

S. I. S.

LIBRARY

(POONA 4)

Title United

Principles.

1933 Edition

25/1/1955

213

THE
REVISED FAMINE CODE,
UNITED PROVINCES,
1905.



ALLAHABAD:
PRINTED AT THE GOVERNMENT PRESS, UNITED PROVINCES.
1905.

Y:4353:6.252

↑ D5
15188

Famine Code, United Provinces of Agra and Oudh.

TABLE OF CONTENTS.

SUBJECT.	PAGE.	PARAGRAPH.
THE CODE.		
CHAPTER I.—STANDING PREPARATIONS—		
SECTION 1.— <i>System of intelligence</i>	1	1
SECTION 2.— <i>Programmes and estimates</i>	3	9
SECTION 3.— <i>Special rules for railways...</i>	5	29
SECTION 4.— <i>Reserves of establishment</i>	6	30
SECTION 5.— <i>Reserves of tools and plant</i>	ib.	35
CHAPTER II.—PRELIMINARY MEASURES OF INQUIRY AND PREPARATION WHEN THE RAINS FAIL		
	ib.	37
CHAPTER III.—PERIOD OF OBSERVATION AND TEST		
	7	48
CHAPTER IV.—DECLARATION OF DISTRESS AND COMMENCEMENT OF RELIEF		
	9	59
CHAPTER V.—POWERS AND DUTIES OF SUPERVISING OFFICERS		
	10	65
CHAPTER VI.—RELIEF WORKS		
ALL WORKS	ib.	83
PUBLIC WORKS—		
SECTION 1.— <i>Organization...</i>	14	88
SECTION 2.— <i>Admission and classification of workers</i>	16	98
SECTION 3.— <i>Charges and gangs</i>	17	100
SECTION 4.— <i>Tasks</i>	ib.	105
SECTION 5.— <i>Payment and measurement</i>	18	111
SECTION 6.— <i>Dependants on works</i>	ib.	115
VILLAGE WORKS	19	120
DRAFTING	ib.	124
CHAPTER VII.—WAGES AND ALLOWANCES		
	20	126
CHAPTER VIII.—GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS		
	22	135
CHAPTER IX.—POORHOUSES		
	24	146
CHAPTER X.—RAINS POLICY AND CLOSURE OF RELIEF		
	25	155
CHAPTER XI.—ORPHANS		
	26	160
CHAPTER XII.—ABORIGINAL TRIBES		
	27	170
CHAPTER XIII.—SPECIAL RELIEF TO ARTIZANS		
	28	179
CHAPTER XIV.—MISCELLANEOUS		
	29	183
CHAPTER XV.—CATTLE		
	31	190
CHAPTER XVI.—DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY		
	32	198
CHAPTER XVII.—CHARITABLE RELIEF FUND		
	34	216
CHAPTER XVIII.—ACCOUNTS		
	35	216
CIVIL—		
SECTION 1.— <i>Provision of funds</i>	ib.	ib.
SECTION 2.— <i>Permanent advances</i>	36	229

SUBJECT.	PAGE.	PARAGRAPH.
SECTION 3.— <i>Method of drawing and accounting for famine contingent charges</i> ...	37	233
SECTION 4.— <i>Advances and loans</i> ...	39	243
DEPARTMENTAL--		
SECTION 1.— <i>Classification of expenditure</i> ...	ib.	245
SECTION 2.— <i>Entertainment and payment of establishment</i> ...	40	247
SECTION 3.— <i>Audit</i> ...	ib.	250
—		
APPENDICES ...	43	
—		
INDEX. PART I.— <i>List of reports and returns.</i> ...		
INDEX. PART II.— <i>Alphabetical.</i>		

APPENDIX A.**RULES REGARDING REPORTS REQUIRED BY THE GOVERNMENT OF INDIA ON CURRENT AGRICULTURAL CONDITIONS AND PROSPECTS, AND WHEN FAMINE IS APPREHENDED OR PREVALENT.****A.—REPORTS REQUIRED IN ORDINARY TIMES.***Weekly telegraphic report on Season and Crops.*

I.—A telegraphic summary for the province of the weekly reports submitted by District Officers on the state of the season and the prospects of the crops should be despatched so as to reach the Government of India not later than Thursday in each week.

II.—The summary should present a sufficiently complete and accurate picture of the position in the week under report to enable the Government of India to form a true opinion on the agricultural situation and prospects of the province; and it should be so drawn up as to admit of being published in the *Gazette of India* without revision or further reference to the provincial authorities. The circumstances of individual districts should be referred to as sparingly as possible, these details being reserved for publication in the local Gazettes.

The report should notice (1) the amount and general character of the rainfall of the week, and the tracts in which the total rainfall of the season has been insufficient; (2) according to the season, the progress of agricultural operations, the state of the standing crops, and the prospects and probable outturn of the harvests; (3) any serious damage done to crops by insects, blight, hailstorms, drought, floods, or other natural calamities; (4) the condition of agricultural stock, and the sufficiency or otherwise of pasturage, fodder and water-supplies; (5) the state of the grain-market and the pitch and tendency of the prices of food-grains. When prospects seem serious the explanations furnished under the provisions of the Famine Code by District Officers of abnormally high prices of food-grains should be briefly incorporated in the telegram. The condition of the opium crop should be specially noticed, and the same practice may be followed in regard to other crops of commercial importance. Local Governments may add any further particulars which may be considered necessary.

III.—Intelligent compilation of the summary is especially demanded. The use of vague or stereotyped phrases week after week should not be permitted, and expressions which necessitate a reference to previous reports, such as "crop prospects unchanged," "no change in prospects with the exceptions previously noted" should be avoided: each report should be so framed as to be complete in itself. The main object of these reports is to show how far the condition and prospects of the crops, stocks, and prices vary from the normal, and they should be worded accordingly. Such phrases as "Sowings have commenced in places," "Harvesting has begun," "Prices are almost stationary" give little information. What the report should show is, whether sowings are, as compared with normal conditions, satisfactory, or late, or restricted; whether harvest prospects and outturn are good, fair or poor; whether prices are high or low, rising or falling; and so on. The Director of the Department of Land Records and Agriculture should be made responsible for seeing that a uniform and well-regulated system of recording the facts above indicated is maintained. The use of local vernacular terms, being unsuited to reports intended for general information, should be entirely avoided.

IV.—The district reports should be published in the local Gazettes. Their main object is to show from week to week, in a brief and succinct form, the actual conditions and prospects of agriculture in each district as compared with the normal, including the condition of the cattle and the supply of fodder and water.

V.—Separate copies of all season and crop reports, whether weekly, monthly or half-yearly, published in the Gazettes of Local Governments, should be posted

regularly to the Revenue and Agricultural Department of the Government of India, for information and record.

Annual Abstract of Relief Works Programmes.

VI.—By the 1st of June in each year an abstract should be submitted to the Government of India of the famine relief works programme of each district showing the number of persons for whose employment, in the event of famine, provision has been made. The statement should be in form F.*

B.—REPORTS REQUIRED WHEN FAMINE IS APPREHENDED AND DURING THE PREVALENCE OF FAMINE.

Preliminary reports.

VII.—Whenever, owing to a deficiency or failure of the rainfall, agricultural prospects become serious, and apprehensions of distress arise, the Government of India should be furnished with a special report on the state of affairs. The report should review the economic condition of the district or group of districts affected; the outturn of recent harvests; the nature and the extent of the anticipated failure of crops; the probable intensity and duration of distress and the contingencies on which they depend; the classes most affected; the position as regards local trade, communications, food-stocks, prices, fodder and water-supply, &c.; the precautionary steps taken to organize measures for dealing with distress; the state of the relief programmes; the probable extent to which the land revenue demand may have to be postponed or remitted; and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure, so far as they can be estimated at the time. A similar preliminary report should be supplied for any new districts or groups of districts which may become affected subsequent to the submission of the first preliminary report.

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

Weekly telegrams and returns.

IX.—The first indication of a probable failure of the harvest or scarcity in a province should be communicated in the weekly telegraphic "season and crops" reports. Whenever the state of affairs becomes so strained that the opening of test or relief works appears likely to be necessary, the fact should be distinctly stated in the weekly telegraphic reports and when test works have been opened, the districts in which they are situated and the number of persons attending them should be reported.

X.—When the test stage has been passed and relief measures have actually commenced, a separate famine telegram should be despatched to the Government of India weekly so as to reach their headquarters not later than Thursday in each week. It should state the aggregate number of persons in receipt of relief in the province under the following heads, but without details of age or sex :—

- (1) Number of workers on test and relief works of all kinds (excluding dependants).
- (2) Number of persons in receipt of gratuitous relief of all kinds (including the dependants of workers relieved on works).
- (3) Total number of persons on relief.

* See form B—VIII.

The figures should be the daily average for the period covered by the latest weekly relief return ; but if this cannot conveniently be given, the number on the last day of the week may be substituted. In telegraphing the figures, the following abbreviations may be used " Words," " Gratuitous," " Total."

XI.—The weekly famine telegram should also record the price, in Government *seers* per rupee, as it stood on the last day of the week under report, in each district, or group of districts, in which famine relief operations are in progress, of the staple grain upon which the famine wage for the time being is calculated in that district or group.

NOTE.—There is no need to specify the staple, and the addition to the telegram may conveniently take the following form : " Prices—Poona and Bijapur 2, Sholapur 8½." When the staple or the price varies from place to place in the same district, an average will suffice, or the price of the principal staple.

XII.—Although statistics are not required under rule X for each district, but only for the province as a whole, it will be convenient that when distress occurs in entirely different parts of the province, the affected districts in each part should be grouped together, and separate statistics telegraphed for each group. If famine relief measures are in progress in any Native States under the political control of the Provincial Government, separate relief statistics under the prescribed heading should also be supplied, as far as possible, for such states collectively.

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

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

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

NOTE.—An example of a weekly telegraphic famine report is appended to these rules.

XV.—Details by districts (and Native States) of the relief figures reported in the weekly telegram under rule X should be despatched in form E,* so as to reach the Government of India not later than the Tuesday following the despatch of the telegraphic report.

Monthly reports.

XVI.—In addition to the weekly telegraphic reports, a monthly written report, for British districts only, should be furnished to the Government of India as long as relief measures are in progress. It should ordinarily consist of three tabular statements in the Forms A, B, and C. †

NOTE.—After it has been despatched to the Government of India, the monthly report may be published in the Local Gazette, should the Provincial Government so desire. It should be submitted to the Government of India in print, with the usual number of spare copies.

* See form B-VII. | † See forms B-III, IV, and V.

XVII.—The statements should be accompanied by a map in which affected tracts should be approximately indicated by a blue colour in two shades, light blue signifying slightly affected and dark blue seriously affected tracts.

Norms.—Skeleton maps of uniform size and character will be supplied on indent by the Imperial Survey Department for the purpose of this rule.

XVIII.—In the page for remarks attached to the monthly statement information should briefly be given under the various heads indicated. Details by districts are not required. The remarks should be a condensed summary, for the whole area affected, of the principal facts reported in the district relief reports submitted to the chief authority controlling famine relief operations.

XIX.—With the first monthly report, a statement should be furnished in form D,* showing the area and population of the tracts affected by famine and scarcity, and a forecast of the expenditure on relief, &c. A revised statement, in the same form, should be supplied when any marked alteration occurs in the position, or the estimates require to be reconsidered in the light of fuller information.

XX.—The report for each month should be despatched to the Government of India, whether complete or incomplete, in the first half of the next month, either by the Government of the province, the Famine Commissioner (when one is appointed), the Board of Revenue, or other revenue authority as the Local Government may determine. Deficient information may be subsequently submitted, either in the next monthly report, or in a separate letter.

Special reports.

XXI.—The following matters should be separately represented as occasion may require, in special reports, which should be submitted in sufficient time to enable the Government of India to make any provision of funds or establishments which may be necessary :—

A.—The extent to which suspensions or remissions of land revenue which have been ordered, or may be in contemplation, are likely to affect the estimates of land revenue receipts.

B.—If there is any reason to believe that the provincial funds will prove insufficient to meet the exigencies of famine, the extent to which imperial aid is likely to be required.

C.—The extent to which the provincial staff requires to be increased by drafts from Imperial departments or otherwise.

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

XXIII.—When there is reason to believe that subjects of Native States are immigrating into British territory to any unusual or considerable extent owing to distress, the Government of India should be informed of the facts and of the name of the state or states concerned. Similar action should be taken when British subjects are found to be migrating to Native States.

Final report.

XXIV.—On the conclusion of a period of famine, a review of famine relief operations should be prepared for publication and submission to the Government of India. Subject to any alteration or amplification which the Local Government

may think advisable, the report should contain information under the several heads mentioned below. The report should specially notice to what extent the works executed by famine labour are of a permanent character and distinct public utility, or to what extent their value is temporary and their public utility doubtful. They should be tabulated and classed into "major" and "minor" works, and also according to their character as, for instance, construction or repairs of unmetalled roads, metalling or remetalling of roads, collecting metal, railway earthwork, irrigation embankments, canal excavation, construction, improvement or repairs of tanks, and the like, and careful estimate should be made of the value, at ordinary public works rates, of the work executed by famine labour, compared with the actual cost. In the section of the report dealing with the influence of railways and irrigation works in the mitigation of distress, a careful estimate should be given of the value of the crops saved by Government irrigation works in each district which suffered from drought; and any other evidence which may be forthcoming of the directly protective effect of State irrigation works should be recorded.

XXV.—The table accompanying the report should include statistics of the numbers of persons on relief in each district, in each month or each fortnight from the commencement to the end of the famine, classified according as they were relieved on works, as dependants of workers, in poorhouses or kitchens, or in their homes. The ratios of persons so relieved to the total population of each district or affected portion of each district, should also be given; and also the respective numbers of men, women, and children receiving relief. The imports and exports of food-grains, the course of prices, the rainfall, and the mortality of the people should also be statistically exhibited.

Other reports.

XXVI.—Any reports, other than those required by these rules, which may be prescribed by the Local Governments for their own information, need not be formally transmitted to the Government of India; but they desire to be regularly supplied informally, and in anticipation of their later appearance in the monthly volume of proceedings, with a copy of all important famine reports and orders as soon as they are printed.

—

Headings for Final Provincial Famine Reports. (See Rules XXIV, XXV).

- I.—The economic and agricultural condition of the affected tract before the famine.
- II.—The cause of the famine, and the extent of the failure of the harvest.
- III.—The area, population, and classes affected, and the degree of distress.
- IV.—General narrative of the commencement, progress, and close of the famine.
- V.—Relief measures and administration: organization of the relief system; public works relief; non-departmental relief; charitable relief.
- VI.—Statistics and cost of relief, and nature and utility of works constructed with famine labour.
- VII.—Indirect relief: the suspensions and remissions of land revenue and other dues; loans and advances.
- VIII.—Food stocks, trade, and prices, and the effect of high prices on crime.
- IX.—Public health, and the mortality of the famine period.
- X.—Immigration and emigration.
- XI.—Water and fodder supply, and the preservation of the cattle.
- XII.—Influence of railways and irrigation works in the mitigation of distress.
- XIII.—General remarks on the working of the Famine Code; the measure of success attained; the attitude of the people; the future outlook.

A

(48)

Example of a Weekly Famine Telegram.

Distress severe in Gujrat, but slight in affected districts of Deccan. Will probably increase in both tracts when cotton-picking ceases. Surat and Palanpur added to affected area. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Rájputána immigrants. People on relief generally in good condition and relief measures adequate. No disinclination to resort to relief works apparent. Public health good, except for cholera epidemic in Surat, where necessary remedial measures have been taken. Private charity active in towns, and cheap grain shops established. Liberal suspensions of land revenue granted, and loans being freely advanced for purchase of fodder and deepening of wells. Trade active, traffic requirements being fully met. Prices of food grains high but stationary, except in Gujrat, where rising. Prices: Deccan 12 to 15, Gujrat 8 to 10, Native States 9 to 12 *strs* per rupee.

Numbers on relief in thousands.—British districts:—Deccan: works 156; gratuitous 26; total 182. Gujrat: works 345; gratuitous 82; total 427. Native States: works 66; gratuitous 18; total 84. Large rise in Broach owing to completion of cotton harvest.

