

MANUAL
OF
TAGAVI AND ITS ACCOUNT.

Manual
of
Tagavi and its Accounts
(Government Loans to Landholders)
Bombay

PREPARED BY
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Published under Financial Department Resolution
No. 2676 dated 13th September 1916

SECOND EDITION

Reprint 1941

(G. M., R. D., No. 1473-H/28 dated 7th March 1941)

BOMBAY
PRINTED AT THE GOVERNMENT CENTRAL PRESS
1941

PREFACE

Tagavi Accounts were formerly kept as part of the Land Revenue Accounts incorporated in the same Forms, and causing thereby much confusion. The matter was taken up by several officers, prominently by Mr. J. P. Orr, I.C.S., C.S.I., who devised their separation, and the combined Form of Day-Book and Receipt counterfoil, which has since spread to the Land Revenue accounts also. The first set of these separate accounts was published and sanctioned with F. 1055—04 as an addition to the Revenue Accounts Manual.

Next, a Committee was appointed by Memo. No. F. 4954—06, which submitted a report in June 1907. Mr. Orr left the Committee before its work was finished; the bulk of the work was done by Messrs. J. P. Brander, M.A., I.C.S., and Rao Bahadur Ganesh V. Joglekar, B.A. Their report was finally accepted with modifications in F. 3890—09 which contains a full summary of the whole of the discussion. The chief feature of these new accounts was that whereas formerly every loan, even when one person borrowed many small sums, formed a separate ledger account, the Committee at Rao Bahadur Joglekar's suggestion adopted the "Savkar" system of a single running account for all the loans made to a single borrower, thereby, greatly reducing the volume of the accounts.

The preparation of a Manual embodying the rules and the accounts (for which the Government of India was pressing, F. 63—12) was first entrusted to Rao Bahadur G. V. Joglekar and submitted to the Commissioner, Central Division, in March 1913. It was rather diffuse and seemed capable of contraction and re-arrangement. I was nominated to complete this work in R. 3703—13. My task has only been to edit, condense, and prune the work which had been prepared very thoroughly by Mr. Joglekar. Almost the only point of any novelty in my recension is that the Tagavi year has now been made to coincide with the Financial year. Proposals had been made to make the whole Tagavi year agree with the whole of the Revenue year ending 31st July, or with the Financial year ending 31st March, but both these ideas were unworkable. But now we have divided the Tagavi year into two parts, so that one half ends on 31st March, and the other on 30th September. The two halves added together make a whole year's

transactions in whichever order they are taken. Therefore we get a full account for the Financial year corresponding to the Accountant General's figures and again another year's account closing on September 30th which coincides adequately with the Administrative or Revenue year. Apart from this, no radical change has been made in the accounts sanctioned in F. 1717—11, and Bond Forms sanctioned in F. 1728—11. Several devices for reducing the clerical labour and curtailing a few columns in the accounts have been adopted, with the result that the aggregate number of columns in the whole set of accounts is now only 106 instead of 189 as it stood in 1911. Among the minor novelties, the chief is that of keeping the Ledger Account of each Borrower on a separate sheet of paper in a file, instead of in a bound book, whence it could not be separated even when extinct.

The set of Rules gazetted as revised by the Remembrancer of Legal Affairs contains a few small formal differences from the set here printed.

The author invites intimation of any misprint or error or mis-quotation.

F. G. H. ANDERSON.

Poona, 1st August 1915.

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ABBREVIATIONS

A. G.	Accountant General.
A. K.	Aval or First Karkun of the Taluka.
A. L. (Act)	Agriculturists' Loans (Act XII of 1884).
C.	Collector of the District.
C. I.	Circle Inspector.
Cmr.	Commissioner of the Division.
G.	The Local Government.
H. D. C.	Huzur Deputy Collector and Treasury Officer.
K.	Kulkarni, or other village accountant.
Karkun	Karkun in charge of Tagavi correspondence and Tg. F. III in the Taluka.
L. I. (Act)	Land Improvement Loans (Act XIX of 1883).
L. R.	Land Revenue.
M.	Mamlatdar including Mahalkari unless context excludes.
P.	Assistant or Deputy Collector in charge of a Taluka or Sub-division (Prant).
S. S.	Secretary of State for India in Council.
Sec.	Section of the Act (either A. L. or L. I.)
T.	Taluka, including Mahal or Petha unless expressly excluded.
Tg. F.	Tagavi Form.
T. O.	Treasury Officer.
V.	Village.
X. N.	Executive Engineer.

Signature always includes thumb impression of an illiterate person. Even of literate persons the thumb impression must be taken when they are not personally known to the officer, as a precaution against personation and fraudulent identification. (F. 4116—09.) On the other hand when an illiterate person is well-known to the officer, and is a person of some consequence such as an Inamdard or Khot and uses a seal, he may affix this seal instead of his thumb impression. Thumb impression sets and ink are supplied by the Superintendent of Stationery. (F. 3308—10.)

Throughout these rules and notes such terms as application, borrower, grantor, conditions, inquirer or inquiry, interest, loan, recovery, remissions, suspensions, security, instalment and the like must always be understood as referring to a loan of Tagavi under either Act, unless the context plainly gives them another meaning.

Resolutions of Government are quoted by their Department (expressed by one letter), number, and year (expressed by the last 2 figures): thus F. 1122—00 means Financial Department Resolution No. 1122 of the year 1900. But since the adoption of the new system of numbering in the Secretariat the full dates have been given.

**ERRATUM to the Manual of Tagavi and its accounts, Bombay,
Second edition (Reprint 1941).**

Page.	Incorrect.	Correct.
Page 16, inquiry form, item VI, line 1 ..	10	2
Page 45, last line of rule 20 (2) (vi) ..	T. F.	Tg. F.
Page 46, rule 5, line 3 of the Rules under L. I. Act, 1883 ..	3	(iii)
Do. do. do. ..	44	45
Page 58, line 5 of remarks No. 2 ..	34	3
Page 72, line 6 of remarks No. 1 ..	Leder	Ledger.
Page 74, line 4 of remarks No. 18 ..	88	91
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PART I.

ACT No. XIX OF 1883.

(As amended by Acts XVIII of 1899, VIII of 1906, XVI of 1908 and IV of 1914.)

PASSED BY THE GOVERNOR GENERAL OF INDIA
IN COUNCIL.

(RECEIVED THE ASSENT OF THE GOVERNOR GENERAL ON THE
12TH OCTOBER 1883.)

An Act to consolidate and amend the law relating to loans of money by the Government for agricultural improvements.

WHEREAS it is expedient to consolidate and amend the law relating to loans of money by the Government for agricultural improvements; It is hereby enacted as follows:—

1. (1) This Act may be called the Land Improvement Loans Act, Short title. 1883.
(2) It extends to the whole of British India, but shall not come into Local extent. force in any part of British India until such date Commencement. as the Local Government may, by notification in the local official Gazette, appoint in this behalf.
2. (1) The Land Improvement Act, 1871, and Act XXI of 1876 (*An Acts XXVI of 1871 Act to amend the Land Improvement Act, 1871*), and XXI of 1876 shall, except as regards the recovery of advances repealed. made before this Act comes into force and costs XXVI of 1871. incurred by the Government in respect of such advances, be repealed.
(2) When in any Act, Regulation or Notification, passed or issued before this Act comes into force, reference is made to either of those Acts, the reference shall, so far as may be practicable, be read as applying to this Act or the corresponding part of this Act.
3. In this Act, "Collector" means the Collector of land-revenue of a district, or the Deputy Commissioner, or any officer "Collector" defined. empowered by the Local Government by name or by virtue of his office to discharge the functions of a Collector under this Act.
4. (1) Subject to such rules as may be made under section 10, loans Purposes for which loans may be granted under this Act. may be granted under this Act, by such officer as may, from time to time, be empowered in this behalf by the Local Government for the purpose of making any improvement, to any person having a right to make that improvement, or, with the consent of that person, to any other person.

(2) "Improvement" means any work which adds to the letting value of land, and includes the following, namely:—

(a) the construction of wells, tanks and other works for the storage, supply or distribution of water for the purposes of agriculture, or for the use of men and cattle employed in agriculture;

(b) the preparation of land for irrigation;

(c) the drainage, reclamation from rivers or other waters, or protection from floods or from erosion or other damage by water, of land used for agricultural purposes or waste-land which is culturable;

(d) the reclamation, clearance, enclosure or permanent improvement of land for agricultural purposes;

(e) the renewal or reconstruction of any of the foregoing works, or alterations therein or additions thereto, and

(f) such other works as the Local Government may, from time to time by notification in the local official Gazette, declare to be improvements for the purposes of this Act.

5. (1) When an application for a loan is made under this Act, the officer to whom the application is made may, if it is in his opinion expedient that public notice be given of the application, publish a notice, in such manner as the Local Government may from time to time direct, calling upon all persons objecting to the loan to appear before him at a time and place fixed therein and submit their objections.

(2) The officer shall consider every objection submitted under sub-section (1), and make an order in writing either admitting or overruling it:

Provided that, when the question raised by an objection is, in the opinion of the officer, one of such a nature that it cannot be satisfactorily decided except by a Civil Court, he shall postpone his proceedings on the application until the question has been so decided.

6. (1) Every loan granted under this Act shall be made repayable by instalments (in the form of an annuity or otherwise), within such period 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 paid as may, from time to time, be fixed by the rules made under this Act.

(2) The period fixed as aforesaid shall not ordinarily exceed thirty-five years.

(3) The Local Government in making the rules fixing the period, shall, in considering whether the period should extend to thirty-five years, or whether it should extend beyond thirty-five years, have regard to the durability of the work for the purpose of which the loan is granted, and to the expediency of the cost of the work being paid by the generation of persons who will immediately benefit by the work.

7. (1) Subject to such rules as may be made under section 10, all loans granted under this Act, all interest (if any) chargeable thereon, and costs (if any) incurred in making the same, shall, when they become due, be recoverable by the Collector in all or any of the following modes, namely :—

(a) from the borrower—as if they were arrears of land-revenue due by him ;

(b) from his surety (if any)—as if they were arrears of land-revenue due by him ;

(c) out of the land for the benefit of which the loan has been granted—as if they were arrears of land-revenue due in respect of that land ;

(d) out of the property comprised in the collateral security (if any)—according to the procedure for the realization of land-revenue by the sale of immoveable property other than the land on which that revenue is due :

Provided that no proceeding in respect of any land under clause (c) shall affect any interest in that land which existed before the date of the order granting the loan, other than the interest of the borrower, and of mortgagees of, or persons having charges on, that interest, and, where the loan is granted under section 4 with the consent of another person, the interest of that person, and of mortgagees of, or persons having charges on, that interest.

(2) When any sum due on account of any such loan, interest or costs is paid to the Collector by a surety or an owner of property comprised in any collateral security, or is recovered under sub-section (1) by the Collector from a surety or out of any such property, the Collector shall, on the application of the surety or the owner of that property (as the case may be), recover that sum on his behalf from the borrower, or out of the land for the benefit of which the loan has been granted, in manner provided by sub-section (1).

(3) It shall be in the discretion of a Collector acting under this section to determine the order in which he will resort to the various modes of recovery permitted by it.

8. A written order under the hand of an officer empowered to make loans under this Act granting a loan to, or with the consent of, a person mentioned therein, for the purpose of carrying out a work described therein, for the benefit of land specified therein, shall, for the purposes of this Act, be conclusive evidence—

Order granting loan
conclusive on certain
points.

(a) that the work described is an improvement within the meaning of this Act ;

(b) that the person mentioned had at the date of the order a right to make such an improvement ; and

(c) that the improvement is one benefiting the land specified.

9. When a loan is made under this Act to the members of a village-community or to any other persons on such terms that all of them are jointly and severally bound to the Government for the payment of the whole amount payable in respect thereof, and a statement showing the portion of that amount which as among themselves each is bound to contribute is entered upon the order granting the loan and is signed by each of them and by the officer making the order, that statement shall be conclusive evidence of the portion of that amount which as among themselves each of those persons is bound to contribute.

10. The Local Government may, from time to time, by notification in the local official Gazette, make rules consistent with this Act to provide for the following matters, namely :—

- Power to make rules.
- (a) the manner of making applications for loans ;
 - (b) the officers by whom loans may be granted ;
 - (c) the manner of conducting inquiries relative to applications for loans, and the powers to be exercised by officers conducting those inquiries ;
 - (d) the nature of the security to be taken for the due application and repayment of the money, the rate of interest at which, and the conditions under which, loans may be granted, and the manner and time of granting loans ;
 - (e) the inspection of works for which loans have been granted ;
 - (f) the instalments by which, and the mode in which, loans, the interest to be charged on them and the costs incurred in the making thereof, shall be paid ;
 - (g) the manner of keeping and auditing the accounts of the expenditure of loans and of the payments made in respect of the same ; and
 - (h) all other matters pertaining to the working of the Act.

11. When land is improved with the aid of a loan granted under this Act; the increase in value derived from the improvement shall not be taken into account in revising the assessment of land-revenue on the land :

Exemption of improvements from assessment to land-revenue.

Provided as follows :—

(1) Where the improvement consists of the reclamation of waste-land, or of the irrigation of land assessed at unirrigated rates, the increase may be so taken into account after the expiration of such period as may be fixed by rules to be framed by the Local Government.

VIII of 1906, section 5.

(2) Nothing in this section shall entitle any person to call in question any assessment of land-revenue otherwise than as it might have been called in question if this Act had not been passed.

12. [Not applicable in Bombay or Sind.]

ACT No. XII OF 1884.

*(As amended by Act VIII of 1906 and IV of 1914.)*PASSED BY THE GOVERNOR GENERAL OF INDIA
IN COUNCIL.(RECEIVED THE ASSENT OF THE GOVERNOR GENERAL ON THE
24TH JULY 1884.)An Act to amend and provide for the extension of the Northern India
Takkavi Act, 1879.

X of
1879. WHEREAS it is expedient to amend the Northern India Takkavi
Act, 1879, and provide for its extension to any part of British India ;
It is hereby enacted as follows :—

Short title. 1. (1) This Act may be called the Agriculturists'
Loans Act, 1884 ; and

Commencement. (2) It shall come into force on the first day
of August, 1884.

Local extent. 2. (1) This section and section 3 extend to the
whole of British India.

(2) The rest of this Act extends in the first instance only to
the territories respectively administered by the Governor of Bombay
in Council, the Lieutenant-Governors of the North-Western Provinces
and the Punjab, and the Chief Commissioners of Oudh, the Central
Provinces, Assam and Ajmer.

(3) But any other Local Government may, from time to time, by
notification in the official Gazette, extend the rest of this Act to the whole
or any part of the territories under its administration.

X of
1879. 3. (1) On and from the day on which this Act comes into force, the
Repeal of Act X of Northern India Takkavi Act, 1879, and sections 4
and 5 of the Bombay Revenue Jurisdiction Act,
XV of and 5 of Act XV of 1880, shall, except as regards the recovery of
1880. advances made before this Act comes into force
and of the interest thereon, be repealed.

(2) All rules made under those Acts shall be deemed to be made under
this Act.

XIX of
1883. 4. (1) The Local Government may, from time to time, make rules
Power for Local as to loans to be made to owners and occupiers
Government to make of arable land, for the relief of distress, the purchase
rules. of seed or cattle, or any other purpose not specified
in the Land Improvement Loans Act, 1883, but connected with
agricultural objects.

(2) All such rules shall be published in the local official Gazette.

5. Every loan made in accordance with such rule, all interest (if any) chargeable thereon and cost (if any) incurred in making or recovering the same shall, when they become due, be recoverable from the person to whom the loan was made, or from any person who has become surety for the repayment thereof, as if they were arrears of land-revenue or costs incurred in recovering the same due by the person to whom the loan was made or by his surety.

6. (Identical with section 9 of the L. I. Act.)

INTRODUCTION.

The Principles of this Manual are applied to Sind, F. 1223-17.

An important survey of the whole subject by the Government of India was published with F. 4279-05 and printed at pages 1656-61, *Bombay Government Gazette* for 1905.

The economic object of the Acts deserves elucidation. It is by no means intended that G loans should take the place of all private capital in financing the cultivator. There are some areas in which interest is low and the credit of cultivators is high. Whenever it is found that private loans are obtainable on the same or on easier terms than the Tagavi rules allow, Tagavi should certainly not be granted but reserved for other areas. Proposals are sometimes made for large loans on very good security and for very promising projects. These also are not suitable for Tagavi loans.* If they are as sound as they appear the projectors can raise capital from Banks and other financing agencies and on terms as good as they can get from G. There should be no competition between G and existing organised financing institutions. There is no objection to loans to well-to-do classes or "Pandharpeshas" but such persons are usually well able to finance themselves.

2. On the other hand where the industry and thrift and contractual morality of the population is low and indebtedness very great, it would be equally useless to press Tagavi loans. Some of these considerations are modified by other circumstances in famine time (see the chapter on Famine). The best field for Tagavi is where there is a thrifty and moderately progressive peasantry handicapped by want of capital or temporarily depressed by unfortunate seasons. To grant advances for unsound reasons merely because they are sure to be recovered is a want of principle which is demoralising and unjustifiable and unfair to more deserving applicants (paragraph 5 of R. 8956-06).

3. It is important to define the technical term "capacity". A farmer must, first of all, feed himself and his family. Next he must have money for seed, maintaining his cattle, and all other unavoidable expenditure upon cultivation. Then he must pay his land revenue assessment. When he has done all this, if he has any money left over, it is available for improving his land, or paying off a debt incurred for improving that land. In estimating whether he will have any such surplus, we must consider what the produce reasonably ought to be when the improvement is made. If a landholder converts his dry-crop land into garden by means of a well, the total produce, will naturally be more and he will, even after allowing for more expenditure on cultivation, have a greater surplus for paying off debt and the like. The amount of surplus money which in a normal season a particular landholder is likely to have available for paying off a debt incurred for the improvement of his land, or for purchasing bullocks or other agricultural capital, is what we mean by his "capacity".

* Rs. 8,000 were granted to a large holder for an oil-engine pumping installation in F. 2902-19.

4. If a cultivator holds land which in a normal year will feed him and his family for 6 months only and in a very good year for 9 months only, but in a bad year only for 3 months or even less, it is obvious that he has no "capacity". Of course it is true that by hard work at some other industry (e.g., a mill in Bombay) he might earn something. He might by working on his land for three months get enough food for six months and then by working in the mill for 9 months he might find himself at the end of the year with 3 months' wages or even more left as a surplus. But this will only happen when the man is genuinely thrifty and hardworking. Moreover it is often difficult to arrange; because the three months' work in the field, cannot be done quite continuously but at different seasons and it may be very difficult to arrange the other employment so that the field work will not be interfered with. Also there is an obvious temptation, when there is actually six months' food in the house, to stay at home till it is all eaten before going off to work in the mill. Therefore there is a *moral* difficulty in the way of a holder who has not enough land to live upon. Instead of spending money to improve his land and increase its yield he is very likely to eat it all himself and only go to work when absolutely obliged. He therefore becomes bad cultivator for half the year and a bad artisan for the rest of the year and his land is "sweated" because he is never able to spend money on manure or other improvements. The whole subject of the uneconomic holding is worked out in fuller detail and in a convincing way in Mr. G. F. Keatinge's illuminating work on "Rural Economy in the Deccan," pages 52-53. See also paragraph 6 of R. 4553-14, and 7-8 of R. 5642-15. Government opine that L. I. Loans are not liable to the abuses reported in case of A. L. (F.-1881, dated 15th July 1924). From this we may infer that if there are conflicting demands upon an allotment, in normal times, preference should be given to L. I. Loans.

5. From the above remarks it will be inferred that it is very dangerous to lend money to the holder of "uneconomic holdings" (paragraph 6 of R. 4553-14). No doubt it can sometimes be risked when the man is known to be thrifty, and especially when we have the additional security of a Co-operative Society or joint bond to protect us against lending to well-known idlers. We must always be on our guard against lending beyond the "capacity" of the borrower. The most important point to determine in the order granting the loan is this "capacity" [item IX (10) of Inquiry Form].

6. When that capacity has been ascertained, it will be the basis for the annual demand. It will also determine in how many years the loan can probably be repaid. It is no use whatever to lend a sum of money and fix that it shall be repaid in ten years if the resultant instalment is in excess of the utmost "capacity" of the borrower.

7. It is also most important not to lend money extravagantly so as to defy the possibility of profit. Let us suppose that good irrigated land is selling for Rs. 300 per acre. For Rs. 350 it would certainly be possible to induce several holders of such land to sell. This means that the

capitalised profits of the cultivation of such land are not expected to exceed Rs. 300 to Rs. 350. Now would it pay to convert an acre of dry-crop land into irrigated land at a cost of Rs. 400? Obviously not. The existing dry crop value is probably at least Rs. 50. Therefore in converting it to irrigated land by spending another Rs. 400 we have actually spent Rs. 450 in attaining what can be bought for Rs. 350. Yet one even hears of as much as Rs. 500 to Rs. 1,000 per acre having sometimes been spent, or proposed for expenditure, with the assistance of reckless Tagavi loans, on such improvements.

8. Do not grant loans for digging wells or for installing pumps and so on when only just enough is advanced to pay for the capital cost, if the farmer has no surplus for working capital, repairs, etc., or for sinking fund to replace his machinery when it wears out. Sometimes even he has not the money to buy seed and manure which will be required if he is to make any use of his improvements. These are points which should certainly be weighed by the grantor and carefully considered in all inquiries, at any rate for L. I. loans.

9. Land is not "improved" unless it yields extra rent or would yield extra rent if leased. In prudence this extra rent should always be in excess of the extra annual charge for the liquidation of the loan. Also it must be remembered that each improvement has its "life". A loan for seed has a life obviously of one year only and therefore must be paid out of the next crop (F. 409—97, 2275—97). *C may* authorise a seed-loan being repaid over 2 years. A loan for cattle might be allowed a life of 7 or 8 years, perhaps even less if we think of the disease and mortality to which cattle are exposed. The clearance of deep-rooted weeds generally also has a definite life dependent upon the quality of the tillage which the land will receive every year. A well or tank may be accorded a much longer life but even these are not eternal and also have to be kept in repair. The loan should not extend beyond the life of the improvement nor should it exceed the annual "capacity" of the borrower. If it is an improvement of very long life it would be permissible for the annual charge for a time to exceed the extra annual rent or produce because the farmer will be recouped in the remaining life of the improvement. See Rule 4, A. L. Act.

10. It is to be feared that some grantors think that the best qualification for a Tagavi borrower is to be very poor. If we were distributing public charity that might be so, but Tagavi loans are intended to be conducted on a business footing and extreme poverty is not the best qualification for a borrower. The position of Government in lending Tagavi is that of a Banker disbursing public monies held in trust. No doubt the Banker is benevolent and not unduly grasping, but at the same time a Banker, and bound to exercise common prudence (paragraphs 7-8 of R. 5642—15 and for Sind F. 1759—15). Therefore all officers enquiring into and granting loans should make themselves as fully acquainted as possible with the economics of their work. They should certainly read Mr. G. F. Keatinge's work on "Rural Economy in the

Deccan." One of the greatest obstacles to agricultural improvement is the scarcity of labour; it is better that the poorer classes should take their proper position in the labour market than be encouraged to undertake the risks of cultivation on borrowed capital (R. 756—81 and paragraph 6 of R. 4553—14).

11. The duration of any L. I. loan is limited to 20 years; even if a longer period were allowed it would be found that the annual instalment would be very slightly reduced. The longer the loan the greater the burden of the interest. It is moreover important that a large capital should not be locked up in these loans for a long period. G prefer the shorter loans, as they enable assistance to be given with a less amount of capital to a greater number of persons. When fixing the number of instalments by which a loan should be repaid it is not however at all desirable that we should consider the maximum permissible period. Rather we consider the capacity of the borrower and require him to repay in the shortest period which his capacity permits. When this capacity will not permit repayment within 20 years, the loan becomes impracticable. Even if during the first years of repayment the borrower, though paying just within his capacity, is actually paying more than the profits of the improvement, still the quicker he is freed from the loan the less the interest he will pay and the earlier he will be able to enjoy in full the benefits of his improvement.

12. Interest runs from the date the loan is disbursed, being charged for a full quarter on the amount outstanding at the end of the quarter in which it is made. This is quite equitable when we consider that in all subsequent quarters any amount paid off during a quarter is free from interest from the first date of the quarter to the date of payment. The first annual instalment of repayment should be fixed in the year in which the borrower's capacity will have been improved by the improvement. If he buys a new pair of bullocks he will reap the benefit at once and can pay off an instalment at the next crop. If he starts digging a well in November 1932 he will probably not get it finished till June 1933. Then he cannot grow and irrigate his crop until the following dry season and he therefore should not be expected to repay the first instalment until February or March 1934, unless from other resources, he volunteers a repayment in February-March 1933.

