries (Contractors' Securities)—				
	,, Messrs. V. Perumall Chetty & Sons		12	265 0 0	
	,, Mr. Mungapathy Naidu		12	25 0 0	
	,, ,, S Ramakrishna Naidu		11	25 0 0	
	,, ,, Periasawmy Naiker		12	105 0 0	
	,, Sundries (for Stock purchased)—				
	,, Messrs. John Dickinson & Co. (Paper Account)		462	3,997 14 1	
	,, ,, ,, Paper Account S/A		462	7,528 3 1	
	,, ,, ,, London S/A		460	1,794 9 0	
	,, Messrs. V. Perumall Chetty & Sons S/A		..	409 7 7	
	,, Mr. W. H. Smith S/A		..	51 0 0	
	,, ,, Mungapathy Naidu S/A		..	168 10 0	
	,, ,, C. Periasawmy Naiker S/A		..	184 7 8	
	,, Messrs. Spicer Bros., & London		459	885 3 0	
	,, ,, Harrild Sons, London		466	2,068 11 0	
	,, Mrs. E. Paczensky		..	41 2 0	
	,, C. Singaravaloo S/A		..	121 1 6	
	,, Messrs. Oakes & Co. S/A		..	12 6 0	
	,, Mr. F. M. Bowden S/A		..	62 14 11	
	,, Messrs. Addison & Co. S/A		..	3 0 0	
	,, ,, Higginbotham & Co. S/A		..	0 12 0	
	,, Personal Ledger Accounts		..	985 12 0	
				21,235 1 10	5,51,798 15 1
	By Balance		..	....	547 12 6
	Total		..	....	5,52,346 11 7

Dr. Head Office.—Profit and Loss Account for 1903. *Cr.*

1903.	Expenditure.	L.F.	Rs. A. P.	Rs. A. P.
31st December.	To Stock—	..	....	3,07,655 10 9
	,, Balance of Stock on hand on 31st December 1902	98	2,23,019 6 0	
	,, Types, and Machines purchased during the year	41	6,075 6 3	
	,, Stores from England purchased during the year	43	11,134 10 0	
	,, Stationery, from England purchased during the year	..	5,457 9 5	
	,, Petty Europe articles purchased in the Country during the year	47	4 8 0	
	,, Country articles purchased during the year	48	165 9 8	
	,, Packing Materials purchased	53	482 10 8	
	,, Contingencies—Teakwood	61	487 6 4	
	,, Furniture	79	26 3 0	
	,, Stationery English and Country purchased in the Country during the year	44	53,625 8 10	
	,, Stores English and country purchased in the country during the year	46	7,056 12 7	
	,, Stock as per Journal folio 8, dated 30th June 1903	76	120 0 0	
			3,07,655 10 9	
			Rs. A. P.	
	To Working expenses—	..	....	61,809 0 3
	Establishment—	..	50,208 2 9	
	Superintendent and Deputy Superintendent	19	6,488 8 9	
	Account and Store Departments	19	5,504 7 9	
	Composing Department	20	15,821 12 7	
	Examining Department	21	2,571 4 3	
	Press and Machine Department	22	9,385 13 4	
	Binding and Ruling Department	23	6,210 15 6	
	Type Foundry and Stereo Department	24	2,077 9 0	
	Carpenters'	25	604 0 8	
	Mechanic, Fitter and Hammerman	26	598 5 7	
	Servants	27	945 5 4	
			50,208 2 9	
	Overtime—	..	1,993 0 4	
	Composing Department	29	681 12 7	
	Examining Department	36	86 13 9	
	Press and Machine Department	31	421 2 3	
	Binding and Ruling do	33	752 2 11	
	Type Foundry	34	38 12 7	
	Mechanic, Fitter and Hammerman	35	0 9 3	
	Servants	37	9 3 7	
	Carpentry	34	2 7 5	
			1,993 0 4	
	To Contingencies—	..	9,607 13 2	
	Repairs to Buildings	50	839 13 5	
	Do. to Machines	50	23 14 5	
	Coolies and Cart-hire	52	963 4 6	
	Coal	53	100 8 0	
	Firewood for Engine and Stereo	54	1,787 6 0	
	Postage	55	187 9 3	
	Receipt Stamps	57	22 5 0	
	Telephone Charges	58	225 0 0	
	Taxes	58	1,370 15 7	
	Insurance	59	1,079 11 0	
	Lighting Charges	59	278 1 6	
	Audit Fee	60	300 0 0	
	Advertisement	54	77 10 6	
	Office Expenses	62	586 5 0	
	Law Charges	61	2 7 9	
	Discount and Commission	3	45 11 3	
	Stationery supplied to different Departments	17	741 9 11	
	Commission paid in purchasing Government Promissory-Notes	14	25 0 0	
	New Superintendent's Travelling Expenses, etc.	18	890 12 1	
	Books on commission Sales	73	56 3 3	
	Post Card printed	57	3 8 9	
			9,607 13 2	
	To Allowance—			
	Compiling Almanacs	39	....	913 12 10
	Deductions for disputed Bills	40	....	954 6 8
	Pensionary charges	38	....	1,349 1 4
				3,72,678 15 10
	Depreciation allowed on Press Premises	75	....	1,132 3 10
				3,73,811 3 8
	To Balance (Gross Profit)	..	....	27,392 5 1
				4,01,203 8 9
	,, Contribution to the Lawrence Asylum	96	25,000 0 0	
	,, Work done gratis for the Principal and Secretary, Lawrence Asylum	..	489 4 3	
	,, Bad debts	76	180 8 8	
	,, Upkeep of Asylum Lads	96	774 11 8	26,844 8 7
	Balance (Net Profit)	..	....	547 12 6
	Rupees	..	....	27,392 5 1

1903.	Income.	L. F.	Rs. A. P.	Rs. A. P.
31st December.	By value of outturn in Printing department	66	....	32,804 6 11
	,, Do. in Binding department	65	....	5,786 6 0
	,, Do. in Miscellaneous	69	....	295 7 11
	,, Commission realised on sale of Books	74	579 4 3	
	,, Lithography	64	8 4 0	
	,, Petty balance	109	8 2 7	595 10 10
			....	1,30,319 12 10
	,, Stock—	..	9,147 15 6	
	Printing, Stationery	65	418 10 4	
	Writing do.	67	4,295 14 10	
	Almanacs	67	59 10 0	
	Do. Pocket	70	100 6 5	
	Do. Sheet	70	5,403 7 11	
	Civil Lists	68	1,271 8 0	
	History of Services of Gazetted officers	71	2,183 2 0	
	War Office Forms	68	445 10 10	
	Do. Books	69	971 10 3	
	Plant, Types, etc.	73	1,262 0 8	
	Packing	71	791 5 6	
	Stereo Blocks	66	89,522 1 7	
	Madras Railway contract	72	12,472 4 11	
	District Municipal Forms and Books	73	1,974 0 1	
	Commission on Messrs. Wrenn, Bennett's Paper	77		
			1,30,319 12 10	
	Interest on the Deposit of Madras Railway	9	102 5 11	
	Do. on Government Promissory-Notes	10	1,169 1 2	
	Discount on Government Promissory-Notes	14	231 4 0	
	Expenses for Illuminating and Decorating the Press Premises for Coronation	4	16 6 0	
	Amount written off repaid	40	14 5 0	
	Profit on English Exchange	100	9 4 0	1,542 10 1
	,, Rents	80	360 0 0	
	,, Interest from Pension Fund	9	1,309 3 6	1,669 3 6
	,, Stock on hand—	..	....	2,28,189 14 8
	Dead Stock Plant	..	1,94,107 7 4	
	Furniture	..	4,260 9 1	
	Stationery	..	22,210 2 11	
	Stores	..	7,088 1 9	
	War Office Forms and Books	..	326 5 7	
	District Municipal Forms and Books	..	197 4 0	
			2,28,189 14 8	
				4,01,203 8 9
	Balance (Gross Profit)	..	....	27,392 5 1
	Rupees	..	....	27,392 5 1

