

Educational (1898) Department.

ORDINARY MS.

G.O., No. 82

DATED 14.2.98.

INDEXED.

26-26

[Despatch Abstract.]

Raising the pay of the workshop Instructors
College of Engineering Madras from Rs 100 to
Rs 175 with effect from the 15th Dec/97
requesting the D. B. O. to submit the ne-
cessary statement at an early date.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
CN 204/98 (logged)							

[G.]
75

4,000-13-5-95.

NOTE FOR THE UNDER SECRETARY.

This post is included in the Scheme for the reorganization of the Sub. Bd. Service under consideration. If the scheme is approved, there will be no need to raise the salary pay of the post. It is submitted therefore that the current may be run until final orders are passed on the Scheme.

W
W

see
H. 107

Yes - then ask if it cannot be carried out under the proposed scheme without altering that scheme

Educational

Local & Munl. (1896) Department.

CURRENT No. 1343

From

The Dir. Pub. Instruction,
Madras.

Order

No. 12244

Dated 13 November 1896.

Received 14 3 11 96

Registered 14 3 11 96

Enclosures ~~one~~ file 3/three/8

Spare copies. nil

SUBJECT.

Requesting reconsideration of the matter of the salary of the Workshop Instructor in the College of Engineering.



The Director will be good enough to report with reference to the proposal in his letter whether if it is necessary to raise the ~~present~~ present salary of the Workshop Inst. this cannot be effected

BACK PAPERS.

G.O.	No.	Department.	Date.
	529	ED	3 9 96
	521/22	"	21. 6 96
	550	"	31. 7. 96
	128	ED	28. 2. 96
	830/31	"	13. 11. 93
	35/4	ED	21. 1. 98
	613	"	22. 8 92
	557	"	25. 7. 92

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Back papers

938 ED 30 12 91
481 " 25 6 91

RD papers

(L. 125.)

Enclosure

No.

B2006
1838

MADRAS RAILWAY.

LOCOMOTIVE SUPERINTENDENT'S OFFICE,

Perambur Works, 28 September 1896.

From,

The Loco. Superintendent,

Madras Railway.

To,

The Principal,

College of Engineering,

Madras.

Sir,

I have the honor to acknowledge receipt of your No. 566 C of the 24 inst., and to state that regret there is no European Foreman at present in employ of this department who could be transferred to the College of Engineering, as asked, nor do I at present know of any person whom I think would be likely to suit.

2. With regard to the 2nd paragraph of your letter, I am ~~strongly~~ of opinion that the salary offered viz. £100/-, is far too little to induce a capable man such as you require, to take up the appointment. I very much doubt whether you would be able to obtain the services of a man able to control the College Workshops and fulfil the conditions laid down in the first paragraph of your letter for a salary of less

than ^{from} £200 to 250 per month. I may mention that the salary fixed for our Workshop Foreman is £350/- a month and for our leading artisans or Tool Foreman £300/-. The responsibilities resting upon these men are probably greater than would be the case in the College Workshops but, at the same time, the Foreman of your Workshop should possess as much, if not more, knowledge and experience of the technical details of mechanical work as do our Foremen.

3. A competent European fitter possessing a thorough knowledge of his trade is always able to demand, in Southern India, a salary of from £3/8/- to £4/- a day, and such a man further would in all probability possess no knowledge whatever of drawing, nor would he be in any way competent to instruct, excepting perhaps in his own one trade as a fitter or a blacksmith.

4. I fear, therefore, unless Government is prepared to sanction for your Foreman a far higher salary than is at present the case, it will not be possible for you to obtain the services of a man such as is really required. You may possibly be able to get a Native or a Eurasian Maistry, but such a man would certainly not be competent to train your Students, and you would further run the

risk of their learning from them a faulty and old fashioned system of work, instead of, as is most necessary they should, during their College course, acquiring a knowledge of the best and most modern system under which mechanical work is carried out.

I have the honor to be,
Sir,

Your most obedt: servant,

C. R. M.
Loco: Suptdt:

Jul

SOUTH INDIAN RAILWAY.

LOCOMOTIVE & CARRIAGE SUPERINTENDENT'S OFFICE,

7473
1564 Negapatam 26th September 1896

From

The Ag Loco & carr Supdt
South Indian Railway
Negapatam

To.