13. In granting any loan it should be asked and considered whether the borrower has any resources at all of his own. Distinct preference should of course be given to those who have. For instance, it is much better to lend for the completion of a well the work of which is one-third executed than to lend for one not started at all. The execution of some work is a guarantee of good faith; the possession of some resources is a guarantee of thrift and capacity. The man who has after many years of agriculture no resources whatever must necessarily be looked upon with hesitation.

14. An important principle of the whole system is that G does not undertake the risk of failure. It is quite obvious that otherwise people

would apply for loans recklessly on the chance that perhaps they might make profit with some, but when they fail, would expect to be relieved of the consequences by remission. Consequently to protect the public and to protect the system we must not refrain from recovery because a well sunk by the borrower has proved a complete failure. But while undertaking no responsibility for failure at the same time the inquiring officer should recommend an experimental* boring and might refuse when no such test of the proposed well had been made (F. 2927—08), or where it is proposed to construct a tank or an embankment he should insist upon proper plans and the approval of the Executive Engineer or some competent Overseer or other more or less expert adviser according to the magnitude of the work. Very serious losses have been incurred by inexpert borrowers building tanks with unscientific levels, inadequate waste weirs, and bad foundations for the dam. When even engineers are not invariably exempt from such failures still more is it dangerous in the case of private persons. Dams put up to collect silt and improve the level of fields sometimes hold too much water and get swept away in consequence. It would be impracticable to attempt to detail all the risks to which land improvements are subject. The inquirer and the grantor should point out to the borrowers risks that can be easily foreseen and should require that obvious precautions should be taken. But not even this advice shifts the risk of failure from the borrower on to G.

* For "jumper" experiments, etc., *vide* R. 10307—07, R. 11982—07.

The earliest known set of Rules for Tagavi are to be found in Government Circular 1446 of 6th August 1829: and even in those Rules Tagavi is regarded as an institution.

RULES UNDER LAND IMPROVEMENT ACT.

Officers included under the terms C., P. and M. (R. 4095—00).

1. In these rules, unless there is something repugnant in the subject or context,

(a) [*Deleted under G.N., R.D., No. 4544/39 (a) dated 30th November 1940.*]

(b) in the Akrani Mahal the Divisional Forest Officer shall be deemed to be a C and the Range Forest Officer a Mahalkari (F. 2104—07, 1795—08),

(c) [*Deleted under G.N., R.D., No. 4544/39 (a) dated 30th November 1940.*]

(d) in Chopda, Raver and Yaval (East Khandesh) and in North Khandesh for Forest Settlements the Divisional Forest Officer shall be deemed to be a P (F. 3101 and 4096—15 and 999—16),

(e) in the North Khandesh Division of the West Khandesh District, for Forest Settlements, the Range Forest Officers of Shirpur East, Shirpur West, Shahada and Taloda shall in their respective ranges exercise the powers of a Mahalkari. (F. 3703—17.)

Note.—In Ahmedabad District, P will grant to and recover loans from Talukdars; and also from Talukdari tenants (if under joint bonds or Talukdar's security). (R. 1276-21.)

Purposes for which loans may be granted.

2. (1) Loans may be granted for any purpose which is a land improvement¹ work within the meaning of section 4 (2).

(¹) (i) See Introductory Notes especially paragraph 9.

(ii) Wells, tanks, other irrigating works and distribution channels, pumps; removal of silt from wells and water-courses, karias in Sind (F. 1759—15), boring and water-finding; reclaiming salt or jungle land, converting "warkas" into rice, levelling, and clearing stones, embanking (tals) and draining; fencing, clearing deep weeds, planting expensive crops such as cocoanuts, cardamom, spices, tea, are among the objects contemplated. Oil-presses, cane juice crushers and boilers, gins and rice-husking machinery are also included; and other machines for processes ordinarily practised by cultivators as such, and not as industries (F. 1059—16). The cure or prevention of fragmentation of land by the purchase of inconvenient fragments is a legitimate L.I. (R. 5290, dated 25th June 1925).

(iii) Loans to Koli fishermen for rebuilding houses do not fall under this Act (F. 2252—06, 3391—15).

(2) G in case of loans requiring their sanction, and each Commissioner or C in the case of loans requiring his sanction, may call for such detailed plans² and estimates or for such professional opinion on the project for which the loan is required as may seem necessary.

(²) (i) These estimates and plans will range from elaborate full detailed drawings and sections, as prepared for important original Public Works, down to hand-sketches of mere length and breadth, according to the nature and magnitude of the work. It may be necessary to depute an Assistant or even an Executive Engineer to prepare them. Any such cost will be charged as cost of making the loan and levied. If the applicant submits his own plans, etc., it may be sufficient to require them to be reviewed and approved by an expert officer. Any such charges are regarded as costs of the loan. (Rule 16), in R. 1551-20, a project for a large reclamation work is discussed.

As the appointment of bunding officers has been made to encourage bunding works no charge should be recovered for the preparation by a bunding officer of the plans and estimates of a bunding work to be financed by a grant of tagai.

(ii) If a loan is refused would it not be possible to recover the costs as part of an advance. It would be well therefore to require the applicant to meet these cost up to

the stage at which the loan is approved from his own pocket, in advance. Only costs incurred after it has been decided to grant the loan can conveniently be charged as part of the bond.

(iii) For such a work as the clearing of the weeds from land or for steam-ploughing, simple survey measurements of the area to be cleared made by a C.-I. or a Talati, or a retired officer with these qualifications will suffice.

Applications to whom to be made and in what form.

3. Applications⁴ may be presented to any Revenue Officer not below the rank of an A. K.

The applications may be made in writing in the application form, hereto annexed; or if orally made, shall be reduced to writing by the officer in that form. Blank copies will be supplied free to intending applicants.⁵ When the security offered is land, extracts from the R. R. relating thereto must be attached to the application.

Provided that when there is a joint application by a number of inhabitants of one V for an advance to be taken jointly and severally under a *joint*³ bond, or severally upon a *common* bond, there need be no separate application from each applicant but in Bond Forms 2 and 3 the necessary particulars will be compiled in the schedules.

³ See remarks on joint bonds, under Rule 12.

⁴ (1) (i) No application from a G servant can be accepted or enquired into without the prior approval of C (F. 3831—92).

(ii) No Court-fee is leviable on the applications under either Act. (G. of I. Notification No. 4650, dated 10th September 1889).

(iii) No return showing the number of applications received, disposed of, and outstanding is prescribed. Superior officers should satisfy themselves by inspection, and not by burdening their subordinates with returns. The rate of expenditure will be seen regularly from the monthly report Tg. F. VIII.

(2) In order to facilitate this inspection all applications received by any officer directly, or from another officer, must be kept in a single bundle until they are disposed of. Those that are ultimately rejected will be put away in a bundle for destruction about a year afterwards; they will not go into the record room, but they should be kept long enough for an appeal or complaint regarding their rejection to be presented. Those which are granted will, of course, take their place in the file with Tg. F. III.

(3) With each half-yearly return M should state for himself and his subordinates how many uninvestigated applications remain on his hands. P will then add the number remaining with him. This will enable C to judge how the work is progressing and to ask for explanations or other special measures when he finds the number excessive. This will be quite sufficient in ordinary districts and ordinary times to ensure reasonable despatch. Of course, when inspecting an office the bundle will be examined and the period for which the oldest cases have been pending will be seen and everything gone into. If in any taluka or district C finds that slackness in disposal does exist he might punish it by introducing a return showing, fortnightly or monthly, full statistics of the inquiries.

⁵ (1) Whenever applications are presented from a V in which there is a Co-operative Credit Society, it should first be seen whether the loan cannot be made by, or through, that Society, (R. 1158—09, 9751—13, 1689—14) (*vide* p. 308, paragraph 10, of Mr. Ewbank's Manual of Co-operative Societies, 1919). When the applicant is not a member of his V Society, and they will not admit him to membership, his solvency should not be rated very high. Loans cannot be made to Societies, but only through them. Provisional Rules for such grants are:—

(i) The society must be classed A or B, and must consent and specify the amount.

(ii) The society may stand surety up to Rs. 500 for L. I. loans of a currency, not exceeding five years, immoveable property being mortgaged, (and for A. L. loans up to Rs. 200 for two years).

(iii) Recovery will be made through the society. (R. 3352-19.) See also, R. 10964-17 and R. 14-853-19.

(II) Under F. 1881, dated 15th July 1924 in certain tracts selected by the Commissioners and the Registrar of Co-operative Societies all L. I. Loans shall be made through societies; or preference shall be given to their applications. Government retain the right to rescind this order in times of famine or scarcity. In other tracts disbursements shall be made by Revenue Officers.

In these approved tracts, Revenue Officers are not to grant any L.I. Loan to members of societies. In distributing the allotments preference is given to the other tracts, since in approved tracts, Government desire that people should rely on their societies (F. 1881, dated 12th April 1926). The approved tracts (F. 1881, dated 5th June 1925) are the following :—

N. D.	..	Broach District; Olpad.
C. D.	..	Bhimthadi, Walwa, Karad, Dhulia, Sindkheda, Barsi, Pachora, Parola, Bhusawal (not Edlabad, F.-1881, dated 17th May 1926), Baglan.
S. D.	..	Dharwar, Hubli, Gadag, Ron, Chikodi, Parasgad, Hukeri, Kumta, Karwar.
Sind	..	Hyderabad, Hala, T-Allahyar, Kambar, Mirokha, Ratodero, Larkana.

FORM OF APPLICATION.

I.—Applicant's name and residence	..
II.—Amount and object of loan (and nature of the proposed improvement*).	
*III.—Village, Survey No.; assessment (and Judi if alienated) of land to be improved, with extracts of V. F. VI or VII.	
*IV.—Applicant's rights in the land to be improved.	
V.—Nature of security whether personal or otherwise.	

*Omit in case of A. L.

Date.

Applicant's signature.

Notes—

- (1) This application may be made to any Revenue officer not lower in rank than an A. K. free of Court-fee stamp.
- (2) Interest at the rate from time to time in force (see Rule 11) will be charged on the loan and instalments will be distributed over a number of years not exceeding 20.
- (3) If the value of the applicant's interest in the land to be improved covers the loan, no other security will be required; if that value will not cover the loan, other security will be required, ordinarily in the form of personal sureties or by the mortgage of other immoveable property besides the land to be improved.

INQUIRY FORM

Particulars to be filled in by inquirer after verifying the details in the application.

[At whatever stage of the inquiry it appears that the loan cannot be granted, the inquirer should stop and endorse the reason and cease filling up any more of the particulars.]

VI.—Status of the applicant as in col. 10 of V. F. VI ; if he has no right to make the improvement, does the superior holder consent to the loan ?

VII.—Is he a Government servant or a member of a co-operative society ? or tenant of an Inamdar or Khot, or a Watandar in respect of the land offered ?

VIII.—Security offered :—

- (1) if the land itself the value of the applicant's interest in it ;
- (2) if personal, the names and status of the surety or sureties and the value of their immoveable property ;
- (3) if property other than the land itself, its nature, S. N., area, assessment (and judi), and value and extent of pre-existing encumbrances.

*IX.—The improvement :—

- (1) Sketch (*on a separate sheet*) of the land to be improved ;
- (2) Full description of the state of and measurements of any existing work ;
- (3) Full description and measurements of the improvements proposed ;
- (4) In the case of wells whether bore or jumper experiment has been tried and with what result ;
- (5) Description of materials to be used ;
- (6) Estimated cost of proposed improvement ;
- (7) Estimate of the area that will be benefited ;

*Omit in case of A. L.

IX.—The improvement—*contd.

- (8) Estimated value of the net increased produce from the work ;
- (9) Year in which the work will begin to yield profit, and life of improvement ;
- (10) Capacity of borrower ; note if he has other resources.

X.—Outstanding balance, if any, *e.g.*, L.R., Tagavi, Irrigation, *vide* V. F. VIII-B, Tagavi F. IV, and Irrigation Accounts.

- XI.—**(1) Whether the loan should be advanced in one lump sum or in instalments ;
- * (2) If instalments, *their dates with condition as to which part or parts of the proposed work are to be completed before issue of subsequent instalments.

XII.—Period within which the work is to be completed or object carried out.

XIII.—Repayment :—

- * (1) Year of first instalment with reference to IX (9) ;
- (2) Amount of instalment (consolidating principal and interest) ;
- (3) Period of repayment (*vide* table on page 19 and Rule 4, A. L. Act) ;
- (4) Signatures in token of correctness of, and consent to, the above particulars :—
 - (1) applicant,
 - * (2) person other than the applicant having interest in the land,
 - (3) personal surety,
 - (4) person pledging collateral security,
 - (5) signature of attesting officer.

***XIV.—**Objections, if any :—

- (1) Date of publication of notice under section 5 ;
- (2) Nature of objections raised, and orders thereon.

*Omit in case of A. L.

XV.—List of papers to be annexed :—

- (1) Extracts from Record of Rights, V. F. VI and VII.
- (2) Deeds, if any presented.
- (3) Panchnamas or officer's own figured estimates as to—
 - **(a)* value of land to be improved,
 - (b)* value of collateral security,
 - **(c)* estimated cost of work,
 - **(d)* estimated amount of profit.
- **(4)* Notice, under section 5, with objections received, and order.

XVI.—Opinion and recommendation in the inquirer's own hand :—

Note.—The inquirer should, among other remarks, particularly make a note (as to whether the work is feasible, also)* as to the Applicant's character for thrift and regularity in fulfilling his obligations (see X above).

Submitted for sanction to

Mamlatdar or other Inquirer.

XVII.—Sanctioned for Rs. (in words)

Date

Grantor.

***XVIII.—Endorsement as to completion of the work :—**

- (1) Date of orders (to the C. I.) for inspection and report ;
- (2) Result of inspection, with action taken, if any, owing to misapplication.

FILED.

Date

Mamlatdar or Mahalkari.

⁰⁰ Method of determining the annual instalment ;

In the first place it is obvious that the amount of the instalment, which is limited by the "capacity" of the borrower, must be greater than the interest (see rule 11) on the

*Omit in case of A. L.

capital advanced. If it is not, the debt will go on increasing for ever. Therefore, first determine the "capacity" and then from the capacity, deduct the annual interest upon the capital advanced. For every rupee of the remainder the borrower can repay in—

Years	At rate of interest				Years	At rate of interest			
	6·75	7·2916	7·8125	8·3		6·75	7·2916	7·8125	8·3
	a loan of					a loan of			
5	5·72	5·78	5·84	5·9	13	19·82	20·53	21·23	21·8
6	7·11	7·21	7·29	7·4	14	22·16	23·08	23·88	24·8
7	8·59	8·73	8·86	9·0	15	24·65	25·7	26·75	27·8
8	10·17	10·37	10·56	10·8	16	27·31	28·57	29·84	31·2
9	11·85	12·125	12·38	12·7	17	30·16	31·66	33·17	34·7
10	13·65	14·01	14·35	14·7	18	33·19	34·97	36·76	38·7
11	15·58	16·03	16·47	16·9	19	36·43	38·32	40·63	42·7
12	17·63	18·2	18·75	19·4	20	39·89	42·32	45·81	47·5

For Land Improvement Loans, the Act fixes a statutory limit of 35 years, but periods beyond 20 years cannot be sanctioned except by Government.

Within this maximum, the number of instalments should also be regulated by the life of the improvement (paragraph 9 of Introductory Remarks).

The above figures are only taken to one or two places of decimals, and are therefore only correct approximately. Therefore we should assume that the number of years required for repayment will be the nearest whole number *above* the exact period as worked out by this table.

Example: (a) Proposed loan Rs. 150; capacity Rs. 14; annual interest (at 8½ per cent.) 12½; balance available 1½. Even in 20 years, this will only repay Rs. 47·5 multiplied by 1½, which clearly will not exceed Rs. 72: so loan cannot be granted.

(b) Proposed loan Rs. 320; capacity Rs. 36; interest Rs. 7·4-8 per cent. (14 pies) for one year Rs. 23·3; available balance Rs. 12·6. This will therefore repay Rs. 320 in a trifle under 15 years. Fix 15 instalments with a yearly average "capacity" of Rs. 36.

But always make *some* allowance for famine seasons and suspensions or defaults through neglect and misfortune. Consequently, even in example (b) it would be wiser not to lend more than Rs. 300 upon a capacity of Rs. 36 lest the occurrence of one or two defaults within the currency of the loan should carry it beyond the limit of 20 years. Roughly the ordinary *limit* of loans is nine times the proposed annual repayment (of interest *plus* principal).

Instalments below Rs. 10 may not be fixed; as they imply either that petty loans are being given, or that excessive periods for repayment are being allowed for A. L. Loans.

For well sinking the period of advance should usually be extended provided that it does not exceed the maximum of 20 years (F. L.-361, dated 30th June 1925).

4. Subject to the provisions of the Acts and of these rules, loans may be granted by the authorities and to the extent specified in the following table:—

Authority.	L. I. Act.	A. L. Act.	
		Presidency.	Sind.
	Rs. Exceeding 5,000	Rs.	Rs.
☉ with the previous sanction of Government.		Exceeding 500	Exceeding 1,000
☉ with previous sanction of Commissioner.	2,500		

Authority.	L. L. Act.	A. L. Act.	
		Presidency.	Sind.
	Rs. Not ex- ceeding	Rs. Not ex- ceeding	Rs. Not ex- ceeding
C	2,500
P with C's prior sanction*	500	1,000
P (unless C otherwise directs) subject to Ch. XIII, L. R. C.	1,000	200	500
An experienced M. specially entrusted with this power by C.	250	100
Any M (or Mahalkari or Extra A. K.)	‡50	‡200

*Sanction to *refuse* is not needed.

†Or 100 if payable in 2 years during 1907 only for certain officers in C. and S. D.
F. 2353—07].

‡2422—04.

||2179—10-3722—19.

Note.—The limit of the powers of officers to grant tagavi loans should be regulated not by the form of the bond in which the security is [taken but by the amount of the needs of each individual applicant. (F. 3922-17).

(No. 35 dated 13th December 1917).

Local inquiry by whom to be made.

5. (a) The officer entertaining the application shall either make an inquiry⁷ himself, or cause one to be made by a Revenue Officer⁸ not below the rank of an A. K., for the purpose of ascertaining the particulars in the application form.

(b) M may, by general or special order, direct his A. K. to inquire, or send any application to him for inquiry. If any application is made to an A. K., he may, if M has authorised him by a general or special order, complete the inquiry and forward the application with his recommendation to M for disposal.

⁷ Under this rule no application may be referred to officers of C. I. for report.

⁸ For all L. L. loans it is indispensable that there should be a personal inspection by as high an officer as practicable. P. should take up as many as he can, especially for L. L. [R. 6539—91 and clauses (2) to (7) of para. 2 of 3016—91.] At the first inspection care should be taken to denote on a sketch map of the field the position in which the rock (well, embankment, deep ploughing water-course, etc.) is to be located. Also if there is any work already done such as a small and inadequate tank or a half-sunk well—shaft or portions of the field already deeply dug or free of weeds, these must be shown on the sketch (F. 3914—10). Without such information it is absolutely impossible for the officers subsequently sent to report on the loan to judge whether any new work or how much has actually been done. Cases have been known in which a cultivator having partially sunk a well at an expenditure of, say, Rs. 50 from his own resources, then borrowed

Rs. 200 for a new well and when the inspecting officer came round to report whether the work had been done he was shown the same old shaft and told the whole loan had been spent, but the shaft had fallen in. In such cases it would be difficult to get at the truth unless one had a record of the state of things when the preliminary enquiry was made. Labour will be saved by the preparation of Standard Rate Tables for well excavation in various soils and rocks and for masonry work on wells, for clearance of weeds and so on. For inspections of completed works see note 21 to Rule 13.

Disposal of application after local inquiry.

6. The objections,⁹ if any, submitted under section 5 of the Act to the officer who received the application, or to the inquirer, shall be disposed of by such officer at the time that he makes the local inquiry, if he makes it himself, and, if not, upon receipt of the report of the officer who made it. He shall then record the particulars of the objections and of his orders thereon in the appropriate space in the application form.

If the officer who receives the application is empowered by rule 4, he may himself grant or refuse the loan. Otherwise he shall forward the application, with his report and recommendation thereon, through the usual channel, to M, P, C, or to Commissioner, as the case may be.

^(a) The following would be a useful form of notice :—

Notice is hereby given that the following person has applied for a loan as below detailed. Any person having any objection to the grant of the said loan or claiming any interest as vendee, mortgagee, sharer or otherwise in the land below mentioned, should appear and state his objection or communicate in writing to the undersigned on or before day at his camp at

Name of applicant—
Amount of loan—
S. N. to be improved—
Work proposed.

(Signed)
Designation.

One copy of this notice should be exhibited at the chaudi, another in any other conspicuous place in the usual for such notices or better still on the land itself. The place of hearing should not be unduly far and the time not unduly deferred (R. 9214—84, 1691B—86, F. 4924—08, 2239—09). Notices are not to be issued as a matter of course in all cases, but when the precaution appears prudent. The Record of Rights cannot be trusted absolutely.

When loans shall be refused.

7. No loan may be granted unless the grantor shall be satisfied of the sufficiency of the security¹⁰ with a margin for safety.

^(a) (i) The inquirer and the grantor must make it clear in the inquiry form what the security upon which they rely consists of. If there is no tangible security except only their belief in the honesty and faithfulness of the borrower, they must say so. If the advance is partly covered by one kind of security and partly by another it should be made clear how much each is expected to meet. Savkars should not be required to stand surety; joint bonds are preferable (R. 756—31). "For a substantial loss in Sind, due to neglect in valuation of the land see (order) F. 3932—15."

(ii) A security has little value unless it is saleable. A tenant may be passionately fond of his holding, but if he cannot sell it or if G as mortgagee cannot step in and sell it, it is no security. Great care should be taken to ascertain prior encumbrances (paragraph 10, F. 2895—11). The following particular cases require consideration :—

(1) Tenants (not being Dharekaris) of land in Khoti v have no landed security to give. But loans may be made to them if the Khot stands surety for them (R. 9232—04). So too, to Talukdari tenants when the estate guarantees them (letter) F. 4714—15. See note to Rule 1, page 13.

(2) Inferior holders in alienated or Inam v may similarly be granted loans, if the Inamdar also stands security; though it is the duty of their Inamdar to help them rather than that G should take his place (R. 1883—88, 409 Fam.—97). In this case it would also have to be considered whether the Inamdar is a good surety, in case (owing to disputes, encumbrances, and sub-division of his rights) his security might have little value. Sometimes the joint and several bond of the Inamdar and the tenant might be preferable to the single bond of the Inamdar. In surveyed v *subject to the Record of Rights*, loans may be made to the inferior holder alone if it appears that he has a transferable right or that his own security is satisfactory with or without other personal sureties.

When loans are so made in an Inam v, it is not necessary that the Inamdar should join in making the application; but the extent of the loan should not be such as to affect injuriously the recovery of the Inamdar's dues. The Inamdar should always be informed of the advance. (F. 3578—12).

If we proceed to coercive process for a loan made to an inferior holder or a tenant, we cannot forfeit the Inamdar's rights or put them up for sale unless he has joined as surety or consented, and the land has been improved under the L. I. Act. For any loan made to an Inamdar himself, whether in a Khalsa or Inam village for L. I., his alienated holding can be forfeited, and then rules 65 (d) and (f) and 68 under the L. R. C. come into operation.

But when the Inamdar has only given collateral security for a L. I. loan or stood surety for an A. L. loan, only the right title and interest of the defaulter can be sold; the Inam holding cannot be forfeited and made Khalsa (see Fam. 2823—00).

(3) *Watan* holdings (non-service) cannot be alienated beyond the life of the holder without the sanction of Government. Such sanction has been accorded in the case of the Desai of Mangsuli (Belgaum) (Fam. 1247—02) and Almel (Bijapur) (R. 5303—04), who were District Hereditary Officers. *Watan* land held for commuted service or in the possession of non-watanders in such circumstances that C will not interfere is accepted as good security. But G must first sanction its hypothecation unless it falls in Class IV (Gujarat only).

(4) *Watan Holdings for Service*.—When land is assigned for remuneration it cannot be accepted. Service *watan* land not so assigned may be considered on its merits (R. 1707—92, 10809—08, 19—10 and F. 3582—12).

Devasthan land should not be accepted, unless a right to sell is proved (R. 1707—92). But a loan was made to the Inamdar of a *Sharakati* Village chiefly on his personal security (F. 810—16).

(iii) New tenure land is good security for a L. I. loan because it can be forfeited and sold free of the tenure. But for A. L. it is only sold subject to the right and title of the holder: if C cured this by cancelling the tenure, he would be enriching the security at G expense by removing a burden which was on the land when it was accepted as security. But G do not desire to depreciate the new tenure land; and since the tenure to some extent bars the holder from recourse to the open market, G must give him credit for suitable purposes on indulgent terms. The *upshot* is that new tenure land may be practically accepted as equivalent to adjoining old tenure land of equal quality. (para. 9, R. 9241—09).

When collateral security may be dispensed with.