Dr. Head Office—Abstract of

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.
1903.	Receipts.		Rs. A. P.	Rs. A. P.	Rs. A. P.
1st January.	To Balance on hand..	..	..	..	3,080 7 5
	Cash and Drafts	..	1,036 13 2	500 0 0	
	With Bank of Madras	..	1,543 10 3	..	
			2,580 7 5	500 0 0	
31st December.	To Total receipts in the year—	..	..	..	1,89,069 10 5
	Sale of Books on Commission ..	..	2,979 13 3		
	Investment of Employés' Securities..	..	1,000 0 0		
	Lawrence Asylum Press, Ooty Branch, Account	..	2,511 9 2		
	Interest on the Deposit of Madras Railway	..	102 5 11		
	Interest realized on Pension Fund ..	..	1,309 3 6		
	Do. on Employés' Securities ..	..	93 12 0		
	Do. on Government Promissory-Note	..	1,217 6 1		
	Collection with Bills	..	1,73,522 6 9		
	Do. without Bills	..	4,751 7 11		
	Cash Sales	..	425 14 4		
	Discount and Commission	..	10 1 7		
	Rent	..	360 0 0		
	Stationery	..	141 13 0		
	Rs. A. P.				
	Outfit of Asylum Lads .. 28 0 0				
	Boarding of Asylum Lads. 7 3 2	..	35 3 2		
	Tenders with Deposits for supply of Articles	..	360 0 0		
	Rs. A. P.				
	Plant—				
	Types and Machines .. 16 7 0				
	Office Furniture, &c. .. 14 5 0	..	30 12 0		
	Balance returned from purchasing Government Promissory-Notes to the Reserve Fund	..	157 15 1		
	Expenses for Illuminating and Decorating the Press Premises	..	16 6 0		
	Rs. A. P.				
	Establishment—				
	Composing 1 6 10				
	Press and Machine .. 4 11 8				
	Binding and Ruling .. 5 1 11				
	Type Foundry and Stereo 0 3 1	..	11 7 6		
	Pensionary charges	..	2 1 1		
	Rs. A. P.				
	Overtime—				
	Account and Store .. 3 6 3				
	Composing 23 2 0				
	Press and Machine .. 1 3 0				
	Binding and Ruling .. 2 4 10	..	30 0 1		
	Carried over ..	..	..	..	1,92,150 1 10

the Cash Account for 1903. *Cr.*

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.	Grand total.
1903.	Disbursements.		Rs. A. P.	Rs. A. P.	Rs. A. P.	A. Rs. P.
31st December.	By Working Expenses—	..	..	..	..	61,767 1 0
	Establishment—					
	Superintendent and Deputy Superintendent	..	6,488 8 9	..		
	Account and Store	..	5,504 7 9	..		
	Composing	..	15,805 6 11	17 12 6		
	Examining	..	2,521 7 1	49 13 2		
	Press and Machine	..	9,382 10 10	7 14 2		
	Binding and Ruling	..	6,288 9 6	27 7 11		
	Type Foundary and Stereo . ..	..	2,065 2 9	12 9 4		
	Carpentry	..	604 0 8	..		
	Blacksmith	..	597 12 4	0 9 3		
	Servants	..	843 14 8	1 6 8		
	Total	..	50,102 1 3	117 9 0	50,219 10 3	
	Overtime—					
	Account and Store	..	3 6 3	..		
	Composing	..	676 13 2	28 1 5		
	Examining	..	86 13 9	..		
	Press and Machine	..	4 6 3	6 1 9		
	Binding and Ruling	..	754 7 9	..		
	Type Foundry and Stereo	..	38 12 7	..		
	Carpentry	..	2 7 5	..		
	Blacksmith	..	0 9 3	..		
	Servants	..	9 3 7	..		
	Total	..	1,988 13 3	34 3 2	2,023 0 5	
	Allowances—					
	Compiling Almanacs	..	821 12 10	82 0 0	903 12 10	
	Contingencies—					
	Repairs to Buildings	..	806 11 11	11 4 0		
	,, to Machines	..	23 14 5	..		
	Coolies and Cart hire	..	50 2 0	911 14 6		
	Coal	..	..	100 8 0		
	Firewood for Engine and Stereo, &c.	..	1,715 12 0	..		
	Advertisement	..	43 14 0	33 12 6		
	Postage and Receipt Stamps	..	..	971 15 0		
	Telephone Charges	..	225 0 0	..		
	Taxes and Insurance	..	2,419 3 0	31 7 7		
	Lighting charges	..	271 8 9	..		
	Plant Furniture	..	40 8 0	..		
	Office Expenses	..	444 1 8	163 3 4		
	Discount and Commission	..	32 0 0	23 12 10		
	Audit Fee	..	300 0 0	..	8,620 9 6	
			6,372 11 9	2,247 13 9	61,767 1 0	
	By Other Payments—					33,566 14 2
	Rs. A. P.					
	Outfit of Asylum Lads .. 109 9 3	..	..	..		
	Pocket allowance do. .. 64 0 0	..	..	..		
	Boarding of do. .. 417 9 1	..	..	..		
	Charges on account of Lads 167 12 6	..	..	..		
	Total .. 758 14 10	..	660 12 7	98 2 3	758 14 10	
	Passage, &c., for new Superintendent.	..	890 12 1	..	890 12 1	
	Pensionary Charges	..	1,351 2 5	..	1,351 2 5	
	Lawrence Asylum Press, Ootacamund Branch, Account	..	..	192 4 6	192 4 6	
	Lawrence Asylum contribution ..	..	25,000 0 0	..	25,000 0 0	
	Sale of Books on Commission ..	..	372 11 3	7 15 0	380 10 3	
	Interest on Employés' Securities ..	..	50 0 0	36 12 0	86 12 0	
	Tenders with Deposit for supply of articles	..	255 0 0	..	255 0 0	
	Payments on Parties' Account ..	..	2,145 12 1	1,255 10 0	3,401 6 1	
	Investments on Employés' Securities.	..	1,250 0 0	..	1,250 0 0	
	Total ..	..	31,976 2 5	1,590 11 9	33,566 14 2	
	Carried over ..	..	..	..	..	95,333 15 2

Dr. Head Office—Abstract of

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.
1903.	Receipts—*cont.*		Rs. A. P.	Rs. A. P.	Rs. A. P.
31st December.	Brought over	..	..	..	1,92,150 1 10
	Rupees ..	..	..	..	1,92,150 1 10

Dr. Ootacamund Branch.—Balance

1903.		L.F.	Rs. A. P.	Rs. A. P.
1st January.	To liabilities at this date—	..	..	351 7 11
	Lawrence Asylum Press, Madras	..	98 13 5	
	Personal Ledger Accounts	..	252 11 6	
			351 7 11	
			Rs. A. P.	
31st December.	To assets at this date—	..	..	22,488 10 1
	Cash on hand		10 6 0	
	With Bank of Madras, Ootacamund ..	13	3,002 2 8	
	Contingent Advance	5	49 0 0	
	Postage Stamps on hand	11	0 3 9	
	Receipt Stamps on hand	..	0 8 0	
	Stock on hand—			
	Plant, etc., Dead Stock		14,964 12 1	
	Stationery—Printing		671 8 3	
	,, Writing	..	122 13 9	15,759 2 1
	Personal Ledger Accounts			3,677 9 7
			22,488 10 1	
	Total :	..	..	22,840 2 0

the Cash Account for 1903—*cont.* *Cr.*

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.	Grand total.
1903.	Disbursements—*cont.*		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
31st December.	Brought over	..	..	..	..	95,333 15 2
	By payment on account of stock—	..	..	..	..	73,111 1 5
	Types and Machine, etc. ..	..	4,051 11 11	28 13 0	4,080 8 11	
	Stores from England ..	..	9,074 14 6	..	9,074 14 6	
	Stationery from England ..	..	3,717 3 2	..	3,717 3 2	
	Stores purchased in the Country	..	7,271 11 11	341 8 4	7,613 4 3	
	Stationery purchased in the Country	..	46,496 9 8	43 11 10	46,540 5 6	
	Packing Materials	..	510 9 5	..	510 9 5	
	Contingencies—					
	Teakwood	..	457 12 6	..	457 12 6	
	Customs Duty	..	729 1 7	12 9 9	741 11 4	
	Landing Charges	..	255 15 4	4 2 6	260 1 10	
	Lithographs	..	92 12 0	21 14 0	114 10 0	
			72,658 6 0	452 11 5	73,111 1 5	1,68,445 0 7
	By Reserve fund in Government Promissory-Notes	..	..	..	..	20,000 0 0
	By Balance on hand—					
	By Cash and Drafts	..	366 6 5	500 0 0	866 6 5	
	,, Balance with Bank of Madras	..	2,838 10 10	..	2,838 10 10	3,705 1 3
	Total ..	..	3,205 1 3	500 0 0	3,705 1 3	1,92,150 1 10

Sheet or Account for 1903. *Cr.*

1903.		L.F.	Rs. A. P.	Rs. A. P.
1st January.	By assets at this date—	..	..	21,391 3 6
	Cash on hand		1 3 2	
	With Bank of Madras, Ootacamund ..	11	3,438 8 10	3,439 12 0
	Contingent advance	5	43 3 3	
	Postage stamps on hand	9	0 8 0	
	Stock on hand—			
	Plant, etc., dead stock		14,579 4 5	
	Stationery—printing		706 14 1	
	Do. writing	..	124 7 3	15,410 9 9
	Personal ledger account	..		2,497 2 6
				21,391 3 6
31st December.	By liabilities at this date—	..	..	216 0 0
	Lawrence Asylum Press, Madras	8	30 15 6	
	Personal ledger accounts	..	185 0 6	
			216 0 0	
				21,607 3 6
	By balance (net profit)	..	..	1,232 14 6
	Total ..	..	..	22,840 2 0