Major H. D. Lowe, R. E.
Principal, College of Engineering
Madras

Sir

Your letter no 567C of 24th September '96

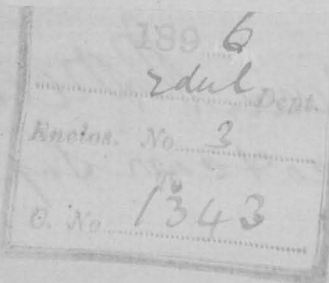
With reference to your above I have
the honor to inform you that I have no one I
could place at your disposal at present and I
doubt if you will get a competent man for
anything short of double the pay named.

I have the honour to be
Sir

Your most obedient servant

James Moore
Ag loco & carr Supdt

Done



No. 255. In.

PRESIDENCY P. W. WORKSHOPS OFFICE,

Madras, 30th Sept 1896.

From

W. A. Moss, Esq.,

GENERAL SUPERINTENDENT,

PUBLIC WORKS WORKSHOPS,

To

The Principal
College of Engineering
Chennai-Madras

Enclosures,

SIR,

With reference to your No 568C, dated the
24th September 1896, I have the honor to state that I
am unable to find a European foreman, such as you
require.

2. In my opinion, the salary offered
(Rupees 100) is much too small for a good man.

I have the honor to be
Sir,

Your most obedient servant

H. Moss
Genl Supt. P. W. Workshops
30.9.96

R. No. 104
96-97

From

THE GENERAL SUPERINTENDENT,
PUBLIC WORKS WORKSHOPS,
Madras.

To

No.

Dated

Despatched

Received

189

No. of ENCLOSURES.

Subject.

CURRENT No. 1343

OFFICE OF THE DIRECTOR OF

PUBLIC INSTRUCTION,

Madras, 13 November 1896

No. 12246

From

THE HONORABLE MR. D. DUNCAN, M.A., D.SC., L.L.D.,

DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

THE HONORABLE THE CHIEF SECRETARY TO GOVERNMENT,

Local & Municipal Dept. FORT ST. GEORGE.

SIR,

A With reference to paragraph 2 of G.O. No 529, Educational, dated 3rd September 1896, requiring that enquiries should be made at the various Railway and Public Works Department Workshops regarding the possibility of providing a competent substitute for Mr. Perkins, Workshop Instructor in the College of Engineering, I have the honour to enclose in original (to be kindly returned) replies received from the Superintendents of the workshops who were addressed by the Principal on the subject. Government will be pleased to observe from these replies that the present salary of the Workshop Instructor (viz. Rs. 100) is considered by all these experts to be much too small. I would B invite the special attention of Government to the remarks made by the Locomotive Superintendent, Madras Railway, in the concluding paragraph of his letter, and I trust that Government will fully endorse his view that it is most necessary that the students of the College of Engineering should acquire a knowledge of the best and most modern system under which mechanical work is carried out. I would, therefore, strongly recommend in the interests of the College, the salary of the Workshop Instructor be raised to Rs. 175 as suggested in my letter No 5907, dated 1st June 1896, read in the G.O. under reference. This recommendation is now made independently of the

529 Ed C
3.9.96

question whether the post be filled by Mr. Perkins or not.

It is quite an accident that the College now has in him an Instructor of the requisite merit and ability.

2. The necessary proposition statement will be submitted in due course.

I have the honour to be,

Sir,

Your most obedient servant,

J. Duncan

Director of Public Instruction

Educational (1897) Department.

CURRENT No. 567

From

The Dir. of Pub. Instruction,
Madras.

Order.

No. 5262

Dated 14th May 1897.

Received 17 MAY 1897

Registered 17-5-97

Enclosures 2

Spare copies

SUBJECT.

Requesting that early orders be passed on the question of increased salary to the Workshop Instructor in the College of Engineering.



BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

To the Principal

I am compelled to draw your immediate attention to the fact that we are threatened with the loss of Mr Perkins's services as he does not consider that he is receiving either adequate remuneration or what he was led to expect.

2. Mr Perkins accepted the post on the understanding that his pay would be substantially raised if he gave satisfaction. At the end of six months he consented to remain on the understanding that his pay would be substantially increased. From that day to this his pay has not been raised. At the time he accepted this post he had a lien

on a post which afforded certain prospects in the future and which he consented to forego on the above ~ mentioned understanding.

