

THE  
BIHAR AND ORISSA  
FAMINE CODE  
1930



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Due to growing demand and shortage of supply of the "The Bihar and Orissa Famine Code" the Government of Bihar at the request of the Government of Orissa have given their assent for a reprint.

The book has been reprinted as it stood on 1. 4. 36—the date on which the Province of Orissa was created, and amendments made by the Government of Orissa up-to-date have been incorporated in this reprint.

*N. Senapati,*

Chief Secretary to Government of Orissa.

## INTRODUCTION.

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THE need for revising the Bihar and Orissa Famine Code, 1913, has arisen mainly from three causes. Firstly, the greatly increased fluidity of labour has very markedly diminished the importance of organizing "works" for absorbing the labour thrown out of agricultural employment, as well as the efficiency of such works as a test of the intensity of distress. The problem has now shifted primarily to that of restoring agricultural activities as early as possible by the distribution of loans, and of providing for the support of unemployables, left temporarily destitute by the emigration of the able-bodied and by the drying up of private charity. Secondly, the Reforms have greatly diminished the concern of the Government of India in famine policy. Thirdly, the release, partial or complete, of district boards from control by the local officers of Government renders obsolete the portions of the Code, which defined the part that those bodies should play in famine relief. The Code has accordingly been revised to bring out in the earlier chapters the measures to be taken in what recent experience has shown to be normal development of distress in this province, relegating to the later chapters and appendices special activities suitable for abnormal calamities, approximating to the conditions of very severe famine, which the old Code was designed to meet. At the same time the instructions regarding floods have been elaborated, since recent experience is that distress is at least as frequently caused by such calamities as by droughts. The Code is framed as orders issuing from the local Government and not, like the 1913 Code as orders issuing from the Central Government. It is made clear that the responsibility for adequate relief measures rests wholly on Government and its subordinate officers. The local bodies may and should be invited to assist, and, if they so agree, definite spheres of work may be assigned to them. But it is the business of the local officers to see that such work is adequately performed, and to be ready to resume direct control if it is not.

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# BIHAR AND ORISSA FAMINE CODE.

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## CHAPTER 1.

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### Standing preparations.

1. *General.*—Agricultural statistics, in their relation to famine, have two objects—the one remedial and the other preventive. They give timely warning of climatic dangers, prevent surprise and provide information for a plan of campaign. They also draw attention in ordinary times to weak points in the condition of a district, thereby preparing the way for timely relief or for improvements, which will fortify the people against times of pressure.

2. *Periodical reports to be submitted by police officers.*—(a) In each district, the Superintendent of Police shall require all police officers in charge of stations to submit on every alternate Monday from the 1st June to the end of October, and on the first Monday of the month for the rest of the year, a report on the following matters:—

- (1) The amount and distribution of the rainfall.
- (2) The character of the weather.
- (3) The progress of agricultural operations.
- (4) The condition of the standing crops.
- (5) The outturn of the crops at the time of harvest. This will be estimated in annas, which will be converted into percentages in the office of the Director of Agriculture at the time of compilation.
- (6) The stocks of grain, as far as these can be ascertained.
- (7) The retail shop prices of common (cheapest) rice in respect of all districts, of wheat in respect of the districts of the Patna Division, Monghyr, Bhagalpur and the Santal Parganas, and of maize in respect of the districts of the Patna Division, Monghyr, Bhagalpur, the Santal Parganas, Hazaribagh, Palamau, Manbhum and Singhbhum (quantity obtainable for a rupee).
- (8) The general condition of the people—particularly the existence of scarcity, if any, or distress, whenever it may occur.
- (9) The health of the people.

(10) Any failure in the supply of fodder, the presence of disease, or the occurrence of any unusual mortality among the cattle.

(b) The Superintendent of Police shall in all cases submit the original reports of police officers to the District Officer; and in so doing shall add his own remarks: (i) whenever the retail shop prices of the food-grains enumerated in section 2 (a) (7) rise to 20 per cent. or more above the normal rates, as compared with the nearest quarterly rates shown in the schedule published by the Director of Agriculture [section 4 (3)] (ii) whenever any other cause for apprehension arises, or (iii) when special orders to this effect are issued by the District Officer.

3. *Explanation of rise of prices to 40 per cent. or more above normal rates.*—Whenever the retail shop prices of the food-grains mentioned in section 2 (a) (7) rise to 20 per cent. or more above the normal rates, the District Officer shall exercise special watchfulness; and, when the prices reach the scarcity rate (viz., 40 per cent. above the normal rates), he shall submit an explanation of the rise, with a brief report on the condition of the people and of the state of his district, to the Commissioner of the Division, who shall, if he considers it necessary to do so, report the matter to the local Government.

4. *Duties of the Director of Agriculture.*—It shall be the duty of the Director of Agriculture—(1) To ascertain, by periodical inspection, that the system for the supply of information from the police, prescribed by section 2, is being efficiently and properly worked in each district, and to report to the District Officer, and any other authorities whom the local Government may appoint for the purpose, any defects in its working.

(2) To compile and collate periodically, in an intelligent form, the facts and statistics which are derived from the system established for the provision of information of the character above described. For this purpose he should have full access, under such rules as may be laid down by the local Government, to any statistical and agricultural returns and reports which are submitted by District Officers to the higher Revenue authorities.

(3) To prepare and submit to the local Government, for publication in the *Bihar and Orissa Gazette*, in January, 1930, and subsequently at the end of every five years, a schedule of normal rates of prices of the following food-grains:—

- (a) Cheapest rice.
- (b) Wheat.
- (c) Indian corn or maize.

The schedule shall be compiled from the half-monthly returns of retail prices furnished by District Officers in accordance with the latest

rules approved by Government, and shall in each case show the averages of the prices prevalent on the last day, or last market day, of January, April, July and October during the past five years. Should any year of abnormal scarcity or plenty fall within the period of five years ending on the previous 31st December, it should be left out of the calculation, and the latest year not included in the five-year period should be substituted for it. Copies of the schedule, when published, will be furnished to all District Officers and Commissioners of Divisions.

(4) To prepare, from time to time, after an examination of settlement reports and other similar sources of information which may be available, as well as of the information periodically collated in his own office, a statement of the agricultural circumstances of each tract of the province, and of the measures, if any, which are, in his opinion, required to improve the agricultural efficiency thereof.

(5) To make suggestions from time to time as to the improvement of the system for famine warning.

5. *Duties of the Commissioner, the District Officer and the Subdivisional Officer.*—The Commissioners of Divisions, and under them the District and Subdivisional officers, are bound to keep themselves at all times informed of the agricultural condition of every part of their divisions, districts and subdivisions, respectively, and to enforce the observance of all rules laid down by Government for the collection of agricultural statistics and information. Subdivisional officers should exercise the greatest vigilance in reporting to the District Officer anything of importance regarding the agricultural state of their subdivisions, when scarcity is apprehended.

6. *Other preparations.*—Other elaborate standing preparations for famine were enjoined in the old Code, including lists of large and small projects suitable for test and regular famine relief works, organization of the district into famine charges, and reserve of tools and plant. These are no longer necessary. But it is the duty of the District and Subdivisional Officers to keep themselves informed of large projects in execution or contemplation by the district board or by the railways, which might absorb agricultural labour during a period of distress. It is also their duty to consider what form of small projects, such as re-excavation of tanks, destruction of water hyacinth, wells, embankments, drainage cuts, minor irrigation works, village roads and sanitary improvement, etc., would be suitable in the event of distress. In districts in which there are forests the possibility of providing employment therein should be examined, more specially when there are jungle tribes, for whom relief may be required. District Officers are, of course, responsible that they hold an adequate supply of maps, on which famine charges can be blocked out, when the need arises. Commissioners, District and Subdivisional Officers are expected to



make themselves familiar with the previous history of their charges in respect of flood and famine, as soon as possible after they assume charge of their office.

7. *Standing preparations for floods.*—In districts where floods have occurred in recent years it will be generally found that proposals for standing preparations have been made in the final reports on the calamity; for example, the organization of flood warnings, the provision of boats, etc. It is the duty of the local officers to ascertain what orders have been passed on these proposals and to see that effect has been given to them. [See section 178.]

## CHAPTER. II.

### Expectation of distress and period of small scale relief.

8. *General.*—When the rains fail and anxiety is felt, it is of the utmost importance to make active preparations and thereby put heart into the people. There is no greater evil than the depression of the people; for moral depression leads directly to physical deterioration.

9. *Duties of District Officers.*—At the beginning of this stage the District Officer should himself visit all areas in which scarcity is apprehended and form an estimate of the degree of distress which is likely to occur in each. He should prepare his plans for the future, dividing the affected areas into circles to each of which he can depute an officer (a junior Deputy Collector, Sub-Deputy Collector or Kanungo) to watch the development of distress at the early stages. He should consider in some detail what village works will be suitable, if distress increases, and what means of employment will be available, e.g., on district board works, railway works, etc. The readiness of able-bodied labour to take up such employment, as well as the flow of labour to large centres, such as Calcutta or the coalfields, will form some test of the intensity of the scarcity, but recent experience has shown that the value of such a test by itself may be exaggerated. The District Officer must rely mainly on personal observation and the reports of really trustworthy officers.

10. *Duties of officers employed on watching distress.*—The officers deputed to watch the development of distress should visit the villages included in their charge, and draw up preliminary lists of persons, who owing to their age or infirmity, are likely to require gratuitous relief. They should also prepare and submit lists of village works, on which money can be properly spent, and estimate the cost of such works. The number of persons who can be employed on them should be estimated treating as the unit the employment of one person for one day. Thus, if a tank will employ 50 persons for a month, the estimate will be for 1,500 units. They should in particular consider whether special forms of relief will be necessary for any particular class, such as weavers or jungle tribes. They will submit weekly reports to the District Officer through the Subdivisional Officer. It is very desirable to start the work with an officer of previous experience, if available, and to attach to him other officers for training, before employing them in independent charge. The officers so employed must be given definite areas to supervise and definite orders as to the frequency of

their visits to each village. At the early stages it will usually be enough if each village is visited once a month, but later more frequent visits will be necessary, until, when regular gratuitous relief is being distributed even for a small area only, weekly visits should be prescribed.

11. *Co-operation with district boards.*—The District Officer should keep the district board informed from time to time of the scarcity position and ask that body to consider the ways in which it can co-operate, particularly by pushing on works in the affected area in preference to works elsewhere, or by diverting funds to such works in preference to other forms of expenditure. District boards can no longer be counted on as a matter of course to undertake gratuitous relief or relief works, though they have all been authorized to do so by a notification under section 99 of the Local Self-Government Act. Certain boards have also been authorized by a notification under section 99-A of that Act to spend money on irrigation works, etc., as a precaution against famine.

12. *Co-ordination of non-official relief.*—The District Officer should also seek to co-ordinate non-official relief agencies and private charity. With this aim one or more committees of the most influential residents may be formed, whose duties will be to advise generally, to stimulate private charity and the undertaking of private works, to collect subscriptions, and later on, if necessary, to manage works, or to supervise or assist in the distribution of gratuitous relief. Subscriptions may be collected in cash or grain. Apart from the funds entrusted to Government agency for distribution, for which the instructions contained in Chapter XIV should be followed, it will usually be found that private organizations are anxious to work in the distressed areas. The District Officer should get into touch with these and tender his advice to secure that help is given where it is most wanted and that there is no overlapping.

13. *Definition of responsibility of non-officials.*—Landowners and others should be encouraged to come to an agreement or at least a general understanding in advance regarding their responsibility for the cost of private works, and such agreement or understanding should be duly recorded. The proprietors or managers of large estates should be invited to take over the entire management of relief therein, should it become necessary, and it should be considered whether and if so to what extent it may be necessary to grant such persons a subsidy from public funds. Whether such subsidy is granted or not, it must be clearly understood that the ultimate responsibility for adequate relief rests with the officers of Government, who must from time to time inspect the management of the relief with this in view.

14. *Measures to be adopted when scarcity is first apprehended.*—(a) On the first warnings of scarcity, the District Officer shall cause a weekly rainfall and price report to be prepared by his office in Form B—I. and shall call for a special crop report from the police, in Form B—II.

(b) The District Officer and Subdivisional Officer shall check the latter report, in consultation with representative and respectable land-owners and other persons competent to give an opinion.

(c) The District Officer shall further obtain from the Railway authorities returns of the import and export of food-grains, in Forms B—III and B—IV, for the purpose of forming a rough estimate of the extent to which grain is leaving or entering the district.

15. *Reports to be submitted by the Superintendent of Police at this stage.*—At this stage also, the Superintendent of Police shall submit periodical reports (fortnightly, unless otherwise ordered), to the District Officer, on the following matters, for the area under his charge :—

- (1) Any increase in crime attributable to a general rise in prices or scarcity of food.
- (2) Any wandering of needy or starving persons.
- (3) Any emigration from, or immigration into, the area.
- (4) Any unusual increase of mortality.
- (5) Any cases of starvation or severe want.
- (6) Any decline in the above symptoms of scarcity.

16. *Demi-official warning by District Officers, and first official report.*—District Officers shall warn the local Government, demi-officially, or by a special telegram (if the calamity is sudden), at the earliest possible moment, of any natural calamity, such as drought or flood, and of the consequent probability of shortness of crops likely to lead to distress. A copy of such communication shall at the same time be sent to the Commissioner of the Division. The first official indication of a failure of harvests and of consequent scarcity in any district shall be communicated in the ordinary weekly telegraphic weather and crop report submitted to the Director of Agriculture.

17. *Expectation of organized relief.*—If subsequently the state of affairs becomes so serious that organized relief from public funds appears likely to be necessary, the fact should be distinctly stated by District Officers in their weekly telegraphic weather and crop reports.

Until famine has been declared, these reports should also notice the measures taken to ascertain the existence of distress and the preliminary measures taken to relieve it, e.g., the opening of test-works

their visits to each village. At the early stages it will usually be enough if each village is visited once a month, but later more frequent visits will be necessary, until, when regular gratuitous relief is being distributed even for a small area only, weekly visits should be prescribed.

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(b) The District Officer and Subdivisional Officer shall check the latter report, in consultation with representative and respectable land-owners and other persons competent to give an opinion.

(c) The District Officer shall further obtain from the Railway authorities returns of the import and export of food-grains, in Forms B—III and B—IV, for the purpose of forming a rough estimate of the extent to which grain is leaving or entering the district.

15. *Reports to be submitted by the Superintendent of Police at this stage.*—At this stage also, the Superintendent of Police shall submit periodical reports (fortnightly, unless otherwise ordered), to the District Officer, on the following matters, for the area under his charge :—

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- (2) Any wandering of needy or starving persons.
- (3) Any emigration from, or immigration into, the area.
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Until famine has been declared, these reports should also notice the measures taken to ascertain the existence of distress and the preliminary measures taken to relieve it, e.g., the opening of test-works

the number of persons resorting to such works, the number of persons (if any) receiving gratuitous relief, and whether arrangements are being made for the grant of remissions or suspensions of revenue and of agricultural loans, etc.

When once famine has been declared, a separate famine telegram shall be submitted as laid down in section 67, the weekly weather and crop telegram being confined to a description of the progress of the season, the condition of the crops and the state of stocks and prices in the non-affected areas.

18. *Information required by the Government of India.*—The first indications of crop failure and distress amongst the population in any part of the province, whether due to drought or other natural calamity, should be communicated by the local Government to the Government of India by telegram.

When once the existence of famine in any part of the province has been recognised by the starting of regular relief measures, a weekly famine telegram will be submitted to the Government of India, as laid down in section 70.

19. *Grant of advances.*—Moral depression of the people, such as is alluded to in section 8, is inevitable on the occurrence of a general calamity, especially when there is a sudden disaster like a severe flood which renders the inhabitants of the affected locality helpless and homeless; and it is of great importance, on such occasions, to have recourse to an early and adequate distribution of loans, both as an act of moral strategy to give confidence to the people, and also with the object of stimulating agricultural effort and agricultural credit. When, therefore, the monsoon rains fail or crops are destroyed by floods or otherwise, liberal advances should be given under the Land Improvement and Agriculturists' Loans Acts, and should, if necessary, continue to be given, whether famine is declared or not, until normal conditions are restored. The former class of loan stimulates the demand for labour. The latter, in the first instance, may enable the cultivators to re-sow or re-transplant *bhadoi* or winter rice. They may also enable cultivators to secure special harvests by improving the supply of irrigation or otherwise. And, at a later period, after prolonged drought or scarcity, loans may be given with advantage to stimulate cultivation wherever a fall of rain or facilities for irrigation render it likely that catch-crops of the class of *khesari*, *moong* or *cheena* can be secured, and to enable the smaller cultivators to purchase seed or cattle. It is important that these loans should be given neither too long before they can be used for agricultural operations (for then they will be exhausted to meet the immediate necessities of the household), nor after the opportune moment, when their utility will be impaired, if not destroy-

ed. Accordingly, the machinery for their distribution should be perfected, so that, at the approach of rain or any season at which they may be needed, the money may be distributed with promptitude in time to allow the cultivator to make his preparations. As a rule, the lists of recipients of loans under the Agriculturists' Loans Act should be made out by gazetted officers, and the loans should be distributed locally in order that the villagers may not have to come into headquarters and to be kept loitering about the cutcherry, and the system of joint bonds should be followed, where possible. In the case of sudden disasters, when there is no time for detailed selection and enquiry, the more complicated procedure laid down for ordinary observance should give place to a simpler one. Separate applications will not be necessary; one complete list of recipients of the loans will answer the purpose of Form A for each village, which should form the unit, while joint and personal security of all the villagers will render detailed enquiries unnecessary. The special rules are printed in Appendix V—II.

At the end of a period of scarcity, when the District Officer can lay his plans at his leisure, the best way to restore confidence to the raiyat, and at the same time to ensure that the money is used for its proper purpose, is to select the recipients for the loans in good time, but only to distribute the money when the opportunity to expend it profitably is at hand.

Advances may also usefully be made through Co-operative Societies.

20. *Enquiries to be made as to suspensions or remissions of revenue or rent.*—Enquiries shall at this stage be started as to the extent to which suspensions or remissions of revenue or rent will be necessary in the event of crop failure.

Suspensions and remissions of revenue or rent will be granted according to rules and orders which may be issued from time to time on the subject.

21. *Intimation to Railway authorities.*—When scarcity or famine is impending in any district, the District Officer shall communicate the fact at an early date to the Agents or Managers of the Railways likely to be concerned. If, subsequently, it appears that famine is inevitable, or that any unusual stress for the supply of food-grains or fodder is likely to be thrown on any Railway Administration, the action prescribed in sections 52 and 53 shall be taken.

22. *Financial position to be reviewed by the local Government.*—When distress appears to be imminent, the local Government



will review its financial position, and decide what allotments shall be made to Commissioners of Divisions, in which distress is anticipated, for expenditure in connection with relief operations.

23. *Measures as regards the provision of establishment, when severe distress is apprehended.*—As soon as severe distress is apprehended, which may have to be met by opening important relief works or by widespread distribution of gratuitous relief, the steps described in the following sections shall be taken for the purpose of having an efficient and adequate establishment ready when required.

24. *Lists of suitable Charge and Circle Officers, and of accountants and clerks.*—(a) The District Officer shall prepare lists of persons, whether already in Government service or candidates for it, who are likely to make efficient officers in charge of relief works, and Circle Officers. Candidates for the post of Circle Officer should be men of good family, of some social position, of fair educational qualifications, of active habits and able to ride, and, if possible, vouched for and guaranteed by superior Government officials or gentlemen of good standing and position. Candidates for the post of officer in charge should, in addition, have had, if possible, some engineering training. The pay of a Circle Officer should be Rs. 60 a month, with Rs. 25 travelling allowance, and that of an officer in charge from Rs. 60 to Rs. 120 a month.

(b) The District Officer shall further prepare lists of persons suitable to serve as accountants and clerks in his own office and in the offices of Charge Superintendents.

25. *Lists of subordinate engineering staff.*—The Executive Engineer shall prepare and submit to the Superintending Engineer lists of persons likely to make efficient work-agents.

The Chief Engineer, Buildings and Roads Branch, shall prepare, in consultation with Superintending Engineers and the Principals of the Bihar Engineering College and the Cuttack School of Engineering, lists of all persons competent to be famine officers of the rank of an upper subordinate.

26. *List of medical subordinate staff.*—The District Medical Officer shall prepare and submit to the Inspector-General of Civil Hospitals lists of all persons likely to be efficient members of the sanitary establishment in case of famine.

27. *Training of candidates.*—As soon as it is clear that officers of the classes referred to above will be required, efforts should be made to train candidates for employment for the work they will have to do. The most suitable works and offices should be selected, and candidates

should be attached to them for training. An allowance, not exceeding one month's pay of the appointment for which they may qualify, may be given to them at the discretion of the District Officer. For the purpose of training the accounts establishment, the Accountant-General will be asked to depute, to districts where their services are required, such trained men from his own office as can be spared or replaced.

28. *Reserve of trained candidates in excess of immediate requirements.*—Every effort should be made to secure and maintain a sufficient reserve of trained candidates to meet probable requirements, with a margin for replacing officers who may resign or prove inefficient or untrustworthy, or whose health may break down. With this view, power is given to the Commissioner and to the Chief Medical Officers, under section 287, to sanction the engagement of a staff in excess of immediate requirements, when they consider such a course necessary.

29. *Probable development—Prolonged distress.*—It is the experience of recent years that severe failure of the principal crop, owing to drought, flood or other cause does not in Bihar and Orissa bring about widespread famine conditions with anything like the same rapidity and certainty that it used to do. Consequently the need for organizing relief on a large scale arises infrequently and the normal development is a period of prolonged distress mainly among the dependants of the able-bodied labourers, who have sought work in the industrial centres, and among paupers who ordinarily rely on private charity. At the same time it cannot be safely assumed that real famine conditions will never re-appear, and hence the preparations for them which have been indicated in this chapter are still necessary. They can be well combined with relief of prolonged distress, which, owing to natural causes, such as a good *mahua* or other special harvest, or to remedial measures, such as the timely and adequate distribution of loans under the Land Improvement and Agriculturists' Loans Acts, does not become so severe or widespread as to necessitate the declaration of famine. During this stage it is open to the local officers, with the approval of the local Government and within the provision of funds made to them, to adopt all or any of the measures described in the subsequent chapters dealing with the situation when famine has been declared.

30. *Danger signals.*—When all preparations have been made, the District Officer should wait upon events and devote himself to careful observation. If he finds that prices continue to rise, the following indications should be carefully looked for:—

- (1) The contraction of private charity, indicated by the wandering of paupers.

- (2) The contraction of credit.
- (3) Feverish activity in the grain trade.
- (4) Restlessness shown in an increase of crime.
- (5) Unusual movements of flocks and herds in search of pasturage.
- (6) Unusual wandering of people.
- (7) Increased activity in emigration. [As emigrants generally leave by rail, the booking returns form a good indication.]

When these phenomena are clearly observable, it is time for the District Officer to find out whether they are real or deceptive, by opening test-works, if the previous famine history of the district shows that they are likely to be of value, reporting his action to the Commissioner. At this stage also, poor-houses may conveniently be opened for the purpose of relieving starving wanderers (Chapter VIII), and temporary rest-houses, or *sarais*, may be constructed on the main roads. Where experience has shown that test-works afford little guidance, the District Officer will have to rely on the emigration figures and on the supply of unskilled labour for large local works in judging how far there is under-employment, while he will have to judge of the need for gratuitous relief from the observations of trusted subordinates supplemented by close personal observation.

31. *Duties of the Superintendent of Police at this stage.*—At this stage, too, the Superintendent of Police should consider whether it is necessary to organise a system of patrols, for the lanes and bye-ways of towns and villages, in order to conduct starving wanderers to the nearest relief work, poor-house, police-station, or outpost, and to make arrangements to provide such wanderers with food in transit. For this purpose, officers in charge of police-stations shall be provided with funds. /

32. *Report to Government when distress prevails or famine is imminent.*—Whenever, owing to drought or other natural calamity, agricultural prospects become serious, and apprehensions of distress arise in any part of his district, the District Officer shall, at once, submit to the Commissioner, for the information of the local Government, a special report, under the following heads:—

1.—The grounds of his belief that distress or famine is impending, commenting upon—

- (a) (i) the normal percentage of each harvest to the total harvest of a year; (ii) the actual outturn of each harvest of each year in cents with reference to the normal outturn of the normal area; and (iii) the outturn of each harvest of the

year reduced to express the relation which each such harvest bears to the total harvests of the year (100 per cent. being taken as the normal total of all three harvests);

**NOTE 1.**—The figures for (i) above can be obtained by reference to the Director of Agriculture. The Director will base his calculations on the estimates of areas and outturns for the harvest of the previous 10 years or more, omitting years of abnormal scarcity or plenty.

2.—The figures for (ii) above, that is, the actual outturn of each harvest in each year with reference to the normal outturn on the normal area, should be obtained as shown in the note to Form B—II. Such figures for previous years, in which a year of abnormal scarcity or plenty will, if possible, be included (if these are not already available in the office of the District Officer), and for the current year up to the harvest under report, can be obtained by reference to the Director of Agriculture.

3.—Similarly, the figures for (iii) above can be obtained by reference to the Director of Agriculture.

4.—A list of crops to be included under each of the three harvests of the year can be obtained from the Director of Agriculture.

(b) the statistics of mortality;

(c) the condition of the people;

(d) the state of crime and condition of prisoners on admission to jail;

(e) the influx, if any, of strangers and the emigration, if any, of residents;

(f) signs of increased wandering or restlessness of beggars.

II.—The report should review the economic condition of the district or part or parts of the district affected; the outturn of recent harvests; the nature and the extent of the anticipated failure of crops; the probable intensity and duration of distress and the contingencies on which they depend; the classes most affected; the position as regards local trade, communications, food-stocks, prices, fodder and water-supply, etc., the precautionary steps taken to organise measures for dealing with distress and the proposed measures of relief; the prospects of employment on large works in the district and the kind of small works, which will be suitable for local relief; the probable extent to which the land revenue demand may have to be postponed or remitted; and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure, as far as they can be estimated at the time.

III.—The report should also show—

(a) the area and population likely to be affected;

(b) the extent of relief which is likely to be required;

- (c) the expenditure which that relief will involve;
- (d) the local sources from which such expenditure can be met;
- (e) the amount required from provincial funds to meet the Government expenditure for three months (Form L—1. should be used);
- (f) the additional staff which will be required in the Civil, Public Works, and Sanitary Departments.
- (g) whether any landlords are likely to remit rent, and whether any concessions should be made to raiyats in Government estates.

This report should be accompanied by a map in duplicate, in which affected tracts should be approximately indicated, shades of light-blue signifying slightly affected, and shades of dark-blue seriously affected, tracts.

A similar preliminary report should be submitted for any other part of a district which may become affected subsequent to the submission of the first preliminary report.

**NOTE.**—Skeleton maps of scale 8 miles to the inch will be supplied on indent by the Bihar and Orissa Survey Office.

33. *Further report if required.*—The preliminary report should be furnished as soon as it is possible for the District Officer to form a general estimate of the position, and should not be delayed for detailed or exact statistical information, the object being to give the local Government the earliest information practicable as to the likelihood of relief measures being required. If the statistical data are not complete, a fuller report should be furnished in continuation of the preliminary report as soon as the materials are available. Any marked change in the situation for better or worse should be immediately reported by telegram.

34. *Increase of Circle Officers.*—As soon as it is certain that widespread distress is imminent, it will be necessary to subdivide the areas in which officers have already been deputed to perform the duties laid down in section 10, and to appoint additional officers from the lists compiled under section 24, to take charge of the smaller areas. (An alternative procedure is to retain the existing areas and to appoint assistant circle officers to work under the Circle Officers.) The staff of Circle Officers should at this stage revise carefully the preliminary lists of persons to whom gratuitous relief may properly be given and in the revision of these lists the committees, if any, appointed under section 12, should be consulted. If the organization of Circle Officers threatens to become too large for adequate supervision by the Subdivisional Officer, one or more, Charge Superinten-

dents should be appointed preferably from among the officers who have already been employed on watching the earlier stages of distress. The main duties of these officers will be to check the lists of recipients of gratuitous relief, to organize and watch its distribution, to organize small village works, and to see that these are carried out economically and afford real relief to the able-bodied labourers who require it.

35. *Management of test-works.*—If test-works are opened, it will be the duty of the District Officer to arrange for their adequate supervision by a professional engineer. Unless the district board is agreeable to the arrangement, the services of the District Engineer cannot be counted upon for this duty. The District Officer will have to depend on the assistance of the Executive Engineer, who must, if so required, lend a competent subordinate either as a part-time or whole-time officer. Test-works must be conducted strictly in accordance with the Famine Code, i.e., payment will be strictly by results, the task will be that laid down in section 91 (a) and the wages limited to the scale laid down in section 123, unless the Commissioner sanctions any variation under the next following section. Dependants will not be relieved on test-works, nor will there be a rest-day allowance. District Officers are specially warned against treating as test-works for the purposes of reports and returns any works not conducted strictly under this section, e.g., ordinary works in progress under the Public Works Department or the district board. At the same time the supply of labour for these works affords some indication of the prevalence of distress.

36. *Powers of the District Officer and Commissioner as to tasks and wages on test-works.*—The District Officer may, with the sanction of the Commissioner, reduce the wage on test-works below the wage prescribed by this Code; and if women and children flock to the works from adjacent villages in large numbers, the District Officer may, as a temporary measure, give rations of cooked food to women and children in lieu of the wages. If, on the other hand, the District Officer considers that the scale of task and wage laid down in section 35 is too severe, and that the work accordingly fails to serve as a test, he may, with the sanction of the Commissioner, reduce the task to that laid down in section 91 (b), and raise the wage to the scale laid down in section 124.

37. *Gratuitous relief.*—It has already been indicated that during this period gratuitous relief will be required, on a small scale at first increasing by degrees as private charity contracts and the area affected by the distress enlarges. It is particularly necessary for the dependants if able-bodied persons who have emigrated, until they are

known to be in receipt of remittances. The manner in which and the classes to whom gratuitous relief should be dispensed are set forth in Chapter VII.

38. *Weekly telegrams.*—As soon as any gratuitous relief is given, or as soon as test-works (in the proper sense of the term) are opened, the number of men, women and children gratuitously relieved, as well as the numbers employed in the test-works will be reported, as laid down in section 17, in the ordinary weekly telegraphic weather and crop reports.

39. *Weekly returns during this stage.*—Weekly returns shall be submitted by District Officers direct to the local Government in Form B—V, showing the numbers of persons attending test-works or relieved under this chapter. Copies of these returns shall be sent to the Commissioner.

The returns should be supplemented with notes of material changes in the condition and prospects of crops, prices, food-stocks, importations or exportations of grains, rainfall, public health, emigration or immigration of famished people, and condition of cattle, together with a comparison of the number of applications under the Land Improvement Loans Act and the Agriculturists' Loans Act, with the number of applications received ordinarily at that time of the year.

40. *Special telegram to Government recommending declaration of famine.*—When test-works begin to attract workers in considerable numbers, or when gratuitous relief appears likely to be required on a considerable scale, the District Officer shall report the fact, in continuation of the reports prescribed by sections 32 and 33, to the Commissioner and to the local Government by a special telegram, with a view to famine being declared. As a rule, the criterion, as regards gratuitous relief, may be held to have been attained when  $\frac{1}{2}$  per cent. of the population (according to the preceding census) of any thana or larger area in the district has been on relief for two months continuously.

41. *Fodder and drinking water.*—If there is a prospect of scarcity of fodder, the provisions of Chapter XV shall be adopted. If there is a prospect of a scarcity of drinking water, advances under the Agriculturists' Loans Act shall be given for the purpose of sinking wells. For this purpose the services of Committees, if any, appointed under section 12, shall be freely enlisted.

42. *Provision of additional civil and medical staff.*—Prior to the declaration of famine it is expected that the Commissioner will be able to supply the necessary civil staff from the normal strength of officers in his division, supplemented with outsiders recruited locally

It is, however, open to him to apply to the local Government for extra assistance without recommending the declaration of famine, if that course appears unnecessary. The local Government will supply, so far as it may appear necessary after persual of the reports submitted under sections 32 and 33, the additional medical and sanitary staff through the Inspector-General of Civil Hospitals and the Director of Public Health as well as the additional engineering staff, if any required.

43. *Provision of funds.*—It has already been laid down in section 32 III (e) that the amount required for expenditure on Government account for three months shall be stated in the preliminary report. Funds will be provided on consideration of this report for that period. The District Officer is responsible for watching expenditure against the provision and for reporting in good time, if it is likely to be exhausted before the end of the period for which it has been supplied.

44. *Further detailed report.*—At the end of each period of three months, during which this stage of small scale relief lasts, a detailed report on the lines of that prescribed in section 32 shall be submitted by the District Officer through the Commissioner to the local Government. Details already given, which have not altered during the period, need not be repeated, but a summary of the progress of distress and the measures taken to relieve it must be added, and a forecast of the following three months leading up to the requirements of staff and funds must be made. Form L—I should be used for the application for further provision of funds. It is open to the District Officer to submit, and to the Commissioner to require, reports at more frequent intervals, if the situation demands it.

45. *Special reports by the local Government to the Government of India.*—Matters necessitating an increase of the provincial staff by drafts from central departments, or otherwise, should be separately represented, as occasion may require, in special reports, which should be submitted in sufficient time to enable the Government of India to make such arrangements as may be considered necessary.

46. *Report on emigration from, or immigration into, British territory.*—Whenever the volume of immigration of subjects from any Indian State into British territory is so large and of such a character as to indicate the want of an adequate system of famine-relief in that State, the District Officer should call the attention of the local Government and of the Political Agent or other Political authority in the State concerned to the fact. The local Government will address the Government of India on the subject, stating the facts and the name of the State or States concerned. Similar action should be taken when British subjects are found to be migrating to Indian States.



## CHAPTER III.

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### Declaration of famine and subsequent relief.

47. *Declaration of famine.*—On receipt of the telegram required by section 40 the local Government will decide whether in a district or part of a district famine should be declared. In the event of such a decision, orders should be issued forthwith to the local officers concerned, and the Government of India shall be informed.

48. *Meaning of declaration.*—The declaration of famine does not imply the assumption by Government of any new responsibility for combating distress. It is a recognition that the distress, for the alleviation of which Government have already adopted the measures described in the previous chapter, has assumed proportions which require a widening of ameliorative measures, a more ample provision of funds and consequently more detailed and more frequent reports on the situation.

49. *Arrangements for control.*—Ordinarily the control of relief will remain in the hands of the Commissioner even after famine has been declared. If the affected area in a Division is very large and the Commissioner's charge is a heavy one, the local Government may appoint an additional Commissioner, either to control famine administration or to relieve the Commissioner of all or part of his ordinary duties, so that he may be better able to control relief operations. Where the affected area is not only very large but extends beyond the limits of one Division, a Famine Commissioner will ordinarily be appointed to control the whole famine administration.

50. *Village organization.*—When famine has been declared the system of village inspections shall be developed. As stated in sections 10 and 34, the circle will be the unit of administration; but if the pressure is great, sufficient staff shall be appointed to ensure that every village may ordinarily be visited once a week by the Circle Officer or his assistant.

51. *Selection for gratuitous relief.*—The gratuitous relief lists shall be very carefully checked by the Circle Officer and his superiors in the manner prescribed in section 135. The Subdivisional Officer and the Charge Superintendents shall at this stage pay particular attention to the training of the Circle Officers subordinate to them in the practice of selection for gratuitous relief. Such selection shall at

the outset be made strictly in accordance with the provisions of section 134; but emaciated persons shall be brought on the list at once pending further enquiry as to their means of support.

52. *Meeting of civil and railway officers to arrange for grain traffic.*—When famine has been declared or when it appears that any unusual stress for the supply of food-grains or fodder is likely to be thrown on railway administration, the District Officer shall address the Commissioner of the Division on the subject. On receipt of such report, the Commissioner shall take steps to convene a meeting of civil and railway officers concerned, to discuss the probable nature and extent of the expected traffic, and the measures by which any demands likely to be made on the railway can best be met.

53. *Points to be discussed at such meeting.*—Attention should, at such meetings, be specially directed to the localities in which the stress of traffic is likely to occur, the date from which an unusual demand for import is likely to arise, the nature of the demand, whether for food-grains or fodder, and the probable sources from which supplies will be obtained. In regard to this last point, leading merchants and traders should be consulted.

54. *Immigrants from Indian States.*—Immigrants from Indian States should not ordinarily be interfered with except (1) when they are obviously too weak to carry out the journey they propose; (2) when it is known that the place to which they propose to go is unable to support them; and (3) when they are wandering aimlessly. On routes where migration is large, a regular chain of relief depots should be established; the duties of the officers in charge being to sell to migrants, who are able to pay, what they want in the shape of grain and fodder; to relieve the manifestly destitute; to record the volume and character of the migration; to send early information to the authorities of the localities from which, and of the countries to which, the wanderers are moving; to tell the latter where they will probably best find what they seek; and to warn them against tracts suffering from scarcity. In treating applicants for relief no distinction should be made between those who come from British territory and those who have migrated from Indian States. No pressure should be put upon such immigrants to return to their homes until the District Officer, after communication with the Political Agent or other Political authority, is thoroughly satisfied that the authorities of the Indian States are in a position to take over and provide for them, and that there is no danger in sending them back. When the District Officer is so satisfied, he should issue instructions for their collection on works and in poor-houses, as the case may be, and, in communication with the Political Agent or other Political authority in the State concerned,

should make arrangements for their removal, and, where necessary, for their support on the homeward journey. Such arrangements should be carried out as nearly as possible in the manner prescribed for drafting British subjects to their homes at the close of relief operations, the usual valedictory dole being given to those who would receive it if they were British subjects.

55. *Facilities to be afforded to persons seeking food in Government forest reserves.*—In localities where forest produce is utilizable as human food, the local Government should be moved to direct that every facility compatible with the safety of the forests shall be afforded by the Forest Officers to persons seeking such food in Government forest reserves. If such forest produce has been leased out to contractors, it may be necessary to cancel the leases, in which case the contractors shall receive compensation.

56. *Attitude towards private trade.*—(a) Without the previous orders of the local Government, no grain shall be imported by the local officers into any tract or to any relief work, save as a temporary measure when a flood has destroyed local stocks and communications are disorganized. The policy followed should be strictly one of non-interference with private trade.

(b) Every possible facility shall be given for the free action of private trade in time of famine; and the local Government shall from time to time consider whether tolls on bridges and rivers shall be suspended, or whether the Government of India shall be moved to reduce the railway rates for the conveyance of grain.

(c) If supplies on any relief work or in any tract run short, the District Officer may assist private trade by making recoverable advances to grain merchants, with or without interest, reporting his action for the information of the local Government.

## CHAPTER IV.

### **Powers and duties of officers of Government in time of famine.**

57. *Powers and duties of the Famine Commissioner.*—The Famine Commissioner, if one is appointed under section 49, shall, as the delegate of the local Government, exercise complete control, so far as famine relief is concerned, over all Civil Officers, and officers of the Public Works Department, of whatever grade they may be. Subject to the control of the local Government, he shall pass orders on all matters connected with famine, submitting to it such reports and returns as may be prescribed. He shall constantly move about, giving advice and instructions on the spot.

58. (a) *Powers and responsibilities of Commissioners of Divisions.*—The Commissioner within his Division shall exercise general control over all relief operations, subject to the orders of the Famine Commissioner, when one is appointed. He shall be responsible for the provision of the funds necessary to carry out all relief measures (sections 256 and 257).

(b) In addition to his ordinary powers of transfer, the Commissioner shall have power to transfer within his division medical subordinates employed on relief operations under Civil Officers, notifying such transfers to the Inspector-General of Civil Hospitals.