Dr. Ootacamund Branch.—Profit

1903.	Expenditure.		L.F.	Rs. A. P.	Rs. A. P.
31st December.	To Stock—		..	..	17,730 13 0
	Balance of stock on hand on 31st December 1902—	Rs. A. P.			
	Plant, etc., dead stock	14,579 4 5			
	Stationery—printing	706 14 1			
	Do. writing	124 7 3	..	15,410 9 9	
	Plants, dead stock, etc., received during the year		9	1,090 6 8	
	Stationery and stores (printing and writing) received during the year		7	1,218 1 1	
	Railway fare, cooly and packing materials received during the year		5	11 11 6	
				17,730 13 0	
	To working expenses			..	9,154 10 7
	Establishment—				
	Account and Store department		1	1,460 0 5	
	Composing do.		2	2,840 18 7	
	Examining do.		..	425 0 0	
	Press and machine do.		3	988 2 4	
	Binding and ruling do.		..	536 14 1	
	Servants		4	266 1 7	
	Overtime—				
	Composing department		6	94 14 5	
	Examining do.		12	12 7 8	
	Press and machine department		6	15 1 7	
	Binding and ruling		12	1 1 5	
	Receipt stamps		11	7 8 0	
	Postages		..	22 8 9	
	Superintendent		1	1,480 0 0	
	Rent of premises		4	600 0 0	
	Office expenses		10	112 8 9	
	Audit fees		13	200 0 0	
	Warm clothing for peons		19	25 0 0	
	Law charges		20	41 8 0	
	Trade tax		..	25 0 0	
				9,154 10 7	
	To deductions for disputed bills		..	..	15 11 1
					26,901 2 8
	To balance (gross profit)		..	..	3,462 15 6
					30,364 2 2
	To contribution to Lawrence Asylum		19	2,000 0 0	
	,, Principal and Secretary, Lawrence Asylum, for work done gratis		29	230 1 0	2,230 1 0
	,, Balance (net profit)		..	..	1,232 14 6
		Total	..	..	3,462 15 6

and Loss Account for 1903. *Cr.*

1903.	Income.		L.F.	Rs. A. P.	Rs. A. P.
31st December	By presses		..	..	11,585 7 8
	Printing		14	11,325 3 11	
	Die Press		17	93 6 0	
	Card Press		16	44 1 0	
	Miscellaneous		17	122 12 9	
				11,585 7 8	
	By Binding		14	..	1,413 0 7
	Stock		..	..	1,606 7 10
	Stationery—printing		15	992 8 5	
	Do. writing		..	88 9 0	
	Binding materials		16	523 13 11	
	Packing		18	1 8 6	
				1,606 7 10	
	By Balance of stock on hand at this date		..	..	15,759 2 1
	Plant, dead stock, etc.		..	14,964 12 1	
	Stationery—printing		..	671 8 3	
	Do. writing		..	122 13 9	
				15,759 2 1	
					30,364 2 2
	By balance (Gross profit)		..	..	3,462 15 6
		Total	..	..	3,462 15 6

Dr. Ootacamund Branch—Abstract of Cash Account for 1903. *Cr.*

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.
1903. 1st January	**Receipts.**		Rs. A. P.	Rs. A. P.	Rs. A. P.
	To balance on hand	..	..	..	3,482 15 3
	Cash and drafts	..	1 3 2	42 3 3	
	With Bank of Madras, Ootacamund		3,438 8 10	..	
			3,439 12 0	43 3 3	
31st December	To total receipts in the year	..	..	..	13,415 3 2
	Cash sales	..	24 14 0		
	Collection with bills	..	13,094 2 2		
	Do. without bills	..	296 3 0		
			13,415 3 2		
	Total ..	..	..	..	16,898 2 5

Date.	Particulars.	Ledger folio.	Amount as per cash book.	Amount as per contingent book.	Total.	Grand total.
1903. 31st December	**Disbursements.**		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	By working expenses	..	..	..	..	9,154 13 10
	Establishment—		Rs. A. P.			
	Superintendent	..	1,480 0 0	..	1,480 0 0	
	Account and store ..	..	1,460 0 5			
	Composing	..	2,840 13 7			
	Examining	..	425 0 0			
	Press and machine ..	..	988 2 4			
	Binding and ruling ..	..	536 14 1			
	Servants	..	266 1 7			
		..	6,517 0 0	..	6,517 0 0	
	Overtime—					
	Composing	..	94 14 5			
	Examining	..	12 7 8			
	Press and machine ..	..	15 1 7			
	Binding and ruling ..	..	1 1 5			
		..	123 9 1	..	123 9 1	
	Law charges	..	41 8 0	..	41 8 0	
	Rent of premises	..	600 0 0	..	600 0 0	
	Postage on letters	..	..	30 4 0	30 4 0	
	Receipt stamps	..	..	8 0 0	8 0 0	
	Current expenses	..	51 9 0	52 15 9	104 8 9	
	Warm clothing for peons	..	22 0 0	3 0 0	25 0 0	
	Audit fee	..	200 0 0	..	200 0 0	
	Trade tax	..	..	25 0 0	25 0 0	
			9,035 10 1	119 3 9	9,154 13 10	
	By other payments—	..	..	..	..	4,574 9 11
	Lawrence Asylum Press, Madras ..	..	2,259 15 8	..	2,259 15 8	
	Lawrence Asylum contribution ..	..	2,000 0 0	..	2,000 0 0	
	Payments on Parties' account ..	..	250 0 0	64 10 3	314 10 3	
			4,509 15 8	64 10 3	4,574 9 11	
	By payments, on account of stock— ..	..	..	..	..	117 8 0
	Merchandise purchased	..	18 2 0	27 10 6	45 12 6	
	Railway fare, etc.	..	..	11 11 6	11 11 6	
	Types, Machines, etc.	..	18 0 0	42 0 0	60 0 0	
			36 2 0	81 6 0	117 8 0	
						13,846 15 9
	By balance on hand	..	..	..	..	3,051 2 8
	Cash and draft	..	10 6 0	49 0 0	59 6 0	
	With Bank of Madras, Ootacamund.	..	2,991 12 8	..	2,991 12 8	
			3,002 2 8	49 0 0	3,051 2 8	
	Total ..	..	..	..	..	16,898 2 5

N. Ref. on C. No. 5318.

Submitted to Government.

16*th June* 1904.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 406, Educational, dated 4th July 1904.

Recorded.

2. It is observed that the report is signed only by "one of the Agents to the Trustees" and has not been submitted as it should have been through the Committee of the Ootacamund Lawrence Asylum who are Trustees of the institution; nor is there anything to show that the other Agents have accepted the report.

(True Extract.)

H. D. TAYLOR,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ Accountant-General.

Exd. K. Murugasen.

Educational Department.

NOTES CONNECTED WITH G.O., No. 406, EDUCATIONAL, DATED 4th JULY 1904.

[Subject.—*Report on the working of the Lawrence Asylum Presses for* 1903.]

From the Director of Public Instruction, dated 16*th June* 1904, *No.* 5318.

The draft, placed below, is submitted for approval.

Raman Unni Nayar—23-6-04.

Approved. It is observed that only one Trustee signs the report, and he does not say he signs on behalf of the others. What authority is there for this?

G. S. F[orbes]—25-6-04.

Please note who are the Trustees — or who are the Agents to the Trustees. What authority have the Agents to sign for the Trustees, and what authority has one Agent to sign on behalf of all?

H. D. Taylor—28-6-04.

The Trustees are the Committee of the Lawrence Asylum at Ootacamund. Please see paragraph 11 (1) of the Advocate-General's opinion on page 4 of G.O., No. 446, Educational, dated 11th June 1892. The Agents are three public officers stationed at the Presidency who are entrusted with the management of the Lawrence Asylum Press — paragraph 20 of G.O., No. 272, Educational, dated 22nd September 1871. They were originally appointed by Government but since 1895 their appointment rests with the Committee of the Asylum — G.O., No. 42, Educational, dated 17th January 1895.

Please see also the latter part of paragraphs 1 and 2 of G.O., No. 315, Educational, dated 26th July 1900.

2. Submitted that the Agents manage the Press for the Trustees under the orders of 1871 quoted above and submit reports in their own name through the Trustees. The present report purports to have been submitted through the Trustees — *vide* page 1 of the report — but there is nothing to show that it has been actually so submitted. Last year the letter of the Secretary, Lawrence Asylum, to the Director, forwarding the report, was forwarded to Government by the Director but this year there is no such letter with the report.

3. No special authority can be traced for one of the Agents to sign for all of them but this may perhaps follow the rule under which one officer sometimes signs for another. Here however, it is submitted, Mr. Hill signs as "one of the Agents to the Trustees" and not "*for* the Agents to the Trustees." This seems altogether unauthorized and open to objection and may be pointed out to him.

There is no legal rule to this effect!
G. S. F[orbes.]

P. T. Tharyan—29-6-04.

We might ask if the Committee have seen the paper: there is nothing to show they have. Mr. Weir and Colonel Formby are the other Agents; but do they take any interest in the Asylum Press? Perhaps it would be more regular if they authorized Mr. Hill to sign for them.