8. When the value¹¹ of the applicant's interest in the land to be improved will clearly cover the amount of the loan with interest and the cost (if any) likely to be incurred in making the same, no collateral security need be required.

¹¹ See notes on the valuation of land in the Land Acquisition Manual.

9. Movable property shall rarely be accepted as security. Personal security may be accepted, even that of one person provided that his solvency is sufficient.

If sureties are more than one they should preferably* be required to bind themselves jointly and severally.

*This account is sent annually in February by Accountant General for inclusion in the Revenue Administration Report (R. 2420—03, F. 431—12).

Except in times of scarcity or famine, loans shall not be given to persons who are in arrears¹² for G dues of any kind, unless the grantor is quite satisfied of the amplitude of the security (F. 3786—04, 4279—05).

When the amount of a loan is large, the security of immovable property should almost invariably be taken.

¹² Arrears do not of course mean suspended arrears (F. 3142—00, 386—06).

In how many instalments a loan may be paid.

10. A loan shall be paid¹⁴ to the borrower in one or more instalments as may seem fit to the grantor. Large¹³ loans will invariably be paid in two or more instalments.

¹³ (i) It is a great temptation to an impecunious borrower to have a considerable sum of money in his possession which he does not require for immediate use. It is hardly fair to expose him to such temptation. Moreover, it renders him liable to pay interest unnecessarily. For some works which can be completed in a short time the advance may be paid in one sum but it should not be paid until the time for starting the work is near at hand. It would be obviously absurd to advance the money for sinking and completing a new well, say in the beginning of July, when it could not be used for another six or seven months; or at the same season for deep ploughing or for building embankments. It would be equally absurd to advance money for kharif seed in November, or for bullocks just after the working season had ended.

(ii) A case of serious fraud occurred in this way. The borrower first executed deeds of sale of all his lands. Before it was known in the v that he has done this he applied for a large L. I. loan. Loans were granted on the supposition that the lands were not encumbered and the money was paid for all the works in one sum at one time. It was very unlikely that all the works could be started at the same time, and it was also certain that all the money could not be spent at once. Still no instalments were fixed for disbursement. The day after he got the money, the borrower left the district for an unknown destination and has not been seen since; and after inquiry was made the fact that he had no right, title or interest in the land came to light. There was nothing left to be done but to issue a proclamation and warrants for his arrest for cheating. Whether he was arrested is unknown. Now such a loss as this could have been averted, or at any rate most of it, if the loan had been paid in instalments on condition that each further instalment was to be paid on completion of sufficient work to cover the first instalment. It will also be observed that the borrower saves considerable interest by receiving the loan in instalments. When such instalments are being paid, care must be taken that the intermediate inspections are promptly done and the second and other instalments are punctually paid when the reports as to the use of the earlier instalments are satisfactory. Great harm might be done by delaying the later instalments, if, for example, the last instalment for building up the walls, etc., round the well was delayed until the monsoon has set in and caused the shaft to collapse. Petty instalments of less than Ra. 10 are of course barred.

(iii) For similar reasons when money is advanced for steam-ploughing or any other such work conducted by G. (e.g., boring wells by the agency of the Agricultural Department or of the Local Fund) the advance should be paid to the borrower by transfer credit to the Department concerned. It is obviously inexpedient to hand it over in cash.

¹⁴ Seed loans should be disbursed when rain has fallen, and paid with great promptness from a special advance (F. 1951—02, 2168—02).

Rate of interest.

11. Interest¹⁶ shall ordinarily be charged on all loans at the sanctioned rate¹⁵ but G, on the recommendation of Cmr., in any case may sanction a reduced rate,¹⁷ or no interest.

The annual rates sanctioned have been and are :—
from 1916 up to 31-3-21—6½ per cent. (one anna per rupee).

F. 258—13-4-21 from 1-4-21 to 30-6-22—7½ per cent.

F. 83—26-6-22 from 1-7-22 to 31-8-24—8½ per cent. (16 pies).

F. 83—6-9-24 from 1-9-24 to 30-9-24—7·8125 per cent. (15 pies).

F. 83—E—7-11-24 from 1-10-24—7·29 per cent. (14 pies).

F. 83, dated 31st January 1927 from 1st April 1927—6·75 per cent. (13 pies).

F. 83, dated 18th October 1930 from 1-11-30—8½ per cent. (16 pies).

F. 83, dated 2nd May 1935, from 1st May 1935—7½ per cent. (15 pies).

As an experimental measure Government have directed that a reduced rate of interest of 14 pies in the rupee should be charged on loans under the Agriculturists' Loans Act granted during the period from 1st April 1934 to 30th April 1936 (F. 83—3rd April 1934 and 2nd May 1935).

To extend well irrigation in precarious tracts, loans shall be granted at a concessional rate of interest, of 10 pies in the rupee (5·2083 per cent.) for sinking new wells or improving or repairing existing wells in all the tracts detailed in note (iv) on page 45 and no special concession to be made for pumping installations (R. 6019, dated 19th May 1927).

^(a) Prior to the separation of Central and Provincial finances under the Reforms, Government paid to the Government of India 3½ per cent. on the mean outstanding of the year (1914-15) ascertained by adding the balance on 31st March 1914 to the balance of 31st March 1915 and having the total. Since the Bombay rate of interest to cultivators was 6½ per cent., there was a nominal profit of 2½ per cent. But this surplus had to meet many charges. In the first place, there are small losses of interest for broken periods under the quarterly calculation rules. Also no charge is made to the borrower for the service of the establishment which manages these loans. Another all important charge is the remissions and sums written off as irrecoverable. Finally there may be occasionally a few grants for boring operations which fail, or the like.

In 1921-22 the tagavi account was entirely provincialised. And from that time onward the Provincial Government has had to see that its loans on account of tagavi do not, on the average, cost the general revenues more than the standard rate at which they can borrow from the Government of India for the purpose. These rates have been as follows :—

1921-22	} 6½ per cent.
1922-23	
1923-24	} 6 per cent.
1924-25	} 5½ per cent.
1925-26	} 5¼ per cent.
1926-27	} 5 per cent.
1927-28	
1928-29	} 5 per cent.
1929-30	} 5¼ per cent.
1930-31	} 6¼ per cent.

In order to ascertain whether Government makes a profit or a loss from its administration of the tagavi account, the following calculations are necessary :—

Debit.

- (1) tagavi outstandings (principal and interest) at the beginning of 1921-22, and
- (2) advances made in 1921-22, and
- (3) interest for one year on (1), and on (2) at the Government of India standard rate of interest for the year, and
- (4) cost of administration.

Credit.

recoveries (principal and interest) during the year.

The difference will be the debit outstanding at the end of 1921-22. If we deduct therefrom the "good debts", i.e., the unremitted outstandings of principal and interest at the end of that year, the difference will be the net loss or profit of the tagavi account during that year.

In order to work out the result for further years, the debit outstanding at the end of one year should be carried forward as the outstanding debt of the tagavi account at the beginning of the next year, and so on.

(i) It should be remembered that if loans at reduced interest or at no interest are sanctioned we are at the same time reducing the surplus available for other concessions (F. 1338-11).

(ii) Loans free of interest are usually refused (F. 4263-09; 1338-11; para. 11 of G. I. letter in F. 4279-05). An instance in which such loans have been sanctioned can be found in F. 1940-04, but a revival of the practice is deprecated.

(iii) Interest charged is always simple. Under the rule by which all recoveries are credited first to interest and then to principal there cannot be any unrecovered interest upon which compound interest might be charged in ordinary cases when recoveries are regularly made. When a borrower is quite unable to repay his instalment, rather than penal interest, it would seem that he deserved probably a suspension or some other concession. The only case in which penal interest might rightly and properly be charged, that is to say, interest upon the outstanding interest as well as upon the principal, would be when the debtor was really able to pay, but sought to evade payment until coercive process was pressed home. But this penal charge was abolished in F. 2895-11.

Execution of security bonds (18) (19).

12. The order granting a loan shall be endorsed on the application, if separate, and also be made out in any of the Forms 1 to 3 hereto annexed suitable to the case, and shall, at the time of or before the issue of the loan or the first instalment of it, be signed by the applicant or applicants and other persons concerned in token of understanding and agreeing to the conditions contained therein.

(18) Bonds may be signed by M even though the grant is made by P or C (F. 7523-19).

(19) The legal forms of the security and the bonds to be executed are prescribed in F. 1728-11. The whole of the resolutions with the legal discussions therein deserve earnest perusal. We will attempt to summarise the whole subject. The form of the bonds is of course determined *a posteriori* by the methods and times of recovery, legalised in the Acts.

First we must distinguish between joint bonds and common bonds. A *joint* bond means that if ten persons want to borrow Rs. 20 each, they bind themselves, each of them severally, to pay in the extreme case the full Rs. 200, and not only their own debt of Rs. 20. This co-operative idea of each guaranteeing all the rest is growing familiar through the Co-operative Credit Societies. But a *common* bond is merely a clerical device for avoiding writing out a large number of separate bonds. Instead of writing ten bonds for Rs. 20 each, we write one bond with a schedule containing ten entries. Each borrower is liable for his own Rs. 20 only and incurs no responsibility for the rest.

HOW IS TAGAVI RECOVERABLE ?

A. Under L. I. Act, it can be recovered out of the land improved, whether this has been mortgaged to G for the loan or not; this land can be forfeited and sold* free of all prior encumbrances (and, still more, free of any subsequent encumbrance). (Sections 58 and 153, L. R. C.) But if there is any surplus after the sale, of course this belongs to the debtor, or his mortgagee (F. 1549-10). In such cases of forfeiture the provisions of sections 80, L. R. C., apply (R. 2831-00); in the other methods of recovery the rights of other parties are protected.

* It cannot be forfeited without being offered for sale but if no bid is made, it becomes G waste.

The following opinion was recorded by the Remembrancer of Legal Affairs in connection with the question of recovery of takavi from a person whose land was improved with the aid of takavi granted to another person :—

“As the petitioner is neither the borrower nor a surety, she is not liable to pay any of the arrears of tagai. Secondly, it appears that her interest in the land (which she inherited from her father) existed before the loan was granted and the decree of the Court merely recognised it and placed her in possession; she did not consent to the loan because she protested; therefore her share of the land which received benefit from the loan is saved from liability by the proviso to section 7 (1) of the Act (XIX of 1883).” (F. 3162—18).

B. Under L. I. Act out of land other than that improved (if specifically mortgaged either by the borrower or his surety) and under the A. L. Act out of land mortgaged, the recovery can be made only in two ways :—

(1) As an arrear of L. R. (section 155, L. R. C.) due by the person liable (i.e. not due upon any particular land but recoverable out of any immovable property the defaulter possesses).

(2) As by a mortgagee of the land hypothecated. (1) When it is so recovered out of the land we can only put up for sale* the right, title and interest of the debtor subject to any prior encumbrance whether disclosed or not and also subsequent to any subsequent encumbrance which the debtor may have created after the loan. (2) But if we have taken the precaution of also taking a mortgage under section 69 of the Transfer of Property Act, in some cases we can sell the land without the preliminary of a civil suit and without resort to the L. R. Code. This enables us to sell† it without any regard for encumbrances subsequent to the mortgage, though it is still subject to prior charges even if not disclosed at the time of the mortgage. Subsequent mortgagees should be made parties to the proceedings (L. L. R., 33 Cal., P. III; F. 1549—10). This view was endorsed by R. L. A. as correct in F. 4686, dated 19th July 1926.

When non-service Inam land was the security, G sanctioned recourse to the cancellation of the alienation and credit of the capitalised value of the Nuksan to Tagai as a means of recovery (R. 13544—15).

C. Of course if no land is mortgaged by the borrower or his surety, even so the arrears can be recovered as arrears of L. R. from any immovable or even movable property they may possess. But in this recovery there can be no forfeiture, as no setting aside of any encumbrance whatever.

D. After we have exhausted the possibilities of recovery against the individual borrower and his sureties, we next have to consider whether his debt was secured by a joint bond or not. If it was, then after all attempts to recover from him have failed we can still have recourse to his co-sureties. We might divide his liabilities among them and recover an equal share from them all; but it may be that not all of them are solvent, or, at any rate, able to pay anything more than their own separate dues under the joint bond. Let us suppose a case in which 2 out of 50 borrowers upon a joint bond became insolvent and left a balance of Rs. x in one case and Rs. y in the other unrecovered. Then upon enquiry it is found that only 27 of the remaining 48 borrowers have really got any surplus property. In such a case the demand from each one of those 27 persons would be $\frac{x+y}{27}$; but the whole balance *might* be recovered from any single one of them.

2. The advantages of a joint bond are conspicuous (F. 4323—08). When M goes to a v to enquire into applications for loans for bullocks, for seed, or for any other purpose, he cannot possibly know the circumstances of each applicant. A man may be asking for a loan for 2 bullocks when he already has got one quite fit for work, or has only sent his own away to a relation for a time. He may ask for money for seed far in excess of the area he has to sow. It may be known to the other villagers that he has profits or savings from other occupations rendering the loan really unnecessary. But so long as each person is incurring a separate liability, the other villagers will keep silent; perhaps even they would assist in the game of inducing M to part with as much money as possible. But, tell them that they are each going to be jointly responsible for the

*If no bid is made, we must buy it in for G (R. 9109—10) as it does not become G property by forfeiture.

†After any sale certificate must be given to purchaser and copy sent to Sub-Registrar, 89 (4) Regn. Act.

‡A half sister who claimed but had not been given a share in land was held not liable to pay Tagavi instalments in the land, even though improved by the loan taken by her half brother in possession. Her right existed before the loan was applied for, but she did not consent (F. 3163—18).

debts of all the others, or if they refuse no money will be lent in that v! Immediately everything wears a different aspect. Each applicant will be shown up in turn and his demands will be cut down to the lowest which will really suffice. The man who is always thrifless and drunken and never pays his debts will be pointed out as unsuitable for any loan at all and the rest will decline to become jointly responsible for him. Moreover, when M has paid away the loan and left the v he will leave behind him 49 watch-dogs, to watch the conduct of each one of the 50 debtors. There will probably be no reckless and riotous waste of the money. The moral effect is almost equal to that of binding the villagers into an unlimited Co-operative Society. See also paragraph 6 of R. 4553—14, and 7 of R. 5642—15.

E. Whenever it becomes necessary to get orders as to the coercive measures to be taken, M must send the whole case so that it can be seen what form of bond or mortgage or surety was actually taken and at how much it was valued.

WHEN IS TAGAVI RECOVERABLE ?

1. Of course the regular instalments including interest are by the Act presumed to be fixed and no other recovery can be made except in default of those instalments* or on breach of some other condition. The following conditions have been prescribed as entitling G to recover summarily, i.e., to recover the principal outstanding together with simple interest accrued to date disregarding the fixed instalments, immediately in a lump sum or by as many separate processes as may be necessary to recover it in portions. It is naturally in the discretion of the recovering officer to defer any process if he thinks that it is inexpedient and likely to result in loss to press it too soon. It may even sometimes be found, when a loan becomes subject to summary recovery in lump, that if we persist in selling up the property immediately, it is unlikely to realise more than a small proportion of the debt and that there are no other resources. At the same time it may be almost certain that the debtor will pay by degrees if allowed to continue the old or some other instalments. Common prudence would of course guide the recovery-officer in such cases.

2. Causes for which summary recovery can be demanded are :—

- (1) A misapplication of the whole or part of the loan (Rule 13).
- (2) Undue delay in using the loan for the purpose for which it is granted (also see Rule 15).
- (3) A subsequent transfer or encumbrance of the mortgaged property (subject to Rule 18) (F. 4855—06, 2243—14).
- (4) The discovery of some undisclosed prior encumbrance (Criminal prosecution might also be advisable).

If any of these causes arise, not only the current instalment but the *whole loan* becomes liable to recovery. But read Remembrancer of Legal Affairs' 190 M., paragraphs 5 and 9 in F. 1728—11. In case (4) it might probably be of little use to proceed to sell because the encumbrance could not be set aside except it were an encumbrance of the "land, improved". But such an encumbrance would not embarrass us, and it is hardly worth resorting to summary recovery unless desirable as a penalty and a warning to others.

2-A. Tagai has sometimes been granted to landless persons near Native State borders. Difficulty has however been felt for want of power to arrest or recover in full when it is known that they are about to flee or have fled over the frontier.

3. The bonds also contain provision for altering the date of the instalment. No borrower would object to postponement, but he might object to an earlier date. Thus in a very good year it is provided that any additional instalment, not exceeding a double instalment, may be demanded. The advantage to the debtor of paying more of his loan and so saving interest and improving his credit when he has reaped an unusually good or valuable crop is very obvious and he would be foolish to object if he possibly could pay. Government trust their officers to enforce the provision without undue hardship.

4. After these explanations we now print the three forms of bonds which have been sanctioned and which cover all cases under the two Acts. Such abbreviations as have been introduced into the texts of these bonds must not of course appear in the actual standard forms to be executed by the public. These standard forms are supplied by the

*The method of fixing is dealt with in paras. 3 to 11 of introductory notes, p. 7-10 and a table given below the application form; and the annual demand is dealt with in T. F. III. The instalments are ordinarily payable at the time of the first L. R. instalment; C may fix other dates, but late dates are deprecated (F. 1332—10).

Village.	S. N.	Area.	Remarks.

4. d (and for the BENEFIT of the land described in the margin) d

d—d To be cancelled where the loan is granted under the A. L. Act.

Details of instalments.			
Serial No.	Date.	Amount.	Remarks.

5. REPAYABLE with interest and the costs of granting the present loan a [together with the principal, interest and costs outstanding on the said previous loan(s)] a in fixed instalments of the amounts and on the dates mentioned in the margin, such instalments to be credited to interest and principal in such proportion and amount as shall from time to time be fixed by the Revenue authorities subject to the control of Government until the whole of the dues outstanding shall have been repaid (Provided that any further interest, simple or compound, which may be chargeable for delay in payment in accordance with the rules under the said Act shall be recoverable in addition to the said fixed instalments).

6. THIS LOAN is granted subject to the provisions of the said Act and the Rules for the time being in force thereunder and to the following CONDITIONS, namely:—

(1) This loan shall be applied solely to the purpose for which it is granted.

(2) The ^{work} _{object} for the purpose of which this loan is granted shall be ^{completed} _{carried out} before the day of [or the subsequent date to which an extension of time may be granted by the grantor.

(3) Neither the Borrower nor his heirs executors administrators or assigns shall transfer by way of mortgage, sale, gift, partition or otherwise any land mortgaged as security for this loan.

(4) The statement ^{of the encumbrances} _{that there are no encumbrances} now existing on the land mortgaged by the Borrower as security for this loan (which statement is appended to the mortgage deed endorsed hereon) is true and complete.

(5) Any instalment of this [and previous] loan(s) shall be payable on such earlier date than the date hereinbefore fixed in that behalf as may be fixed in any year by P having regard to any exceptional agricultural conditions in the year (as to which conditions his decision shall be final).

(6) Any instalment of this [and previous] loan(s) may be increased to such amount not exceeding double the amount hereinbefore fixed

as may be determined in any year by P having regard to any exceptional agricultural conditions in the year (as to which conditions his decision shall be final).

7. The amount of this loan shall be paid to the Borrower on production of a certified copy of this Order at the Treasury at _____ in the following instalments :—

Date	Amount
------	--------

7 (a).* The amount of this loan shall be paid by the Collector on behalf of the Borrower to the Burmah Shell Company to discharge the said Company's bills for tractor ploughing of the Borrower's lands, on receipt of a certificate from the Deputy Director of Agriculture that the ploughing of the Borrower's lands for the purpose for which this loan is granted has been carried out by the said Company in a satisfactory manner. The certificate of the Deputy Director of Agriculture shall be conclusive evidence of the facts stated therein. Any amount so paid to the said Company by the Collector shall be deemed to have been paid and shall in all respects have effect as if it had been paid to the Borrower and shall be a valid discharge to the Collector in respect of the amount so paid (R. 5898/28—15th December 1931).

*To be cancelled when the loan is not for the purpose of tractor ploughing by Burmah Shell Company.

8. In default of the due observance by the Borrower of any of the foregoing conditions or if any instalment is not paid within one month of the date fixed for its payment, the whole of the amounts for the time being outstanding against the Borrower may be recovered immediately, notwithstanding that the period fixed for repayment has not elapsed.

Dated this

day of

(Signature of Grantor or of M, if
P is the Grantor.)

* * * * *

8A. When any instalment due by the borrower is not paid within one month of the date fixed for its repayment, the grantor, instead of proceeding under condition 8, may recover the unpaid instalment

together with compound interest at the rate equal to the rate of interest fixed in the order granting the loan plus two per cent. from the date of default in payment of the said instalment until the said instalment together with interest thereon shall have been paid (R. 9324/28—6th March 1935).

9. I hereby consent to the grant of this loan to A B and to his undertaking the improvement hereinbefore mentioned with respect to the land hereinbefore in the margin specified.

(Signature of person consenting.)

(Signature of witnesses.)

Agreement by endorsement to be executed by the Borrower.

10. I agree to all the conditions in the above-written order.

(Signature of Borrower.)



(Signatures of witnesses.)

(N. B.—See note at end of Form 3.)

* * * * *

Suretyship
by endorsement.

Bond

11. We, EF and GH of _____ are SURETIES for the said A B and do hereby agree that if the said A B shall make default in payment of the loan now advanced to him his total tagai outstandings or any portion thereof at any time when the same shall become payable then the amount of the default shall be recoverable from us jointly and severally.

Dated this _____ day of _____



(Signature of Sureties.)



(Signature of witnesses)

z- Where the Borrower or mortgagor is not the absolute owner, or the property has been previously encumbered, the nature of his interest or the details of such encumbrances should be entered in lieu of the words in brackets.

Mortgage by endorsement of land offered as security.
Mortgagor is Borrower.

Village	S. N.	Area.	Remarks.

12. I, the abovementioned A B hereby agree to repay to the Government of Bombay the loan now advanced my total tagai outstandings and in consideration of the same and as security for the due repayment thereof I hereby mortgage to the Government of Bombay the lands specified in the margin z[to which I am absolutely entitled free from encumbrances]z.

13. AND in the event of my making default in payment of any portion of the said monies on any of the dates fixed in or under the above-written Order for payment I hereby agree that the Government of Bombay shall be at liberty to cause the said lands to be sold and the proceeds to be applied in payment of the whole amount outstanding at the time of sale.

17. (Insert clause 14 as above.)

Dated this

day of

(Signature of mortgagor.)



(Signatures of
two witnesses.)

FORM 2.

(Col. = Column of Schedule A hereto.)

WHEREAS the persons mentioned in col. 2 as Borrowers (herein-
Order granting a joint after called the Borrowers) being residents
loan under the $\frac{L. I.}{A. L.}$ Act. of _____ in the taluka of _____
and district of _____ have applied
for a loan under the $\frac{L. I.}{A. L.}$ Act.

a-a Cancel where there are none. 2. ^a[AND WHEREAS the Borrowers (or some, or one, of the Borrowers) ^{has} previously been granted ^{a loan} _{loans} under the said Act and the amount now outstanding on account of the said loan(s) is as detailed in col. 3]^a.

3. AND the Borrowers have agreed to be jointly and severally liable for the payment of $\frac{\text{the said previous and present loans}}{\text{the loans now granted to them}}$ with interest in fixed instalments.

b-b Cancel where all the Borrowers have the right to make the Improvement. 4. THIS ORDER WITNESSES that a loan of the total amount of _____ rupees (Rs. _____) is hereby granted to the Borrowers ^{bc}[with the consent of the persons mentioned in col. 8 as to the land specified in the corresponding entry in col. 7, each of the said persons having signed his name in col. 8 in token of his consent]^{bc} at simple interest of _____ per cent. per annum (See rule 11) FOR THE PURPOSES respectively specified in col. 6 [and for the BENEFIT of the lands mentioned in col. 7]^c.

c-c Cancel where the loan is granted under the A. L. Act.

5. (Same as clause 5 in Form I with details in col. 5.)

6. This loan shall be paid to the Borrowers on production of a certified copy of this Order at the Treasury at _____ in the amounts specified in respect of each Borrower and on the dates and in the instalments mentioned in col. 10.

7. THIS LOAN is granted subject to the provisions of the said Act and the Rules for the time being in force thereunder and to the following CONDITIONS, namely :—

(1) As to the repayment of the aggregate principal amount of the loan now granted each of the Borrowers is as among the Borrowers themselves liable for and bound to contribute the amount specified in col. 4 ;

(2) As to the payment of the aggregate instalments, hereinbefore mentioned, which are inclusive of principal, interest and costs of the loan now granted (and previous loans outstanding) each of the Borrowers is as among the Borrowers themselves liable for and bound to contribute (subject to condition 7) the amount specified in col. 5 in respect of each Borrower and such amounts shall (subject to condition 6) be payable on the dates hereinbefore mentioned for the payment of each aggregate instalment ;

(3) All the Borrowers are nevertheless jointly and severally liable for and bound to repay to Government the total amount of the loan now granted with interest and costs (together with total amount outstanding on the previous loans hereinbefore referred to with interest and costs), and the total amount so payable shall (subject to conditions 6 and 7) be payable in the aggregate in the instalments and on the dates hereinbefore specified.