(c) The functions described in this section shall be exercised, so far as may be, subject to any special orders of the local Government, by an Additional Commissioner, if one is appointed under section 49 for the control of famine relief.

59. *District Officer.*—(a) The District Officer shall be generally responsible for, and exercise control over, all relief works and arrangements for giving relief, and shall be responsible for providing and punctually distributing the necessary funds to all Civil Officers within his district (sections 256 and 258). Officers of all departments employed on famine duty within the limits of his district shall obey his orders, pending reference to superior authority, in all matters relating to the employment and wages of labourers, the opening or closing of works, the fixation and variation of tasks, the arrangements for, and the actual distribution of, gratuitous relief, and generally in all matters which are not exclusively professional.

(b) After famine has been declared in a district or part of a district, the District Officer shall have power to open such relief works, kitchens and poor-houses as may be necessary, and to grant gratuitous relief.

60. *Duties of Public Works Officers, and Medical Officers.*—

(a) Since it is unlikely that large-scale relief works will be required in any district of Bihar and Orissa, the staff of the Public Works Department will not ordinarily be required to control relief operations. These officers will be called in both before and after the declaration of famine to advise the District Officer and the Commissioner on technical matters. The Executive Engineer may thus be required to accompany the District Officer to the affected tracts and advise him on the siting of relief works, on the task to be imposed, the rates to be paid and other such matters. Similarly the officers subordinate to the Executive Engineer may be required to render assistance to the Civil Subdivisional Officer, while the Superintending Engineer will assist the Commissioner. Where relief works are numerous and inspection of them from a professional point of view is frequently required, the District Officer may call on the Executive Engineer to lend him the whole-time services of one or more trained engineers, but they will not be placed in charge of such works, except under the special orders of the local Government. If any question of the propriety of the demands made by the District Officer on the services of Public Works officers arises, it shall be referred to the Commissioner through the Superintending Engineer, and the Commissioner's decision shall be followed pending orders from the local Government on any further protest which the Superintending Engineer may think fit to make.

(b) The duties of Medical Officers in times of distress and famine are set forth in Chapter XVI.

61. *Subdivisional Officer.*—The Subdivisional Officer (Civil) shall supervise the operations of Charge Superintendents, Circle Officers, officers in charge of relief works, other subordinate officials and private persons, in so far as such operations are connected with the administration of relief. In particular, he shall see that relief is being efficiently and economically administered; that orders of admission to works or gratuitous relief, where such a system is in force, are being properly distributed; that the provision for medical relief in famine hospitals and dispensaries is adequate; that special precautions are taken to guard the drinking water-supply from pollution, wherever works have been opened, and generally in the villages in which epidemic disease has broken out; that the provisions of this Code and the orders of the local Government are being fulfilled; that provision for the future is being duly made; that accounts are being punctually

and correctly kept, and reports properly submitted; that the land-owners and other wealthy or reliable inhabitants of the neighbourhood are being associated, as far as possible, in the administration of relief, and are giving such employment and assistance to their tenants and dependants as the circumstances may require. Until a Charge Superintendent is appointed the Subdivisional Officer will discharge all the duties of that officer.

62. *Assistant Subdivisional Officer.*—In severely distressed subdivisions, one or more "Assistant Subdivisional Officers" may be appointed; and these officers shall discharge the duties allotted to them by the District Officer or the Subdivisional Officer.

63. *Charge Superintendent.*—It will generally be necessary, in times of severe famine, to appoint Charge Superintendents to have charge of definite areas, such as thanas, under the Subdivisional Officer. Within their respective areas the Charge Superintendents will discharge the functions of the Subdivisional Officer described in section 61, subject to his orders. Under the account rules, the Charge Superintendent will receive a permanent advance and will act as a recouping officer for all officers subordinate to him within his jurisdiction, such as Circle Officers and officers in charge of large works, and also for officers in charge of police-stations distributing casual relief, and private persons authorised to distribute gratuitous relief. He will compile the report in Form C-II from the weekly charge progress returns for the area in his charge, and will generally, subject to orders, act as an intermediary between the subordinate famine officers and the District or Subdivisional Officer.

64. *Points requiring special attention at inspection.*—All officers inspecting relief works shall pay special attention to the classification of workers as weakly and to the verification of the earnings of all workers.

65. *Duties of Circle Officer.*—It shall be the special duty of the Circle Officer—

- (1) to make himself acquainted with every village in his circle, and with the circumstances of each household in every village, so far as may be necessary, to enable him to judge of the ability of its inmates to withstand distress;
- (2) to stimulate landowners to employ labour, especially on the construction of wells, tanks and similar works;
- (3) to make known the places at which, and the classes of persons to whom, relief works are open, the nature of each work, and the wages offered, and to encourage persons in distress to go to such works;
- (4) to make the enquiries described in sections 75 (b) and (d), and 102 (b), if ordered to do so;

- (5) to assist, when so ordered, in the management or control of relief works;
- (6) to initiate, promote, and control measures for gratuitous relief under Chapter VII, to give to relief committees detailed instructions for their guidance on all points necessary for the effective administration of relief in their villages, and to direct and control their action;
- (7) to visit each village in his circle once a week or as often as the District Officer may direct; to test, by frequent personal inspection, the list of persons in receipt of gratuitous relief; to forward the weekly return to the Charge Superintendent in Form E—VI; and to ascertain that relief has been distributed in the manner prescribed;
- (8) to assist, when so ordered, in the management of kitchens or poor-houses established in his circle;
- (9) to report immediately to the Charge Superintendent or Subdivisional Officer the occurrence of any unusual sickness among men or cattle in any village in his circle;
- (10) to keep himself informed in regard to the work available, the condition of the people, and their willingness or otherwise to work; also as to prices, the supply of food, the state of the water-supply, the condition of the cattle, the sufficiency or otherwise of the fodder-supply; and the state of communications.

66. *Village inspection.*—The duty of the Circle Officer is principally concerned with village inspection; and this is essential at all stages of famine, but particularly at the outset. It is the best source of information as to the extent of distress; it puts heart into the people; it enables the District Officer to take risks without anxiety, and to regulate with confidence the flow of relief,

#### REPORTS.

67. *Weekly telegraphic report to be submitted to the local Government—Statistics.*—When famine has been declared, the District Officer shall submit a weekly telegraphic report, which shall be despatched so as to reach the Secretary to Government in the Revenue Department on Tuesday without fail.

It shall give the following statistical information regarding Government famine-relief (including operations, if any, carried on through the District Board):—

- (1) Number of workers on (a) test-works in undeclared areas, and (b) relief-works of all kinds (exclusive of dependants).

- (2) Number of persons in receipt of Government gratuitous relief or special relief of all kinds (including the dependants of workers relieved on works, and weavers and artizans relieved in their own trade), in (a) undeclared areas, and (b) areas in which famine has been declared.
- (3) Total number of persons relieved in (a) undeclared areas, and (b) areas in which famine has been declared.
- (4) Total number of persons in receipt of regular gratuitous relief from any local charitable relief funds, other than the kind of relief described in section 229. If the money has been made over to Government, the number relieved may be included in (2) above.

[The figures should be the number on the last day of the week under report, i.e., the preceding Saturday or such other day as the District Officer may fix. If it is not possible or convenient to give this number, the daily average for the period covered by the latest weekly relief return may be given.

If a Subdivisional Officer is within easy reach of a telegraph office, and is specially ordered by the District Officer to consolidate the figures for his subdivision (section 151), he may telegraph his report direct to the local Government; if not, he shall send his report to the District Officer in time for the latter to include the figures in his telegraphic report to the local Government. The telegram should also record the price, in Government seers per rupee, as it stood on the last day of the week under report, of the staple grain upon which the famine wage for the time being is calculated in the district. There is no need to specify the staple. When the staple or the price varies from place to place in the district, an average will suffice, or the price of the principal staple. The message shall be in this form:—

District } \_\_\_\_\_ Saturday, the \_\_\_\_\_ of \_\_\_\_\_  
 Subdivision } \_\_\_\_\_

Test-Workers \_\_\_\_\_ Relief Workers..... \_\_\_\_\_  
 Gratuitously relieved (a) dependants of workers \_\_\_\_\_  
 (b) poor-houses, State orphanages or kitchens \_\_\_\_\_  
 (c) village dolos \_\_\_\_\_ and (d) weavers and artizans \_\_\_\_\_  
 Total gratuitously relieved \_\_\_\_\_ Grand total number of  
 persons on relief \_\_\_\_\_ Price \_\_\_\_\_

N. B.—When the message covers areas of both descriptions, the figures for gratuitous relief should, if possible, be given separately for (a) declared areas and (b) undeclared areas. Where regular gratuitous relief from local charitable funds is given, the total number on such relief should be separately shown.



68. *Other information required in the weekly famine telegram.*— In addition to the statistical information required by the preceding rules, the weekly famine telegram should contain general information as to changes in the condition of the people and the state of affairs in the affected areas, e.g. :—

- (1) Whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.
- (2) Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.
- (3) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.
- (4) The sufficiency of relief measures, and any special measures, such as relief to weavers and artisans in their own trade, the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.
- (5) The state of the public health, and the prevalence of epidemics.
- (6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.
- (7) When private or aided works are affording important relief, the number of persons relieved on such works, so far as known.

69. *Mode of obtaining statistics.*—The figures for large works will be supplied from Form C—I submitted direct to the District Officer; those for small works from consolidated Form C—XII submitted by the Charge Superintendent.

The numbers of workers returned for private works (aided and unaided) on the last day of the week in the weekly return in Form D—V (sections 119 and 121) should be shown separately. Dependants on relief-works, whether relieved in cash or grain, or at kitchens on works, will be included in the figures shown against "Dependants of workers".

The figures for gratuitous relief unconnected with relief-works will include persons relieved under Chapter VII, persons relieved in poor-houses (Chapter VIII), persons relieved at kitchens, other than

those at public or non-departmental works (Chapter VIII), children relieved at State orphanages (Chapter XI), and weavers and other artizans relieved under Chapter XIII, provided that they are not relieved at works. The necessary figures will be procured from the return in Form E-VI. They will show separately persons (1) relieved at poor-houses, State orphanages, or kitchens, and (2) those who are given village doles or other relief. They will be the number for the last day of the week, or the daily average for the period covered by the latest weekly relief return. In the former case, the figure should, if possible, be for the Saturday preceding; but if any relief centre is so situated that the information for Saturday cannot reach the Subdivisional Officer or the District Officer in time for it to reach the local Government by telegraph on Tuesday, the figures shall be for Friday, or such latest day as may be prescribed by the District Officer, the exact date being fixed by him for each relief centre with reference to its distance and the route by which the return has to be sent. The most satisfactory course will be for the District Officer to have before him all the returns in Form C—II (which include Forms C—XII, D—V and E—VI) from his Charge Superintendents by Monday evening, together with returns in Form C—I from officers in charge of large works. If that cannot be arranged, telegraphic reports must be sent in advance or consolidation of figures by Subdivisional Officers authorized.

70. *Weekly famine telegrams to Government of India.*—(a) When famine has been declared, a special famine telegram should be despatched to the Government of India weekly so as to reach their headquarters not later than Thursday in each week. It should give the following statistical information regarding Government relief:—

- (1) Number of workers on works of all kinds, including test-works (exclusive of dependants).
- (2) Number of persons in receipt of Government gratuitous relief or special relief of all kinds (including the dependants of workers relieved on works and weavers and artizans relieved in their own trade).
- (3) Total number of persons relieved.

The figures should be the number on the last day of the week under report, or the daily average for the week, and in telegraphing the figures the following abbreviations may be used, "Works ... Gratuitous. ... Total ...".

(b) The figures are not required for each district, but for the province as a whole. If famine relief measures are in progress in any Indian States under the political control of the provincial Government, separate relief statistics under the prescribed headings should also be supplied, as far as possible, for such States collectively.

(c) The inclusion of a district or State for the first time in the affected area, whether of a province or group, and, similarly, the removal of a district or State, as no longer affected, from the affected area, should be communicated in the weekly telegram.

(d) In addition to the statistical information required by the preceding clauses, the weekly famine telegram to the Government of India should contain a summary of the general information, as to changes in the condition of the people and the state of affairs in the affected areas, received compliance with section 68 from the District Officers :—

- (1) Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.
- (2) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.
- (3) The sufficiency of relief measures and any special measures, such as relief to weavers and artizans in their own trade, the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.
- (4) The state of the public health and the prevalence of epidemics.
- (5) The need for private charitable relief for clothing, medical comforts, other objects, and the extent to which it is being met.
- (6) When private or aided works are affording important relief, the number of persons relieved on such works, so far as known.

71. *Monthly statements, and explanatory report, to be submitted to the local Government.*—1.—The District Officer shall submit to the Commissioner, for transmission, in original, to the local Government, a monthly progress statement in Form C—IV (a), so as to reach the local Government as soon as possible after the expiry of the month to which it refers. He shall also submit to the local Government direct, forwarding at the same time copies to the Commissioner of the Division monthly statements in Forms C—IV (b) and C—IV (c) on or before the 15th of the month following that to which the information relates. The District Officer shall also submit a report explanatory of the

statistics given in the monthly statements in Form C IV (a), C—IV (b) and C—IV (c), commenting specially upon the following points :—

- (1) (a) The condition of the people and the state of the crops.
- (b) The range of prices and movements of food-grains, as illustrated by the returns in Forms B—I, B—III and B—IV.
- (c) The rainfall, a copy of the appropriate part of B—I being submitted.
- (d) The sufficiency of supplies in markets.
- (e) The rate of mortality, as compared with the normal rate, and the general health of the people of the affected area.
- (f) The increase or decrease of crime, and the nature of prevailing crime.
- (g) Emigration and immigration, and wandering (if any) of families or beggars.
- (h) The condition of cattle and the sufficiency of fodder.
- (i) The progress of agricultural operations.
- (2) Relief works; their nature and sufficiency; classes of people employed on them, i.e., whether chiefly professional labourers, raiyats or landholders, or persons other than agricultural labourers.
- (3) Comments on any increase or decrease of numbers on relief-works or in receipt of gratuitous relief, as compared with the figures of the previous month. (If a month's report includes five weeks, allowance must be made for this fact).
- (4) Arrangements regarding gratuitous relief; numbers on the lists; the character and sufficiency of the agency working it.
- (5) Poor-houses, kitchens, and their working.
- (6) The organization for the employment of weavers and other artisans, women, etc., at their homes in weaving, cotton-spinning, husking corn, etc.; the number of persons so employed—men, women and children.
- (7) The number of persons to whom loans under the Land Improvement Loans Act, or under the Agriculturists'

Loans Act, have been made, the system and security on which such advances are given, and the average amount usually lent to each person.

- (8) The formation of relief committees; the amount and utilisation of private subscriptions; the use of non-official agency generally.
- (9) When the condition of the country outside the tract marked as affected undergoes any change for better or worse, the fact should be noticed.
- (10) A forecast of the probable condition of the district in the current month, including a forecast of expenditure—
  - (a) on relief works, including expenditure on dependants relieved in kitchens and hospitals on the works (Chapter V);
  - (b) on gratuitous relief (Chapter VII);
  - (c) on poor-houses and kitchens, other than kitchens on the works (Chapter VIII);
  - (d) on State orphanages (Chapter XI);
  - (e) on relief of weavers and other artisans (Chapter XII);
  - (f) from non-State Funds (Chapter XIV);
  - (g) on casual relief (sections 31 and 145).

II.—The first monthly report should be accompanied by a statement in Form C—IV (d), which should be illustrated by a skeleton map of the district in duplicate showing in three shades—(a) famine tracts (red), (b) scarcity tracts in which relief is being given (dark-blue), and (c) scarcity tracts in which relief may be needed (light-blue). A revised statement and map, in the same form, should be supplied when any marked alteration occurs in the position, or the estimates require to be reconsidered in the light of fuller information.

72. *Monthly review by the Commissioner and report by the local Government.*—On receipt of the monthly progress statements in Form C—IV (a) and the reports received from the District Officers of his division, under section 71, the Commissioner shall forward the same, with his own remarks, to the local Government with the least practicable delay.

A monthly return, giving details of relief figures by districts (and States) for the last day or last week of each month should be despatched to the Government of India, in Form C—III, not later than the 10th of the following month.

73. *Intermediate or special reports.*—(a) The District Officer should submit telegraphic reports, to be followed by special reports by letter, if any great developments or variations under any of the heads of the monthly reports suddenly take place, or on other matters in connection with the famine, if it is desirable that early information of them should be submitted to the Commissioner and the local Government.

(b) If, in any circumstances, it should appear to the local Government that periodical reports should be submitted to it at a shorter interval than that of one month, as laid down in section 72, it may direct that an intermediate statement should be furnished in a form similar to Form C—IV (a), for all classes of relief, in respect of any district or districts, for the 14 days ending with the second Saturday of the month, together with any information that may be prescribed.

(c) Should such orders be passed by the local Government, they shall in no way affect the orders contained in section 72, according to which the statement in Form C—IV (a), and the report referred to in that section, should be submitted in respect of a complete period of four or five weeks (as the case may be) between the last Saturday of the preceding month and the last Saturday of the month under report.

(d) Immediate information by telegraph should be furnished by the District Officer to the local Government, and by the local Government to the Government of India, of any disturbance in the nature of a grain riot. The telegram should indicate, as far as possible, how far the disturbance was serious, what measures were adopted to put it down (whether, for instance, the aid of the military was required), and how far loss of life and property resulted from it. In serious cases, fuller details may be reported by post; where the case is of trifling importance, the telegram should conclude with the words "no further report seems necessary".

## CHAPTER V.

### Relief works.

#### GENERAL REMARKS APPLYING TO ALL WORKS.

74. *General principles.*—(a) It has already been indicated that, owing to the increased fluidity of labour, it is unlikely that relief-works of an important character will again be required in Bihar and Orissa. It is necessary, however, to provide for the contingency and this chapter contemplates works of some magnitude controlled by officers not necessarily with engineering qualifications assisted by the advice of trained engineers. In sections 108—112 will be found rules intended for small village works, which will ordinarily absorb the labour that is unwilling to emigrate in search of work. The District Officer must use his discretion in applying the rules intended for large works to works which are on the border line between large and small works.

(b) It will be seen that in Appendix II—A two alternative tables of tasks are set forth, while in sections 123 and 124 two alternative scales of wages are prescribed.

Where work is offered to people in the neighbourhood of their villages and no special reasons to the contrary exist, the task should be the full task commonly performed at the time of year by agricultural labourers in ordinary times. In that case the lower scale of wages should be paid, and no relief need be given to dependants nor rest-day allowance be paid. On the other hand, where the majority of the workers have to travel a long distance daily in order to reach a work, or have to leave their villages in order to reside at a work, they should be dealt with more leniently than where relief is given in the vicinity of the homes of the majority of the workers. It is desirable also to have alternative and less stringent rates of task, wages and allowances in order to meet special contingencies, such as, for example, the case of works attended by people who have become physically and morally depressed because relief has been too long deferred.

(c) Inasmuch as small works will form the backbone of relief in this province, the more stringent conditions of relief will apply at every work, unless the local Government, or, subject to the approval of the local Government, the District Officer, passes orders to the contrary. The District Officer should not hesitate to introduce, subject

to the approval of the local Government, the less stringent conditions at a work if he finds it necessary to do so.

(d) Where the less stringent conditions of relief are adopted, care must be taken that labourers do not desert works near their villages in order to join works further off, where they can secure easier terms. The only practicable way of enforcing this rule is by application of the principle of exclusion by selection, in accordance with the provisions of section 75. In this way, labourers for whom works have been provided in the vicinity of their villages will not be allowed to take unfair advantage of works at a distance from their villages where less stringent conditions prevail.

75. *Exclusion of workers by selection after the application of the labour test.*—(a) There shall be no restriction on admission to relief in the first instance, unless the local Government otherwise direct.

(b) The local Government may direct that when works in any district have been thoroughly organized and the majority of the labourers are daily doing the full task, enquiries shall be made by Circle Officers regarding the condition of those labourers who live in villages situated at a distance of four miles or less from the works, and in particular regarding those who fail to do the full task, for the purpose of reporting to the Charge Superintendent the names of persons receiving relief on the works, whom they consider not to be really in want.

(c) The Charge Superintendent shall examine such cases and decide whether their names should be struck out of the relief-work list, reporting his action to the District Officer.

(d) Subsequent applicants for admission will then be dealt with in a similar way.

(e) These provisions shall not be rigorously enforced unless there is an open relief-work within a reasonable distance from the home of any applicant, at which a rejected person may find work if he desires it.

(f) When any persons have been rejected from a work under this section, it will be necessary to give tickets of admission to the work to the persons who are accepted in order to distinguish them from those who have been rejected and from new applicants.

Note 1.—In the case of private works there shall be no official interference of this kind.

2.—When the enquiries above described are being made, the committee, if any, appointed under section 12 shall be consulted.

76. *Residence on the works.*—Residence on the works shall ordinarily be left to the option of the person relieved.



77. *Appointment of an officer in charge.*—Whenever a relief work is started, it must be placed under some person, who will be designated the officer in charge. Ordinarily for small village works the officer in charge will be the Circle Officer or his assistant, who will be required to visit them at frequent intervals, the daily routine being entrusted to some responsible local resident. But for larger works, likely to involve a considerable concentration of labour, a whole-time officer of the same class will have to be appointed and required to reside on the work. It is desirable that he should have had some engineering training.

#### LARGE WORKS.

78. *Steps necessary before a work is opened.*—Before a large work is opened, it must be seen that a satisfactory supply of drinking water, and suitable sanitary arrangements have been secured and that provision can be made for the immediate isolation of cases of epidemic disease. It should also be considered, whether special arrangements are required for the supply of food by opening a market.

79. *Duties of officer in charge.*—The officer in charge shall be responsible for the general conduct of the work and for the organization of the people for the purpose of preserving order and distributing relief. He shall pay special attention to the following matters:—

- (1) The prompt admission and registration of applicants.
- (2) The classification and treatment of workers and dependants.
- (3) The provision of tools and shelter.
- (4) The correctness and proper payment of the wages.
- (5) The provision of sufficient small coin.
- (6) The market arrangements and the supply of food.
- (7) The adequate supply of good water and the proper disinfection of wells.
- (8) The hearing and investigation of complaints daily and at a fixed time.
- (9) The hospital and sanitary arrangements.
- (10) The care of children and infirm persons presenting themselves at the work.
- (11) The prompt submission of accounts and reports.
- (12) The immediate report to the Charge Superintendent and to the District Officer of the outbreak of any epidemic disease.

(13) The separation of the weakly from the able-bodied and the formation of weakly gangs, or the individual tasking of weakly persons.

(14) The enforcement of the prescribed tasks.

80. *Weekly progress return and check by superior officers.*—

(a) The officer in charge shall prepare for each work a progress return in Form C—1 for each week ending on Saturday night and shall forward it to the Charge Superintendent and shall send a copy to the District Officer to reach him not later than Monday evening.

(b) It is of special importance to compare the rate of actual expenditure as shown by the charge progress return [column (g) of abstract of payments and work] with the normal rate in ordinary times of petty contracts [column (h) of that abstract]. Excluding the cost of materials, this normal rate should be calculated in each case by the Executive Engineer when the work is opened and when adjustment is required, and reported through the District Officer to the Charge Superintendent. A comparison of these two rates will usually indicate whether there is anything which calls for explanation. The progress of expenditure against the sanctioned estimate should also be specially examined.

81. *Weekly report.*—The officer in charge shall report weekly on Saturday evening to the Charge Superintendent anything calling for remark under the following heads:—

- (a) the physical condition of the people on the work and of those seeking relief, the condition of children and infirm persons presenting themselves at the work being specially noted;
- (b) the condition of the weakly gangs and of weakly persons individually tasked under section 96, and the percentage which they bear to the total number of workers;
- (c) what percentage of the full wage has actually been earned;
- (d) the sufficiency, or otherwise, of the stock of tools and of the shelter provided;
- (e) the sufficiency, or otherwise, of the staff;
- (f) the sufficiency, or otherwise, of the supply of small coin;
- (g) the condition of the food-supplies and market arrangements; the prices actually current on, or in the neighbourhood of, the works; and the price basis used for converting the wages into cash;
- (h) the condition of the water-supply;
- (i) any other information which it is expedient to communicate to his superiors.

82. *The cash-book.—The weekly report.*—The officer in charge shall further enter every receipt and payment in a cash-book in Form L—VII, every entry having a separate number in a weekly series. The cash-book should be totalled daily. The weekly report prescribed by section 69 must be sent to the Charge Superintendent.

83. *Detailed instructions for managing relief-works.*—A detailed account of a standard procedure for the organization and management of large relief-works is to be found in Appendix II of the 1913 Famine Code, copies of which will be kept in the offices of the Commissioner, the District Officer, the Subdivisional Officers, the Superintending and Executive Engineers and the Civil Surgeon. The old Code will be examined before detailed instructions to officers in charge of large works are issued. The directions contained therein may be varied in the light of local conditions and developments of sanitary and other practice. In view of the improbability of recourse to such works on a considerable scale it has not been thought necessary to reproduce in the present Code anything more than the tables of earthwork tasks, the daily routine of work and the points to be looked to by inspecting officers.

84. *Admission of applicants to the works.*—At every work a place indicated by a conspicuous flag shall be fixed for the admission of applicants, and shall be visited at least twice a day, morning and evening, by the officer in charge. A subordinate shall be in attendance throughout the day to classify and register the applicants and draft them to the relief-work.

85. *Classification of workers.* The workers shall be classified as follows:—

- |  |        |             |
|--|--------|-------------|
| A.—Mates and special gangs   | ... .. | Men only.   |
| B.—Adults employed on digging, or some equivalent labour                             | ... .. | Both sexes. |
| C.—Adults employed on carrying, or some equivalent labour                            | ... .. | Both sexes. |
| D.—Children of both sexes between the ages of 10 and 14 years, who are able to work. |        |             |

Sweepers, water-carriers, and others on the menial staff shall be classified as above in accordance with the degree or difficulty of their work, and shall be selected, as far as possible, from applicants for relief. "Mates of gangs" shall also be selected, as far as possible, from the relief-workers; but whether so selected or not, the mate shall be put in class A.

86. *The charge.*—A relief charge shall ordinarily contain not more than about 3,000 workers. In the case of works which will not accommodate 3,000 workers, the number shall be fixed by the District Officer in consultation with the Executive Engineer. Any newcomers in excess of these numbers shall be registered and drafted to a different section of the same work or to another work in the neighbourhood. It may sometimes be convenient to form skeleton charges, within which applicants for relief may be "ganged" on arrival.

87. *Composition of gangs.*—The numbers of workers in a gang shall generally not exceed 100, nor be less than 50. Members of a family, including their dependants, shall be in the same gang, and residents of the same neighbourhood shall, as far as possible, be "ganged" together. The members of a gang may elect their own mate or headman. Sub-gangs shall ordinarily consist of one digger and his carriers; provided that all the diggers and carriers of one pit may be combined so as to form a sub-gang.

88. *Grouping of newcomers.*—Newcomers, if weakly and unable to do a full task, shall ordinarily be put into separate sub-gangs, and also into separate gangs for the first fortnight; or if they have not then become accustomed to the work, for such longer period as may be necessary.

89. *Grouping of weakly persons.*—If practicable, all weakly persons should be separately ganged; but if they would thereby be divided from their natural protectors, such persons may be ganged with the able-bodied. A system of grouping in which the gang is homogeneous will be convenient for the exaction of the task and inspection purposes; but it is usually of more importance to keep together in a gang persons from the same village, and members of the same family in a sub-gang. Under such a system, the weakly persons belonging to separate gangs may be mustered together for the purpose of inspection. Workers who are so weakly as to require to be treated as dependants [section 97 (b)] may usually be conveniently put into a separate gang.

Where the weakness is among the carriers only, a reduction of the task can be most conveniently effected by increasing the number of carriers to a digger. Where the weakness is among the diggers, but is not general, it will often be convenient to allot to the digger a pit of the normal unit size, and to allow double time for its completion, paying full daily wages for the first day if approximately half the task is done, but withholding payment for the last day until the full task is done. The advantage of this plan is that the work agent can lay out pits all of equal size, and that measurement is simplified.

90. *Aboriginal tribes and immigrants from Indian States.*—Members of aboriginal tribes and immigrants from Indian States shall, as

far as possible, be put into separate gangs. Sweepers, water-carriers, etc., shall also be formed into separate gangs. Weavers, if employed on works will, as far as possible, be put into separate gangs.

#### TASKS.

91. *Standard tasks.*—(a) The standard task at a work which is opened in the neighbourhood of the villages of the persons distressed, and when no special reasons to the contrary exist, is the full task commonly performed at the time of year by agricultural labourers in ordinary times. Provisional tasks for diggers (class B) are given in Appendix II-A. The task for workers in classes C (carriers) and D (working children), if employed as diggers, shall be respectively two-thirds and one-third of that of class B. The standard task of carriers in classes C and D may provisionally be 12,200 cubic feet and 6,100 cubic feet, respectively, carried over 1 foot of reduced lead. A table of carriers' tasks for different leads and lifts is worked out in Appendix II-A.

NOTE—The reduced lead is obtained by adding to the number of feet in the horizontal lead 72 for the initial effort and 12 times the number of feet in the vertical lift in excess of 3 feet (for which allowance is made in the initial effort). The number of cubic feet to be carried will then be 12,200 or 6,100 divided by the reduced lead. This is more easily understood from the formula  $R=72+H+12(V-3)$ .

(b) The standard task where the majority of the workers have to travel a long distance daily in order to reach a work or have to leave their villages in order to reside at a work, and for special contingencies, such as, for example, works attended by people who have become physically and morally depressed because relief has been too long deferred, is three-fourths of the task commonly performed at the time of year by agricultural labourers in ordinary times. Provisional tasks on this scale are also given in Appendix II-A.

(c) The tasks as set forth in clause (a) of this section shall apply unless the local Government or, subject to the approval of the local Government, the District Officer, specially directs that those laid down in clause (b) shall have effect. The District Officer should not hesitate to introduce, subject to the approval of the local Government, the less stringent conditions at a work if he finds it necessary to do so.

92. *Variation of the task.*—The District Officer shall have power, reporting his action to the Commissioner, to vary the task from time to time. Provided the weakly gangs are separated or the weakly persons are individually tasked under section 96 of this Code, this power of varying the task will be the most effective means of relaxing or tightening the conditions of relief. The task should be reduced on the appearance of any signs of deterioration among the workers generally, particularly in the hot weather. It may safely be raised,

if the workers are in good condition and relief work appears to be unduly attractive. The task should be raised in this way when the approach of the rains makes it desirable to divert labour to the fields.

93. *Adjustment of the task.*—In cases of urgency the officer in charge shall decide what is the class of soil or other local condition of the digger's task, and adjust it accordingly; but ordinarily an experienced engineer should decide this matter, subject to the District Officer's approval. If the officer in charge decides that the class of soil is other than soft earth he must immediately report his action for orders.

94. *Allotment of the task.*—The digger with his carriers shall be treated as a unit, but each individual's share in the daily task will be fixed according to the task tables. Pits assigned to the several diggers shall bear the number of the gang or sub-gang to which they have been attached, as provided for in Form C—VI.

**NOTE.**—The meaning of the term unit for the purpose of fixing tasks is entirely different from the meaning of the same term when used for the purpose of entries in the various estimates and returns prescribed by the Code (see section 10).

95. *Treatment of newcomers.*—Newcomers who are not fit to do a full task shall be treated as weakly persons for a fortnight or such longer time as may be necessary to accustom them to the work.

96. *Task of weakly workers.*—Weakly persons who are unable to do a full task shall be required to do only half of the task laid down in the tables in Appendix II-A, or of such other task as may be fixed by the District Officer. No attempt to apportion the task more exactly to the strength of the weakly workers shall be made. If any persons are so weak as to be unable to do this half task, they shall be given such work as clod-breaking, etc., and be treated as dependants. Members of aboriginal tribes and weavers and other artisans unfit for the ordinary task will be given a special task (sections 215 and 224).

#### PAYMENT AND MEASUREMENT.

97. *Payment by results and daily payment on completion of the task.*—Subject to the provisions of the next section, the following procedure shall be adopted:—

(a) Workers shall be paid according to results, i.e., if no work is done, they will get no wages. If the task is not finished at the close of the day, the sub-gang should be directed to finish it on the following morning.

(b) This provision will be enforced in the case of all sub-gangs to whom a task has been given; but workers who are so weak as to be unable to perform a half task shall be put on to such work as clod-breaking, etc., under a separate work agent or sub-overseer. They shall then be paid the allowances given to dependants and shall be treated as dependants in the returns.

(c) Payments shall be made daily in all cases when the prescribed task has been finished. If, however, the prescribed task is not finished on any given day, payment will be made on any subsequent day on which it is finished.

Note 1—To weakly diggers the concession allowed in the second clause of section 89 may be given.

2.—If on the subsequent day two tasks are completed, i. e., the unfinished task of the previous day and a task for the current day, two days' wages may be paid.

98. *Alternative procedure.*—The procedure enjoined by the last section should be followed in the first instance. Its operation should be carefully watched, however, and, on the first symptoms of physical deterioration in the gangs which fail to complete their task punctually, the following alternative procedure should be adopted in the case of all workers, except those who are so weak to be unable to perform a half task and who should be treated as provided in section 97(b):—

(a) When no work at all is done, no payment will be made. When the full task is completed, the full wage shall be paid. When a quarter of the task has been performed and not less, a quarter of the wage may be paid. Similarly, when a half of the task has been performed, a half of the wage may be paid; and when three-quarters of the task have been performed, three-quarters of the wage may be paid.

(b) Payment shall be made in all cases daily.

99. *Power of District Officer to direct the wages payable to dependants to be given when the arrangements break down.*—If by reason of delay in the inception of relief measures, of a sudden and unexpected influx of workers, or of insufficiency of staff, adequate arrangements cannot be made to provide suitable employment for the weakly and to adapt the task to the nature of the work and the power of the workers, the District Officer may direct that all workers, or so many as cannot be suitably employed, shall receive the allowances payable to dependants until the above defects can be remedied. This order shall at once be reported to the local Government and the Commissioner of the Division. Ordinarily such an order should not be necessary, and it should not be passed except on clear proof of actual necessity.

100. *Distribution of wages.*—Payment should be made either to the individual, or jointly to the sub-gang or to the gang, if the workers have no objection. When payment is made jointly to the sub-gang or gang, it shall be made in the presence of all members of the sub-gang or gang to a person chosen by themselves from their own number.

101. *Rest-day allowances.*—No work shall be allowed on Sundays. Where the tasks prescribed in section 91(a) are enforced, no

rest-day allowances shall be given, except to weakly persons tasked under section 96. Where the tasks prescribed in section 91(b) are enforced, workers and dependants shall receive the rest-day allowances. The rest-day allowances shall be those prescribed for adult dependants and non-working children by section 123. They shall be paid on Saturday.

Unless it is otherwise ordered, the rest-day allowances shall only be given to those who have attended the works for at least four days in the week just concluded, and who, if workers, have completed the prescribed task daily for four consecutive days. The four days' restriction as regards completing the prescribed task daily does not apply to weakly workers.

#### DEPENDANTS ON WORKS.

102. *Admission.*—(a) Where the tasks prescribed in section 91(a) are enforced, dependants of workers shall not be given any relief on the works.

(b) Where the tasks prescribed in section 91(b) are enforced, dependants may be given relief. As far as possible, however, dependants who are unable to work at all shall be relieved in their own villages. They may be temporarily relieved on the works, pending enquiry by the Circle Officer as to the possibility of their being looked after and relieved in their own villages. Infants in arms, young children, and such others as cannot be separated from their natural supporters who are employed on the works, must be relieved on the works. The Officer in charge will communicate with the Circle Officer of the circle in which the dependants live and request him to assist him in enquiries, and in carrying out this order.

103. *Classification and method of treatment.*—If admitted to relief under section 102 (b), dependants shall be classified as follows:—

E.—Adult persons, including hospital patients and } Both sexes.  
persons attending them.

F.—Children between the ages of 10 and 14 years, who are incapable of labour.

G.—Children under 10 and over 7 years of age.

H.—Children under 7 years, but not in arms.

I.—Children in arms.

If dependants on works are relieved at kitchens on the works, the rules in Chapter VIII and Appendix IV with regard to kitchens should be followed. Dependants relieved at kitchens on works will be entered in Form C—1 under the head "Dependants gratuitously relieved by allowances of food."



104. *Work for dependants.*—Dependants on works who are capable of work shall be employed on such work—grinding corn, cleaning the camp, breaking clods, etc.—as they may be able to perform.

105. *Removal of dependants to their villages by inspecting officers.*—Inspecting officers will enquire strictly as to the necessity of the dependants remaining on the works, and shall have power to send them to their villages and to bring them on to the gratuitous relief list; but children shall not be separated from their natural guardians, unless other suitable guardians can be found for them.

106. *Works Inspectors.*—As indicated in section 60(a) Works Inspectors may be appointed, if necessary, and should be professionally qualified men, ordinarily drawing a consolidated salary of from Rs. 90 to Rs. 120 a month. They should usually have no clerical establishment, but should be allowed one or two peons. They should also be given a small permanent advance to meet contingent expenditure.

107. *Closure of large works.*—As soon as a large work is closed, all documents connected with it should be sent by the officer in charge to the District Officer for use in audit. Provision for the workers still remaining on the work must be made on other large works or on small works.

#### SMALL WORKS.

108. *Control.*—The rules contained in sections 78 to 107 are intended for works involving a considerable concentration of labour. It is expected that ordinarily small village works will prove sufficient to meet the needs of the labourers unable to emigrate, and such elaborate organization will not be required. These will be under the charge of the Circle Officer or his assistant and will be managed by a responsible local resident. Advances will be made to him and adjusted once a week. Advances must be kept as low as possible.

109. *Muster-roll.* The local manager will keep a muster-roll on Form C—X. Columns 1 to 4 of the muster-roll will be filled up by the local manager as soon as a new worker is taken on the work. In column 4 the class of worker (either man, woman or child) will be entered. The dates will be entered at the top of the remaining columns, and thereunder will be shown against each worker, whether he was present or absent by a 1 or a 0. These entries should be made daily in ink at the end of the day. The correctness of the muster-roll must be tested by the Circle Officer and inspecting officers by personal enquiry.

110. *Circle Officer's register and return.*—From the muster-roll the Circle Officer will calculate the amount required to replenish the

advance at his weekly visit and will write up his register in Form C—XI of persons relieved on the small work. The number of men, women and children so relieved will be those present on the work on the day preceding that of inspection. The cost will be the amount handed over to replenish the original advance. Cost for labour will be shown separately from cost of tools and other miscellaneous charges, and the cost for labour will be precisely what has been paid out up to the end of the previous day, since the last visit, for the workers shown as present in the muster-roll. The Circle Officer should draw on the muster-roll a thick vertical line after the day prior to the visit and a thick horizontal line below the last worker entered. The entries in the "Dates" columns enclosed by these lines and the similar lines drawn at the previous visit will indicate the cost for labour to be paid in replenishment of the advance. The Circle Officer will take the local manager's receipt on the register. Inspecting officers will test these calculations against the entry in the register and the recoupment bills of the Circle Officer. For each small work in the circle a separate page of the register will be used. The return in Form C—XII will be filled up from the register and submitted along with the returns for gratuitous relief, etc., on Saturday evening to the Charge Superintendent, who will submit a consolidated return for his charge in the same form to the District Officer to reach him not later than Monday morning. In column 1 the names of the works will be replaced by the number of the circles comprising the charge and the figures in columns 2 to 8 will be the totals for each circle. It will be noted that the figures for workers will be those of the days preceding those on which the Circle Officers last visited the works. If the Circle Officer was unavoidably prevented from visiting any work during the week, the figures for workers previously reported should be repeated.