A. Galletti—29-6-04.

The proper course would appear to be for the report to be signed by all three Agents or some one of them duly authorized in that behalf.

2. The report should properly be submitted to Government through the Committee, Ootacamund Lawrence Asylum, and the Director of Public Instruction. May the report be accepted in the present case or returned for signature of all three Agents? or may the irregularity be pointed out in the draft and a paragraph be added as follows:—

"It is observed that the report is signed only by "one of the Agents to the Trustees" and has not been submitted, as it should have been, through the Committee Ootacamund Lawrence Asylum, who are Trustees of the institution."

H. D. TAYLOR—30-6-04.

Yes; and I would add to it "nor is there anything to show that the other Trustees have accepted the report."

G. S. F[ORBES]—30-6-04.

Please revise the draft accordingly.

H.D.T.

A revised draft is submitted. In the addition ordered by the Honourable Member the wood "Trustees" is evidently a slip for "Agents."

P. T. THARYAN—2-7-04.

A. GALLETTI—2-7-04.

Yes. The draft may issue.

H.D.T.—2-7-04.

[G.O., No. 406, Educational, dated 4th July 1904.]

Stock Form No. 127
2,000—12-2-03.

Educational (190 4) Department.

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CURRENT No. 1095

MAY BE SUBMITTED BEFORE 18 JUN. 1904 TO GOVT. OF S. INDIA SECRETARIAT

From

[*Name*] The Hon'ble Mr. A.G. Bourne, D.Sc., F.R.S.;

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

G.O. 406 2-7-04

DESPATCHED 18 JUN. 1904

N. Ref on cur no. 5318 of 04 *No.*

Dated 16th June 1904.

Enclosures one

Received 18-6-1904.

Registered 20-6-1904.

SUBJECT.

Submitting annual report on the working of the Lawrence Asylum Madras and Ooty Branch presses for the year 1903.

BACK PAPERS.

Gv no-3094 in msg 25603

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir,

C. In. 5318/04.

DIRECTOR OF PUBLIC INSTRUCTION
RECEIVED
16 JUN 1904
MADRAS

13

LAWRENCE ASYLUM PRESS
No. 1194 MADRAS, 10*th June* 1904.

FROM

THE AGENTS TO THE TRUSTEES
OF THE LAWRENCE ASYLUM PRESS,
Madras,

To

THE SECRETARY TO GOVERNMENT,
EDUCATIONAL DEPARTMENT,
Ootacamund,
(THROUGH THE TRUSTEES OF THE
LAWRENCE ASYLUM).

SIR,

The Agents have the honor to submit their Annual Report on the working of the Head Office and Ootacamund Branch Presses for 1903.

THE HEAD OFFICE.

2. The net out-turn, receipts and expenditure for the years 1903 and 1902 were as follows:—

	1903.			1902.		
	RS.	A.	P.	RS.	A.	P.
Out-turn ...	1,67,135	5	7	1,90,102	4	4
Receipts ...	1,89,069	10	5	2,02,518	14	11
Expenditure ...	1,88,445	0	7	1,99,499	6	7

3. Of the out-turn of this and previous years, there remained uncollected at the close of the year the sum of Rs. 47,988–10–6, which has been reduced to Rs. 3,869-0-4 to the 31st May 1904.

4. The work done was as follows:—

	1903.			1902.		
	RS.	A.	P.	RS.	A.	P.
General work—						
Regular Constituents...	24,579	11	1	30,461	10	3
Other do. ...	13,751	9	10	15,519	2	5
Railway work—						
Madras Railway (under Contract)...	89,522	1	7	1,05,162	3	9
Do. (Miscellaneous).	14,479	9	1	13,591	0	10
Other Railways ...	279	9	8	1,437	13	11
Government work ...	11,608	13	10	11,266	3	0
District Municipalities work	12,913	14	6	12,138	5	7
Hyderabad Government work	.....			525	12	7
Total ...	1,67,135	5	7	1,90,102	4	4

showing a small increase under Madras Railway Miscellaneous, Government and District Muncipalities work, and a decrease under the other items, the total decrease being Rs. 22,966.

5. The opening cash balance of the year was Rs. 3,080-7-5, and the closing balance

was Rs. 3,705-1-3. Rs. 20,000 were invested in a Government promissory-note and added to the Press reserve account with the Accountant-General, raising the same to Rs. 50,000.

6. The percentage of profits calculated on outlay for the year was lower than for 1901 and 1902. In 1903 it was 19·1, in 1902 35·7, and in 1901 32·9.

7. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1903 :—

	Rs.	A.	P.	Rs.	A.	P.
Opening Balance	...	...	...	2,23,019	6	0
Plant—						
Types	1,18,461	8	6			
Machines and Presses	72,134	7	6			
Furniture and other Articles ...	5,163	5	5			
	1,95,759	5	5			
Stationery	17,406	8	6			
Stores	9,282	3	11			
Forms and Books	571	4	2			
	2,23,019	6	0			
Purchases during the year	...	...	...	83,520	0	9
Plant—						
Types	2,275	15	8			
Machines and Presses	3,799	6	7			
	6,075	6	3			
Stationery	59,083	2	3			
Stores	18,361	8	3			
	83,520	0	9			
Total Rs. ...	...	...	...	3,06,539	6	9
				2,28,189	14	8
Closing Balances	...	...	...			
Plant—						
Types	1,19,944	10	9			
Machines and Presses	73,454	14	5			
Furniture and other Articles ...	4,968	7	3			
	1,98,368	0	5			
Stationery	22,210	2	11			
Stores	7,088	1	9			
Forms and Books	523	9	7			
Total Rs. ...	2,28,189	14	8			

8. Two ruling machines, 1 cutting machine, 16 numbering machines and 1 perforating machine were purchased during the year.

9. During the year 5 machines were at work in the Type-foundry. The out-turn was 12,607 lbs. of types, 8,169 lbs. of quadrats, 815 lbs. of quotations, 1,380 lbs. of clumps, 9,025 lbs. of leads, and 3,980 lbs. of stereotype plates, the value of the same being Rs. 15,398-0-3 and the cost of production Rs. 11,214-3-4.

10. The value of the Head Office premises is Rs.1,49,832-15-11 and of the land Rs. 20,800, the total being Rs. 1,70,632-15-11.

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The Ootacamund Branch.

11. The net out-turn, receipts and expenditure for the years 1903 and 1902 were as follows :—

	1903. Rs.	A.	P.	1902. Rs.	A.	P.
Out-turn ...	14,605	0	1	15,309	9	10
Receipts ...	13,415	3	2	14,795	1	7
Expenditure ...	13,846	15	9	14,078	7	7

12. Of the out-turn of this and previous years there remained uncollected at the close of the year the sum of Rs. 3,677-9-7, which has been reduced to Rs. 331-12-3, to the 31st May 1904.

13. The work done was as follows :—

	1903. Rs.	A.	P.	1902. Rs.	A.	P.
General work ...	2,978	6	11	4,585	12	0
Government work ...	10,952	5	4	10,403	4	1
Municipal work ...	674	3	10	320	9	9
Total ...	14,605	0	1	15,309	9	10

There has been a decrease of Rs. 704-9-9 in the work done during the year as compared with the previous year.

14. The opening cash balance of the year was Rs. 3,482-15-3, and the closing balance was Rs. 3,051-2-8.

15. The percentage of profits calculated on outlay for the year was higher than for 1902 and 1901. In 1903 it was 31·1, in 1902 28·3, in 1901 20·4.

16. The following statement gives the opening stock balances, the purchases made, and the closing balances of plant, stationery and stores for 1903 :—

	Rs.	A.	P.	Rs.	A.	P.
Opening Balance	...	...	...	15,410	9	9
Plant—						
Types	8,937	14	0			
Machines and Presses	3,202	2	0			
Other articles	2,439	4	5			
	14,579	4	5			
Stationery and Stores	831	5	4			
	15,410	9	9			
Purchases during the year	...	...	...	2,320	3	3
Plant	1,090	6	8			
Stationery and Stores	1,218	1	1			
Packing Charges	11	11	6			
	2,320	3	3			
Total Rs ...	...	...	...	17,730	13	0
Closing Balance	...	...	...	15,759	2	1
Plant—						
Types	9,080	15	7			
Machines and Presses	3,409	7	3			
Other articles	2,474	5	3			
	14,964	12	1			
Stationery and Stores	794	6	0			
	15,759	2	1			

GENERAL REMARKS.

17. In November 1903 the Hon. Mr. J. N. Atkinson, I.C.S., resigned his appointment as Agent to the Trustees and in November the Hon. Mr. C. J. Weir accepted the appointment in his stead.

18. The Agents regret to record the death from enteric fever in July 1903 at Coonoor of Mr. J. B. Witney the Superintendent—after a service of only 12 months. During Mr. Hill's absence on leave to England between August and October he arranged for another Superintendent and the Agents in November last accepted his recommendation and appointed Mr. W. Mumford of London to the post. Mr. Mumford arrived in February 1904.