[Conditions (4), (5), (6) and (7) are the same as condition 6 (1), (2), (5) and (6) respectively in Form I.]

8. In default of the due observance by any of the Borrowers of any of the foregoing conditions, or if any instalment is not fully paid within one month of the date fixed for its payment, the whole of the amounts outstanding against the Borrowers may be recovered immediately from the Borrowers jointly and severally, notwithstanding that the period fixed for repayment has not elapsed.

* * * * *

WE the persons who have signed our names in col. 11 hereby agree to all the terms and conditions of the above-written Order and to the particulars specified in Schedule A and accept the same as correct and our signatures hereunder made witness this our agreement and acceptance.

AND we further agree that when any disbursement has been made to any of us, the signature of the recipient if made or recorded in Schedule B hereunder written shall be evidence of his having duly received such disbursement to the amount therein specified.

Schedule A.

1 Serial number	2 Name and Account No. of Borrowers	3 Detail balances of previous loans still uncovered					4 Portions of present loan for repayment of which the Borrowers are respectively liable as between themselves	5 Consolidated instalments (including principal, interest and cost of previous and present loans) for which the Borrowers are respectively liable as between themselves		6 Purpose for which present loan is granted						
		a Date	b Amount	c Rate of Interest	d Principal	e Interest		No.	Amount of each							
		7 Details of land for the benefit of which the loan is granted		8(a) Signature of person having the right to make the improvement, whose consent is hereby given to the loan	9 Details of land in occupation of Borrower [to be inserted in cases to which col. 7 does not apply]		10 Instalments in which the loan is to be disbursed			11 Signature of Borrowers	12 Remarks					
S. No.	Area	Assessment	Remarks			S. No.	Area	Assessment	Amount	Date	Amount	Date	Amount	Date		
									1st		2nd		3rd			

(a) Omit under A. L. Act.

Schedule B.*

1 Serial number	2 Name of person to whom the disbursement is made	3 Date of first disbursement	4 Amount	5 Signature of person receiving disbursement	6 Signature of disbursing officer	7 Date of second disbursement	8 Amount	9 Signature of person receiving disbursement	10 Signature of disbursing officer	11 Date of third disbursement	12 Amount	13 Signature of person receiving disbursement	14 Signature of disbursing officer

* Note.—When Tagavi is given in gross (or other kind) by weekly or monthly instalments, these columns are insufficient; increase them by affixing more blank paper.

Dated this

day of

[Signature of Grantor or of M, if P is the Grantor.]

FORM No. 3.

(Col. = Column of Schedule A hereto.)

WHEREAS each of the persons mentioned in col. 2 as Borrowers
 (hereinafter called the Borrowers), being residents
 of _____ in the taluka of _____
 and district of _____, has applied for a loan
 under the $\frac{L. I.}{A. I.}$ Act.
 Order granting loans of _____ to a
 number of Borrowers _____ in severalty.

2. (Same as clause 3 in Form 2.)

3. AND each of the Borrowers to whom a loan has previously been granted has agreed to repay the said [previous and] present loans with interest in fixed instalments. a-a Omit if there are no outstanding.

4. THIS ORDER WITNESSES that a loan is hereby granted to each of the Borrowers of the amount stated in col. 4 opposite the name of each Borrower [with the consent of each of the persons mentioned in col. 7 as to the land specified in the corresponding entry in col. 6, each of the said persons having signed his name in col. 7 in token of his consent] at simple interest of _____ per cent. per annum (see rule 11) FOR THE PURPOSES respectively specified in col. 9 of the same Schedule [and for the BENEFIT of the lands respectively mentioned in col. 6]. b-b To be cancelled where all the Borrowers have the right to make the improvements.
c-c Cancel where the loans are under the A. I. Act.

5. REPAYABLE in each case (continue as in clause 5 of Form I, giving details in col. 5).

6. Each of these loans is granted subject to the provisions of the said Act and the Rules for the time being in force thereunder and to the following CONDITIONS, namely:—

[Then append 6 conditions as in clause 6 of Form I except

(a) insert "each," or "each of these" before the word "loan(s)" wherever it occurs;

(b) details of dates for condition (2) are in col. 10; and of encumbrances for condition (4) in col. 12.]

6A. When any instalment due by the Borrower is not paid within one month of the date fixed for its payment, the grantor, instead of proceeding under condition 6, may recover the unpaid instalment together with compound interest at the rate equal to the rate of interest fixed in the order granting the loan *plus* two per cent. from the date of default in payment of the said instalment until the whole of the amount of the said instalment together with interest thereon shall have been paid (R. 9324/28—6th March 1935).

In default of the due observance by any one of the Borrowers of any of the foregoing conditions, or if any instalment is not paid by any Borrower within one month of the date fixed for its payment the whole of the amounts for the time being outstanding against such Borrower may be recovered immediately, notwithstanding that the period fixed for payment has not elapsed.

These loans shall be paid to the Borrowers on production of a certified copy of this Order at the Treasury at _____ on the dates and in the instalments specified in respect of each Borrower in col. 20.

* * * * *

EACH OF US the persons mentioned as Borrowers in col. 2 who have signed our names in col. 15 hereby agrees to all the terms and conditions of this Order and to the particulars specified in the said Schedule A so far as the said terms, conditions and particulars apply in respect of the loan granted to him, and each of us accepts the same as correct and his signature made in the said col. 15 witnesses this his agreement and acceptance.

AND each of us further agrees that when any disbursement has been made to him, his signature if made or recorded in Schedule B hereunder written, shall be evidence of his having duly received such disbursement to the amount therein specified.

* * * * *

WE the persons who have signed our names in col. 16 as sureties, Suretyship agree- opposite the names of the Borrowers entered in ment. col. 2, hereby declare that we are, as to any one or any two or more of us whose names are entered opposite the name of any Borrower, sureties for such Borrower and every one and every two or more of us so entered does and do hereby agree that if the said Borrower shall make default in payment of the loan now advanced to him his total tagai outstanding

at any time when the same shall become payable then the said monies shall be recoverable from us jointly and severally AND we hereby declare that our signatures made in col. 16 are evidence of this our agreement.

* * * * *

EACH OF US Borrowers who has signed his name in col. 13 Mortgage agreement (as to mortgages by Borrowers) does hereby agree to repay to the Government of Bombay the loan now advanced to him, and in consideration of the same and as security for the due repayment thereof each such Borrower hereby mortgages to the Government of Bombay the lands specified opposite his name in col. 11 in which lands he has the interest specified in col. 12.

AND in the event (continue as in clauses 13 and 14 of Form I, reading "each such Borrower" instead of "I": with consequent grammatical changes).

AND each such Borrower hereby lastly agrees and declares that his signature made in col. 13 is evidence of this his agreement.

* * * * *

Mortgage agreement (as to mortgages by persons other than Borrowers) EACH OF US being the persons who have signed our names in col. 18 as Mortgagors hereby agrees as follows, namely:—

In consideration of the monies advanced to each Borrower (opposite whose name each Mortgagor has made his signature and hereinafter referred to in this agreement as the Borrower) and as security, etc.

(Continue as in clauses 15, 16 and 17 of Form I, reading "each such mortgagor" for "I," with consequent grammatical changes).

AND each such Mortgagor lastly agrees and declares that his signature made in col. 18 is evidence of this his agreement.

* * * * *

WE the persons who have signed our names in col. 14 and col. 19 Declaration by attesting witnesses hereby declare that we have attesting witnesses. and each of us declares that he has thereby attested the mortgage of the land described in col. 11 or col. 17 by the persons mentioned in col. 2 or col. 18, as the case may be.

N.B.—In all the bond-forms, the word "sign," with its derivatives, means and includes "make thumb impression."

Schedule B.*

Serial number	Name of person to whom the disbursement is made	Date of first disbursement	Amount	Signature of person receiving disbursement	Signature of disbursing officer	Date of second disbursement	Amount	Signature of person receiving disbursement	Signature of disbursing officer	Date of third disbursement	Amount	Signature of person receiving disbursement	Signature of disbursing officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14

*Note.—When Tagavi is given in grass (or other kind) by weekly or monthly instalments, these columns are insufficient; increase them by affixing more blank paper.

Dated this day of

[Signature of Grantor or of M, if P is the Grantor.]

Penalty on default in execution of work within prescribed period.

13. The conditions under which every loan shall be granted shall include the following, viz. that if the borrower fails ⁽²⁰⁾ ⁽²¹⁾ to carry out in the time prescribed the work or part of the work for which he has received the loan or an instalment of it the grantor may order summary recovery; but instead of enforcing this condition he may, on reasonable cause being shown for the failure in carrying out the work in time extend the period fixed for its completion; and if the borrower fails to complete the work or part of the work within the period thus extended, prompt steps shall be taken to recover summarily with simple interest the whole or the misapplied portion, as may be decided by the grantor.

⁽²⁰⁾ Failure does not necessarily imply misapplication; we must look for a wilful omission to spend the money, or a reasonable part of it. A borrower might very well, after spending half the money and finding the work was hopeless, stop the work and refund the remainder. This would not be a misappropriation (F. 4206—06).

⁽²¹⁾ It is essential to secure that all L. I. works shall be inspected by as high an officer as possible. P. should particularly inspect sometimes works which have already been inspected by M. or C. I. Inspection should not be left entirely to C. I. except under real pressure of work.

A good way of securing the inspection will be this:—

As soon as the loan is granted put the "case" in its proper place in the file with Tg. F. III. Put a distinct flag upon it, marking on the flag the approximate date about which the work ought to be inspected. Sometimes instalment works require several inspections. Then make it the duty of the Karkun to put up on the first of each month the cases requiring inspection in that month. M must arrange for the inspection. If P is in his T, he may send the bundle to him to choose which he will inspect. Others he will inspect himself, others he may delegate to his A. K. or in the last resort to C. I.

On completion of the inspections all newly completed irrigation works such as wells, tanks, water-courses, etc., must be marked on the map so that K may not overlook them when preparing the decennial return of sources of water-supply. These insertions in the map will also afford various officers information as to the extent to which tagavi has done good.

During his tours P should also inspect works completed in previous years. He may find that they have been so successful as to furnish a good text for exhorting other villages; or, on the other hand, he may find that they have turned out so badly as to afford him useful lessons for future enquiries, or even possibly, to call for some leniency, by way of reduction of instalments.

The rule is that P is to test either ten per cent. of all works in his charge or (if they exceed 200) then he must test at least 20 of the works in the season (F. 4206—06, 2195—07, 10307—07, 2927—08).

In these inspections of completed or partly completed works the most essential thing is to record the measurements, together with a sufficient sketch to enable any testing officer or any subsequent Inspector to report the facts accurately. A mere eye-inspection without sketch or measurement is in most cases entirely valueless. Laxity in inspection will certainly breed recklessness and fraud in the application and consequently grave risks to the G capital embarked in these loans.

Copy of the written order and counterpart to be given to Borrower.

14. A copy of the order and counterpart agreement, certified by the grantor to be a true copy, shall be given on demand to the borrower or borrowers at the time of or just after making the payment to them.

Suspension of subsequent instalments in case of breach of any condition.

15. When a loan is being paid to a borrower by instalments, the grantor may withhold payment of any instalment subsequent to the first if he is satisfied that any condition of the order and counterpart agreement has not been complied with.

(22) Recovery of costs incurred in making a loan.

16. The cost, if any, incurred in making a loan shall be paid by the borrower along with the repayment of the first annual instalment.

(22) (i) *Vide notes under Rule 5.*—Where a suit had to be instituted to remove a Civil Court attachment upon land pledged for a loan, the costs including the pleader's fees were held to be debitable to law charges and to require the sanction of Government, and not to be chargeable as costs under this rule (F. 986—94, R. 5057—02).

(ii) It has been pointed out in Note 2 (ii) that it would be wise to cause the applicant to deposit or disburse the costs at once if those costs are incurred before it is decided to grant the loan. But the costs subsequently incurred can be included in the instalment as in this rule.

(iii) Usually the Executive Engineer will advise without charge when he can do so without inconvenience. Charges for his services would of course be made in large works where the devotion of considerable time was required.

(23) Suspension of instalments.

17. An instalment should be suspended whenever from causes beyond the borrower's control his crops fail to such an extent as to render the payment unduly burdensome to him. Whenever suspensions of land revenue⁽²⁴⁾ are granted, general suspensions of loans should be granted at the same time and to the same extent; so that when only one-half of the land revenue is suspended, only one-half of the current instalment should be suspended. Unless the season is bad enough to justify general suspensions of land revenue, *general* suspensions of loans will not be justifiable. In case of general suspensions of loans it will be in the C's discretion, with the sanction of G, to except any class of persons from the operation of the order.

When the payment of an instalment is suspended under this rule, compound interest at the rate fixed in the order granting the loan shall be charged on the said instalment from the date when the said instalment became due until the said instalment together with interest due thereon shall have been paid (R. 9324/28—6th March 1935).

In case of suspensions granted after 1-10-24 of loans paid out before 1-4-21 (and not already raised to $8\frac{1}{2}$ per cent. interest under Rule 19) the enhanced rate of 7.29 per cent. (14 pies per rupee) shall be levied (F. 83—20-12-24).

Whenever after 1st April 1927 suspensions are granted of loans (i) advanced before 1st April 1921 and (ii) in which the rate of interest has not been previously increased to $8\frac{1}{2}$ per cent. or 7.50 per cent. or 7.29 per cent., the debtor will be required as consideration for such postponement to enter into a fresh agreement with sureties to pay interest at the rate of 6.75 per cent. instead of the rate in the original agreement (F. 83, dated 10th June 1927).

Whenever, after 1st November 1930, a postponement or suspension of tagavi loans is granted, the debtor will be required to enter into a fresh agreement with sureties, to pay interest at the rate of $8\frac{1}{2}$ per cent. instead of the rate shown in the original agreement (R. P. 32—26.31).

Form No. 4 deleted under R. 9324/28, dated 6th March 1935.

⁽²³⁾ (i) A suspension (F. 2410—09) has the effect of deferring all subsequent payments. It means that interest for another year is charged, but then the payment of an annual instalment according to the borrower's capacity continues as before (F. 1941—05). If after a year of suspension a good year follows it would be quite legitimate to collect 1½ or even 2 instalments if the borrowers were in a position to pay. Such extra collections should be levied in the interests of the borrowers whenever justified by the season and prices of produce. They are a natural set-off to the suspensions and concessions given in bad seasons.

(ii) Even if instalments are suspended, still if possible the year's interest should be collected [R. 8451 (7)—10] unless conditions are very bad.

⁽²⁴⁾ Orders as to suspensions of Land Revenue and Tagavi should be given together and should be given, if possible, before October 31st. If they cannot be given so early, then at any rate they must be given before the first instalment. If the first instalment is due rather early and it is not possible to complete inquiries and to issue orders before it commences, then an obvious solution would be to ask sanction to postpone the first instalment by 15 or 30 days to give time for a proper decision. After the orders have been given M will then have to prepare Tag. F. IV, or rather the entries in Tag. F. III upon which it is based, and issue them to K before his collection of the instalment commences.

Subsequent purchaser.

18. Where an advance has been granted for the improvement of land on condition that if any land mortgaged as security is transferred,⁽²⁵⁾ the whole amount outstanding may immediately be recovered, this condition⁽²⁶⁾ shall not be enforced if the transferee at the discretion of the grantor either pays the outstanding or executes a fresh bond mortgaging the land as security for the repayment of the amount outstanding.

⁽²⁵⁾ When after hypothecation for a loan land is acquired under the Land Acquisition Act, the claims of Government should be made and supported. The outstanding balance should be recovered out of the sum awarded. But if no real improvement has been effected, the acquiring officer would not be obliged to award more than the real value. A case is dealt with in R. 11016—12.

When the borrower transfers the land, see F. 2243—14.

⁽²⁶⁾ The conditions in the order and security bond make the loan recoverable, if the borrower transfers the land, and so give a hold over the borrower; but this rule allows the grantor to permit such transfer provided he recovers the outstandings from the transferee or gets him to become responsible for the repayment.

Recovery of loan for failure⁽²⁷⁾ to comply with conditions.

19. The grantor, if at any time satisfied that the borrower has failed to comply with any of the conditions—

(a) shall, if the failure appears to be due to the misapplication of the loan, and

(b) may, if the failure is due to any other cause, after recording in writing the grounds of his decision, proceed to recover under the provisions of section 7 (or 5 in case of A. L. Act), any sum still payable by such person :

Provided that when any instalment due by the borrower is not paid within one month of the date fixed for its repayment, the grantor may at his option, instead of recovering the whole of the amount for the time being outstanding against the borrower, recover under the provisions of the said section the unpaid instalment only together with compound interest on the said instalment at the rate equal to the rate of interest fixed in the order granting the loan *plus* two per cent. from the date of the default in payment of the said instalment until the whole of the amount of the said instalment together with interest thereon shall have been paid (R. 9324/28—6th March 1935).

⁽²⁷⁾ (See F. 2488—12.)

Report of sums written-off⁽²⁸⁾ as irrecoverable.

20. (1) When any loan or portion of a loan is found to be irrecoverable, it may be *written-off* by C—

(a) if the amount is Rs. 100 or less, of his own authority,

(b) if the amount exceeds Rs. 100, with the previous sanction of Commissioner.

(2) C shall report to Commissioner in the half-yearly return all sums written-off, giving reasons for each sum ordered to be written off by him under clause (a) of sub-rule (1).

⁽²⁸⁾ (i) When it becomes necessary to write off a loan, or the probability is foreseen, the question of the personal responsibility of the grantor and inquirer must also be considered (F. 4924—08). This responsibility would not be enforced if all ordinary

and reasonable care has been exercised and regular procedure followed and no fraud is proved. [Paragraph 2 (5), F. 3016—91.]

(ii) Instructions about the adoption of coercive process for recovery of instalments will be found under Tag. Form IV. There is a feeling sometimes that Tagavi collections should not be pressed so much as L. R. But if we remember the liberality with which suspensions are given under Rule 17, then we may conclude that the balance set down for collection ought to be collected. For collections in Sind and Nagar (see R. 5768—16). L. R. is a first charge on the land, but Tagavi is actual public money lent to the landholder. Since, however, L. R. is a Revenue head and Tagavi is a balanced debt head, when it becomes a question whether we should remit or treat as irrecoverable either L. R. or Tagavi, then the decision should be in favour of collecting the Tagavi. If, therefore, we find a borrower owes Rs. 20 as L. R. and Rs. 20 as Tagavi and he then has died and left no assets whatever or is so destitute that with the utmost severity it is not possible to collect more than Rs. 20, this sum should be collected and credited to Tagavi and the L. R. should be written off (paragraphs 9 and 12 of G. I. letter in F. 4279—05).

(iii) To *write off* means to decide that a sum is not capable of being recovered by any process known to the law, all of which have been tried and failed or have been abandoned, because they were hopeless. There are cases in which even such severe processes as arrest and confinement in the jail can properly be resorted to (see notes on Rule 10). When, however, processes prove powerless to recover anything more, then the residue of the debt is irrecoverable and may be written off. To *remit*, however, is to forego the collection even when with further coercion it would probably be recoverable. *The power of making a remission is absolutely reserved by G and they are reluctant to exercise it* (F. 2182—03, 199—04, R. 2973—07, F. 2928—08, 2962—09). The L. R. remission rules do not apply (F. 2479—10). They do remit occasionally when works fail for reasons beyond the borrower's control (F. 1836—11), and 580—18. Also G have held that when experimental borings are made upon wells in precarious tracts it would be proper to charge and recover as Tagavi the cost of the boring when successful, but to remit the advance when the boring fails (F. 10307—07). For remissions of sums lent to criminal tribes, see F. (order) 2832—15 and F. 2018—16 and 38—13th December 1917.

(iv) The Government of India orders (or views) as to Remissions are in F. 4279—05. Two conditions should be fulfilled: (a) Failure of work from causes beyond borrower's control; (b) serious hardship from enforcing recovery. Delegation of power to *remit* to Collectors refused in F. 5324 (171)-19. But is now delegated to Commissioner subject to budget provision under "47, Misc.". "Irrecoverable temporary loans written off," and up to an annual limit of (i) Rs. 10,000 for the Division, (ii) one per cent. of the total outstandings under both Acts in each District: any sum *written off* as irrecoverable to be included in this calculation (F. 1394—23).

With effect from 1st October 1925, Government direct that interest be remitted on outstanding advances for failed wells in the whole Central Division (except East and West Khandesh) and in Bijapur and in Mithi, Chachro, Diplo and Nagar Parkar; (R. 5474, dated 28th April 1927). "Failed" means never used for irrigation because salt or dry: provided the failure is not due to the borrower's own neglect or default. (F. L. 361, dated 30th June 1925 and 10th September 1925).

In addition to the remission of interest, 20 per cent. of the outstanding capital advance for "failed" wells will be remitted. This concession will also be extended in future to all cases in which wells may fail in the abovementioned tracts, provided failure is not due to any fault or neglect of the borrowers.

(v) Since Tagavi is a debt head, whenever any sum is remitted or written off it must nevertheless be credited as a recovery and debited as an expenditure under "47—Miscellaneous; Irrecoverable loans written off." This also helps to remind us that the remission is an actual payment by G instead of by the debtor.

(vi) The above remarks apply chiefly to remissions and writes-off of principal. If interest is written off, it is not credited to the advance account or debited to Miscellaneous. It is simply a failure to recover revenue like any other revenue. But it has been explained under Rule 11 what effect it would have on the resources of G for treating other borrowers with liberality. Therefore the amount of interest written off and the reasons for it are shown in the half-yearly return as in the sample accounts: *vide* para. 7 of the remarks on T. F. 1X.

(vii) Interest may never be remitted (unless circumstances justify remission of principal also); (F. 4403—01, 1959—02, 2738—05, para. 6 of R. 11363—06, F. 2973—07, 2976—09); but if irrecoverable we first see if all possible recoveries have been made: and if any has been credited to principal when there was interest due, we should transfer the amount (or a sufficient part) to credit of interest (F. 2976—09). It is only when no recovery remains which can be credited to interest that accrued interest may be written off.

The object clearly is that all remissions and writes off should come under the one head of debits to 47—Miscellaneous—Irrecoverable temporary loans written off and as much as possible be credited to interest for the purpose of the Financial result statement due from the Accountant General (*vide* note to Rule 11).

Accounts⁽²⁰⁾ how to be kept.

21. The accounts for all loans shall be kept in such form as G may, from time to time, prescribe.

(²⁰) Part II contains the sanctioned scheme of accounts.

(Co-operative Societies : L. I. Loan Rules.)

Rules under L. I. Act, 1883, section 10.

The ordinary rules apply when not otherwise provided.

2. Registrar may grant loans to only A and B class societies and their members, and has annual sums at his credit with the Provincial Co-operative Banks. The bank must concur in the loans and distribution is usually through District Central Bank. Rates of interest are fixed by the bank and approved by Registrar. If a society is so empowered by its laws it may even execute its members' schemes by its own agency.

3. The Registrar may suspend repayments under the ordinary tagavi rules. The bank and society must keep their tagavi accounts separately.

4. Society or member in applying for loans for joint* or individual improvements sends to the Assistant Registrar a consolidated form (with full particulars of financial position) with systematic plans, etc., as drawn up in consultation with and approved by Agricultural Department (Deputy Director) and countersigned by C (who may consult X. N.). Each member shall sign and the written consent of members having the right to make the improvement must be attached. The form is sent to the bank not later than February 1st and a provincial bank consolidates by the 15th March. The Registrar then gives final orders fixing the terms and distribution is made by bank and society. No prescribed form is needed as the loans are treated as Co-operative loans. Collective schemes are preferred and independent tagavi loans may not be taken except by ineligible members. Works must be inspected by Assistant Registrar and Auditors and may be inspected by C and Revenue and Public Works Department and Agricultural officers.

5. Misappropriation or failures are reported to the Registrar. Government may suspend the operation of these rules in famine times. The usual concessions for unsuccessful boring for water (paragraph 3, Rule 20, page 44) are granted. Talatis must certify the correctness of the details of land held as per Record of Rights.

*Rules amended in Notification No. 37-A of 17th April 1925 (page 1070, *Bombay Government Gazette*, Part I, dated 23rd April 1925).

RULES UNDER A. L. ACT.

1. Repeat Rules 1, 3, 4, 5, 6, 7, 9, 11, 12, 17, 18, 19, 20 and 21 under section 10 of L. I. Act.

Power of G to appoint certain officers.

2. G may, by general or special order, appoint any person (even a non-official) to perform, for the purposes of these rules, the duties of a C, P, M, or Mahalkari.

Purposes⁽³⁰⁾ for⁽³¹⁾ which loans may be granted.