3. As his pay has not been raised and his work much increased, Mr Perkins is much dissatisfied and rightly so.

4. I find that a reference has been made to local experts on the question of adequacy of remuneration and the unanimous opinion was that the salary should not be less than 200Rs. per mensem. I would point out that the present wage paid to Mr Perkins is the equivalent of 25/- per week in England and state that this is the ordinary wage of a journey man ^{riveter} & that it would be impossible to obtain the services of a skilled foreman ~ mechanic of steady character and habits for anything less than double the amount in England, much less

less than in India. The labourer is worthy of his hire and if under ^{paid} and overworked is sweated, which I consider Mr Perkins to be.

5. I would point out that Government has spent nearly 3/4 lakh on the shops and proposes to spend more. Now were ~ Mr Perkins to go, as to my knowledge he intends to do if his just claims are not met, a suitable man could not be obtained. Without a suitable man the practical result would be that no benefit would be derived ~ from the greater portion of the capital sunk in the shops, as the instruction capable of being afforded would not be made available to the students.

6. I would earnestly ask to impress on Government the immediate necessity

necessity for an adequate increase in Mr Perkins' pay. The increase to be in accordance with unanimous expert opinion and to be given on the terms advised by Mr Chatterton. If it is not done we shall lose the services of a capable instructor who in my opinion has been very badly treated and whom I believe we shall not be able to suitably replace under Rs 250 per mensem.

(Ed) H. J. Keeling
Prof. of Engg.

(True copy)

To D. Home.

Majr. R. L.,

Principal, College of Engg.

Mm.
7-5-97

Encls. to ch 567 Col

No 177-C.

11th May 1897.

To

The Director of Public Instruction,

Madras.

Sir,

In submitting copy of a note from Mr. H. T. Keeling, Professor of Engineering, on the subject of Mr. Perkins' salary, I have the honour to request that early orders may be passed on this long outstanding question. Mr. Keeling is an officer of wide experience in connection with mechanical as well as Civil Engineering; and he is immediately in charge of and responsible for the efficient working of the College Workshops. His opinion is therefore entitled to receive attention.

2. My own views on the subject have been repeatedly expressed and they are quite in accord with those of Mr. Keeling. The present position is as follows:-

In their order No 529 Educational, dated 3rd September 1896, Government resolved that, if Mr. Perkins maintained his request for increased pay, he should be replaced by another person. I addressed the Locomotive Superintendents of the Madras and South Indian Railways, and the Superintendent of the Public Works Workshop, asking whether they could supply a suitable person on the salary offered. Their replies were all in the negative, and they were unanimous in the opinion that a salary of Rs. 100 was far too low for the qualifications required. The Locomotive Superintendent of the Madras Railway entered into detailed explanations, and I have the honour again to refer you to his letter as embodying the best expert opinion we can procure.

3. Apart from ^{any} personal question connected with Mr. Perkins, I see that if the latter goes - and he certainly will go unless his position is materially improved - there will be great difficulty in filling his place; and that the post will not be properly filled until its present salary is doubled. I am satisfied however with Mr. Perkins; he is a very capable and efficient mechanical foreman and instructor; and I should much prefer to retain him than to engage another man who may not turn out so well.

X

X

X

X

X

X

J. S. Duncan
Director of Public Instruction.

Office of the Director of

Public Instruction,

Madras, 14th May 1897.

No. 5262

From

The Honourable Mr. D. DUNCAN, M.A., D.Sc., LL.D.,

Director of Public Instruction,

Madras,

To

The Secretary to Government,

Local and Municipal Department.

Sir,

*Cal 1343
990
in this file*

In continuation of this office letter No 12244 dated 13th November 1896, I have the honour to submit extracts from another letter received from the Principal of the College of Engineering on the question of increased salary to be paid to the Workshop Instructor, together with copy of a letter addressed to the Principal by Mr. Keeling, the Acting Professor of Engineering, from which Government will be pleased to observe that this Professor's opinion as to the inadequacy of the present salary of the Workshop Instructor is almost identical with the opinions of the Superintendents of the various Railway and Public Works Department Workshops. I would therefore request that early orders be passed on this office letter referred to above.

I have the honour to be,

Sir,

Your most obedient servant,

D. Duncan

Director of Public Instruction.

Recd to C. 5678

Educational (1897) Department.

CURRENT No. 806

From

The Dir. of Pub. Instruction,
Madras.

Order.

No. 7437

Dated 9 July 1897.

Received 10 JUL 1897.

Registered 10-7-97

Enclosures nil.

Spare copies

SUBJECT.