111. *Tasks and wages.*—The tasks to be exacted and the wages to be paid on small works should approximate to those laid down for large works, but owing to the variety of the works undertaken it will not ordinarily be possible to adhere precisely to the standard prescribed. It will be the duty of the Circle Officer and of inspecting officers to settle the tasks and the wages appropriate to each small work.

112. *Other duties of the Circle Officer in respect of small works.*—The Circle Officer is also responsible for seeing that the workers have an adequate supply of drinking water, that sanitary precautions are observed, that food can be obtained at reasonable price, that the physical condition of the workers is steadily improved, and that the work is carried out economically and efficiently. As soon as a small work is completed the Circle Officer will take the muster-roll

from the local manager and forward it to the District Officer for use in audit.

PRIVATE WORKS (AIDED AND UNAIDED).

113. *Private works.*—Private works, whether aided or unaided, shall be managed exclusively by the persons who have undertaken partial or complete responsibility for them. But aided private works shall be conducted in accordance with the conditions prescribed in regard to them in the certificate in Form D—II (a) [rule (13) of the modified rules given in Appendix V-I], and shall be periodically inspected with the object of ascertaining whether such conditions have been carried out.

PRIVATE WORKS (AIDED).

114. *Statutory rules.*—The modified rules printed in Appendix V-I, under the Land Improvement Loans Act XIX of 1883, for tracts which may, from time to time, be declared by the local Government to be affected by distress, are applicable and should be followed.

115. *Entry in Form D—III after disbursement.*—When the first instalment of an advance, made in accordance with these rules, has been disbursed, the necessary entries should be made in the Register of Aided Private Works (Form D—III).

116. *Monthly report to Commissioner.*—At the end of each month the District Officer should submit to the Commissioner, in Form D—IV, a list of the advances made by him.

117. *Points to which the control of the District Officer should be restricted.*—The management will ordinarily be conducted by the person to whom the advance is made, and the control of the District Officer will ordinarily be restricted to seeing that the work is regularly carried on, that wages are regularly paid, and that the other conditions of the agreement are observed. Special care should be taken to prevent subordinate officials from harassing the persons to whom advances are made.

118. *Weekly labour return.*—The person to whom the advance is made should, on every Saturday evening, furnish the Charge Superintendent with a labour return, in Form D—V, showing the number of labourers (men, women and children) on relief for Friday and the cost incurred during the week. Where aided private works are numerous, they may be grouped together, so that they can be visited by one man daily, and the District Officer may appoint a special muharrir, on a salary of not more than Rs. 30 per mensem, for the group. It will be the duty of such muharrir to fill up the return daily, if so required, by the person to whom the advance has been made.

119. *Compilation of consolidated return.*—The Charge Superintendent will compile a single labour return in the same form (Form

D—V) for his charge, and forward it, to the District Officer, so as to reach the last-named officer not later than Monday evening. The Charge Superintendent should at the same time comment upon the matters referred to in section 117 above, and specify the classes of persons generally employed on the works. The number of men, women and children shown as on relief on Friday or such other day as may be fixed by the District Officer will be the figures required for the purpose of the telegram prescribed by section 67. If aided private works are numerous, the District Officer may place them under Circle Officers, making such arrangements as are necessary to secure prompt submission of the returns.

#### PRIVATE WORKS (UNAIDED).

120. *Private works to be started at an early stage.*—The District Officer should use his influence to induce landowners and others, who have undertaken, or may be ready to open, unaided private works, to commence them on the first warnings of scarcity. But he should not in any way interfere in the management of such works.

121. *Weekly labour return.*—The Charge Superintendent will obtain every Saturday evening from the persons who have undertaken unaided private works a statement in Form D—V, showing the number of labourers (men, women and children) on the work on Friday and the cost incurred during the week. He should himself compile a single labour return in the same form for his charge, and forward it to the District Officer, so as to reach the last-named officer not later than Monday evening. The number of men, women and children shown as on relief on Friday, or such other day as may be fixed by the District Officer, will be the figures required for the purpose of the telegram prescribed by section 67.

122. *Verification of labour returns by superior inspecting officers.*—Charge Superintendents and other superior inspecting officers should, from time to time, verify the numbers shown as attending the works, and report to what classes of persons generally they belong, but they shall in no case interfere with the management.

## CHAPTER VI.

### Wages and Allowances.

123. *Ordinary wage scale.*—Where the tasks prescribed in section 91 (a) are enforced, the following wage scale shall be adopted :—

Class.	Wage in chhataks.
A.—Mates and members of special gangs	18
B.—Diggers	16
C.—Carriers	12
D.—Working children	10
E.—Adult dependants—men	12
„ „ women	10
Non-working children—	
F.—Over 10, but under 14, years	8
G.—Over 7, but under 10, years	6
H.—Under 7 years, but not in arms	4
I.—Children in arms	3

124. *Special wage scale.*—Where the tasks prescribed in section 9 (b) are enforced, classes A, B and C will get two chhataks more than the scale laid down in section 123.

125. *Supplementary instruction about the scales.*—(a) If cooked food is given, the allowance of grain should be reduced (1) in the case of classes A to E by two chhataks, and (2) in the case of classes F and G by one chhatak. No deduction will be made in the case of classes H and I. The deduction in the case of classes A to G may be taken as representing the amount of pulse, salt, ghi (or oil), condiments and vegetables which should form part of the ration.

(b) The grain equivalent is translated into pice in Tables C—V(a) and C—V(b) for the different rates at which grain may, from time to time, be sold. The Officer in Charge will be informed which price basis he is to adopt. An additional table covering other grain prices will be prepared, if necessary.

(c) If a digger is temporarily transferred to carrying and does one-half more than the carrier's task, he may be paid at the digger's rate. In the rare cases in which a woman is put on to do digger's work and does two-thirds of a digger's task (section 91), she will be given the digger's full wage. Children, if put on to dig, will be required to do one-third the task of a man, and will receive three chhataks more than their ordinary pay.

126. *Cash payment. Price basis.*—Wages shall be paid in cash, unless the local Government otherwise directs.

The basis of conversion shall be the price prevailing in the nearest bazar of the cheapest cleaned grain in common use. The price basis shall be fixed by the Commissioner, and shall not be altered on account of small variations in market prices. If, however, sudden and sharp oscillations in market prices occur, the District Officer shall have power to alter the basis up to the limit of 20 per cent., reporting his action by telegram to the Commissioner. Printed copies of C—V(a) and C—V(b) tables should be issued to all Officers in Charge, and the date from which the price basis, as fixed from time to time by the Commissioner, will take effect, shall be duly notified by the District Officer to such officers. A copy of the order of the District Officer notifying the date in question should be kept, carefully filed, for purposes of inspection, by all Officers in Charge.

127. *Variation of the wages scale.*—The local Government may vary the prescribed wage scale by increasing or decreasing the scale laid down in Tables C—V (a) and (b), either for all classes or for any special class, and this power may be delegated to the Famine Commissioner.

This power will not ordinarily be exercised, unless—

- (a) the physical condition of the people has so deteriorated that the ordinary famine wage is not sufficient to restore, or even to maintain, the strength of the labourers;
- (b) or owing to the low price of grain the ordinary wage is insufficient to cover the cost of oil, condiments, fuel, etc.;
- (c) or the conditions of work are of such an extremely trying kind that a somewhat higher wage seems required;
- (d) or it is desired to induce workers to return to their homes at the beginning of the rains.

128. *Dependants' allowances.*—Where dependants are given relief under section 102(b), they shall ordinarily receive their allowances in cash, unless the local Government directs the substitution of cooked food. The allowance for a child in arms shall be given to the mother in addition to her own wage. But if any sign of insufficient nourishment appears among the children, cooked food may be given to them instead of the cash dole.

129. *Birth on the work.* If a birth occurs on a work, the mother shall be given one rupee for medical comforts, and shall be permitted to absent herself and to receive the dependant's allowance until such time as the Medical Officer in charge may certify her as fit to work.

130. *Newcomers.*—Any person who arrives on a work in an emaciated condition shall at once be given the dependant's cash dole or a meal of cooked food. If he is in bad health, he shall be sent to the hospital. And any such person, who is not entitled under section 102(b) to remain on the work, shall be supported until he can be sent to his village for gratuitous relief, or to a poor-house, or can be otherwise provided for.

131. *Off-day allowance.*—The allowances for dependants shall be given to workers in respect of any day—

- (a) occupied in registration, marching, medical inspection or the like;
- (b) on which work is stopped, e.g., on account of the weather;
- (c) on which a worker has obtained leave of absence from the work.

Similar allowances shall be given to dependants where they are entitled to relief under section 102(b).

132. *Rest-day allowance.*—Where the rest-day allowances are allowed under section 101, they shall be those provided for adult dependants and non-working children under section 123. Unless it is otherwise ordered, they shall only be given to those who have attended the works for at least four days in the week just concluded, and who, if workers, have completed the prescribed task daily for four consecutive days. But weakly workers shall always be given the rest-day allowances.

## CHAPTER VII.

### Gratuitous relief.

133. *General.*—Success in the regulation of gratuitous relief depends upon careful village organization and the free use of non-official agency under proper supervision. Gratuitous relief should be regulated by individual selection alone; and no reliance should be placed upon self-acting tests of any kind. Strictness in selection is necessary from the outset, but the distribution of relief should be timely and should not be too long deferred. In the rains a considerable extension of gratuitous relief will ordinarily be required.

134. *Persons eligible.*—The following classes of persons shall be entitled to gratuitous relief in their villages, provided they have no relatives able, and by the custom of the country bound, to support them :—

- (a) Idiots and lunatics.
- (b) Cripples.
- (c) Blind persons.
- (d) All persons who, from age or physical infirmity, are incapable of earning their living.
- (e) All persons whose attendance on the sick, or on infant children in their own homes, is absolutely necessary.
- (f) Women of respectable birth who are debarred by national custom from appearing in public and are in danger of starvation. Such women shall not be compelled to disclose their names.

135. *Checking the list.*—In checking the gratuitous relief list, the following procedure and orders shall, as far as possible, be observed :—

- (i) The Circle Officer, or inspecting officer, as the case may be, shall intimate his intention of visiting the village on a certain date, and shall cause the people living in outlying hamlets to be assembled in the main village on the day fixed.
- (ii) On arriving at the village, such officer shall send for the chaukidar, assemble the respectable inhabitants, and call for the list prepared under section 10 and checked under section 51.



(iii) Recipients of relief shall be divided into two classes—

(a) Women of respectable birth.

(b) All other persons.

(a) Women of respectable birth who, after enquiry from the persons present, are found to be in danger of starvation, to be unable to earn a livelihood, and to have no relatives able, and by the custom of the country bound, to support them, shall be brought on to the list.

(b) Other persons will fall into two classes—

(1) Persons able to work.

(2) Persons unable to work, either from physical weakness or from having young children or sick people to look after.

Persons of class (1) shall be directed to go to the nearest relief work. Persons of class (2) who are found to have no relatives able, and by the custom of the country bound, to support them, shall be brought on to the list.

(iv) Persons who are only temporarily incapacitated for labour by sickness or privation shall be brought on to the list for such time only as the incapacity may remain.

(v) Persons who have able-bodied male relatives not in receipt of relief shall not be admitted to gratuitous relief, unless the Circle Officer, or inspecting officer, as the case may be, is satisfied that special circumstances warrant such indulgence.

136. *Relief list.* The relief list should be maintained in Form E—I. The form should be printed on strong paper, and should be backed with cloth. A copy of this list, prepared as directed in section 135, and signed by the Circle Officer, or other superior officer, as the case may be, shall be made over to the panchayet or headman of the village, who shall keep it in the village, and produce it for inspection when required.

137. *Correction of list.*—Each village shall be visited, if possible, once a week by the Circle Officer, or other relief officer, who shall scrutinise the list, muster the recipients, other than women of respectable birth who are debarred by custom from appearing in public, remove from the list persons who have become fit for work, and bring on to the list the names of other persons eligible for gratuitous relief under the preceding rules.

138. *Daily total of payment.*—Entries concerning all payments in Forms E—I and E—II should be made in ink. In the case of Form E—I, the entries should be totalled on each day on which payments are made, as soon as the payments have been completed. The amounts paid to each class of recipients should then be calculated and entered in Form E—III.

139. *Relief ticket.*—A ticket, in Form E—II, dated, signed, and bearing the thana name, the circle number, the village name, the name and class of the recipient (section 103 and Form E—III), and the serial number of the recipient in his class in the gratuitous relief list, shall be given to each person entered on the list.

140. *Character and amount of allowances.*—The allowances shall be the same as those for adult dependants and non-working children on works (section 123), and, except in the case of aboriginal tribes (section 223), shall ordinarily be given in cash. The daily rate of relief which will be given to the various classes of recipients is laid down under heads (E) to (I) of Tables C—V (a) and (b). The District Officer will fix the price-basis in the manner indicated in section 126, the provisions of which should be generally followed by officers entrusted with the distribution of gratuitous relief. For special reasons, the local Government may direct that in any relief circle, or for any class of recipients, the distribution shall be made in the form of uncooked rations or of cooked food at kitchens. The District Officer may also sanction relief being given in grain.

141. *Fortnightly payments.*—Usually relief should be given to each recipient once a fortnight in advance and should be paid up to the end of a fortnight. The date and place of payment should be duly notified for each village, or group of villages, affected. New recipients taken on to the list on or after the day notified, and before the commencement of the fortnight in respect of which the payment is made, will receive relief for the remaining days of the current fortnight and for the 14 days of the ensuing fortnight. Those brought on to the list after the commencement of the fortnight in respect of which the advance payment is made, and before the regular day of payment for the village, should be paid up to the end of the current fortnight only, and for the ensuing fortnight they should be paid when the other recipients already on the relief list are so paid. The period of the fortnight should synchronize all over the district and should invariably end on a Saturday; but it is not necessary that the day for payment should be the same everywhere.

142. *Distributing agency.*—The distributing agency may, at the discretion of the District Officer, be the landlord, the headman, or

other respectable resident of the village, or of an adjoining village, or the local relief committee, if any, or a panchayet of respectable persons. It will generally, however, be found more convenient and advisable that the Circle Officer should distribute the relief in person from suitable centres.

If the relief is distributed in money, a permanent advance shall be given to the distributor; but no officer other than the District Officer, the Subdivisional Officer, or the Charge Superintendent may draw money from the Treasury on abstract bills signed by themselves (section 266).

If the relief is distributed in the form of rations, arrangements for their supply may be made with the contractor appointed under section 143.

143. *Contractors for grain.*—If, under the orders of the District Officer, or under the orders of any superior authority, relief is being given in grain, the District Officer shall select from among the dealers of the locality, and appoint for each circle, one or more contractors for the supply of food.

Each contractor shall be furnished with a list of the villages for the supply of which he is responsible; and the name and residence of each contractor shall be made known to the panchayet of the village for which such contractor is responsible.

When a contractor is required to furnish supplies, the Circle Officer, or other officer authorized by the District Officer, shall indent on him, noting the amount and kind of grain required, the place and date of delivery, and any other information that may be necessary (section 303).

The contractor shall be periodically paid in accordance with the provision of section 303.

144. *Work in return for relief.*—Recipients of gratuitous relief, if able to labour, but not fit to labour on relief works, may be required to perform work suitable to their condition, such as spinning cotton or winding silk.

145. *Starving wanderers.*—The Circle Officer, village headman, or other distributor of gratuitous relief, in any local area to which a starving wanderer may come, shall give such person such food as may be necessary, and shall, as soon as he is fit to travel, send him to the nearest poor-house, relief work or police-station. Sums expended under this section, as also sums expended by the Police under section 31, shall be treated as expenditure on gratuitous relief.

146.—*Relief in urgent cases.*—The distributor shall give relief, in urgent cases, to persons not on the list, pending the next visit of the Circle Officer.

147. *Registers.*—A register should be kept up in Form E—IV. (or a corresponding form) when action is taken under section 144. A separate register should be kept up in Form E—V for casual relief distributed under sections 31 and 145.

148. *Weekly return.* The Circle Officer will send in, weekly, to the Charge Superintendent a return in Form E—VI, giving statistics of relief administered, in so far as they are available to him. These will be (i) statistics of relief under Chapter VIII, taken from Forms E—I and E—IV, and also from Form E—V, in so far as casual relief (section 145) is administered by Circle Officers, village headmen and persons other than police officers; and (ii) statistics of relief given at kitchens, other than kitchens on large works (section 103), under Chapter IX, taken from Form G—IV. The figures should be made up to the close of the last day of the week (Saturday, if possible), as fixed by the District Officer, and must reach the office of the Charge Superintendent not later than Saturday evening. At the foot of the return must be given, for the purpose of the telegram required by section 67, the daily average number of persons (1) relieved at poor-houses or kitchens, and (2) those who are given village doles or other relief (taken from Forms E—I, E—IV, E—V and G—IV) for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number for the last day of the week, or such other day as may be fixed by the District Officer, may be substituted.

149. *Weekly report of casual relief administered by the Police.*—Officers in charge of police-stations should report weekly in Form E—V to the Superintendent of Police, and also to the Subdivisional Officer, statistics of relief under section 31. These statistics will not be required for the purpose of the weekly telegraphic report (section 67); but if, under section 150, the Charge Superintendents submit consolidated returns through the Subdivisional Officer, the latter will add these statistics, under the appropriate headings, in Form E—VI of the Charge concerned before forwarding the same to the District Officer. If, under section 150, Charge Superintendents are ordered to submit their return in Form E—VI direct to the District Officer, the Subdivisional Officer must submit a consolidated return for his subdivision in respect of casual relief administered by the police under section 31 in Form E—VI, which should reach the District Officer not later than Monday evening.

150. *Weekly report to be submitted by the Charge Superintendent.*—The Charge Superintendent will forward a consolidated return

in Form E—VI for his Charge, through the Subdivisional Officer, if so ordered, to the District Officer, so as to reach the last named officer not later than Monday evening. It must be made up to the close of the last day of the week (Saturday, if possible), as fixed by the District Officer. This return will include the following statistics:—

- (i) Statistics of relief under Chapters VII and VIII, including statistics of casual relief administered by Circle Officers, village headmen and other distributors of this form of relief, other than the police, as reported by Circle Officers under section 148.
- (ii) Statistics of relief administered in poor-houses (Chapter VIII), taken from Form F—V.
- (iii) Statistics of children relieved in State orphanages (Chapter XI), taken from Form H—III.
- (iv) Statistics of relief administered to weavers and other artizans, other than those relieved on works (section 224), taken from Form I—III.

At the foot of this return (Form E—VI) must be given, for the purpose of the telegram required by section 67, the daily average number of persons (1) relieved at poor-houses or kitchens, and (2) who are given village doles or other relief for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number for the last day of the week, or such other day as may be fixed by the District Officer, taken from the statistics given at the foot-notes of the several forms above referred to, may be submitted.

151. *Duty of Subdivisional Officer in regard to return E—VI.*—If, under section 150, the consolidated return in Form E—VI is submitted by the Charge Superintendent through the Subdivisional Officer, the latter may, if so ordered by the District Officer, incorporate the statistics given in that form with those for relief works and submit the weekly telegram required by section 67 in respect of his subdivision direct to Government.

152. *Duties of inspecting officers.*—Inspecting officers should see that—

- (1) the numbers relieved are correctly recorded in the gratuitous relief list; and
- (2) the amount distributed is the amount that is due, and that the amount drawn from the Charge Superintendent or other recouping officer is correctly shown in the famine expenditure register, Form L—III.

The following procedure will secure a thorough inspection :—

- (a) Muster the recipients of gratuitous relief (other than parda nashin women), comparing their relief tickets with the gratuitous relief list, and testing the entries in them by personal enquiry.
- (b) See that the entries are in ink, that the columns have been duly totalled, and that a line has been drawn through all the blank payment columns when relief has been discontinued.
- (c) See that the correct price-basis has been used and test the correctness of a certain number of entries.
- (d) Compare the payments shown in the gratuitous relief list with the amounts drawn from the Charge Superintendent, the latter information being obtained from the Charge Superintendent.
- (e) Compare the payments shown in the gratuitous relief list with those shown in the Famine Expenditure Register, Form L—III.
- (f) Verify the cash balance (by reference to the distributor, if necessary).
- (g) Make special enquiries as to the quality of the grain supplied by the grain dealers and the price at which it has been supplied, where the allowances are given in grain.

153. *Relief in towns.*—The administration of gratuitous relief in towns and cities should be conducted, as far as possible, on the principles laid down above. In such cases, the District Officer shall associate with himself committees of respectable residents, through whom, as far as possible, the lists shall be prepared and the relief distributed.

## CHAPTER VIII.

### Poor-houses and kitchens.

#### POOR-HOUSES.

154. *Definition of poor-house.*—The poor-house is an institution within which cooked food is distributed gratuitously to the inmates, on condition of their residing therein and conforming to such rules of discipline and order as may be prescribed. Its special object is to relieve paupers sent adrift by the contraction of private charity, and other destitute wanderers. A certain amount of pressure may properly be employed to send to poor-houses wanderers who are in need of relief. But poor-houses should not be employed to test the need of relief in any case. Persons admitted to a poor-house shall be supported there until they are fit for work, or can be sent to their homes. Detailed instructions regarding the management of poor-houses will be found in Appendix III.

155. *Management. Committee of Visitors.*—The poor-house may be a State, a private, or an aided institution. In a State or aided institution, the management shall be controlled and supervised by the Charge Superintendent or other officer appointed by the District Officer, assisted by a Committee of Visitors, who shall ordinarily be chosen from members of District or Local Boards, Municipal Committees or local Relief Committees; but Government officials of all classes shall also be eligible for appointment as members of the Committee of Visitors. Members of this Committee should be encouraged to visit the poor-house and to record their impressions in an inspection book which should be kept for the purpose.

156. *Hospital.*—To each poor-house should be attached a hospital, which should be placed outside the main enclosure, but as near the building itself as is consistent with health. The hospital should be in charge of a medical officer.

157. *Site.*—The poor-house shall be situated on the outskirts of the town or village where it may be established, and on a healthy, well drained site, possessing an ample supply of water for drinking and bathing purposes.

158. *Conditions of admission.*—All persons in need of food may be temporarily admitted to a poor-house; but only those persons shall be allowed to remain in it after their immediate necessities have been relieved, who—

- (1) are temporarily unfit to work, owing to physical debility or illness; or
- (2) are permanently unfit to work but cannot, owing to the distance of their homes, their physical condition or other reason, be conveniently sent to their villages and brought on to the gratuitous relief list.

All other persons admitted shall receive one or more meals as circumstances may require, and shall be either directed to proceed to the nearest relief work, or, if necessary, be drafted there in charge of a peon, to whom the Officer in Charge shall give a receipt, notifying their arrival and how he has disposed of them.

No lepers shall be retained in a poor-house or drafted to relief works. They shall be separated, relieved temporarily, and sent to a special hospital, if possible, or, in default, to their villages, to be brought on to the gratuitous relief list.

159. *Ration.*—Inmates of poor-houses shall ordinarily receive, in the shape of cooked food, the allowances prescribed in section 123 for adult dependants and non-working children; but the scale of food provided in the hospital shall be such as may be laid down by the District Medical Officer, with the sanction of the District Officer.

160. *Clothing.*—Inmates of poor-houses shall be supplied with clothes, if necessary, the cost of which, if not met by private charity, shall be defrayed by Government.

161. *Number and size of poor-houses.*—The number of poor-houses to be established in any district shall be determined by the District Officer, with the sanction of the Commissioner. A poor-house shall ordinarily not accommodate more than 500 persons. An unusual number of inmates in a poor-house should ordinarily be regarded as an indication that the arrangements for gratuitous relief are defective, and that the system of village inspection should be improved.

162. *Closing of poor-houses.*—When the District Officer thinks it desirable to close a poor-house, he shall fix a date after which no one shall be admitted, and on which all inmates who are fit for work shall be dismissed. He shall also arrange for the transmission to their homes, or for support by private charity, of such inmates as are unfit for work and are incapable of supporting themselves. On parting, every inmate shall receive the valedictory dole or allowance prescribed by section 202.



163. *Duties of Superintendent and forms to be kept up.*—The poor-house will be in charge of a Superintendent, who will be the immediate subordinate of the Charge Superintendent, or, if the poor-house is situated at the headquarters of the subdivision, of the Subdivisional Officer. He should be acquainted with English and the vernacular. His duty is general supervision, including the maintenance of discipline and the enforcement of sanitary regulations. In particular, he should—

- (a) attend at the admission enclosure every morning and evening at fixed hours, dispose of applicants, and see that they are duly registered in Form F—I and brought upon the nominal roll, Form F—II;
- (b) see that the diet register (Form F—III) is properly kept up and prepared from Forms F—I and F—II;
- (c) see that indents for grain are prepared with reference to the diet register, Form F—III;
- (d) examine the grain received from the contractor, test its quantity and quality, enter it in the food stock register, Form F—IV, and see that it is securely stored under a good lock or sufficient guard;
- (e) attend at meal times, and see that the food is correct in amount and well cooked;
- (f) muster the establishment daily, record their attendance in a register, which may be in Form F—II, see that they perform their duties and that all forms and registers are properly kept up;
- (g) see that inmates are duly organised into gangs and parties, that they are provided with suitable work, and that they do it;
- (h) daily inspect (1) the sleeping quarters after they have been swept, and (2) the latrines after they have been cleaned, every morning and evening;
- (i) pay special attention to the water-supply and satisfy himself daily that it is pure.

164. *Registers.*—A diet register prepared from the nominal roll (Form F—II) should be kept in Form F—III. This register and a food stock register in Form E—IV should never be kept by the same person, if this can be avoided. A dead-stock register should also be kept in Form L—VI.

165. *Weekly return.*—The Superintendent of the poor-house shall submit every week to the Charge Superintendent, so as to reach him not later than Saturday evening, a return in Form F—V. The Charge Superintendent will incorporate these statistics in Form E—VI for his Charge (section 150).

If the Superintendent of the poor-house is immediately subordinate to the Subdivisional Officer (section 163), he shall send direct to the Subdivisional Officer a copy of the return submitted by him to the Charge Superintendent under this section.

166. *Ledger.*—A ledger should be kept in Form F—VI at all poor-houses.

167. *Inspection.*—Inspecting officers and members of the Committee of Visitors should pay special attention to the discipline and sanitation of the poor-house, and should ascertain whether all persons able to do some work are given work. They should also—

- (a) check the attendance by the nominal roll and admission register, comparing the two; see that the departure of an inmate is properly recorded, and that the words "struck off" are written across the blank column of the nominal roll;
- (b) check the diet register by the nominal roll; see that both are totalled daily, and that all entries are made in ink;
- (c) examine the stock register, counting the stores in hand and comparing the issues with the corresponding entries in the diet register;
- (d) see that the price charged for the stores is fair;
- (e) check the famine expenditure register (Form L—III), and see that the entries made in it agree with the advices of remittances received from the recouping officer;
- (f) muster the establishment; see that they have received their wages, and that their numbers are not excessive;
- (g) enquire into any unusual contingent expenditure;
- (h) specially enquire into cases of persons on special diet and ascertain whether they have received such diet;
- (i) see that the inmates are fed in messes, and understand what their rations should be;
- (j) check the dead-stock register;
- (k) note the expenditure per unit relieved (a) for diet only, for total expenditure.

## KITCHENS.

168. *Conditions under which kitchens should be opened.*—Kitchens should be opened with great caution and not without the sanction of the Commissioner, or the Famine Commissioner or Additional Commissioner, if such an officer is appointed under section 49. They should not be relied on as an automatic test of famine after the earliest stages, and the selection of those to be relieved must be as rigid as in the case of gratuitous relief. It is admitted that the test which kitchens exact in the case of persons of high caste is much too severe; but in the case of the lowest castes the test is hardly felt. Kitchens are sometimes very useful for the purpose of relieving dependants on works, if it is found necessary to ensure that relief goes wholly to the persons for whom it is intended. They can, for the same reasons, often be usefully employed to relieve children who do not get sufficient food from their parents who are in receipt of State relief. The area served by a kitchen should be moderate in extent, and should not, in the rains, extend beyond the village in which the kitchen is situated. Detailed instructions regarding their management will be found in Appendix IV.

169. *Rations.*—The rations allowed in a kitchen are those allowed by sections 123 and 125 (a) to adult dependants and non-working children. They will be in the shape of cooked food.

170. *Superintendent.*—The kitchen will be in charge of a Superintendent, who will be the immediate subordinate of the Officer in Charge when kitchen-relief is given on a work, and of the Circle Officer in the case of all other kitchens.

171. *Registers of admission and attendance.*—The names of persons relieved at kitchens on works will be entered in the same way as those of dependants, in Form C—VI, and will be subsequently abstracted into Form C—VII, the instructions regarding those forms being generally followed. For purposes of check and control, the admission and attendance register, Form G—I, must also be kept at kitchens on such works. In the case of other kitchens, the admission and attendance register in Form G—I only will be kept up.

172. *Diet register.*—The diet register (Form G—II) will be kept up both at kitchens on works and at all other kitchens. The Superintendent will post it up every evening by reference to the entries in Form G—I. From Form G—II the Superintendent will prepare an indent of the supplies for the following day. The indent of the food for any one day will thus be based on the attendance of the previous day. If a number of persons are admitted in the course of the day, a supplementary indent should be submitted, the necessary entries being made

and explained in the diet register. The agent supplying the food should keep all indents for at least a month, in case they should be called for.

173. *Dead-stock register, ledger and record of prices.*—A dead-stock register in Form L—VI, a ledger in Form G—III, and a continuous record of the prices charged for the staple food in each week, should be kept up at all kitchens.

174. *Weekly return.*—In the case of a kitchen, other than one on a work, the Superintendent should submit to the Circle Officer, every Saturday, a weekly return of persons relieved, in Form G—IV. The Circle Officer will include these figures in his return, in Form E—VI (section 148).

In the case of a kitchen on a work, no such return will be necessary, because the necessary figures are furnished along with those showing persons gratuitously relieved by allowances of food to dependants, in Form C—I.

175. *Hints for inspecting officers.*—There are two occasions when inspection should be made—

- (a) when the uncooked food is weighed and served out,
- (b) when the cooked food is being distributed.

Surprise visits are absolutely necessary, and it will be impossible to check the weighment and distribution of uncooked food, the attendance of the recipients, and the distribution of cooked food, on one day, satisfactorily. The weighments of grain and the roll call should, where possible, be made at fixed hours all over the district. This precaution is necessary in order that inspecting officers may know to time their surprise visits.

The following procedure will secure a thorough inspection :—

- (a) Check the admission and attendance register and compare it with the diet register.
- (b) Compare the diet register with the famine expenditure register (Form L—III), or the cash-book (Form L—VII), as the case may be, sending, if necessary, for the original indents. Ascertain whether the diet register and indent are always written up before delivery of food is taken. (This is important, as any irregularity in this matter raises suspicion of collusion with the agent supplying the food.)
- (c) Check the famine expenditure register, or the cash-book, and see that the entries made in them agree with the advices of remittances received from the recouping officer.
- (d) See that the establishments have received their wages as entered in the famine expenditure register or the cash-book and that their numbers are not excessive.

- (e) Enquire into any unusual contingent expenditure.
- (f) Specially examine the prices charged for the food supplied, if necessary making enquiries in the village.
- (g) See that the recipients of food have their tickets (paragraph 4 of Appendix IV), understand what their rations should be, and are given their food in regular groups.
- (h) Note the condition of the children who have been for some time at the kitchen. If the condition of the children is good, the presumption is that they are receiving their full rations while if it is bad, the presumption is that there is misappropriation of food.
- (i) At meal-times, note the quality of the food, and enquire from the recipients whether they usually receive food of that kind.
- (j) Check the dead-stock register.
- (k) Note carefully the incidence of expenditure per unit relieved (a) for diet only, and (b) for total expenditure.

176. *Periodical inspection by members of Relief Committees.*—Members of Relief Committees should be encouraged to visit kitchens and record their impressions in an inspection book, which should be kept for the purpose.

## CHAPTER IX.

### **Distress caused otherwise than by drought, e.g., by flood.**

177. *Preliminary.*—The directions given in Chapters I to VIII are designed primarily for drought famines caused by deficiency of rainfall. The recent experience of this province is that relief measures are more frequently required to meet the situation caused by floods, resulting in widespread destruction of crops and houses. For such calamities little warning can be expected and the need of relief of some kind arises at once.

178. *Standing preparations.*—In all districts which experience has shown to be frequently exposed to floods a well-organized system of obtaining reports of abnormal rainfall from receiving stations in the catchment areas of the rivers liable to flood must be set up, and arrangements must be made to communicate the likelihood of flood to the threatened localities by the quickest possible means. The Commissioners and the District Officers are required to know what arrangements have been made, and should review them from time to time, as means of communication improve. They should also make an occasional review of the possibilities of obtaining boats in the event of an emergency. It may be possible to obtain an assurance from the district board that suitable boats will be made over to the District Officer by their ferry lessees, when the emergency arises. It is desirable that the ferry agreements should contain a clause accepting this liability. Other standing preparations may be needed in special localities, and will be apparent from the reports on previous calamities, with which the District Officers and the Subdivisional Officers should make themselves familiar as soon as possible after assuming charge.

179. *Special grants for Orissa Coast districts.*—The local Government have placed at the disposal of each of the District Officers of Cuttack, Balasore and Puri a sum of Rs. 1,000 against which they can draw for emergent expenditure intended for immediate relief in flood-affected areas. The unspent balance must be surrendered at the end of October.

180. *Immediate relief.* On the first intimation of serious flood, relief parties should be organized, who will visit inundated villages in boats, effect rescues and relieve distress by distribution of food, fire-wood and clothing for the destitute, especially women and children. It may also be necessary to take out mats for temporary shelters, medical stores, etc. The need for opening kitchens and poor-houses at fixed centres should be examined.

181. *Estimate of the affected area and organization.*—As soon after the flood as possible, an estimate of the area affected by it should be made, based on information supplied by the police, checked by the personal observation of the officers employed on relief and as far as possible by that of the District Officer and his Subdivisional Officers. The affected areas should be organized into circles, and officers placed in charge of each to arrange provision of relief as long as the need continues, the distribution of takavi loans, and to observe the affected tracts for signs of development of the need for long period relief where crops have been severely damaged.

182. *Utilization of subordinate staff.*—In making arrangements for the relief of distress, the District Officer should utilize the Police, the Excise, the Education, the Salt Department staff and other suitable official and non-official agency. Intelligent and willing zamindars' agents and presidents of panchayets will be found very useful.

183. *Special arrangements for supply of grain.*—When trade is paralysed by the breaching of roads and railways incident upon a great flood, it may be found necessary for a short period to take special measures to supply grain, salt and other necessities to the interior of a district. For this purpose some well-known and respectable Marwaris or merchants may be selected, and given such advances of money as may be requisite. In every case in which such advances are made, the fact should be reported for the information of the local Government. Transport arrangements may be made at the cost of Government to enable the grain dealers to carry the grain to the affected tracts unless the district board are prepared to undertake this duty. This will only be necessary till the trade paralysis disappears by the subsidence of the flood and restoration of former traffic. Where the Public Works Department have launches, barges and boats, they should be utilized to the utmost.

It may be found that local dealers, who have saved their stocks, are ready to take advantage of the calamity to force up the price of necessities. This should be countered by the measures indicated above, or for brief periods by organizing sales at cost price financed by public funds.

184. *Influx of beggars into towns must be prevented.*—In some districts it has been found that immediately after a big flood there is a rush of beggars and starving persons towards well-known centres, such as large towns. The establishment of kitchens at suitable centres, with poor-houses at thanas or in municipalities, will prevent undue wandering and spread of disease. It is important for many reasons to prevent a large influx of emaciated persons into towns. For this purpose the establishment of kitchens on the approaches and at some distance from headquarters is recommended.

185. *Takavi advances.*—After a severe flood such moral depression as is alluded to in section 8 is very apt to occur. Steps should, therefore, be taken for an early and liberal distribution of agricultural loans, as laid down in section 19. Loans under the Land Improvement Loans Act may also be given, if necessary, after the subsidence of the flood.

186. *Cholera epidemic.*—Experience has shown that a severe cholera epidemic generally follows a big flood. Immediately after a big flood the District Officer shall, therefore, report the occurrence to the Director of Public Health. That officer shall inform the local Government and shall arrange to place an extra staff of sub-assistant surgeons, with an assistant surgeon at the head, under the District Medical Officer, to treat cholera cases and to take necessary sanitary precautions to prevent the further spread of the outbreak. Arrangements should be made to provide them with country boats, which should be equipped with medicines, disinfectants and food for the patients.

187. *House-building advances and grants.*—The local Government have on occasions authorized the distribution of loans under the Agriculturists' Loans Act to raiyats, who require money for rebuilding their houses destroyed or damaged by flood. Loans to municipalities have also been sanctioned in the past, to enable them to make advances to the urban population for the same purpose. The local Government have also permitted District Officers to use money allotted to them for gratuitous relief to help indigent persons, such as landless labourers, to rebuild their houses, though this is an object more properly met from subscriptions to charitable relief funds. The sanction of the local Government should be sought for the adoption of such measures, if the District Officer thinks the calamity is so serious as to require them. It is necessary to prepare carefully lists of persons who are to be helped in this way, and, except in towns, it is usually of little use to distribute the money until the end of the monsoon is in sight.

188. *Need for observation.*—When the floods have subsided, it will generally be found that there is plenty of work available for able-bodied labourers in repairing the damage caused by the calamity. If, however, the loss of standing crops cannot be largely diminished by replantation, it may be found that a period of small scale relief will follow a flood, or even that it will develop into more serious scarcity. The situation will generally call for close observation at any rate till the next *rabi* harvest is gathered, or, in tracts mainly dependent on the rice crop, till the next harvest of that crop is assured. The provisions of Chapter II should be generally followed during this period.

189. *Reports.*—A telegraphic report to the local Government, repeated to the Commissioner of the Division, should be made immediately on the occurrence of a serious flood, and should be followed by



further telegraphic reports as soon as the extent of the calamity can be roughly estimated. In these reports the requirements of funds for takavi and for gratuitous relief should be stated, and an application for a grant from the Bihar and Orissa Famine Charitable Relief Fund may be made. The District Officer should endeavour to supply the Commissioner within ten days of the occurrence of a serious flood with a written report giving the following details:—

- (1) A brief narrative of the flood.
- (2) An estimate of the area in which the standing crops have been
  - (a) damaged, (this should include all acreage from which a crop may be expected without wholesale replanting or re-sowing);
  - (b) ruined, but capable of retransplantation or re-sowing in time for the normal harvest of the crop standing when the flood occurred;
  - (c) ruined and incapable of growing a crop in time for the normal harvest of the crop standing when the flood occurred, owing to deposits of sand or waterlogging or ingress of salt water or for other reasons.

An estimate of the area in which the land appears to have been permanently ruined or damaged by sand deposits or similar causes should be given.

A map of the district on a scale of 4 miles to the inch or a similar scale should be attached showing roughly the areas affected by the flood.

- (3) Loss of human life and cattle.
- (4) Damage to houses and stocks of grain. 'Damage to houses should be divided into three classes:—(a) houses swept away by flood; (b) houses collapsed (i.e., houses which have been ruined but of which the materials can be saved) (c) houses damaged (damage of a trifling character, which can be easily repaired, should be ignored).
- (5) Action taken to relieve distress up to date.
- (6) Need for further relief, including an estimate of the amount required for takavi and for gratuitous relief during the next three months.

NOTE.—A report may not always be possible in ten days, but in any event it must be put in within a month.

- (7) Any other points that it may be desirable to bring out at this stage.