3. Loans may be granted to holders of arable land for the following objects:—

(a) Purchase of seed,⁽³²⁾ seedlings, fodder, cattle, agricultural stock, agricultural implements, including well-mots (buckets), ropes, jumping bars, manure, and hire of cattle or agricultural implements.

(b) Rebuilding houses⁽³³⁾ destroyed by fire or flood; or any other calamity⁽³⁴⁾ (F. 1031—17).

(c) Any other purpose⁽³⁵⁾ not specified in the L. I. Act connected with agricultural objects.

(d) *Vide* para. 2 on p. 50 *post*.

For Co-operative Societies (see page 14).

4. The following are prescribed as the maximum periods⁽³⁶⁾ over which repayments may extend:—

	By Grantor.	By specially empowered M or by P.
Seed and Manure and hire of Cattle	1	2
Khavti, woods, fodder, trial-pits, leather-mots, clearing silt, and similar purposes	2	4
For cattle or for house-building, or for implements of a durable type	4	8

⁽³⁰⁾ For the principles of A. L. Loans, see F. 2805—11.

In F. 1881—15-7-24, G prescribe that these loans shall be given ordinarily only in times of scarcity or in exceptional circumstances, such as fire or flood (F. 1881—26-8-27); but this restriction need not be observed in tracts§ which the Commissioner distinguish as specially backward, hampered by restricted tenure, or other circumstances justifying concessions. In the special tracts G may direct (reserving the right to withdraw the order in times of scarcity) that all loans be distributed by the Co-operative Societies.

But in (F. 1881—5-6-25) G rules that in these tracts distribution should still be made by Rev. Officers except to Members of Societies (to whom the observation on pages 14—15 applies).

§ The specially designated tracts were defined as the following talukas and mahals (F. 1881—5-6-25):—

N. D.—Virangam, Dhandhuka, Dholka, Modasa, Gogho, Godhra (east of Panam river), Jhalod, Dohad, Vada, Mokhada; and, in Dahanu with Umbergaon all villages east of B. B. & C. I. Railway.

C. D.—Peth, Sangola, Malsiras, Karmala, Akola* (121 hill villages), Yawal* (24 hill villages), Jamner* (23 villages), the Satpuda forest area in Yawal, Raver and Chopda; the whole West Khandesh district (F. 1881—15-4-26); Sirur, Dhond, Junnar* (28—E. Villages), Haveli* (34—E. villages), and Virwade village, Chopda (F. 1881—6-4-27), Man Taluka (F. 1881—11-7-27), Sengamner (22 hill villages) (R. 9846/28—15th December 1932).

S. D.—Chandgad and Khanapur* (35 to western and southern villages), Dharwar* (67 south-western villages), Kalghatgi, Hangal, Kod, Bankapur, Navalgund, Nargund, Parasgad (18 south-eastern and eastern villages—R. 5809/28—22nd December 1930), the whole of Kanara district (R. 8201/28—19th January 1932) and Mundargi pata (R. 6427/28—3th February 1933).

The remaining villages in the Dharwar Taluka are treated as special tracts only for purposes of the tractor ploughing scheme (R. 6377/28—25th March 1931).

The Manager, Inumbered Estates in Sind, is authorised to grant loans to estates in his management in ordinary tracts also subject to the condition that proposals involving advances exceeding Rs. 500 are submitted for the approval of the Commissioner in Sind (R. 10134/28—6th March 1933).

* The resolution gives the villages in detail. A line can readily be drawn on the office map.

(21) For the sugarcane cultivation loans on Nira Canal see—

R. 1677,
2363,
6112,
6667, all of 1908,
R. 10509—10,

but ultimately the business was handed over to the Banks, in accordance with the principles on p. 8 (R. 7070—11).

(22) When in Kolaba District seed is destroyed by fire and there is no Society "in the area affected" from which a loan can be obtained, C may grant a loan direct (F. 1881—24-6-26).

(23) For loans for building more sanitary houses (refused after discussion in Council) see G. 6883—14 and 9137—15 for loans "to pay off old debts" (inadmissible): see R. 139—92.

(24) For loans to weavers rendered destitute by floods sanctioned by Government of India: see R. 975—17.

*Abbreviated rules for A. L. to Co-operative Societies under section 4
of A. L. Act (1884).*

(See *Bombay Government Gazette*, pages 1420—1425, dated 4th July 1922.)

1. Loans are made only to Societies registered under Act II of 1912 with unlimited liability placed in class A or B at the last audit.

2. Members must get consent of the Managing Committee up to a maximum specified sum.

3. A member may apply to the T. O. in the usual form stating his existing debt to his Society and what independent security he gives.

4. He may ask his Society to stand surety and obtain the loan.

5. Society will from time to time send consolidated lists of loans through Auditor (who will certify correctness) to the T. O. in a prescribed form showing full particulars of their financial position.

6. A Society may not stand surety for more than Rs. 200 for one member or for more than two years or for more than Rs. 2,500 for each 50 members. It may charge an approved commission. The loan will be given on mortgage or on personal security with one surety to the Society.

7. C may with previous consent of Registrar relax the italicised conditions on written request from the Society.

8. The T. O. will sanction loans if he has sufficient allotment and pay to representative of the Society authorised by a Managing Committee's resolution, who will take bonds in regular form, send them to T. O., within 10 days and distribute the money. Taluka Officer shall send Tg. F. IV for all members annually to the Society which is responsible for collecting and remitting the dues. If it cannot recover the whole or

any part, T. O. shall take steps under section 5 and if any deficit remains, shall report through the Prant Officer to the Registrar for action under section 44 of Act II of 1912. Loans will ordinarily be granted in years of scarcity only.

(24) For loans on joint bonds to landless rabis (graziers) sanctioned by Government of India: see F. 3039—11, F. 1487—16 and F. 2063—16. (See also paragraph 2-A on page 27). F. 192—19, F. 2070—19, F. 3014—19.

(25) For the general principles as to the duration of loans, see paragraph 9 of Introductory Remarks, and in cases not specified above, follow the most analogous entries in the Rules.

RULE UNDER CLAUSE (1) OF THE PROVISIO TO SECTION 11, L. I. ACT.

When waste-land has been reclaimed with the aid of a loan, the increase in value of the said land, derived from the reclamation thereof, may be taken into account, in revising the assessment of L. R. on the said land :—

(a) In the case of land granted under No. 39 or No. 40 of the rules Land Revenue-Rules, 1921, made by the Governor in Council, published in Notn. No. B-205 of 26th January 1921. noted in the margin, after the expiration of the period fixed by C in the grant thereof for the enjoyment of the said land revenue free or at a reduced assessment ;

(b) in any other case, after the expiration of the period in the grant of the land, or in any rule, order or instruction respecting the same or applicable thereto, for the enjoyment of the said land as aforesaid.

(Published with the sanction of the Governor General at p. 800, Bo. G. G. of 1891, Notn. No. 6676.)

FAMINE.

The following general instructions are approved by Government for the guidance of district officers in making advances of takavi during scarcity or famine :—

1. Experience gained during the scarcities and famines which have occurred during recent years has gone to show that the policy of making advances of takavi on a liberal scale, as a method of relief of distress in affected districts, is apt to lead to results which are not in the real interest of the borrowers themselves in some cases, and that in view of the financial responsibilities imposed on Government by the reformed constitution there is now need for some revision of the views hitherto held on the subject. It has generally been assumed that a liberal distribution of takavi at an early stage of the distress caused by scarcity or famine is one of the most effective and cheapest forms of relief available and that even if bad debts are incurred, the loss so entailed is likely to be far less serious than would have ensued if takavi had been restricted and gratuitous relief given on a larger scale or relief works opened which might not have been necessary if the people had been able to obtain takavi loans freely. Similarly, for the protection of cattle the policy followed hitherto has been to import large quantities of fodder into

affected areas and to advance takavi freely to cattle-owners to enable them to purchase it and thus keep their cattle alive through the period of scarcity or famine. It has also been assumed that by making liberal and prompt advances of takavi Government puts heart into the people, and by keeping money in circulation and giving opportunities for private works such as digging and improvement of wells, employment is provided for those who need it which would otherwise not be available.

2. Government are not even now prepared to assert that the assumptions on which the policy hitherto followed in respect of takavi as a form of relief is based are fallacious, or to deny that a liberal takavi policy can and should be adopted as a useful means of fighting scarcity and famine.

But in employing takavi as a means of famine relief a District Officer must carefully consider the general economic condition of the district in which he is serving. In districts where the cultivators generally are prosperous and have good credit, and which owing to their geographical situation are not liable to continual recurrences of bad seasons a liberal takavi policy is probably the soundest method of relieving distress. On the other hand, in districts where the people's credit is low, and which are liable to frequent failures of the monsoon, a more conservative policy in regard to takavi should be adopted, and the greatest care should be taken not to allow the cultivators to incur a burden of debt disproportionate to their assets, and beyond their capacity to repay within a reasonable period. Where it is feasible, loans on the joint-bond system for works such as dams across streams to hold up water either for irrigation or to raise the sub-soil water in adjoining wells, or for constructing a series of tals in sloping land on a hillside, or for any other purpose likely to be of real value to the community as a whole are preferable to any other form. Loans to individuals for digging new wells or deepening or cleaning out existing wells are of value both to the borrower and to the people to whom he can give employment, but there is always the risk that an adequate supply of water may not be tapped and unless the man's credit is sufficiently good to enable him to run the risk of failure, a loan for these purposes is of doubtful advantage to him. Loans for well-gear and fodder for the cattle required by holders of *bagayat* land who possess wells with good supply of water are always useful in time of scarcity and should be given freely. Loans for purpose of fodder alone to non-*bagayat* holders are of more doubtful value unless the borrower is a well-to-do man, whose cattle are worth preserving, or in tracts where it is essential to preserve breeds of cattle which are in danger of extinction or serious diminution unless fodder is made available by advances for loans for the purchase of it. Unless advances for purchase of fodder are made with care and discrimination it will often be found that the borrower has incurred a debt for the fodder purchased by him much beyond the value of the cattle which he had maintained on it through the famine, and that he would have been far better off if he had sold his cattle immediately scarcity was inevitable for what they would fetch, and purchased the bullocks absolutely necessary for

cultivating his land after the break of the monsoon. If advances of takavi are made on a too liberal scale for purchase of fodder the total takavi outstandings in the district and in the whole Presidency are unduly inflated. It is advisable as far as possible to encourage cash purchases of Government grass and restrict advances of takavi for fodder to *bagayat* holders only, or to really well-to-do people who have good cattle worth preserving. Advances for purchase of bullocks in the next cultivating season after a period of scarcity are both necessary and advisable. Small loans for purchase of seed are of more doubtful value. Experience shows that in the most famine stricken tracts the land is always sown after the severest famine even if takavi advances for seed are not given freely. Such advances then taken ostensibly for purchase of seed are generally utilized for maintenance only. Loans admittedly for maintenance (*khavti*) should be advanced very sparingly in all districts and should be confined as far as possible to holders of *bagayat* lands, who find it difficult to maintain themselves during the period between sowing and harvesting their crops. Other cases in which takavi for maintenance is advisable are very few indeed.

3. When takavi loans are given on the joint-bond system or to individuals for large works such as building dams across streams, putting up tals along a sloping hillside, or works of similar nature which require careful selection of sites, preparation of plans and expert supervision while they are being carried out, the officer granting the loans must insist that the borrowers agree to have the site and plans approved by the Executive Engineer and the works supervised by the local Public Works Department officers before any money is actually advanced to them. In such cases where the work is of real value to the borrowers or to the community and is likely to afford needed employment in the locality, the fees usually charged by the Public Works Department for supervision, etc., shall be waived.

4. In order to expedite the distribution of takavi during scarcity or famine, it is usually the practice to confer enhanced powers under the Takavi Act on Mamlatdars and Relief Head Karkuns. While it is essential that loans of takavi, which are really needed by the people and are likely to be of advantage to the borrowers or to the people employed by them, should be advanced with as little delay as possible, care should at the same time be taken to select only those officers among the Mamlatdars and the Head Karkuns for the conferment of enhanced powers who can be trusted to exercise them with discretion. In no case should any officer below the rank of a Sub-divisional Officer be allowed to advance takavi for maintenance and enhanced powers for advancing loans under the Land Improvement Act should not as a rule be given as freely as enhanced powers under the Agriculturists' Loans Act. The work of all officers to whom enhanced powers of advancing loans have been given should be carefully watched by the Collector and the Sub-divisional Officer, and any tendency on the part of these officers to grant loans extravagantly or without due discretion should immediately be checked by them.

5. In selecting works for L. I. loans at these times preference should be given to loans which will be spent productively and it must be stipulated that wages shall be paid at the ordinary G famine rate. Loans should not be given for work which the applicant is able to execute from his own funds but may be given for those amounts which he cannot himself meet.

6. In the matter of security (Rule 7) tenant-rights in *unsurveyed* inam villages may be accepted, particularly if the personal status of the applicant is fair. Indeed with joint bonds the requirements of Inamdars' tenants can be met as freely as of those in G villages. And loans may be given to landless cultivators on joint bonds (R. 11900—11).

7. In tracts where the supply of water is precarious C may grant up to Rs. 200 and Cms. up to Rs. 500 for irrigation works. It must be emphasized that in order to prevent reckless waste and to secure that the grantees shall take a keen interest in executing works to the best of their ability, these grants may only be given where the recipient provides at least half the fund from his own resources or from ordinary interest-bearing Tagavi : and all such works must be approved by the Executive Engineer (R. 2281—09) : and P should have inspected the works.

8. In modification of the rule as to the incidence of the risk of failure, G have recognised that free grants of the whole of the cost of unsuccessful borings for water may be made (R. 8492—08). When the boring is successful, the applicant pays the full cost from his own funds or from ordinary Tagavi. The principle is the same as in Rule 7 above, except that part of the funds is provided by the lucky man and the free grants are made only to the unlucky. All have an equal interest in obtaining as much success as possible.

9. The heads Nos. IX, XIV and XV (3) (c) and (d) and (4) in the prescribed form of application for the grant of L. I. Loans printed at pages 16 to 18 *ante* may be omitted during famine times (F. 4712—18).

PART II.

TAGAVI ACCOUNTS.

ESTIMATES AND ALLOTMENTS.

Tagavi is now financed solely by the Provincial Government and is entirely a Provincial subject (F. 1881—15-7-24). The method of treating the financial results of the tagavi operations is given fully in note 33 to Rule 12.

2. * The annual Provincial budget grant is a grant of the difference between expenditure and recoveries: but the amount allotted for expenditure in each district is not to be exceeded whether the recoveries prove good or bad. In fact if they prove bad it would be well to reduce the expenditure. Each C will submit in October to A. G. through Cmr. his estimates of the recoveries and fresh advances for the next financial year (F. 2306—89). Both Acts are dealt with in one estimate, as the system of accounts no longer separates the two Acts. If it is desired to know how much has been advanced under each Act, it can be learnt from Tg. F. I. by obtaining the year's totals. When the budget has been sanctioned G will inform the Cmr. early in April what actual amount is at their disposal and Cmr. will inform C (F. 1085—02). During the first few weeks of April C and his subordinates may not assume that they are sure to get an allotment. No disbursements may be made till the grant is communicated (F. 480—9-8-23).

3. When the allotment is known C will distribute it among the T and Pethas (treating each Petha Mahal as a T) and keep a substantial reserve. This reserve will be used to replenish the grant of any T in which the demand is strong: while if in any other T little expenditure is being made C can withdraw something and replace it in his reserve. This reserve ought to be fully allotted before the end of December. If it is not, it will probably be safe to inform Cmr. that some of the district grant can be surrendered. Cmr. has authority to redistribute the grants, and he will probably also keep a reserve (R. 9116—90). The surrender of a grant by one district is only useful if it enables another district to spend more. Therefore it is no use making the surrender too late (F. 4197—90,2770—92). All through the year C should bear this in mind and watch the T expenditures and his reserve. (See para. 9 of Remarks on Tg. F. I.) In November-December he should require P and M to review the demand and estimate how much more or less they require to carry them to the end of February. If an additional grant is wanted it should be applied for: but if the demand is not very keen a surrender should be made, and made promptly. There may be other districts badly in need of an extra allotment and therefore if there is any uncertainty whatever as to whether a grant will be used it should be at once surrendered. It will obviously be possible even when the diminished grant is exhausted to hold over the payment of the remaining sanctioned applications till April. A final report should be made on 28th February

TAG. FORM I.

Taluka BULSAR.

For 1913-1914—

Grant .. 1,800 C.'s S.R., 8-4-13.
 Added .. 50 C.'s order S. R.,
 dated 23-4-13.

 1,850

Village.	Account No. in Tg. F. III.	Payee.	L. I. Act.	
			Purpose.	Amount.
1	2	3	4	
<i>7th April 1913.</i>				
Nahigaon ..	15	Dagadu Dhonda	Rs.
Pimpri ..	46	Atmaram Balaji ..	Clearing weeds ..	90
Nahigaon ..	16	Shiva Balu ..	Well ..	80
Magod ..	6	Balkrishna Gopiram ..	Refund of amount ..	Over-
<i>12th April 1913.</i>				
Nahigaon ..	17	Ganpat Parashuram ..	Well ..	220

Village.	A. I. Act.		Day's total carried to day book.	Initials of disbursing officer.	Signature of Patil or K. or other identifying person.	Signature of payee.
	Purpose.	Amount.				
1	5	6	7	8	9	
<i>7th April 1913.</i>						
Nahigaon ..	Bullocks ..	Rs. 100	L.M.	Mahipat Walkar C. I.	T. M. of Dagadu.
Pimpri	L.M.	Taken on bond	at village.
Nahigaon	L.M.	Ramchandra Raghunath Kulkarni.	T. M. of Shiva Balu.
Magod ..	Collected by cal error.	arithmetic	1	L.M.	Personally known.	Balkrishna Gopiram.
<i>12th April 1913.</i>						
Nahigaon	220	V. G.	Taken in Sched	ule to common bond.

Remarks on Tag. Form I.

1. This form runs from 1st April to 31st March.

2. The budget grant should be noted at the head, and all additions and withdrawals after the first intimation as also any order to reserve any part of the T grant for some special loan or for disbursement by P, must be noted here.

3. As soon as a loan has been granted and it is to be disbursed it is debited in this form. Col. (2) will be filled as soon as the account has been numbered in Tg. F. III. The Acts are distinguished (F. 2546—12) as this is the only account showing what proportion of the loans are under each Act.

“ No signature of the recipient in any other ‘ Receipt Book ’ or Voucher is needed. No ‘ vouchers ’ are sent to the Accountant General only a certificate by C that payments are made to the proper persons and their receipts taken in Tg. F. I. [A. G.’s T. M. 48—2372 of 8th October 1917.] ”

4. There are three methods for the disbursement of loans : (1) they are paid direct at the T. Kacheri and debited directly in this form (including loans paid by transfer, see Rule 10) ; (2) they may if the recipient so desires be paid by money order deducting commission from the amount paid (F. 3955—11, 998—12). It is an obstacle to the popularity and a detraction from the value of loans when the recipient is required to walk 30 or 40 miles and lose several days’ work to get payment of a small loan for seed or the like ; (3) an advance, subject to the limit prescribed by C, can be drawn by the disbursing officer and taken to villages (R. 2598—01, 4991—01, F. 1286—05). It can there be disbursed according to the bonds taken, and immediately upon return to headquarters each item disbursed will be entered in this form from the bonds. The disbursing officer will keep the file of bonds carefully and a memorandum showing disbursements. If a joint or common bonds cannot be fully paid he must draw the deficiency and pay before end of month. Any undisbursed balance of the advance will be immediately repaid into the treasury. In no case* may the advance remain unadjusted beyond the last day of the month. But if there is much pressure and many loans to be made, then the disbursing officer will return to headquarters only on the last day of the treasury month, adjust his advance and draw a fresh one the next morning and resume his tour. The advance when first drawn is debited, not to Tagavi, but to “ Miscellaneous advances for special payments ” : and when disbursed the payments made and posted in Tg. F. I. are paid by transfer (and undisbursed balance refunded in cash) by per contra credit to the same head of Advances, thereby clearing the “ objection book advances ”.

5. The date of making the payments is written across the form at the commencement of each day on which loans are made. Of course the Rgr. would not be opened on days when there are no loans paid. When an advance is adjusted the actual date of disbursement in the village can be noted against column I when it precedes the date of debit in this form.

6. No payments shall be made between the 26th and 30th of September inclusive.

7. The debits should be totalled at the close of the day and transferred to the Day Book in one sum. The amount debited against the Tagavi grant is the total debited in Tg. F. I, including refunds and principal, not the whole amount of the advance when some instalments are still undisbursed.

8. Advances for fodder, agricultural implements, etc. (R. 7018—07, 667—09), are sometimes made in kind. In such cases the enquiries will be exactly the same as for cash loans and the payment order will be made in the same way. But at the Treasury instead of paying cash the amount will be disbursed by transfer credit to Fodder Advances or other head under which the fodder has been paid for. Fodder, etc., when disbursed at the villages in this way will be debited on return to headquarters but no advance would of course be required. That advance would probably already have been made in payment for the fodder. If supplied by the Forest Department then the credits will be adjusted under instructions from the A. G. When loans are disbursed at villages or in kind, the signature of payee cannot be taken in column (9) ; but it should be taken by endorsement below the bond (whether single, joint or common) and in column (9) the entry will be “ see below bond ”.

*In the case of the Dangs where there is no treasury within 60 miles, the A. P. A. who disburses Tagavi like a P, is permitted a longer time before he adjusts the account. He keeps the balance in the Political Treasury at Ahwa most of the season.

"When large issues of (s.g.) grass are made on joint bonds there would be no objection to posting in Tg. F. I, instead of each person's name and amount, the total of 'Joint Bond No. ' ; each village of course having at least one separate bond."

9. H.D.C. watches the District grant. The total expenditure of the month including refunds should be communicated every month by duplicate of Tg. F. VIII to P. and C showing the total grant as permitted to date and the expenditure and balance. These forms kept on a file till the end of March in the Prant and Huzur offices will dispense with any need of special reports for the purpose of the revised estimates referred to in paragraph 3 of the chapter on Estimates.

10. For remarks on the need of identification of payees and executants of bonds, see the note to Bond Form I.

11. When, for any conceivable reason, it is necessary to make any refund of an amount already credited to Tagavi as principal, then this refund must of course be debited in Tg. Form I. But if it is only a refund of interest, this will not be so. It will be debited to "Refunds". Refunds of principal will therefore count as debits against the grant and although the amounts are never likely to be more than microscopic still M must not forget this in sending his statements of expenditure against the grants.

12. C has power to make any necessary refund (F. 1742-02) and may delegate full power to P. [R. 5941 (15)-03].

TAG. FORM II.

Monthly Statement of Loans made to Nahigaon Village of Bulsar Taluka, April 1913.

Date of Disbursement.	Account No. in Tag. Form III.	Borrower.	Purpose.	Amount.	Personal sureties, or description of landed security.	Remarks.
1	2	3	4	5	6	6
				Rs.		
7-4-13	15	Dagadu Dhondu	Bullocks	100	Personal security of himself and Mukand Ranchod and Kaverji Ebadas jointly.	
	16	Shiva Baba	Well	80	Copy of bond sent.	Remainder Rs. 120 to be advanced in two more instalments when work has progressed.
12-6-13	17	Ganpati Parashuram.	Do.	220	S. N. 117 Kadim Jat Inam, with consent of Kadim Inamdar. Copy of bond sent.	K. G., Mamlatdar.

Remarks on Tag. Form II.

1. As soon as a loan is made it is desirable that K and the Patel should know it (though they may have attested the bond) and they must also note in the R. R. any hypothecation of land (R. 47-31) or incumbrance of land by statute [section 7 (1) s. Act XIX of 1883]. For L. I. advances one copy of the bond (which copy need not be signed by the borrower) is given to the village officers which should be filed along with this form and, when it is sent, (5) should not be filled up since the information is in the bond.

2. This form should be sent at the end of the month to each village in which advances have been made. K will file the forms in a continuous file year after year. Upon these intimations he will make all the requisite entries in V. F. VII (index of lands), column 8, for hypothecated lands. When G have sanctioned the mortgage of Watan land, class V or VI, the mutation will go in the third sheet (see paragraph 34, R. R. Manual).
3. The file will also guide any visiting officer who wishes to know the number and amount of loans given, and whether any works want inspecting. He cannot inspect without getting the "case" from M.
4. Village officers may not inspect works: but still should report any instance of misappropriation of which they are aware (F. 4206--06).

TAG. FORM III

TAG. FORM

Village—NAHIGAON; Name—BHIVA TUKARAM

General

Date 1	Transaction 2	Initials of M. or A. K. 3	Debits 4	
			P.	I.
26-3-08 ..	Advanced	300	..
30-9-08 ..	(t)
31-12-08 ..	Cash
16-3-09 ..				
30-6-09 ..	Interest (for 3 quarters only)	11·12
30-9-09 ..				
31-12-09 ..				
31-3-10 ..				
30-6-10 ..	Interest	15·10
30-9-10 ..				
31-12-10 ..				
31-3-11 ..				
7-4-11 ..	Cash
30-9-11 ..				
31-12-11 ..				
31-3-12 ..				
1-6-12 ..	Cash
30-9-12 ..				