FORM A-I.

Crop and Weather Report, District for the month of 190 .

[Vide PARAGRAPH 6 OF THE CODE.]

[To be submitted to the Director of Land Records and Agriculture before the 4th of the succeeding month.]

STATEMENT OF RAINFALL.							STATEMENT OF PRICES.				
Name of raingauge station.	Rainfall during the month.						Grain.	Normal price.	Price at end of corresponding month last year.	Price at end of preceding month.	Price at end of month reported on.
	Normal.	1st to 7th.	8th to 15th.	16th to 23rd.	24th to end.	Total.					

FORM A-II.

[Vide PARAGRAPH 38 OF THE CODE.]

Crop Outturn in the

Tahsil
District

Crop.	Normal area (average of)	Area in 19 .		Net area (column 3 minus column 4).	Percentage of column 5 on column 2.	Outturn in terms of 16-anna normal.	Percentage of actual outturn to normal outturn of normal area.	Remarks.
		Area sown.	Deduct area failed (sukhm-sokht).					
1	2	3	4	5	6	7	8	9

NOTE.—To fill in column 8 multiply the figure in column 6 by that in column 7, and divide by 16: enter the result in column 8, e.g. if the net area sown with rice is 64 per cent. of the normal and the outturn is 7 annas, then enter in column 8 $\frac{64 \times 7}{16} = 28$.

FORM A—III.

[Vide PARAGRAPHS 11 TO 18 (INCLUSIVE) OF THE CODE.]

Programme of Public Works in the

District
Division for the year 19 .

[To be submitted by the District Engineer, after consultation with the Collector and the Executive Engineer, to the Executive Engineer by the 15th February in each year.]

[To be countersigned by the Commissioner after consultation with the Superintending Engineer and submitted by the Superintending Engineer to the Chief Engineer by the 15th April.]

District.	Popula- tion.	Seial number of work.	Name of work.	SANCTIONED WORKS.						UNSANCTIONED WORKS.						Remarks.	
				LARGE WORKS (WORKS EMPLOYING ONE OR MORE CHARGES*).			SMALL WORKS (WORKS EMPLOYING LESS THAN A FULL CHARGE*).			LARGE WORKS (WORKS EMPLOYING ONE OR MORE CHARGES*).			SMALL WORKS (WORKS EMPLOYING LESS THAN A FULL CHARGE*).				
				Estimated cost: at ordinary rates.		Number of units who can be em- ployed.	Estimated cost at ordinary rates.		Number of units who can be em- ployed.	Estimated cost at ordinary rates.		Number of units who can be em- ployed.	Estimated cost at ordinary rates.		Number of units who can be em- ployed.		
				Of whole work.	Of portion available for relief.		Of whole work.	Of portion available for relief.		Of whole work.	Of portion available for relief.		Of whole work.	Of portion available for relief.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

* A charge = 5,000 famine relief workers.

NOTES.—(a) For the numbers to be provided for, vide section 15 of the Code. The actual maximum of recent famines or the estimated maximum of future famines should be stated in the column of remarks.

(b) Columns 7, 10, 13, and 16 should be totalled for each district and for the division.

(c) If through paucity of sanctioned works the number of persons entered in columns 7 and 10 is small in proportion to the total number for whom provision is made under columns 13 and 16, measures should be taken to bring more works under sanction as soon as possible, and information should be given in the Remarks column as to the steps which are being taken.

(d) If any of the works entered above were commenced during the last famine, the fact should be noted in the Remarks column.

(e) The progress, if any, made in the execution of sanctioned works should be noted in the Remarks column.

(f) The general character and utility of the works, and the prospect of their completion, either within or soon after the period of distress, should be noted in the Remarks column.

[The programme should be prepared in two parts:— { (i) Works sanctioned or proposed on their merits; (ii) Works sanctioned or proposed as relief works only.]

FORM A-IV.

[Vide PARAGRAPHS 19 TO 27 (INCLUSIVE) OF THE CODE.]

Programme of Village Works in the

*District
Division for the year 19*

[To be submitted by the Collector to the Commissioner by the 15th March in each year.]

[An abstract of these lists to be submitted by the Commissioner to the Local Government, in the Scarcity Department, by the 15th May.]

Dis- trict.	Popu- lation.	Serial num- ber of work.	Name of work.	CIVIL WORKS.		PRIVATE WORKS.				Remarks.		
				Estimated cost at ordinary rates.	Number of units who can be employed.	Aided, i.e. works to be carried out at the cost partly of Government and partly of private persons.		Unaided, i.e. works to be carried out at the sole cost of private persons.			Names and residence of persons ready to manage the works.	Names and residence of persons ready to undertake financial responsibility for the works.
						Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.			
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTES.—(a) For the numbers to be provided for, vide section 23 of the Code. The actual maximum of recent famines or the estimated maximum of future famines should be stated in the column of remarks.

(b) If the numbers in columns 8 and 10 are small steps should be taken as soon as possible to encourage landowners and others to undertake responsibility for private works, and information should be given in the Remarks column as to the steps which are being taken.

(c) Column 6, 8, and 10 should be totalled for each district and for the division.

(d) The general character and utility of the works should be briefly noted in the Remarks column.

(e) In the abstract submitted by the Commissioner to the Local Government a brief note of the extent to which persons are ready to manage the works or undertake financial responsibility for them will be sufficient.

[The programme should be prepared in two parts:— { (i) Works for which schemes have been prepared ;
(ii) Works for which schemes have not been prepared.]

FORM A-V.

[Vide PARAGRAPH 49 OF THE CODE.]

Area and population affected and estimate of the number of persons for whom relief is likely to be required in the

District.

Total area.	Total popu-lation.	Area affect-ed.	Popu-lation of area affect-ed.	Actual maxi-mum of recent famines or esti-mated maxi-mum of future famines.	Maximum number of persons for whom relief on works is likely to be required.		NUMBER OF UNITS PROVIDED FOR IN THE PROGRAMMES.										Maximum number of persons for whom gratuitous relief is likely to be required.		Estimated expenditure of all kinds.			Prob-able sus-pen-sions or re-mis-sions of rev-enue.	Re-marks.
							PUBLIC WORKS.				VILLAGE WORKS.												
							Large works (works employing one or more charges*).		Small works (works employing less than a full charge*).		Civil Works.		Private works.										
							Sanc-tioned.	Not sanc-tioned.	Sanc-tioned.	Not sanc-tioned.	† A	‡ B	Aided.		Unaided.								
† A	‡ B	† A	‡ B																				
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					

* A charge = 5,000 famine relief workers.

† A.—For which schemes have been prepared.

‡ B.—For which schemes have not been prepared.

FORM B-1.

[Vide PARAGRAPH 56 OF THE CODE.]

[NOTE.—To be submitted weekly to the Local Government direct by the Collector. Copy to be sent to the Commissioner of the division for record in his office.]

Weekly Statement for the week ending Saturday evening, the

District.	TEST WORKS UNDER CIVIL AGENCY.							TEST WORKS UNDER THE PUBLIC WORKS DEPARTMENT.							POORHOUSE RELIEF.					OTHER GRATUITOUS RELIEF.					Remarks.			
	Number open during period under report.	Number of labourers on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	Number open during period under report.	Number of labourers on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	Number of poor-houses open during period under report.	Number of inmates on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	Number in receipt of gratuitous relief on last day of period under report.				Expenditure during period under report.	Expenditure from outset to date.	
		Men.	Women.	Child ren.	Total.				Men.	Women.	Child ren.	Total.				Men.	Women.	Child ren.	Total.			Men.	Women.	Child ren.				Total.
AI	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

FORM B-II.

[Vide PARAGRAPH 79 OF THE CODE.]

Progress Statement of Famine Relief Operations in the District for fortnight ending Saturday, the 19 .

This progress statement should be submitted by the Commissioner in original to the Local Government separately as received from each district, so as to reach the Local Government as soon as possible after the expiry of the fortnight to which it refers. The Commissioner should add such remarks of a general and supplementary nature as may be necessary. If back reference to the Collector be necessary, the report should not be delayed for his reply.

I.—Particulars of Relief.

	Total of daily totals.				Number on last day.			
	Men.	Wom- en.	Child- ren.	Total	Men.	Wom- en.	Child- ren.	Total
<i>Relief Works.</i>								
Numbers on Public Works—								
(a) Workers...
(b) Dependents
Numbers on Civil works (workers)
Numbers on Private works (workers)
Total on Works
<i>Gratis Relief.</i>								
Numbers relieved under, By doles...
Chapter VIII. } By cooked food
Numbers relieved under Chapter IX (Poor-house relief).
Numbers relieved under Chapter XI (State orphanage relief).
Numbers relieved by the police
Total, Gratis Relief
<i>Special Relief.</i>								
Numbers relieved under Chapter XIII (Artizans).
GRAND TOTAL

NOTE.—To get the "Total of daily totals" of persons receiving gratuitous relief, the mean between the number on the list on the last day of the preceding fortnight and on the last day of the fortnight under report should be multiplied by 14.

- Number of relief circles.....
- Number of kitchens.....
- Number of State orphanages.....
- Number of poorhouses.....
- Number of public works open.....
- Number of civil works open.....
- Number of private works open { aided.....
- { unaided.....
- Number of verified starvation deaths.....
- Number of strangers from Native States—
- (a) on relief works { workers.....
- { dependants.....
- (b) in poorhouses.....
- (c) in villages or at kitchens.....

II.—Particulars of State Expenditure during fortnight ending 19 .

	Wages.	Gratis relief.	Other expenditure	Total expenditure.
Chapter VI { Public works
{ Civil works
{ Private works (aided)
A.—Total
Chapter VIII { Relief by doles
{ Relief by cooked food
Chapter IX—Poorhouse relief
Chapter XI—State orphanage relief
Relief by police
Chapter XIII—Artizans
Other relief expenditure (e.g. relief of cattle)
		B.—Total
		Total of A and B
Loans under the Land Improvement Loans Act { Recoverable
{ Partly or wholly irrecoverable
Loans under the Agriculturists Loans Act { Recoverable
{ Partly or wholly irrecoverable
Other advances { Recoverable
{ Partly or wholly irrecoverable
C.—Total, Loans and Advances
		TOTAL OF A, B, AND C

III—Particulars of relief from non-State Funds administered by Government Officer.

[Vide Chapter XVII of the Code.]

Object.							Expenditure.
I	
II	
III	
IV	
Total						...	

Collector.

NOTES EXPLANATORY OF STATISTICS ABOVE.

[Enter here any notes regarding expenditure from private funds not included in State expenditure, &c.]

*Progress Report on Famine Relief Operations in the
District for the fortnight
ending Saturday, the 19 .*

N.B.—It is specially desired that the remarks of reporting officers under each head may be compressed in the space allotted against each head.

- (1) (a) The condition of the people and state of crops.
 - (b) Range of prices of food grains.
 - (c) Sufficiency of supplies in markets.
 - (d) Increase or decrease of rate of mortality compared with normal rate.
 - (e) Increase or decrease of crime: nature of prevailing crime.
 - (f) Wandering (if any) of families.
 - (g) Immigration from Native States.
- (2) Character of public works open; defects (if any) in management; condition of workers; proportion in weekly gangs or individually tasked under section 103 of the Code and their condition; the percentage of the full wage earned by the workers; proportion of dependants to workers; the condition of nursing mothers; proportion of children dependants to adult dependants.
- (3) Village works; their nature and sufficiency; classes of people employed on them.
- (4) Comments on any increases or decreases of numbers on relief works or gratuitously relieved as compared with previous fortnight.
- (5) Arrangements regarding village relief; numbers on lists; character and sufficiency of agency for working it. If the numbers on gratuitous village relief exceed 3 per cent. of the population, explanation of excess.
- (6) Poorhouses; State kitchens; their working.
- (7) If numbers on gratuitous relief of any kind supported by Government funds (dependants on works, in poorhouses and kitchens, and village relief) exceed one-third of the total number on relief of all kinds, explanation of excess.

B

(56)

(8) Formation of relief committees ; amount and utilization of private subscriptions ; use of non-official agency generally.

(9) Working and sufficiency of relief organization ; general remarks.

(10) Remarks (if any) on Statement III above.

(11) Forecast of probable condition of district in ensuing fortnight, including forecast of expenditure on—(a) works, including dependants (Chapter VI) ; (b) village relief and kitchens (Chapter VIII) ; (c) poorhouses (Chapter IX) ; (d) artisans (Chapter XIII) ; (e) non-State funds (Chapter XVII) ; (f) Police and other relief.

FORM B-III.

[Vide PARAGRAPH 79 OF THE CODE AND RULE XVI OF APPENDIX A.]

[NOTE.—To be submitted to the Local Government direct by the Collector not later than the 7th of the month following that to which the information relates. Copy to be sent to the Commissioner of the division for record in his office.]

Famine Statement A for the month of

N.B.—Numbers of persons on relief to be shown in thousands.

[To be submitted to the Government of India within the first half of the next month.]

District.	Area.	Popula- tion in thousands.	Affected area.	Estimated popula- tion in thousands of column 4.	Number of workers on relief works on last day of month.					Number of persons on gra- tuitous relief.		Total.	Grand total of number of persons on relief.			Price of one or more principal food- grains in seers per rupee.
					Class A (Special gangs).	Class B (Diggers).	Class C (Carriers).	Class D (Working children).	Total workers.	Dependants of relief workers re- lieved on works.	Relieved in villages, kitchens, poorhouses, &c.		Men.	Women.	Children.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

NOTE.—The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.

Special relief to weavers and artisans should be included in column 12.

Remarks to accompany Famine Statement A (see rule XVIII).

Information as to (1) private relief, (2) village and poorhouse relief, (3) general character of relief works, (4) steps taken to supplement insufficient programmes of relief works, (5) physical condition of the people, (6) food stocks, (7) importation of grain, (8) general condition and prospects of affected area, (9) changes in rates of wages, (10) extent to which selection in admissions to relief works is being carried out, (11) increase or decrease authorized by the Local Government in the standard wage, (12) cattle mortality due to scarcity of fodder and water, (13) emigration or immigration, and (14) any other matters of importance which will not delay the despatch of the statement beyond the 15th of the following month. Under "physical condition of the people" as clear an explanation as possible should be given of any increase over the normal death-rate of the month, as shown in statement C, or of the month previous, and the result of investigations of "starvation" deaths should be stated [see instructions to statement C].

FORM B-IV.

[Vide PARAGRAPH 79 OF THE CODE AND RULE XVI OF APPENDIX A.]

[NOTE.—To be submitted to the Local Government direct by the Collector not later than the 7th of the month following that to which the information relates. Copy to be sent to the Commissioner of the division for record in his office.]

Famine Statement B for the month of .

[To be submitted to the Government of India within the first half of the next month.]

District.	NUMBER OF UNITS FOR WHOM RELIEF CAN BE PROVIDED BY WORKS REMAINING ON THE PROGRAMMES ON DATE OF REPORT. (In thousands.)					TOTAL FAMINE RELIEF EXPENDITURE FROM COMMENCEMENT OF RELIEF OPERATIONS. (In thousands of rupees.)				LOANS AND ADVANCES SINCE COMMENCEMENT OF RELIEF OPERATIONS. (In thousands of rupees.)			Revenue suspended or remitted.
	On public works.	On non-departmental works.	On private works.	Total.		Date up to which account is made up.	On relief works.	On gratuitous relief.	Other famine expenditure.	Land Improvement Loans Act.	Agriculturists' Loans Act.	Other advances.	[In thousands of rupees.]
				Part A, sanctioned programme.	Part B, emergency programme.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NOTES.—(1) Some relief works will have been more or less exhausted since the last programme was published, and others will have been provided for entry in the programme next to be published. The net result should be shown in columns 2 to 6. The total of columns 5 and 6 should equal the total of columns 2 to 4.

(2) Columns 7 to 10 should show the total expenditure classed under the head of famine relief, according to the registers maintained by the district officer, except advances for aided works which should come into column 13.

(3) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.

(4) A "unit" means one person relieved for one day.

B

(53)

FORM B-V.