19. The strength of the establishments on 31st December 1903 and 1902 was as follow:—

—	Head Office.		Ootacamund Branch.	
	1903.	1902.	1903.	1902.
Superintendent and Deputy.	2	2	1	1
Account department ...	10	10	2	2
Stores, publication ...	4	4	...	...
do. paper	2	2	1	1
Examining department ...	12	14	1	2
Composing department ...	151	144	13	18
Machine and Press dept. ...	80	79	5	7
Binding department ...	99	90	5	5
Type foundry	26	22	...	...
Carpentry and Smithy ...	7	7	...	...
Servants	13	13	4	4
Asylam Lads	4	...	...	...
Total...	410	387	32	40

20. During the year Rs. 25,000 were remitted by the Head Office and Rs. 2,000 by the Ootacamund Branch to the Trustees of the Lawrence Asylum out of the profits of the year; work to the value of Rs. 489-4-3 and Rs. 230-1-0, respectively, was done gratis for the Asylum.

21. By an oversight the stock of stores at the Head Office was not taken in January 1904, but it will be taken during this month. At the Branch Press the stock was taken by the Superintendent.

22. The usual statements of Head Office and Ootacamund Branch Presses are appended.

I have the honor to be,

Sir,

Your most obedient servant,

R. Hill

One of the Agents to the Trustees,
L. A. Press, Madras.

LAWRENCE ASYLUM PRESS.

STATEMENTS.

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Dr.

Head Office.—Balance Sheet

1903.						L. F.	Rs.	A.	P.	Rs.	A.	P.
Jan.	1	To LIABILITIES AT THIS DATE:—				4				9,750	9	9
		„ Sundries (Employés' Securities)					2,250	0	0			
		„ Do. (Contractors' „)					340	0	0			
		„ Do. (Stock purchased locally)					5,537	7	3			
		„ Proceeds on Sale of Books					481	8	0			
		„ Sundries (Personal Ledger Accounts)					1,141	10	6			
							9,750	9	9			
Dec.	31	To ASSETS AT THIS DATE:—								5,42,596	1	10
		„ Cash and Drafts on hand		Rs. 366	6	5	16	3,205	1	3		
		„ With Bank of Madras		2,838	10	10						
				3,205	1	3						
		„ Contingent Advance on hand						500	0	0		
		„ Stamps, etc., on hand						79	7	6		
		Postage Stamps		71	2	9	55					
		Post-cards printed		0	5	9	57					
		Receipt Stamps		7	15	0						
				79	7	6						
		To Stock on hand						2,28,189	14	8		
		„ Dead Stock Plant		1,94,107	7	4						
		„ Furniture, etc.		4,260	9	1						
		„ Stationery		22,210	2	11						
		„ Stores		7,088	1	9						
		„ War Office Forms and Books		326	5	7						
		„ District Municipal Forms and Books		197	4	0						
				2,28,189	14	8						
		„ Press Premises					75	1,70,632	15	11		
		„ Investment of Superannuation Fund					11	37,500	0	0		
		„ Do. of Employés' Securities						2,500	0	0		
		„ Deposit with Tender (Agent and Manager, Madras Railway Company)					15	2,000	0	0		
		„ Reserve Deposit in Government Promissory Notes					14	50,000	0	0		
		„ Personal Ledger Accounts						47,988	10	6		
								5,42,596	1	10		
						Rupees...					5,52,346	11	7

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

or Account for 1903.

Cr.

1903.						L. F.	Rs.	A.	P.	Rs.	A.	P.
Jan.	1	By ASSETS AT THIS DATE:—				4				5,30,443	13	3
		„ Cash and Drafts on hand		Rs. 1,036	13	2						
		„ With Bank of Madras		1,543	10	3		2,580	7	5		
		„ Contingent Advance on hand						500	0	0		
		„ STAMPS, &C., ON HAND:—						61	5	6		
		„ Postage Stamps		52	5	0						
		„ Post-cards printed		3	14	6						
		„ Receipt Stamps		5	2	0						
				61	5	6						
		„ STOCK ON HAND:—						2,23,019	6	0		
		„ Dead Stock Plant		1,91,328	14	11						
		„ Furniture, &c.		4,430	6	6						
		„ Stationery, Printing and Writing		17,406	8	6						
		„ Stores in use in Departments		9,282	3	11						
		„ War Office Forms and Books		175	15	11						
		„ District Municipal Forms and Books		395	4	3						
				2,23,019	6	0						
		By Press Premises						1,71,765	3	9		
		„ Investment of Superannuation Fund						37,500	0	0		
		Do. of Employés' Securities						2,250	0	0		
		„ Lawrence Asylum Press, Ootacamund Branch Account						98	13	5		
		„ Deposit with Tender (Agent and Manager, Madras Railway)						2,000	0	0		
		„ Fixed Deposit						30,000	0	0		
		„ Personal Ledger Accounts						60,668	9	2		
								5,30,443	13	3		
		„ Stock as per Journal folio 8, dated 30th June 1903									120	0	0
											5,30,563	13	3
Dec.	31	By LIABILITIES AT THIS DATE:—									21,235	1	10
		„ Sundries (Employés' Securities)—											
		„ Mr. C. Annamalay Mudaliar					13	1,000	0	0			
		„ „ C. Lutchmiah Naidu						400	0	0			
		„ „ O. Moonusawmy Chetty						400	0	0			
		„ „ C. Singaravaloo Moodally						250	0	0			
		„ „ M. C. Chinnathamby Pillay					12	250	0	0			
		„ „ Kistnasawmy Naidu					13	200	0	0			
		„ Sundries (Contractors' Securities)—											
		„ Messrs. V. Perumall Chetty & Sons					12	265	0	0			
		„ Mr. Mungapathy Naidu					12	25	0	0			
		„ „ S. Ramakrishna Naidoo					11	25	0	0			
		„ „ Periasawmy Naiker					12	105	0	0			
		„ Sundries (for Stock purchased)—											
		„ Messrs. John Dickinson & Co. (Paper account)					462	3,997	14	1			
		„ „ John Dickinson & Co., Paper Account S/A					462	7,528	3	1			
		„ do. do. London S/A					460	1,794	9	0			
		„ Messrs. V. Perumall Chetty & Sons S/A						409	7	7			
		„ Mr. W. H. Smith S/A						51	0	0			
		„ „ Mungapathy Naidu S/A						168	10	0			
		„ „ C. Periasawmy Naicker S/A						184	7	8			
		„ Messrs. Spicer Bros., & London					459	885	3	0			
		„ „ Harrild Sons, London					466	2,068	11	0			
		„ Mrs. E. Paczensky						41	2	0			
		„ C. Singaravaloo S/A						121	1	6			
		„ Messrs. Oakes & Co. S/A						12	6	0			
		„ Mr. F. M. Bowden S/A						62	14	11			
		„ Messrs. Addison & Co. S/A						3	0	0			
		„ Messrs. Higginbotham & Co., S/A						0	12	0			
		„ Personal Ledger Accounts						985	12	0			
								21,235	1	10	5,51,798	15	1
		By Balance									547	12	6
						Rupees...					5,52,346	11	7

(Signed) R. HILL,
One of the Agents to the Trustees,
L. A. Press, Madras.

Head Office.—Profit and Loss Account for 1903.

Dr.