III

BHORDE ; Serial No. for Village 1

Account

Credits		Quarterly balance, 26th June, September, December and 31st March		Quarterly Interest	Details of balance half yearly— (a) suspended, (b) unauthorised, (c) not yet due.		
5		6		7	8		
P.	I.	P.	I.			P.	I.
..	..	300	..	Interest to	run from	1-1-09	
..	..	300	..	(u)	(c)		
..	..	300	(c)		
50	..	300	(c)		
..	..	250			
..	..	250	11·12	11·12	(c)		
		250	11·12	..	(a)	39	11·12
		(c)	211	
..	..	250	11·12	..	(a)	39	11·12
		250	27·6	..	(c)	211	15·10
		250	27·6	..	(c)	(v)	
23	27·6	227	Nil.	..			
..	..	227	14·15	14·15	(c)		
		227	14·15				
		227	14·15				
..	13·4	227	1·11	..	(b)	11·0	1·11
..	..	227	15·14	14·3	(c)	216·0	14·3

(f) We write 30th September but actually this amount done before the date on which September accounts are closed.

(u) Postponements of interest are now obsolete.

(v) Last year's suspended instalment now ignored.

TAG. FORM

General

Date 1	Transaction 2	Initials of M. or A. K. 3	Debits 4	
			P.	L.
31-12-12 ..				
31-3-13 ..				
4-4-13 ..	Cash
30-9-13 ..	Interest	13·14
31-12-13 ..				
20-1-14 ..	Cash
30-6-14 ..				
30-9-14 ..	Interest	12·15
31-12-14 ..				
7-1-15 ..	Cash
20-2-15 ..	Cash
30-6-15 ..				
30-9-15 ..	Interest	11·7
31-12-15 ..				
5-2-16 ..	Cash
30-9-16 ..	Interest	10·5
31-12-16 ..				
12-1-17 ..	Cash
30-6-17 ..				
30-9-17 ..	Interest	9·2

III—contd.

Account—contd.

Credits		Quarterly balance, 26th June, September, December and 31st March		Quarterly Interest	Details of balance half yearly— (a) suspended, (b) unauthorised, (c) not yet due		
5		6		7	8		
P.	I.	P.	I.			P.	I.
		227 227	15·14 15·14	..	(b)	(w) 11·0	1·11
11·0 ..	15·14 ..	216 216	Nil. 13·14	.. 13·14	(c) (c)	216	14·3
12	13·14	216 204	13·14	(c)		
..	..	204 12·15	12·15,	(c)		
13 15	12·15 ..	204 176	12·15 Nil.	..	(c)		
..	..	176 176	11·7	11·7	(c)		
(x)14·7	11·7	176 161·9	11·7	(c)	0·7 Over-payment in excess of demand.	
..	..	161·9 161·9	10·5	(y) 10·5	(c)		
20·9	10·5	161·9 141	10·5 Nil.	..	(c)		
..	..	141 ..	9·2	9·2	(c)		

(w) It would have been permissible to demand as much more up to Rs. 37-14-0 as P. thought of it.

(x) Over-collection credited.

(y) Interest is not reckoned on 9 annas.

TAG. FORM

General

Date 1	Transaction 2	Initials of M. or A. K. 3	Debits 4	
			P.	I.
31-12-17 ..				
3-5-18 ..	One-fourth fine, see case (5)	7·8
10-5-18 ..	Cash
30-9-18 ..	Interest	8·3
31-12-18 ..				
13-1-19 ..	Cash
30-6-19 ..				
30-9-19 ..	Interest	6·8
31-12-19 ..				
12-1-20 ..	Cash
30-6-20 ..				
30-9-20 ..	Interest	5·0
31-12-20 ..				
14-1-21 ..	Cash
30-6-21 ..				
30-9-21 ..	Interest	3·8
31-12-21 ..				
13-1-22 ..	Cash
30-6-22 ..				
30-9-22 ..	Interest	1·13
31-12-22 ..	Extra interest to end of December.	1·13 +6
9-1-23 ..	Cash

III—contd.

Account—concl.

Credits		Quarterly balance, 26th June, September, December and 31st March		Quarterly Interest	Details of balance half yearly— (a) suspended, (b) unauthorised, (c) not yet due		
5		6		7	8		
P.	I.	P.	I.			P.	I.
		141	9·2	..	(b)	21	9·2
		141	9·2	..	(c)	120	
21	16·10	120			
..	..	120	8·3	8·3	(c)		
22	8·3	120	8·3	..	(c)		
..	..	98			
..	..	98	6·8	6·8	(c)		
24	6·8	98	6·8	..	(c)		
..	..	74			
..	..	74	5·0	5·0	(c)		
25	5·0	74	5·0	..	(c)		
..	..	49			
..	3·8	3·8	(c)		
27	3·8	49	3·8	..	(c)		
..	..	22			
..	1·13	1·13	(c)		
..	..	22	2·3				
22	2·3	Nil.	Nil.				

(a) Notice fee was credited to L. R. and the fine as extra interest.

(a) Extra interest calculated to close of loan.

TAG. FORM III—*contd.**Annual Account.*

Year	Normal capacity	Fractions added	Additions or deductions		Net demand for year
			Reason.	Amount.	
9	10	11	12	13	14
	Rs.	Rs. a.		Rs. a.	Rs. a.
1908-09	50	50 0
1909-10	50	0 12	Suspended	50 12	Nil.
1910-11	50	0 6	50 6
1911-12	25 By P.'s order, dated 3-7-11 in case.	0 15	25 15
1912-13	25	0 14	Add for default last year, to clear off unauthorised balance.	1 0	26 14
1913-14	25	0 14	25 14
1914-15	25	0 15	Addition for good crop.	15 0	40 15
1915-16	25	0 7	25 7
1916-17	Raised to 30 by P.'s order dated 3-10-16.	0 14	30 14
1917-18	30	0 2	½th fine added	7 8	37 10 Tg. F. X. corrected and K instructed.
1918-19	30	0 3	30 3
1919-20	30	0 8	30 8
1920-21	30	Nil.	30 0
1921-22	30	0 8	30 8
1922-23	30	0 3	Less to close account.	6 0	24 0

TAG. FORM III—*contd.*

Village—NAHIGAON; Name—SAI KOM SAKHARAM; Serial No. for village:— .. 22.

General Account.

Date.	Transaction.	Initials of M. or A. K.	Debits.		Credits.		Quarterly balance, 26th June, September, December and 31st March.		Quarterly interest.	Details of balance half-yearly— (a) suspended, (b) unauthorised, (c) not yet due.	
			P.	I.	P.	I.	P.	I.		Rate 6½	P.
1	2	3	4	5	6	7	8	9	10	11	
30-10-12 ..	Previous dealings omitted.	..	P. ..	I. 1-14	P. ..	I. ..	P. 30	I. 19-15	(b) 30 19-15
31-12-12	P. 30	I. 19 15	(b) 30 19 15
11-4-13 ..	Cash by sale of one cow less expenses.	8 7
28-5-13 ..	Written off by C's order, dated 28th May 1913 in case.	30	11 8	(z)	..

(y) Out of the interest written off (Rs. 11-8-0). Rs. 3-12-0 were excess debited by mistake; as the loan was free of interest for the first 2 years, C was requested to amend the amount of interest written off to Rs. 7-12-0; sanctioned in his order on the case; and Rs. 7-12-0 was shown as irrecoverable and Rs. 3-12-0 as a demand cancelled in the September half-yearly return.

(z) It was no use adding interest for the December and March quarters as it had not been included in any half-yearly return, and so need not be written off. "In the annual financial accounts the interest earned on the gross outstanding will, of course, be less on account of this write off of remission."

Annual Account.

Year.	Normal capacity.	Fractions added.	Additions or deductions.		Net demand for year.
			Reason.	Amount.	
9	10	11	12	13	14
1902-03 ..	5	Rs. a. ..	Rs. a. No recoveries have been made.
1912-13 ..	5	..	Through continued default the full loan is due.	44 15	49 15

TAG. FORM III—*contd.*

Village—NAHIGAON; Name—ANANT SAKHARAM DHARNE; Serial
No. for village:— .. 34.

General Account.

Date.	Transaction.	Initials of M. or A.K.	Debits.	
			P.	I.
1	2	3	4	
31-5-09 ..	Advance	150	..
30-9-09
1-10-09 ..	Interest	4-11
12-2-10 ..	Cash
30-9-10	7 11
1-10-10 ..	Interest	7 11
10-2-11 ..	Cash
30-9-11	5 10
1-10-11 ..	Interest	5 10
13-3-12 ..	Cash
30-9-12	3 7
1-10-12 ..	Interest	3 7
11-4-13 ..	Cash
24-4-13 ..	Interest	1 7
	Cash

TAG. FORM III—*contd.*

Village—NAHIGAON ; Name—ANANT SAKHARAM DHARNE ; Serial
No. for village :— ..34—*continued.* *

General Account—continued.

Date	Credits		Quarterly balance, 26th June, September, December and 31st March		Quarterly interest Rate 6½	Details of balance half-yearly— (a) suspended, (b) unauthorised, (c) not yet due.		
	P.	I.	P.	I.		P.	I.	
1	5		6		7	8		
31-5-09	150			
30-9-09	150	..	4 11	(c)
1-10-09	150	4 11	..			
12-2-10	36 0	114	Nil.	..	(c)
30-9-10	114 114 7 11	(c)
1-10-10	114	7 11	..			
10-2-11	33 0	81	(c)
30-9-11	81 81 5 10	(c)
1-10-11	81	5 10	..			
13-3-12	35 0	46	Nil.	..	(c)
30-9-12	46 46 3 7	(c)
1-10-12	46 46	3 7 3 7	.. 1 7	(b) (c)	27 19	3 7 ..
11-4-13	16 9	29 7	*
24-4-13	29 7	.. Nil.

*Rs. 31 was sent with the chalan ; but since after calculating interest for the December and March quarters only Rs. 30-14-0 was due the balance of 2 annas was returned with the chalan to K to refund, and report after note in Tg. F. IV and V.

TAG. FORM III—*contd.**Annual Account.*

Year.	Normal capacity	Fractions added	Additions or deductions		Net demand for year
			Reason	Amount	
9	10	11	12	13	14
1909-10 ..	40	0 11	40 11
1910-11 ..	40	0 11	40 11
1911-12 ..	40	0 10	40 10
1912-13 ..	40	0 7	Loan being almost paid, reduce	10 0	30 7
			Since default was made the whole balance with interest to end of March was ordered to be recovered, P.'s order on case.	20 7	50 14
					Tg. F. X. corrected and K. instructed to correct Tg. F. IV.

Village—NAHIGAON ; Name—TUKARAM GOVIND SHINDE ; Serial No. for village :— ..50.

General Account.

Date	Transaction	Initials of M. or A. K.	Debits	
			P.	L.
1	2	3	4	
1-2-12 ..	Advance	180	..
30-9-12	8 7
1-10-12 ..	Interest	8 7
13-4-13 ..	Cash by sale of land less expenses.
9-9-13 ..	Written off

TAG. FORM III—*contd.*

Village—NAHIGAON; Name—TUKARAM GOVIND SHINDE, Serial
No. for village :— . 50—*continued.*

General Account—continued.

Date 1	Credits 5		Quarterly balance 26th June, September, December and 31st March 6		Quarterly interest 7 Rate 6½	Details of balance half-yearly— (a) suspended, (b) unauthorised, (c) not yet due. 8	
	P.	I.	P.	I.		P.	I.
1-2-12	180	(c)
30-9-12	180 180	8 7	8 7	(c)
1-10-12	180 180	8 7 8 7	..	(b) 22 (c) 158	8 7 ..
13-4-13 ..	90 4	8 7	83 12	Nil.	Expenses are credited to L. R.
9-9-13 ..	83 12	..	Nil.	Nil.

No use adding interest for the December to June quarters; the case has been taken to the Special Irrecoverable file.

Since the loss has been fraudulently caused an arrest warrant under L. R. C. has been issued by C. but Tukaram is absconding.

[Reserve of the Account No. 50.]

Annual Account.

Year 9	Normal capacity 10	Fractions added 11	Additions or deductions		Net demand for year 14
			Reason 12	Amount 13	
1912-13 ..	30	0 7	Summary recovery ordered for misappropriation P.'s order	Rs. 158	30 7 188 7 Tg. F. X. corrected and K advised to correct Tg. F. IV.

Remarks on Tag. Form III.

This Ledger-form consists of a sheet for each borrower. They will be kept together for each village and securely laced. All the villages should be arranged in the exact sequence in which they appear in the T accounts as prescribed in the Revenue Accounts Manual, pages 210-11. The usual date of the instalments of L. R. in each survey group is well known in the T office and does not need repetition on each account. Each new Ledger should be given a fresh serial number, that is, if there are five accounts already opened in the village, the next borrower will be No. 6.

2. The form will be kept until the borrower's debt is entirely extinguished, or written off (but see para. 18 below). If the debt continues for so many years that the form becomes quite full, then a fresh sheet should be added under the same number. It will be seen that the form constitutes a complete record of the whole of the dealings with one borrower. If, when one debt has been running one or more years, a further loan is granted, that loan also will be shown in the same account as fresh debit.

3. When there are more than 6 accounts in a village, so that time might be lost in finding a particular person's account, a sheet of paper may be prefixed to the ledger forms for that village and the names of all the borrowers written in alphabetical order with the number of their account.

4. The form provides for striking the balance *quarterly* for making the calculation of interest easy. But when the balance remains unaltered for two or three quarters it will not be necessary to repeat it, as shown in the specimen entries. But at the end of each half-year (26th September and 31st March) it is essential to split the balance up into its elements, as shown in (6). The normal condition will be that each borrower owes only the instalments not yet due: when all the balance is of one kind (c) the elements need not be written (see specimen).

5. It will be seen that there are two accounts kept in this form: (1) The general account of the whole loan from beginning to end showing the balance from time to time; (2) The annual account of the dues and recoveries, suspensions, etc. *each year*. We will, first discuss the *General Account*.

6. Plainly each fresh loan is a new debit. Also each fresh debit of interest whether calculated at end of September or at any other time though actually posted up so as to be included in the account at the end of September usually closed on 26th September in most talukas. Not only is every repayment a credit, but also a remission or a write-off* is a credit, and sometimes necessary to close the account. Suspensions in no way affect the first part of the form. They merely help us to distinguish between the elements of the outstanding balance, to know whether it is authorised or unauthorised. The total balance outstanding at any time is the whole balance of the principal of the loan together with *accrued* but unrecovered interest. This may be due to be paid in a number of instalments in future years, but also there may be some portion of the dues in the current year not paid. Some of these may have been suspended while the remainder may be unauthorised. To determine this distribution we keep notes of suspensions in the annual account. Then we deduct these suspensions (a) together with the collections made in the year from the net demand shown in the annual account. If there is anything uncollected and unsuspended it is unauthorised (b). If the collections exceed the demand, they will however not be refunded or treated as over-collections unless there is no remaining balance in column 6. Then if we deduct from the gross balance the suspended and unsuspended arrears the remainder is that which is not yet due for collection (c).

7. Orders granting remissions or suspensions or writing off irrecoverable items may be particular to a single case, or they may be general covering 2 or more cases. When particular, they will of course be filed in (and will probably be endorsed upon) the particular "case". But when the orders are general, then they should be kept in a special file for each year and lettered A, B, C, etc. Then each such order can be quoted in the account (Tg. F. III) of each affected case, as is done in the Revenue Accounts (V. F. VIII-B).

8. *The annual Account*.—When a loan is first given the normal annual "capacity" for repayment is determined and noted from the inquiry form. But subsequently perhaps, after the land has been improved, a further loan is granted and then it may be presumed (unless the loan is unwarranted) that the "capacity" rises. Or it may be that it is found that the first-fixed capacity is too high and must be reduced. Year by year this will be shown in (10). Next we have possible additions or reductions in the demand for a particular year and we give the reason and the amount in (12) and (13).

*See Rule 20 and notes.

When there is a bad crop, a general suspension of loans will result in a reduction. If the loan is misapplied and summarily recovered, the whole balance becomes due, principal and interest, and then there will be an addition to the demand.

9. When interest has been added to the balance at end of September, there may be some annas over and above the whole rupees. These should always be added as fractions in (11) so that if all the dues are recovered the balance at the end of the year will be in whole rupees. Particularly small balances of Rs. 5 or less should not be carried forward to another year. It greatly increases labour to retain an unnecessarily large number of small open accounts. If there were a balance of Rs. 31, we might (if the borrower were believed to be rather hard-pressed to meet the annual demand) reduce our demand for this year to Rs. 16 as there will have to be a recovery next year in any case. When a loan is merely extinguished we might find that against a capacity of Rs. 20 there is a total balance of Rs. 21-6-0. Then we shall probably recover an extra Rs. 1-6-0 in order to clear up the whole account. Moreover, when at end of September, we calculate the interest for the past year and we find that it will be possible to recover the whole of the outstandings at the next instalment we should then add to the demand the prospective interest up to the date of the instalment as shown in the example given so that the debtor may in one payment clear of his whole liability.

10. If there is a very good crop or a fairly good one following upon several other good crops or if the prices of some produce are very high and the debtors have such produce (e.g., cotton) for sale, C may direct that some addition to the year's instalments should be collected. This addition will be shown in (12) and (13).

11. Difficulty is occasioned by unauthorised arrears. If M and K have been unable to collect the dues either wholly or partly we are entitled, of course, to add to the normal demand for the next year the amount so overdue and unsuspending; but this cannot in all cases be done. It might result in a demand in a bad year of Rs. 40 or more from a person whose "capacity" is hardly Rs. 20. Of course, if he has once broken his obligation he might not deserve leniency, but generally this is a matter for the discretion of the local officers. It may be wiser to require him to pay his normal instalment or perhaps a little more and not the full amount of two instalments. This must be determined in each case. Suspensions are not taken into account ordinarily in fixing the next year's demand. They only serve to determine whether the arrears are authorised or not.

12. The fixation of demand every year by M subject to the supervision of P or C is a most important operation. All those accounts in which there are unauthorised arrears should be *flagged* with a different flag from that used to indicate the need of inspection (notes to Rule 13, pages 41-42), so that precise orders may be given on the account in each case. The best way of giving these orders is by personally making the entry in (12) and (13) and initialling it.

13. Interest is to be added every year at the end of September. Even if the calculation is made on a later date it will be entered under date of end of September. During the latter half of September the establishment should be quite free from L. R. Accounts work and it is permissible to make a start with the calculations before October 1st, so as to have them ready in good time.

14. The rates of interest at which loans were granted have changed several times: see Rule 11. The first essential is that the rate of interest must be clearly entered at the head of the account: and whenever under Rule 11 it is changed, a bold line should be drawn and the new rate clearly written. Moreover it may happen that at the same time one borrower has two or more loans running which were granted at different rates of interest. Such loans cannot be amalgamated with one account (see paragraph 2 above) but must be kept distinct as account Nos. 119-A, 119-B and so on.

The interest is to be added every year: and the balance including that interest is then wanted for Tg. F. IX as made up on 1st of October (the amount outstanding at the end of each quarter is the amount on which interest is charged after knocking off all fractions of a rupee). When the balance of all four quarters is the same (no recoveries having been made in the year) the interest for the year is 4 times that for the quarter. When the balance has varied, the quickest method is:—

(i) add up all the four quarterly balance (if any of these through laziness, have not been written, great care must be taken not to omit them from total);

(ii) then get the interest for one quarter on this total from the appropriate interest tables (A to J Appendices at end) and this will be the interest for the year.

Sind Interest Rules are: (1) round off the period to the nearest number of the whole months; (2) round off the capital to the nearest number of whole rupees.

15. If in any circumstances it should happen that a credit or debit requires to be made in Tg. F. III between end of September and the date on which interest is actually debited then before making the other entry the interest should first be calculated and debited. This will be extremely rare. For remissions or writes-off of course the full authority must be quoted in (2).

16. *Over-collections.*—In the first place K ought never to collect any amount in excess of what is put down for collection. That is the first protection. Next, if by mistake or accident too much is collected, it should be noticed when the Chalan reaches the Taluka. Then either the surplus should be returned at once, or should be credited to Revenue Deposits for immediate refund; or, if the party so desires, it may be taken to his credit for future land revenue dues, as though it were an over collection of land revenue. This is the second protection but if neither of these barriers operate, and an over-collection is actually credited into the accounts and only subsequently discovered, then the following two cases may arise:—

(a) If the amount is below two annas, it will not be refunded, but the Interest Demand in the borrower's account will be increased by this amount by a fresh debit, and the excess amount will be credited to interest.

(b) If the amount is not less than two annas; if the excess credit has been given under interest and interest is due from the party, the credit should remain, and refund is unnecessary. An addition to the interest collections automatically increases the Interest Demand. If no interest is due, then transfer the credit to principal as a "voluntary payment in excess of demand". But if there is not any principal due from that borrower sufficient to cover the over-collection, then the excess amount must be refunded. Similarly, if after its transfer to principal the borrower represents that he desires to have a refund, perhaps because the payment has pressed hardly upon him, then the whole over-collection can be refunded. But ordinarily it is advantageous to the borrower to let it remain and reduce his outstandings and the interest charges.

(c) Refunds are made, if the party appears at the Treasury, in the usual way in cash; but any sum not less than three annas may also be refunded by money order; this may be done by M on his own authority up to Rs. 25, or with P's sanction for larger sum (R. 7001—12), (R. 1469—17—9—24).

17. The effect of these rules is that there never can be over-collection under interest, except petty amounts balanced by an increased Interest Demand. There cannot be over-collections under principal unless they are treated as "voluntary" over-payments, even when not strictly voluntary, but due to mistake. For this reason the old arrangements for exhibiting all such over-collections refunded and awaiting refund in the half-yearly account have disappeared.

(2) *A voluntary payment in excess* means a payment made by a borrower in excess of the demand set down for collection in that year, but still within his total outstandings. These are not over-collections, because they are covered by an actual demand on the books, though they may arise originally out of over-collections treated as excess payments by consent of the borrower. These over-payments are shown in the half-yearly return in order to work out the corrected amount of overdue demands.

18. Even after a loan case has been closed as written-off, the bond and account should be preserved for a considerable period, and if any sum proves recoverable directly or indirectly, the recovery should be credited to Tagavi, and the debit to irrecoverable loans written-off (Admn. Form III, item 4, p. 88) will be reversed. Such a recovery cannot of course be credited in the *plus* and *minus* memo. because that has been finally balanced by the remission or write-off. But the credit should be given direct to the Day Book with a full description, and also should be noted below the borrower's account. Since the debit account of the principal has been closed the credit should be given to Tagavi Interest, against which also the writes-off had been debited. A special file of the cases so closed by writes-off should be kept for about 30 years.

19. If the land has been entered as G waste, or bought in by G, then its sale-proceeds in after years will be credited to L. R. and not to Tagavi, though it is in a way a realisation of that value upon the security of which the loan was granted.

20. Special "Famine, Small Loan" Modification of Form III.

In times of famine or similar emergency, many small A. L. loans are granted for short periods; not exceeding three years. These loans are usually recovered in one or two instalments. If a borrower has no existing account in Tg. F. III and takes such

a small loan that it will be recovered in at most three years without elaborate calculation of "Capacity" then the labour of opening for each such borrower a new account in Tg. F. III is too great. Suppose in Nahigaon on a famine occurring in 1918, 3 persons take in June 1919 loans of 20 rupees each for seed to be repaid in 1919 (December) and 1920 (December):—

	Sum advanced	Date	Balance 30th September 1919	Credits + and debits — with dates
	Rs.			Rs. a. p.
1. Bhiva Tukaram Bhorde.	20	3rd June 1919	Comes to	Account No. 1.
2. Gopal Shinde,	20	Do.
3. Mahadu Mahar.	20	Do. ..	20	+0 12 0 Nil. -10 0 0 (20th December 1919).

	Balance 31st March 1920	Credits and debits with dates	Balance 30th September 1920	Credits and debits with dates	Balance 31st March 1921
	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.	Rs.
1. Bhiva Tukaram Bhorde.
2. Gopal Shinde.
3. Mahadu Mahar.	10 12 0	..	10 12 0	+0 12 0 Nil. -10 12 0	Nil.

Though only three names are given, and figures are filled in for one man only, it will be understood that a schedule of this sort should be used ordinarily when there are substantial number (from 10 upwards) of borrowers in one village in one season, all for short periods. Then in posting Tg. F. IV (V and VI) and IX, instead of giving account Nos. in Tg. F. III for the men retained on the Schedule (i.e., excluding No. 1 who has an existing account, which will be written up as usual), we shall write Schedule 1 (1), 1 (2), 1 (3), when names are given in detail (as in Tg. F. IV, V, and VI) and Schedule 1 (total) when only the total is required as in Tg. F. IX. This device is to be adopted *only* when the conditions prescribed are fulfilled: if used for long term loans of considerable amount or for general substitute for detailed accounts in Tg. F. III, great confusion will result and the Tagavi accounts will break down.