This report will be submitted by the Commissioner to the local Government with his comments and recommendations with the least possible delay. It will serve the double purpose of enabling the local Government to judge the magnitude of the calamity and the adequacy of the steps taken and contemplated to meet it, and of furnishing the local Government with material for a communique. As exaggerated and ill-informed accounts of such calamities are liable to appear in the press, it is important that communique based on an accurate appreciation of the situation should appear as soon as possible.

190. Comprehensive report.—The Commissioner must take steps

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to secure a comprehensive report of the calamity from all District Officers to whose districts it has extended, in time to submit it to the local Government within three months of its occurrence. In addition to the information required for the first report, which should be elaborated and corrected in the light of further knowledge, the following points should be dealt with:—

- (1) The extent to which the crops have recovered during the interval, by replantation or otherwise. The figures for severe and moderate damage should be revised in the light of such recovery.
- (2) The adequacy of the standing preparations, and suggestions for their improvement and generally for mitigating damage from flood in the future.
- (3) The extent of help rendered by the local bodies, landlords, private associations and individuals.
- (4) Expenditure up to date.
- (5) Probable development during the next three months with an estimate of requirements of funds for that period.
- (6) Notice of good work done by officers and non-officials. The report will be illustrated by maps on the scale of 4 inches or 8 inches to the mile.

191. *Further reports.*—A further report on the situation will be submitted by the Commissioner after the lapse of another three months, and, if necessary, at the same interval as long as small scale relief is required (vide section 44). Throughout the period during which small scale relief continues the numbers on relief will be reported in the weekly telegraphic weather and crop reports (section 38).

192. *Finance.*—Funds for relief, whether for casual relief in the first few days after the calamity, or for regular gratuitous relief when lists of deserving recipients have been drawn up, as well as for works will be supplied from the head 43A—Famine Relief. These will be supplemented by grants from the Bihar and Orissa Famine Charitable Relief Fund, or by expenditure from local charitable relief funds. The district boards are authorized by notifications under section 99 of the Local Self-Government Act to incur expenditure in relief of distress caused by flood.

193. *Distress due to other causes.*—The provisions of this chapter will be followed, as far as the circumstances require and permit wherever serious distress is caused by natural calamities of other kinds.

## CHAPTER X.

### Rains policy and closure of relief.

194. *General.*--In the interests of the country at large, it is necessary to secure the re-establishment of agricultural conditions as soon as possible. It should be assumed that events will take their normal course when the rains have broken, and that private persons and employers of labour will give sufficient employment to the able-bodied, as is usual at this season. At the same time, it will be necessary to continue, and perhaps to extend, gratuitous relief for the weak and helpless, and in such circumstances increased activity in village inspection will be required.

195. *Policy before the monsoon breaks.*—(a) By the end of May, the people up to that time employed on large works should be dispersed as much as possible and sent to small works near their homes, dependants being brought, as far as possible, upon the gratuitous relief lists.

(b) At the same time, steps should be taken to distribute money subscribed by the public for the relief of distress (Chapter XIV), if any, and advances under the Agriculturists' Loans Act for the purchase of seed and cattle, the following procedure being observed:—

- (i) The organization for the distribution of the money and other necessary arrangements should be prepared in good time, and the process of selecting the recipients should, as a rule, be completed by the 15th of May. In this matter, however, the local officers should use their discretion so as to conform to local conditions, the object to be kept in view being to make the grants from charitable relief funds or takavi loans when the money is actually required for the purpose for which the grant or loan is made.
- (ii) The provisions of section 19 are generally applicable to all areas where famine has been declared.
- (iii) The system of taking joint bonds from the agriculturists of a village should, as far as possible be adopted.

196. *Policy after the monsoon breaks.*—(a) If the people cling to the works after the monsoon has declared itself, their dispersion can be secured in two ways:—

(i) The task for the able-bodied workers can be raised; or

(ii) Dependants and weakly gangs, or weakly sub-gangs, individually tasked under section 96, can be drafted to their homes, such of them as require help, and particularly the children, being brought upon the gratuitous relief lists.

(b) A few works should be kept open to meet any unexpected contraction of the labour market; but, unless the local Government shall order otherwise, all works should be closed as soon as the earliest principal autumn crop is ripe.

197. *Closure.*—(a) As the demand for agricultural labour increases, the gratuitous relief lists should be closely scrutinised, with the object of removing the names of individuals who no longer require relief. When the earliest of the principal autumn crop has been gathered, the process of closure should be more general, whole villages being struck off the list at a time.

(b) Poor-houses should be kept open until the autumn harvest has generally been gathered, by which time private charity will have resumed its natural course.

198. *Reversion to small scale relief.*—It will, however, be sometimes found that the need for small scale relief continues in restricted tracts after the time has come for winding up the extensive organization which the declaration of famine involves. In such circumstances the local officers should obtain the sanction of the local Government for reversion to the instructions contained in Chapter II, i.e., inclusion in the weekly telegraphic weather and crop reports of the numbers on relief (section 38), supplemented by a quarterly detailed review of the situation (section 44). It will not be necessary to submit the weekly return prescribed by section 39, unless this is specially ordered. When seeking sanction for this reversion the local officers should explain the extent and period of the small scale relief which they anticipate will be required, and estimate the probable expenditure upon it. The reasons why it is inadvisable to close down relief entirely should be clearly explained.

199. *Final report on famine operations.*—When famine operations have been closed or reversion to small scale relief has been sanctioned in any district, a brief and succinct report will be compiled by the District Officer from the periodical reports previously sent, and will be submitted to the local Government through the Commissioner,

who will review it either separately or along with the reports from other affected districts of his Division. The subjects to be covered by these reports are given in Form C—IV(e). A similar report should be submitted at the close of any prolonged period of relief in a district in which famine has not been declared.

200. *Statistics required.*—The table accompanying the report should include statistics of the numbers of persons on relief in each month from the commencement to the end of the period of relief, classified according as they were relieved on works, as dependants of workers, or in poor-houses or kitchens or their homes. Form C—IV(b) should be used, the months being indicated in column I. The figures for the period prior to declaration of famine can be obtained from the last return of each month in Form B—V and for the period of famine from the monthly returns in Form C—IV(b). The figures contained in the monthly mortality statement Form C—IV(c) should be brought together, the months being shown in column I of that form.

From Form B—I a statement of rainfall and prices will be compiled. The rainfall for each month will be shown, unless the District Officer desires to go into greater detail, and the price for the last week of each month. The selection of the place of record for rainfall and price is left to the District Officer, but should be clearly indicated on the returns.

201. *Submission to the Government of India.*—It is essential that these reports should be submitted without undue delay. On their receipt the local Government will compile them and review them for submission to the Government of India and for publication.

202. *Valedictory dole.*—When gratuitous relief of any kind is discontinued, the recipients of it shall be given a valedictory dole or allowance sufficient to support them for about a fortnight.

## CHAPTER XI.

### Orphans.

203. *General.*—In times of famine, the District Officer will be the temporary guardian of children who are found deserted in his district. He will be responsible for the care of them and should not surrender them except to their natural protectors, or failing these, to respectable persons of the same religion, who are willing to adopt or support them, until a sufficient period has elapsed after the close of the famine to allow of full enquiry being made for the purpose of tracing their natural protectors. This period may be put at three months.

#### STATE ORPHANAGES.

204. *Accommodation.*—Separate accommodation should be provided for orphans at each subdivisional and district headquarters. Such accommodation may be near the poor-house or near a children's kitchen, and under the same control and supervision.

205. *Children abandoned by their parents or guardians.*—Children abandoned by their parents or guardians should, if old enough, be sent to a suitable relief work, or, if too young to work, should be admitted to the nearest orphanage, if arrangements cannot be made for relieving them in the village to which they belong. Boys of more than 10 years of age should be kept apart from the other orphans.

206. *Register of admissions.*—A register in Form H—I should be kept of all children admitted to the orphanage, and in it should be entered all the information procurable as regards the names and residences of their parents and relatives, as well as particulars showing how the children were found destitute.

Detailed information as to the way in which each child is eventually disposed of should also be entered in this register.

207. *Disposal of orphans in subdivisional orphanages.*—All orphans remaining in subdivisional orphanages, on the closing of a poor-house or children's kitchen, should be sent to the orphanage at the headquarters of the district.

208. *General rules as to the disposal of orphans.*—Every effort should be made to discover the parents or relatives of the children, and a proceeding showing the action taken should be recorded in each case.

If the parents or relatives cannot be traced, the children may, subject to the provisions of section 239, be made over to respectable people of their own religion, who are willing to adopt or support them, and who will agree to answer to any enquiries regarding their condition that the District Officer may desire to institute, until the children reach the age of 18 years.

If no respectable co-religionist is found willing to adopt an orphan child or to consent to support it, such child may, with the approval of the local Government, and subject to the provisions of section 214, be sent to any established orphanage or other public institution for the care of destitute children. Form H—II will be used for seeking such approval.

209. *Analogous procedure of poor-houses and orphanages.*—The rules for the management of poor-houses should be applied, as far as practicable, to State orphanages. Thus, a diet register, foodstock register and relief ledger, similar to Forms F—III, F—IV and F—VI, might with advantage, be maintained. A dead-stock register in Form L—VI should also be kept.

210. *Weekly return.*—The Officer in Charge of orphan relief should submit, every week, to the Charge Superintendent, so as to reach him not later than Saturday evening, a return in Form H—III. The Charge Superintendent will incorporate these figures in his return in Form E—VI for his Charge (section 150).

211. *Inspections.*—An inspection book should be kept at each State orphanage. Copies of all inspection notes recorded in it should be forwarded without delay to the District Officer.

Members of Relief Committees should be encouraged to visit State orphanages and record their impressions in the inspection book. Where possible, a non-official committee, comprising gentlemen of different religions, should be appointed for every such orphanage.

#### PRIVATE ORPHANAGES.

212. *Register.*—In the case of a private orphanage, it shall be obligatory on the manager to maintain a register, giving the particulars referred to in section 206 regarding the children brought into the orphanage during the course of a famine. Copies of the register shall be forwarded, monthly, to the District Officer, who shall make every endeavour to find the parents of the children.

213. *Free access.*—Free access to the children in a private orphanage shall at all times be given to the District Officer, and to persons claiming the right, as parents or relatives, to remove any of the children.

If the parentage or relationship of any persons claiming as parents or relatives, the right to remove any of the children, is, in the opinion of the District Officer, satisfactorily established, such child or children shall be made over to them.

#### ALL ORPHANAGES.

214. *No removals until three months after the close of famine.*— A child unclaimed by its parents or relatives, whether in a State or private orphanage, shall not be removed from the district in which it was found until three months after the close of relief operations in the district.



## CHAPTER XII.

### Aboriginal tribes.

215. *General.*—The provisions of this Chapter do not wholly apply to aboriginal tribes, such as Santals, Mundas and Oraons, who are now accustomed to seek work at a distance, when scarcity threatens, but apply to more backward tribes in remote tracts, such as the Khonds. The officers appointed to administer relief to aboriginal tribes should be especially selected for their knowledge of, influence over, and tact in dealing with, them. Self-acting labour tests are particularly unsuited to these tribes; personal enquiry into the circumstances of individuals should generally take its place. Where the tribes have leaders or any social organisation, the freest use should be made of them in the distribution of relief. If the tribes show reluctance to come to ordinary relief works, they should be employed near their homes on work that is congenial to them.

216. *Separation of tribes on ordinary works.*—If members of the tribes are willing to attend the ordinary relief works, they should, as far as possible, be separately “ganged” at such works.

217. *Special relief measures.*—To provide for tribes who are unwilling to attend ordinary relief works, the following procedure shall be adopted:—

- (a) Special lists of suitable works should be drawn up by officers employed on watching distress (section 10).
- (b) The circles to be formed under section 34 should contain daily four or five villages, the object being to afford relief within five miles of each village.
- (c) The following works which have, in practice, been found suitable may (among others) be entered in the lists:—
  - (1) Irrigation works for storing water and channels for carrying water to the fields.
  - (2) The making and clearing of village tanks.
  - (3) The construction of wells.
  - (4) Improvements in sanitation.
  - (5) The making, or raising, of embankments.
  - (6) Clearing fields of stones and stumps.

- (7) The cutting and storage of grass.
- (8) Wood-cutting and the cutting of forest lines.
- (9) Mat-making.
- (10) The collection of wild produce for the market, or other industry to which the people are accustomed.
- (11) From the end of April onwards, the preparation of fields.
- (12) In the rains, the weeding of fields.

218. *Classification of members of tribes.*—On the first warnings of distress, especially careful village inspection should be made, and those who are likely to require relief should be divided into three classes—

- (a) Those incapable of work and requiring gratuitous relief.
- (b) Those capable of work, and without resources of any kind.
- (c) Those capable of work, and with some resources, but requiring partial relief.

Persons in class (a) shall be brought upon the gratuitous relief list.

Persons in class (b) shall be conducted to the ordinary relief works or, if they are unwilling to go, shall be employed as indicated in section 217(c).

Persons in class (c) shall be relieved, either by employment as persons in class (b), or by the sale of grain at specially low rates, in quantities sufficient only for their requirements.

NOTE.—The provisions of the Code regarding admission to gratuitous relief shall be liberally interpreted in the case of aboriginal tribes.

219. *Village inspection.*—Village inspection shall, throughout the period of famine, be made with special care.

220. *Free admission to works.*—Relief works opened for the tribes shall be open without restriction to all members of the tribes.

221. *System on works.*—On such relief works, the sub-gang, *i.e.*, the digger and his carriers, shall be separately tasked, and the task shall be low. Payment shall be made daily in accordance with the provisions of section 97(c) or 98(b), as the case may be, and to the individual, or jointly to the sub-gang or gang, as the case may be, in accordance with the provisions of section 100.

222. *Wages.*—The wage scale shall be fixed by the local Government with reference to the amount of wild produce available for food, but shall ordinarily be that in force on relief works, and shall in no case fall short of that prescribed in section 124 by more than one-third. It shall not be altered, except to meet very great changes

in prices. If possible, wages shall be paid on alternate days or weeks in cash and in grain, and the local Government shall fix a limit below which wages shall not be permitted to fall.

Rest-day allowances shall be given on the scale fixed for adult dependants and non-working children (section 123), or on such scale as the local Government may fix.

223. *Gratuitous relief.*—The gratuitous relief allowance shall be fixed by the local Government, with reference to the amount of wild produce available for food, but shall in no case fall short of the allowance prescribed in section 123 by more than one-third. The allowance shall ordinarily be given in grain.

Gratuitous relief shall be liberally extended in the rains to all who are unable to work or to find employment.

## CHAPTER XIII.

### Special relief to weavers and other artizans.

224. *Special relief to weavers.*—Distressed weavers shall, if possible, be given special relief in their own craft, if their sole occupation is weaving, and if they are—

- (a) unfitted by the practice of their profession and hereditary habits for hard out-door labour; or
- (b) physically incapable of earning a sufficient livelihood on relief works; or
- (c) unable to submit to the labour test on relief works without risk of impairing their manual skill or the delicacy of touch necessary for their own craft.

This form of relief shall be organised only where the weavers reside in considerable numbers in the same town or village, or in a group of adjacent towns or villages. The admission to this form of relief shall be regulated by personal enquiry and selection. The relief shall be controlled by a qualified official who shall, as far as possible, be assisted by non-official agency. The relief shall, as far as possible, be administered direct to the workers, and not through the agency of middlemen.

Weavers admitted to this form of relief shall be remunerated, either in accordance with the wage scale applicable to ordinary relief workers, on the performance of a prescribed task, or by purchase at current rates of cloth woven by them. If current rates are so low that a weaver cannot support himself and his family on them under the abnormal conditions of famine, they may be raised to such an extent as may be necessary.

If special relief is not afforded, weavers shall be employed on light work, e.g., carrying earth or digging soft soil, and shall, as far as possible, be specially "ganged" and be tasked with due regard to their strength, usual occupation and mode of life.

225. *Purchase of manufactured products and distribution of raw materials by way of advances.*—The District Officer shall arrange for the purchase of manufactured products at market prices, and, if necessary, for the distribution of raw material by way of advances.

The District Officer shall afterwards dispose of such manufactured products to the best advantages, crediting the sale proceeds to Government, or, if relief has been dispensed from any charitable fund, to such fund. A useful plan is to purchase the product, where it is suitable, for distribution as clothing for destitute persons.

226. *Special relief to other artizans.*—The principles of sections 224 and 225 may be applied in the case of artizans other than weavers who are similarly circumstanced.

227. *Advances.*—In cases in which it is not possible to organise relief for weavers and other artizans, advances of Government money may be distributed, after personal enquiry, to individuals, on such security as may be deemed sufficient, or to bodies of artizans on their joint security.

The rules under the Agriculturists' Loans Act shall apply *mutatis mutandis*, to the grant of these advances.

When any such advances are sanctioned, the District Officer shall inform the Accountant-General, to whom the recoveries made shall also be reported. The charges will be adjusted under the head "43A—Famine Relief," and the recoveries will be shown as a *minus* entry under that head.

If, however, a large amount is advanced under this section in any district, the loans shall be treated as "Advances Recoverable," and the Accountant-General will draw the attention of the District Officer if they are not repaid within a reasonable period.

A register, which will be prescribed by Government, shall be kept of these advances and repayments.

228. *Forms to be kept up.*—The following forms shall be kept up in the case of special relief to distressed weavers and other artizans:—

- (a) A nominal list of all weavers and other artizans relieved in Form I—I.
- (b) A statement in Form I—II, showing the number of weavers and other artizans relieved and the amount of thread, wool or other material distributed, together with the sale proceeds.
- (c) The Officer in charge of relief of weavers and other artizans will submit to the Charge Superintendent, so as to reach him not later than Saturday evening, a return in Form I—III. The Charge Superintendent will incorporate the statistics in his return Form F—VI for his Charge (section 150).

## CHAPTER XIV

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### Charitable relief funds.

229. *Distribution of money subscribed by the public for the relief of distress.*—When money is subscribed by the public for the relief of distress, and when the distribution of it is entrusted to Government agency, such distribution shall be made with the following objects :—

*Object I.*—To supplement the recognised system of State relief, e.g.—

- (a) by gifts of clothes and blankets;
- (b) by gifts of extra or special food, or medical comforts, to, the aged or infirm, persons of respectable birth, patients in hospitals, children, and the like.

*Object II.*—To supplement the relief of orphans, e.g.—

(i) during famine—

- (a) by grants-in-aid to private orphanages;
- (b) by extra comforts of food and clothing, for orphans supported by the State;

(ii) after the famine is over—

- (a) by provision for the support and training of orphans left on the hands of the State;
- (b) by grants-in-aid to societies or institutions supporting famine orphans.

*Object III.*—To relieve persons unwilling to accept State relief e.g.—

- (a) by free gifts or supply of work to poor, but respectable persons, and pardanashin women;
- (b) by employing, in their own craft, weavers and other artizans for whom such work has not been organised by the State, and to whom labour on ordinary relief works would be a hardship;
- (c) by grants-in-aid to private poor-houses or similar institutions.

- (d) by maintaining or subsidising shops for the sale of grain at cheap rates to selected persons in reduced circumstances.

*Object IV.*—To assist with grants of money—

- (a) agriculturists who are in need of seed, grain, bullocks, fodder for cattle, or implements of husbandry, or who require support during the interval between the sowing time and the harvest;
- (b) artizans who have lost their tools or stock-in-trade, or are otherwise in reduced circumstances ;
- (c) persons leaving State relief to resume their ordinary avocations.

230. *Existing funds.*—There is a provincial fund entitled “The Bihar and Orissa Famine Charitable Relief Fund” from which grants for the objects set forth in section 229 are made to District Officers. Application should be made through the Commissioner to the Revenue Secretary, who is Secretary to the Fund. Several districts have separate funds of the same kind. There is further an all-India fund entitled “The Indian Peoples Famine Charitable Relief Trust”, from which grants have been made in the past on application by the local Government.

## CHAPTER XV.

### Cattle.

231. *General.*—It may be noted, as a matter of general experience that, where possible, it is far more effective to bring fodder to cattle than to take cattle to fodder, and that to keep cattle in a village helps to keep the inhabitants of the village together.

232. *Growth of fodder crops.*—When, therefore, a fodder famine is imminent, liberal advances should be given to the cultivators with a view to the construction of temporary wells for the growth of fodder crops. The influence of land-owners and others may also be usefully employed with the object of stimulating the growth of such crops.

233. *Importation of fodder.*—The importation of fodder and other food-stuffs, such as cake, shall be left mainly to private enterprise; but the District Officer shall—

- (a) assist private enterprise by publishing the fact that fodder is wanted in any tract;
- (b) give liberal advances for the purchase of fodder;
- (c) report to the local Government for orders any case in which he thinks the State should guarantee the sale of fodder imported.

234. *Report to local Government.*—When a fodder famine is imminent in any district the District Officer shall report the matter, through the Commissioner, to the local Government, which may, if it thinks that this course is desirable, order that the provisions of the four following sections of this Chapter shall be applied.

235. *Levy of fees for grazing in State pasturages.*—In a fodder famine the preservation of agricultural cattle is a matter of far greater importance than any revenue which might be obtained from grazing fees levied on account of the admission of cattle to State pasturages. If, therefore, such fees are levied at all, they should be imposed on administrative grounds, and not as a source of income.

236. *General principles.*—Areas in which grazing is ordinarily permitted should be thrown open to free grazing and areas which are ordinarily closed to grazing should be reserved for the supply of grass for export. It may be necessary to supplement the latter by reserving



portions of the former areas for grass-cutting; or it may be possible to throw open portions of the latter at once, when the supply is in excess of the demand for export. But, the needs of local cattle being provided for, the supply of grass for export should be the first consideration. When the grass has been cut from the areas thus reserved they also may be thrown open to free grazing, if necessary. Browsers should not be admitted without payment to any areas which contain forest growth of any importance, and should in no case be admitted to areas ordinarily closed to grazing. No grazing should ever be allowed in areas under plantation or regeneration, unless the trees are old enough to be safe from attack.

237. *Restrictions*.—If it is found that cattle are resorting to a State pasturage in numbers greatly exceeding its grazing capacity, it may become absolutely necessary to limit their number. This may be done by restricting admission to cattle of villages in the immediate vicinity of a forest, such villages having the first claims upon its pasture.

238. *Fees to be levied in special cases*.—The cattle of professional graziers and cattle-breeders may properly be charged for grazing, even when agricultural cattle are admitted free.

239. *Cattle camps*.—When a fodder famine is severe, a cattle camp may, with the previous sanction of the local Government, be instituted in each district under veterinary supervision. Only selected cows and a few selected bulls shall be accommodated in the camps, the chief object of which is to preserve valuable breeds. The District Officer may, if he considers this desirable, purchase the cattle admitted to the camp, and, at the end of famine, re-sell them.

## CHAPTER XVI.

### Duties of Medical Officers in times of distress and famine.

240. *Inspector-General of Civil Hospitals.*—The Inspector-General of Civil Hospitals shall, in times of distress, require District Medical Officers to submit—

- (a) in Form K—I, a weekly return showing the number of deaths in poor-houses, with explanations of the causes which, in his opinion, are responsible for the deaths;
- (b) in Form K—II, special monthly reports on the following matters:—
  - (1) Any increase of illness and disease believed to be due to want of food.
  - (2) Any deaths due to illness induced by want of food.
  - (3) The number of in-door and out-door patients received in special famine hospitals or treated at famine works.
  - (4) The distribution of the subordinate medical staff, and any increase to it that may be required.

He shall submit a monthly abstract of these reports to the local Government.

241. *Responsibilities of the Inspector-General of Civil Hospitals.*—As soon as the existence of distress or famine in a district is communicated to him by the local Government, the Inspector-General of Civil Hospitals shall—

- (a) issue special instructions for the hospital treatment and diet of famine patients;
- (b) be responsible that medical arrangements for famine relief are duly made in all districts, and himself, personally, inspect and supervise them as far as possible;
- (c) report to the local Government the need for any increase to the medical staff in any district, with his proposals to meet it;
- (d) at the end of any period of distress or famine, submit a general report on the operations of his department in connection with famine relief.

242. *Director of Public Health.*—As soon as it appears that any tract of a country is likely to be affected by famine, and as long as famine operations continue, the Director of Public Health shall draw the special attention of his subordinates to questions regarding the water-supply, the food-supply, conservancy, the disposal of corpses, the measures to be adopted on the occurrence of epidemic disease, and all other matters affecting the public health.

243. *Monthly telegraphic mortality report to the Director of Public Health.*—In similar circumstances, the District Officer shall report to the Director of Public Health by telegram, before the 15th of every month, the mortality in his district in the preceding month, and the Director of Public Health shall submit mortality returns for all districts to the local Government without delay. The Director of Public Health shall inform the local Government if, from such telegrams or other sources, he is led to suspect the existence or imminence of famine in any district.

244. *Fortnightly reports to the Director of Public Health.*—All District Medical Officers shall submit fortnightly reports regarding the public health in their districts to the Director of Public Health, who shall submit an abstract of such reports fortnightly, with his opinion on them, to the local Government.

245. *Duties of the Director of Public Health.*—The Director of Public Health shall be constantly on tour inspecting sanitary arrangements; he shall carefully consider the peculiar conditions of every centre of famine relief, and, if necessary, modify the general instructions to meet them; he shall pay special attention to the character of the food-supply offered for sale on the works, and in particular to the quality of the cooked food where such is given. On all such matters he shall address the District Officer, and in cases of emergency he shall issue instructions direct to officers in charge of works.

246. *Duties of the District Officer and the Director of Public Health on the occasion of epidemics.*—The District Officer shall report the outbreak of epidemic disease, or other occurrence requiring urgent action, by telegram to the Director of Public Health, who shall immediately despatch an Assistant Director or special Sanitary Officer to the spot.

247. *Position of District Medical Officer.*—The District Medical Officer shall act in all matters connected with the general administration of famine relief under the orders of the District Officer, and in all professional and departmental matters under the orders of the Inspector-General of Civil Hospitals and the Director of Public Health. In the event of a difference of opinion between the District Officer and the District Medical Officer on a question affecting sanitation or the public health, the case shall be referred to the Commissioner, whose orders shall be final, pending a reference to the local Government.

248. *Powers of District Medical Officer.* When famine prevails, the District Medical Officer shall have power to deal with misconduct on the part of medical subordinates on the permanent establishment by suspending them from duty, reporting the circumstances, with the explanation of the person accused, for the final orders of the Inspector-General of Civil Hospitals: persons temporarily entertained may be fined or suspended by him, or, with the sanction of the District Officer, may be summarily dismissed, the Inspector-General of Civil Hospitals being informed of the action taken.

249. *Duties of District Medical Officer.*—When famine prevails, the District Medical Officer, or an officer specially appointed for the purpose, shall—

- (i) be entrusted with the administrative arrangements for medical relief, except the postings of medical subordinates;
- (ii) be responsible for proper sanitary and medical provision for the sick in poor-houses, in kitchens, and on relief works;
- (iii) personally supervise and direct the medical subordinates in the district in their professional duties, and scrutinise their accounts;
- (iv) bring to the notice of the District Officer any marked increase in the death-rate of any locality;
- (v) send to the District Officer copies of the monthly reports prescribed by section 240(b);
- (vi) report to the District Officer cases of death from starvation, or illness due to insufficient food;
- (vii) report to the District Officer all matters relating to the health of the recipients of famine relief, or to the welfare of the sick persons among them that require immediate notice;
- (viii) make periodical tours to see that the rules laid down as regards medical and sanitary matters are observed.

250. *Peripatetic inspecting staff.*—When famine prevails, the District Medical Officer shall be provided with a staff of inspecting officers, who shall visit all relief works and hospitals and report the results of their inspections to him. Such inspecting officers shall not be below the rank of Assistant Surgeon.

251. *Medical Officers for poor-houses and relief charges.*—A Medical Officer, or subordinate competent for independent charge, shall, if possible, be attached to every poor-house and large relief work charge. If the medical establishment is short-handed, private practitioners shall be employed especially to attend the sick at night.

252. *Medical Officer on a large relief work charge.*—The duties of a Medical Officer on a large relief work charge shall comprise, in addition to attendance on the sick and the maintenance of order and discipline in the hospital—

- (i) daily inspection of the sanitary arrangements and the water-supply;
- (ii) periodical inspection of the food offered for sale, and prohibition of the sale of injurious grain;
- (iii) periodical inspection of all persons on the works, with special attention to newcomers, weakly gangs, and nursing-mothers;
- (iv) detection of the first cases of infectious and contagious diseases, and the adoption of measures to prevent their spreading;
- (v) distribution of quinine on the works, to prevent malarial fever, and the supply of antiscorbutics on the appearance of scurvy;
- (vi) the reporting to the Officer in Charge of any cases in which lighter tasking, gratuitous relief, or special treatment or diet is necessary;

253. *Medical Officers at poor-houses.*—The rules for Medical Officers in charge of hospitals on a large relief work charge shall apply, as far as possible, to Medical Officers in charge of hospitals attached to poor-houses.

254. *Medical arrangements for small works.*—The District Medical Officer is required to advise the District Officer on the provision needed for the sanitation and the treatment of sick on small relief works.

## CHAPTER XVII.

### Accounts.

#### PART I.

##### *Provision of Funds.*

255. *Procedure during the stage of expectation of distress and small scale relief.*—During this stage expenditure of a serious character will not ordinarily be necessary until the position indicated in section 32 has been reached, at which the District Officer is required to review the situation in detail and estimate for expenditure for the next three months. Such expenditure as may be necessary, for example for the relief of wanderers through the police (section 31), will be met from the District Officer's contingent grant. As soon as a grant under the head 43-A—Famine Relief is sanctioned all expenditure on relief will be debited against that head. Further applications for funds should be submitted at intervals of three months or less (section 44). If the calamity, which renders relief necessary, is a sudden one, e.g., flood, immediate application for a grant under 43-A—Famine Relief should be made (section 189) or the special grants placed at the disposal of the District Officers of the Orissa Coast districts may be utilized (section 179). The debit in such cases will be finally made against 43-A—Famine Relief. Applications for grants should be made in Form L—I.

256. *Procedure after famine has been declared.*—No change in the system of providing funds is required by the declaration of famine. Applications for grants in Form L—I will still be made by the District Officer through the Commissioner at intervals of three months, unless the local Government otherwise direct.

257. *Commissioner's distribution of funds.*—When orders have been passed by the local Government on the Commissioner's estimate, copies of which will be sent to the Accountant-General, and an allotment of funds has been made, the Commissioner shall distribute at his discretion sums sufficient to meet the requirements of the affected districts under him, keeping a portion of his allotment as a reserve to meet unforeseen demands.

258. *Supplementary estimates and allotments.*—If the Collector finds his allotments insufficient, he shall submit to the Commissioner a supplementary estimate of the additional amount required. The Commissioner may then make a further allotment out of his reserve.

or, if that is exhausted, authorise the expenditure in anticipation of a further allotment of funds from the local Government, for which he shall immediately apply.

259. *Commissioner's register of allotments*—To enable the Commissioner to maintain a check over the allotments made by him to the districts against the amounts allotted by the local Government, a register in Form L—II shall be maintained in his office.

260. *Commissioner's statements to Accountant-General*.—Simultaneously with the submission of an estimate to the Commissioner as provided in sections 255 and 256, the Treasury Officer should submit to the Deputy Controller of the Currency, Calcutta, an estimate of his probable cash requirements.

The Commissioner shall send quarterly statements to the Accountant-General showing—

(i) the total amount assigned by the local Government for the Division up to date;

(ii) the total amounts allotted by the Commissioner to Collectors, including the amounts allotted in the present statement; and

(iii) the available balance of the divisional assignment.

261. *Accountant-General's register of allotments and monthly account to local Government*.—The Accountant-General shall keep a register of all allotments of funds made by the local Government, and shall submit to the local Government on or before the 20th of each month an account showing the charges incurred in each district up to the end of the month for which the accounts have been closed. A copy of the account may also, if desired by the local Government, be furnished to the Famine Commissioner direct by the Accountant-General.

262. *Sanction to permanent advances*.—When expenditure is likely to be incurred in a district on relief operations, permanent advances on a scale to be fixed by the local Government shall be allowed to Collectors. The amount of such advances will vary with the famine conditions prevailing in each district. There is no restriction as to the nature of the charges which may be paid from them.

If in any case the permanent advance proves insufficient for immediate requirements, a temporary advance may be drawn from the treasury on the authority of the Collector's certificate declaring it to be necessary, and the fact should be reported by telegram to the Commissioner and to the Accountant-General. The Treasury Officer is authorised to make such advances. If the money is required only for a temporary purpose, it should be adjusted as soon as possible by the submis-

sion of a vouched bill; and if required permanently, the sanction of Government should at once be applied for.

263. *Distribution of permanent advances*—Ordinarily the greater part of the district permanent advance shall be made over to Subdivisional Officers and Charge Superintendents of the affected area, who in their turn shall distribute it among subordinate relief officers and distributors of village gratuitous relief. Out of the permanent advance a small sum shall be retained at the district headquarters for miscellaneous famine relief charges to be incurred there and a small sum shall be made over to the Superintendent of Police for the casual relief of wanderers.

264. *Acknowledgment of permanent advances*.—After drawing the permanent advance, the Collector shall send an acknowledgment for the whole amount to the Accountant-General. Each officer distributing a portion of his permanent advance shall obtain acknowledgments for the sums distributed.

265. *Refund of permanent advances*.—When relief operations in a district have ceased, the amount of each permanent advance shall be refunded without delay into the district treasury or nearest sub-treasury. To ensure this being done, a date should be fixed by which each officer should be separately called upon to refund the advance or advances taken by him: the Collector should then see that no advance is outstanding and report the fact to the Accountant-General.

## PART II.

### *Method of drawing and accounting for Famine charges.*

266. *Funds to be obtained from permanent advances*.—In the distribution of permanent advances referred to in section 263, the objects to be kept in view are, first, that facilities should be given for the encashment of bills with the least possible delay by authorising, if necessary, direct payment at the nearest sub-treasury of bills of officers holding a portion of the advances: secondly, in order to avoid the objections and unnecessary correspondence which result from the submission of defective bills, that power to draw money from the treasury should not be given to any class of officers who cannot be trusted to draw out bills in proper form. To secure these objects the local Government have authorized Collectors, Subdivisional Officers and Charge Superintendents to draw money from treasuries and sub-treasuries on bills signed by themselves.

The amount outstanding in permanent advances should be kept as low as possible, and inspecting officers should keep the matter in view and adjust the sum which each officer is authorised to hold as closely as possible to the varying conditions of his charge.



267. *Cash book*.—Each disbursing officer shall keep a simple cash book, in Form L—VII, in which he shall enter all receipts in connection with famine received by him on one side, and all payments made by him on the other side of the book. Sums drawn on bills should be shown as receipts.

268. *Forms on which expenditure should be drawn*.—Expenditure which is debitable to famine relief should be drawn from the treasury on one or other of the following bill forms:—

- (1) *Pay of gazetted officers*.—On pay bill forms.
- (2) *Pay of establishment*.—On establishment bill forms; but the pay of posts on less than Rs. 10 a month, which are not held by permanent Government servants, can be drawn on contingent bill forms.
- (3) *Travelling allowance*.—On travelling allowance bill forms.
- (4) *All other kinds*.—On contingent bill forms.

269. *Establishment bills to be drawn up in full detail on proper forms, and to quote sanction*.—A bill for establishment shall, subject to the provisions of the last preceding section, be always made out in full detail on the usual establishment bill forms, whether it is intended to draw the amount from the treasury on such bill or on some other account to which such bill will be attached as a voucher. It shall ordinarily cite the authority of the local Government or other constituted authority, under which the establishment has been entertained. When in emergent circumstances the previous sanction of the local Government or other authority cannot be obtained, the charge may be passed on production of a certificate to that effect, but the necessary sanction must be obtained and submitted as soon as possible.

270. *Prompt payment of officials*.—(a) In the case of a person not in Government employ, the order of appointment should state the pay and allowances of the post; and this should be regarded by the disbursing officer as the authority to pay.

(b) In the case of an official transferred from another department, the order of appointment should state the pay and allowances to which he will be entitled for famine duty. The regular last-pay certificate should be sent through the ordinary channel, but a provisional certificate should be granted by the disbursing officer of the department from which he is transferred: and this should be regarded as the authority to pay by the disbursing officer of the department to which he is transferred.

NOTE.—The last-pay certificate (regular or provisional) should state what allowances, if any, will cease on transfer.

## PART III.

*Control and Audit.*

271. *Necessity for prompt scrutiny of all returns by executive officers.*—For the efficient control of relief operations, it is essential that there should be a prompt scrutiny and check of all returns by officers acquainted with the local conditions, and that this check should include the figures for expenditure as well as those for persons relieved and work done. In view of this fact, the ordinary rules of audit will be modified as follows in respect of famine accounts, but the rules that follow apply in full only to districts to which the Accountant-General has deputed test auditors and famine accountants. In all other districts the famine accounts will receive the same attention and be subject to the same rules, as far as possible, as the districts with famine accountants, but the accounts and vouchers will be sent with the usual treasury accounts to the Accountant-General for final audit.

272. *Final audit to rest with Collectors, who may delegate.*—

(a) Subject to the test-audit referred to in section 277, the final audit of all payments charged to "43-A—Famine Relief" shall, except as provided in the note to section 275, rest with the Collector.

(b) In districts where famine has been declared and work is heavy, the duty of examining each bill may, with the sanction of the Commissioner, be delegated to one or more selected gazetted assistants, but in no case should the officer selected be an officer disbursing famine expenditure. The Accountant-General should be informed of all such delegations.

273. *Audit points requiring attention.*—The main points requiring attention in audit are—

(a) that the expenditure is warranted by orders of competent authority, and that it is necessary for the due administration of relief, and not greater than the occasion demands;

(b) that bills and accounts of expenditure are signed by the proper persons, and are supported by the necessary vouchers and other papers;

(c) that vouchers are in order, and that the details of all figures work up to the totals;

(d) that there are no erasures, and that any alterations are attested by the officer concerned;

(e) in all cases in which it is prescribed that agreement should be effected between two different documents, the fact of the agreement should be noted on both the documents and duly initialled;

(f) that the document appears after due examination to be genuine in all its parts;

(g) for the accounts of both large and small works careful check of expenditure is required, starting from the muster rolls and ending with the entry of the bills in Form L—III. This check should be carried out as soon as the muster rolls and other documents are received on the closure of the work (see sections 107 and 112).

274. *Audit of the accounts by the famine accountant and test auditor, and review by Collector.*—All bills on which money is drawn from the treasury shall be returned after payment to the Collector, who will give to the Treasury Officer a receipt for the bills returned, specifying the amount paid on each. This receipt may be in the form of an invoice. It will constitute the Treasury Officer's voucher for the debit in his accounts as rendered to the Accountant-General.

The bills shall then be made over to the famine accountants, who shall check them and audit them in every way, classifying and compiling the accounts and checking all calculations and totals. They shall then be re-audited in every item by the test auditor, whose audit shall be a complete check on the work of the famine accountant.

The bills shall then be presented for review to the Collector. In carrying out this review, the Collector shall first dispose of the objections raised by the test auditor by issuing necessary orders on the objection statement of items of Rs. 100 and less, and by rendering any explanation on the objection statement of items over Rs. 100, which should be submitted to the Accountant-General. He shall then take up the accounts generally, and if he has not already examined each bill in its initial stage but has delegated the duty as laid down in section 272 (b), he shall select at random not less than 5 per cent. of the bills and shall review them, seeing that the charges are legitimate and the rates correct, but he shall not be required to check calculations or totals. This duty of review shall not be delegated to any other officer. If the Collector has already checked each bill in its initial stage, he need only satisfy himself on any points which appear to him to require explanation.