1903.		EXPENDITURE.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	To Stock :—	98	2,23,019	6	0	3,07,655	10	9
		„ Balance of Stock on hand on 31st December 1902	41	6,075	6	3			
		„ Types, and Machines purchased during the year	43	11,134	10	0			
		„ Stores from England purchased during the year		5,457	9	5			
		„ Stationery, from England do	47	4	8	0			
		„ Petty Europe articles Purchased in the Country during the year	48	165	9	8			
		„ Country articles Purchased during the year	53	482	10	8			
		„ Packing Materials purchased	61	487	6	4			
		„ Contingencies—Teakwood	79	26	3	0			
		„ Furniture	44	53,625	8	10			
		„ Stationery English and Country purchased in the Country during the year	46	7,056	12	7			
		„ Stores do do do	76	120	0	0			
		„ Stock as per Journal folio 8 dated 30th June 1903		3,07,655	10	9			
				Rs. A. P.					
		To Working Expenses:—					61,809	0	3
		Establishment	19	6,488 8 9			50,208	2	9
		Superintendent and Deputy Superintendent	19	5,504 7 9					
		Account and Store Departments	20	15,821 12 7					
		Composing Department	21	2,571 4 3					
		Examining Department	22	9,385 13 4					
		Press and Machine Department	23	6,210 15 6					
		Binding and Ruling Department	24	2,077 9 0					
		Type Foundry and Stereo Department	25	604 0 8					
		Carpenters'	26	598 5 7					
		Mechanic, Fitter and Hammerman	27	945 5 4					
		Servants		50,208 2 9					
		Overtime:—					1,993	0	4
		Composing Department	29	681 12 7					
		Examining Department	36	86 13 9					
		Press and Machine Department	31	421 2 3					
		Binding and Ruling do.	33	752 2 11					
		Type Foundry	34	38 12 7					
		Mechanic, Fitter and Hammerman	35	0 9 3					
		Servants	37	9 3 7					
		Carpentry	34	2 7 5					
				1,993 0 4					
		To Contingencies:—					9,607	13	2
		Repairs to Buildings	50	839 13 5					
		Do. to Machines	50	23 14 5					
		Coolies and Cart hire	52	963 4 6					
		Coal	53	100 8 0					
		Firewood for Engine and Stereo	54	1,787 6 0					
		Postage	55	187 9 3					
		Receipt Stamps	57	22 5 0					
		Telephone Charges	58	225 0 0					
		Taxes	58	1,370 15 7					
		Insurance	59	1,079 11 0					
		Lighting Charges	59	278 1 6					
		Audit Fee	60	300 0 0					
		Advertisement	54	77 10 6					
		Office Expenses	62	586 5 0					
		Law Charges	61	2 7 9					
		Discount and Commission	3	45 11 3					
		Stationery supplied to different Departments	17	741 9 11					
		Commission paid in purchasing Government Pro-Notes	14	25 0 0					
		New Superintendent's Travelling Expenses, &c.	18	890 12 1					
		Books on commission Sales	73	56 3 3					
		Post Card printed	57	3 8 9					
				9,607 13 2					
		To Allowances:—							
		Compiling Almanacs	39				913	12	10
		Deductions for disputed Bills	40				951	6	8
		Pensionary charges	38				1,349	1	4
							3,72,678	15	10
		Depreciation allowed on Press Premises	75				1,132	3	10
							3,73,811	3	8
		To Balance (Gross Profit)					27,392	5	1
							4,01,203	8	9
		„ Contribution to the Lawrence Asylum	96	25,000	0	0			
		„ Work done gratis for the Principal and Secretary, Lawrence Asylum		489	4	3			
		„ Bad debts	76	580	8	8			
		„ Upkeep of Asylum Lads	96	774	11	8	26,844	8	7
		Balance (Net Profit)					547	12	6
		Rupees					27,392	5	1

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

Cr.

1903.		INCOME.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	By Value of outturn in Printing Department	66				32,804	6	11
		„ Do. Binding Department	65				5,786	6	0
		„ Do. Miscellaneous	69				295	7	11
		„ Commission realised on sale of Books	74	579	4	3			
		„ Lithography	64	8	4	0			
		„ Petty Balance	100	8	2	7	595	10	10
		„ Stock—					1,30,319	12	10
		Printing Stationery	65	9,147	15	6			
		Writing do.	67	418	10	4			
		Almanacs	67	4,295	14	10			
		Do. Pocket	70	59	10	0			
		Do. Sheet	70	100	6	5			
		Civil Lists	68	5,403	7	11			
		History of Services of Gazetted Officers	71	1,271	8	0			
		War Office Forms	68	2,183	2	0			
		Do. Books	69	445	10	10			
		Plant, Types, etc.	73	971	10	3			
		Packing	71	1,262	0	8			
		Stereo Blocks	66	791	5	6			
		Madras Railway Contract	72	89,522	1	7			
		District Municipal Forms and Books	73	12,472	4	11			
		Commission on Messrs. Wrenn, Bennett's Paper	77	1,974	0	1			
				1,30,319	12	10			
		Interest on the Deposit of Madras Railway	9	102	5	11			
		„ on Government Pro-Notes	10	1,169	1	2			
		Discount on Government Pro-Notes	14	231	4	0			
		Expenses for Illuminating and Decorating the Press Premises for Coronation	4	16	6	0			
		Amount written off repaid	40	14	5	0			
		Profit on English Exchange	100	9	4	0	1,542	10	1
		„ Rents	80	360	0	0			
		„ Interest from Pension Fund	9	1,309	3	6	1,669	3	6
		„ Stock on hand—					2,28,189	14	8
		Dead Stock Plant		1,94,107	7	4			
		Furniture		4,260	9	1			
		Stationery		22,210	2	11			
		Stores		7,088	1	9			
		War Office Forms and Books		326	5	7			
		District Municipal Forms and Books		197	4	0			
				2,28,189	14	8			
							4,01,203	8	9
		Balance (Gross Profit)					27,392	5	1
		Rupees					27,392	5	1

(Signed) R. HILL,
One of the Agents to the Trustees, L. A. Press, Madras.

Dr. **Head Office.—Abstract of the Cash Account for 1903.** *Cr.*

Date.	PARTICULARS.	Ledger Folio.	Amount as per Cash Book.	Amount as per Contingent Book.	Total.
1903.	RECEIPTS.		Rs. A. P.	Rs. A. P.	Rs. A. P.
Jan. 1	To Balance on hand—				3,080 7 5
	Cash and Drafts		1,036 13 2	500 0 0	
	With Bank of Madras		1,543 10 3		
			2,580 7 5	500 0 0	
Dec. 31	To Total Receipts in the year—				1,89,069 10 5
	Sale of Books on Commission		2,979 13 3		
	Investment of Employés' Securities		1,000 0 0		
	Lawrence Asylum Press, Ooty Branch, Account		2,511 9 2		
	Interest on the Deposit of Madras Railway		102 5 11		
	Do. realized on Pension Fund		1,309 3 6		
	Do. Employés' Securities		23 12 0		
	Do. on Govt. Pro. Note		1,217 6 1		
	Collection with Bills		1,73,522 6 9		
	Do. without Bills		4,751 7 11		
	Cash Sales		425 14 4		
	Discount and Commission		10 1 7		
	Rent		360 0 0		
	Stationery		141 13 0		
	Outfit of Asylum Lads Rs. 28 0 0				
	Boarding of Asylum Lads „ 7 3 2		35 3 2		
	Tenders with Deposits for supply of Articles.		360 0 0		
	Plant :—Types and Machines Rs. 16 7 0				
	Office Furniture, &c. „ 14 5 0		30 12 0		
	Balance returned from purchasing Govt. Pro. Notes to the Reserve Fund		157 15 1		
	Expenses for Illuminating and Decorating the Press Premises		16 6 0		
	Establishment— Rs. A. P.				
	Composing 1 6 10				
	Press and Machine 4 11 8				
	Binding and Ruling 5 1 11				
	Type Foundry and Stereo 0 3 1		11 7 6		
	Pensionary charges		2 1 1		
	Overtime :— Rs. A. P.				
	Account and Store 3 6 3				
	Composing 23 2 0				
	Press and Machinse 1 3 0				
	Binding and Ruling 2 4 10		30 0 1		
	Carried over ...		... ...	... ...	1,92,150 1 10

Date.	PARTICULARS.	Ledger Folio.	Amount as per Cash Book.	Amount as per Contingent Book.	Total.	Grand Total.
1903	DISBURSEMENTS.		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Dec. 31	By Working Expenses :—		... ...	... ...	... ...	61,767 1 0
	Establishment :—					
	Superintendent and Depnty Superintendent		6,488 8 9	... ...		
	Account and Store		5,504 7 9	... ...		
	Composing		15,805 6 11	17 12 6		
	Examining		2,521 7 1	49 13 2		
	Press and Machine		9,382 10 10	7 14 2		
	Binding and Ruling		6,288 9 6	27 7 11		
	Type Foundry and Stereo		2,065 2 9	12 9 4		
	Carpentry		604 0 8	... ...		
	Blacksmith		597 12 4	0 9 3		
	Servants		843 14 8	1 6 8		
			50,102 1 3	117 9 0	50,219 10 3	
	Overtime :—					
	Accont and Store		3 6 3	... ...		
	Composing		676 13 2	28 1 5		
	Examining		86 13 9	... ...		
	Press and Machine		416 3 6	6 1 9		
	Binding and Ruling		754 7 9	... ...		
	Type Foundry and Stereo		38 12 7	... ...		
	Carpentry		2 7 5	... ...		
	Blacksmith		0 9 3	... ...		
	Servants		9 3 7	... ...		
			1,988 13 3	34 3 2	2,023 0 5	
	Allowances :—					
	Compiling Almanacs		821 12 10	82 0 0	903 12 10	
	Contingencies :—					
	Repairs to Buildings		806 11 11	11 4 0		
	„ to Machines		23 14 5	... ...		
	Coolies and Cart hire		50 2 0	911 14 6		
	Coal		... ...	100 8 0		
	Firewood for Engine and Stereo, &c.		1,715 12 0	... ...		
	Advertisement		43 14 0	33 12 6		
	Postage and Receipt Stamps		... ...	971 15 0		
	Telephone charges		225 0 0	... ...		
	Taxes and Insurance		2,419 3 0	31 7 7		
	Lighting charges		271 8 9	... ...		
	Plant Furniture		40 8 0	... ...		
	Office expenses		444 1 8	163 3 4		
	Discount and Commission		32 0 0	23 12 10		
	Audit Fee		300 0 0	... ...	8,620 9 6	
			6,372 11 9	2,247 13 9	61,767 1 0	
	By Other Payments :— Rs. A. P.					33,566 14 2
	Outfit of Asylum Lads 109 9 3					
	Pocket allowance do. 64 0 0					
	Boarding of do. 417 9 1					
	Charges on account of do. 167 12 6					
			758 14 10	98 2 3	758 14 10	
	Passage, &c., for new Superintendent		890 12 1	... ...	890 12 1	
	Pensionary Charges		1,351 2 5	... ...	1,351 2 5	
	Lawrence Asylum Press, Ootacamund Branch, Account		... ...	192 4 6	192 4 6	
	Lawrence Asylum contribution		25,000 0 0	... ...	25,000 0 0	
	Sale of Books on Commission		372 11 3	7 15 0	380 10 3	
	Interest on Employés' Securities		50 0 0	36 12 0	86 12 0	
	Tenders with Deposit for supply of articles		255 0 0	... ...	255 0 0	
	Payments on Parties' Account		2,145 12 1	1,255 10 0	3,401 6 1	
	Investment of Employés' Securities		1,250 0 0	... ...	1,250 0 0	
			31,976 2 5	1,590 11 9	33,566 14 2	
	Carried over ...		... ...	... ...	... ...	95,333 15 2

Dr.