TAGAVI FORM IV.

VILLAGE NAHIGAON FOR 1912-13.

Date of Instalment—10th April 1913.

Serial No.	No. of Account.	Borrower.	Balance outstanding on 1st October.	For collection current demand.	Collected.		Remarks.
					Date.	Amount.	
1	2	3	4	5	6	7 ^c	8
1	1	Bhiva Tukaram Bhorde.	Rs. a. 242 14	Rs. a. 26 14	14/4	Rs. a. 26 14	
2	22	Sai kom Sakharan.	49 15	49 15	11/4	8 7	
					28/5	(a) 41 8	(a) Written off as per M.'s order Tg. Nahigaon 22, dated 28-5-13.
3	34	Anant Sakharan.	49 7	30 7	11/4	20 0	
				(b)+20 7	24/4	31 0	(b) Balance to be collected on account of default.
						(c)-0 2	(c) 2 annas over-collected by mistake returned by M.'s order.
				50 14		50 14	
4	50	Tukaram Govind Shinde.	188 7	30 7	13/4	104 11	(d) Full loan ordered to be recovered for misappropriation. M.'s Tg. Nahigaon 50 of 10-4-13.
				(d)+158 0			
				188 7	9/9	(e) 83 12	(e) Written off under M.'s order dated 9-9-13.
Dated				187 11		Cash 190 14	No unauthorised balance 26-9-13.
Mamlatdar				+158 0		Write-off 125 4	
(It will be rare for any village to have so many unusual things to note in one year).				295 11		316 2	
				+20 7			
				316 2			

Remarks on Tagavi Form IV.

1. When we have completed the determination of the year's demand in Form III the demands for each village are copied into this form as far as (5). It may either be copied by the T staff or by summoning *K to the T, ordinarily being completed by 31st October. This gives plenty of time before the 1st instalment. But if the prospects of the crop are doubtful and C has not given final orders about suspensions of L. R. and Tagavi, then postpone the issue of this Form until they are given. It is essential that the orders issue before the first L. R. instalment. (See paras. 3 and 8 of Remarks on V. F. VIII-B in Manual of Revenue Accounts.) "Talatis of khalsa villages and of Japti villages who collect Tagavi and Talukdari villages outside their jurisdiction, to be remunerated." (R. 203—20.)

2. M will sign each form in proof of its correctness. It is the duty of K to inform each borrower in good time what is the demand against him, and then to collect it. Collection should be made at the first instalment time and for the next ten days. It is not desirable that considerable remittances of Tagavi should reach the T on the same days as L. R. remittances. It will be very difficult for the staff to post the accounts punctually. M will issue orders to K on this point. (See para. 5 of remarks on T. F. IV in the Manual of Revenue Accounts.)

3. It is quite possible that some borrowers will pay their dues in two or more items on different dates. Therefore there should be room between each name for more than one credit.

4. The fewer the number of remittances which K has to send, the less work he will have. In villages with comparatively small outstandings he should try and collect all dues so as to send them on a single chalan. Even where the demands are heavy and numerous he should try to keep the total number of chalans as low as possible.

5. After this form has been sent to K, two things are possible :

(1) Owing to some order of summary recovery, or the grant of a new loan it may be decided to collect a larger amount from a particular borrower.

(2) Owing to remissions† or reduction of annual demand or belated suspensions the demand may be reduced. Advice of either of these events, after their entry in Tg. F. III, would be sent to K and he will then correct the form and quote the authority and remarks. If for any peculiar reason any recovery is made at the T this also would be intimated to K. In all these cases he will make the necessary correction in the abstract at the top of his next chalan.





6. If any amount is not paid on the due date and after reasonable notice, K will next proceed to take coercive process just as for L. R. usually omitting the Notice of demand and commencing with attachment of crop or moveables. The forms used will be exactly the same as in the Revenue Accounts (see Coercive Processes forms after V. F. X and T. F. VI in Revenue Accounts Manual). With the obvious change of title from L. R. to "Tagavi" all the instructions as to those forms will apply to Tagavi also.

7. K must not suppose that these loans do not require so great strictness as L. R. Even if not of prior importance [*vide* note (ii), page 44] they should certainly be collected with at least equal stringency. When the debtor is quite unable to pay the whole demand, at any rate enough to cover the interest should be collected if possible. When an instalment is contumaciously or wilfully withheld by a borrower who is able to pay, a condition which is likely to be extremely rare, P may impose a fine of one-fourth under L. R. C., section 187, as amended in 1913. Such an additional recovery will be wholly credited to interest: and also added to the interest demand: its credit to principal would not be a penalty. In the last resort, and when fraudulent default has been made, arrest and civil imprisonment may be employed.

* They come for Jamabandi about the same time.

† See Rule 20 and notes.

TAG. FORM V.

Re- ceipt No. and date.	Ac- count No.	Name of borrower and of actual payor.	Amount paid	Daily and chalan- war total.	Date 11-4-13. Village Nahi- gaon.	Tagavi Receipt No. Account No. 22.	
1 11-4	22	Sai kom Sakha- ram by the hand of Shekh Abdul Kadir calad Abdul Majid, auction-purchaser.	Rs. a. 8 7	Rs. a.	Received from Sai kom Sakharam. By hand of Shekh Abdul Kadir calad Abdul Madjid, auction-purchaser. Rupees eight.....annas seven.....only. (8-7-0). Kulkarni—Ramchandra Raghunath. Patil— Bhau Patil. No receipt for Tagavi is valid except in this form. Every borrower is entitled to see his account in Tagavi Form IV and (if dissatisfied) he can see his Ledger at the Taluka.	 1	
2 11-4	34	Anant Sakha- ram.	90 0	28 7	Date 11-4-13. Village Nahi- gaon.	Tagavi Receipt No. Account No. 34.	 2
3 13-4	50	Tukaram Govind Shinde by the hand of Gir- dharlal Ramlal Marwadi, mort- gagee.	104 11	133 2	Date 13-4-13. Village Nahi- gaon.	Tagavi Receipt No. Account No. 50.	 3
4 14-4 17-4	1	Bhira Tukaram Bhorda. Remitted by the hand of Yes- want Hanu- wanta Mahar. Rupees one hundred and sixty only. Chalan No. 1.	26 14	160 0	Date 17-4-13. Village Nahi- gaon.	Tagavi Receipt. No. Account No. 1.	 4

TAG. FORM V—contd.

Re- ceipt No. and date.	Ac- count No.	Name of borrower and of actual payer.	Amount paid.	Daily and chalan- war total.	Date 24-4. Village Nahi- gaon.	Tagavi Receipt No. Account No. 34.
5	34	Anant Sakharan Dharna. Remitted by the hand of Bhau Patil with Chalan No. 2. Rupees thirty- one only. Returned by M as over-collection.	Rs. a. 31 0 -0 2 30 14	Rs. a. 31 0 -0 2 30 14	Received from Anant Sakharan Dharna. By hand of self. Rupees thirty-one annas only. (31-0-0). Kulkarni—Ranchandra Raghunath. Patil— Bhau Patil. No receipt for Tagavi is valid except in this form. Every borrower is entitled to see his account in Tagavi Form IV and (if dissatisfied) he can see his Ledger at the Taluka.	5
		Year's Total Cash, 1912-13.		190 14		
6		Blank.			Date Village Received from By hand of Rupees annas only. () Kulkarni— Patil— No receipt for Tagavi is valid except in this form. Every borrower is entitled to see his account in Tagavi Form IV and (if dissatisfied) he can see his Ledger at the Taluka.	6

TAG. FORM VI—CHALAN.

Village Nahigaon	Chalan No. 1	Amount for collections Previous collections (including taluka collections) Collections herewith remitted Total collections up to date	Rs. a. 295 11 160 0 160 0			
Account No. (column 2 in Tag. Form IV).	Name of borrower.	Date of receipt.	Amount received.	To be filled up in Taluka.		Remarks
1	2	3	4	Details of amounts received.		
				Principal. 5a	Interest. 5b	
1	Bhiva Tukaram Bhorde	14-4	Rs. a. 26 14	Rs. a. 11 0	Rs. a. 15 14	
22	Saikom Sakharan	11-4	8 7	8 7	

TAG. FORM VI—CHALAN—contd.

Account No. (column 2 in Tag. Form IV).	Name of tonrower.	Date of receipt.	Amount received.	To be filled up in Taluka.		Remarks
				Details of amounts received.		
				Principal.	Interest.	
1	2	3	4	5a	5b	6
34	Anant Sakharam	11-4	Rs. a. 20 0	Rs. a. 16 9	Rs. a. 3 7	Posted in Tag. Form III, dated 18th April 1913.
50	Tukaram Govind Shinde.	13-4	104 11	96 4	8 7	
	Total (in words) Rupees one hundred and sixty, annas nil only.		160 0			
				123 13	36 3	

A. B. Tagavi
Karkun.

Currency notes.	Gold coin.	Rupees.	Small silver.	Nickel.	Copper.
10 of Rs. 10 3 of Rs. 5.	Nil.	42	2 8 0	0 8 0	—

Remitted by hand of Yeshwant Hanumanta Mahar.

Dated 17-4-13.

Received on 18-4-13 (Rs. 160-0-0) Rupees one hundred and sixty only, annas nil.

Patil, Ku'harni.

Shroff Karkun.

L.M., K.G.,
Head Karkun. Mamlatdar.

Remarks on Tag. Forms V and VI.

1. These are so closely similar to V. F. IX and X in the Revenue Accounts Manual as to require very little further explanation. All the remarks made against those forms apply with slight adaptation to these Tagavi Forms. Every receipt must be used. Remittances must be entered within the space of the last receipt foil. Bad, light-weight or deficient remittances will be dealt with exactly as in L. R. remittances. Collections at the Taluka will be intimated to K (to prevent double collection) and entered in order to square the village account. There will be no monthly totals but only the total for each chalan. The comparison of the last chalan and the final total of Form V with the Taluka Account at the close of the year will be the same as for the L. R. Accounts.

2. No remittances will be made between 26th and 30th September. Collections, if any, after 26th September will be credited as received on October 1st. But every K will endeavour to have his dues entirely collected long before September. Since the next year's Form will not be received till the end of October, Form IV will continue in use (if there are any amounts still uncollected between the end of September and the receipt of the new Form). Form V will continue in use till it is full, merely commencing a fresh page on each 1st of October.

3. No amount will be collected or credited which includes pies. All the demands are in complete rupees and annas only. Care should also be taken to collect the right amount; petty over-collections give a lot of trouble.

4. As soon as a chalan arrives at Taluka the first step is to open Form III and fill up the details of Form VI (5a) and (5b). All amounts of interest due when the chalan is received *must first be credited in full*. It is only that which remains after credit of the interest which may be taken to "principal". Having determined this distribution with Form III open before him, the Karkun will enter the receipt, as so distributed, in Form III taking care there are no over-collections. Having done this for each account of the village he will then total the chalan for all the accounts remitted and from the total of Form VI the Try. Clerk will then post Form VII. The clerk in charge of Form III will also check the entries in the abstract of the chalan with the last chalan (which is filed with Form III), so that it may be seen that there has been no omission to take

any remittance (or Taluka receipt) or other credit (such as a remission or write-off) into account either at the village or at the Taluka.

The details in (5a) and (5b) of principal and interest will not be entered in the duplicate chalan which goes back to the village.

5. On very busy days when remittances of Tagavi are coming from many villages it will be easy to give one group of accounts in Form III to one clerk and another to another, so that two or three clerks can be working simultaneously in preparing the chalans for posting in Form VII.

6. All chalans must be filed for each village separately and in sequence of dates. It will be convenient to keep this file of chalans with the file of accounts in Form III till the year's accounts have been verified, as they are often wanted simultaneously. After the audit, the chalan files can be put away separately for the prescribed period.

7. Recoveries made direct at the Taluka (which should be discouraged and disallowed as much as possible) will be credited with an ordinary chalan in the same Tag. Form VI. It will be filed in the proper sequence with the other chalans of the village after posting in Tag. Forms III and VII as usual.

TAG. FORM VII.
Taluka Bulsar for 1912-1913.

Date of Chalan.	Village.	Amount received.		Progressive daily and monthly total.		Remissions or writes-off sanctioned or demands cancelled.*			Remarks.
		P.	I.	P.	I.	Acct. No.	P.	I.	
1	2	3	4	5	6	7	8	9	10
21-3-12	Total of all villages.	787 1	134 8	..	19 8	6 11	
17-4-12	Nahigaon	123 13	36 3						
	Magod	12 0	7 2	135 13	43 5				
24-4-12	Nahigaon	29 7	1 7	20 7	1 7				2 annas excess returned to K.
	Total for April 1912.	165 4	44 12			11 8	
P's order, dated 28-5-12 on Tg. Nahigaon 22.	Nahigaon	22	30	7 12	Corrected to 7-12 and Hurur informed and monthly total corrected (18-6-12).
	Total for June 1912.	30	7 12	
O's order, dated 6-9-12.	Nahigaon	50	33 12	..	

*Give reference to the order in column 1 instead of "Date of Chalan". When there are more than one item in a day, post each account *separately* in (5) to facilitate check with Tg. Form III. In the other columns, only chalan totals are posted.

Remarks on Tag. Form VII.

1. This is a Try. Form, a very simple compilation from Tg. Form VI after the details have been filled into (5a) and (5b). After posting in Form VII, the receipted copy of the chalan will be handed back to the village servant and the other filed "village-war" in

the T office. The total principal and the total interest are separately carried each day to the Day Book. Principal is credited to the Advance or Debt-head, while interest is credited to the Revenue head XX—Interest. We cannot add principal and interest together in Treasury accounts, any more than we can add up sheep and goats.

2. When any amount of principal is remitted or written off* it must be credited to Tagavi in Form VII and debited to "57—Miscellaneous—Advances written off." But interest can be remitted, written off, or cancelled like any other revenue and it is not necessary to credit this to the Advance account and debit it to an expenditure head. Such remission, etc., only involves the non-collection of revenue and does not affect any debt-head, but is shown in Tg. F. LX.

*Vide Rule
20 and notes.

TAG. FORM VIII.

Monthly Account of Advance in the Sub-Treasury, Bulsar, for April 1913.

Item.	Principal.	Remarks.
1	2	3
	Rs a.	Rs.
I. Opening Balance ..	1,22,536 10	Grant for 1913-14 .. 1,800
		<i>Add or deduct</i>
II. Expenditure (Tg. F. I)—		amounts added or
(a) Advances ..	490 0	withdrawn .. 50
(b) Refunds ..	1 0	added from C's reserve by his Tg. S.R., 23-4-13.
		Grant as it now stands .. 1,850
Total Expenditure ..	491 0	
Grand Total ..	1,23,027 10	
III. Receipts as per Tg. F. VII—		Expenditure to date (Tg. Form I) .. 491
(a) Cash collections ..	952 5	Balance of grant available .. 1,359
(b) Remission, etc.	
Total Credits ..	952 5	
Closing Balance ..	1,22,075 5	
	Interest.	
Total Collection ..	179 6	

Submitted to H. D. C. with the last day's daily sheet for the month of April 1913.

Copy $\frac{to\ p}{to\ C}$ for information.

V. G.
Mamlatdar.

V. G.

Remarks on Tag. Form VIII.

1. Every month it is necessary that the total expenditure and recoveries as in the T books should be agreed with the Huzur so that the H.D.C. may send to A.G. a correct plus and minus Memo. The plus and minus Memo. is concerned only with principal. There cannot be expenditure under the head of interest.

2. This form will also be convenient for a summary of the state of the grant, as shown in the sample. When the form is ready it should be triplicated with carbon paper and one copy sent to P and another to C for their information. It will form a convenient opportunity for applying for extra grants, for explaining short collections, or any other observations M desires to make. The T record of the state of grant is at the head of Tg. F. I.

3. Having agreed these forms for each T with his own books H. D. C. will be quite sure that the gross outstanding balance of the district under principal is properly accounted for, and that interest collections are tallied with the T books. He will then prepare a schedule of the amounts written off [item III (b)] and this signed by C will constitute a certificate or voucher upon which A. G. will adjust the Advances account (F. 1227—07 and letter A. C. 1953—16th October 1909 from A. G. to Try. Officer, Poona).

Form IX: Caution: Do not fill in figures from each account (In Tg. F. III) in the columns ruled diagonally across. Much labour is wasted by inattention to the instructions printed across the columns below the headings and in paragraph 2 page 85.

TAG. FORM IX.

TRIAL BALANCE SHEET AND WASUL BAKI STATEMENT.

Principal.

March 31st, 1913, Taluka Bulsar.

Villages.	Account Number in Tg. F. III.	Balance on 1st October.	In the half year.		
			Debits (including refunds).	Cash credits (including over- collections).	Written off or remitted.
1	2	3	4	5	6
			Post	totals	from
		Last Form	Tg. F. I.	Tg. F. VIII, III (a)	Tg. F. VIII, III (b).
		Rs. a.	Rs. a.	Rs. a.	Rs. a.
I.—Rayatwari—					
Survey Group I—					
Village A
Village B
Village Nahigaon	1
Do.	22
Do.	34
Do.	50
Other villages
II.—Non-Rayatwari					
III.—Alienated and so on.					
Total	1,22,698 3	645 0	787 1	19 8

TAG. FORM IX—*contd.*

Villages.	Account Number in Tg. F. III.	Demands overdue.		Balance at end of March.	Voluntary over-payments out of future instalments included in (5).
		Suspended	Un-authorized		
1	2	7	8	9 _a	10
		Post details	from each	individual acct.	in Tg. F. III.
<i>Surveyed.</i>		8 (a)P.	8 (b)P.	(6) P.	(8) P.
I.—Rayatwari—		Rs. a.	Rs. a.	Rs. a.	Rs. a.
Survey Group I—					
Village A		16 2	..	7,523 10	10 8
Village B		4 0	..	199 4	..
Village Nahigaon .. 1		11 0	227 0
Do. .. 22		30 0	30 0
Do. .. 34		27 0	46 0
Do. .. 50		22 0	180 0
Other villages	1,14,330 12
II.—Non-Rayatwari
III.—Alienated and so on
Total		20 2	90 0	1,22,536 10	10 8

Demand=(5)+(6)+(7)+(8)-(10). Rs. 908-3.

Test equation —(3)+(4)—{(5)+(6)}=(9).

Interest.

Villages.	Account Number in Tg. F. III.	Balance on 1st October.	In the half year.		Written off or remitted.
			Debits (not including over-refunds).	Cash credits (including over-collections).	
1	2	3	4	5	6
		From last form post total for taluka only.	Post in detail from individual accounts.	Post	total from
I.—Rayatwari—		Rs. a.	Rs. a.	Tg. F. VIII.	Tg. F. VII
Survey Group I—				Rs. a.	(5) (1)
Village A	92 10
Village B	80 5
Nahigaon .. 1		14 3
Do. .. 22		1 14
Do. .. 34		3 7
Do. .. 50		8 7
II.—Non-Rayatwari and so on.	
Taluka Total		23 0	200 14	134 8	6 11

Interest—contd.

Villages.	Account Number in Tg. F. III.	Demands overdue.		Balance at end of March.
		Suspended.	Unauthorised.	
1	2	7	8	9
In detail from Tg. F. III.				
		8 (a) I	8 (b) I	(6) I
		Rs. a.	Rs. a.	Rs. a.
I.—Rayatwari—				
Survey Group I—				
Village A	15 0
Village B	20 0
Nahigaon	1	1 11	15 14
Do.	22	19 15	19 15
Do.	34	3 7	3 7
Do.	50	8 7	8 7
II.—Non-Rayatwari and so on.			
Taluka Total	33 8	82 11

Demand=(5) + (6) + (7) + (8). Rs. 174-11.

Test equation :—(3) + (4)=(5) + (6) + (9).

Remarks on Tagavi Form IX.

1. Tag. Form VIII is based upon the Treasury Accounts. There is still a possibility that the postings in the Departmental Accounts may, through inadvertence or arithmetical error, not agree therewith. Each credit and debit is posted when it occurs in Tag. Form III and the balance worked out, and therefore we next have to see every half-year (F. 2546—12) whether the total of these balances works out to the same total balance as the credits and debits in Tag. Forms I and VII. If they do, then we are sure that the individual accounts are correctly balanced and work out to the total of the District balance on the Huzur books. If they do not, the difference must be located and removed.

2. It is also desired to know how collections have progressed against demands. The difference between demand and collections (deducting remissions and write-off) gives the individual's (unauthorised or else suspended) arrears. Since we have reported the collections and remissions monthly in Tag. Form VIII we need not go through the labour of posting them again in this form from each individual account, because we shall post the "balance" from each individual account, and prove that. We must also report how much has been written off or remitted, how much is unauthorisedly in arrears and how much is suspended*. We can then add (not by individual accounts but in lump from Tag. Form VIII) the total collections and by adding these to the other three items we know what the gross demand was, including items paid in excess of the demand, voluntarily or by mistake. Payments in excess of demands should be posted in (10), so that by adding (5), (6), (7) and (8) and deducting (10) we may know with exactness the year's demand.

3. But in Tag. Form VIII we did not show the debits of interest, because that is not a cash transaction, nor is any balanced Treasury Accounts for interest maintained. The only important matter for the Treasury Accounts is the total collection of interest. Therefore in Tag. Form IX we make a separate section for the interest items, in which debits and collections are added. But for collections we need not (for the same reason as above)

*For Sind orders, see R. (letter) 1835-15, F. 1866-13.

give the details because we can get the total by adding together the totals in Tag. Form VIII. It is only the items of debit which we must post from the individual accounts. When these debits and credits have been agreed with the details of balances as posted in Tag. Form IX, we have again proved our ledgers.

4. The balances are struck in Tag. Form III every quarter, and in order to post Tag. Form IX we take each village in the proper T order of the Survey and Tenure groups. In each village we open each account and post the required particulars in this form. Then we total the form for the half-year and agree it with the closing balance of the monthly accounts in Tag. Form VIII, or (in the case of interest collections) with the aggregate collections for the six months.

5. Though G. have decided that they no longer require these returns more often than once a year from the Accountant General nevertheless for reasons given in paragraph 1 above it is essential that the taluka should compile it twice a year. The form is submitted before 10th April and October through P to C twice a year and C adds together the T. returns into a District return for submission to Commissioner due 15th May and November. It then becomes Appx. III to the L.R. Admn. Report (old Jamabandi Return 4)*. The March return coincides with the end of the financial year, when A. G.'s book balance of outstanding principal can be agreed therewith. "The March half-yearly statement must be reconciled by the Commissioners. If there is any difference the Collectors settle that difference District by District in correspondence with Accountant General and the Commissioners are advised of the result (Accountant General's B/Loan—5/3661, dated 17th February 1926). For the September half year the two returns are sent by the C. to the Commissioner to form Appendix III to the Administration Report. Should there be any discrepancy between the Treasury figures and the consolidated Ig. F. IX, C. will settle this locally."

6. It will be observed that this form fulfils primarily the function of a trial balance sheet and then its totals become a Wasul Baki Patrak for the T and District (very like V. F. XI).

7. When the form is complete and its columns show that there have been any items remitted or written-off, there should be appended in November a schedule of the causes and authority for these items. The schedule might take this form, and information for compiling it can be readily got by seeing in which accounts these items have been remitted or written-off and consulting the accounts and the file of orders as referred to in paragraph 7 of the remarks on Form III. "This schedule will be for both the half years together covering the whole year for the Administration Report."

Schedule of items remitted or written-off in the year ending (30th September 1916).

By order of	Collector.	Commissioner.	Government. †
	1	2	3
Written off :—			
Irrecoverable			
Error in accounts			
(Other causes in detail) ..			

Finally M will note at the foot of each half year return the number of applications lying with him and his subordinates pending inquiry; and P in forwarding the return will add those lying with himself (if any); see note to Rule 3 on page 14.

*For Sind orders, see R. (letter) 1835—15, F. 1666—13.

†Rule this column only when required. Under remissions, there can be entries only in column 3.

TAG. FORM X.

Intermediate Statement showing monthly progress of Demands and Collections for April 1913, Taluka Bulsar.

Amount for collection.	Collections of the month (including remissions, etc.).	Balance (1) minus (2).	Villages where the outstandings exceed Rs. 50 with amounts.	M.'s remarks as to steps taken for recovery.	Remarks by P.	Remarks by C.
1	2	3	4	5	6	7
Brought forward .. 148 10	Passed on to M.
New demand .. 201 8	Pimprl 78 0	Attachment made in both cases: sales will be held next week and due realised before the half year's statement.	Returned. If this balance is realised no further statements need be sent till Sept. 7-5-13. P.	M. should not have allowed these balances to remain uncollected till May. If the T is not fully cleared up before half yearly statement a full explanation will be needed. 10-5-13. Coll.
Total .. 345 2	210 0	135 2	Magod 50 10		Through the Collector.	
Column 3 of last Tg. F. X or Col. 8 of Tg. F. IX. (P. + L.)						
			Dated 4th May 1913.	Mamr.		