275. *Accountant-General to depute a senior auditor to each district office.*—The Accountant-General shall place at the disposal of the Collector in each famine district a clerk of the standing of a senior auditor to work as accountant under him, to receive all famine

NOTE 1.—The pay and travelling allowance bills of gazetted officers shall be forwarded to the Accountant-General for audit.

NOTE 2.—The intention of the rule is that both the executive check ordinarily applied by the Collector and the technical audit, which ordinarily takes place in the Accountant-General's office, should remain with the auditor, the district staff being responsible only for the proper compilation of the bills to be drawn by the Collector.

bills, accounts and returns, to check and audit them in every way and to submit them to the Collector for review.

276. *Instruction parties.*—The Accountant-General shall also organize one or more audit parties to tour in the famine area, for the purpose of instructing all officers concerned in the proper preparation of the various registers and accounts which each has to keep or submit. A special duty of such parties is to examine the adequacy of mustering and the actual payment of labour on large works.

277. *Test-audit parties.*—In addition to its work of instruction, the local audit party shall conduct test-audits of accounts at district headquarters, submitting to the Collector a memorandum of errors discovered and reporting to the Accountant-General any grave irregularities or defects that may come to light. The Accountant-General shall, thereupon, take such action to inform the Commissioner or to report to the local Government as may seem to him fit. The local audit party should pay special attention to the audit of establishment and travelling allowance bills, and the disposal of objections.

278. *Examination of bills drawn on sub-treasuries.*—When bills are drawn by subordinate officers on sub-treasuries, they shall be transmitted weekly by the Treasury Officer to the Collector, who shall see that the amounts drawn correspond with those shown in the departmental returns and accounts submitted to him by subordinate officers direct under the provisions of the departmental codes. Any amount disallowed by the Collector shall be intimated to the officer concerned for short drawal in his next bill. Each bill shall be endorsed as admitted in full, or in part, as the case may be, the endorsement being initialled by the Collector.

279. *Register and return of famine expenditure.*—The Collector shall maintain a register of famine expenditure in Form L—III in which he shall post all bills drawn at the treasury or a sub-treasury. On the third of each month he shall prepare from this register a consolidated statement in Form L—IV in respect of all bills charged off in the headquarters treasury accounts during the preceding month, and shall submit one copy to the Accountant-General and one copy to the Commissioner. The total expenditure shall be verified by the Treasury Officer. The copy of the statement rendered to the account office shall be accompanied by the pay and travelling allowance bills of gazetted officers. After all the bills are audited, the entries in the register of expenditure should be examined and corrected, if any change is made in the classification during the course of audit, and a revised statement in Form L—IV bearing the certificate of audit should be submitted to the Accountant-General on or before the 20th of the month.

280. *Audit by subdivisional officer in certain circumstances.*—

Should the size of a district or the magnitude of relief operations render it desirable, the local Government may direct that any subdivisional officer shall perform, in respect of his subdivision, all the duties of check and audit hereinbefore imposed on the Collector. In such a case the sub-treasury officer shall return all bills to the subdivisional officer after payment. For the bills so returned the subdivisional officer will give a receipt to the sub-treasury officer, specifying the amount paid on each; this receipt may be in the form of an invoice and will constitute the sub-treasury officer's voucher for the debit in his accounts as rendered to the Treasury Officer.

The subdivisional officer shall prepare each month a consolidated statement in the same form and in the same manner as the district statement of all charges drawn from the sub-treasury up to the last date for which amounts drawn from the sub-treasury are included in the headquarters treasury accounts, and shall submit it with the bills to the Collector for incorporation in the district statement.

If the local Government considers it necessary, the Accountant-General will be asked, if possible, to depute a clerk of the standing of a senior auditor to work as accountant under the subdivisional officer.

#### PART IV.

##### *Classification of Expenditure.*

281. *Debit of expenditure due directly and indirectly to famine.*—All expenditure incurred directly for the relief of distress shall be debited to the head "43A—Famine Relief". Expenditure indirectly due to famine, e.g., charges incurred on an increase of the police force, medical aid or compensation to Government servants for dearness of provisions, shall be debited to the appropriate service heads.

282. *Classification of "Famine Relief" expenditure.*—Expenditure debited to "43A—Famine Relief" shall be classified as follows, and this classification shall be observed in all accounts, vouchers and returns:—

##### I.—Pay and allowances—

(i) of special relief officers.

(ii) of establishments—

Clerks and other superior establishments.

Inferior establishments.

(iii) Travelling allowance.

(iv) Contingencies.

##### II—Relief works—

(a) Large works—

Wages of labour—Other expenditure.

## (b) Small works—

Wages of labour—Other expenditure.

## III. Relief to people employed otherwise than on relief works.

## IV.—Gratuitous relief—

## (a) Given in Government institutions—

## (i) Poor-house charges—

Diet.

Other expenditure.

## (ii) State kitchens—

Diet.

Other expenditure.

## (iii) Orphanages—

Diet.

Other expenditure.

## (b) Given at the houses of the people.

## (c) Given in other ways.

## V.—Miscellaneous—

## (i) Advances for aided private works.

## (ii) Advances to artizans.

## (iii) Measures for protection of cattle.

## (iv) Other expenditure.

283. *Classification of charges for officers and establishment.*—As regards Government servants, the following rules shall be observed :—

- (a) In the case of a person already in the service of Government, his pay and allowances, together with his contingent expenditure, shall be charged to the ordinary service head when he is merely an addition to an existing establishment, which requires strengthening owing to famine work; but when he is detached altogether from his own regular duties and is employed exclusively on famine relief, his pay and allowances, together with his contingent expenditure, shall be charged to the head "43A—Famine Relief".

- (b) The pay and allowances of an establishment specially entertained for, and mainly employed on, famine relief, shall together with its contingent expenditure, be debited to the head "43A—Famine Relief."

- (c) In all cases falling under clauses (a) and (b), travelling allowances to and from the work and also while engaged on the work, as well as pay and allowances during transit, shall be debited to the head to which the salary of the official while actually employed on the work is debited.

284. *Advances and Loans.*—

- (a) Expenditure on relief works, large or small, the cost of which is to be borne entirely by the State, shall be shown under "II—Relief works."
- (b) Advances of money, whether wholly or partly recoverable, made to land-holders for the purpose of employing labour under famine relief conditions and restrictions shall be made under the provisions of the Land Improvement Loans Act (XIX of 1883), so as to be recoverable as arrears of land revenue, interest being charged at the usual rate on the portion recoverable, but they shall be charged in the first instance to "Famine Relief—V—Miscellaneous; Advances for aided private works". On the close of famine relief operations or earlier, if possible, the amount to be recovered shall be settled by the local Government, and that amount shall then be transferred in the accounts by deduction from "Famine Relief Expenditure" to the debit of "R. Loans and advances by Provincial Governments; Advances to cultivators—Advances for aided works," recoveries being credited to the latter head.
- (c) Advances for the financing of artizans shall be similarly accounted for.
- (d) All other advances made under the Land Improvement Loans Act, or the Agriculturists' Loans Act shall be dealt with under the ordinary rules, and not shown as famine expenditure.

PART V.  
*Miscellaneous.*

285. *Payment of medical subordinates.*—(a) On the appointment of a medical subordinate to famine relief work, the chief administrative medical officer making the appointment will forward an order of appointment to the officer himself, and a copy of it to the Accountant-General, as well as to the famine officer under whom the subordinate will work; or if he cannot ascertain this, then to the Collector of the

district to which the medical subordinate is posted, who will forward the order to the proper quarter. The order of appointment should show the pay and allowances sanctioned for the officer while on famine duty.

(b) If the medical subordinate is already in Government service, he should take a last-pay certificate with him from the officer under whom he was working, and this should be attached to the first salary bill drawn while on famine duty.

**NOTE.**—If in special circumstances the medical subordinate is unable to take a last-pay certificate with him, the Famine officer under whom he is posted should apply for and obtain it from the officer from whose office he is transferred.

(c) The pay and allowances of a medical subordinate should be drawn on bills signed by him and countersigned by the famine officer under whom he works, or signed by the famine officer alone. The bill should be drawn in accordance with the rates sanctioned in the orders of appointment, and in the case of an officer already in Government service the last-pay certificate referred to above should be attached, a note being made on the last-pay certificate showing the date of taking over charge of famine duties. If there is delay in getting a last-pay certificate, the pay of the subordinate for the period of actual duty on famine work may be drawn in accordance with the sanctioned rates of pay and allowances shown in the order of appointment. The pay for the period of transit and for the period of employment in the former office after the date shown in the last-pay certificate may be drawn after the last-pay certificate arrives.

(d) A Treasury Officer should not refuse payment of bills drawn or countersigned by a famine officer on account of a medical subordinate merely on account of want of authority sanctioning the appointment. His duty in such a case is only to see that there is nothing *prima facie* objectionable in the bills, beyond the absence of the order of appointment.

(e) The bills should ordinarily be encashed at the nearest treasury or sub-treasury; but when this involves delay, they may be paid out of the permanent advance held by the famine officer, which can be recouped by the encashment of the bills from the treasury or sub-treasury.

286. *Scales of establishment and powers of sanctioning establishments.*—A general scale of establishment will be laid down by the local Government for each of the general branches of relief. Within the limits of such scale the following officers shall have power to sanction appointments:—

*Commissioner, or Chief Medical Officer.*—Any appointment carrying a consolidated salary of not more than Rs. 250.

*Collector.*—Any appointment carrying a consolidated salary of not more than Rs. 150.

**NOTE.**—The Collector may delegate to the subdivisional officer or officer of similar rank their powers under this section in respect of an appointment carrying a consolidated salary of not more than Rs. 25.



Pending any further orders of the local Government to the contrary, the scales of establishment given in this Code and its appendices shall be adopted.

287. *Power to exceed general scale of establishment.*—The Commissioner, or Chief Medical Officer may sanction an establishment in excess of the general scale, both as regards the pay of individuals and increase of staff, up to a limit of 25 per cent., reporting his action immediately to the local Government.

NOTE.—The power given to the Commissioner in this and the preceding section shall be exercised, subject to any special orders of the local Government, by an Additional Commissioner, if one is appointed under section 49 for the control of famine relief.

288. *Register of sanctions.*—Each Collector shall maintain a register of sanctions to establishment in his district in Form no. 16 of the Audit Code. In this register a separate page or pages shall be allotted to each relief work, poor-house or other relief institution for which establishment is entertained, and a full index shall be maintained.

This register is required for the audit of establishment charges which is conducted against sanctions, but it is not possible ordinarily in the case of famine to maintain a complete record, and payments of less than Rs. 10 may be omitted. In the case of medical establishments varying with the number of persons on relief, it is only an inspecting officer who can efficiently supervise the variations in number and rate of remuneration, but it will assist the audit if in such cases a note is made in the register of the general rule that regulates the scale.

289. *Officers transferred to or from famine duty to be paid to date.*—An officer transferred to or from famine duty shall ordinarily be paid up to date on making over charge.

290. *Treatment of deductions from establishment bills.*—When an establishment bill chargeable to "43A—Famine Relief" is presented for encashment at a treasury or sub-treasury, it should be accompanied by a challan for the credit into the treasury of the deductions on account of income-tax, etc. The Treasury Officer will pay the net amount of the bill in cash and the deductions by transfer credits to the proper heads.

291. *Objections.*—The Collector shall communicate objections to the officers concerned in half margin memoranda. All objections shall be entered in an objection book in Form L—V, which shall be closed and signed by the Collector quarterly. Objections still outstanding shall be brought on to the book for the new quarter, and special attention shall be paid to their prompt settlement. Objections should be kept distinct, each being given a separate number, which should invariably be referred to in all correspondence on the subject.

292. *Supply of forms.*—When famine operations are imminent, the Collector shall arrange for an adequate supply of account and other forms.

Stationery shall be obtained as far as possible from the Stationery Department, but the Collector may, in case of urgency, purchase stationery in the local market. No sanction of the local Government to such purchases need be obtained. It is the duty of controlling officers to see that the power of local purchase is not unduly exercised.

The Collector may, in case of urgency, employ any private press for printing work, reporting the same to the Commissioner for approval.

293. *Colours of bills.*—Bills shall be drawn on paper of different colours, in token of urgency, and to facilitate sorting. The following colours are suggested :—

Relief works bills, red : village gratuitous relief bills, blue .  
poor-house bills, green : village kitchen bills, yellow.

294. *Bilingual headings.*—All forms and bills, which will ordinarily be prepared in the vernacular, shall have bilingual headings.

295. *Vernacular vouchers to be accepted.*—Vouchers shall, as far as possible, be submitted in English; but no objection shall be taken to any voucher because it is in the vernacular.

296. *Printing of certificates.*—Certificates shall be printed in such a way that one signature will suffice for both bill or statement and certificate.

297. *Powers of disregarding errors and waiving objections.*—The Collector may disregard an arithmetical error of 4 annas in any case, and up to 1 per cent., but not exceeding Re. 1, where the bill or voucher is for an amount in excess of Rs. 25.

The Collector may waive an objection, not involving a personal claim by any officers in permanent Government service, and temporary employees on pay exceeding Rs. 20 a month of any other kind, which relates to an item of not more than Rs. 100.

298. *Horse allowance.*—The Collector shall have power to sanction the payment of a horse allowance not exceeding Rs. 25 per mensem to any subordinate employed on famine duty who has a considerable amount of travelling to do in the course of his work.

299. *Commission to bankers.*—No charges for commission to bankers for cashing cheques or pay bills payable by Government, or otherwise supplying funds for Government expenditure, shall be passed in audit unless the arrangements under which the expenditure is incurred have been sanctioned by the local Government.

Before sanctioning such special arrangements, the Accountant-General should be asked whether any more economical arrangements can be made, and whether the particular method proposed is otherwise free from objection.

300. *Arrangements for keeping a large number of villages in Funds.*—To meet the difficulty of keeping a large number of villages regularly in funds, the following expedients may be adopted:—

- (a) The money-order system may with great advantage be used for periodical remittances, the necessary arrangements for prompt payment being made in the head post-offices.
- (b) Escorts may be appointed for a circuit of villages to be visited at stated intervals.
- (c) Police-stations and other centres may be used as depots, the money being sent there by money-order or otherwise, and the payees coming there to receive it.
- (d) The services of touring officers may be enlisted to convey sums due to the villages which they are about to visit.

In the last two cases the money received from the sub-treasury should not pass through the accounts of the officers distributing, who will act in the matter merely as a post office.

301. *Powers of Commissioners to sanction halting allowance and to extend joining time.*—Commissioners have power under S. R. 55 and Article 166 of the Bihar and Orissa Service Code to sanction the drawal of daily allowance for halts over ten days in one place and the recovery of the actual cost of maintaining Camp equipment during a halt at headquarters under S. R. 67 and Article 174 of the Bihar and Orissa Service Code. They also have power to extend joining time under S. R. 240 and Article 240 of the Bihar and Orissa Service Code up to thirty days.

302. *Reports of defalcations.*—Any defalcation or loss of famine funds other than a defalcation or loss occurring in a treasury or sub-treasury which under the ordinary rules has to be reported to the Accountant-General, should be reported to the Commissioner, or, where the sum involved exceeds Rs. 100, to the local Government.

NOTE.—The functions described in this section shall be exercised, subject to any special orders of the local Government, by an Additional Commissioner, if one is appointed under section 49 for the control of famine relief.

303. *Payment to grain contractor.*—A contractor for the supply of grain shall draw out a bill, weekly, or more often as prescribed by the Collector, for the value of the grain supplied by him, attaching the receipts for the grain so supplied to the bill, and present it to the officer by whose authority the grain was supplied.

Where the bill relates to grain supplied to more than one poor-house, kitchen, etc., it should be divided into separate sections for each of the same, to facilitate comparison with the accounts of each and the posting of the check ledgers.

Advances to grain dealers shall be made by the Collector out of his permanent advance, and shall not be made from the permanent advances of Charge and Circle officers. A separate register of such advances shall be opened by the Collector, and their recovery be closely watched by him.

304. *Stock register.*—A stock register, in Form L—VI, of all furniture, tools and plant at each village work, poor-house and State kitchen should be kept by the officials in charge, and in it should be entered all purchases made from time to time. When relief operations are over, such things as are required should be made over to the Executive Engineer, and the rest sold by public auction and the amount realized credited to Government; the sale-proceeds should be entered against each item in the stock register, and the register should then be submitted to the head office for check, with reference to the amounts credited to Government in the treasury accounts.

305. *Supply of small coin.*—The Controller of the Currency is responsible for seeing that the amounts of small coin required for use on famine works are in readiness in the district treasury in advance of requirements. Collectors are responsible for keeping the Deputy Controller of the Currency, Calcutta, informed of their probable requirements as early as possible.

## APPENDIX 1.

### (REPORTS, RETURNS, ETC.)

#### I—LOCAL GOVERNMENT.

##### (a) *In ordinary times.*

Nil.

##### (b) *When famine is impending.*

1. To report by a weekly telegram to the Government of India indications of crop failure and distress (section 18).

2. To report to the Government of India, as occasion may require, the extent to which the provincial staff may have to be increased by drafts from the Central departments or otherwise (section 45).

3. To report to the Government of India when there is reason to believe that subjects of Indian States are immigrating into British territory to any unusual or considerable extent; and to furnish similar information whenever British subjects are found to be migrating to Indian States (section 46).

##### (c) *After the declaration of famine.*

1. Declaration of famine to be intimated to the Government of India (section 47).

2. When famine has been declared, to report to the Government of India, in a weekly famine telegram, the number of persons on relief works and on gratuitous relief, and to furnish similar statistics if relief measures are in progress in Indian States under political control [section 70 (a) and (b)].

3. To report in the weekly famine telegram to the Government of India the inclusion of a district for the first time in the affected area, and similarly its exclusion for the first time from an affected area and the changes in the condition of the people, etc. [section 70 (c) and (d)].

4. To submit to the Government of India a monthly return giving details of relief by districts and states in Form C—III [section 72].

5. To report to the Government of India by telegram any disturbance in the nature of a grain riot [section 73 (d)].

6. To submit a consolidated report to the Government of India when famine operations have been closed [section 201].

## II.—FAMINE COMMISSIONER.

To submit such reports and returns to the local Government as may be prescribed (section 57).

### III.—COMMISSIONER OF A DIVISION

#### (a) *In ordinary times.*

1. To report to the local Government, if he considers it necessary to do so, when the retail shop prices of the principal food-grains rise to 40 per cent., or more, above normal rates (section 3).

#### (b) *After the declaration of famine.*

1. To notify to the Inspector-General of Civil Hospitals transfers of medical subordinates employed on relief operations under Civil Officers [section 58(b)].

2. To submit to the local Government a review of the monthly reports of the District Officers of his Division under section 71, with the least practicable delay (section 72).

3. To submit to the Local Government estimates of any expenditure likely to be required for civil relief in Form L—I, and to report when a supplementary estimate is sanctioned, in anticipation of the approval of the local Government, on the requisition of the District Officer (sections 256 and 258).

4. To notify to the Accountant-General the total amount assigned on each occasion to each district, and to send quarterly statements to the Accountant-General showing allotments and balances available (section 260).

5. To report to the local Government when sanctioning a scale of establishment in excess of the scales sanctioned in the Code up to a limit of 25 per cent. (section 287).

6. To review the reports of District Officers after the close of famine operations (section 199).

#### (c) *On the occurrence of a flood.*

1. To review and submit the reports of District Officers on the occurrence of a flood (section 189).

2. To review and submit the comprehensive reports to be received within three months (section 190).

### IV.—DIRECTOR OF AGRICULTURE.

#### (a) *In ordinary times.*

1. To submit the quinquennial return of normal rates of prices to the local Government in Form A—I [section 4 (3)].

2. To report on the agricultural circumstances of each tract of the Province, and to suggest schemes for the improvement of agriculture and famine warning [section 4, clauses (4) and (5)].

#### V.—ACCOUNTANT-GENERAL.

##### (b) *After the declaration of famine.*

To submit a monthly account to the local Government (section 261).

#### VI.—DISTRICT OFFICERS

##### (a) *In ordinary times.*

1. To submit a special explanatory report to the Commissioner of the Division, when the retail shop prices of the principal food-grains rise to 40 per cent., or more, above normal rates (section 3).

##### (b) *When famine is impending.*

1. To warn the local Government demi-officially of any probability of shortness of crops likely to lead to distress (section 16).

2. To report, in the ordinary weekly telegraphic weather and crop reports, when the state of affairs becomes so serious that the inception of organized relief appears likely to be necessary (section 17).

3. To communicate to the Agents or Managers of the railways likely to be concerned the fact that scarcity or famine is impending (section 21).

4. To report to the Commissioner when test works are opened (section 30).

5. To submit a preliminary report to the Commissioner, for the information of the local Government, stating the grounds of his belief that distress or famine is impending, and giving his estimate of the situation (section 32).

6. To submit a further report, if required, giving fuller information than that given in the report submitted under section 57 (section 33).

7. To report, in the ordinary telegraphic weather and crop reports, the number of men, women and children relieved on test works, as well as the numbers, if any, on gratuitous relief (section 38).

8. To submit to the local Government the weekly return, in Form B—V, showing the numbers of persons attending test works or relieved otherwise: copies of these returns to go to the Commissioner (section 39).

9. To submit a report on certain matters in continuation of the return in Form B—V. (section 39).

10. To report, by special telegram to the Commissioner and the local Government, when test works draw large numbers (section 40).

11. To submit quarterly reports during the continuance of small scale relief (section 44).

12. To report to the local Government, and to the Political Agent or other Political authority in the State concerned, when there is reason to believe that the subjects of any Native State are immigrating into British territory in large numbers (section 46).

13. To report to the local Government, through the Commissioner, when a fodder famine is imminent (section 234).

14. To report, by telegram, to the Director of Public Health the mortality of the previous month (section 243).

*(c) After the declaration of famine.*

1. To report to the Commissioner when it appears that any unusual stress for the supply of food-grains or fodder is likely to be thrown on a Railway Administration (section 52).

2. To report to the local Government when advances are given to grain merchants, with or without interest, because the supplies on any relief work or in any tract have run short [section 56(c)].

3. To report to the local Government, by weekly telegram, the numbers on relief works and gratuitous relief; the price of the staple grain; and the changes in the condition of the people, etc. (section 67).

4. To submit the monthly Statements C—V (a), C—V (b), and C—V (c) with a report explanatory of the statistics (section 71).

5. To submit intermediate or special reports when any sudden developments or variations occur [section 73 (a)].

6. To submit fortnightly statements in a form similar to Form C—V (a), when so ordered by the local Government [section 73(b)].

7. To report to the local Government by telegram any disturbance in the nature of a grain riot [section 73 (d)].

8. To report to the Commissioner when a variation of the task is ordered (section 92).

9. To report to the Commissioner and the local Government, when the wages payable to dependants are granted to all workers, or



to so many as cannot be suitably employed, owing to a breakdown in the arrangements (section 99).

10. To submit monthly to the Commissioner, in Form D—IV, a list of the advances made during the month (section 116).

11. To report to the Commissioner, by telegram, any alteration made in the sanctioned price basis (section 126).

12. To report to the local Government, in Form H—II, when it is proposed to send an orphan to a public institution (section 208).

13. To report to the local Government any case in which he thinks that the State should guarantee the sale of fodder imported [section 233(c)].

14. To report, by telegram, to the Director of Public Health the outbreak of epidemic disease (section 246).

15. To report, by telegram, to Commissioner and Accountant-General temporary advances drawn from the treasury for immediate requirements when permanent advance proves insufficient (section 262).

16. To submit to the Commissioner, at intervals of three months, an estimate of the expenditure which he considers necessary for relief (section 256).

17. To forward to the Commissioner a supplementary application, when the assignment for the above purpose is found to be insufficient (section 258).

18. To submit a final report at the close of the operations (section 199).

*(d) On the occurrence of a flood.*

1. To report, by telegram, to the local Government, repeated to the Commissioner, the occurrence of a flood (section 189).

2. To report, within ten days, to the Commissioner the details of a flood (section 189).

3. To submit to the Commissioner, within three months a comprehensive report on a flood (section 190).

4. To submit, at intervals of three months, further reports, if the need for relief continues (section 191).

VII.—SUBDIVISIONAL OFFICER.

*(a) In ordinary times.*

To report to the District Officer regarding the agricultural state of his subdivision when scarcity is apprehended (section 5).

*(c) After the declaration of famine.*

1. To submit all returns and reports prescribed for a charge Superintendent until such officer is appointed (section 61).

2. When within easy reach of a telegraph office, and if so ordered by the District Officer, to submit the weekly telegram, giving the number of men, women and children in receipt of relief, direct to the local Government (sections 67 and 151).

3. To submit, in certain circumstances, to the District Officer, a consolidated weekly return for casual relief administered by the police (section 149).

## VIII.—SUPERINTENDENT OF POLICE.

*(a) In ordinary times.*

To submit to the District Officer the original reports received from Police Officers under section 2 (a), adding, in certain circumstances, his own remarks [section 2 (b)].

*(b) When famine is imminent.*

To report to the District Officer on certain matters when the rains fail (section 15).

## IX.—INSPECTOR-GENERAL OF CIVIL HOSPITALS.

1. To submit to the local Government an abstract of the reports in Forms K—I and K—II (section 240).

2. To report to the local Government the need for any increase in the medical staff and his proposals to meet it [section 241 (c)].

3. To submit to the local Government, at the end of any period of distress or famine, a general report on the operations [section 241 (d)].

4. To report to the local Government when sanction is given to a scale of establishment in excess of the general scale up to a limit of 25 per cent. (section 287).

## X.—DIRECTOR OF PUBLIC HEALTH.

1. To submit mortality returns for all districts to the local Government, and to report when the imminence of famine is suspected (section 243).

2. To submit an abstract of the reports of District Medical Officers regarding the public health in their districts, with his opinion on them, to the local Government (section 244).

## XI.—DISTRICT MEDICAL OFFICER.

### (a) *When famine is imminent.*

To submit to the Inspector-General of Civil Hospitals, as soon as distress is apprehended, a list of persons likely to be efficient members of the sanitary establishment (section 26).

### (b) *After the declaration of famine.*

1. To submit a weekly return, in Form K—I, to the Inspector-General of Civil Hospitals, showing the number of deaths in poor-houses for the week [section 240(a)].

2. To submit to the same authority the monthly reports in Form K—II [section 40(b)].

3. To submit to the Director of Public Health fortnightly reports regarding public health (section 244).

4. To report to the District Officer cases of death from starvation or illness due to insufficient food [section 249(vi)].

5. To report to the District Officer all matters relating to the health of the recipients of famine relief, or to the welfare of sick persons among them that require immediate notice [section 249(vii)].

## XII.—CHARGE SUPERINTENDENT.

1. To consolidate for his charge and report to the District Officer, for the purpose of the weekly telegram to Government, the numbers on relief works and gratuitous relief (section 67).

2. To report to the District Officer when he strikes names off the list of workers [section 75(c)].

3. To forward a consolidated statement in Form C—XII for small works in his charge (section 110).

4. To forward a consolidated statement for his charge in Form D—V for private aided works (section 119).

5. To forward a similar return for private unaided works (section 121).

6. To report, from time to time, to what classes of persons the workers on unaided private works belong (section 121).

7. To forward a consolidated statement in Form E—VI for his charge (section 150).

## XIII.—CIRCLE OFFICER.

*(b) When famine is impending.*

To submit weekly reports to the District Officer through the subdivisional officer (section 10).

*(c) After the declaration of famine.*

1. To report the occurrence of any unusual sickness among men or cattle in any village of his circle [section 65(9)].

2. To report, if so directed, to the Charge Superintendent, what workers should be excluded by selection from works [section 75 (b)].

3. To submit to the Charge Superintendent the weekly return E—VI for his circle (section 148).

4. To submit to the Charge Superintendent the return for small works in form C—XII (section 110).

## XIV.—OFFICER IN CHARGE OF A LARGE WORK.

1. To submit the figures for relief works with his remarks in form C—I to the Charge Superintendent with a copy to the District Officer (sections 80 and 81).

2. To report to the Charge Superintendent and to the District Officer, the outbreak of epidemic disease [section 79(12)].

3. To report to the Charge Superintendent when, in cases of urgency, he decides that a class of soil other than soft soil should be allowed in fixing the task of the workers (section 93).

4. To communicate with the circle officer regarding dependants [section 102(b)].

5. To submit weekly through the Charge Superintendent to the Audit Office certain papers (Appendix II, 15).

## XV.—SUPERINTENDENT OF POOR-HOUSE.

1. To submit to the Charge Superintendent the weekly return in Form F—V (section 165).

2. When immediately subordinate to the subdivisional officer, to forward a copy of the return in Form F—V to that officer (section 165).

## XVI.—SUPERINTENDENT OF KITCHEN.

To submit in the case of a kitchen, other than one on a work, to the circle officer the weekly return in Form G—IV (section 174).

**XVII.—OFFICER IN CHARGE OF ORPHAN RELIEF.**

To submit to the Charge Superintendent the weekly return in Form H—III (section 209).

**XVIII.—OFFICER IN CHARGE OF RELIEF OF WEAVERS AND OTHER ARTIZANS.**

To submit to the Charge Superintendent weekly returns in form I—III [section 228 (c)].

**XIX.—MEDICAL OFFICER ON A RELIEF WORK CHARGE.**

To report to the Officer in Charge any cases in which lighter tasking, gratuitous relief, or other special treatment or diet is necessary [section 252(vi)].

**XX.—POLICE OFFICERS.**

1. To submit to the Superintendent of Police periodical reports on certain matters [section 2 (a)].
2. To report statistics of relief under section 31 (section 149).

**XXI.—TREASURY OFFICER.**

Simultaneously with the submission to the Commissioner of the District Officer's estimates of funds required, to submit to the Deputy Controller of the Currency, Calcutta, an estimate of his probable cash requirements (section 260).

## APPENDIX II.

### SUPPLEMENTARY INSTRUCTIONS FOR LARGE WORKS.

#### A.—EARTHWORK TASKS.

1. (a) The scales of tasks will be fixed by the District Officer, and the following scales may be provisionally adopted :—

#### TABLE OF DIGGERS' TASKS—EXCAVATION ONLY.

(For diggers—workers of class B.)

Soil.	Daily task in cubic feet.		Remarks.
	Under section 91 (c) of the Code.	Under section 91 (b) of the Code.	
Soft earth, such as sand. ...	200	150	In the rare cases in which a woman works as digger, she should be given a two-thirds task.
Light earth, such as sandy loam.	200	100	
Medium earth, such as loam or marl.	150	80	
Hard earth or clay. ...	85	65	
Stony soil or black cotton soil, when dry.	85	85	

The task adopted represents one day's wage of a digger (class B), and it thus fixes the digging rate in accordance with the price basis (section 126) adopted. The digging rate thus varies with the kind of soil and the price basis. The remainder of the total rate per cubic foot is made up of the cost of carrying, and in road work there are usually more carriers (*i.e.*, persons who usually do carrying work) than are required for the work. In such cases, the more able among the carrier men and lads should be utilised

for digging, as far as possible. They will then be given a two-thirds or one-third task, as the case may be, as laid down in section 91 (a) and (b). If, however, there are still a certain number incapable of doing this task, they can be given half tasks, as laid down in section 96, which would amount to one-third and one-sixth, respectively, of the diggers' task. Those who are so feeble and emaciated as to be unfit for even these small tasks should be put on to breaking clods and dressing the work.

- (b) In tank work, involving a long lead, it is important to adjust carefully the carriers to the quantity of earth which has to be carried, and this should be done as follows:—

The reduced lead of the work in hand should be taken as—

$$R = 72 + H + 12(V - 3)$$

$$= 36 + H + 12V,$$

where R = reduced lead in feet :

H = horizontal lead in feet ;

and V = vertical lift in feet.

Thus, if earth has to be lifted 10 feet and carried a distance of 100 feet from the digging pit, the reduced lead = 256 feet.

The quantity of earth which can be dealt with in one day by a carrier unit will be 12,200 cubic feet carried over a reduced lead of one foot. Then the simple rule is to divide 12,200 by the "reduced lead," and the result gives the number of cubic feet which should be carried by each carrier unit. Thus in the above case, each carrier unit should carry away 47.8 cubic feet of earth, and if the soil is of a kind that requires a digger's task of 200 cubic feet then each digger should have 4 carrier units, approximately, and a gang of 20 diggers should have 80 carrier units.

For convenience in ordinary practical work the following provisional tables of carriers' tasks have been worked out. The tables are subject to modification by the District Officer from time to time, as provided in section 92 of the Code.

TASKS FOR CARRIER UNITS ON RELIEF WORKS, ESTIMATED IN CUBIC FEET  
OF EARTH, FRACTIONS OF 5 CUBIC FEET BEING NEGLECTED.

*Tasks under Section 91 (a) of the Code.*

Lead in feet.	Lift in feet.						
	0-3.	3-6.	6-9.	9-12.	12-15.	15-18.	18-21.
1	2	3	4	5	6	7	8
	C. ft.	C. ft.	C. ft.	C. ft.	C. ft.	C. ft.	C. ft.
0-50 ...	100	80	65	55	45	40	35
50-100 ...	70	60	50	45	40	35	30
100-150 ...	55	50	40	40	35	30	30
150-200 ...	45	40	35	30	30	30	25
200-250 ...	40	35	30	30	25	25	20
250-300 ...	30	30	30	25	25	20	20
300-350 ...	30	30	25	25	20	20	20
350-400 ...	25	25	20	20	20	20	20
400-450 ...	25	20	20	20	20	20	15
450-500 ...	20	20	20	20	20	15	15
500-550 ...	20	20	20	15	15	15	15
550-600 ...	20	20	15	15	15	15	15
600-650 ...	15	15	15	15	15	15	15
650-700 ...	15	15	15	15	15	10	10

*Task under Section 91 (b) of the Code.*

0-50 ...	75	60	50	40	35	30	25
50-100 ...	50	45	40	35	30	25	25
100-150 ...	40	40	30	30	25	25	25
150-200 ...	35	30	25	25	25	25	20
200-250 ...	30	30	25	25	20	20	15
250-300 ...	20	25	25	20	20	15	15
300-350 ...	20	25	20	20	15	15	15
350-400 ...	20	20	15	15	15	15	15
400-450 ...	20	15	15	15	15	15	10
450-500 ...	15	15	15	15	15	10	10
500-550 ...	15	15	15	10	10	10	10
550-600 ...	15	15	10	10	10	10	10
600-650 ...	10	10	10	10	10	10	10
650-700 ...	10	10	10	10	10	10	10

(c) To calculate the number of carriers required for an individual digger, the simplest method is to extract the task for the particular lead and lift of the pit from the table given above and then to divide the digger's task by the unit carrier's task. The result will give the number of unit carriers required for the pit in question. This number



will then be made up by allotting that number of carriers, bearing in mind that a man of the digger class is equal to  $1\frac{1}{2}$  carrier units and that a child of from 10 to 14 years of age is equal to half a carrier unit, e.g., given that the digger has to cut 200 cubic feet and the earth has to be carried from 200 to 250 cubic feet horizontally and raised 6 to 9 feet vertically, then 30 cubic feet is the carrier unit's task, and  $6\frac{2}{3}$  carrier units, are required. These may be supplied by six men or women of the carrying class, and one child, or one man of the digger class put on to carrying and four carrier men or women and two, or perhaps three children, and so on according to the persons available.

#### B—THE DAILY ROUTINE OF WORK. REPORTS AND ACCOUNTS.

2. The basis of all labour statistics and most of the accounts is the muster-roll, given as Form C—VI. Forms C—VII (a) to (e), the muharrir's daily abstracts, are prepared directly from Form C—VI. The entries in the charge day-book (Form C—VIII) are entered daily in the office of the Officer in Charge from the total of all the muharrir's daily abstracts of the charge. From Forms C—VII (a) to (e), the Officer in Charge fills in the weekly voucher for wages\*, Form C—IX. He then prepares Form C—I (the Charge Progress Return) from his charge day-book, his cash-book, the kitchen account and hospital account, if any, and submits it to the Charge Superintendent in accordance with the instructions printed on the form; he also attaches to Form C—I a copy of his remarks, if any, under section 81 of the Code, submitting another copy, together with a copy of Form C—I direct to the District Officer to reach him not later than Monday evening.

3. One muharrir is required for about 400 workers formed into 5 gangs. His pay should be from Rs. 15 to Rs. 20. The muharrir will show separately in his daily abstract—

- (a) The number and cost of all workers, both able-bodied and weakly Form [C—VIII (a)].
- (b) The number of weakly workers only [Form C—VII (b)].
- (c) The number and cost of workers employed on services connected with the charge, *vide* section 85 of the Code [Form C—VII(c)].
- (d) The number and cost of workers temporarily unemployed [Form C—VII (d)].
- (e) The number and cost of persons gratuitously relieved on the work [Form C—VII (e)].

\*NOTE—Form C—IX will not be compiled unless specially ordered.

The charge day-book will similarly show these details separately for the whole charge. The totals of the charge day-book will then be incorporated in the weekly charge progress return (Form C—I).

4. The weekly charge progress return (Form C—I) is the basis of all statistical returns. The greatest care is, therefore, necessary to make the heads of allocation of expenditure complete in this return, as any information omitted from it will, for all practical purposes, be lost.

5. The Officer in Charge shall enter every receipt and every payment in a cash-book, in Form L—VII. Each day's payment of wages and cash allowances by each muharrir need only occupy one line in the cash-book, every entry having a separate number in a weekly series.

6. The muster roll [Form C—VI] should be printed on strong country paper, and be strengthened by a strip of cotton sheeting along the binding. The muster-roll is printed so as to last for a fortnight, and a fresh roll should be written up at the end of each such period.

7. The muster-roll is of constant use in checking gangs, and it is the principal instrument in detecting frauds. In order to minimise the danger of fabrications in respect of it, the following precautions should be adopted :—

- (1) The Officer in Charge will sign the muster-roll of each gang when formed. Without his sanction no changes in, or additions to, the numbers in a gang should be allowed.
- (2) The muster-roll forms will be stamped in the office of the Charge Superintendent with a number on every page, and will be kept under the lock of the Officer in Charge and issued by him alone. Registers will be kept up in the Charge Superintendent's office and by the Officer in Charge, showing the receipt and issue of all such roll forms.
- (3) The entries in the muster-roll should invariably be in ink, and not in pencil. The muster-roll must be totalled and signed. The attendance should be checked morning and evening.
- (4) The roll will be kept, after having been abstracted into Forms C—VII (a) to (e), in the charge of the mate of gang.
- (5) With fluctuating gangs weekly rolls must be kept.
- (6) The Officer in Charge should check a few gangs every day.

8. The first afternoon on which a gang is on the works, the muster-roll should be checked by the gang muharrir in whose charge it may be. He should compare the persons present with the entries, enquire into any differences, and make any necessary clerical alterations. The sub-overseer or work-agent should meanwhile have pointed out the next day's tasks and told the mate what his duties are, including instructions as to the task and manner of working, conservancy, drinking-water, tools, repairs, and the market. Every adult in the gang should be instructed as to his gang number, the mate's name, and the muharrir's name. The gang should be drilled in seating themselves in sub-gangs ready for muster at the word of command, "*Muster ho!*" and the mate taught to make them do it smartly. Attention to this simple point will save much delay and trouble afterwards. A mate incapable of doing this should be immediately displaced for a more competent man.

9. The muharrirs should all be taught their work; a few days' careful drilling of every muharrir is *absolutely necessary* to prevent continual confusion afterwards. The muharrir should make up the accounts of his party for each day, submitting his daily abstract in the evening to the Officer in Charge. He should get the money from the Officer in Charge next morning at the fixed time.