Requesting early orders
in regard to the increase to the
salary of Mr. Perkins, Workshop Instruct
-or, College of Engineering.



BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

OFFICE OF THE DIRECTOR OF

PUBLIC INSTRUCTION,

Madras, 9 July 1897.

No. 7427

From J.B. Bilderbeck Esqr. M.A.

~~THE HONOURABLE MR. D. DUNCAN, M.A., D.Sc.~~

AG. DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

The Secretary to Government,

Local & Municipal Department.

SIR,

**D + Cw 567 in this file*
In reference to the letters from this office Nos. 12244 dated 13th November 1896 and 5262 dated 14th May 1897, I have the honour to state that I have received a letter from the Principal of the College of Engineering forwarding a letter from Mr. Perkins, Workshop Instructor, in which he expresses a wish to resign his appointment with effect from the 1st August. In an endorsement on his letter, the Professor of Engineering remarks that he ^{has} induced Mr. Perkins to modify "his unqualified resignation in so far that he consents to remain until the 1st September in any case and to remain after that, should the reply of Government to the recent application be sufficiently favourable".

2. Major Love informs me that he has "no expectation of being able to replace Mr. Perkins so long as the salary of his appointment remains at its present amount"; that if the reply of Government to the representation on the subject be unfavourable he will be compelled to close the Workshop, so far as the Engine, the Machine tools and the Testing Machine are concerned, ^{the} scheme sanctioned by Government for the training of apprentices will have to be suspended.

3. In view, therefore, of the very great urgency of a question, delay in the settlement of which would entail serious dislocation in the work of the Engineering College, I beg leave to request

that Government may be pleased to pass very early orders on the Director's letters referred to above.

4. Dr. Duncan's letters embody a full statement of the reasons for asking Government to sanction the slight increase in the establishment of the College of Engineering. I have little to add to what has been already urged, except to say that my own experience enabled me to endorse what has been said in regard to the inadequacy of the salary at present attached to the post of Workshop Instructor. Five or six years ago, when instituting enquiries as to the terms on which a fitter or mechanic could be engaged in connexion with a technical institute attached to the Kumbakonam College which was then in contemplation, I learnt that it would not be possible to obtain the services of a man with qualifications similar to those of Mr. Perkins at a rate lower than the salary now proposed, and I do not think that there has since been any change in the economical conditions of the country which would justify an expectation that there has been any cheapening in the labour-market for this class of service.

I have the honour to be,

Sir,

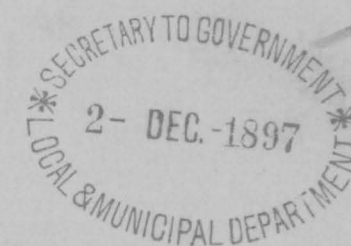
Your most obedient servant,

J. B. Richards

Ag. Director of Public Instruction.

Educational (1897) Department.

CURRENT No. 1421



From

The Director of Public Instruction
Madras

Order

No. 13288

Dated 1st December 1897.

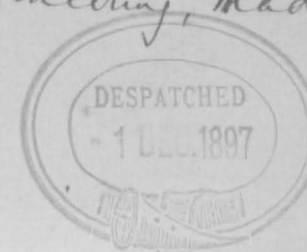
Received 3
Registered 2 - 12-97.

Enclosures *nil*

Spare copies

SUBJECT.

Requesting that early orders may be passed on the communications re the question of increasing the salary of Mr. J. P. Perkins, Workshop Instructor, College of Engineering, Madras



BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 18th December 1897.

No. 13288

From

THE HONOURABLE MR. D. DUNCAN, M.A., D.Sc. LL.D.,

DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

The Secretary to Government,
Educational Department,

SIR,

I have the honour to respectfully invite the
attention of Government to the communications ending with this office

Ans 806 in this file letter No. 7437, dated 9th July last, re the question of increasing the
salary of Mr. J. P. Perkins, Workshop Instructor, College of Engineering,
and to request that very early orders may be passed on the communica-
tions referred to above.

I have the honour to be,

Sir,

Your most obedient servant,

J. Duncan

Director of Public Instruction.

C 11/12/97
R 13/12/97

Educational
~~LOCAL AND MUNICIPAL~~ DEPARTMENT.

Again G.O., No. , dated 189
Current No. of 189 , dated from the
Current No. of 189 , dated from the

SUBJECT

The H. M. d. o. of 10 Dec.

