

25/4

Miscellaneous—Circular No. 7, dated Calcutta, the 28th March 1878.
From—H. H. RISLEY, Esq., Under-Secretary to the Government of Bengal,
General Department,
To—

IN continuation of this Government Circular No. 4, dated the 19th April 1875, containing instructions to be observed in submitting to Government any reports which are ordinarily printed, or which are likely to be printed, I am directed to forward herewith the marginally noted extract from a Resolution of the Government of India in the Home Department, No. 364, dated 26th February 1878, and to request that the orders of that Government may be borne in mind.

Para. 15.—“As regards imposing a limit to the number of pages for each report, the Government of India accept the objection to any fixed maximum being prescribed. There is, however, a decided concurrence of opinion that departmental reports are often too bulky and may well be reduced to a more convenient size. It should be borne in mind that such reports should contain summaries of facts supported by accurate statistics; that discussions of theories are out of place in them; and that a short report, if clear and complete, is far more creditable than a long one. The Government of India trust that each local Government will instruct their subordinates to keep this view in mind.”

2. I am, however, to add that, when it is said that discussions of theories are out of place in departmental reports, the Lieutenant-Governor does not understand this to be intended to prohibit such discussions as are directly explanatory of the facts and figures embodied in the report. A bare chronicle of fluctuations in the amount of revenue receipts, or of deeds registered, or of cases instituted, is often of less interest and importance than an intelligent exposition of the causes to which the fluctuations may be attributed. It should, therefore, be understood that discussions of theories are to be strictly confined to cases in which the theories discussed have a direct explanatory bearing upon the facts of the report.

No. 29.

COPY forwarded to the Inspectors of Schools and Joint Inspector of Schools, Orissa, for information and guidance, in continuation of this office No. 2302, dated 12th May 1875.

Copy forwarded to Principals of Colleges for information and guidance.

Copy forwarded to the Vice-Presidents of District Committees of Public Instruction for information and guidance, and for communication to the Deputy and Sub-Inspectors of Schools, for which spare copies are sent.

FORT WILLIAM, }
The 6th April 1878. }

A. W. CROFT,
Officiating Director of Public Instruction.

188

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