10. Payments will ordinarily be made by the muharrir to the digger belonging to, or other persons selected by, the sub-gang, unless the Officer in Charge is able to make all the payments himself. Payments may also, if possible, and where it appears desirable, be made to each individual worker. As the wage due to each individual is recorded on the muster-roll, there is no difficulty in doing this. The Officer in Charge will not make any entry of payment in his cash-book until the muharrir's daily abstract is complete for all the gangs.

11. If any gangs or individuals desert the work before receiving what is due to them, but after the muharrir has made up his daily abstract, the muharrir should refund to the Officer in Charge the amount which he drew for them. Such amount should be immediately entered in the appropriate column in Forms C—VII (*a*), (*c*), (*d*), and (*e*), and should, on no account, be re-drawn for subsequent disbursement.

12. The wages earned by a person temporarily absent at the time of payment should be left with his relatives or the mate of the gang.

13. Frauds are usually committed in connection with measurements by entries in excess of the work actually done. A most important precaution against dishonesty of this kind, is to have the tasks plainly indicated in advance and the measurements made as soon as possible after the work is done. Supervision is comparatively

simple when the tasks are fairly uniform. Where uniformity of task cannot be secured, as for instance, when the character of the soil varies greatly, nothing remains but to strengthen the measuring staff.

14. Wages are sometimes calculated on a price dearer than that authorized. To prevent this, any order fixing the price basis shall specify the date from which it is to take effect. The order will be communicated in sufficient time to allow of the new price basis being introduced on that date (section 169 of this Code). The Officer in Charge shall keep all such orders in a separate file, so that they may be available at the time of inspection.

15. The wages of the gangs shall be made up in bags. The Accountant should insert in each bag a slip of paper specifying the date for which the payment is made and the total amount payable. The mate of the gang can thus easily verify the correctness of the payment made by the muharrir.

The following papers should be submitted weekly by the Officer in Charge, through the Charge Superintendent, to the audit office for use in audit :—

- (1) A copy of his cash-book, with the acquittance-roll, and with vouchers for all contingent items of more than five rupees.
- (2) A weekly voucher for wages and cash allowances in Form C—X.
- (3) A copy of the hospital account, if there is a hospital attached to the work.
- (4) A copy of the kitchen account, if there is a kitchen attached to the work.

A certificate of the actual cash balance in hand on the last Saturday of the month will also be submitted.

16. An attendance-book will be maintained for the establishment on the charge, the hospital and kitchen establishment being separately shown. It will be closed in the early forenoon. From this book the pay of the establishment will be calculated and will be entered on the acquittance-roll.

17. (a) The Charge Superintendent should specially see that no unnecessary clerical work is thrown on the Officer in Charge.

(b) All famine-relief forms may be locally printed, under the orders of the District Officer, and charged to general establishment contingencies.

## INSPECTIONS.

18. Inspections should be thorough, but should ordinarily be confined to sampling, unless something suspicious is found, when the enquiry should be searching. Failure to keep muster-rolls, accounts and records in good order is generally a sign either of dishonesty or incompetence. In either case the officer at fault should be replaced.

19. Most of the following points should be taken up to ensure a thorough inspection, though it is not expected that all points will be examined at each inspection :—

- (1) Count the number of gangs and on the way select gangs for detailed comparison with the entries in the muster-roll, of the numbers present, the work done, and the payments made ; and verify the entries of payments by enquiries from the gang, and the entries of work done by actual check-measurements. It is essential that this should be done on the spot, and enquiries should not be confined to one day's entries only.
- (2) Specially notice the condition of the weakly gangs, weakly persons individually tasked, new comers, nursing mothers, and of children under seven years of age who have been a short time on the works. Are weakly persons put into separate gangs, or are they individually tasked under section 96 of the Code, and is the task low enough ? What proportion do their numbers bear to the total number of workers ? Are immigrants from other districts and members of aboriginal tribes kept in separate gangs ?
- (3) Where a system of selection is in force, see that new comers have their tickets of admission.
- (4) See that the numbers engaged on miscellaneous duties are not excessive, and that dependants are properly employed on useful works, such as breaking clods, etc.
- (5) Compare the muster-rolls with the muharrirs' daily abstracts, specially noticing—
  - (a) the difference (if any) between the sums drawn by the muharrir and the sums paid to the gang, and the explanation given for the difference at the time, which should be noted for comparison later with the entries in the cash-book;
  - (b) whether the authorised price basis (section 126 of the Code) is adopted, and a proper calculation of wages is made ;

- (c) The numbers shown as present on the two or three days before inspection.

NOTE.—The workers should be examined closely as to the names and particulars of any persons previously shown as present, but absent on the day of inspection.

- (6) See whether the tasks are plainly indicated in advance, and are correct in size, and whether the gangs clearly understand what they have to do.
- (7) What is the digger's task on this work? Is the work marked out in such a way that it can be understood by the people and effectively checked? Are the carriers correctly proportioned to the diggers? What proportion of the gangs is earning the full wage daily? What percentage of the full wage do the average earnings represent?
- (8) Take the muharrirs of the selected gangs, with their daily abstracts, to the head-quarters of the charge, check the totalling of payments and measurements in some of the abstracts, and compare the totals of the abstracts with the corresponding entries in the charge day-book (C-IX).
- (9) Similarly, in the case of gangs other than those selected, compare the totals of the daily abstracts for the two or three days preceding with the corresponding entries in the charge day-book.
- (10) Compare the totals of the charge day-book with the corresponding entries in the cash-book.
- (11) Check the weekly voucher for wages and cash allowances by the entries in the charge day-book.
- (12) Compare the accounts for hospitals and kitchens with the corresponding entries in the cash book, and test the expenditure by the incidence per head relieved.
- (13) Examine the expenditure on contingencies, scrutinising the vouchers.
- (14) Compare the charge day-book and cash-book entries with the charge progress return for the preceding week or weeks.
- (15) Check the acquittance-roll by the attendance-book of the establishment, testing a few entries in the latter, and specially noting whether the establishment is excessive. How many gang muharrirs are there? Do they seem to know the rules and to understand their duties? Are they all provided with huts or tents? Note any who appear to be specially good men, or, on the other hand incompetent or lazy.

- (16) Examine the comparative statement of expenditure and work done, as shown in the weekly charge progress return; compare the progressive expenditure with the estimate sanctioned for the work; and see that the progress of work done is roughly proportionate to the expenditure incurred. What is the expenditure up to date compared with the sanctioned estimate? How does the rate of expenditure compare with the normal petty contract rate?
- (17) *Funds and coin.*—What are the arrangements for (a) keeping the Officer in Charge in funds, (b) transport and custody of coin, (c) keeping up a supply of small coin? Are they working satisfactorily?
- (18) *Fire protection.*—Are all grass huts, specially in the headquarters camp, protected from fire and cattle by mud or cowdung “leaping”?
- (19) *Stores, tools and baskets.*—(a) Are the registers in good order so that every transaction is traceable? (b) What numbers of spare tools and baskets are there? Is anything wanting?
- (20) *Conserancy.*—(a) Are yellow flags fixed at the 150 yards range? (b) Is the intervening ground clean? (c) Is there a staff of men to enforce conserancy rules?
- (21) *Water arrangements.*—(a) Are wells selected and guarded as directed? (b) Are they disinfected regularly? (c) Are the arrangements for water carriage and distribution in proper order?
- (22) *Shelter.*—(a) Are there enough grass screens for those who live on the works? (b) Are they strongly made? (c) What proportion of the persons attending the works reside on the works?
- (23) *Food supplies.*—(a) Quantity and quality (b) Prices of some of the principal foods. (c) Does there appear to be any combination of the local men? (d) Is *hesari* being sold on the works?
- (24) *Kitchens.*—(a) Are the arrangements satisfactory? (b) What food is being given to adults and children? (c) Is the food digestible?
- (25) *Hospitals.*—(a) Is there a separate hospital for this charge? (b) If not, where are the sick sent to? (c) Are there isolated huts for smallpox patients? (d) Is there a spare hospital ready for an epidemic? (e) What arrangements are there for discovering the sick and sending them to hospital? (f) Look into the food and

wages accounts of the hospital, and report results. (g) Is the hospital management satisfactory ?

- (26) *The dead*.—What are the arrangements for disposing of dead bodies ?
- (27) *Complaints*.—State result of enquiries into complaints made.
- (28) *Difficulties*.—State any peculiar difficulties in the proper management of this charge.
- (29) If able to make a complete count of the numbers attending this work, give a short note of the results as compared with the reported numbers.
- (30) *Daily routine*.—(a) At what hours is the mustering done ?  
(b) At what intervals are wages paid, at what hours, and by whom ?
- (31) *Office matters*.—If there is any unnecessary writing or account rendering, notice it here.



## APPENDIX III.

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### NOTE ON THE ORGANIZATION AND MANAGEMENT OF POOR-HOUSES.

1. *Site.*—The poor-house should, if possible, be in a grove, on tolerably high land, about one mile from the headquarters of the subdivision.

2. *Buildings.*—The building should be dry and well ventilated. The enclosure wall should preferably be made of mud. Its repair will ordinarily afford employment to the inmates. If it is necessary to use grass or hurdle screens as walls, they should be mud-washed as a precaution against fire. There should be at least two main exits from the poor-house, not less than eight feet wide; and no thatched or inflammable roof or material should be employed in any structure within 50 feet on either side of the exits. A number of *gharas* filled with water should be kept ready against fire.

3. The shelter may consist of long sheds, running along the enclosure wall, or of separate huts. Huts are somewhat more expensive than sheds, but are cleaner, safer and more convenient. A few huts should be isolated by a bamboo fence, to accommodate new arrivals under observation. The cook-house, clerk's residence, store-room and office should have walls of unbaked bricks and a tiled roof. A small hut for the peon should be erected in a central spot, from which the gates and the interior of the poor-house should be visible. Open sheds should be constructed in front of the huts, or sheds for feeding or working, as may be required. There should be a thickly thatched hut for storing water.

4. A hospital-shed, with accommodation for the medical officer incharge of the poor-house, should be constructed at a moderate distance from the poor-house, on a site to be selected by the District Medical Officer or some Medical Officer deputed by him. A separate hut for the reception of persons afflicted with infectious diseases should be constructed at a greater distance from the poor-house in order to secure complete isolation. Its construction should on no account be deferred until the actual appearance of epidemic disease. Both the hospital and the segregation huts should have their own separate latrines. A small latrine should also be erected for the staff.

5. *Reception of applicants.*—A peon should always remain on duty to direct applicants to the enclosure reserved for their reception. If necessary, some official, with a supply of cooked food, should be present at all hours of the day (*vide* paragraph 25 below).

6. *Food.*—The food should be distributed twice a day, unless the District Medical officer, with the sanction of the District officer, directs that only one meal a day be given. If necessary, a stock of food can be stored; but ordinarily it will be sufficient to contract with a merchant to provide the daily requirements. Every evening there should be enough grain in store for two days' supply, and enough flour for the next day, the grain being ground every day for the food of the following day. The flour should be carefully weighed out for cooking, and a definite relation fixed by experiment between the weight of the raw and the cooked food; and the latter should be tested constantly by weighing by the Superintendent and the visitors, who should also see that the food is thoroughly cooked and is served in as palatable a state as possible. The pulse should contain a certain quantity of pepper and spices, according to local custom. The cooking operations take time and the earlier cooked *chapatis* are therefore cold and heavy: the later cooked and warm rations should therefore be issued to the very old and toothless, and the earlier to the most robust. Care should be taken that the flour is of the very best quality, as the presence of husk or any foreign matter may give rise to bowel diseases. It will often happen that the people, on first arrival, are too weak and exhausted to be able to digest flour *chapatis*, and it is then better to give them boiled rice and *dal* for the first few days, until their digestions have improved. This is especially the case with children and old people, who often contract diarrhoea if given a solid ration on arrival. A soup which is made by mixing one *ser* of flour with five *ser*s of water and one *chhatak* of salt, the mixture being boiled down to about four *ser*s, as a refreshing diet, not too heavy to endanger constitutions weakened by want of sufficient food.

7. The inmates should be arranged in rows in the feeding-sheds, in their own enclosures, and the number of rations required for each enclosure should, after being counted by an official at the cook-room door, be taken to them and distributed. A plate or pot should be given to each inmate, in which to receive the liquid portion of the meal. They should be supervised while eating their meal, and not allowed to get up till it is eaten, or to give any away.

8. Children of about the same age should be fed in gangs. Special care should be taken to see that the children are not deprived of any part of their meal, and that they do not save any part of it for their parents.

9. *Water-supply.*—Drinking-water should invariably be drawn from a well outside the poor-house. The well should be carefully preserved from contamination, and no one allowed to draw water from it except the staff appointed for this purpose, who should be of appropriate caste. If possible, a second well should be reserved for drinking purposes and kept closed until required. Empty kerosene tins or iron vessels should be kept stored, and should be cleaned frequently, so as to be ready in case an epidemic should break out, and it should become necessary to get water from a distant well. The water required for use during the day should be stored in earthen jars or in iron vessels in the water-house, whence it may be supplied, by means of a metal channel or pipe, to persons requiring it. No person except the water-carrier in charge should be admitted to the water-house.

10. A separate well should be kept for bathing and washing clothes, at some distance from the poor-house and the well for the supply of drinking-water. It should have a trough or bath, to which the paupers should be marched, in detachments, to bathe, as often as is thought good with reference to the climate and time of the year. Another trough should be kept in which clothes should be washed.

11. *Medical.*—The gums of all inmates should be examined in case of an outbreak of scurvy. The issue of a ration of vegetables twice a week is very desirable. In the absence of vegetables, *amohur*, or fresh limes should be given.

12. *Sanitary arrangements.*—Two night latrines with earthen or iron receptacles should be provided inside the enclosure. Other latrines are best provided on the trench system, with a moveable screen. They must be at a sufficient distance, but not too far away. Many of the inmates of the poor-houses will be friendless, very old, blind and lame, and a boy or able-bodied individual should, if possible, be told off to help any such person to the latrine, etc.

13. Every inmate should be provided with a piece of *chattai* to sleep on, and he should be made to bring it out every morning as soon as the sun is well up, and expose it on both sides to the sun for an hour. The grass and straw should similarly be removed, shaken up, and exposed to the sun twice a week. The issue of blankets will nearly always be necessary. In the absence of these, stout "gunny" cloth is better than nothing.

14. If cholera or other epidemic disease break out, the following procedure should be adopted :—

- (1) The water-supply should be at once changed, the former source or supply being effectually closed. The new wells should be disinfected with permanganate of potash before being brought into use.

- (2) All food (except grain actually stored in the poor-house at the time of the occurrence of the outbreak) should be destroyed.
- (3) Six inches of earth should be removed from the floor of the barracks. If the roof be thatch, it should be burnt.
- (4) The trenches in use should be filled up, the grass screens burnt, and a new latrine erected on an entirely new site.
- (5) All drains should be washed down with a solution of perchloride of mercury (1 in 1,000) and hydrochloric acid.
- (6) If there is overcrowding, the inmates of the least infected barracks should be separated into small gangs; and any gangs remaining free from disease after five days should be drafted off to a suitable locality, after bathing and having their clothes thoroughly disinfected.

15. The paid establishment of a poor-house should ordinarily consist of a superintendent, a clerk-accountant, cooks, water-carriers and sweepers approximately two per 100 inmates, an overseer, peons, a gatekeeper and gangmen.

16. *Superintendent.*—When the poor-house is not in the neighbourhood of a Government dispensary, a medical officer will ordinarily be appointed superintendent. When a poor-house is in the neighbourhood of a Government dispensary, there will be no need for a medical officer, unless the poor-house is a very large one, but a Superintendent will be required. His duties are described in section 163 of the Code.

17. *Medical Officer.*—The medical officer will be responsible that all the requirements of a hospital are provided, and that the sheds are dry and well ventilated. He should send to the Superintendent a daily return, showing the number of sick persons in hospital, the daily admissions, discharges and deaths, the number of rations, and the quantity of extra food required for his patients. He should also keep up a nominal register of all admissions, their diseases and history. He should constantly inspect the inmates of the poor-house, to see if they are improving, or the reverse. He should give out-door treatment to those in need of it, not forcing them to enter the hospital, unless this is absolutely necessary; while for those who are specially emaciated, he should prescribe special diet, such as milk or *ghi*, etc. If the medical officer is not himself the Superintendent, he should submit a report at once to the Superintendent if he considers the food insufficient or bad, or if he thinks that in any case the work exacted is too severe for any of the inmates.

18. *The clerk-accountant.*—The clerk-accountant should, if possible, be a member of the Government permanent establishment.

19. *Cooks*.—The number of cooks will vary from 1 to 2 per cent, according to the food to be cooked and the physical state of the poor-house inmates; for where the latter are very feeble, more cooks will be required to carry and distribute the cooked food than where there are able-bodied inmates who can be so employed.

20. As a rule, the cooks should be paid in grain, which may be given uncooked, if desired, at the rate of 14 *chhataks*, or for exceptionally hard work, 18 *chhataks* a day; where the numbers of inmates are large the head cook may receive Re. 1 *per mensem* in addition. It may be necessary in some cases to arrange that, in addition to their food, the cooks should receive a monthly wage at the rate of 1½ annas *per diem* for males and of one anna *per diem* for females. They will be liable to fines for misconduct, or to stoppage of pay or dismissal for short delivery of rations.

21. *Water-carriers*.—Water-carriers should be selected from among the appropriate castes, and from the inmates, if possible. If inmates are not available for, or are unwilling to do, this work for one rupee *per mensem* in addition to their ordinary ration, outsiders should be employed at the wage suitable for unskilled labour. Every morning and evening they should fill up the filter pots in the sleeping quarters and feeding enclosures, and supply the cook-room. The selected number may vary from 1 to 2 per 100 inmates.

22. *Sweepers*.—(a) Sweepers should, if possible, be selected from the inmates of the poor-house and convalescent ward of the hospital. If inmates are not available for, or are unwilling to do, the work for an extra rupee *per mensem* in addition to their ordinary ration, outsiders should be employed.

(b) At 5 A. M. the sweepers should remove the night *chatties* and clear out the latrines, and in the evening they should replace the *chatties* and again cleanse the latrines and fill up the latrine water-pots. During the day they should remove the sweepings from the enclosure, and dig pits for the reception of night-soil.

(c) Every morning the whole area of the poor-house should be swept up under the superintendence of a gangman; after meals, all rubbish collected should be deposited outside the enclosure in some spots from which it should be removed.

23. *Overseer*.—The overseer should keep the nominal register of the inmates. If these number more than 150, a second overseer should be appointed. He should ordinarily be literate and of good caste. He should be given one rupee a month *plus* half as much again as the daily ration, which may be given uncooked. He should marshal the inmates in

the morning to the early meal, take the roll-call, and give a slip to the accountant in the following form :—

*Attendance* \_\_\_\_\_ *Morning* \_\_\_\_\_ *of* \_\_\_\_\_

Name of gangman.	Men.	Women.	Children.	Total.	Total number of <i>ser</i> s and <i>chhataks</i>

During the day he should supervise the work of the gangs, either generally or of any particular set of gangs, as the Superintendent may direct. In the evening he should again marshal the inmates to the evening meal, take the roll-call, and give a slip to the accountant in the same form as in the morning.

24. *Peons*.—Peons will be required, in the proportion of one for the Superintendent and one for the hospital, and an additional peon for every 200 paupers over 300. Their pay should not exceed the district rate for peons, *plus* grain compensation allowance, if it is necessary to employ outsiders. Distressed villagers can ordinarily be found to do this work for Re. 1 *per mensem* in addition to their food.

25. *Gatekeeper*.—A gatekeeper should always be on duty to receive applicants admitted or persons brought to the poor-house, and to direct them to the medical officer's quarters. His pay will be the same as that of a peon.

26. *Gangsmen*.—There should be a gangman to each enclosure a female being appointed for the enclosure for females. These persons, will be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the numbers in an enclosure are small, persons of good caste may be allowed to sit a little apart, when working or eating, from the other members of the gang, and may have a portion of the shed walled off for them. Gangsmen should, where possible, be selected from the inmates, some extra grain, up to  $\frac{1}{2}$  lb. per diem ( $\frac{1}{2}$  *ser*) being given them as their remuneration. If no gangsmen can be found among the inmates, outsiders should be employed on a ration of 14 *chhataks* of grain, which may be given uncooked.

27. From 5 A.M. to 7 A.M., according to the season, at a fixed hour, all the inmates in the poor-house should be turned out to the latrines by the gangsmen on duty. They will then be escorted by the gangsmen to the place set apart for ablution. At 8 A.M. they should return and at 8-45 the first drum should be beaten. They should then

fall in by messes in the feeding enclosure to receive food. The sweepers should afterwards sweep up the camp enclosure, and the water carriers should fill the filters and supply the cook-room. Those whose turn it is to wash clothing should go in charge of a gangman to the place set apart for this purpose. All inmates should return at 4 p. m. At 4-30 p.m. the first drum for the evening meal should be beaten. After this the enclosure should be swept up. At 6 p. m. the inmates should fall in by messes for roll-call, and they should then be sent to the sleeping quarters.

28. *Eating utensils.*—Eating vessels should be supplied to messes on the indent of the overseer, countersigned by the Superintendent. When any member of a mess leaves, the vessels should be returned, a receipt for them being taken by the overseer; those that are in use should be in the charge of the mess cook. After the evening meal, they should be placed in a shed set apart for them and the mess cooking-pots. This shed should be locked by the accountant and be under police guard at night. The eating vessels of each mess should be kept in strong baskets provided for the purpose. If any vessel is missing at meal-time, the overseer should report the fact to the Superintendent, and after each meal he should personally see that the mess cooks get back the proper number.

29. *Issue of cooked rations.*—The mess cooks should be furnished with tin measures holding, respectively, the rations of rice and condiment soup. The food should be carried in a large open basket by one or two of the gang, and it should be served out in the presence of the Superintendent.

30. *Work.*—Work should be of a light description, such as supplying water, sweeping enclosures, repairing fences or huts, rope-making, spinning, stone-breaking, basket-making, etc. Rice-cleaning or grinding is suitable work for women of respectable castes. Two women in good health should easily grind 30 *sers* of grain a day, or enough for 60 adults; but, if they are enfeebled, two relays of two women each should be allowed for each mill,

31. *Doolies.*—A couple of blanket doolies should be ready at the quarters of the Superintendent to remove the sick to hospital. In ordinary cases of sickness, some of the inmates should be made to carry the patients, if these latter are unable to walk; but in cases of cholera or small-pox, it will be necessary to make other arrangements.

32. *Burials.*—The necessary arrangements should be made to remove and dispose of corpses, unless the deceased has friends who are willing to perform the funeral rites of his caste. The usual fees for cremation or burial should be paid.

## APPENDIX IV.

### NOTE ON THE ORGANIZATION AND MANAGEMENT OF KITCHENS.

1. *Construction.*—A kitchen should consist of one or more cooking-sheds, a water-shed, store-room, and one or more eating-sheds. The whole should be surrounded by a screen, of which the gateways should be at least 16 feet wide. The outer and partition walls of kitchens should ordinarily be screens of bamboo, or other light form of fencing, stiff enough to prevent egress and ingress, but admitting of immediate removal or levelling in case of fire. There should be at least two entrances, with temporary doors; if possible, one entrance for each mess should be arranged. No inflammable material should be erected or used within 25 feet on each side of the entrances. A ditch should be dug round the whole enclosure so as to prevent superficial drainage flowing into it; and, to carry the inside drainage, small open drains should be made leading from the enclosure into the ditch.

2. To avoid risk from fire, the eating-sheds should be separated by suitable intervals from the cooking-sheds. To ensure proper supervision, the floors of the eating-sheds should be raised above the surrounding surface.

3. Kitchens for the relief of dependants on works should not be located at great distances from the works. When relief works extend over widely scattered areas several smaller kitchens are more convenient than one large kitchen.

4. *Admission.*—Every person on first admission to a kitchen should be furnished with a tin ticket, on which should be stamped his number in the kitchen admission and attendance register (Form G—I), and a mark to show the ration of the class to which he belongs. The tickets should be worn round the neck at meal-times.

In the case of kitchens for dependants of relief workers, the ordinary gang tickets will suffice, showing in respect of each dependant the number of the charge and the gang and sub-gang and the class and number in the sub-gang. The gang-mate should, after the daily roll-call, bring the dependants in his gang to the kitchen, and deliver with them, to the Superintendent of the kitchen, a memorandum signed by the muharrir in charge of the gang showing the number of dependants present on the relief work. The Superintendent should keep a record, in



Form G—I of the number of dependants of each class present at each meal, and report the same to the Officer in Charge every evening.

No person not on the kitchen establishment should be permitted to remain inside the kitchen enclosure after meal-times.

5. *Distribution of food.*—There should be two meals, one in the morning and the other in the afternoon. The District Officer should fix the times for the meals in consultation with the District Medical Officer. It is important that the meals should be regular, in order that inspecting officers may be able to time surprise visits. Half-an-hour before meal-time the Superintendent should call for the attendance register. As soon as a person's name is called, he should enter the enclosure and obtain from his mess cook his eating utensil, and then sit down in his usual place in the eating-shed of his mess. Children who are unable to take care of themselves should be admitted along with the person in charge. If the person attending has no plate or vessel of his own he should be furnished with one. Big leaves stitched together will serve as plates.

6. *Removal of cooked food prohibited.*—All food supplied should be eaten in the eating-sheds. The removal of cooked food from the eating-sheds should be strictly forbidden.

7. *Establishment.*—The following establishment should ordinarily be provided for a kitchen serving 300 persons :—One Superintendent, two gangsmen, two cooks, three water-carriers, and two sweepers.— Extra cooks may be provided on the scale of one for every 100 in excess of 300. A similar extra establishment of gangsmen, water-carriers, and sweepers is permissible.

8. *Superintendent.*—The Superintendent will be under the immediate orders of the Officer in Charge in the case of a kitchen on a relief work, and of the Circle Officer in the case of other kitchens. He will be responsible for the maintenance of discipline, the carrying out of regulations, the cleanliness of the kitchen and its surroundings, the sufficiency and purity of the water-supply, and the condition of the persons attending the kitchen. He should obtain daily, on indent from an agent appointed for the purpose, the supplies required for his kitchen. He should personally weigh and distribute the uncooked rations for each mess, twice daily. The use of a cup, holding the exact ration, is some check on fraud by the cooks. Where the rations admit of such treatment, the component items should be mixed or soaked before being given to the cooks, as this will deprive them of most of their saleable value. Where *chapatis* are the food, the only check is to weigh a number of them frequently. After the morning issue, the Superintendent should place the balance of grain under lock in the store-room. After the issue of the uncooked rations, he should give out to each mess cook the eating utensils in use by his mess or messes, and after each meal inspect the

utensils to ascertain that they have been cleansed, and after seeing them put into their respective baskets, lock them up in the store-room. He should remain till the kitchen is closed.

9. *Gangsmen*.—A gangman should be appointed to each section into which the kitchen is divided. He should maintain order among the applicants for food, and observe, as far as possible, the issue of the rations, at once reporting to the Superintendent if he considers that a short ration has been issued. At the end of each meal, he should carefully inspect each applicant as he goes out, to see that neither cooked food nor utensils have been removed. He should also ascertain that the servants on leaving the kitchen do not take away any food or utensils belonging to the kitchen. One gangman must always be on the premises of the kitchen to prevent unlawful egress or ingress. The gangsmen should sleep in their respective sections every night.

10. *Cooks*.—The cooks should carry the supplies required for their respective sections. They should be present one hour-and-a-half before each meal to receive the raw rations and eating utensils of their respective messes, and should cook and distribute the food. After each meal, they should collect and cleanse the eating utensils of their messes and replace them in the store-room of their sections.

11. *Water-carriers*.—The water-carriers should thoroughly sweep out their respective sections, the rubbish they collect being deposited in a fixed place for removal by the sweepers. They should also cleanse their sections after each meal, fill the filters for drinking and culinary purposes, and supply all water required during meal-times. They should move among the inmates, and be always ready to supply water to anyone asking for it. The cooks and water-carriers should be chosen with reference to caste requirements.

12. *Sweepers*.—The ground round the kitchen should be cleaned daily, the latrine areas should be cleaned after each meal, and the ordure removed and buried or burnt.

13. (a) Entries of attendance in the admission and attendance register should be made in ink, and the register should be closed immediately the roll-call is over. The date and the fact of removal should be written in ink across the blank attendance columns opposite the number of any person whose name has been removed.

(b) The diet register and indent should always be completed before delivery of grain is taken.

## APPENDIX V—I.

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### 1.—SPECIAL RULES UNDER THE LAND IMPROVEMENT LOANS ACT, XIX OF 1883, FOR TRACTS AFFECTED BY DISTRESS.

1. *Application of rules.*—These rules shall have effect in such tracts as may from time to time be declared by the Local Government under section 47 of this Code to be affected by distress.

2. *Allotment of funds.*—(1) On the first warnings of distress, the Local Government will call upon the Commissioners of Divisions to submit estimates of sums required for advances under the Land Improvement Loans Act, 1883, and will allot to each Division such amount as may, with reference to local conditions and the district programmes of village relief works, seem to be necessary.

(2) Commissioners may divide the sums so allotted among the districts of their Divisions at their discretion, and may transfer assignments from one district to another; but the total expenditure within the Division must be kept within the amount assigned.

(3) If a Collector considers the allotment assigned to his district to be insufficient, he shall report the fact and his requirements to the Commissioner, who shall, if possible, arrange for a transfer from another district, or report the matter, to the Local Government for orders.

3. *Loans combined with free grants.*—(1) In distressed areas loans may be made for land improvement which will afford employment to the poor, with the assistance of free grants-in-aid from famine funds.

(2) The general proportion of the free grant-in-aid to the total expenditure will be fixed for each Division by the Local Government.

(3) The proportion in individual cases or classes of cases shall be fixed by the Collector, but the previous sanction of the Commissioner must be obtained if that proportion varies by more than 25 per cent. from the average proportion fixed for the Division.

(4) Should the amount of any loan, made under this rule, or any part thereof, be misapplied, or spent otherwise, than in accordance with the conditions on which the loan was made, the whole amount of the loan shall be recoverable as arrears of land-revenue under section 7 of the Act.

(5) The payment of any free grant made under this rule shall be deferred until the agreement in Form D—II (a) has been registered by the grantee under the Indian Registration Act, 1908.

(6) The amount of any free grant made under this rule shall not be included in the loan accounts, but shall be shown in a separate account, and debited to "43A—Famine Relief".

4. *Powers of sanction.*—(1) Subject to the provisions of these rules, and provided that the district allotment is not exceeded, Subdivisional Officers and Famine Relief Charge Superintendents, and also Deputy Collectors specially empowered by the Collector with the approval of the Commissioner of the Division, may sanction loans (including free grants-in-aid at the proportion fixed under rule 3) not exceeding Rs. 1,000 in each case, and the Collector may sanction such loans up to Rs. 5,000 in each case.

(2) Loans exceeding Rs. 5,000 shall require the sanction of the Commissioner, and loans exceeding Rs. 10,000 the sanction of the Board; and the Commissioner or the Board, as the case may be, may call for such detailed plans and estimates or for such professional opinion on the project proposed as may seem necessary before sanctioning any such loans.

5. *Applications for loans.*—(1) Applications for loans may be made orally or in writing to the Famine Relief Circle Officer or Charge Superintendent, or to any Revenue Officer not below the rank of a Kanungo.

(2) The officers authorized by clause (1) of this rule to receive applications shall keep with them, for free distribution copies of the annexed Form D—1, and shall do their best to secure the presentation of all written applications as nearly as possible in that form, but shall not reject any such application that may be presented in any other forms.

(3) If applications are received orally, they shall at once be reduced to writing by the officer authorized to receive them.

6. *Local enquiry.*—(1) An officer receiving an application under rule 5 shall either make a local enquiry himself, or cause one to be made by a Famine Relief Officer not below the rank of a Circle Officer or by a Revenue Officer not below the rank of a Kanungo, or by some reliable non-official agency, if available, for the purpose of ascertaining the particulars mentioned on the reverse of Form D—1.

(2) A Kanungo or a Circle Officer shall be so employed only when a gazetted officer is not available.

(3) In addition to the procedure prescribed in this rule, an officer receiving application under rule 5 may, if he thinks fit, publish a notice

under section 5 of the Act calling upon persons objecting to the loan to appear before the officer deputed to hold the local enquiry at a time and place to be fixed in the notice, and to submit their objections.

(4) Such notice shall be published by being affixed to a prominent place in the village in which the land, to the improvement of which the loan is to be applied, is situated.

**7. Submission of application with report of local enquiry.**—If the Famine Relief Officer or the Revenue Officer, is not empowered by rule 4 to sanction the loan, he shall transmit the application with his report to the Collector or the officer who ordered the enquiry, as the case may be, provided that, if the receiving or enquiring officer is subordinate to a Famine Relief Charge Superintendent or to a Subdivisional Officer he shall submit the application to his immediate superior.

**8. Security.**—In deciding whether the security offered is sufficient, the officer dealing with the application shall be guided by the following principles :—

- (a) Where the amount of the loan does not exceed three-fourths of the value of the applicant's transferable interest in the land after the improvement has been made, no collateral security need be required.
- (b) Where the applicant's interest in the land is not sufficient of itself to guarantee the repayment of the loan, further security shall be required which may consist of transferable interests in other lands belonging to the applicant or to other persons willing to become his sureties, or of personal security.
- (c) Where a body of five or more co-villagers bind themselves jointly and severally as contemplated in section 9 of the Act, their personal security will generally be sufficient; and such officer may, if empowered by rule 4, at his discretion advance on such security an amount not exceeding five times the annual assessment of the land held by such villagers.

**9. Principles to be observed in determining the amount to be advanced.**—(1) Where any application submitted refers to a project already entered in the district programme of village relief-works, the information given in the programme and in any plans that may have been prepared for the work may be referred to in dealing with such application.

(2) In determining the amount of the loan in such cases, the officer dealing with the application shall follow the estimates of cost of the works as given in the said programme. For other works the rate shall not exceed the ordinary local rate by more than 25 per cent.

10. *Procedure.*—If the proposed work be approved by the enquiring officer, and if the security offered be good and sufficient, he may, on completion of the local enquiry, sanction the loan himself if empowered by rule 4 to do so; otherwise he shall forward the application with his report for orders under rule 7.

11. *Disbursement of loans on the spot.*—If the loan is sanctioned in the village by an officer other than the Collector, the sanctioning officer, after filling in the particulars mentioned on the reverse of Form D—I, and taking the security required by rule 13 may, if so desired by the applicant, disburse the loan on the spot. Loans or instalments of loans sanctioned by the Collector or any higher authority may also be disbursed in the village by Subdivisional Officers and Famine Relief Charge Superintendents and Deputy Collectors empowered under rule 4, and by any reliable non-official agency, where available.

Provided that, when any loan is payable in more than one instalment, the second or any subsequent instalment shall not be paid by the disbursing officer, except as provided in rule 16.

12. *Drawing of money on abstract bills.*—For the purpose of rule 11, the officer concerned may draw a lump sum at a time on an abstract bill, subject to the following restrictions :—

(a) No officer disbursing loans under the said rule shall be allowed to draw a second abstract bill without producing a detailed bill to account for the amounts already disbursed from the last advance taken, any balance left being at the same time refunded into the Government Treasury.

Explanation to clause (a).—It is not intended that the money should actually be returned to the Treasury on each occasion. When preparing the detailed bill, the disbursing officer should only show in the unexpended balance of the advance as refunded. This balance will be deducted at the Treasury from the amount of the abstract bill submitted for a further advance

(b) In no case shall the submission of the detailed bill be delayed beyond the end of the month following that in which the advance was drawn from the Treasury.

(c) The disbursing officer shall take the receipts of the payees on the spot as soon as advances have been made, and shall certify at the foot of the detailed bill that the advances were duly sanctioned by him and paid in his presence.

(d) The Collector shall prescribe a money-limit for the amount which may be drawn on an abstract bill by each officer with due regard to the circumstances of each case.

13. *Certificate for grant of loan and security bond.*—If the loan is sanctioned, the applicant must sign a certificate in the annexed Form D—II (a); and, when the value of his interest in the land on which the work is to be executed, or in the said land together with any other

land belonging to him which he may have hypothecated, is not sufficient to cover the loan, he must execute, or cause to be executed, a bond in the annexed Form D—II (b) or Form D—II (c), as the case may be.

14. *Where payment will be made.*—On the certificate under rule 13 being signed, a copy of it shall be given to the applicant, with an order for payment which may be made at the District or Subdivisional Treasury, or at the office of the Famine Relief Charge Superintendent, or at the applicant's village under rule 11, or by any officer specially deputed for the purpose by the Collector, as may be convenient.

15. *Interest.*—Interest shall be charged at one anna per rupee, or  $6\frac{1}{2}$  per cent. per annum, except in the case of a misapplication of the loan, when interest shall be charged at double the above rate, as provided for in rules 22 and 23.

16. *Payment of loans by instalments.*—Loans shall ordinarily be given in three instalments, *viz.*, two-fifths before the work has been commenced, two-fifths when it is approximately half finished, and one-fifth when it has been passed as completed after due inspection.

17. *Repayment by instalments ; date of first instalment.*—(1) Repayment shall be made by yearly or half-yearly instalments.

(2) The date of the first instalment shall be the time when profit begins to accrue, but shall in no case be later than two-and-a-half years from the date of the actual advance of the loan, or, when the loan is advanced in instalments, from the date of the advance of the last instalment actually taken.

18. *Date of last instalment, and principle on which instalments should be fixed.*—The date of the payment of the last instalment shall not ordinarily be later than twenty years from the date of the actual advance of the loan, or, when the loan is advanced in instalments, from the date of the advance of the last instalment actually taken, the amount of the instalments being fixed, in cases in which such a principle is applicable, with reference to the annual profit expected to accrue from the improvement.

Provided that the whole amount of the loan or such portion of it as will be recovered shall in all cases be repaid before the expiry of the period for which the improvement is likely to be effective.

19. *Closure of loan on failure to take instalment.*—(1) In the case of a loan granted by instalments, if the applicant, after taking one or more instalments, fails to take any other instalment within six weeks from the date on which he is entitled to it, the Collector may declare the loan closed.

(2) The total of the instalments taken by the applicant shall then constitute the loan, which shall be treated as having been fully paid on the date on which the last instalment was actually taken ; and a

fresh arrangement for repayment shall be made by the Collector consistent with rules 17 and 18, in modification of the certificate in Form D—II (a) granted to the applicant when the loan was sanctioned.

**ILLUSTRATION.**—A applies for and obtains sanction to a loan of Rs. 1,000 payable to him in three instalments, two of Rs. 400 each ( $\frac{2}{3}$ ths of the total amount) and one of Rs. 200, payable respectively, on 1st January, 1st May and 1st September 1908. In the certificate granted to him, the loan is declared to be repayable in half-yearly instalments, beginning from the 1st October 1909. He takes only the first two instalments. The Collector may treat the loan as one of Rs. 800 completely paid on the 1st May 1908, and if he does so, he must draw up a revised certificate in Form D—II (a) in which all the conditions of the payment of the loan actually taken are to be recorded.

**20. Suspension of instalments or of interest.**—(1) The realization of instalments or of interest may be suspended, by the order, and at the discretion of the Collector, on proof of failure of crops from causes beyond the borrower's control or other exceptional calamity rendering the payment of instalments unduly burdensome to him.

(2) The Collector shall report every such suspension to the Commissioner, who shall pass such orders on the case as may seem proper.

(3) No interest shall be charged for the period of suspension. The total amount to be repaid shall remain the same as before.

(4) The power of suspension of payments of instalments, which is conferred on the Collector by clause (1) of this rule, may be exercised to the extent of Rs. 5,000 in any one case.