H. M.

FOR ORDERS.

Please see
telephone
recording for
the Party

He says he has written
to Mr C.E. The C.E. pro-
bably knows how emer-
gent his matter is; but
he had better be told,
in case he does not
in Hamilton needs
retire, as over 55.

80 550 Ed 25
31-7-94

flag A

D 5.

It will be seen from J. Duncan's
note of today, that Major Love
referred to four Instructors. As
to two of them, J. Duncan has
written officially, but his letter has
not yet reached this office. As
to a third who retires, the Di-
rector will take the necessary steps.
There remains only Instructor Per-
kins.
1. He is a Eurasian on Rs. 100 ap-
pointed in 1894 who lately threatened
to resign if his pay was not raised
to Rs. 200. In G. O. 529
3. Sep. 96 Govt.
said he could resign, refusing to
accept the Director's recommendation
of a rise to Rs. 175, telling the
latter to find another man.
on 13. Nov. 96 The Director
reported that this was impossible.

I recommended that - Perkins
or no Perkins - the pay should
be raised. Mr. Forbes ordered
that this should lie over pending
disposal of the scheme for reor-
ganizing the Subordinate Ed-
Service, in which scheme this
appointment falls. The scheme
has lately been returned to the
Director (16. Nov.).

4. J. Duncan encloses a d.o. from
Major Love stating that Perkins
has received an ^{offer of an} appointment
elsewhere (Boat Sup. Begwada. Pay
unknown.)
5. The scheme will take a long
time to thresh out. For orders
whether the Hon^{ble} member will
reconsider the G.O. declining to
raise Perkins' pay - in which
case it is probable he would
stay here.

H.T.
11. 12. 97.

Major Love writes me that
his pay is R.150

Under the Commission's new
educational scheme Mr.
P. would get R.175, and I
believe it will not be
altered in that respect.

At all events, we couldn't
get a fit man for
the place at less than
R.175, & I think Mr.
P. should be offered the
P. at once, before he has
time to consider the
Begwada offer.

H.T.
11. 12. 97

FOR ORDERS.

INDIAN TELEGRAPHS. Monthly Number.

To (Office) Telephone From (Office) message.
Words. Day. Hour. Minute. Official Instructions.
11 16 45

To (Person) The Secy. Edl: Dept. From (Person) Secy. P. W. D.

A letter on the subject of the staff of the Engineering College has just been received from the Director of Public Instruction. It is addressed to you and forwarded through the Chief Engineer. It will be sent as soon as the Chief Engineer has recorded his remarks.

64 Word Form.

F.C.2.

11-12-97

Recd. from LN. Sent to LN.
At Hrs. Mts by At Hrs. Mts by
Telegraph Master.

13-12-97

CHIEF SECRETARY,
D. C.
No. 537
Dated, 13-12-1897

Edl: Dept.

13-12-97

wa 13-12-97

My dear Duncan,

Your correspondence on the subject of the pay of the Workshop Instructor, College of Eng. The Govt desires that you should offer Rs 175 to Mr. Perkins at once, before he has time to consider the Beyvada offer. It is understood that the pay of the post of Boat Supdt at Beyvada is Rs 150.

wa 13-12-97

H. T.

13-12-97

To

The Honble D. D. Duncan. Secy. P. W. D.
13-12-97

(1897) Department.

D. O. No. 910

537
13 12 97

From

D. Duncan Esq.

D. O.

20. 1. 98

My dear Duncan,

Your D.O. of the
17th Dec last, on the subject of
Mr. Perkins' pay. Kindly let
me know the date of acceptance
by Mr. Perkins of the offer made
to him.

No.

Dated 17. 12. 97

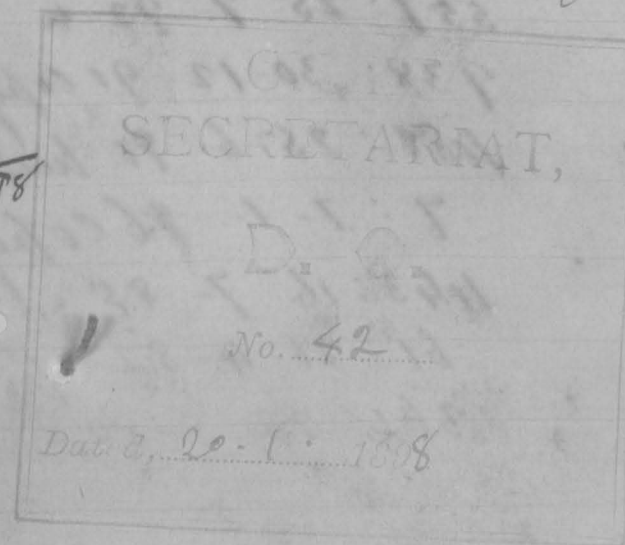
Received }
Registered } 18. 12. 97

Enclosures

Spare copies

SUBJECT.