[Vide PARAGRAPH 79 OF THE CODE AND RULE XVI OF APPENDIX A.]

[NOTE —To be submitted to the Local Government direct by the Collector not later than the 7th of the month following that to which the information relates. Copy to be sent to the Commissioner of the division for record in his office.]

Famine Statement C for the month of

[To be submitted to the Government of India within the first half of the next month.]

District.	Population of district.	Normal mortality of the month, i.e. number of the deaths calculated on the mean death-rate for the month, exclusive of plague.	ACTUAL NUMBER OF DEATHS DURING THE MONTH FROM—				DEATH-RATE PER 1,000 OF POPULATION.		Remarks.
			All causes.	Plague.	Cholera.	Starvation.	Monthly normal, exclusive of plague.	Actual death-rate during the month from all causes, exclusive of plague.	
1	2	3	4	5	6	7	8	9	10
TOTAL ...									

INSTRUCTION I.—This statement should be prepared for the calendar month. The average or mean death-rate for the month (column 8) should be calculated on the mortality returns of the previous ten years (excluding famine years) wherever this is possible. A brief explanation should be given in the page for Remarks of any great excess of the death-rate over the average, or of deaths from starvation.

INSTRUCTION II.—The following only should be classed as "starvation" deaths in column 7:—

- (1) Deaths of destitute wanderers and unknown people who are found dead on the roads or in the open country, and whose bodies show signs of want and emaciation, and not signs of any particular disease.
- (2) Deaths in hospitals and poorhouses certified by the local medical officer or subordinate to be due to pure starvation.
- (3) Deaths in towns and villages, other than the above, which are returned by the reporting agent as apparently due to starvation, and not to other cause. Reporting agents should be told, as a rough guide, that starvation may be assumed to be the cause of death, if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.

The district authorities should cause all deaths under (1), (2) and (3) to be further investigated before the end of the next ensuing month, and should report the results in the page of the monthly report devoted to "Remarks."

FORM B-VI.

[Vide PARAGRAPH 79 OF THE CODE AND RULE XIX OF APPENDIX A.]

[NOTE.—To be submitted with the first monthly statements A, B, and C, and when any marked alteration occurs in the position or the estimates require to be reconsidered in the light of fuller information.]

Famine Statement D.—Summary of famine statistics.

Province.	District.	Total area in square miles.	Total population.	Famine tract.		Scarcity tract in which relief is being given.		Scarcity tract in which relief may be needed.		Estimated expenditure on direct relief.		Estimated expenditure on loans and advances.		Probable suspensions and remission of land revenue.	Remarks.
				Area in square miles.	Population.	Area in square miles.	Population.	Area in square miles.	Population.	In current financial year.	In next financial year.	In current financial year.	In next financial year.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

FORM B-VII.

[Vide PARAGRAPH 79 OF THE CODE AND RULE XV OF APPENDIX A.]

[NOTE.—To be submitted to the Local Government direct not later than Thursday in each week.]

Famine Statement E for the week ending

[To be submitted so as to reach the Government of India not later than the Tuesday following the despatch of the weekly telegraphic report.]

Number.	Name of district or State.	Area.	Population.	Relief works.			Number on test works.	Total on works.	Gratisious relief.			Grand total.
				Workers.	Dependants.	Total.			Poorhouses or kitchens.	Village doles and other relief.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13
	British districts...											
	Total ...											
	Native States ...											
	Total ...											

I.—Special relief to weavers and artisans should be included in column 11.

II.—In a footnote it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.

III.—Where figures are wanting or incomplete, the fact should be stated in a footnote.

IV.—No district or State should be removed from columns 2 and 3 till all forms of Government famine relief have been finally closed in it.

FORM B-VIII.

[Vide RULE VI OF APPENDIX A AND CIRCULAR NO. 15, DATED 30TH JULY 1904.]

Statement F.—Abstract of Relief Works Programmes for the year

[To be submitted to the Government of India not later than 1st June in each year.]

District.	Popula- tion.	Maximum number of units for whom relief is required.		NUMBER OF UNITS PROVIDED FOR BY RELIEF WORKS ON THE PROGRAMME.									Remarks.
				Part A—Sanctioned programmes.				Part B—Emergency programmes.					
				Actual maxi- mum of recent famines.	Estimated maximum of future famine.	Sanctioned public works.	Non-depart- mental works for which schemes have been prepar- ed.	Private works for which schemes have been prepar- ed.	Total sanc- tioned programme.	Public works not yet sanc- tioned.	Non-depart- mental works for which schemes have not yet been prepared.	Private works for which schemes have not yet been prepared.	
3	4	5	6	7	8	9	10	11	12	13	14		

NOTE.—Numbers to be shown in thousands. A "unit" means one person relieved for one day. Thus if work is provided for 50,000 people for April, May, and June (91 days), provision is made for $50,000 \times 91 = 4,550,000$ units.

APPENDIX C.—PUBLIC WORKS.

[In this appendix "District Engineer" includes a District Surveyor.]

THE duties of the Public Works Department and its officers in connection with relief works fall under the following heads :—

I.—General organisation and establishment	1—6
II.—Equipment of a charge	7—8
III.—Funds and supply of coin...	9—12
IV.—Drinking water and disinfecting water-supply	13—18
V.—Market	19
VI.—Field hospitals	20—22
VII.—Hutting	23—24
VIII.—Conservancy	25—28
IX.—Organization of relief labour. The gang	29—36
X.—Tasks and systems of work	37—40
XI.—Wages	41
XII.—The daily routine of work. Reports and accounts	42—50
XIII.—Checking work, numbers, and payments	51—56

I.—GENERAL ORGANIZATION AND ESTABLISHMENT.

1.—Relief workers should be made up into gangs of, approximately, 50 "workers" under a "mate." The dependants of each gang will probably number 12 to 15 persons, nearly all of them being children under 10 years of age. Ten such gangs will be formed into a "party" under a "muharrir" sometimes called a "jamadar." Ten such parties will form a relief "charge." A "charge" will thus contain, approximately, 5,000 workers in addition to their dependants, or probably about 6,500 persons altogether. These numbers should be the basis of calculation in estimating the establishment, tools, and other necessaries to be provided for the numbers which the Collector has estimated will probably require relief from month to month. If the number of workers in a charge exceed 6,000 further enlistment to it must stop, and a fresh charge must be opened at once; the old charge being called a "closed charge" till recruitment is reopened. The new charge may be on a different part of the same work, or on another work at no great distance, but it must be a new charge with its own equipment and establishment complete.

If possible, a new charge should be opened at the headquarters of an existing charge. The establishment and equipment should be assembled there, the excess workers of the existing charge transferred to the new, and the new charge then marched on to its own work or works. The organization of the existing charge is, thus, utilized in giving the new charge a start. The assistance received in this way is so marked that the point is one of great practical importance.

2.—The complete staff for a charge will ordinarily be as follows :—

Number.	Officials.	Monthly salary.	Remarks.
		Rs.	
1	Officer in charge	50 to 100	As fixed by the Local Government.
1	Hospital Assistant	...	} To be supplied by the Medical Department.
1	Compounder	...	
2	Work-agents	40 to 60	
1	Sub-Overseer of the permanent staff, Public Works Department.	...	May replace one of the work-agents, if obtainable.
17	Muharrirs (or jamadars) including those on water, conservancy, and accounts, as well as those in charge of parties.	10 to 15	If employed solely as <i>ba'rasis</i> , to draw an extra 5 rupees per mensem.
1	Store keeper	12 to 18	
1	Clerk	18 to 25	
2	Tahvildars or Sub-Cashiers	15 to 20	
4-10	Chaukidars for the treasure chest, the stores, and the market.	6	
5	Peons	5	Attached to the headquarters staff.
4-10	Sweepers	...	At two annas per day.

3.—(a) The Officer in Charge should ordinarily be a Naib Tahsildar or Officer of similar standing on the regular establishment of Government deputed or appointed by the Board of Revenue, placed at the disposal of the Public Works Department, and posted by the Superintending Engineer on the indent of the Executive Engineer. He is subordinate to the District Engineer and is responsible for the general conduct of the work and for the organization of the people with a view to the preservation of order and the distribution of relief. His duties are described in paragraph 89 of the Code and further detailed in this appendix.

(b) Work agents will be appointed by the District Engineer (subject to the Executive Engineer's approval) or by the Superintending Engineer according to salary (see paragraph 241 of the Code). The appointment should always be made in Form C—XI. The duties of work agents are to lay out work in advance, to have profiles ready where necessary, to measure up and record the work done by each gang or each individual, to calculate the wages to be paid for the work done, to see that work is properly finished up behind the gangs and to assist in all other matters requiring professional knowledge. They should pay particular attention to the correct appointment of carriers to diggers in accordance with local requirements and should see that the workers work properly and understand the methods and rates of payment (*jaisa kam waisa dam*), the regulations as to conservancy and the water and market arrangements. The duties of a sub-overseer are the same as those of a work agent.

(c) Muharrirs will be appointed by the District Engineer. Every endeavour should be made to appoint army reservists and pensioners. Their duties will depend on the kind of work to which they are appointed. The duties of the gang muharrirs are to keep up the muster-rolls prepared by the registering muharrir, entering the total and individual wages paid, to prepare the daily abstracts, to do the greater part of the counting out and payment of wages, to look after the tools in their charge for which they are responsible, to see that the mates keep the muster-rolls on the work, to see that the people understand the methods and rates of payment, to know the mate's number and the number of the gang, to be acquainted with the rules as to conservancy and the water and market arrangements, and to assist in such other way as may be required of them. They should be present when gangs are being made up. One muharrir should be foreman of the water arrangements. Another should be in charge of the kitchen for feeding dependants. It is sometimes advisable to employ two of the muharrirs solely as paymasters (or *bakshis*) for the whole charge. In such case, the men so employed should be transferred weekly from one charge to another to prevent collusion between them and the mates and other muharrirs.

(d) Mates will ordinarily be selected from among the workers by the members of a gang who should be required to make the selection themselves. Should they fail to select a suitable man the Officer in Charge will do so. Mates should be classed as A class workers and their names should be entered in the muster-rolls. They should be intelligent men chosen for their position and their faculty of exercising control. Labour recruiters should not be chosen as mates. The duties of a gang mate are to see that the people work properly, understand the methods and rates of payment, the rules as to conservancy, the water and market arrangements, know their gang number and are well drilled in seating themselves in classes ready for muster at the word of command "*muster ho.*" He should make payments when he is directed to do so by the muharrir and should keep the muster-roll permanently with him on the work. One of the mates should be an experienced "*tindal*" for marking out the work set out by the sub-overseer or work agent. His gang of 10 to 20 men should all be intelligent professional labourers, accustomed to the work, and may be paid as A class workers. Another should be a mate sweeper in charge of the sweeper gang.

(e) The clerk, tahvildars, and storekeeper should be respectable and intelligent men qualified to perform the duties they will be expected to discharge. Ordinarily security should be taken from them. The clerk should be able to keep his accounts in English. The tahvildars should be able to act as vernacular clerks and the store keeper should be able to keep the accounts of all tools and stores in his charge. They will be appointed by the District Engineer.

(f) The chaukidars of the treasure chest and tools should be carefully selected by the Officer in Charge and appointed by the District Engineer.

(g) The wages of such carpenters and blacksmiths as are required for keeping in repair tool handles and tools should be charged to "Tools and Plant."

4.—As long as there are only three or four separate charges open in a district the District Engineer can look after them himself; but when there are more than that number and less than six charges, he will require the assistance of a Visiting Inspector of the standing of a Public Works Upper Subordinate, whose services will be obtained on indent from the Executive or Superintending Engineer. The Visiting Inspector will act under the orders of the District Engineer. It will be his duty to go round his parties in succession, spending three days with each when possible, to correct all faults in organization (especially the proportion of carriers to diggers), to check the numbers and payments, test the quantity and quality of work, assist in aligning new works, and otherwise assist the District Engineer. When it is impossible to depute a Public Works Subordinate for these duties, a temporary Visiting Inspector will be appointed by the Superintending Engineer, ordinarily on a consolidated salary (including travelling allowance) of Rs. 100 to Rs. 150, and on the terms stated in Form C—XI.

5.—When the Collector estimates that there are likely to be more than 40,000 persons on the public works in a district for a period of not less than three months, Superintending Engineer should immediately apply to the Chief Engineer for the services of officers of the Royal Engineers or the Indian Army in the proportion of one officer for every 25,000 persons over the first 25,000. The services of these officers should be obtained as soon as possible. They will be posted to the Public Works Department Circle, and should constantly inspect all departmental relief charges within the tract of country to which they are appointed and report and rectify so far as possible at the time all errors found by them. They should keep up and submit weekly diaries to the Executive Engineer as also their travelling journals. They will submit inspection notes from time to time in Form C—IX and in accordance with the instructions on that form. So long as they are Inspecting Officers they have no authority to take the initiative in executive matters excepting in a case of urgency. To fully utilize their services, they will ordinarily be appointed as Sectional Officers over certain areas containing, or expected to contain, not less than four relief charges. With reference to the relief works under their charge, they will have the general management of all the charges in their sections and full authority and responsibility under the District Engineer. Sectional Officers will have nothing to do with the compilation of accounts of returns, but all other orders and correspondence must come from them, or pass through them. It is an important part of their duties to, as far as possible, decrease the weight of correspondence falling on the District Engineer.

6.—Superintending Engineer should take measures to obtain the appointment of officers of the Engineer establishment, or Honorary Assistant Engineers, to districts in which it is desirable to employ Military officers as Sectional Officers.

II.—EQUIPMENT OF A CHARGE.

7.—The following will be the first equipment of tools and plant, &c., required for each new charge:—

Name of article.	Number required.	Approximate—		Head of accounts charged to—	Remarks.
		Rate.	Cash.		
		Rs.	Ra.		
* <i>Phaoraks</i> or <i>hodalis</i> ...	3,000	1 5	3,000	T. and P.	Digging tools and baskets in excess to meet a possible rush of workers.
† Picks and pickaxes ...	500	1 5	750	"	
Axes ...	10	0 5	5	"	
Gang flags, white ...	150	0 1	15	Misc. Conts.	About 2' X 1' and of a triangular shape, with number of gangs on the gang flag.
Water flags, blue ...	50	0 1	5	"	
Conservancy flags, yellow ...	100	0 1	10	"	
Recruiting and headquarters flags, red.	20	0 5	10	"	The recruiting flag to be 8' X 4'.
<i>Khurus</i> cloth belts for mates and peons,	150	0 3	45	"	Water belts and gang flags to have the numbers of the gangs (1 to 100) worked on them in white or red cotton sheeting.
Baskets ...	6,000	4 0 per %	240	"	Provision for future supply required.
Iron treasure chest ...	1	50 0	50	T. and P.	For silver coin.
Wooden money chest ...	2	10 0	20	"	For copper coin.
Iron buckets (<i>dols</i>) for drawing water.	20	0 7	14	"	The round-bottomed country <i>dol</i> .
Iron tanks or wooden casks, on wheels.	10	5 0	50	"	
Kerosene tins fitted with handles	200	0 5	100	"	
Time-piece ...	1	5 0	5	"	
Five-foot measuring bamboos ...	100	0 1	10	"	The feet merely marked with saw cuts.
Fifty-foot measuring tapes ...	3	4 0	12	"	
Muny string for setting out work	1 maund	10 0	10	Misc. Conts.	
Shelter screens 6' X 4' ...	1,000	0 3	300	"	
Iron boilers, for cooking <i>kichri</i>	10	20 0	200	T. and P.	Iron <i>karakis</i> , about 2½' diameter and 5' deep.
Iron ladles for cooking <i>kichri</i> ...	10	0 2	2	"	Fixed in wooden handles.
Bags, netted string, for money ...	10	0 5	5	Misc. Conts.	For rupees.
Bags, canvas, about 2' X 1' ...	16	1 0	16	"	For the muharris's wage bags.
Bags, <i>khurus</i> cloth, about 8' X 4'	100	0 1	10	"	For distributing bags.
Twines for above ...	1 ser	1 0	1	"	
Tents. Pals 8' X 10' ...	3	35 0	105	T. and P.	For staff.
Muster-roll tins, 13" long, 2" diameter.	100	0 2	20	"	
Kitchen tickets, 8' X 1½'	5,000	1 0 4	50	Misc. Conts.	For disinfecting wells.
Permanganate of potash ...	5lb.	1 8	9	"	
Forms of accounts as per chapter XII, and Forms C—I, II, III, IV, V, VI, IX, X, XI.	"	
Stationery, headquarters and muharris, &c.	10	"	
Four copies of the Famine Code bound in common cloth covers.	
Total	5,080	...	