(5) Notwithstanding anything contained in clause (4) of this rule, in all cases where suspension of revenue or rent has been granted on a large scale over a wide area, a suspension of payment of instalments due during the period for which suspension of revenue or rent has been granted shall be made by the Collector without reference to any higher authority, and the effect of such suspension shall be to postpone for one instalment period at a time the payment of all remaining instalments due on the loan.

**21. Inspection and measurement.**—(1) It shall ordinarily be sufficient, if a work has been properly located and measured out beforehand, to make a detailed measurement after it has been completed, a careful inspection being made only when the work is about half done, with the object of ascertaining whether the second instalment of the loan should be paid.

(2) If the final measurements agree substantially with those specified in the original estimate, the account shall be closed, any difference being adjusted by the Collector.

**22. Interest to be levied in the case of misapplication of loan, or of discovery of untruth of statements made by applicant or his sureties.**—(1) If at any time it is proved to the satisfaction of the Collector that any part of a loan has been misapplied, or that it is not being



spent on the work for which it was intended, or that the statements made by the applicant in his application for the loan (Form D—1), or by his sureties in their bond proffering collateral security, as to the nature and extent of the encumbrances on the immovable property pledged as security for the repayment of the loan, are in any particular untrue, the Collector may, after recording in writing the grounds of his decision, and subject to the control of the superior Revenue Authorities, proceed to recover the whole amount of the loan with such interest as may have become due thereon at the rate of 12½ per cent. per annum from the date on which the loan was made to the date of recovery.

(2) Before determining to take action under clause (1) of this rule, the Collector shall take into consideration the expense of supervision, even when that may have been supplied by the debtor himself.

**23. Interest for intervening period.**—(1) In the circumstances described in rule 22, interest shall also be levied at 12½ per cent. per annum for the period intervening between the date of the completion of the loan (in cases in which loans are granted in one payment), or between the date of the payment of the instalments (in cases in which loans are granted in instalments), and the date from which the first instalment of interest, consolidated with the first instalment of the principal, becomes payable.

(2) The interest leviable in such cases shall be demanded in a lump sum on the date on which the first consolidated instalment of principal and interest is made payable.

**24. Form of remission of part of loan.**—If the work for which a loan is made is carried out to the satisfaction of the Collector, and in accordance with the conditions imposed by these rules, and if it is necessary to grant some remission, it shall take the form of a remission of land-revenue. The loan with interest shall ordinarily be recovered.

**25. Irrecoverable loans.**—When any portion of a loan or any interest leviable under rule 15 or rule 22 or rule 23, is found to be irrecoverable, a special report shall be made to the Board.

**26. Returns, registers and accounts.**—The Board of Revenue shall regulate the forms of all returns, registers and accounts relating to loans advanced under these rules.

## APPENDIX V—II.

II.—SPECIAL RULES FOR THE DISTRIBUTION OF LOANS UNDER THE AGRICULTURISTS' LOANS ACT, XII OF 1884, DURING FAMINE AND SCARCITY AND WHEN DISTRESS IS APPREHENDED OR IS PRESENT.

1. *Loans at the time of scarcity or distress to be sanctioned and disbursed promptly.*—When extensive distress due to drought, floods, or other calamity is imminent or is present, loans for the prevention or relief of distress, or for enabling the people to cultivate their lands shall be sanctioned and disbursed in the villages with the least possible delay. On such occasions as well as when "famine" or "scarcity" has been declared by Government, the special rules below shall apply in such areas as the Commissioner shall order.

Note.—The orders of Government on granting agricultural loans as a relief measure are contained in section 19 of this Code.

2. *Power to sanction loans.*—When famine or scarcity has been declared by Government or when the Commissioner has issued an order under rule 1 above, the Collector or the Subdivisional Officer acting under his orders may empower Revenue Officers, not below the rank of Kanungo, and other officials and also non-official agents to give loans, within the areas declared to be affected, up to a limit of Rs. 500 in each case, i. e., on one bond, provided that the limit of the funds placed at their disposal is not exceeded.

3. *Employment and powers of special agency.*—(1) The Collector or the Subdivisional Officers acting under his orders shall determine the principles to be followed by officers granting loans under their supervision as regards the constitution of groups of borrowers, the general range of the amounts to be allotted to individuals, e. g., the extent of damage, the area of land cultivated, or the number of dependants to be supported.

(2) It shall be the duty of the Collector or of the Subdivisional Officer, as the case may be, to exercise the closest supervision, in order to ensure uniformity in principle in granting the loans, and for this purpose they shall, when convenient and when undue delay will not thereby be caused, scrutinize some of the lists prepared by the subordinate officers empowered to grant loans and themselves pass orders as to the amounts to be granted.

4. *Joint bond system.*—(1) The loans under these special rules shall be granted only on the joint bond system to groups of co-villagers, and the amounts granted to each group shall not ordinarily exceed Rs. 500.

(2) The number of members in a group shall ordinarily be from 5 to 20, and the groups shall be so arranged that the poor and those who are better off shall be combined in the same group so as to improve the security.

5. *No written application is necessary.*—(1) No written applications either from the group or from its individual members shall be necessary.

(2) When the services of subordinate officers or non-official agents are utilized for preparing lists of groups of applicants for the orders of superior officers they shall be supplied with papers in Form D—VIII annexed to these rules on which any special instructions may be written by Collector or the Subdivisional Officer.

6. *Entry of detail of groups.*—(1) When the officer granting the loan has finally determined each group, he shall enter the name, father's name and area of land in the cultivating possession of each member of the group, and also the amount to be paid to each such member, in columns 2, 3, 4 and 5 of the schedule appended to Form D—VI which shall serve both as a joint bond and as a receipt for the payments made.

(2) The said officer shall then total the amounts so entered and read out the names and amounts and total of the group and shall thereafter personally pay out to each member of the group the whole sum due to him or see it paid by the spokesman of the group in his presence.

(3) As each payment is made, the said officer shall take the signature

of the borrower, where possible, as well as his thumb impression in the appropriate column of the schedule, explaining to him that this is not only a receipt for the money, but also an agreement to pay the repayment instalments on the due dates and to make good the default, if any, of a fellow member of the group.

(4) The aforesaid officer shall then certify on the bond that the sums specified have been paid to each of the recipients, and that the bond was executed by them in his presence and shall record the name of the identifier of the payees or the fact that he personally knows them.

(5) The spokesman of the group shall be given at the time or as soon thereafter as possible a statement in Form D—VII in the vernacular annexed to these rules. It shall be noted in the schedule to Form D—VI who the spokesman is.

7. *Second loan.*—When the period of distress is prolonged, a second loan may be given to any one, who has already received a loan, provided that the personal security of the group is found to be sufficient but loans shall not be given without reasonable prospect of repayment.

8. *Dates of repayment.*—Loans under these special rules shall ordinarily be made payable in one *kist*, if there is one principal crop or two *kists*, if there are two principal crops, the *kist* being fixed soon after the date or dates of the next harvest. If these harvests are also failures postponement may be allowed to the next following harvests.

9. *Application of ordinary rules to cases of scarcity or distress.*—Rules 1 to 26 of the rules issued under the Agriculturists' Loans Act, 1884 (XII of 1884), shall apply to loans granted on occasions of scarcity and distress so far as those rules are not inconsistent with rules 1 to 8 above.

NOTE.—In areas in which the special rules have been introduced, Forms D-V, D-VI or D-VII shall be used in lieu of Forms A to H prescribed under the rules mentioned above.

## APPENDIX VI.

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### A FORMS.

*Nil.*

### B FORMS.

Form B—I.— Comparative rainfall and price report, the object of which is to give the District Officer a means of forming a judgment regarding the imminence of famine, by a comparison of the statistics of rainfall and prices of a known famine year with those of the year in question [section 14].

Form B—II.— Report of crop outturn, comparing the outturn of a normal year with that of the year in question [section 14].

Forms B—III and B—IV.—Statements of imports and exports of food-grains by rail [section 14].

Form B— V.— Famine statement during the small scale relief stage to be submitted at the close of each week to the Local Government direct by the District Officer, with a copy to the Commissioner [section 39].

FORM B—I.

[Section 14.]

Comparative Rainfall and Price Report for Thana

Subdivision

District for the  $\frac{\text{week}}{\text{month}}$  of 19 .

Name of rain-gauge station \_\_\_\_\_

	Rainfall during the month.						Statement of prices of cheapest rice.					Remarks.
	Normal.	1st to 7th.	8th to 15th.	16th to 23rd.	24th to end.	Total.	Normal.	1st to 7th.	8th to 15th.	16th to 23rd.	24th to end.	
1	2	3	4	5	6	7	8	9	10	11	12	13
For the year. 19 .												

Corresponding figure for the last famine year.

Corresponding figures for last year ... ..

FORM B—II.

[Section 14.]

Report of Crop Outturn in the

Thana District

Crop.	Normal area (average of )	Area in 19 .		Net area (column 3 minus column 4).	Percentage of column 5 on column 2	Outturn of net area (column 5 in annas.	Percentage of actual outturn to normal outturn of normal area.	Remarks.
		Area sown.	Deduct area failed.					
1	2	3	4	5	6	7	8	9

Note 1.—To fill in column 8, multiply the figure in column 6 by that in column 7, and divide by 16 a. g., if the percentage shown in column 6 is 64, and the outturn shown in

$$\text{column 7 is 7 annas, then enter in column 8 } \frac{64 \times 7}{16} = 28.$$

2.—A bumper crop is denoted by 16 annas, or 125 per cent., and an average crop by 12 annas, or 100 per cent.



# FORM B-V.

(Section 39.)

[NOTE.—To be submitted at the close of each week, to the Local Government direct, by the District Officer. Copy to be sent to the Commissioner of the Division for record in his office].

Weekly  
Monthly Small Scale Relief Statement for the week ending Saturday evening, the weeks

District.	Test works.							Poor-house relief.							Other gratuitous relief.					Remarks.	
	Number open during period under report.	Number of workers on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	Number of poor-houses open during period under report.	Number of inmates on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	Number in receipt of gratuitous relief on last day of period under report.				Expenditure during period under report.		Expenditure from outset to date.
		Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.			Men.	Women.	Children.	Total.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22



C FORMS.

- Form C— I.—Weekly charge progress return of large works [section 80 of the Code, and paragraphs 2 and 4 of Appendix II.]
- „ C— II.—Weekly report of Charge Superintendent [sections 63 and 69 of the Code.]
- „ C— III.—Famine statement for the month [section 72] due to the Government of India not later than the 10th of the following month.
- „ C— IV(a).—Monthly progress statement of famine relief operations, due from the Commissioner to the Local Government as soon as possible after the month to which it refers (section 71).
- „ C—IV(b). }  
 „ C—IV(c). } —Monthly famine statements, to be submitted by the District Officer to the Local Government direct on or before the 7th of the month following that to which the information relates. Copy also to be sent to the Commissioner of the Division for record in his office [section 71].
- „ C—IV(d).—Summary of famine statistics [section 71].
- „ C— IV(e).—Headings for Final Famine Reports [section 199].
- „ C— V(a).—Wages table for conversion of grain into money. Lower scale [sections 125 and 126].
- „ C— V(b).—Wages table for conversion of grain into money. Higher scale [sections 125 and 126].
- „ C— VI.—Form of muster-roll for large works [paragraphs 2 and 3 of Appendix II].
- „ C—VII(a)—Muharrir's daily abstracts for large works to (e) [paragraph 3 of Appendix II].
- „ C— VIII.—Charge day-book for large works [paragraph 2 of Appendix II].
- „ C— IX.—Weekly voucher for wages and allowances in food or cash for large works [paragraph 2 of Appendix II].
- „ C— X.—Muster-roll for small works [section 109].
- „ C— XI.—Register of small works [section 110].
- „ C— XII.—Weekly return for small works [section 110].

## FORM C—I.

[ Section 80 of the Code, and paragraph 4 of Appendix II. ]

WEEKLY CHARGE PROGRESS RETURN.....

For week ending Saturday, the .....19 .

Division....., District.....

Submitted to the Charge Superintendent.

Officer in charge.

## INSTRUCTIONS.

The Officer in charge will fill up this return every Saturday, for the preceding week, and despatch it at once to the Charge Superintendent by special messenger or the post, whichever is quicker. Another copy should be sent to the District Officer, to reach him not later than Monday morning.

The Charge Superintendent will write up a similar return for any famine payments he has made during the week.

The following instructions should be followed in filling in the several columns :—

*Column 3* should include all workers directly employed in executing the work in hand.

*Column 4* should show weakly individuals who are given a half task. These are already included in column 3, but are shown in this column separately for the purpose of estimating to what extent the presence of these people affects the outturn of work.

*Column 5* should include all relief workers employed in miscellaneous duties on the works, e. g., on conservancy, water-supply, etc., also nurses and other attendants who are engaged by the Officer in charge and paid daily.

*Column 6* should include all workers temporarily unemployed, as for example, on a rest day, while on the march, when temporarily dispersed for cholera, or when work is stopped by bad weather, etc.

*Column 7* should show the total of columns 3, 5, and 6.

*Column 8* should include the dependants on works relieved at kitchens on works.

*Column 9* should show personal attendants of the sick in hospital.

*Columns 12 to 14* should include each day's wages of the corresponding classes in columns 3, 5, and 6, wages of weakly individuals only not being shown separately.

*Columns 15 and 16* should similarly include each day's cash allowances to dependants. The totals for the week only should be shown for allowances given in food at the kitchen and hospital.

*Columns 17 to 20* should include the actual *payments* made under the heads indicated. To prevent unnecessary references in the case of any specially heavy payments being shown in these columns, the Officer in charge should give an explanatory note at the foot of the page.

*Works establishment (column 17)* should include all establishment attached to a particular work—

(a) in permanent Government employ ; or

(b) temporarily engaged.

*Tools and plant (column 18)* should include the wages of blacksmiths and carpenters employed on keeping tools in repair, the cost of carriage and any expenditure on local purchase of tools, or of materials for making or repairing them.

*Shelter (column 19)* should include expenditure on accommodation for establishment, as well as on hutting for the persons on relief works and on the construction of kitchens and hospitals.

*Other items (column 20)* should include local purchase of materials, such as blasting powder (if authorised), together with the cost of carriage, string for-marking out, occasional cart-hire, etc.



Nature of work.	Work done on the work, or section of the work.		Expenditure on wages of workers directly employed in executing the work in hand (column 12.)		Incidence of		Standard rate, i. e. normal petty contract rate.	Total expenditure of the camp.	
	For the week.	Up to date.	For the week.	Up to date.	Column (d) on column (b)	Column (e) on column (c)		For the week.	Up to date.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

NOTE 1. - For the purpose of ascertaining to what extent the prescribed tasks are being completed calculate the full wages of the workers directly employed in executing the work in hand (column 3), on the assumption that every worker received full wages for every attendance during the week, and compare the amounts thus arrived at with their actual wages for the week as shown in column 12.

2.—The Standard rate [column (h)] should be calculated by the Executive Engineer when the work is opened and when adjustment is required,

### GENERAL REMARKS.

(The officer in charge will here note whatever is required by section 81 of the Code.)

### FORM C—II.

#### WEEKLY REPORT OF CHARGE SUPERINTENDENT TO THE DISTRICT OFFICER.

A. *Large works*.—Comments on returns in Form C—I for each large work in his charge (copies of these returns are sent to the District Officer direct under section 80). Special attention should be given to the comparison between the rate of actual expenditure and the normal rate, and to the progress of expenditure against the sanctioned estimate. Anything noteworthy in the weekly reports of officers in charge submitted under section 81 should be mentioned. Dates of last visits to each work should be given.

B. *Small works*.—Consolidated return in Form C—XII for small works in his charge required by section 110 with comments if necessary.

C. *Private works*.—Consolidated return in Form D—V required by section 119 with comments if necessary.

D. *Gratuitous relief*.—Consolidated return in Form E—VI required by section 150 with comments if necessary.

E. *General*.—A review of the week covering the points set out in section 68.

The report will be submitted so as to reach the District Officer as early as possible on Monday.

## FORM C-III

[Section 72.]

## FAMINE STATEMENT FOR THE MONTH OF

No.	Name of district or State.	Area under Famine Relief.						Tracts under small relief scale.		
		Area affected in square miles.	Estimated population of area in column 3.	Number of persons employed on relief works.	Number of persons on gratuitous and special relief.			Grand total on relief.	Number of persons on works.	Number of persons in receipt of gratuitous relief.
					Dependants of relief workers relieved on works.	Relieved in villages, kitchens, poor-houses, etc.	Total.			
1	2	3	4	5	6	7	8	9	10	11
	British districts									
	Total									
	Indian States									
	Total									
	Grand total....									

I.--For districts in which no regular relief is being given, column 3 to 9 should be left blank.

II.--Special relief to artisans and weavers should be included in column 7.

III.--In a footnote it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.

IV.--Where figures are wanting or are incomplete, the fact should be stated in footnote.

V.--No district or State should be removed from column 2 till all forms of Government relief have been finally closed in it.

### ABSTRACT OF PAYMENTS AND WORK.

Estimate sanctioned for the work, Rs.  
Total expenditure up to date, Rs.

11	12	13	14	15	16	17	18	19	20	21
Day of week.	Wages of workers.			Gratuitous relief in food or cash allowances.		Works establishment.	Miscellaneous.			Total expenditure.
	Directly employed in executing the work in hand (column 3 only).	Employed on services connected with the charge (column 5).	Temporarily unemployed (column 6).	Dependants (column 8).	Inmates of hospitals and their personal attendants (column 9).		Tools and plant.	Shelter.	Other items.	
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Total of week.										
Expenditure otherwise than on the charge.										

**NOTE 1.**—Expenditure otherwise than on the charge means the expenditure (if any) incurred off the charge, but for it, and intimated by the District Officer. It should be entered in the return next following the receipt of the information.

**2.**—In column 15 should be included charges for persons relieved in kitchens on works.

Incidence of weekly expenditure per unit relieved (weekly total of of column 21 divided by total of columns 7 and 10).

Total number of mates.....

Total number of gangs.....

Signature of Officer in Charge.

## FORM C—IV (a).

[Section 71.]

Progress Statement of Famine Relief Operations in the District for the month  
beginning Sunday, the and ending Saturday, the 19 .

[ This Progress Statement should be submitted by the Commissioner, in original, to the Local Government, separately, as received from each district, so as to reach the Local Government as soon as possible after the expiry of the month to which it refers. The Commissioner should add such remarks of a general and supplementary nature as may be necessary. If a back reference to the District Officer be necessary, the report should not be delayed for his reply. The report is for the period between the last Saturday of the preceding month and the last Saturday of the month under report.]

## I—Particulars of Relief.

	Monthly total of units (section 10).				Number of persons on relief on last day of the month.				Remarks.
	Men.	Wo- men.	Child- ren.	Total number of units (sec- tion 10)	Men.	Wo- men.	Child- ren.	Total number of per- sons.	
	1	2	3	4	5	6	7	8	
<b>RELIEF WORKS.</b>									
Numbers on large works—									
(a) Workers ...									
(b) Dependants ...									
Numbers on small works—									
(a) Workers... ..									
(b) Dependants* ...									
Numbers on private (aided and unaided) works.									
Total number relieved on works.									
<b>GRATUITOUS RELIEF.</b>									
Numbers relieved under Chapter VII.									
Numbers relieved under Chapter VIII (poor-house relief).									
Numbers relieved under Chapter VIII (at kitchens other than those on works).									
Numbers relieved under Chapter XI (State orphanage relief).									
Numbers relieved by the police (section 31)									
Total number gratuitously relieved.									
<b>SPECIAL RELIEF.</b>									
Numbers relieved under Chapter XIII (weavers and other artisans)									
<b>GRAND TOTAL ...</b>									

\* If dependants on works are relieved at kitchens on the works, they will be entered under this heading.





**FORM C—IV (b).**  
**[Sections 71 and 72.]**  
**FAMINE STATEMENT FOR THE MONTH OF \_\_\_\_\_**  
**N. B.—Numbers of persons on relief to be shown in thousands.**

District.	Area.	Population in thousands.	Affected area.	Estimated population in thousands of column 4.	Number of workers on relief works on last day of the period under report.				Number of persons on gratuitous relief and special relief.		Grand total of number of persons on relief.				Price of one or more principal food-grains in cere per rupee.	Total famine relief expenditure from commencement of relief operations. (In thousands of rupees.)			Loans and advances made in connection with the relief of distress. (In thousands of rupees.)			Revenue suspended or remitted. (In thousands of rupees.)	
					Men.	Women.	Children.	Total workers.	Dependants of relief workers relieved on work.	Relieved in villages, kitchens, poor-houses etc.	Men.	Women.	Children.	Total.		Date up to which a receipt is made up.	On relief works.	On gratuitous relief.	Other famine expenditure.	Land Improvement Loans Act.	Agriculturists' Loans Act.		Other advances.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
																	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<b>Total</b>																							

- NOTE.—**(1) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.  
(2) The district figures in columns 2 and 3 should correspond with columns 3 and 4 of Form C—IV (a), and those in columns 4 and 5 with the totals of columns 5 to 8 of Form C—IV (d).  
(3) Special relief to weavers and artisans should be included in column 11.  
(4) Column 15 should agree with the sum of columns 9 to 11 as well as with the total of columns 12 to 14.  
(5) Columns 16 to 20 should show the total expenditure classed under the head of famine relief according to the registers maintained by the District Officer except advances for aided works which should come into column 23.  
(6) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.

FORM C—IV (c).  
[Sections 71 and 72.]

MORTALITY STATEMENT FOR THE MONTH OF \_\_\_\_\_

District.	Population of district.	Normal mortality of the month, i. e., number of deaths calculated on the mean of death-rate for the month, exclusive of plague.	Actual number of deaths during the month from—					Death-rate per 1,000 of population.		Remarks
			All causes (including deaths entered in columns 5 to 8).	Plague.	Cholera.	Other epidemic disease causing serious mortality.	Starvation.	Monthly normal, exclusive of plague.	Actual death-rate during the month from all causes, exclusive of plague.	
I	2	3	4	5	6	7	8	9	10	11
Total	—									

**INSTRUCTION I.**—This statement should be prepared for the calendar month. The average or mean death-rate for the month (column 9), should be calculated on the mortality returns of the previous ten years (excluding famine years) wherever this is possible. A brief explanation should be given in the Remarks column of any great excess of the death-rate over the average or of deaths from starvation.

**II.**—The following only should be classed as "starvation" deaths in column 8:—

- (1) Deaths of destitute wanderers and unknown people who are found dead on the roads or in the open country, and whose bodies show signs of want and emaciation, and not signs of any particular disease.
- (2) Deaths in hospitals and poor-houses certified by the local medical officer or subordinate to be due to pure starvation.
- (3) Deaths in towns and villages, other than the above, which are returned by the reporting agent as apparently due to starvation, and not to other cause. Reporting agents should be told, as a rough guide, that starvation may be assumed to be the cause of death if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.

The district authorities should cause all deaths under (1), (2) and (3) to be further investigated before the end of the next ensuing month, and should report the results in the page of the monthly report C—IV (b) devoted to "Remarks" in the following month.



## FORM C—IV (e).

[Section 109 (a).]

*Headings for Final Provincial Famine Reports.*

- I. The economic and agricultural condition of the affected tract before the famine.
- II. The cause of the famine, and the extent of the failure of the harvests.
- III. The area, population and classes affected, and the degree of distress.
- IV. General narrative of the commencement, progress and close of the famine.
- V. Relief measures and administration; organisation of the relief system; large works relief; small works relief; charitable relief.
- VI. Statistics and cost of relief, and nature and utility of works constructed with famine labour.
- VII. Indirect relief: the suspensions and remissions of land-revenue and other dues, loans and advances.
- VIII. Food stocks, trade and prices, and the effect of high prices on crime.
- IX. Public health, and the mortality of the famine period.
- X. Immigration and emigration.
- XI. Water and fodder supply, and the preservation of the cattle.
- XII. Influence of railways and irrigation works in the mitigation of distress.
- XIII. General remarks on the working of the Famine Code; the measures of success attained; the attitude of the people; the future outlook.



## INSTRUCTIONS FOR THE USE OF FORMS C—VI TO C—X.

## FORM C—VI ( Gang Muster-Roll ).

(i) The form should be ruled with horizontal lines, the names of the members of each sub-gang occupying a separate section within the said lines. A separate book should be made up for each gang.

(ii) Each section of the form set apart for each sub-gang should contain the names of the workers grouped together for work on one task. The sub-gang may consist of a single digger and his carriers, or of two or more diggers with their carriers. Labourers should be allowed to group themselves together according to their own inclinations as far as possible.

(iii) To provide for cases in which workers, whose names have been recorded in respect of any given day, fail to appear on any succeeding day and have to be replaced by other workers, space should be left in each section for the entry of fresh names.

(iv) The names of the working members of the sub-gang will first be entered, class by class (section 85). The names of dependants will not be entered together with the working members of the sub-gang to which they belong, but, class by class, (section 103), at the end of the Muster-Roll, after the names of the working members of the whole gang have been posted by sub-gangs. The reason for keeping the names of the working members of each sub-gang together, and for separating them from those of dependants, is that the attendance of the workers can in this way be conveniently taken at the pit, the work passed and payments made there. If this is done, there will also be no difficulty in adding up the amount due to the sub-gang when payment is made to it, collectively, instead of to each person composing it, individually.

(v) In column 6 (class) enter the distinctive English letter of the class, or its equivalent in the vernacular. It will be convenient to indicate B class men by a large B, and B class women by a small *b*; C class men by a large C, and C class women by a small *c*; male working children by a large D, and female working children by a small *d*; male dependants\* by a large E, female dependants by a small *e*, and children dependants by the letters F, G, H, and I (sections 85 and 103). A further distinctive mark—say W—should be entered against the names of weakly workers, because such workers have subsequently to be abstracted separately [Form C—VII (b)]. The above instructions cover workers, those employed on services in connection with the charge, and dependants; but when the rest-day allowance is paid to workers, the letters M for men, W for women, and C for children, or their vernacular equivalents, should be entered in sub-column *a* against the name of each worker entitled to receive the allowance.

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\* These will include persons relieved at kitchens on works and persons treated in hospitals.

(vi) The muharrir will take the *hazri* of each sub-gang in the morning, while the sub-gang is at work, and enter each person present by his or her distinctive mark, as above indicated, in sub-column *a*; but it must be remembered that the entries in respect of dependants are to be made separately from those of the workers [*vide* (iv) above]. In the afternoon, or whenever the task set to a sub-gang is finished, the muharrir will inspect the pit. If he is satisfied that the task has been completed, he will make an entry in pice showing the wage earned by each working member of the sub-gang, in sub-column *w* (e.g., if the wage earned is one anna three pice, he will enter seven pice). If the task has not been completed, he will make no entry. Where two tasks are completed in one day (e.g., the task which had been only partly completed on the previous day and the new task which was set for the current day), the muharrir will enter against the name of each working member of the sub-gang two days' wages in pice. Wages due to dependants must, of course, be paid independently of the completion or non-completion of the daily task.

(vii) If orders are ever given to pay the rest-day allowance on the day before the rest-day (e.g., on Saturday for Sunday), then the recipients of the form of relief will get two payments on Saturday, viz., their earnings of Friday and the rest-day allowance for Sunday. The earnings of Saturday will be paid on Monday.

#### FORM C—VII.

(i) Form C—VII is divided into five parts, and is prepared from Form C—VI. The entries in Form C—VI, concerning able-bodied and weakly workers combined, are abstracted into Form C—VII (a); the entries concerning weakly persons are also separately abstracted into Form C—VII (b); the entries concerning labourers employed on services connected with the charge are abstracted into Form C—VII (c); the entries concerning persons temporarily unemployed are abstracted into Form C—VII (d); while the entries concerning dependants are abstracted into Form C—VII (e).

(ii) The abstraction is done by adding up the number of letters of each class in the several sub-columns (a) of Form C—VI and totalling the entries of wages for the day in the several sub-columns *w* of the same form. The wages for all the different classes, viz., able-bodied and weakly workers combined, those employed on services connected with the charge, those temporarily unemployed, and dependants, respectively, must be totalled separately.

(iii) The amounts due to the various gangs will be posted by the muharrir in his several abstracts in the evening, and totals will then be struck by him. On the morning of the next day, the muharrir will receive the amounts due from the Officer in Charge and distribute them to the various recipients of relief. If any recipient is absent, and no one is present to whom the money can be safely entrusted on his behalf, the item



will be crossed out against his name in the Muster-Roll (C—VI), and the amount which could not be paid will be entered in the appropriate columns in Form C—VII (*a*), C—VII (*c*), C—VII (*d*), and C—VII (*e*), respectively, and will be returned to the Officer in Charge. Such amounts will lapse and cannot be drawn for repayment on a subsequent date. The total amounts actually paid will be entered in the appropriate columns of the forms just referred to, and these amounts will be posted in the Famine Expenditure Register (Form L—III) under the appropriate headings.

#### FORMS C—VIII AND C—IX.

The totals of the several muharrirs' abstracts for the day are entered in Form C—VIII (the Charge Day-Book), and are totalled for the day. The totals for each day of the week in Form C—VIII are carried into the Weekly Charge Progress Report (Form C—I). Form C—IX (Weekly Voucher) is also written up from the entries in Form C—VIII.





## FORM —VII (c).

(Paragraph 3 of Appendix II.)

Muharrir's Daily Abstract for those employed on services connected with the charge.

District \_\_\_\_\_ Thana \_\_\_\_\_ Village \_\_\_\_\_ No. of charge \_\_\_\_\_  
 Name of work \_\_\_\_\_ Name of muharrir \_\_\_\_\_ Gangs Nos. \_\_\_\_\_ to \_\_\_\_\_  
 Price basis \_\_\_\_\_ seers per rupee.

1	2	3			4			5			6						
Date and day of week.	No. of gang.	Men.	Women.	Children.	Amount earned.			Amount which could not be paid.			Amount actually paid.						
					Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.				
Total for the day. ...																	

Signature of Muharrir \_\_\_\_\_

## FORM C—VII (d).

(Paragraph 3 of Appendix II.)

Muharrir's Daily Abstract for workers temporarily unemployed.

District \_\_\_\_\_ Thana \_\_\_\_\_ Village \_\_\_\_\_ No. of charge \_\_\_\_\_  
 Name of work \_\_\_\_\_ Name of muharrir \_\_\_\_\_ Gangs Nos. \_\_\_\_\_ to \_\_\_\_\_  
 Price basis \_\_\_\_\_ seers per rupee.

1	2	3			4			5			6						
Date and day of week.	No. of gang.	Men.	Women.	Children.	Amount earned.			Amount which could not be paid.			Amount actually paid.						
					Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.				
Total for the day ...																	

Signature of Muharrir \_\_\_\_\_

FORM C—VII (e).

[Section 171 of the Code, and paragraph 2 of Appendix II.]

Muharrir's Daily Abstract for Gratuitous Relief.

District \_\_\_\_\_ Thana \_\_\_\_\_ Village \_\_\_\_\_ No. of charge \_\_\_\_\_

Name of work \_\_\_\_\_ Name of muharrir \_\_\_\_\_ Gangs Nos. \_\_\_\_\_ to \_\_\_\_\_ Price basis \_\_\_\_\_ seers per rupee.

NOTE.—If dependants on works are relieved at kitchens on the works, they will be included under column 3.

1	2	3						4				5	6	7						
Date and day of week.	Number of gang.	Allowances of cash or food to dependants.									Allowances of cash or food to hospital patients and their attendants.									
		Men.	Women.	Children.	Amount due.			Amount which could not be paid.			Amount actually paid.			Men.	Women.	Children.	Amount paid.			
					Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.				Rs.	a.	p.	
Total for the day ...																				

Signature of Muharrir \_\_\_\_\_

FORM C—VIII.

[ Paragraph 2 of Appendix II.]

Charge Day Book.

Date of month \_\_\_\_\_ Day of week \_\_\_\_\_

District \_\_\_\_\_ Thana \_\_\_\_\_ Village \_\_\_\_\_ No. of charge \_\_\_\_\_ Name of work \_\_\_\_\_

Officer in charge \_\_\_\_\_ Price basis \_\_\_\_\_ seers per rupee.

NOTE 1.—The Officer in Charge should read the instructions for filling up Form C—1, which are applicable to this form also.

2.—The total in column 7 is the total of columns 3, 5, and 6. The numbers in column 4 should not be included.

3.—If dependants on works are relieved at kitchens on the works they will be entered under column 8.

1	2	3			4			5			6			7			8			9			10				
Number of muharriz	Name of muharriz.	Workers.												Gratuitously relieved.													
		Directly employed in executing the work in hand.					Weekly individuals only.			Employed on services connected with the charge.			Temporarily unemployed (Sundays, marching, etc.)			Total of columns 3, 5, and 6.			By allowance of cash or food as dependants.			Hospital patients and their personal attendants by allowances of cash or food.			Total.		
		Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.		
	A.	B.	C.	B.	C.	D.																					

FORM C—VIII—*Concl'd.*

II	12	13	14	15	16	17	18	19	20	21	22													
Amount of work done in c. ft.	Wages of workers.			Gratuitous relief in food or cash allowance.		Establishment.	Miscellaneous.			Total expenditure.	Cost per 1,000 c. ft.													
	Directly em- ployed in executing the work in hand (column 3.)	Employed on services connected with the charge (column 5.)	Temporarily unemployed (column 6.)	Dependants (column 8.)	Inmates of hospitals and their personal attendants (column 9.)		Tools and plant.	Shelter.	Other items.															
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

Signature of Officer in Charge.

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FORM C—IX.

[ Paragraph 2 of Appendix II. ]

Weekly Voucher for Wages and Allowances in food or cash.

District \_\_\_\_\_ Thana \_\_\_\_\_ Village \_\_\_\_\_ No. of Charge \_\_\_\_\_ Name of work \_\_\_\_\_ Officer in Charge \_\_\_\_\_

Week ending Saturday, the \_\_\_\_\_ of \_\_\_\_\_ 19 \_\_\_\_\_

1		2		3		4		5		6			7		8		9		10			11			
Day of week.	Date of month.	Workers.						Gratuitously relieved.						Total wages and allowances.											
		Men.		Women.		Children.		Cost.			Men.		Women.				Children.		Cost.						
								Rs.	a.	p.										Rs.	a.	p.	Rs.	a.	p.
Sunday ...	...																								
Monday ...	..																								
Tuesday ...	...																								
Wednesday ...	...																								
Thursday ...	...																								
Friday ...	...																								
Saturday ...	...																								

- Notes. 1.—This form need not be compiled unless specially ordered.  
 2.—Column 3 shows the total of men in columns 3, 5, and 8, of Form C—VIII.  
 3.—Column 4 " women " "  
 4.—Column 5 " children " "  
 5.—The figures for column 6 will be taken from columns 12, 13, and 14 of Form C—VIII.  
 6.—The figures for columns 7, 8, and 9 will be taken from columns 10 and those for column 10 from columns 15 and 16 of Form C—VIII.  
 7.—The cost of works establishment, tools and plant, shelter and other items (columns 17 to 20 of Form C—VIII) is not to be shown in this return.  
 8.—If dependants on works are relieved at kitchens on the works, they will be entered in columns 7, 8, and 9.

I certify that the number of each class of persons and their wages entered herein agree on each day with the totals of the same entries in my charge day-book.

Signature of Officer in Charge.







## D FORMS.

- Form D—I.—Form of application for loan [rules 5 (2), (6) (1), (11) and (22) of Appendix V—1].
- „ D—II(a).—Certificate granted under the Land Improvement Loans Act, 1883 [rules 3 (5), 13 and 19 (2) Appendix V—1].
- „ D—II(b).—Security bond to be used when the applicant proffers personal security [rule 13 of appendix V—1.]
- „ D—II(c).—Hypothecation bond to be used when immovable property is proffered by collateral security [rule (13) of Appendix V—1.]
- „ D—III.—Register of aided private works (section 115).
- „ D—IV.—List of aided private works for which advances have been made by the District Officer (section 116).
- „ D—V.—Weekly Labour Return for aided and unaided private works (sections 118, 119 and 121).
- „ D—V.—Bond to be executed by villagers [rule 6(I) of Appendix V—II].
- „ D—VII.—Statement to be given to the spokesman of the group [rule 6(5) of Appendix V—II].
- „ D—VIII.—Report recommending loans [rule 5(2) of Appendix V—II].

## FORM D—I.

[See Rules (5) (i), (6) (i), (11) and (22) of Appendix V—I.]

## FORM OF APPLICATION FOR LOAN.

Name, father's name, residence, etc., of applicant.	Amount of loan required.	Nature of security, whether personal or otherwise and whether, if it consists of immovable property such property is free from encumbrances and, if not, the nature and extent of the encumbrances, and if registered, the number and the date of the registered deed and the name of the registry office.	Nature of proposed work.	Situation of land on which work is to be executed. Reference to the khatian number in the records-of-rights (if any) in which the lands are contained should be given.	Applicant's rights in land.	Proposed date of repayment (to be filled up by the sanctioning officer).	Remarks
1	2	3	4	5	6	7	8

*Applicant's Signature.*

I <sup>1</sup>/<sub>we</sub> declare that the statements made by <sup>me</sup>/<sub>us</sub> in the above application are true to <sup>my</sup>/<sub>our</sub> knowledge, except as to matters stated on information and belief, and as to these <sup>I</sup>/<sub>we</sub> believe the same to be true.

*Signature of applicant.*

N.B.—Column 3.—The enquiry officer should, so far as may be possible, enquire into the statements made as to encumbrances, and record the result of his enquiries on the reverse of this form.

## [ REVERSE OF FORM D—1. ]

The following particulars should be ascertained by the enquiring officer :—

- I.—Mahal, field number, area of land on which work is to be executed.
- II.—Status of applicant, *i.e.*, whether proprietor or tenant. If a tenant, and the land-holder's consent is required, whether the landlord objects.

## III.—Security—

- (1) If the land itself or the land itself together with any other land belonging to the applicant,—the value of the applicant's interest in such land or lands, and the nature and extent of encumbrances, if any.
- (2) If personal,—the names and status of the co-sureties.
- (3) If land hypothecated by collateral surety,—its nature and value, and the nature and extent of pre-existing encumbrances, if any.

## IV.—The work—

- (1) Its estimated utility and value.
- (2) Objections, if any, of third parties.

## V.—Dates on which the instalments of the loan should be received by the applicant.

Recommendations of the enquiring officer.

NOTE.—Where a record-of-rights has been prepared, a reference should be made to that record, in order to ascertain the interest of the applicant, or that of his collateral surety, in the land which it is proposed to pledge.

## FORM D—II (a).

[SEE RULES (3) (v), (18) AND (19) (ii) OF APPENDIX V—I.]

*Certificate granted under the Land Improvement Loans Act, 1883.*

To \_\_\_\_\_, son of \_\_\_\_\_, of \_\_\_\_\_

I. On production of this certificate, the aforesaid \_\_\_\_\_ is entitled to receive from Government in the district of \_\_\_\_\_ the following sums, on the dates noted against them, as a loan to be expended on (here describe clearly the nature of the work) :—

Date	Amount.
"	"
"	"

2. The conditions relating to the making and repayment of this loan are as follows :—

(a) That it shall be repayable on the dates and by the amounts specified below :—

Date	Amount (principal and interest).
"	"
"	"

(b) That it shall be applied solely to the carrying out of the work specified above, in such manner as may be approved by the Collector, and that, if it be proved to the satisfaction of the Collector that any part of the loan has been misapplied, or is not being spent on the work in

question, the whole amount of the loan shall be deemed to become forthwith due, with interest at the rate of 12½ per cent. per annum, from the date on which the loan was made to the date of recovery.