Remarks on Tag. Form X.

1. In order to give P and C full information as to the progress of collections the *half-yearly* statements are not quite sufficiently frequent. When there are no outstandings and the fact has once been intimate to P and C, plainly no further returns are required till some arrears do accrue. Then, again, in the two months, October and April, when half-yearly returns have come in, other information is not required. For the remaining 10 months Tg. F. X should be prepared, and submitted, on the 5th of the following month *unless the state of arrears justifies P in dispensing with it.*

2. To fill up column 1 the best method will be this:—Make a list of the villages in which there are outstanding loans. If nearly all the villages in the T fall under this class then take one of the printed lists of villages. Rub off about 3 or 4 columns and head them with the names of the months in which Tagavi instalments ordinarily fall due. In most districts, December, January, February and March, or February, March, April and May would suffice. Then take Tg. F. IV an from the account—before it is handed over to K—post the total demand against each village in the column of the month in which the instalment falls due. It will then be easily possible to make a total showing what demand falls due in each of these 4 months. It is very rare for demands to fall due at other times of the year, except in case of summary recoveries for misappropriation, etc. The Karkun should add these demands whenever he receives an order. It does not vary much matter if occasionally omissions are made, because the real test of collections and of the exactness of the figures is the half-yearly return, and these intermediate returns are not quite statistical, but are intended to give a general idea how things are going.

3. Columns 1 and 2 give T total only: no details. Column 2 gives the month's total from Tg. Form VII. Column 4 must be compiled from the chalang. The Karkun

should look at the last chalan in each village and see which have got uncollected and overdue arrears exceeding Rs. 50 and should fill in the names. He should also remember that possibly no chalan at all has been sent by some defaulting villages. Also that some villages with considerable dues have not yet reached instalment time and so are *not over due*. The remaining columns will be written up by M, P and C. If the explanation of the arrears is quite satisfactory and the collecting season has so far advanced that P or C does not desire to see the return for the next few months, he may return it en masse to that effect.

4. It will be noted that the demand in column 1 will not include suspensions which are deducted before Tg. F. IV is issued, but if (through any accident), fresh suspensions are given after that issue, then the reduction in demand, as compared with the previous months, will be explained in a foot note.

AUDIT.

In order to perform a thorough audit of the accounts in this Manual, and other connected points, the following questions should be answered. It is not likely that every Inspecting Officer can find time to perform all these tests. But it is desirable that he should use the form, so that the Collector may see which tests have been applied and which have been omitted.

Then, again, some of these tests can be applied by the office and account establishment of the Inspecting Officer, while some ought to be reserved for the personal test of the officer himself. These latter points have been printed in italics.

When the inspection of a taluka is performed by the Collector, he will either apply the tests printed in italics himself or may depute his Chitnis to relieve him of some of them at his discretion.

VILLAGE INSPECTION OF TAGAVI WORK.

It will probably be convenient for the Inspecting Officer to make this inspection in the same village which he chooses for inspection in connection with Land Revenue matters. If he pays a surprise visit, it will scarcely be possible for him to inspect the execution of works, or inquire into pending applications. But if he decides, some days before he goes there, to inspect a village he should send to the Kacheri for the file of T. F. III Ledgers and cases relating to that village. In that file he will find flagged (see below Rule 13, page 41), those cases in which inspection is still to be performed. He will also find some works which have been inspected by the C. I. or by M. It may often happen that villages inspected for revenue work afford practically no cases of Tagavi works for inspection, or of pending applications. The Inspecting Officer would then probably select from the Kacheri records some bundles of cases in T. F. III relating to villages in which there are several such works for inspection, as well as some pending applications on his own file, or upon M.'s file.

1. *Inquire on the spot into the selected pending applications.*

(Note the number so disposed of for Administration Report.)

2. *Inspect works for which loans have been made, having reference to the Inquiry Form and the whole case.*

[Such field inspections can usefully be combined with tests of the Record of Rights, crops, or of any other matter requiring examination. It is rarely worth while visiting a field for one purpose only.]

3. Tg. F. V.—*Test receipts produced by rayats against entries in Tg. F. IV, and see the Form is properly kept like V. F. IX.*

4. Tg. F. IV.—*Ascertain if barrowers present admit the approximate amount still outstanding against them, especially overdue unauthorised arrears [difference between (5) and (7) of Tg. F. IV]; also if collections are delayed, inquire into the reasons.*

5. *Ascertain if more Tagavi is wanted or if any difficulties are put in the way of borrowers by K, or by Taluka clerks, or by the Rules, etc.*

TALUKA INSPECTION.

6. *See the file of pending applications, and whether they are unduly delayed.*

7. Have the works requiring inspection been flagged, so as to be easily picked out from the file under Tg. F. III ?

Tg. F. III.—Select some cases at random ; the number selected should bear some proportion to the total number of current cases in the Taluka. If these are reckoned by thousands, then even a 5 per cent. test would be too heavy, but where there are only a few score, the test should approach 10 per cent. Having selected the cases to be audited, apply to each case the following tests :—

8. Are they properly filed by villages with the ledger accounts, and case-papers complete ?

9. Are they removed from the file as D papers as soon as the account is closed (unless the defaulter's interest in the land is sold) ?

10. Are the bonds properly drawn up in the right forms ?

11. Are all irrecoverable balances and items written-off duly noted in the Register of such balances ?

12. Re-check the interest calculations of the last year or two.

13. Are the consequent entries of total demands for the year on the reverse correct ?

“ 14. *Scrutinise orders for suspension or penalties or reduction of the borrower's capacity*”. See that they have been properly carried out in the Account. [These orders will probably have been given by the Inspecting Officer himself.]

15. Check the credits into Tg. F. VII.

16. See if action has been properly taken as to arrears.

17. Check the postings from Tg. F. III into Tg. F. IX (P), columns 7, 8, 9 and 10 and into Tg. F. IX (1), columns 4, 7, 8 and 9.

18. See the Register of Irrecoverable Balances, and inquire whether any action is possible towards recovering any of them.

19. See Tg. F. X. and whether the accounts in arrears have been duly flagged (see paragraph 12 of the remarks on Tg. F. III) in the file of Tg. F. III, so that the monthly report of overdue balances is approximately correct.

20. Tg. F. I.—Trace some of the debits into Tg. F. III both as to the amounts and purposes of loan. Specially check one or two refund entries.

21. Tg. F. II and IV.—Send for a few of these from villages and have them rechecked against Tg. F. I and III.

22. Chalans Tg. F. VI; are they filed by villages in order of dates?

23. Has K left columns 5a and 5b blank?

24. Have the collections been correctly distributed between these columns?

25. Check the postings into Tg. F. VII.

26. Tg. F. VIII.—*Ascertain that H. D. C. has accepted the returns as correct*: agree the last monthly return of the last half year with Tg. F. IX. (Both I and P.)

27. Tg. F. IX P.—Trace into Tg. F. III some of the items in columns 7, 8 and 10.

28. Tg. F. IX I.—Trace into Tg. F. III some of the items in columns 7 and 8.

29. If any advances were drawn by disbursing officers for payment in villages, were they promptly adjusted within the time allowed?

The Inspecting Officer's share of this audit would not occupy more than an hour; unless he lit upon a lot of irregularities.

DISTRICT AUDIT.

It is the duty of H. D. C. to see that Tg. F. VIII remains in constant agreement with his Treasury accounts. C should also consolidate the monthly summary of grants and balances of grants in that form, and see that it agrees with district grant, and that this is properly regulated and distributed or surrendered. C should fix a date (say 25th) monthly for H. D. C. to certify that all Tg. F. VIII have been agreed; this will stop the accumulation of differences.

Jamabandi Return 4 is not continued as a separate form. When Tg. F. IX (P and I) is received, its totals should be consolidated into a district total each half year, and then two half years added together for the Administration Report. The total demand can be readily made up and shown by performing upon the totals the addition indicated at the foot of the Form. The final test of the correctness of district accounts is their agreement with the figures submitted by A. G. to Government for inclusion in the Administration Report. These returns were abolished by F. 1489 of 29th January 1923. Appx. III to the Administration Report is the summation for districts and divisions of Tg. F. IX. If it agrees with the A. G.'s returns, then the Presidency accounts are in agreement. Hitherto this agreement has never been attained, but it is hoped that under this Manual it will be achieved. (For discussions about the old J. R. 4, see F. 2370—12, 1146—14.)

ADMINISTRATIVE FORM I.

Account of Local G with G. of India for the Revenue year 1910-1911.

Amount advanced to Local G by Govt. of India			Interest payable by Local G to Govt. of India at 3½ per cent. on mean.
At the commencement	At the close	Mean	

ADMINISTRATIVE FORM II.

This is the same as Tg. F. IX or Appx. III to the Administration Report.

ADMINISTRATIVE FORM III.

Financial Results, 1910-1911.

1		2
1.	Interest payable to the Govt. of India.	
2.	Interest collected.	
3.	Balance of interest accruing to Local Govt.	
4.	Remissions and writes-off of Principal.	
5.	Net result (profit or loss) for 1910-1911.	
6.	Net result for previous years	
	{ 1909-10. 1908-09. 1907-08. 1906-07. 1905-06.	+ + -- -- --
7.	Expenditure on free grants-in-aid towards the construction of private protective works, or on establishments for well-boring or other outlay * incurred from current revenue in connection with Tagavi transactions.	

* An important item is the cost of special Tagavi Karkuns (see F. 7106-19).

RECORDS.

When any application is rejected it can be destroyed before the year ends. But when it is granted and ends in a loan a "case" must be prepared beginning with the application, and containing the inquiry notes of the objections or the consent of the superior holders, etc., the bonds, the inspection notes, orders as to any summary recovery or orders varying the "capacity" of the borrower; and all correspondence about coercive processes, sales, remissions or writing-off, until the whole "case" comes to an end. These cases should be kept in bundles in sequence of the Account Numbers for each village. It is most convenient to keep them in one bundle with the file of Tg. F. III for that village; because whenever any discussion or order has to be given about a Tagavi case, Tg. F. III is almost sure to be wanted at the same time. Of course in the ordinary loan, which follows a smooth course and is duly recovered in proper time, there will probably be no correspondence at all after the original grant. The entries in Tg. F. III will give the full history. When the case has been disposed of by complete recovery, it together with the ledger accounts in Tg. F. III will be removed from the current file and placed in the Record for destruction according to the A. B. lists. But when the case is closed by writing-off some amount as irrecoverable, then it, together with the ledger account, should be placed in a *different* file by villages and kept for a longer period, in order that watch may be kept over the possibility of future recovery, even though for the present it has been abandoned as hopeless and written-off. If the number of such cases in one village are numerous it may also be desirable to prepare a covering list or register.

Whenever any case is taken out of its natural resting place, whether before or after it has been disposed of, a suitable slip must be filed in its place to enable it to be ultimately recovered for record. Sometimes P. C. or Cmr. may call for a case in original or M may send it up in original for orders. Each case should bear the same number as the account in Tg. F. III so that "Tag. Nahigaon 17" would be M's index number of such a correspondence. Of course, all such cases will be current till finally ended; the period for which all Tagavi correspondence and accounts is to be preserved will be found in the A. B. Lists. The following is a schedule of all the forms now prescribed; showing the old Forms they cover, the number of columns, and the A. B. List numbers; and the due dates for such as are prepared and submitted periodically; the prefixed letters S, H, M, indicate whether the form will be printed as Standard, or supplied in the form of printed Headings only, or prepared manuscript; and those which will be supplied in bound books are marked B.

TAGAVI ACCOUNT FORMS.

S. H. or M.	Form	Number of columns	Date of preparation	Corresponding old Form.	Number of columns	A. B. List number and class
H.	I.—Day Book of Disbursements.	9	Continuous: Starting afresh on 1st.	T. F. 15 ..	13	Tag. 5. T. C.
S.	II.—Monthly Statement of fresh advances.	6	5th of each month, if not blank.	Monthly Statement.	7	Not provided: V. C. after entry in V. F. VII.
S.	III.—Individual Ledger.	14	Whenever each loan account commences. Balanced half-yearly.	T. F. 15-A ..	19	Tag. 10 T. C.
S.	IV.—Village Demand Sheet.	9	Sent to K before 31st October.	V. F. 6-A	9	Tag. 6. V. C.
S.	V.—Day and Receipt Book.	5 and Receipt fol.	Continuous ..	V. F. 11-A ..	6 and Receipt fol.	Tag. 7. V. C.
S.	VI.—Chalan ..	10 with notes.	When required.	V. F. 11-B ..	11	Tag. 8. V.D.—T. C.
M.	VII.—Day Book of Recoveries.	10	Continuous: Starting on 1st.	T. F. 3-A ..	13	Tag. 9. T. C.
S.	VIII.—Monthly Plus and Minus Memo. and state of grants.	15 vertical items.	5th of each month.	Plus and Minus Memo. and Monthly Return.	16 vertical items.	Tag. 12. H. D. No. T. copy required.
M.	P.—Trial Balance Sheet and Wasul Baki St. (Principal).	10	April .. } 10th — } October .. }	T. F. 20-A. }	By individuals 25 By villages 37 And an abstract of 27 columns.	Tag. 11 and 15. T. C. H. B.
M.	IXL.—Trial Balance Sheet and Wasul Baki St. (Interest) with Schedule of Items written off.	9	April .. } 10th — } October .. }	T. F. 20-A. }		
M.	District Summary of Items written off ..	3	Huzur Bn 2.	18	
S.	X.—Intermediate Progress Statement.	7	5th of other months if required.	Monthly Statement.	9	Tag. 13. D.
M.	Register of Irrecoverable Items written off.	Jama bandi Return 4.	20	Tag. 17. H. B. Abolished. Tag. 18. T. B.
		106			189	

OTHER FORMS.

Application Form	As in Manual.
Register of Applications	(Abolished.)
Inquiry Form (a shorter Form for A. L. Act will be provided by omitting certain heads)	} As in Manual.
Notice under Sect. 5, L. I. Act	
Bond Forms 1 (separate), 2 (joint), 3 (common)	

LIST OF PERIODICAL RETURNS.

Name of Return, and by and to whom to be submitted.	Date of submission.	Authority for submission.
I. By the M.—		
<i>Monthly</i>		
1. To Talati—Statement of fresh advances—Tg. F. II.	5th of each month if not blank.	Paragraph 2, page 58.
2. To H. D. C. (with copies to P. and C.). Plus and minus memorandum and state of grants—Tg. F. VIII.	Not later than 1st of each month.	Paragraph 1, page 83.
3. To C. through P. (if required) —Intermediate Progress Statement—Tg. F. X.	5th of each month	Paragraph 1, page 87.
<i>Half-yearly</i>		
4. To C. through P.—Trial Balance Sheet and Vasulbaki Patrak (Principal and Interest)—Tg. F. IX.	10th April 10th October.	Paragraph 5, page 86.
<i>Annual</i>		
5. To Talati—Village Demand Sheet—Tg. F. IV.	31st October	Paragraph 1, page 77.
II. By the H. D. C.—		
<i>Monthly</i>		
To C.—Certificate regarding regular distribution of Tagai grant.	25th of each month	Page 90, first paragraph, under "District Audit."
III. By the C.—		
<i>Half-yearly</i>		
To Commissioner—District Return of Half-yearly Balance.	15th May 15th November.	Paragraph 5, page 86.

CALCULATION OF TAGAI INTEREST.

Ready Reckoner.

[To use these tables, first take out the interest on complete hundreds from the Left-hand Table and then the remainder from the Right-hand Table.]

<i>Table A.</i>		<i>Table B.</i>	
		(For amount from Re. 1 to Rs. 100)	
Principal.	Interest for one quarter at $6\frac{1}{2}$ per cent.	Principal (whole Rs.)	Interest for one quarter at $6\frac{1}{2}$ per cent.
Rs.	Rs. a.	Rs.	Rs. a.
100	1 9	1 to 4	0 1
200	3 2	5 to 8	0 2
300	4 11	9 to 12	0 3
400	6 4	13 to 16	0 4
500	7 13	17 to 20	0 5
600	9 6	21 to 24	0 6
700	10 15	25 to 28	0 7
800	12 8	29 to 32	0 8
900	14 1	33 to 36	0 9
1,000	15 10	37 to 40	0 10
1,100	17 3	41 to 44	0 11
1,200	18 12	45 to 48	0 12
1,300	19 21	49 to 52	0 13
1,400	20 5	53 to 56	0 14
1,500	21 14	57 to 60	0 15
1,600	23 7	61 to 64	1 0
1,700	25 0	65 to 68	1 1
1,800	26 9	69 to 72	1 2
1,900	28 2	73 to 76	1 3
2,000	29 11	77 to 80	1 4
2,100	31 4	81 to 84	1 5
3,000	46 14	85 to 88	1 6
4,000	62 8	89 to 92	1 7
5,000	78 2	93 to 96	1 8
		97 to 99	1 9

Example:—Rs. 627-6-0 at $6\frac{1}{2}$ per cent.

	Rs. a. p.
From Table A, Rs. 600 ..	9 6 0
From Table B, Rs. 27 ..	0 7 0
	<hr/>
	9 13 0

Table C.

Principal.	Interest for one quarter at $7\frac{1}{2}$ per cent.
Rs.	Rs. a.
100	1 14
200	3 12
300	5 10
400	7 8
500	9 6
600	11 4
700	13 2
800	15 0
900	16 14
1,000	18 12
1,100	20 10
1,200	22 8
1,300	24 6
1,400	26 4
1,500	28 2
1,600	30 0
1,700	31 14
1,800	33 12
1,900	35 10
2,000	37 8
3,000	56 4
4,000	75 0
5,000	93 12

Table D.

Principal (whole Rs.)	Interest for one quarter at $7\frac{1}{2}$ per cent.
Rs.	Rs. a.
1 to 3	0 1
4 to 6	0 2
7 to 10	0 3
11 to 13	0 4
14 to 16	0 5
17 to 20	0 6
21 to 23	0 7
24 to 28	0 8
27 to 30	0 9
31 to 33	0 10
34 to 36	0 11
37 to 40	0 12
41 to 43	0 13
44 to 46	0 14
47 to 50	0 15
51 to 53	0
54 to 56	1
57 to 60	2
61 to 63	3
64 to 66	4
67 to 70	1 5
71 to 73	1 6
74 to 76	1 7
77 to 80	1 8
81 to 83	1 9
84 to 86	1 10
87 to 90	1 11
91 to 93	1 12
94 to 96	1 13
97 to 99	1 14

Table E.

Principal.	Interest for one quarter at $8\frac{1}{4}$ per cent.	
Ra.	Ra.	a.
100	2	1
200	4	3
300	6	4
400	8	5
500	10	7
600	12	8
700	14	9
800	16	11
900	18	12
1,000	20	13
1,100	22	15
1,200	25	0
1,300	27	1
1,400	29	3
1,500	31	4
1,600	33	5
1,700	35	7
1,800	37	8
1,900	39	9
2,000	41	11
3,000	62	8
4,000	83	5
5,000	104	3

Table F.

Principal.	Interest for one quarter at $8\frac{1}{4}$ per cent.	
Ra.	Ra.	a.
1 to 3	0	1
4 to 6	0	2
7 to 9	0	3
10 to 12	0	4
13 to 15	0	5
16 to 18	0	6
19 to 21	0	7
22 to 24	0	8
25 to 27	0	9
28 to 30	0	10
31 to 33	0	11
34 to 36	0	12
37 to 39	0	13
40 to 42	0	14
43 to 45	0	15
46 to 48	1	0
49 to 51	1	1
52 to 54	1	2
55 to 57	1	3
58 to 60	1	4
61 to 63	1	5
64 to 66	1	6
67 to 69	1	7
70 to 72	1	8
73 to 75	1	9
76 to 78	1	10
79 to 81	1	11
82 to 84	1	12
85 to 87	1	13
88 to 90	1	14
91 to 93	1	15
94 to 96	2	0
97 to 99	2	1

Table G.

Principal.	Interest for one quarter at 7·81 per cent.
Ra.	Ra. a.
100	2 0
200	3 15
300	5 14
400	7 13
500	9 13
600	11 12
700	13 11
800	15 10
900	17 10
1,000	19 9
1,100	21 8
1,200	23 7
1,300	25 7
1,400	27 6
1,500	29 5
1,600	31 4
1,700	33 4
1,800	35 3
1,900	37 2
2,000	39 1
3,000	58 10
4,000	78 2
5,000	97 11

Table H.

Principal.	Interest for one quarter at 7·81 per cent.
Ra.	Ra. a.
1—3	0 1
4—6	0 2
7—9	0 3
10—12	0 4
13—16	0 5
17—19	0 6
20—22	0 7
23—25	0 8
26—28	0 9
29—32	0 10
33—35	0 11
36—38	0 12
39—41	0 13
42—44	0 14
45—48	0 15
49—51	1 0
52—54	1 1
55—57	1 2
58—60	1 3
61—64	1 4
65—67	1 5
68—70	1 6
71—73	1 7
74—76	1 8
77—80	1 9
81—83	1 10
84—86	1 11
87—89	1 12
90—92	1 13
93—96	1 14
97—99	1 15

N.B.—Fractions or complete pies over annas have been taken as next annas.

Table I.

Principal.	Interest for one quarter at 7·29 per cent.
Rs.	Rs. a.
100	1 14
200	3 11
300	5 8
400	7 5
500	9 2
600	10 15
700	12 13
800	14 10
900	16 7
1,000	18 4
1,100	20 1
1,200	21 14
1,300	23 12
1,400	25 9
1,500	27 6
1,600	29 3
1,700	31 0
1,800	32 13
1,900	34 11
2,000	36 8
3,000	54 11
4,000	72 15
5,000	91 3

Table J.

Principal.	Interest for one quarter at 7·29 per cent.
Rs.	Rs. a.
1—3	0 1
4—6	0 2
7—10	0 3
11—13	0 4
14—17	0 5
18—20	0 6
21—24	0 7
25—27	0 8
28—30	0 9
31—34	0 10
35—37	0 11
38—41	0 12
42—44	0 13
45—48	0 14
49—51	0 15
52—54	1 0
55—58	1 1
59—61	1 2
62—65	1 3
66—68	1 4
69—72	1 5
73—75	1 6
76—78	1 7
79—82	1 8
83—85	1 9
86—89	1 10
90—92	1 11
93—96	1 12
97—99	1 13

N.B.—Fractions or complete pies over annas have been taken as next annas.

Table K.

Principal.	Interest for one quarter at 6·75 per cent.
Rs.	Rs. a.
100	1 11
200	3 5
300	5 1
400	6 12
500	8 5
600	10 2
700	11 13
800	13 8
900	15 3
1,000	16 14
1,100	18 9
1,200	20 4
1,300	21 15
1,400	23 10
1,500	25 5
1,600	27 0
1,700	28 11
1,800	30 6
1,900	32 1
2,000	33 12
3,000	50 10
4,000	67 8
5,000	84 6

Table L.

Principal.	Interest for one quarter at 6·75 per cent.
Rs.	Rs. a.
1—3	0 1
4—7	0 2
8—11	0 3
12—14	0 4
15—18	0 5
19—22	0 6
23—25	0 7
26—29	0 8
30—33	0 9
34—37	0 10
38—40	0 11
41—44	0 12
45—48	0 13
49—51	0 14
52—55	0 15
56—59	1 0
60—62	1 1
63—66	1 2
67—70	1 3
71—74	1 4
75—77	1 5
78—81	1 6
82—85	1 7
86—88	1 8
89—92	1 9
93—96	1 10
97—99	1 11

N.B.—Fractions of pie or complete pies above last whole anna have been taken as another whole anna.

NEW STATEMENT OF TAKAVI INTEREST FOR SIND.

<i>Table M.</i>		<i>Table N.</i>	
Principal.	Interest for one quarter at 5·2083 per cent.	Principal.	Interest for one quarter at 5·2083 per cent.
Rs.	Rs. a.	Rs.	Rs. a.
100	1 5	1—4	0 1
200	2 10	5—9	0 2
300	3 15	10—14	0 3
400	5 4	15—19	0 4
500	6 9	20—24	0 5
600	7 14	25—28	0 6
700	9 3	29—33	0 7
800	10 8	34—38	0 8
900	11 13	39—43	0 9
1,000	13 2	44—48	0 10
1,100	14 7	49—52	0 11
1,200	15 12	53—57	0 12
1,300	17 1	58—62	0 13
1,400	18 6	63—67	0 14
1,500	19 11	68—72	0 15
1,600	21 0	73—76	1 0
1,700	22 5	77—81	1 1
1,800	23 10	82—86	1 2
1,900	24 15	87—91	1 3
2,000	26 4	92—96	1 4
3,000	39 6	97—99	1 5
4,000	52 8		
5,000	65 10		

N.B.—Fractions of complete pies over annas have been taken as next annas.

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FINANCIAL DEPARTMENT.

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