* If the charge is to be employed on store breaking or collecting *ksakar*, substitute sledge and breaking hammers, and some crowbars, for nearly all the *phaoraks*.

† The proportions of picks to *phaoraks* will depend on the nature of the earth: in very soft soil the whole of the digging tools should be *phaoraks*; in stony or very hard soil the number of picks may have to be twice as great or more, and the *phaoraks* will then be proportionately less than above. The District Engineer should carefully consider what his wants will be.

8.—To provide against a rush on the works, every new charge should have work marked out and a supply of tools sufficient for 10,000 persons when it opens, so that, in the event of a rush, the surplus numbers can be drafted with a supply of tools, &c., on to a new charge on the same work, or to another work opened for the purpose with the Collector's sanction and assistance. If there is no rush during the first 10 days or so, tools for 5,000 workers should be kept on the work and the surplus sent to any new work about to open, or any other work which may be in want of them at the time. In all road and embankment work a supply of 500 wooden *thápis* for breaking up clods will be required for the weakly workers. These should be of the pattern in local use, but rather light, and should be made up in advance on the spot, or wherever most convenient, to start with.

III.—FUNDS AND SUPPLY OF COIN.

9.—The credit order will be obtained in the usual way. The District Engineer will submit his indent for funds to the Executive Engineer in Form A below. The problem is to keep the relief works in funds on the spot without a large floating balance in process of transit. An imprest of over Rs. 1,000 is forbidden; and as on any large work, with a full charge, the expenditure will ordinarily amount to Rs. 450 per day, the imprest will be of little use. The Officer in Charge must keep a cash-book; but he may not have a separate credit in the treasury. The following procedure should be followed.

10.—The District Engineer, in consultation with the Collector, should select convenient sub-treasuries as paying centres and warn the Treasury Officer of the probable funds required there during the month. He should himself start each new charge, if possible, keeping the Officer in Charge in funds while there. A few days' open work will show how things are going. When leaving the charge the probable expenditure for the next week (or, if the work is situated at a great distance from the District Engineer's office or the sub-treasury, for the next fortnight) should be computed and the Officer in Charge given enough money to keep him going for that time. After that a watch on his daily reports, Form C—X, should be kept, and before he is out of funds, his expenditure for the next week should be calculated and a cheque for the amount sent to him, and he should send to the sub-treasury for the money as soon as it is required. For this purpose a register should be opened in Form B below in the District Engineer's office. Full allowance should always be made for the surplus balance necessary to meet expenses during the period between the grant of a cheque and the payment of wages, as well as a margin for any probable increase in the numbers seeking relief. This register should be checked and, if necessary, corrected every week by comparison with the cash balance.

11.—Each charge should have one iron safe; the Roorkee pattern of safe does very well; it is about $2\frac{1}{2}' \times 1\frac{1}{2}' \times 1\frac{1}{2}'$ high. There should also be two wooden chests, iron bound and tin lined, with two hasps and padlocks. Size of chests, $2\frac{1}{2}' \times 2' \times 2'$ high. One of them should remain on the work and hold the pice, the other should be used in transporting money from the treasury. If the chest is not tin-lined, the pice fall through the cracks which occur in green wood.

12.—At least three weeks' supply of copper coin should be available in local treasuries to begin with. At first it will mostly soak into circulation and disappear; but after a short time it will begin to flow back in exchange for silver; after the works have been going for six or eight weeks, the rupee will frequently be at a premium and *banias* will then give something more than 16 annas in copper for the silver rupee. With a little tact and arrangement it is possible to induce the local traders to collect and bring in all the copper coins they receive. No expenditure on account of commission is allowed.

FORM A.—*Indent by District Engineer.*

Balance after receipt of the last letter-of-credit or cheque, number dated	Cheques subsequently granted.			Closing balance.	Funds required.	Remarks.
	Number.	Date.	Amount.			
Rs.			Rs.	Rs.	Rs.	

NOTE.—A brief statement explaining the demand for funds should be entered in the Remarks column.

FORM B.—*Name and number of charge.*

Date.	Opening balance.	Expenditure.	Amount of cheque granted (if any).	Closing balance (columns 2 and 4 minus column 3).
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.

NOTE.—This register should be checked every week by comparison with the cash balance.

IV.—DRINKING WATER AND DISINFECTING WATER SUPPLY.

13.—To keep the water supply pure it is necessary to guard all the adjacent wells from contamination for some days before a charge is opened. Some respectable, cleanly, and reliable man of good caste should be selected and made foreman of the water arrangements. He should have four or five Bráhmán mates, a Kahar mate, about 20 Kahár carriers, and the same number of Bráhmán drawers and distributors under him. He should take possession of all wells close to the future work a week or so ahead of the workers, disinfect them at once (for which purpose he should be kept supplied with a few two-ounce packets of permanganate of potash), fence them round with a light bamboo trellis, and at once each put in charge of a Bráhmán with one or more assistants, and arrange so that these men shall draw water for any one who requires it, but they must allow no one else to do so, or even to come on the well platform. From that time till the workers leave the locality every such well should remain in charge of the same set of men, and they should never allow any other person to dip a *lota* into it, or to stand on the platform.

14.—The foreman will require about 20 iron buckets (*dols*) of the country shape (with a round bottom) for drawing, and about 200 kerosene tins for carrying water. This will probably be enough to commence with, but the proportions will differ with the distance of the wells from the work; and in any case the staff and plant will probably have to be increased at one time or another. If water has to be taken a long distance it is best carried in casks fitted with brass cocks and loaded two in a cart. The kerosene tins require to be strengthened with an iron strap round the top and furnished with an iron handle. Half of the top should be cut away and hinged on again to prevent water splashing out.

15.—The actual distribution of water is best effected by setting up *piaos*, or drinking-places, at short distances apart. A large earthen jar, called a *gol*, should be set up, a little aslant, on a low mud platform. By the side of it a narrow sheet-iron trough some four feet long should be set up on two stakes, on a slight incline

with the farther end about two feet above the ground. This trough should invariably be of iron, never of wood. These drinking-places should be distributed in the manner most convenient for the workers and close to their work; along a road work it is most convenient to place one at every second furlong and close to the road, but not within 20 feet of it. A similar procedure should be adopted in the case of tank and other works.

16.—The jar will be filled from the kerosene tins (earthen *gharas* must never be used) by the water Kahars, and by them alone; no one else should touch it. By its side will sit the Brahman distributor, and when anyone comes for water he will fill his brass pot, or *lota*, and pour water into the man's jar, or pot, by means of the trough. He must never pour directly into any man's pot but always into the trough and thence into the pot, placed below the trough and filled from it. It is important to have the trough well above the ground, so that it may not be touched by the jars or splashed from them. It is important to have the trough of iron, because, if it does happen to get infected it will by rust and heating in the sun almost certainly disinfect itself in a short time. It is important to discourage the practice of drinking direct from the trough, as it may cause infection and always involves waste of water. Every mate should be told to see that his gang keep themselves well supplied with *gharas* for the storage of water, and smaller pots for drinking; if they have not got them they are apt to drink directly from the trough in the day, and to wash, and even drink, at dirty ponds or tanks at night or in the early morning. The large jars, *gols*, should ordinarily be broken up on departure, new ones being purchased at each new place. With a little encouragement local potters bring quantities of *gharas* and earthen pots to the works, and can make the large jars to order. If new jars cannot be obtained the old ones may be used again, but must first be disinfected with a small charge of permanganate of potash. The deep red water should stand in them for six hours and then be poured off. If water has to be carried a long distance it is best carried in casks, fitted with brass cocks and loaded two in a cart.

17.—Where possible water-carts should be regularly moved at frequent intervals up and down the works. A Brahman should distribute the water from these carts.

18.—If there are more wells than are required the unused ones should be guarded, as should also be all doubtful or tainted wells. All wells in use should be disinfected with permanganate of potash once a week. The permanganate of potash should be purchased wholesale, ready made up in two-ounce packets, packed 40 in a box, which will thus contain five pounds. The disinfection is done by dissolving a half packet in a kerosene tin full of water; the upper water is then poured into the well and down its sides, some undissolved crystals being left at the bottom of the tin; these must be treated the same way several times till the whole is dissolved. The water in the well will then be of a faint pink colour; if it retains that colour after four hours, it has been disinfected. But if it turns to a light brown the well requires a fresh dose; and so on until the water retains a faint pink colour for at least four hours. The disinfection should be done once a week in the evening, preferably on Sundays. Wells should always be used in preference to tanks. All these precautions are of vital importance to the public health.

V.—MARKET.

19.—Every large work should have a small market consisting of two rows of huts made of shelter screens, with a 20-foot roadway between them and a fence of light bamboo trellis round them with openings at the ends of the street. Respectable *baniyas* and traders should be admitted free. The market should be patrolled by a *chaukidar*. A list of the prices of the day should be hung up in the market. The quality of the food should be frequently examined, and immediate action taken

against any one found selling unsound food. The unwholesome small pea called *khasari* or *kesari* should not be admitted into the market. The food trade on a full-sized famine relief charge is greater than that in any ordinary small town, and if facilities are given to respectable local traders they will be careful not to lose them by selling unsound food, or worrying the people with needlessly frequent changes in their prices. The following advantages can be offered, among others, in exchange for fair trading:—A small grass hut in the market for a shop; free carriage of grain from the nearest mart, if the trader is willing to sell at the current rates of that mart; prompt and free exchange of all his copper into silver paid into the local treasury to his credit. These advantages will ordinarily attract the traders. In exceptional cases requiring exceptional treatment the Collector will make special arrangements by contract or otherwise.

VI.—FIELD HOSPITALS.

20.—When a famine camp is situated in the neighbourhood of an existing branch dispensary (say within two miles), no special hospital arrangements will ordinarily be required at the camp itself, as the hospital assistant and staff of the dispensary can itinerate through the camp daily, attending on the spot to trifling cases; persons seriously ill should be conveyed to the dispensary, where the accommodation, if insufficient, can be increased to any extent by the addition of grass huts. Should disease break out in epidemic form, however, a separate hospital assistant will probably be required. Assistant surgeons or hospital assistants deputed to public works are subordinate to the district engineer, but in professional matters they are under the control of the district medical officer. The staff required for a relief charge is one hospital assistant, one compounder or dresser, one cook and one sweeper. A water-carrier and other menials can always be obtained from the camp and need not be specially entertained, but must work exclusively for the hospital.

21.—The officer in charge should construct a field hospital when directed to do so by the district medical officer. Two hospital huts 25' x 16' with walls 8' high should be provided—one for males and one for females. Two isolation huts each 10' x 10' are also required. There should be a hut for the hospital assistant, divided into two rooms, of which one will serve as a dispensary. A hut should also be provided for the hospital kitchen. Two small mat enclosures—one for males and one for females—should be put up at a little distance from the hospital to act as latrines for the patients. If the huts are surrounded by an enclosure wall one side of the wall should be of mud or clods, with a gateway in the middle to enable the patients to escape in the event of fire. An abandoned hospital should be immediately burned to the ground: if it has held patients suffering from any epidemic disease the site should be sprinkled with about six cubic feet of quicklime, sifted evenly over it, the whole being well sprinkled over with water until the lime is thoroughly wet. The officer in charge should inspect the hospitals at frequent intervals.

22.—The following scales of medicines, hospital necessaries, &c., will ordinarily suffice for a field hospital:—

Carbolic acid, pure	4 oz.
Potash permanganate	1 lb.
Sulphuric acid	1 "
Carbonate of ammonia	2 lbs.
Distilled water	2 bottles.
Nitrate of silver	4 drachms.
Bismuth subnit	8 oz.
Castor oil	6 bottles.
Chlorodyne	4 oz.
Liquor ammon. fort.	8 "

Oil anisi	2 oz.
Oil month. pip	2 "
Pill scilla co.	4 "
Pulv. ipecac. co.	1 lb.
" kina. co.	1 "
Quinine sulph.	8 lbs.
Soda bicarb.	2 "
Spt. ether sulph.	1 lb.
" ammon. aromat...	1 "
Tinct. catechu	1 "
" iodi.	1 "
" oppii.	1 "
Tinct. zingiber	1 "
Vini. ipecac.	1 "
Vaseline...	2 lbs.
Zinchi sulph.	4 drachms.
Rum	6 bottles.
Clinical thermometers	2
German silver catheters, nos. 2, 4, 6, 8	1 each.
A field-tourniquet.					
A reel of silk.					
1 reel of plated wire.					
Lint	1 lb.
Country tow	5 lbs.
A pocket dressing-case.					
Dispensary scales and weights.					
Pestles and mortar (composition).					
Slab for making pills.					
Spatula.					
Measure glass (4 oz.)					
" " (minim).					
" " pewter (1 oz.)					
Bottles (medicine) with corks (8 oz.)	2 dozens.
" " " (4 oz.)	2 "
Gallipots, country	1 dozen.

The necessary furniture for the dispensary will be a camp table, a chair and a strong wooden box 3' x 2' x 2' provided with a padlock.

Blankets must be purchased for the sick.—three for each patient.

VII.—HUTTING.

23.—The workers will ordinarily require very little shelter excepting in the winter, or in some districts when the hot winds become dangerous. For shelter there is nothing better practicable on a large scale than screens about 6' long by 4½' wide made of very open bamboo trellis work, *strongly* tied, and thatched with about one inch thickness of any thatching-grass available. Two such screens will shelter six to eight persons. *Sirkhi* screens may be more readily obtainable than grass in some places and will do as a substitute. Every work will have a number of men who can be profitably employed in making the screens. It may often prove sufficient to supply the people with the material and allow them to make up their own shelter. The actual provision of shelter should be carefully kept down to the lowest requirements, as the people will absorb and waste it to any extent so long as they have not to pay for it. When shelter becomes necessary the screens should be given out to mates of gangs.

24.—Officials connected with the works for whom tents cannot be provided should be huted in small grass huts with the walls plastered with mud on the inside and all other surfaces whitewashed, both inside and out, with a thin wash of clay and lime, in about equal proportions, as a protection against fire. The huts should be 9' x 9' with the ordinary pent roof prolonged 3' beyond the door end of the hut. The two roof *tattis* and four wall *tattis* should be made in sections, so that they can be readily dismantled and re-erected. The whitewash and the mud plaster should be renewed at intervals. The sides need only be 4' high; any extra height required can be got by digging out the floor. It may be observed that a hut with a dug-out

floor is markedly cooler than one on the ground level with the full height of its wall exposed to the winds. The local staff of each "charge" should be generally huddled in this way; similar accommodation should be provided for use of Visiting Inspectors and Sectional Officers or others inspecting the works. The latter huts may be of a somewhat larger size and should be situated in positions carefully selected with a view to effective and convenient supervision. A smearing of clay and cowdung on the outside will protect them from being damaged by starving cattle.

VIII.—CONSERVANCY.

25.—The conservancy of every hospital should be carried out by its own staff of sweepers under the directions of the officer in medical charge. For the staff there should be the usual latrine of screens and ditch. On works near a large town there should be similar latrines for the workers. On works not near a large town a line of yellow flags, about 100 yards apart, should be set out on each side of every road work and round every tank or quarry work, and every camp and hospital, and at a distance of not less than 150 yards from the work or camp. The ground within these flags must be kept clear of all nuisances, and a few sweeper patrols should be posted to insist on the workers going at least outside the flags in their morning walks. The people should generally go to the east of the work; but if there is a village near on that side, they should be made to go in the other direction. The police cannot be spared for this work, or advantageously employed on it.

26.—The disposal of the dead is an important matter. The workers will not attend to it properly. At every three or four miles of a relief work there should be a burying place for Hindus and another for Muhammadans. The two places should, if possible, be on some locally accustomed spot; they should be far apart, and neither should be near a village nor within half-a-mile of the work. Each should have a small staff.