Head Office.—Abstract of

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book.			Amount as per Contingent Book.			Total.		
1903.		RECEIPTS—(*Continued.*)		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	Brought over ...	...	...	...	...	...	...	...	1,92,150	1	10
		Rupees ...	...	...	...	...	...	...	...	1,92,150	1	10

(Signed) C. ANNAMALAY MUDALIAR,
Accountant, L. A. Press, Madras.

the Cash Account for 1903—(*Continued*).

Cr.

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book.			Amount as per Contingent Book.			Total.			Grand Total.		
1903.		DISBURSEMENTS—(*Continued*).		Rs.	A.	P	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	Brought over ...	...	...	...	...	...	...	...	...	...	...	95,333	15	2
		By PAYMENT ON ACCOUNT OF STOCK:—	...	...	...	...	...	...	...	...	...	...	73,111	1	5
		Types and Machine, &c.	...	4,051	11	11	28	13	0	4,080	8	11			
		Stores from England	...	9,074	14	6	...	...	...	9,074	14	6			
		Stationery do	...	37,17	3	2	...	...	...	3,717	3	2			
		Stores purchased in the Country	...	7,271	11	11	341	8	4	7,613	4	3			
		Stationery do	...	46,496	9	8	43	11	10	46,540	5	6			
		Packing Materials ...	...	510	9	5	...	...	...	510	9	5			
		CONTINGENCIES:—													
		Teakwood	...	457	12	6	...	...	...	457	12	6			
		Customs Duty	...	729	1	7	12	9	9	741	11	4			
		Landing charges	...	255	15	4	4	2	6	260	1	10			
		Lithographs	...	92	12	0	21	14	0	114	10	0			
			...	72,658	6	0	452	11	5	73,111	1	5	1,68,445	0	7
		By Reserve Fund in Govt. Pro. Notes		...	...	...	...	...	...	...	...	...	20,000	0	0
		By BALANCE ON HAND:—													
		,, Cash and Drafts	...	366	6	5	500	0	0	866	6	5			
		,, Balance with Bank of Madras	...	2,838	10	10	...	...	...	2,838	10	10	3,705	1	3
		Rupees ...	...	3,205	1	3	500	0	0	3,705	1	3	1,92,150	1	10

(Signed) R. HILL,
One of the Agents to the Trustees,
L. A. Press, Madras

Ootacamund Branch.—Balance Sheet or Account for 1903.

Dr. *Cr.*

1903.			Rs.	A.	P.	L. F.	Rs.	A.	P.	Rs.	A.	P.
January.	1	To LIABILITIES AT THIS DATE:—								351	7	11
		Lawrence Asylum Press, Madras					98	13	5			
		Personal Ledger Accounts					252	10	6			
							351	7	11			
Dec.	31	To ASSETS AT THIS DATE:—								22,488	10	1
		Cash on hand	10	6	0							
		With Bank of Madras, Ootacamund	2,991	12	8	13	3,002	2	8			
		Contingent Advance				5	49	0	0			
		Postage Stamps on hand				11	0	3	9			
		Receipt Stamps on hand					0	8	0			
		STOCK ON HAND:—										
		Plant, &c., Dead Stock	14,964	12	1							
		Stationery—Printing	671	8	3							
		„ Writing	122	13	9		15,759	2	1			
		Personal Ledger Accounts					3,677	9	7			
							22,488	10	1			
		Rupees								22,840	2	0

1903.			L. F.	Rs.	A.	P.	Rs.	A.	P.
January.	1	BY ASSETS AT THIS DATE:—					21,391	3	6
		Cash on hand							
		With Bank of Madras, Ootacamund	11	3,439	12	0			
		Contingent Advance	5	43	3	3			
		Postage Stamps on hand	9	0	8	0			
		STOCK ON HAND:—							
		Plant, &c., Dead Stock		15,410	9	9			
		Stationery:—Printing							
		Do. Writing							
		Personal Ledger Accounts		2,497	2	6			
				21,391	3	6			
Dec.	31	BY LIABILITIES AT THIS DATE:—					216	0	0
		Lawrence Asylum Press, Madras	8	30	15	6			
		Personal Ledger Accounts		185	0	6			
				216	0	0			
							21,607	3	6
		By Balance (Net Profit)					1,232	14	6
		Rupees					22,840	2	0

(Signed) W. G. WRIGHT,
Superintendent,
L. A. Press, Ootacamund Branch.

Dr. **Ootacamund Branch.—Profit**

1903.		EXPENDITURE.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	To Stock :—	...	...	...	...	17,730	13	0
		Rs. A. P.							
		Balance of Stock on hand on 31st Dec. 1902—							
		Plant, &c., Dead Stock 14,579 4 5							
		Stationery—Printing 706 14 1							
		Do. Writing ... ... 124 7 3 ...		15,410	9	9			
		Plants, Dead Stock, &c., received during the year ...	9	1,090	6	8			
		Stationery and Stores (Printing and Writing) do. ...	7	1,218	1	1			
		Railway Fare, Cooly and Packing Materials do. ...	5	11	11	6			
				17,730	13	0			
		To Working Expenses		...	...	...	9,154	10	7
		Establishment—							
		Account and Store Department	1	1,460	0	5			
		Composing do.	2	2,840	13	7			
		Examining do.	...	425	0	0			
		Press and Machine do.	3	988	2	4			
		Binding and Ruling do.	...	536	14	1			
		Servants	4	266	1	7			
		Overtime :—							
		Composing Department	6	94	14	5			
		Examining do.	12	12	7	8			
		Press and Machine do.	6	15	1	7			
		Binding and Ruling	12	1	1	5			
		Receipt Stamps	11	7	8	0			
		Postages	...	22	8	9			
		Superintendent	1	1,480	0	0			
		Rent of premises	4	600	0	0			
		Office expenses	10	112	8	9			
		Audit fees	13	200	0	0			
		Warm clothing for peons	19	25	0	0			
		Law charges	20	41	8	6			
		Trade Tax		25	0	0			
				9,154	10	7			
		To Deductions for disputed Bills		...	...	...	15	11	1
							26,901	2	8
		To Balance (Gross Profit)		...	...	...	3,462	15	6
							30,364	2	2
		To Contribution to Lawrence Asylum	19	2,000	0	0			
		„ Principal and Secretary, Lawrence Asylum, for work done gratis	29	230	1	0	2,230	1	0
		„ Balance (Net Profit)		...	...	...	1,232	14	6
		Rupees		...	...	...	3,462	15	6

and Loss Account for 1903. *Cr.*

1903.		INCOME.	L. F.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	By Presses	...	...	...	...	11,585	7	8
		Printing	14	11,325	3	11			
		Die Press	17	93	6	0			
		Card Press	16	44	1	0			
		Miscellaneous	17	122	12	9			
				11,585	7	8			
		By Binding	14	...	...	...	1,413	0	7
		Stock		...	...	...	1,606	7	10
		Stationery, Printing	15	992	8	5			
		Do. Writing	...	88	9	0			
		Binding Materials	16	523	13	11			
		Packing	18	1	8	6			
				1,606	7	10			
		By Balance of Stock on hand at this date :—		...	...	...	15,759	2	1
		Plant Dead Stock, etc.		14,964	12	1			
		Stationery—Printing		671	8	3			
		Do. Writing		122	13	9			
				15,759	2	1			
							30,364	2	2
		By Balance (Gross Profit)		...	...	...	3,462	15	6
		Rupees		...	...	...	3,462	15	6

(Signed) W. G. WRIGHT,
Superintendent,
L. A. Press, Ootacamund Branch.