Stating that Mr. Perkins
is willing to continue
as workshop instructor,
Engineering College, on a
Salary of Rs 175



To

The Honble D. Duncan

14/2/98
20/1/98

G.O.	No.	Department.	Date.
DO	537	13-12	97 des
		Telephone from PWD	11-12-97
	Edulcus	1343 of 97	
	"	567 of 97	
	529	Edul	3-9-96 his
	521-2	"	21-6-95 copy

G.O.	No.	Department.	Date.

550: 31-7-94 hrs
128: 28-2-94 about
830: 31-13-11-93 copy
33-4: 21-1-93
613: 22-8-92 hrs
557: 25-7-92 "
938: 30-12-91 copy
481: 25-6-91 hrs
7: 7-1-96 copy
443: 16-7-85 "
61: 26-4-82 copy
361: 23-9-80 "

Ed, Cor. 500-17-3-97
21

SECRETARY TO GOVERNMENT
1897
18. DEC-1897
LOCAL & MUNICIPAL DEPARTMENT

My dear Treva here
With reference to
your S. O. dated 13th
December Love writes
as follows:

" Mr. J. P. Perkins is willing to remain at the college as Workshop Instructor on a salary of Rs 175 to be drawn from date of acceptance of the offer made him."

Truly yours
J. Duncan

[$\frac{G.}{9}$]

1,000-10-2-97.

Educational (189) Department.

D. O No. 49.

From D. Duncan Esq.

D. O.

No.

Dated 24 . 1 . 98

Received 25 - 1 - 98

Registered 25 - 1 - 98

Enclosures ..

Spare copies ..

SUBJECT.

Stating that Mr. Perkins accepted
the offer on the 15th Dec. last

BACK PAPERS.

G.O.	No.	Department.	Date.
80	42:	20-1-98	Dec't
	537:	13-12-97	Dec

FURTHER PAPERS.

G.O.	No.	Department.	Date.

College of Engineering
D. O. 49
Office of the Director of Public Instruction,
Madras, 24th Jan. 1898
Ed. Cor. 500-28-10-97.
LOCAL & MUNICIPAL DEPARTMENT

My dear Treasurer
Mr. Perkins ac-
cepted the offer of
Rs 175/- a month
on the 15th December
last.

Truly yours
S. Srinivasan

Papers to be read in Proceedings :-

Again G.O., No. 529 , dated 3rd Sept 1896.
Again G.O., No. , dated 189 .
Current No. 1343 of 1896, dated 13th Nov. , from
" " 567 " 97 " 14th May ,
" " 806 " 1897, " 9th July , } the D.P.S.
" " 1421 " 1897, " 1st Dec , , }

~~H.H.~~ H.H.

W2
14-2-98

ORDER. No 82 of 14.2.98
ms

The pay of the work shop
Instructor, College of Engineering
will be raised from Rs 100 to Rs 175
with effect from the 15th Dec. 1897.

2. The necessary proposition
Statement should be submitted
at an early date.

(from orders)
MA 12/2/98
a.L.H. 12/2/98
HT 12 2 98

Note. Mr. Perkins accepted the
offer of Rs 175 on the 15th Dec. last
& it is requested that the pay may
raised with effect from that date.
- vide Ser no 910 & 9 below.

E+F

To The D.P.S. } 980
-- Final bill }

Dec 14/2/98
a.L.H. 12/2/98

1

2

1891

1892

1893

1894

1895

1896

The copy of the last copy
of the College of Engineering
will be received from the 15th Dec 1891
with effect from the 15th Dec 1891.
The necessary preparation
statement should be submitted
at an early date.

(from order)

The copy of the last copy
of the College of Engineering
will be received from the 15th Dec 1891
with effect from the 15th Dec 1891.
The necessary preparation
statement should be submitted
at an early date.

1897

When given for copying 14/12
When copied
When examined
When signed

1891

READ AGAIN G.O., No
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DIITTO

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—

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