27.—If friends are willing to dispose of corpses according to their various customs, they may be assisted with free firewood or ready dug graves; but in other cases the body must be buried. At the police guard, or other convenient place, there should be arrangements for the burial, free of charge, of every Hindu body which friends did not bind themselves to burn or otherwise dispose of. For the Muhammadan cemetery there should be one or two grave-diggers, preferably of the *Gorkani* class, who should keep a certain number of graves ready dug. The graves should be not less than five feet deep, and the dead should be completely and decently covered in. Unclaimed bodies should be taken charge of by the police and buried.

28.—If this organization is ready from the first it can, on the occurrence of an epidemic, be extended to any required extent. If a skeleton organization is not ready beforehand it cannot be improvised in the rush of an epidemic. In epidemic it is difficult to find wood enough to burn the bodies, but every effort should be made to provide it.

IX.—ORGANIZATION OF RELIEF LABOUR. THE GANG.

29.—A relief work should be started as follows. The work having been ready marked the officer in charge and the principal men of his staff should be on the spot, after having gone through all points of organization. There should be a guard of one constable and four chaukidars for the money-chest, and to give assistance in other ways. The tools should be kept in an enclosure near the work, a sort of *zariba* with a thorny wall or fence round it, the storekeeper being huddled in it with his note-book of issues and receipts ready by him. Somewhere close to the tools depôt, at about 200 yards from the head-quarters camp and the same distance from the work, there should be large red flag on a tall bamboo; this is called the

recruiting-flag, and marks the recruiting-ground to which new-comers are told to gather together as they arrive ; and here the gangs are made up. The early morning is full of work, and therefore gangs are best made up in the forenoon, commencing at about eight o'clock, the workers being started on the work in the afternoon. While the gangs are being made up the future gang muharrirs should be present.

30.—The recruiting-ground should have in it a clear space 150 feet long by 100 feet wide, lock-spitted into lines of squares 10 feet by 10 feet, divided by paths five feet wide, running lengthways from end to end of the space, which should thus contain seven lines of squares separated by six paths; each line contains 15 squares and the whole space 105 squares. The whole arrangements should be under the charge of a registering muharrir, whose duty it is to sort all new-comers entitled to admission under paragraph 85 or 115 (a) of the Code into village groups and family groups; a family group, or two or more such groups of fellow-villagers, should be seated in a square; and all the persons from one village in contiguous squares. The relief provided by paragraph 132 of the Code should invariably be given at once to all persons arriving on the work in need of it.

31.—The arrangements should be ready by eight o'clock in the morning, before the officer in charge arrives, and that officer should then proceed as follows. He should first select 13 able-bodied men fit to dig, with their families and fellow-villagers, if possible, and if the number of *workers* thus obtained is less than 50, make up the full gang of 50 *workers* from among the odd lots on the ground. The whole gang should then be seated in contiguous squares; B men (and women, if any) in the front rank; C men and women behind them; D children behind them again; and the dependants in a fourth line of E, F, G and H classes; the children of I class, i.e., children in arms, being with their mothers. The gang should remain seated till registered. A "mate" for the gang should be selected with due regard to the wishes of the gang, given a badge and flag (with the gang number worked on it in white cotton sheeting), and posted at one end of his gang. The mate should be an intelligent man, a relief worker, and chosen from the gang if possible. He should be chosen for his position and faculty of exercising control. But he should not be a man who has brought a number of persons with the object of becoming their "mate."

32.—In forming the gangs the provisions of paragraphs 102 to 104 (inclusive) of the Code should be, as far as possible, observed. It is necessary to provide for the filling-up of depleted gangs.

33.—All the persons seated on the ground being thus sorted and provided with mates the registering muharrir should then proceed to register them in muster-rolls. When a roll form has been filled in, it should be signed by the officer in charge. The distinguishing number and mate's name of each gang should be noted in the note-books of the officer in charge and the registering muharrir at once, as also the name of the gang muharrir to whom the gang is consigned. As soon as each gang is registered it should be made over to the gang muharrir, who should send it under charge of a chaprasi, with a slip, to the storekeeper to deliver the necessary tools, baskets and *thapis* to the mate of the gang. The gang muharrir is then responsible for the gang and the tools, and must enter a record of them in his note-book. The muster-roll should be given to the mate in a tin box, and he should always keep it by him. After being provided with tools, and, if necessary, with shelter screens, each gang should be marched to its work, and the muharrir should then explain to it the work to be done, the method and rates of payment, the regulations as to conservancy, the water and market arrangements, &c., and point out its camping ground.

34.—The gang is the basis of all organization, and it must be kept as permanent as possible. No one but the officer in charge should admit any new persons into any gang; and people once formed into a gang should not be allowed to exchange

into another without special permission from that officer. Every adult in the gang should be made to know his gang number, the mate's name and the mubarrir's name. The gang should be drilled in seating themselves in classes ready for muster at the word of command "muster ho," and the mate taught to make them do it smartly. Attention to this simple point will save much delay and trouble afterwards. A mate incapable of doing this should immediately be displaced for a more competent man.

X.—TASKS AND SYSTEMS OF WORK.

35.—Relief workers will generally be employed on three principal kinds of work: (A) earthworks; (B) collecting kankar; and (C) breaking stone metalling. The following special instructions are given for each principal kind of work; the task will be laid out for the whole gang, and the tasks for individuals and small groups will be pegged-out within the task for the gang:—

A.—EARTHWORK.

Table of the digger's task, excavation only. For diggers, men of class B.

Soil.	Daily task in cubic feet.		Remarks.
	Ordinary.	Low.	
Soft soil, such as sand	200	150	If workers in classes C and D are employed in digging, their task shall be, respectively, two-thirds and one-third of the task of class B.
Light soil, such as sandy loam	150	100	
Medium soil, as loam or marl	110	80	
Hard earth and clay	80	60	
Stony soil and black cotton soil when dry	80	60	

(a) When a gang is first started on work a rate based on the low task for that kind of work may be allowed to the diggers, but it should be gradually raised in a fortnight or so till it corresponds to a suitable task according to the soil and the strength of workers, which will, as a rule, be the "ordinary" task. The "low" task may be adopted under unfavourable conditions, climatic or otherwise: it is by no means intended that only the low task shall be adopted, or that it shall be the prevailing standard. If less than the low task is ever allowed, the fact should be reported by the Collector to the Commissioner.

(b) The task adopted represents one day's wage of a male digger, class B, and it thus fixes the pure digging rate for the working on the basis of the grain price adopted. The pure digging rate then varies with the kind of soil and the grain price. The remainder of the rate is made up of the cost of carrying, and in road work there are usually more carriers (i.e., persons only fit for carrying) than are required for the work. In such cases the more able among the C and D class workers should be utilized for digging as far as possible; and if there is still a surplus of carriers the feeble and emaciated among them should be put on to breaking clods and dressing the work.

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

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

$$\begin{aligned} * R &= 72 + H + 12(V-3) \\ &= 36 + H + 12V. \end{aligned}$$

* NOTE.—This formula is adopted from the report on Famine Works by Sir Thomas Higham, K.C.I.E., Inspector-General of Irrigation, a member of the Famine Commission of 1898.

where R=reduced lead in feet ;
 H=horizontal of lead in feet ;
 and V=vertical lift in feet.

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

A carrier unit will be taken as 10,000 cubic feet carried over a reduced lead of one foot. Then the simple rule is to divide 10,000 by the "reduced lead," and the result gives the number of cubic feet which should be carried by each carrier unit. Thus in the above case each carrier unit should carry away 39.06 cubic feet of earth, and if the soil was of a kind that required a digger's task of 110 cubic feet, then each digger should have $\frac{100}{39}=2.8$ carrier units, or a gang of 13 diggers should have 36 carrier units.

- (d) An ordinary woman or man in class C is counted as a carrier unit, but children between 10 and 14, class D, are counted as half a unit. Thus in the above case a gang containing the average proportions found on many works in 1897 would consist of 13 men capable of digging, 3 inefficient men, 21 women, and 13 children between 10 and 14 years, and it would have $3 + 21 + 13 \times \frac{1}{2} = 30\frac{1}{2}$ carrier units, and hence the carriers could not do their work. It would be necessary to turn two of the least efficient diggers into a carrier: there would thus be less earth dug, amounting to the work of probably more than four carrier units, and there would be two more carriers to remove the earth, which would correct the proportions. If the same gang were employed on a road with a lift of five feet and mean horizontal lead of 50 feet, the 13 diggers would only require 21 carriers, and in that case five of the class C workers should be placed among the diggers, the gang as a whole being debited with only a two-thirds' task for each of these less efficient diggers.
- (e) In checking the correctness of the proportion of carriers to the diggers of gang the simpler way is to *multiply the gang's total digger task by the "reduced lead," and divide the product by 10,000*; this will give the correct number of *carrier units* for the diggers under these conditions. This is a point which requires the constant attention of supervising and inspecting officers.
- (f) All laying-out must be done well in advance of the workers, and in a manner to fulfil three object—(i) to give everyone sufficient room to work in; (ii) to give at least four days' work in the same place, so as to avoid constant moves; (iii) to admit of measurements being made "up to date" until completion of the task. The markings-out will require an intelligent mate and gang. Nearly all earthwork will be either on roads or tanks. The following examples show the best methods of working in these cases:—
- (g) *Working on a road.*—Suppose a road in medium earth, as loam or marl, to be embanked two feet high with a top width of 24 feet; then the embankment will contain 52 cubic feet per foot run. Lock-spit the lines at foot of embankment and the edges of borrow-pits in the usual way, taking care to provide a width of borrow-pit which will give the required earth with less than three feet depth of digging. Construct an earthen profile at every 100 feet, making the profiles one-tenth higher than the embankment height to allow for settlement. (In this case the profiles will be 2.2 feet high.) A road work in the soil will ordinarily [have a digger's task of 100 cubic feet; and taking it as having a lead of 50 feet and lift of five feet, it will have a reduced lead of $36 + 50 + 60 = 146$ feet, so that each carrier unit must deal with

$\frac{10,000}{148} = 68.5$ cubic feet, and each digger requires just over 1.5 carriers. Now, supposing the gang has the usual proportions of 16 men, 21 women and 13 children workers, the women and children alone form $21 + 6\frac{1}{2} = 27\frac{1}{2}$ carrier units, or enough for 19 full diggers ($\frac{27\frac{1}{2} \times 68.5}{100} = 18.8$); so that the whole of the 25 men should be employed as diggers and also two of the women, the women and any inefficient men being debited with only two-thirds tasks.

(h) The gang task, then, might be thus built up—

	Cubic feet.
16 able-bodied men at 100 cubic feet	1,600
Three inefficient men and two women employed as diggers at 66 cubic feet.	330
Total gang task	1,930

This task requires $\frac{16,000}{685} = 24$ carrier units. After deducting the two women turned into diggers, there are still $25\frac{1}{2}$ carrier units left. In such a case one or two of the women and children must be put on to breaking the clods and dressing up the work. The gang will then be able to complete $\frac{1630}{52} =$ nearly 31 lineal feet of road per day; and to give it a week's work in the same place a length of 186 feet should be returned for it. A relief charge of 100 gangs engaged on the road work will thus spread over a length of nearly $3\frac{1}{2}$ miles; and on a narrower road it may spread over nearly five miles.

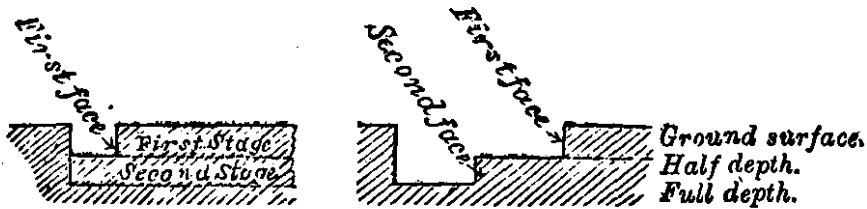
- (i) The diggers being ranged along the borrow-pits on both sides of the road, and at one end of their work, must then commence embanking at one end up to full height and width and carry on strictly from one end, closing on to each profile as their work reaches it. They must not be allowed to commence throwing the earth on different parts of the road, but must commence at one end and go straight on. The work agents will measure up the work completed up to date on each reach, and deduct the previous day's measurement to find the work done on the last day.
- (j) In embanking roads with dry earth it is very necessary to have the earth broken up very small, and to ensure this being done the diggers should be made to break up the large clods in borrow-pits while all the very weakly surplus carriers should be employed in breaking the lumps to a still smaller size. It is the mate's duty to see to this, and if it is neglected he should be fined once or twice, and afterwards dismissed. In almost every case when a gang does not do its work fully or properly it is the mate's fault, and he should be changed.
- (k) *Working in a tank.*—In tank work the reduced lead is generally so great that it is necessary to retain only the strongest men as diggers, and to use the whole remainder of the gang as carriers in order to keep the diggers fully employed. The size and depth of the excavation also permit of the diggers working at a vertical face two to three feet high, thus doing more work. On the other hand, any close packing of gangs leads to confusion and opens a way to possible fraud. In all works it is necessary to preserve the *muharrir's* party as a unit. The marking out of a tank must therefore have three objects in view. These are—
- (i) to apportion the diggers to the carriers correctly and then give every digger a good "face" to work on;
 - (ii) to keep the gang separated;
 - (iii) to fit in full parties as near as may be. The first object is attained by approximately calculating the number of diggers in each gang on the work and dividing the depth of excavation into stages of two to

three feet depth, putting a line of diggers on each stage. The second is attained by keeping a dividing-strip between every gang and its neighbours. The third object is kept in view in selecting the number of digging strips. The depth of excavation will seldom be less than four feet or more than six feet, and will in either case furnish two stages for digging. The area of excavation will vary very greatly, but it will seldom be under 200 or over 600 feet square. The following examples are therefore based on the employment of two lines of diggers in every case, and are fitted to tanks of from 200 to 600 feet square. In all the examples it is supposed that the spoil is thrown out on three sides only, and on to existing spoil tanks about eight feet high and 30 feet back from the excavation pit.

- (l) In every case the gang must commence at one end of their strip with a single line of diggers going down to the full depth of their stage, until there is room for the second line to enter. The first operation is shown in the sectional sketch A.

SKETCH A.

SKETCH B.



As soon as there is room for the second line of diggers they open their stage to a second face; and a section of the work then assumes the form given in sketch B. After this the second line of diggers keeps about 10 feet behind the first line. In all cases the measurements of each strip are made *wp to date*, and the last day's or the last week's work is found by subtracting the quantity on which the last previous payment was made. In every case the carriers of each gang must be fitted to the diggers, in accordance with the measured lead of their strip of work reduced to horizontal feet in the manner before explained: thus the gang in certain parts of a large tank must have fewer diggers and more carriers than those of some other parts. In all cases the place for depositing the spoil must be clearly marked out for each party, and the muharrirs and mates made to understand the marks.

- (m) A tank deepened five feet over an area 200 feet square will give a mean reduced lead of about 300 feet: so that on the average each carrier unit must carry $10,000 \div 300 = 33$ cubic feet: and if the digger's ordinary task is 120 cubic feet, each digger must have $120 \div 33 = 3.7$ carrier units. It may be found advantageous to increase the size of gangs from 50 to 80 workers when employed on tank work. An average gang will then contain 25 men, 34 women, 21 working children; and if we convert the *whole gang* into carrier units, it contains $25 + 34 + 10\frac{1}{2} = 69\frac{1}{2}$ carrier units. For working purposes the whole gang may be considered as composed of groups, each group containing one digger and 3.7 carrier units; but the digger is equal to a carrier unit; therefore for the average lead of this work the whole gang is to be composed of $69.5 \div 4.7 = 14.7$ or 15 working groups, in each of which there is one digger, so there are altogether 15 diggers in that gang on that piece of work. There are two lines of diggers, or 8 in one line and 7 in the other, and each digger requires three feet of face to work in. The gang thus requires a strip 24 feet wide; and the tank should be marked out into six digging strips, each 30 feet wide, separated by five dividing-strips

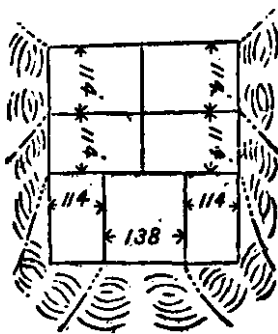
each four feet wide. The dividing strips and the slopping of sides are to be dug out last of all, and by the gangs which have finished their straight strips. A tank of this size will accommodate one muharrir's party of five gangs and find it in work for, approximately, 23 working days.