Dr. **Ootacamund Branch.—Abstract**

Date.		PARTICULARS.	Ledger Folio.	Amount as per Cash Book.			Amount as per Contingent Book.			Total.		
1903.		**RECEIPTS.**		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Jan.	1	To Balance on hand	...	...	...	...	...	...	...	3,482	15	3
		Cash and Drafts	...	1	3	2	43	3	3			
		With Bank of Madras, Ootacamund... ...	...	3,438	8	10	...	...	...			
				3,439	12	0	43	3	3			
Dec.	31	To Total Receipts in the year:—	...	...	...	...	...	...	...	13,415	3	2
		Cash Sales	...	24	14	0						
		Collection with Bills	...	13,094	2	2						
		Do. without Bills	...	296	3	0						
				13,415	3	2						
		Rupees		...	...	...	...	...	...	16,898	2	5

of Cash. Account for 1903. *Cr.*

Date.		PARTICULARS.				Ledger Folio.	Amount as per Cash Book.			Amount as per Contingent Book.			Total.			Grand Total.		
1903.		**DISBURSEMENTS.**					Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Dec.	31	By Working Expenses:—				...	...	...	...	...	...	...	...	...	...	9,154	13	10
		Establishment:—	Rs.	A.	P.													
		Superintendent	...		...	...	1,480	0	0	...	...	...	1,480	0	0			
		Account and Store	1,460	0	5	...												
		Composing	2,840	13	7	...												
		Examining	425	0	0	...												
		Press and Machine	988	2	4	...												
		Binding and Ruling... ...	536	14	1	...												
		Servants	266	1	7	...												
			6,517	0	0	...	6,517	0	0	...	...	...	6,517	0	0			
		Overtime:—																
		Composing	94	14	5	...												
		Examining	12	7	8	...												
		Press and Machine	15	1	7	...												
		Binding and Ruling ...	1	1	5	...												
			123	9	1	...	123	9	1	...	...	...	123	9	1			
		Law charges	...		...	...	41	8	0	...	...	...	41	8	0			
		Rent of Premises ...	...		...	...	600	0	0	...	...	...	600	0	0			
		Postage on letters ...	...		...	...	...	...	...	30	4	0	30	4	0			
		Receipt Stamps	...		...	...	...	...	...	8	0	0	8	0	0			
		Current Expenses ...	...		...	...	51	9	0	52	15	9	104	8	9			
		Warm clothing for peons ...	...		...	...	22	0	0	3	0	0	25	0	0			
		Audit fee	...		...	...	200	0	0	...	...	...	200	0	0			
		Trade Tax	...		...	...	...	...	...	25	0	0	25	0	0			
							9,035	10	1	119	3	9	9,154	13	10			
		By Other Payments:—	...		...	...	...	...	...	...	...	...	...	...	...	4,574	9	11
		Lawrence Asylum Press, Madras ...			...	...	2,259	15	8	...	...	...	2,259	15	8			
		Lawrence Asylum contribution ...			...	...	2,000	0	0	...	...	...	2,000	0	0			
		Payments on Parties' Account ...			...	...	250	0	0	64	10	3	314	10	3			
							4,509	15	8	64	10	3	4,574	9	11			
		By Payments, on account of Stock:— ...			...	...	...	...	...	...	...	...	...	...	...	117	8	0
		Merchandise purchased	...		...	...	18	2	0	27	10	6	45	12	6			
		Railway Fare, etc.	...		...	...	...	...	...	11	11	6	11	11	6			
		Types, Machines, etc.	...		...	...	18	0	0	42	0	0	60	0	0			
							36	2	0	81	6	0	117	8	0			
																13,846	15	9
		By Balance on hand	...		...	...	...	...	...	...	...	...	...	...	...	3,051	2	8
		Cash and Draft			...	...	10	6	0	49	0	0	59	6	0			
		With Bank of Madras, Ootacamund			...	...	2,991	12	8	...	...	...	2,991	12	8			
							3,002	2	8	49	0	0	3,051	2	8			
		Rupees ...				...	...	...	...	...	...	...	...	...	...	16,898	2	5

(Signed) W. G. WRIGHT,
Superintendent,
L. A. Press, Ootacamund Branch.

117

N Ref on CNO 53180/04 dy 16 June 04.

Submitted to Government.

A. G. Bowers

Director of Public Instruction

Educational Department.

32

C. No.1095, from the Director of Public Instruction, No.5318, d/16-6-'04.

128

ORDER:--406 d/4-7-04
~~Mis.~~ PJ

Recorded.

desp 2/7/4

2. It is observed that the report is signed only by "one of the Agents to the Trustees" and has not been submitted as it should have been through the Committee of the Ootacamund Lawrence Asylum who are Trustees of the Institution; nor is there anything to show that the other agents have accepted the report.

MG 2-7-4 MSJ 2-7-04

5 copies despd 20/10/4

To

The Director of Public Instrn.
" Accountant General.

} Despd 4/7/4

23

June 1892. The agents are three public officers stationed at the Presidency who are entrusted with the management of the Lawrence Asylum Press - para: 20 of Go. no 272 Pol dy 22nd September 1871. They were B.
originally appointed by Govt. but since 1895 their appointment rests with the Committee of the Asylum - Go. no 42 Pol dy 17th January 1895. D.

2. Submitted that the Agents, ~~do not seem to possess any authority to sign papers~~ manage the Press for the Trustees under the orders of 1871 quoted above and submit reports ~~through~~ in their own name through the Trustees. The present report purports to have been submitted through the Trustees - vide page 1 of the report - but there is nothing to show that it has been (actually) so submitted. Last year the letter of the Secretary, Lawrence Asylum, to the Director, forwarding the report, was forwarded to Govt. by the Director but this year there is no such letter with the report. E.

3. No special authority can be traced for one of the Agents to sign for the rest all of them but this may perhaps follow the rule under which one officer sometimes signs for another. There is no legal rule ~~one officer for another~~. Here however, it is submitted, Mr. Hill signs as "one of the agents to the Trustees" and not "for the Agents to the Trustees". This seems open to altogether unauthorized & objection and may be pointed out to him. 87

Pdy
29/6/14 We might ask if the Committee have seen this paper.

[12 E. 2]

1,500—7-10-03.

EDUCATIONAL DEPARTMENT.

C. No. 1095 From the D. I. I. No 5318, dated 16-6-1904.

SUBJECT.

Report on the working of the Lawrence Asylum Presses for 1903

The draft placed below, is submitted for approval.

Rec 23/6/04

approved.

It is to that only one Trustee signs the report, & he does not say he signs on behalf of the others. What authority is there for this?

25/6

Officer - Please note. Who are the Trustees - who are the Agents the Trustees.

Shall anything be the Agents to sign for the Trustees.

Collector, and shall anything be any one Agent to sign on behalf of all?

H&S
25 6 04.

The Trustees are the Committee of the Lawrence Asylum at Ootacamund - Please see para: 11(1) of the Advocate General's opinion on pages 45 of 80. no 446 Edl dt 11-

[illegible] see also the letter [illegible] para: 1 & para: 2 [illegible] dt 26-7-00. F.

A.

there is nothing to show they have. - Mr Weir and Col Formby are the other Agents; but do they take any interest in the Asylum Press? Perhaps it would be more regular if they authorised Mr Hall to sign for them.

Sec[y] 29-6-04

24

The proper course would appear to be for the report to be signed by all the Agents or some one of them duly authorised in that behalf.

The report should properly be submitted to Govt through the Committee O.L.A., and the D.P.I. may the report be accepted in the present case & returned for signature of all the Agents! or, the circumstance should be pointed out in the draft Rule and a para [illegible] be worded as follows,

- It is observed that the report is signed only by one of the Agents to the Trustees and has not been submitted, as it should have been, through the Committee O.L.A who are Trustees? the Institution"?. H&S

Yes; and I would add to it "Nor is there anything to show that the other trustees have accepted the report."

30 6 04

[illegible]

Please record the Chief's minute:

A revised draft is submitted. In the addition ordered by the Hon. the word "Trustees" is evidently a slip intended for "Agents".

Pty 5/2/14 Ex. The Draft has since been signed by me.

[illegible]

E.
12
1,200—7-10-03.

EDUCATIONAL DEPARTMENT.

for 4

READ AGAIN G.O., No. , dated 190 .

" " " " , " 190 .

READ ALSO:—

C. No. 1095, From the Director of Public Instruction No. 5318, dated 16-6- 1904

" " " " , " 190

" " " " , " 190

ORDER No. , dated 190 .

mis

Recorded.

NSR 4/6/14 Pty 22/6/14 22.6.14 22.6.04.

2. It is observed that the report is signed only by "one of the Agents to the Trustees" and has not been submitted as it should have been through the Committee of the Old Lawrence Asylum who are Trustees of the Institution. Nor is there anything to show that the other Agents Trustees have accepted the report.

To the D.P.I.
& A.G.

...en given for copying ——
...en copied ——
...en examined ——
...en signed ——
} 190 .

D AGAIN G.O , No. , DATED
196 .

URRENT No.

NCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A	
LETTER OF GOVERNMENT.								
STATEMENT WITH DITTO.								
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.								

Printed with notes & sheet pasted 7/8/74

13

S.E.

S.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only