(c) That in the event of misapplication of the loan, interest shall also be levied at 12½ per cent. per annum for the period intervening between the date of the completion of the loan (in cases in which loans are granted in one payment), or between the dates of the payment of the instalments (in cases in which loans are granted in instalments) and the date from which the first instalment of interest, consolidated with the first instalment of the principal, becomes payable. The interest leviable in such cases shall be demanded in a lump sum on the date on which the first consolidated instalment of principal and interest is made payable.

(d) That for the repayment of the loan, the immovable property specified in the margin is hypothecated to Government.

N. B.—(1) Both the land to be improved, and any other land belonging to the applicant which he may have hypothecated, as also any immovable property hypothecated by others as collateral security, should be described in the marginal specification as nearly as possible in the manner prescribed in section 21 of the Indian Registration Act, 1908.

N. B.—(2) In the description of immovable property to be given in the margin, it shall be stated if the property is free from encumbrances, or, if not, what are the nature and extent of the encumbrances.

(e) That if any instalment be not paid on the due date, the whole amount of the loan shall be deemed to have become due forthwith.

(f) That if it be proved to the satisfaction of the Collector that the statements made by the aforesaid in his application for this loan, as to the nature and extent of encumbrances, are in any particular untrue, the Collector may so declare in writing and proceed to recover the whole amount of the loan with interest at the rate of 12½ per cent. per annum from the date on which the loan was made to the date of recovery.

(g) That, the person to whom the loan is made shall carry out all directions which the Collector of the district, or any other person duly authorised in this behalf, may give with respect to (i) the manner in which the work will be executed, and (ii) the periodical returns to be furnished.

(h) (Where a loan and a free grant are made under rule 3).— That if the work be not carried out to the satisfaction of the Collector, the amount given as a free grant shall be repaid, and shall be recoverable under the provisions of the Public Demands Recovery Act, 1895.

*Signature of Collector or other*

*officer sanctioning the loan.*

I HAVE understood and agreed to the aforesaid terms and conditions.

*Signature of applicant.*

Received contents.

*Signature of payee (the payee should affix  
a one-anna stamp if the loan exceeds Rs. 20.)*

FORM D—II (b).

[SEE RULE (13) OF APPENDIX V—I.]

*Security Bond to be used when the applicant gives personal security.*

WHEREAS \_\_\_\_\_ has on \_\_\_\_\_ received from the Collector of \_\_\_\_\_ a certificate under the Land Improvement Loans Act, 1883, and the rules made thereunder, in virtue of which he is entitled to receive an aggregate sum of Rs. \_\_\_\_\_ as a loan from Government; We hereby agree that if the said \_\_\_\_\_ shall fail to comply with the terms on which the loan has been granted either by misapplying the same or by failing to pay any instalment on the date fixed for its payment, we will be jointly and severally liable to Government for such sum not exceeding \_\_\_\_\_ as may be necessary to make good the amount which in consequence of his default he may have become liable to pay.

FORM D—II (c).

[SEE RULE (13) OF APPENDIX V—I.]

*Hypothecation Bond to be used when immovable property is proffered by collateral surety.*

WHEREAS \_\_\_\_\_ has on \_\_\_\_\_ received from the Collector of \_\_\_\_\_ a certificate under the Land Improvement Loans Act, 1883, and the rules made thereunder, in virtue of which he is entitled to receive the aggregate sum of Rs. \_\_\_\_\_ as a loan from Government and whereas security for the due application of the loan and for the punctual repayment of the same according to the terms of the certificate is demanded from him ; I \_\_\_\_\_ (or we \_\_\_\_\_) hereby mortgage to Government the immovable property mentioned in the schedule below as collateral security, and agree that if he fails to comply with the terms on which the loan has been granted, either by misapplying the same or by failing to pay any instalment on the date fixed for its payment, it shall be lawful for the Collector to recover from the said property such sum as may be necessary to make good the amount which, in consequence of \_\_\_\_\_'s failure to comply with the conditions of this certificate, may be due to Government.

## SCHEDULE.

$\frac{I}{w.}$  declare that the statements made by  $\frac{m.}{u.}$  in the above schedule as regards the nature and extent of the encumbrances on the immovable property mortgaged by  $\frac{m.}{u.}$  as security of the repayment of the loan granted to \_\_\_\_\_ are true to  $\frac{m.}{our}$  knowledge, save as to matters stated on information and belief, and as to these  $\frac{I}{w.}$  believe the same to be true.

N.B.—In describing the immovable property to be mentioned in the schedule above it shall be stated whether the property is free from encumbrances, or, if not what are the nature and extent of the encumbrances.



## FORM D—III

[Section 115.]

### REGISTER AND AIDED PRIVATE WORKS.

District.....Thana.....Circle.....

1	2	3	An estimate of the			7	8	9	Number and Date of		Instalment of loan given and date of payment.				16	17	18	Date of repayment of the loan.			22	
			4	5	6				10	11	12	13	14	15				19	20	21		
Serial No.	Name and population of village.	Brief description of the work.	Quantity and kind of work.	Cost of work.	Number of persons it will support for six months.	Name of applicant for a loan.	Amount of loan applied for.	Portion of loan to be remitted.	Report to Commissioner, where required.	Sanction by Commissioner, where required.	First.	Second.	Third.	Fourth.	Date of commencement of the work.	Date of completion of the work.	Quantity of work done.	First instalment.	Second instalment.	Third instalment.	Remarks.	

Note 1.—For each circle there should be a separate register, but all the registers of a district may be bound up into one book for convenience.  
 2.—A map of the district should be bound in at the end of the book.  
 3.—The position of every village work entered in the register should be marked on the map by its register number, written in black figures within a red circle a quarter of ten inch in diameter.

FORM D-IV.

[Section 116.]

LIST OF AIDED PRIVATE WORKS FOR WHICH ADVANCES HAVE BEEN MADE BY THE DISTRICT OFFICERS.

District.....

1	2	3	4	5	6	7	8	9
Thana, circle, and village.	Number in programme of village works.	Brief description of work.	Estimate of cost.	Advance by District Officer.	Portion of advance to be remitted.	Advance previously sanctioned for aided private works in the same village.		Remarks.
						Total.	Portion recoverable.	
						•		

Rs. a. p.

Allotment received from Commissioner up to  
 date ... ..

Advances given up to date ... ..

Balance available ... ..

FORM D—V.

(Sections 118, 119 and 121.)

Labour Return for aided and unaided private works for the week ending Saturday \_\_\_\_\_

Name } of { village \_\_\_\_\_  
 Names } of { villages \_\_\_\_\_  
 Name } of { person } responsible for the { work  
 Names } of { persons } { works  
 Name } of { Circle { Officer  
 Names } of { Officers  
 Name } of { work  
 Names } of { works

Day.	Men.	Women.	Children.	Total number.	Cost, i.e., wages paid.	Remarks.
1	2	3	4	5	6	7
Sunday ... ..						
Monday ... ..						
Tuesday ... ..						
Wednesday ... ..						
Thursday ... ..						
Friday ... ..						
Saturday ... ..						
Total number of units (section 10) relieved and cost for the week ...						

NOTE.—Enter at the foot of this form, for the purpose of the telegram required by section 87 the daily average number of men, women, children on this form of relief for the period covered by the latest weekly relief return, but, if this cannot conveniently be given, the number for the last day of the week may be substituted.

## FORM D-VI.

BOND TO BE EXECUTED BY VILLAGERS AS RECEIPT AND SECURITY FOR A LOAN  
GRANTED TO THEM IN TIMES OF SCARCITY OR DISTRESS.

## [Rule 6(1) of Appendix V-II]

We, the persons whose names and father's names are set forth in the schedule on the reverse, do by our respective signatures and thumb impressions hereby execute this joint and several receipt and bond and do agree that we will be firmly bound by the terms and conditions hereinafter mentioned.

We hereby acknowledge that we have on  
received from the Collector of Subdivisional Officer a sum  
of Rs.\* as shown on the reverse  
as a loan from Government under the Agriculturists' Loans Act, 1884,  
and the rules made thereunder, for the purpose of  
and to be expended on and we do hereby jointly  
and severally agree and accept the said loan upon conditions :—

(1) that all and each and every one of us, and our heirs and representatives, and the heirs and representatives of each of us, shall be jointly and severally bound to the Government for the payment of the whole amount of the said loan with interest at the rate of  $6\frac{1}{2}$  per cent. per annum by the instalments on the dates and of the amounts specified below :—

Date.	Principal.	Interest.	Total.
1	2	3	4
1st Kist . . . . .			
2nd „ . . . . .			
3rd „ . . . . .			
4th „ etc. . . . .			

\* In figures as well as in words.

(2) that in case of any and of each and every default in repaying the said loan and the interest thereon, or any portion thereof, by the instalments at the times and in the manner aforesaid, the whole amount of the loan then unpaid and outstanding with the interest thereon as aforesaid, shall be deemed to have become due, and the Government will have the right and power to realize the whole and every part of such amount from all and every one of us, and all and each of our heirs and representatives, and the heirs and representatives of each one of us jointly and severally in accordance with the said Act and rules.

The agreement has been explained and the sums specified on the reverse have been paid in my presence  
by me personally to each of the recipients and they executed the bond in my presence. All the members of this group

were identified by  
are personally known to me.

*Dated*

19 .

*Signature of Disbursing officer.*

[REVERSE OF FORM VI.]

SCHEDULE.

Village....., Hamlet....., Union....., Thana.....

Serial no.	Name of borrower.	His father's name.	Approximate area cultivated.	Amount paid to each member of the group which as between himself and the other members of the group he is under section 6, Act XII of 1884 bound to contribute.	Signature and thumb impression.
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					

Total...

\*In figures as well as in words.

FORM D—VII.

STATEMENT TO BE GIVEN TO THE SPOKESMAN OF THE GROUP.

[Rule 6(5) of Appendix V-II.]

Mauza \_\_\_\_\_, Thana \_\_\_\_\_, District \_\_\_\_\_

Loan under the Agriculturists' Loans Act, 1884, granted on Bond no. \_\_\_\_\_, dated the \_\_\_\_\_

Object of the loan \_\_\_\_\_

Name of each member of the group	Father's name.	Amount borrowed.	Instalments repayable.											
			First kist.			Second kist.			Third kist.			Fourth kist.		
			Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	Date.....	
Principal.	Interest.	Total.	Principal.	Interest.	Total.	Principal.	Interest.	Total.	Principal.	Interest.	Total.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1 ... ..		Rs.	Rs.	Rs. a. p.	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.
2 ... ..														
3 ... ..														
4 ... ..														
5 ... ..														
6 ... ..														
Total amount* of the loan.														

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- Each instalment should be paid to the \_\_\_\_\_ Collector \_\_\_\_\_ of \_\_\_\_\_ Subdivisional officer \_\_\_\_\_ on the date it is due.
- If the borrowers like, they may send the money by postal money order.
- If remittance is made by money order, care should be taken to write on the money order that the instalment is paid on account of the original loan of Rs.\* granted on Bond no. \_\_\_\_\_, dated the \_\_\_\_\_. The name of the principal person of the group should also be stated, with the name of the village and of the thana. These things should be written clearly so that there may be no confusion.  
\*In figures as well as in words.

## FORM D-VIII.

FORM OF REPORT RECOMMENDING LOANS UNDER THE AGRICULTURISTS' LOANS  
ACT, 1884, ON OCCASIONS OF SCARCITY OR DISTRESS.

[Rule 5 (2) of Appendix V-II.]

Village....., Hamlet....., Union....., Thana.....

Serial no.	Name of borrower.	His father's name.	Area culti- vated.	Number of dependants.	Remarks.	Amount* fixed by officer granting loans.
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

Signature of officer preparing the list. Signature of officer granting loans.

*N.B.*— Columns 1 to 6 to be filled up by recording officer.

A separate sheet to be used for each group.

Special instructions of District or Subdivisional officer to be written on the reverse.

\*In figures as well as in words.



## E FORMS.

- Form E— I.—Gratuitous relief list (sections 136 and 138).  
„ E— II.—Relief ticket (sections 138 and 139).  
„ E—III.—Abstract account of payments taken from E—I (section 138).  
„ E—IV.—Register of relief to spinners (section 147).  
„ E— V.—Register of casual relief given by circle officers, village headmen, Police Officers and others (section 149).  
„ E—VI.—Weekly return of total number of units gratuitously relieved in villages, towns or cities, as the case may be, and at kitchens, other than those on works [sections 65(7), 148, 149, 150 and 151].

## INSTRUCTIONS FOR KEEPING FORM E-I.

The gratuitous relief list is prepared so as to last for twelve weeks. When the payment sub-columns are all full, it must be rewritten. To keep all the payments for a fortnight within one sub-column, the following plan should be adopted:—When all the regular recipients who receive the fortnightly dole have been paid, a line should be drawn below the last entry in the sub-column in which they are posted. Any payments made to persons who are added to the list after that date, and before the next regular day for fortnightly payment, should be written in the same sub-column below this line. Column 6 shows the date of admission, and, since, on admission, new recipients are to be paid the amounts prescribed in section 141, this date will also be the date of payment to all such persons. Thus, only one sub-column in column 10 will be used in a fortnight.

## EXAMPLES (section 141).

Suppose that a fortnight runs from the 14th September to the 28th September, and that the usual fortnightly payments are made on the 10th September. Then against each regular recipient's name, as he is paid, will be entered 14 in the sub-column of column 10 for the date. After the last entry of the class, a line is drawn. If, on the 12th of September, a new person is admitted, he will be entered in the register, and 16 will be written against his name in the same sub-column as the other entries for the fortnight, viz., two payments to carry the new recipient up to the end of the current fortnight, and 14 payments to carry him up to end of the succeeding fortnight. If, on the other hand, a new person is admitted on the 18th September 10 will be written against his name in the same sub-column as the other entries for the fortnight, viz., 10 payments to carry him up to the end of the current fortnight.

Thana \_\_\_\_\_  
 Circle No. \_\_\_\_\_  
 Village \_\_\_\_\_

FORM E-1.

[Sections 136 and 138.]

GRATUITOUS RELIEF LIST.

Price basis \_\_\_\_\_ per rupee.

- Note
- 1.- The list should be in book form and ruled horizontally.
  - 2.- The recipients should be grouped by classes (Form E-III), according to the allowances which they receive, a separate series of numbers being allotted to each class and space being left for fresh entries under each class.
  - 3.- Entries should be made in the appropriate sub-columns only on the actual dates of payment, and the entry will be the figure corresponding to the number of days for which payment is made.
  - 4.- When a name is removed from the list, the officer removing it should draw a line through the blank payment columns.
  - 5.- The columns should be totalled class by class. All entries should be made in ink. The totals will show the number of payments for each class, and multiplied by the rate, will show the total paid to that class for entry in Form E-III.
  - 6.- For the purpose of entering the number of units (section 10) relieved in the weekly return (Form E-VI), multiply the number of persons (men, women and children) in receipt of relief by the number of days in the week under report for which they have received allowances. Similarly, the cost for the purpose of the return in Form E-VI, will be the number of persons in receipt of relief (men, women, and children), multiplied by the number of days of the week under report for which they have received allowances, multiplied by the amount of their daily allowance.
  - 7.- Enter at the foot of this form, for the purpose of the telegram required by section 67, the number of men, women, and children on relief on the last day of the week.

Class of dependant.	Serial number in class.	Name and parentage.	Names of relatives (if any) living.	Caste.	Age and physical condition.	Reasons why relief necessary.	Date of admission.	Signature of admitting officer.	Date of removal of name from the list and reasons for removal.	Signature of officer removing name from the list.	Fortnightly sub-column showing dates of distribution, and number of days for which payment is made.	Fortnightly sub-column showing dates of distribution, and number of days for which payment is made.	Fortnightly sub-column showing dates of distribution, and number of days for which payment is made.	Fortnightly sub-column showing dates of distribution, and number of days for which payment is made.	Fortnightly sub-column showing dates of distribution, and number of days for which payment is made.
1	2	3	4	5	6	7	8	9	10	11	12				



ABSTRACT ACCOUNT OF

Circle no. \_\_\_\_\_, Thana \_\_\_\_\_

1	2	3	4	5	6
	Date of payment.	Date of payment.	Date of payment.	Date of payment.	Date of payment.
	Number of persons.	Amount paid.	Number of persons.	Amount paid.	Number of persons.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
<i>Class E.</i> —Adult men receiving each [ * ] a day.					
<i>Class E.</i> —Adult women receiving each [ * ] a day.					
<i>Class F.</i> —Children over 10, but under 14 years, receiving each [ * ] a day.					
<i>Class G.</i> —Children over 7, but under 10 years, receiving each [ * ] a day.					
<i>Class H.</i> —Children under 7 years, but not in arms, receiving each [ * ] a day.					
<i>Class I.</i> —Children in arms receiving each [ * ] a day.					
Total ...					

\* Here enter sanctioned scale, grain or cash



## FORM E—IV.

[Section 147.]

REGISTER OF RELIEF GIVEN TO SPINNERS, TO WHOM COTTON OR SILK  
IS GIVEN TO SPIN, THE THREAD PRODUCED BEING SOLD.

Village \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

Date.	Name and residence of person.	Quantity of cotton or silk given.	Quantity of thread returned.	Amount of wages paid.		Method of disposal of thread, and amount of proceeds, if sold.	Remarks.
1	2	3	4	5		6	7
				Rs.	a. p.		

NOTE 1.—For the purpose of entering the number of units (section 10) relieved in the weekly return (Form E—VI) multiply the number of persons (men, women, and children) in receipt of relief by the number of days in the week under report for which they have received allowances. Similarly, the cost, for the purpose of the return in form E—VI, will be the number of persons in receipt of relief (men, women and children), multiplied by the number of days of the week under report for which they have received allowances, multiplied by the amount of their daily allowance.

2.—Enter at the foot of this form, for the purpose of the telegram required by section 67, the daily average number for the period covered by the latest weekly relief return; but if this cannot conveniently be given the number for the last day of the week may be substituted.

## FORM E.—V.

[Section 149.]

Register of Casual Relief given by Circle Officers, Village Headmen,  
Police Officers and others.

Village \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

Date.	Name and residence (if ascertainable) of person relieved.	Particulars of relief.	Amount of relief given.		Disposal of person relieved.	Remarks.
1	2	3	4		5	6
			Rs.	a. p.		

NOTE.—For the purpose of enabling the Circle Officer to enter the number of units (section 10) relieved in the weekly return Form E—VI, multiply the number of persons (men, women, and children) in receipt of relief by the number of days in the week under report for which they have received allowances. Similarly, the cost for the purpose of the return in Form E—VI will be the number of persons in receipt of relief (men, women, and children), multiplied by the number of days of the week under report for which they have received allowances multiplied by the amount of their daily allowance.

## FORM E-VI.

[Sections 65 (7), 148, 149, 150 and 151.]

Weekly Return showing number of units (section 10) gratuitously relieved for the week ending

FORM OF RELIEF.	Men.	Women.	Children.	Total.	Cost.	Remarks.
1	2	3	4	5	6	7
(1) Number and cost of units (section 10) relieved under Chapter VII, otherwise than under section 145 (Forms E-I and E-IV).						
(2) Number and cost of units (section 10) relieved at poor-houses under Chapter VIII Form F-V).						
(3) Number and cost of units (section 10) relieved at kitchens, other than those on works, under Chapter VIII (Form G-IV).						
(4) Number and cost of children (units) relieved at State orphanages under Chapter XI (Form H-III).						
(5) Number and cost of weavers and other artisans (units) relieved under Chapter XIII and not relieved on works (Form I-III).						
(6) Number and cost of units (section 10) relieved by Circle Officers, village headmen, and others under section 145, and by the Police under section 81 (Form E-V).						
Total ...						

NOTE 1. Enter at the foot of this return, for the purpose of the telegram required by section 67, the daily average number of persons (1) relieved in poor-houses or kitchens and (2) who are given village doles or other relief for the period covered by the latest weekly relief return; but, if this cannot conveniently be given, the number for the last day of the week may be substituted. The figures will be taken from Forms E-I and E-IV (Chapter VIII), F-V (Chapter-IX), G-IV (Chapter IX), H-III (Chapter XII), and I-III (Chapter XIV). They will not include the figures for recipients of casual relief (sections 31 and 145) relieved by Circle Officers, village headmen, the Police and others (Form E-V).

2. Statistics as regards casual relief by the Police (Form E-V) will be furnished by the Subdivisional Officers only (section 149).



## F FORMS.

- Form F— I.—Admission Register [section 163 (a)].  
„ F— II.—Nominal Roll [sections 163 (a) and (f) and 164].  
„ F—III.—Diet Register [sections 163 (b) and 164].  
„ F—IV.—Food-stock Register [sections 163 (d) and 164].  
„ F— V.—Weekly return of units (section 10) relieved [section 165].  
„ F—VI.—Relief Ledger [section 166].

**FORM F—I.**  
[Section 163(a).]  
**ADMISSION REGISTER.**

Poor-house \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_.

Date.	Serial number.	Name and father's name.	Age.	Caste.	Sex.	Residence.			Occupation.	Date of discharge.	Where sent to.	Remarks.
						Village.	Thana.	District.				
1	2	3	4	5	6	7	8	9	10	11	12	13

**NOTE I.**—All entries should be made in ink.

1.—In the case of an immigrant from an Indian State, the name of the State should be entered in red ink across columns 7 to 9.

2.—One series of numbers in column 2 for the whole period during which the poor-house is open should ordinarily be adopted.

**FORM F—II.**  
[Sections 163 (a) and (f) and 164.]  
**NOMINAL ROLL.**

Poor-house \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	
Serial no.	Name and serial number in admission register (F—1).	Month.																														Remarks.		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	

**NOTE 1.**—All entries should be made in ink. The columns should be totalled daily.

2.—The figure 1 should be used to denote a person's presence in the poor-house on each date. For those in hospital the letter H should be used.

3.—When a name is struck off the words "struck off" should be entered in ink across the blank columns; the date of removal should be written in full.

**FORM F—III.**  
[Sections 163(b) and 164.]  
**DIET REGISTER.**

Poor-house \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

Date.	Number of inmates relieved.				Flour (ata).			Dal.			Rice.			Salt.			Spices.			Ghi or oil.			Etc., etc.			Remarks.
	M.	W.	Ch.	Total.	Mds.	S.	C.	Mds.	S.	C.	Mds.	S.	C.	Mds.	S.	C.	Mds.	S.	C.	Mds.	S.	C.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

NOTE 1.—The register should be totalled every week, and under each column should be noted—(a) the price of the article,(b) the cost of the amount consumed.  
2—All entries should be made in ink.

**FORM F—IV.**  
[Sections 163(d) and 164.]  
**FOOD-STOCK REGISTER.**

Poor-house \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date	Particulars.	Wheat.	Gram.	Rice.	Dal (arhar).	Dal (mung).	Salt.	Chillies.	Amchur.	Oil.	Haldi.	Fuol.	Prices at which the articles were purchased.	Remarks.
	Receipts ...													
	Total ...													
	use ...													
	Balance ...													

NOTE.—All entries should be made in ink. Column 14 should be filled in only when new supplies are purchased.

Superintendent \_\_\_\_\_ Poor-house.

FORM F—V.

[Section 165.]

WEEKLY RETURN OF THE NUMBER OF UNITS (SECTION 10) RELIEVED IN POOR-HOUSE  
FOR THE WEEK ENDING \_\_\_\_\_ 19 \_\_\_\_  
Circle \_\_\_\_\_ Thana \_\_\_\_\_

Day of week.	Men.	Women.	Children.	Total.	Expenditure, including diet and other charges.	Incidence of column 6 on column 5.	Remarks regarding general health of the inmates, &c.	Remarks.
1	2	3	4	5	6	7	8	9
Sunday ... ..								
Monday ... ..								
Tuesday ... ..								
Wednesday ... ..								
Thursday ... ..								
Friday ... ..								
Saturday ... ..								
Total for the week								

NOTE 1.—The totals of columns 2, 3, 4, 5, and 6 will be figures to be entered by the Charge Superintendent in Form E—VI.

2.—Enter at the foot of this return, for the purpose of the telegram required by section 67, the daily average number of persons relieved for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number for the last day of the week may be substituted.

FORM F—VI.

[Section 166.]

POOR-HOUSE RELIEF LEDGER.

Poor-house \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

Week ending.	Number of units relieved during the week.	Expenditure during the week.		Incidence —		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.	Remarks.
		Diet.	Total expenditure.	Of column 3 on column 2.	Of column 4 on column 2.				
1	2	3	4	5	6	7	8	9	10

G FORMS.

- Form G— I.—Admission and Attendance Register (section 171).
- „ G— II.—Diet Register (section 172).
- „ G—III.—Kitchen Relief Ledger (section 173).
- „ G—IV.—Weekly Return of units (section 10) relieved  
(section 174).



FORM G—II

[Section 172.]

Diet Register.

Kitchen \_\_\_\_\_ Village \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

1	2	3	4					5	6
Date.	Number in each class of dependents, as shown by the attendance of the previous day.	Specification of the components of the ration for each class of dependents.	Number of <i>sers</i> of food of each description for total number of dependents of each class as shown in column 2.					Signature of Superintendent.	Remarks.
			Rice.	Dal.	Salt.				
Total for each date.									

All entries should be made in ink.

FORM G—III.

[ Section 173. ]

Kitchen relief ledger.

Kitchen \_\_\_\_\_ Village \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

Week ending.	Total number of units (section 10) for the week taken from G-1.	Expenditure during the week.		Incidence—		Total number of units (section 10) relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.	Remarks.
		Diet.	Total expenditure	of column 3 on column 2	of column 4 on column 2.				
1	2	3	4	5	6	7	8	9	10

NOTE.—The instructions for finding the number of units for each day are given under Note 4 to Form G—I. The total for column 2 will be the total number of units (men, women and children) for the week taken from Form G—1.

## FORM G—IV.

[ Section 174. ]

Weekly Return of the number of units ( section 10 ) relieved at kitchens other than those on works for the week ending

Kitchen \_\_\_\_\_ Village \_\_\_\_\_ Circle \_\_\_\_\_ Thana \_\_\_\_\_

I	2	3	4	5	6			7	8
week.	Units ( section 10 ) relieved.				Expenditure of the week, including diet and other charges.			Incidence of column 6 on column 5.	Remarks.
	Men.	Women.	Children.	Total.	Rs.	a.	p.		
Sunday									
Monday									
Tuesday									
Wednesday.									
Thursday									
Friday									
Saturday									
Total for the week ...									

NOTE 1.—The totals of columns 2, 3, 4, 5, and 6 will be the figures to be entered by the Circle Officer in Form E—VI. The daily totals will be taken from Form G—I, and the way to find the number of units for each day is explained in Note 4 to that form.

2.—Enter at the foot of this return, for the purpose of the telegram required by section 67, the daily average number of persons relieved for the period covered by the latest weekly relief return; but, if this cannot conveniently be given, the number for the last day of the week may be substituted.



**H FORMS.**

- Form H—I.—Register of children admitted (section 206).  
„ H—II.—Form of report to Government under section 208.  
„ H—III.—Weekly return of units (section 10) relieved in  
State orphanages (section 210).

FORM H—I.

[ Section 206. ]

Register of children admitted into State Orphanage No.....Thana.....Circle.....Village.....

Date and number of admission ticket.	Name and designation of officer issuing it.	Date of admission to State Orphanage.	Serial number in this register.	To what class admitted, S. A. P., G. M., or I. (Section 103 B).	Age.	Sex.	Number of months.	Name of child.	Name and residence of father or mother or relative hitherto supporting the child.	Village.	Circumstances in which child was found destitute.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to which the child was sent.	Conditions (if any) on which the child was sent.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

FORM H—II.

Form of Report to Government under section 208.

District.	Name of orphan, age and sex.	Religion and caste.	Nature of enquiries made to discover parents or relatives.	Nature of efforts made to discover co-religionists willing to adopt or support the child.	Name and character of the established orphanage or other public institution to which the orphan is to be made over.	Orders of Government	Remarks.
1	2	3	4	5	6	7	8

## FORM H—III.

[Section 210.]

State Orphanage No. .... Circle ..... Thana .....  
 Weekly Return of units (section 10) relieved in State Orphanage—for  
 the week ending 19 .

Day of week.	Number of children relieved.	Expenditure including diet and other charges.	Incidence of column 3 on column 2.	Remarks.
1	2	3	4	5
Sunday ... ..				
Monday ... ..				
Tuesday ... ..				
wednesday ... ..				
Thursday ... ..				
Friday ... ..				
Saturday ... ..				
Total for the week ...				

NOTE 1.—The totals of columns 2 and 3 will be the figures to be entered by the Charge Superintendent in Form E—VI.

2.—Enter at the foot of this return, for the purpose of the telegram required by section 67, the daily average number of children in receipt of relief for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number for the last day of the week may be substituted.

## I FORMS.

- Form I—I.—Nominal list of weavers and other artizans specially relieved [section 228(a)].
- „ I—II.—Statement showing the number of weavers and other artizans relieved, and the amount of thread, wool, or other material distributed, together with the sale-proceeds [ section 228 (b) ].
- „ I—III.—Weekly return of weavers and other artizans [ units (section 10) ] relieved [ section 228 (c) ].



## FORM 1—III.

[Section 228(c).]

WEEKLY RETURN OF WEAVERS AND OTHER ARTIZANS [UNITS (SECTION 10)] RELIEVED FOR THE WEEK ENDING \_\_\_\_\_ 19 .

Men.	Women.	Children.	Total.	Cost.	Remarks.
1	2	3	4	5	6

**NOTE 1.**—For the purpose of enabling the Charge Superintendent to enter the number of units (section 10) relieved in the weekly return (Form E—VI), multiply the number of persons, (men, women, and children) in receipt of relief by the number of days in the week for which they have received allowances, and enter the result in columns 1, 2, 3 and 4. Similarly, the cost, for the purpose of the return in Form E—VI, will be the number of persons (men, women and children) multiplied by the number of days of the week under report for which they have received allowances, multiplied by the amount of their daily allowance; enter this amount in column 5.

**2.**—Enter at the foot of this return, for the purpose of the telegram required by section 67 the daily average number of persons in receipt of relief for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number for the last day of the week may be substituted.

K FORMS.

Form K— I.—District Medical Officer's weekly return of deaths  
in poor-houses [section 240(a)].

„ K—II.—District Medical Officer's monthly medical statement  
[section 240(b)].



FORM K—I.

[ Section 240 (a). ]

DISTRICT MEDICAL OFFICER'S WEEKLY RETURN OF DEATHS IN POOR-HOUSES FOR THE <sup>week</sup> ~~period~~ ENDING \_\_\_\_\_ 19 .

District.	Name of poor-house.	Average daily number of inmates during the week or period under report.				Number of cases of deaths due to—				Increase of illness and disease believed to be due to want of food, with detailed information as to number of deaths attributable to fever, dysentery, diarrhoea, etc., and any remarks the District Medical Officer may make in the event of the percentage of deaths being high.	Remarks as to sanitary arrangements with explanation of cause of epidemic disease, if any, and information as to steps taken to check it.	Information as to the distribution of the subordinate medical staff, and whether it is adequate or needs any strengthening.	
		Men.	women.	Children.	Total.	Want of food.		Total number of deaths.	Percentage of deaths (column 10) to average number of inmates (column 6).				
1	2	3	4	5	6	Direct.*	Indirect.			Illness.	10	11	12
	Total ...												

N.B.—The report should embrace the periods ending 7th, 14th, 21st, and the last day of the month.

\* i. e., persons brought into the poor-house in a moribund condition and dying immediately on admission.

FORM K--II.

[ Section 240 (b). ]

DISTRICT MEDICAL OFFICER'S MONTHLY MEDICAL STATEMENT FOR THE WEEK  
ENDING \_\_\_\_\_ 19 .

Name of district.	Whether there has been any increase of illness and disease believed to be due to want of food.	Number of cases of death due to illness induced by want of food which have been brought to notice.	Number of in-door and out-door patients received in poor-house hospitals or treated at hospitals or famine works, with such details of the cases as may be required for the information of the Local Government.				Distribution of the subordinate medical staff, and any increase to it that may be required.
1	2	3	4				5
			Name of poor-house, hospital, or hospital on famine works.	Actual number of patients treated during the month.		Total of in-door and out-door patients.	Daily average of sick, both in-door and out-door patients.
				In-door.	Out-door.		

NOTE.—The actual number of patients treated during the month is to be shown.

## L FORMS.

- From L— I.—Application for grants for famine relief expenditure  
[sections 32 III (e), 44, 255 and 256].
- „ L— II.—Commissioner's register of famine relief allot-  
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259).
- „ L— III.—Register of famine relief expenditure (section 279).
- „ L— IV.—Return of expenditure on famine relief—civil  
(section 279).
- „ L— V.—Objection book (section 291).
- „ L— VI.—Stock register of furniture, tools, plant, etc, etc.,  
on relief works, poor-houses and State kitchens  
(sections 164, 173, 208 and 304).
- „ L—VII—Famine cash-book (section 267).

FORM L-1.

[Sections 32 III(e), 44, 255 and 256.]

APPLICATION FOR GRANTS FOR FAMINE RELIEF EXPENDITURE.

District \_\_\_\_\_.

1	Expenditure to end of last month or last quarter.	Estimated expenditure of current month or current quarter.	Estimated expenditure of next month or next quarter.	Total.	Grants sanctioned.		Further amount now required.	Remarks.
					No. and date of last Government order or Commissioner's letter of allotment.	Amount.		
2	3	4	5	6	7	8	9	
<b>I. Pay and allowances—</b>								
Special Relief Officers ... ..								
Establishment ... ..								
Travelling allowance ... ..								
Contingencies ... ..								
<b>II. Relief works—</b>								
Large works ... ..								
Small works ... ..								
<b>III. Relief to people employed otherwise than on relief works—</b>								
<b>IV. Gratuitous Relief—</b>								
(a) In Government institutions—								
1. Poor-house charges ... ..								
2. State kitchens ... ..								
3. Orphanages ... ..								
(b) Given at the houses of the people ... ..								
(c) Given in other ways ... ..								
<b>V. Miscellaneous—</b>								
Advances for aided works ... ..								
Advances to artisans ... ..								
Measures for protection of cattle ... ..								
Other expenditure ... ..								
Total ... ..								

FORM L—II.

[Section 259.]

COMMISSIONER'S REGISTER OF FAMINE RELIEF ALLOTMENTS AND EXPENDITURE MET THEREFROM.

Authority.	Districts.						Total.	Allotment to Commissioner by Government.	Balance available of Government allotment.	Remarks.
1	2						3	4	5	6
	Allotments for expenditure during—									
G. O. no. . . . . dated . . . . .										
Commissioner's no. . . . . dated . . . . .										
Total allotments . . . . .										
Expenditure as per monthly or quarterly statement. . . . .										
	Allotments for expenditure during—									

FORM L—III.

[ Section 279. ]

REGISTER OF FAMINE EXPENDITURE.

Date of payment from treasury or sub-treasury.	Number of bill.	Heads of expenditure.										III.—Relief to people employed otherwise than on relief works.											
		I.—Pay and allowances.					II.—Relief works.																
		Special Relief Officers.	Establishment.		Travelling allowances.	Contingencies.	Large works.		Small works.														
			Clerks and other superior establishment.	Servants.			Wages of labour.	Other expenditure.	Wages of labour.	Other expenditure.													
1	2	3	4	5	6	7	8	9	10	11	12												
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Total of current month																							
Add progressive total to end of last month																							
Progressive total to end of current month																							

FORM L—III—concl'd.

[Section 279.]

REGISTER OF FAMINE EXPENDITURE.

	IV.—Gratuitous Relief.												V.—Miscellaneous.				Total.	Remarks.									
	Given in Government Institutions.												Given at the houses of the people.	Given in other ways.	Advances for aided private works.	Advances to artisans.			Measures for protection of cattle.	Other expenditure.							
	Poor-houses.		State kitchens.		Orphanages.																						
	Diet.	Other expenditure.	Diet.	Other expenditure.	Diet.	Other expenditure.																					
15	16	17	18	19	20	21	22	23	24	25	26	27	28														
Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Total of current month.																											
Add progressive total to end of last month.																											
Progressive total to end of current month.																											

## FORM L—IV.

[Section 279.]

## RETURN OF EXPENDITURE ON FAMINE RELIEF.

District.....

Month.....

Head of Expenditure.	Amount.			Remarks.
1	2			3
<b>I—Pay and allowances—</b>				
1. Special Relief Officer ... ..	Rs.	A.	P.	
<b>2. Establishments—</b>				
Clerks and other superior establishment ... ..				
Servants ... ..				
3. Travelling allowance ... ..				
4. Contingencies ... ..				
<b>II—Relief works—</b>				
(a) Large works—				
Wages of labour ... ..				
Other expenditure ... ..				
(b) Small works...				
Wages of labour .. ..				
Other expenditure ... ..				
<b>III—Relief to people employed otherwise than on relief works</b>				
<b>IV—Gratuitous Relief—</b>				
(a) Given in Government institutions—				
1. Poor-house charges—				
Diet ... ..				
Other expenditure ... ..				
2. State Kitchens—				
Diet ... ..				
Other expenditure ... ..				
3. Orphanages—				
Diet ... ..				
Other expenditure ... ..				
(b) Given at the houses of the people...				
(c) Given in other ways ... ..				
<b>V—Miscellaneous—</b>				
1. Advances for aided private works ... ..				
2. Advances to artisans ... ..				
3. Measures for protection of cattle ... ..				
4. Other expenditure ... ..				
<b>Total..</b>				

Certified that the accounts of expenditure included in this return have been examined with reference to the returns separately received of relief afforded and work done and to the instructions contained in the Famine Code.

Certified also that the rules as to accounts and vouchers have been generally complied with and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or expressly condoned by me under the powers vested in me, or reported for orders.

Date.....  
 This.....

Name.....  
 Office.....

Certified that the amount charged in the Treasury accounts for \_\_\_\_\_ on account of Famine expenditure is (words and figures.)

Treasury Officer.

The certificate of audit by the Collector should be scored out when unaudited accounts are sent to the Accountant-General (see section 279 of the Code).





## FORM L—VII.

[Section 267.]

*Famine Cash-book.**District*.....*Name of officer*.....*Holding charge as*.....*Heads under which every item is to be classified—*

<i>Minor head.</i>	<i>Primary unit.</i>
I—Pay and allowances ...	1. Special relief officers. 2. Establishment— (a) Clerks. (b) Servants. 3. Travelling allowance. 4. Contingencies.
II—Relief works ...	1. Large works— (a) Wages of labour. (b) Other charges. 2. Small works— (a) Wages of labour. (b) Other charges.
III—Relief to people employed otherwise than on relief works.	Payments to artizans, such as weavers.
IV—Gratuitous relief ...	1. Given in Government institutions— (a) Poor-house charges— 1. Diet. 2. Other charges. (b) State kitchens— 1. Diet. 2. Other charges. (c) Orphanages— 1. Diet. 2. Other charges. 2. Given at the houses of the people. 3. Given in other ways.
V—Miscellaneous ...	1. Advances for aided private works. 2. Advances to artizans. 3. Measures for protection of cattle. 4. Other expenditure.
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Grant of advances to—(section 227).

**WOMEN—**

Task of—when deputed to work as diggers [section 91 and remarks column to  
the table of diggers' tasks in paragraph 1(a) of Appendix II].

Of respectable birth and in danger or starvation to be gratuitously relieved  
[section 134(f)].

Workers—Vide "Relief workers" "Diggers."

**WORKING CHILDREN—**

Tasks of—(sections 91 and 125).

Classification of—(section 124).

Wages of—(section 124).

Wages of—when put on to digging work (section 125).

**WORKS—**

Vide "Relief works," "Test works," "Large works" and "Small works".

Nature of—for dependants (section 104).

————— in return for gratuitous relief (section 144).

No. and dates of correction slips.	Pages in which corrections are noted.	REMARKS.