(n) A tank 200 feet square dug to a depth of five feet will probably have an average reduced lead of about 380 feet: the carrier unit must therefore remove, on the average, $10,000 \div 380 = 26.3$ cubic feet of earth, and with an ordinary task of 120 cubic feet each digger will require 4.6 carrier units. The average gang of $69\frac{1}{2}$ carrier units may be considered, for the purposes of this work, as composed of $69\frac{1}{2} \div (4.6) = 13$ diggers and the rest carriers. There will be seven diggers in a line requiring 21 feet of digging face; and the tank should be marked out into 12 digging-strips each 21 feet wide, separated by 11 dividing-strips: the middle one of the dividing-strips should be eight feet wide and the other four feet. The wide strip in the middle marks the division between the parties of two muharrirs. This work will accommodate two full parties and find them in work for, approximately, 3 working days—the dividing-strips, &c., being left intact to the last and then cleared off by gangs which have finished their straight strips, as before.

(o) Working out in the same manner the length of digging face required for the average gang, we find that a tank dug five feet deep and 400 feet square will probably require an average of 5.1 carrier units to a digger, and 12 diggers in a gang; and thus the digging strips must be 18 feet wide. A tank dug 500 feet square will probably require an average of 5.4 carrier units to digger and 11 diggers in the gang: so the digging strips must be 18 feet wide. A tank dug 600 feet square will probably require an average of six carrier units to a digger and 10 diggers to the gang: so it must have digging strips 15 feet wide. These three sizes will then be marked out as sketched below :-

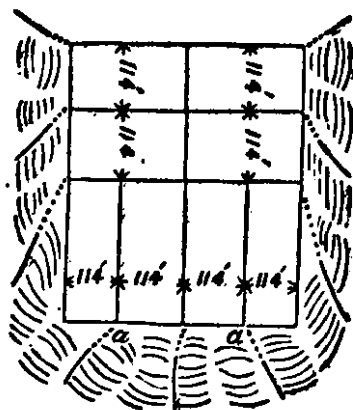
TANK 400 FEET SQUARE.

Open end.



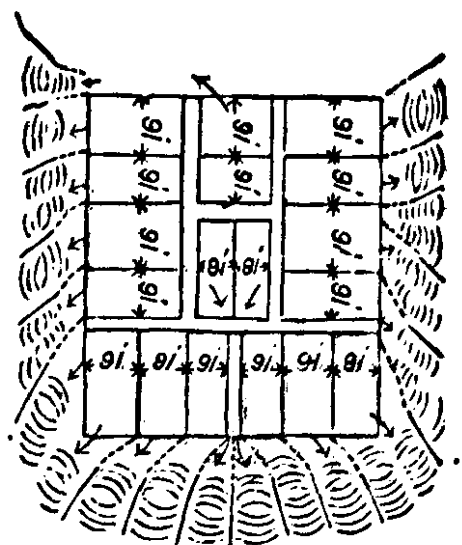
TANK 500 FEET SQUARE.

Open end.



TANK 600 FEET SQUARE.

Open end.



The tank is divided into blocks for seven parties, as shown on sketch, by roads 17 feet wide. Each block is longitudinally marked out into digging strips 18 feet wide, separated by dividing-strips six feet wide. The middle block at

The tank is divided into blocks for eight parties, by roads 16 feet wide, the two roads ending at a being only 14 feet. Each is then longitudinally divided up for five gangs in the same manner as the previous example. If dug five feet deep

This is a somewhat different mode of marking out, the object being to get this large work completed in a short time. The whole is divided into 18 blocks by means of the main road 18 feet wide, shown by double lines, and the smaller road nine feet wide, shown by single lines. Each

the rear will contain six gangs, and each of the others will hold five gangs. If dug five feet deep the tank will employ seven parties for, approximately, 16 working days, on the basis of a task of 120 cubic feet. The work could be marked to contain another two gangs; but it is better as it is. In this and the other sketches the position for the spoil of each party is shown by radiating lines. A bamboo planted on the old spoil at each end of each such boundary will sufficiently mark the line.

the tank will employ eight parties for, approximately, 24 working days with a digger task of 120 cubic feet. If it is desired to complete the tank in a shorter time it is easy to get in 12 parties by making the dividing-strips narrower and adopting an arrangement somewhat like that in the next example. The tank could then be excavated in 16 working days; but, unless time is a serious consideration, the work should be marked out as sketched.

block is sub-divided into five digging strips 15 feet wide separated by four dividing-strips four feet wide; and each will accommodate a muharrir's party. The direction in which spoil must be carried is shown by an arrow in each block. The middle blocks will require an extra force of carriers. The work will accommodate two complete relief charges containing 18 working parties, and if dug five feet deep it will find them in work for, approximately, 17 working days with a digger task of 120 cubic feet.

36.—At the rear of every relief charge on a road there should be a finishing gang, one that has shown it has learned its work well and is under an intelligent mate. In the same way an excavated tank should be handed over to the finishing gang for a few days. It will be the duty of this gang to properly finish up all irregularities left by the less skilful gangs in front. No particular task can be set for them and the work very largely depends on the mate in charge, who should be a selected professional *tindal* on fixed wage.

B.—KANKAR COLLECTION.

37.—(a) Kankar quarries are often of irregular quality and depths, and the quarry pits are scattered over them in a way which prevents working by the gang as a whole. For this and other reasons it is better to carry out this kind of work by means of groups of workers formed within the gang—either family groups, or groups of voluntary associates in labour. The gang still remains, but the primary dealings are with the groups of workers. Each group, or squad, should have its own headman to keep tally and receive the payments for the group. Each muharrir should keep a note-book of all the squads in his party, and the detailed measurement and payments should be recorded in it by the work agent and the muharrir, respectively. These measurements and payments should ordinarily be made once a week.

(b) The rate to be paid will be the ordinary local rate for the same kind of work, with an addition equal to the difference between the normal price of the grain in ordinary use and the wages table price ordered for the time being by the Local Government. Thus if the normal price is 18 *seers*, and the Government has fixed a wages table price of 14 *seers* at the time, then the local rate for digging and cleaning and stacking kankar at quarries must be increased by $\frac{4}{7}$ *thas*, or, practically, by $4\frac{1}{2}$ annas per rupee of the ordinary local rate. This rate should be fixed in the same manner as a "task" is directed to be fixed. It is the task under another aspect.

(c) Under average conditions a man's task of kankar may be taken at 12 cubic feet in the day; but it varies so greatly with the depth at which kankar lies that the best guide to a man's work under the conditions of the locality is found in the local rate for kankar in that locality.

(d) The kankar should be cleaned at the quarry, and a whole week's work of each group stacked in separate stacks, 26 inches high, eight feet wide at top and 12 feet wide at bottom, every foot in length of the stack being taken as 20 cubic feet. If space is limited, the stacks may be made as high as five feet;

but all stacks of one charge should be made to the same dimensions of height and width. The *kankar* requires frequent inspection to see that cleaning is thoroughly done.

C.—STONE-BREAKING FOR METALLING.

38.—(a) Stone-breaking will be very largely done in the rainy season. At this season the workers come and go with changes in the weather and fluctuations in agricultural employment. If small co-operative groups of labour were formed, the fluctuations of labour would lead to such frequent dissolution and reorganization among the groups that accounts would be thrown into hopeless confusion without any practical benefit in other ways. A larger unit of labour is required in which the constant small fluctuations can have room to exhaust themselves without much disturbance of the unit as a whole. For this purpose the "gang" is a convenient size; and that being treated as the unit of labour, all the members forming a gang must gain or lose by the outturn of its labour, which will vary with the industry of the "breakers" who form the greater part of it. It is also convenient to form the workers into gangs which will turn out equal quantities of stone per day, whatever may be the quality of the stone.

(b) The stone should be broken to pass through a two-inch ring. In the ordinary qualities of stones mostly used for ballast or metalling it is found that an ordinary man, fit to break stone, can, on the average, break up five cubic feet to this size; a weakly man, or ordinary woman, can break up about $3\frac{1}{2}$ cubic feet; and a weakly woman, or a child between 10 and 14 years, can break up on the average $2\frac{1}{2}$ cubic feet. The actual quantities broken will vary with the quality of the stone; but the proportions of 5, $3\frac{1}{2}$ and $2\frac{1}{2}$ will remain fairly constant, and they simplify the accounts.

(c) A gang will be headed by a "mate," and should have two to six strong men, according to the nature of the quarry, to do the hard work of getting out the stone, and of sizing it into five to eight-inch blocks ready for breaking up. These men will require to use crowbars and sledge hammers, and their wages will correspond to the wages of "diggers" on earthworks: but there must not be more of them in a gang than the nature of the quarry makes absolutely necessary. There will then be some 60 "breakers" consisting of weaker men, of women and of the stronger children: these will form the mass of the gang. The few weaker children will usually be able to do all the carrying required, but in some situations it may be necessary to reserve a few of the women or bigger children for carrying stone.

(d) The principle of the system lies in payment by results with a special rate for the weakly, so that they may earn enough to live on. As regards the money earned, if a lighter task is accepted for a certain wage it has the same effect as if a higher rate is paid for a certain quantity; and it is far simpler for the subordinate staff to deal with. If gangs are made up with different capacities of work the daily estimation of their correct wages requires a different calculation to be applied to each gang, and this is in practice beyond the powers of the subordinate staff available; nor could they be entrusted with it, because the results could not be checked by superior officers without their also going through all the gang calculations in detail—which is impracticable. The first step, therefore, is to form all gangs with the same capacity of outturn as follows:—

(e) First appoint an intelligent mate, a man accustomed to this kind of work if obtainable, and next select the required number of able-bodied men to "get" and "size" stone under the local conditions of that particular quarry. Then make up the gang of enough "breakers" to break up 240 cubic feet of stone, with enough carriers to carry that amount of stone under the local conditions of the work in hand. It will seldom be necessary to appoint any carriers in excess of the weaker children who belong to the adults of the gang.

(f) In making up the "breakers" of a gang the quality of the stone will determine the number of people to be employed ; but the *proportions* of stone broken by the units of each kind of labour will be maintained. Able-bodied men ordinarily leave the works immediately after rain commences, and it is difficult to find enough of them for work that cannot be done by anyone else. If able-bodied men are in such excess that some of them have to be put on to stone-breaking, then select the weakest of them for that work and pay them on the scale of class C of section 125 (a). Men breakers of ordinary strength should be given a task proportionate to five cubic feet of the standard stone. The women should also be paid as class C of the wages table and be given a task proportionate to $3\frac{1}{2}$ cubic feet of the standard stone. The capable children of from 10 to 14 years should be given a task proportionate to $2\frac{1}{2}$ cubic feet. The whole calculated task of the gang should total up to about 250 cubic feet, which allows about 10 feet as a margin for temporary absentees.

(g) The *actual* quantity calculated to be broken up by each class of breaker may differ according to the quality of the stone ; but the *relative proportion* broken by the units of the different classes will remain constant, and the calculated quantity to be broken up by the gang as a whole will always be approximately 240 cubic feet, whatever the stone may be. Thus a gang working on tough stone will have a larger number of breakers and will be a larger gang, but their total task will still be 240 cubic feet ; while a gang working on brittle stone will contain fewer breakers and will be a smaller gang, but, still, must turn out the same total quantity of 240 cubic feet per day.

(h) Most ordinary hard stone used for metalling can be broken in the quantities of 5, $3\frac{1}{2}$ and $2\frac{1}{2}$ cubic feet, which have been taken as a standard, and a stone of this quality is here called the "standard stone," and it should be the kind worked on if there is any choice in the matter ; but if it happens that a softer stone must be worked, as, for instance, one in which an able-bodied man can break up 11 cubic feet in a day, then the gang must be made up of fewer breakers so as to give a proportionately larger task to each person. This proportionate modification can be more easily applied to the total task of the gang than to that of each individual separately, and the result is the same. It should be applied in the following manner :—

The standard stone runs to five cubic feet per man ; the particular quarry being worked runs to 11 cubic feet per man ; the total task done must be 240 cubic feet.

Then $x : 240 :: 5 : 11$.

$$x = \frac{240 \times 5}{11} = 109.$$

So that a number of "breakers" capable of turning out 109 cubic feet of the standard quality of stone are capable of turning out 240 cubic feet of this quarry. Thus each gang on that soft quarry requires enough breakers to turn out 109 cubic feet of the standard stone ; but they must turn out 240 cubic feet of that particular stone. In making up a gang for a quarry like this the breakers would be taken on family by family, each unit being debited with its due quantity of the standard stone until the total quantity of standard stone they could break totalled up to 109 cubic feet and a little over. The gang would then be able to break 240 cubic feet of the softer quarry under work.

(i) It is the particular business of the Engineer to carefully ascertain the quantity of stone which an able-bodied man can be fairly expected to break up

on each quarry in work. Having done this he will make up the strength of the "breakers" for each gang in accordance with the following table :—

Quality of stone. Quantity which can be broken to two-inch gauge by an able-bodied man.	Breakers. Required capacity of the breakers stated in terms of the standard stone.	Remarks.
1	2	3
Cubic feet.	Cubic feet.	
4	300	For each kind of stone in column 1 the breakers of each gang are to be made up to a capacity for breaking the quantity of the standard stone which is shown in column 2, plus a small margin for temporary absences.
5	240	
6	200	
7	171	
8	150	
9	133	
10	120	
11	109	

(j) Then on a quarry of the standard stone the gang might be composed somewhat as follows :—

Class of workers.	Number.	Task of standard stone.	
		Each person.	Total of class.
1	2	3	4
		Cubic feet.	Cubic feet.
B Men, getters...	4
C Men, breakers—			
(a) Ordinary	15	5	75
(b) Weakly	5	3½	17½
G Women, breakers—			
(a) Ordinary	20	3½	105
(b) Weakly	4	2½	10
D Children, breakers	17	2½	41½
D " weakly, reserved for carrying	10
Total, workers	85	Task of standard stone.	250

(k) The following example shows an average gang as formed for a quarry of stone in which an able-bodied man can break 8 cubic feet. In this the task in terms of the standard stone must total up to about 150 cubic feet, plus a small margin :—

Class of worker.	Number.	Task in terms of standard stone.	
		Each person.	Total of class.
1	2	3	4
		Cubic feet.	Cubic feet.
B Men, getters ..	3
C Men, breakers—			
(a) Ordinary	3	5	15
(b) Weakly	2	3½	7
G Women, breakers—			
(a) Ordinary	18	3½	63
(b) Weakly	6	2½	15
D Children, breakers	22	2½	55
D " carriers	10
Total, workers	64	Task of standard stone.	156

In making up gangs care should be taken that the "getters" are not in excess of actual requirements.

(4) When the broken stone is stacked on or near the quarry each week's work of each gang will be stacked separately for purposes of checking afterwards. The stack should be 12 feet wide at base, 8 feet at top, and 2 feet deep. Where stacked along a road, the stacks will have the usual dimensions; but each week's work of a gang must be a separate stack. Each gang should have a separate breaking and stacking-ground, so far as practicable, in the space available. Temporary absentees in excess of the margin already allowed to the gang should be allowed for by a proportionate reduction in the day's task. Thus if two breakers are absent from the above example of a gang it is only necessary to reduce the task by 5 feet, because the strength of the gang is already equal to 5 cubic feet more than the ordinary task required.

XI.—WAGES.

39. Paragraph 111 of the Code provides that full wages shall be given for work which does not fall short of the full task by more than 5 per cent., provided that the short work is not due to contumacy. Work shall be paid to the nearest tenth of the task, one twentieth or over being counted as a full tenth; thus 85 to 94 per cent. would be paid as 90 per cent., 75 to 84 per cent., and so on. The margin in measurement which is allowed in favour of the worker shall be discontinued whenever short work is due to contumacy. The following specimen table shows in pice the reduced wages payable for short work :—

Specimen Wages Table for short work which is not due to contumacy.

Full task in cubic feet.	Work done, in cubic feet.									
	95 % and over	85 % to 94 %	75 % to 84 %	65 % to 74 %	55 % to 64 %	45 % to 54 %	35 % to 44 %	25 % to 34 %	15 % to 24 %	5 % to 14 %
80	76 and over	68 to 75	60 to 67	52 to 59	44 to 51	36 to 43	28 to 35	20 to 27	12 to 19	4 to 11.
90	86 and over	77 to 85	68 to 76	59 to 67	50 to 58	41 to 49	32 to 40	23 to 31	14 to 22	5 to 18.
100	95 and over	85 to 94	75 to 84	65 to 74	55 to 64	45 to 54	35 to 44	25 to 34	15 to 24	5 to 14.
110	105 and over	94 to 104	83 to 93	72 to 82	61 to 71	50 to 60	39 to 49	28 to 38	17 to 27	6 to 16.
120	114 and over	102 to 113	90 to 101	78 to 89	66 to 77	54 to 65	42 to 53	30 to 41	18 to 29	6 to 17.
Wages for full task in pice.	Wages payable, in pice.									
	100 %	90 %	80 %	70 %	60 %	50 %	40 %	30 %	20 %	10 %
13	Full wage.	12	10	9	8	7	5	4	3	1.
12		11	11	8	7	6	5	4	2	1.
11		10	9	8	7	6	4	3	2	1.
10		9	8	7	6	5	4	3	2	1.
9		8	7	6	5	4	3	2	2	1.
8		7	6	6	5	4	3	2	2	1.
7		6	6	5	4	4	3	2	1	1.
6		5	5	4	4	3	2	2	1	1.
5		5	4	4	3	3	2	2	1	1.
4		4	3	3	2	2	2	1	1	1.*
3		3	2	2	2	2	1	1	1	1.*
2		2	2	1	1	1	1	1	1	1.*

NOTE.—1. In calculating the wages payable for short work one half of a pice and fractions over half are taken as one pice. Fractions less than one half are omitted except in cases marked (*), when one pice is entered on the principle that a worker who performs an appreciable portion of the task should get something.

NOTE.—2. The wages of weakly persons individually tasked and of weakly gangs must in no case be permitted to fall below the scale of allowances fixed for dependants [Code paragraph 111 (b)].

Examples.

Task 120 cubic feet. Work done 87 cubic feet. As this lies between 65 % and 74 % of the full task the wages payable will be found under the figures 78 to 89. A worker who would get 10 pice for the full would get 7 pice, and so on.

Task 90 cubic feet. Work done 47 cubic feet. Under 41 to 49, find the wages payable. A worker entitled to get 8 pice for the full task would get 4 pice, and so on.

Task 1,200 cubic feet. Work done 990 cubic feet. Opposite 120 cubic feet see 90 to 101 and the wages below.

XII.—THE DAILY ROUTINE OF WORK. REPORTS AND ACCOUNTS.

40.—The basis of all labour statistics and most of the accounts is the muster roll given as Form C-I. Form C-II, the muharrir's daily abstract, is made directly from C-I. The entries in the charge day book Form C-III are entered daily in the office of the officer in charge from the total of all the muharrir's daily abstracts of the charge. Form C-III the officer in charge fills in the weekly voucher for wages, Form C-IV. The officer in charge then prepares Form C-V (the Charge Progress Return) from his day book, his cash book, the kitchen account and hospital account, and submits it to the District Engineer in accordance with the instructions printed on the form. He also attaches one copy of his general weekly report, Form C-VI, to the above, for the District Engineer, and submits another copy of Form C-VI direct to the Collector. The further abstraction for statistical purposes is carried on by the District Engineer, who compiles his District Progress Return, Form C-VII, from the totals of the Form C-V and despatches one copy to the Collector and another to the Executive Engineer. From the totals of Form C-VII the District Engineer compiles the note for the Chief Engineer, Form C-VII, and despatches one copy to the Commissioner and another to the Superintending Engineer.

41.—The muster-roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should always be in the possession of the mate. It should be written up by classes when the gang is first formed, and it lasts for a week. The front page gives the daily abstract of measurement, and the last gives the daily abstract of the wages. The muster-roll should be written up daily in ink and totalled in the forenoon; it should be checked in the evening. The mate should not be permitted to have any persons in his gang who have not been entered on the muster-roll by his muharrir under the orders of the officer in charge. The officer in charge should check a few gangs nearly every day. Every officer inspecting the gangs should check a few. The muster-roll is of constant use in examining gangs, and it is the principal instrument in detecting attempts at fraud.

42.—The first afternoon a gang is on the works the muster-roll should be checked by the gang muharrir in whose charge it may be. He should compare the persons present with the entires, enquire into any differences and make any necessary clerical alterations. The sub-overseer or work agent should meanwhile have pointed out the next day's tasks and told the mate what his duties are, including instructions as to the task and manner of working, conservancy, drinking-water, tools, repairs and the market.

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

44.—(a) The muharrir should be given the pay in a large bag containing as many smaller bags as he has gangs to pay. Each such small bag should be marked by the accountant with the distinguishing number of a gang and contain the wages of that gang, with details of date and amount on a slip of paper enclosed in it. The next step is to distribute the wages. If the mates are incapable of doing it, or not to be trusted, the muharrir or bakshi should distribute each gang's wages for the previous day during his mustering between 10 A.M. and noon. If the mate can be trusted to pay the wages the muharrir should complete his morning muster, and at noon take his large bag of wages to some central point of his party and should there assemble his mates. To each of them he should then give his corresponding bag of money with the gang number marked on it. From his own abstract he can see how much each mate ought to

have in his bag, and he should therefore, when giving the bag to a mate, tell him what ought to be in it, then make him open the bag, count the contents and, if correct, make him sign for the amount opposite the number of his gang in the daily abstract. The mate should keep the slip in the bag. This being done, the mates should be sent to their respective gangs where their flags are; and on arrival there should collect their gangs, make them sit down and at once distribute the wages in accordance with the muster-roll of the day before.

(b) Where the distribution of wages is made by mates the time fixed for it should be 12 o'clock. On works in which there is an interval for rest from 12 to 2 o'clock, it should be a standing order that the gangs assemble at their respective flags at 12 o'clock, and there await the arrival of their mates. (The hours for beginning and stopping work should be intimated by drum, gong or bugle.) The money having been distributed, the mate should remain at his flag until the muharrir comes round. At each gang the muharrir should check the distribution which has just been carried out, and ask if there are any complaints of non-payment or short payment to any of the coolies present. He should then check the balance, if any, which remains over after the distribution. The reasons for a balance should be enquired into and noted.

(c) If the balance is due to the temporary absence of a worker (owing to illness or unavoidable cause) the amount due to him should be left with his relatives or the mate of the gang. If it appears that the worker has left the work the amount due to him should be refunded to the officer in charge, and *should in no case be redrawn*. The absence will involve forfeiture of the amount due. In no case must balances remain with the gang muharrir after the close of the day. The officer in charge should immediately credit balances received in his cash book, and no such credit should ever be reopened.

45.—(a) The officer in charge should enter every receipt and payment in a cash book, every entry having a separate number in a weekly series. The cash book should have a separate column to show the heads of allocation. It should be totalled daily, and the total expenditure and balances should immediately be entered on a daily card, Form C-X, which should be despatched to the District Engineer and, if required, to the Collector and Executive Engineer.

(b) A separate register for contingencies is not required. The entry in the cash book is sufficient: but any payment for contingencies of over five rupees should be supported by a voucher. Except in cases of urgency (when the action taken should at once be reported) the officer in charge should not incur expenditure of over ten rupees on any one contingent item without the previous sanction of the District Engineer.

46.—Dependants receiving cash allowances are shown separately in the muster-rolls, but are paid daily with the workers. A special procedure is, however, necessary for hospitals and kitchens. The accounts should be kept separate for purposes of inspection and control; but payments for diet and establishment should be made by the officer in charge. The hospital assistant, or the kitchen manager, may be given a permanent advance of ten rupees for petty contingencies if this is desirable. The attendance and diet registers should be kept in forms similar to those prescribed for civil kitchens; and at the end of the week, or at shorter intervals if necessary, the officer in charge should pay the bills direct to the person who supplied the food—*not* through the hospital assistant or kitchen manager. If a permanent advance is given for contingencies it should be recouped *weekly* or at shorter intervals, if necessary. All accounts should be cleared up at the end of the week in order that the details may be available for Form C-V.

47.—The following papers should be submitted weekly by the officer in charge for use in audit:—

- (1) a copy of his cash book, with the acquittance-roll, and with vouchers for all contingent items of more than five rupees;

- (2) a weekly voucher for wages and cash allowances in Form C-IV;
- (3) a copy of the hospital account;
- (4) a copy of the kitchen account.

48.—(a) All orders fixing the price basis should specify the date from which it should take effect, and should be communicated in time for introduction on that date. The officer in charge should keep them in a separate file.

(b) The Executive Engineer should specially see that no unnecessary clerical work is thrown on the officer in charge.

(c) All famine relief forms should be locally printed under the orders of the Superintending Engineer, and charged to general establishment contingencies.

XIII.—CHECKING WORK, NUMBERS AND PAYMENTS.

49 —As a safeguard against fraud, and an instrument of detection, the muster-roll system of keeping the initial accounts is most valuable. The muster-roll forms should be kept and issued by the officer in charge. They should all be stamped with distinguishing numbers in the office of the District Engineer, and registers should be kept by that officer and the officer in charge showing their disposal. Every petty official whose end would be served by confusion will try to spoil the rolls, and will exaggerate the difficulty of keeping them up. This is so marked that inability to keep the muster-rolls in order may almost be regarded as the sign of a rogue or incompetent person. In either case the man should be removed. If it is the officer in charge himself who fails in this matter there is the more reason why he should be replaced by a competent man.

50.—The progress shown should be checked by test measurements extending over the whole work in a tank or over any reach of a road work the recorded progress of which can be disentangled from the remainder. For this purpose it is well to have all the accounts of a road or other long work closed up at every four miles or so, and a new start made.

51.—The numbers are checked by counting the number of gangs at work along a road, &c., and sampling the total entries in the muharrirs' daily abstracts by careful comparison in detail for about 20 per cent. of the entries in the muster-rolls as well as with the numbers actually found present. Any recent curious fluctuations in the muster-rolls requires explanation. If anything throws doubt on the general accuracy of the daily abstracts it is best to stay there and obtain some tangible results before going further.

52.—If the daily abstracts have been found fairly correct, after checking a certain number of tools and the detailed calculations, the totals should be compared with the entries made in the charge day-book. The totals of this charge day-book should again be checked and compared with the entries in Form C-IV, and those again with the payments recorded in the cash book. The cash book itself should then be carefully examined as usual, *attention being paid to the character of the contingent expenditure*. In the same manner the details of the hospital and kitchen accounts should be very carefully examined.

53.—An examination should be thorough, but mostly in the way of sampling —unless something suspicious is lighted on, and in that case it should be searching. The way in which the accounts and records are kept is often a very good guide to what one may expect to find. If they are kept in such a manner as to facilitate check careful sample checking will probably be found to be sufficient. If, on the other hand, the books are in confusion it will be well to have a very complete examination; for there is either carelessness which many will have taken advantage of, or there is worse. If enquiries establish substantial presumption of fraud the officer in charge must be at once suspended by the District Engineer. In case of

carelessness the orders of the Executive Engineer should be awaited, unless immediate removal is necessary in the interests of Government or the workers. In either case the District Engineer will forward a full report to the Executive Engineer, and also inform the Collector of the action taken and the reasons for it. After issue of necessary orders the Executive Engineer will report the matter to the Superintending Engineer for such further action as may seem to be desirable.

54.—The following recommendations of the Famine Accounts Committee, 1901, collect and develop in a convenient form instructions which are dispersed in these appendices:—

“ 38. A knowledge of the total number of gangs of all kinds on or attached to the charge, including gangs employed on services in connection with it (*e.g.*, conservancy or the like), together with precise information of the places at which they are working, is the basis of thorough inspection and *should ordinarily be obtained from the officer in charge before inspection begins*. Later on the information may be checked by the register of attendance-rolls issued; but it is information to take the statement of the officer in charge on this point *at the outset*. Otherwise, if the number of gangs is found short the inspecting officer is likely to be told that the gangs not traceable are on the march, or engaged at some distance from the work; and such a statement will render his enquiries fruitless if, as will often be the case, he has then no time to test the information.

“ 39. It is also desirable, where possible, that, before making detailed inspection, the inspecting officer should ascertain from the last weekly charge progress return the incidence of the expenditure on the wages *for the able-bodied gangs directly employed in executing the work in hand* (a) for work done; (b) per unit relieved. These figures will indicate the general character of the work, and will be useful in checking the output of individual gangs. An extraordinarily low or an extraordinarily high incidence will naturally attract suspicion.

“ 40. With this information the inspecting officer will be equipped for his inspection. As he passes along the work all gangs should be told to stop work and muster in order by classes. This will prevent confusion and the shuffling of the gangs. So far as concerns the matters committed to us the following procedure will secure a thorough inspection:—

- (1) Count the number of gangs, and on the way select gangs for detailed comparison with the entries in the attendance-roll of the numbers present, the work done and the payments made; and verify the entries of payments by enquiries from the gang, and the entries of work done by actual check measurements.

NOTE.—It is essential that this should be done on the spot; and enquiries should not be confined to one day's entries only.

- (2) Where a system of selection is in force, see that new-comers have their tickets of admission.
- (3) See that the numbers engaged on miscellaneous duties are not excessive.
- (4) Compare the attendance-rolls with the muharrir's daily abstract, specially noticing—
 - (a) the difference (if any) between the sums drawn by the muharrir and the sums paid to the gang, and the explanation given for the difference at the time, which should be noted for comparison later with the entries in the cash book;
 - (b) the price basis adopted, and the calculation of the wages;
 - (c) the numbers shown as present on the two or three days before inspection.

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

- (5) See whether the tasks are plainly indicated in advance and are correct in size, and whether the gangs clearly understand what they have to do.

- (6) See whether the check measurements have been properly made, and whether they indicate laxity in the daily measurements, or abuse where a margin is allowed.
- (7) Take the muharrirs of the selected gangs with their daily abstract to the head-quarters of the charge, check the totalling of both payments and measurements in some of the abstracts, and compare the totals of the abstracts with the corresponding entries in the charge day-book.
- (8) Similarly, in the case of gangs other than those selected, compare the totals of the daily abstracts for the two or three days preceding with the corresponding entries in the charge day-book.
- (9) Compare the totals of the charge day-book with the corresponding entries in the cash book.
- (10) Check the weekly voucher for wages and cash allowances by the entries in the charge day-book.
- (11) Compare the accounts for hospitals and kitchens with the corresponding entries in the cash book, and test the expenditure by the incidence per head relieved.
- (12) Examine the expenditure on contingencies, scrutinizing the vouchers.
- (13) Compare the charge day-book and cash book entries with the charge progress return for the preceding week or weeks.
- (14) Check the acquittance-roll by the attendance-book of the establishment, testing a few entries in the latter and specially noting whether the establishment is excessive..
- (15) Examine the comparative statement of expenditure and work done, as shown in the weekly charge progress return ; compare the progressive expenditure with the estimate sanctioned for the work ; and see that the progress of work done is roughly proportionate to the expenditure incurred.

FORM C-I.
NOMINAL MUSTER ROLL.

<i>Month</i>	*GANG No. <i>week ending</i>	OF CHARGE No. 19 . <i>District</i>	Price- basis, <i>seers</i> per rupee.	Date from which it took effect.
Name of Mate Nature of work Name of work agent Name of Muharrir				

PROGRESS OF WORK AND PAYMENTS.—PART I.

[To be filled in for the whole gang, excluding persons or groups separately tasked, for whom the entries will be made in Part II.]

Date.	Quantity of work.		Full wages for full task.	Actual payments.	Initial or signature of Muharrir and Work Agent.	Remarks.
	Full task.	Work done.				
1						(Here enter description of short work, if any, and state what class of workers is responsible for it.)
2						
3						
&c., to 31						

* In the case of a weakly gang the word "weakly" should be entered before the gang number. Weakly persons in an able-bodied gang who are individually tasked should be separately entered in Part II.

PROGRESS OF WORK AND PAYMENTS.—PART II.

[To be filled in when individuals or groups within the gang are separately tasked.]

For use this (Part II) should be printed on separate sheets (one sheet for each week) and attached to the muster-roll.

Names of individuals or headmen of groups.	Gang numbers of individuals or members of groups.	Monday.		Tuesday.				Wednesday.				&c., to end of week.		
		Full task.	Work done.	Full wage.	Actual payment.	Full task.	Work done.	Full wage.	Actual payment.	Full task.	Work done.		Full wage.	Actual payment.

Entries for persons engaged on earthwork should first be made; then for those engaged in metal breaking, and so on. Weakly persons in individually tasked should be entered separately at the end of each class of work.

NOTE.—The muharrir and work agent should sign or initial each day's entries at the bottom of the form.

FORM C-I

(92)

DISTRICT _____ MUSTER ROLL OF FAMINE WORK. GANG No. _____

DIVISION _____ NATURE OF WORK _____

Class.	Distinguishing number of each worker or dependant.	Name of worker.	Village.
Men, A	1 2 3 4 5 Total number present ...		
Men, B	Total amount due if full task is done. 6 to 35 Total number present ...		
Men, C	Total amount due if full task is done. 36 to 50 Total number present ...		
Women, B	Total amount due if full task done. 51 to 57 Total number present ...		
Women, C	Total amount due if full task is done. 58 to 82 Total number present ...		
Children, D	Total amount due if full task is done. 83 to 98 Total number present ...		
Men, E	Total amount due if full task is done. 99 to 103		
Women, E, &c.	Total number present... Total amount due ...		

All entries should be made in ink. No one should be entered in the roll unless seen to be
 Note.—For use this form should be printed in *extenso* in both English and

CHARGE No.

MONTH

WEEK ENDING

19 .

DATES.						Distinguishing number of each worker or dependant.	Remarks.
						1	
						2	
						3	
						4	
						5	
						Total.	
						Total.	
						6 to 35	
						Total.	
						Total.	
						36 to 50	
						Total.	
						Total.	
						51 to 57	
						Total.	
						Total.	
						58 to 82	
						Total.	
						Total.	
						83 to 98	
						Total.	
						Total.	
						99 to 103	
						Total.	
						Total.	

present. The columns should be totalled daily in ink directly the roll call is finished. Vernacular type. The numbers may be printed to 135 and a blank page left at the end.

FORM C-II.

MUHARRIR'S DAILY ABSTRACT.

[Vide Chapter XII, Appendix C.]

CHARGE No. _____
DISTRICT _____

DAILY ABSTRACT OF PAYMENTS TO BE MADE TO PARTY No. _____
Name of work _____

GANGS Nos. TO

Price-basis, sers per rupee.

Distinguishing number of gang.	NATURE AND QUANTITY OF WORK.				Full wages for full task.	WORKERS.									Total wages of workers.	GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.										Signature of Mate.	Grand total of cash payments due.	Total allowances of dependants.
	Earth-work.		Metal-breaking.			Men A.	Men B.	Men C.	Women B.	Women C.	Children D, 10 to 14 years.	Men E.	Women E.	Children F, 10 to 14 years.		Children G, 7 to 10 years.	Children H, under 7, not in arms.		Children I, in arms.									
	Full task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.		Cost.	Number.	Cost.	Number.	Cost.								
Total ...																												

If any of these gangs are temporarily unemployed on the march, or are employed on conservancy, water-supply or any other services in connection with the charge, and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Muharrir should give a separate total for—(a) the temporarily unemployed, (b) those employed on services connected with the charge and (c) the weakly gangs and individuals.

DATED

The of 19 } _____

Signature of Muharrir.

FORM C-III.
DAY BOOK OF CHARGE No. _____
[Vide CHAPTER XII, APPENDIX C.]

For (day)

(date)

Price-basis, sars per rupee.

Name of Muhar- rir.	NATURE AND QUAN- TITY OF WORK.				Full wages of full task.	WORKERS.							Total wages of workers.	GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.								Total allowances of depend- ants.	Grand total of cash payments due.	Signature of Muhar- rir.	
	Earth- work.	Metal- breaking.		Children D, 10 to 14 years.		Men A.	Men B.	Men C.	Women B.	Women C.	Men E.	Women E.		Children F, 10 to 14 years.	Children G, 7 to 10 years.	Children H, under 7, not in arms.		Children I, in arms.							
		Full task.	Work done.													Work done.	Full task.	Number.	Cost.	Number.	Cost.				Number.
Total ...																									

NOTE.—The figures for (a) those temporarily unemployed, (b) those employed on services in connection with the charge and (c) the weekly gangs and individuals separately tasked should be shown on separate sheets.

DATED

The of 19 }

Officer in Charge.

FORM C-IV

(97)

Instructions.

This is a voucher for wages and cash allowances only; it should not contain entries relating to any other, but workers and persons gratuitously relieved in *cash*. Payments to establishment, miscellaneous payments, cost of food for dependants, &c., should not be entered in it.

2.—Each day's payment of wages and cash allowances need occupy only one line in the cash book, but each such payment should refer to the day and date in this voucher for its support: and it should agree with the entries in the same.

NOTE.—For actual use the form should be printed on a longer piece of paper, to give room for writing the numbers of each class.

FORM C-IV.

WEEKLY VOUCHER FOR WAGES OF WORKERS AND CASH ALLOWANCES OF PERSONS GRATUITOUSLY RELIEVED.

District _____

Charge No. _____

Week ending Saturday, the _____

of _____

SUBMITTED to the District Engineer on (date)

by _____

Officer in Charge.

FORM C-IV.

WEEKLY VOUCHER FOR WAGES AND CASH ALLOWANCES.

DISTRICT _____ CHARGE No. _____ OFFICER IN CHARGE _____ WEEK ENDING SATURDAY, THE _____ OF _____ 19 .

MONTH.	WORKERS.							GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.							Total of wages and cash allowances for the day.	
	Men A.	Men B.	Men C.	Women B.	Women C.	Children D, 10 to 14 years.	Men E.	Women E.	Children F, 10 to 14 years.	Children G, 7 to 10 years.	Children H, under 7 years.	Children I, in arms.				
Day of week.	Number.		Cost.		Number.		Cost.		Number.		Cost.		Number.		Cost.	
Date of month.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.
Sunday ...																
Monday ...																
Tuesday ...																
Wednesday,																
Thursday ...																
Friday ...																
Saturday ...																

I CERTIFY that the number of each class of persons entered herein and their wages entered herein agree on each day with the totals of the same entries in my Charge Day Book.

Signature of Officer in Charge.

FORM C-IV

FORM C-V.

WEEKLY CHARGE PROGRESS RETURN.

[Vide PARAGRAPH 96 OF THE CODE AND CHAPTER XII OF APPENDIX C.]

For week ending Saturday, the _____ 19

Division _____, District _____

Submitted to the District Engineer on date _____ by _____
Officer in Charge.

INSTRUCTIONS.

In each relief charge the Officer in Charge will fill up this return every Saturday for the preceding week, and despatch it at once to the District Engineer by special messenger or the post, whichever is quicker.

The District Engineer will write up a similar return for any famine payments he has made during the week; and he will be supplied by the Executive Engineer with a similar return for any payments made in the Divisional Office.

The following instructions should be followed in filling in the several columns:—

Columns 3 and 4 should include all relief workers directly employed on the work in hand, but *not* the establishment. Mates of gangs should be counted as relief workers. *Weakly persons individually tasked should be shown under weakly gangs in column 4.*

Column 5 should include all relief workers employed in miscellaneous duties on the works, *e.g.*, on conservancy, water-supply, &c., also nurses who are paid daily wages, and other attendants who are engaged by the Officer in Charge and paid daily.

Personal attendants of the sick in hospital will be shown in column 9.

Column 6 should include all workers temporarily unemployed, as on a rest day or while on the march, or when temporarily dispersed for cholera, or when work is stopped by bad weather, &c.

Column 11 should give the total of all the sub-columns of columns 7 and 10.

Columns 13 to 16 should include each day's wages of the corresponding classes in columns 3 to 6.

Columns 17 and 18 should similarly include each day's *cash* allowances. The totals for the week only should be shown for allowances given in food at the kitchen and hospital.

Columns 19 to 22 should include the actual *payments* made under those heads on each day. To prevent unnecessary references in the case of any specially heavy payments being shown in these columns, the Officer in Charge should give an explanatory note at the foot of the page.

Establishment should include all establishment attached to a particular work—

(a) in permanent Government employ, but deputed from another Department; or

(b) temporarily engaged.

Tools and plant should include the wages of blacksmiths and carpenters employed on keeping tools in repair, the cost of carriage, and any expenditure on local purchase of tools or of materials for making or repairing them.

Shelter should include expenditure on accommodation for establishment, as well as on hutting for the persons on relief works and on the construction of kitchens and hospitals.

Other items should include local purchase of materials, such as blasting powder (if authorized), together with the cost of carriage, string for marking out, occasional cart-hire, &c.

FORM C-V.

CHARGE PROGRESS RETURN FOR THE WEEK ENDING SATURDAY, THE _____ OF _____ 19

DISTRICT _____ RELIEF CHARGE No. _____ UNDER _____ OFFICER IN CHARGE.

Name of Work _____

System of work is ^{Famine} _____ _{Scarcity}

Price basis _____ sers per rupee.

1 Day of month.	2 Day of week.	3 WORKERS.											8 GRATUITOUSLY RELIEVED.						11 Grand total of all persons relieved (men, women and children together.)						
		Directly employed in executing the work in hand.						Employed on services connected with the charge.			Temporarily unemployed (Sundays, marching, &c).		Total.			By allowance of cash or food as dependants.				Hospital patients and their personal attendants by allowances of cash or food.			Total.		
		Able-bodied gangs.			Weakly gangs and individuals.			Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.		Children.	Men.	Women.	Children.		
		A	B	C	B	C																			
Sunday ...																									
Monday ...																									
Tuesday ...																									
Wednesday ...																									
Thursday ...																									
Friday ...																									
Saturday ...																									
Totals of the week ...																									

<p><i>Establishment.</i> <i>Number.</i></p> <p>Officer in Charge, and Naib Tahsildars attached _____</p> <p>Permanent Sub-Overseers ditto _____</p> <p>Temporary Sub-Overseers ditto _____</p> <p>Medical Subordinates ditto _____</p> <p>Work Agents _____</p>	<p><i>Establishment.</i> <i>Number.</i></p> <p>Clerks and Sub-Cashiers _____</p> <p>Muharrirs _____</p> <p>Chaprasis _____</p> <p>Hospital establishment _____</p> <p>Kitchen establishment _____</p>	<p><i>Tools in hand.</i> <i>Number.</i></p> <p>Picks _____</p> <p>Piccocks _____</p> <p>Hammers _____</p> <p>Mining bars, &c. _____</p>
--	--	--

FORM C-V

(100)

ABSTRACT OF PAYMENTS AND WORK.

Estimate sanctioned for the work, Rs
Total expenditure up to date Rs.

12		13			14		15	16	17		18	19	20	21	22	23
Day of month.	Day of week.	WAGES OF WORKERS.						GRATUITOUS RELIEF IN FOOD OR CASH ALLOWANCES.		Works establishment.	MISCELLANEOUS.			Total expenditure.		
		<i>Directly employed in executing the work in hand.</i>						Temporarily unemployed.	Dependents.		Inmates of hospitals and their personal attendants.	Totals and plant.	Shelter.		Other items.	
		Able-bodied gangs.			Weekly gangs and individuals.											Employed on services connected with the charge.
		Men.	Women.	Children.	Men.	Women.	Children.									
	Sunday															
	Monday															
	&c.															
Totals of week										*	*					
Expenditure otherwise than on the charge																

NOTE.—Expenditure otherwise than on the charge means the expenditure (if any) incurred off the charge, but for it, and intimated by the District or Executive Engineer. It should be entered in the return next following the receipt of the information.

Incidence of weekly expenditure per unit relieved (weekly total of column 23 divided by total of column 11).

Total number of mates ———. Total number of gangs ———.

* The total for the week should include the cost of allowances in food.

Signature of Officer in Charge

26

(101)

FORM C-V

FORM C-V

(102)

Immigrants from Native States.		Number of units fed during the week.			Deaths in hospital and on the works.	
Native State from which immigrated.	Number of immigrants.	Classes.	As dependants.	In hospitals.	Disease, or cause of death.	Number.
			Men ...			
Women ...						
Children ...						
Totals ...						
		GRAND TOTAL ...				
Total ...		Cost of diet, Rs.			Total ...	

Nature of work.	Full task for the week.	Work done during the week.	EXPENDITURE DURING THE WEEK ON WAGES OF WORKERS DIRECTLY EMPLOYED IN EXECUTING THE WORK IN HAND.		INCIDENCE.		Standard rate, i.e. normal petty contract rate.
			Able-bodied.	Able-bodied and weakly combined.	Of column (d) on column (e),	Of column (e) on column (c).	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

	(i)		(j)		(k)		(l)		(m)		(n)		(o)		(p)	
	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.	For the week.	Up to date.
Expenditure, in rupees.																
Percentage on corresponding sub-column of (i).																

[Concise report regarding any epidemic diseases; any special difficulties; any requirements of tools, plant, stationery, or establishment; or any matters which the Officer in Charge wishes to bring to the notice of the Sub-Divisional Officer.]

FORM C-VI.

GENERAL WEEKLY REPORT BY THE OFFICER IN CHARGE.

[PARAGRAPH 97 OF THE CODE.]

District _____ Charge No. _____

Officer in Charge _____

Week ending Saturday, the _____ of _____ 19

(a).—The physical condition of the people on the work and of those seeking relief, the condition of the new-comers and children being specially noted.

(b).—The condition of the weakly gangs and of weakly persons individually tasked under paragraph 103 of the Code, and the percentage they bear to the total number of workers.

(c).—The percentage of the full wage earned.

(d).—The sufficiency, or otherwise, of the stock of the tools, and of shelter provided.

(e).—The sufficiency, or otherwise, of the staff.

(f).—The sufficiency, or otherwise, of the supply of small coin.

(g).—The condition of the food supplies and market arrangements, the prices actually current on or in the neighbourhood of the works, and the prices used as the basis for converting the wages into cash.

(h).—The condition of the water-supply.

(i).—Any other information which it is expedient to communicate to his superiors.

Date of despatch _____

Signature of Officer in Charge.

Instructions.

One copy should be submitted to the District Engineer and one direct to the Collector.

Both should be despatched not later than Sunday.

The copy for the District Engineer may be conveniently attached to the charge Return Form C-V for the week.

NOTE.—For use this form should be expanded, to allow the report to be written under each heading.

FORM C-VII

(104)

Immigrants from Native States.

Native State from which immigrated.	Number of immigrants.
Total ..	

General Report.

Signature of District Engineer.

FORM C-VII.

WEEKLY DISTRICT PROGRESS RETURN.

[Vide PARAGRAPH 96 OF THE CODE AND CHAPTER XII OF APPENDIX C.]

District. _____

Division _____

District _____

For week ending Saturday, the _____ of _____ 19 .

Submitted by the District Engineer.

To the _____

as No. _____, dated _____

Instructions.

1. The District Engineer should prepare three copies of this return each week and despatch the first copy to the Collector, so as to reach his office not later than Tuesday evening. The second copy should be despatched to the Executive Engineer's camp address as soon as possible. The third copy should be taped up with all the C-V returns of the district (including, in a head-quarters district, the Executive Engineer's Return No. C-V) and the office copy of the Note for Chief Engineer Form C-VIII, and filed as record.

2. The body of the return is prepared from the totals of the correspondingly numbered columns of Form C-V.

3. In the space left for a General Report the District Engineer should mention all works he has himself visited in the week, any epidemic diseases which have attacked the works, any special difficulties he finds himself confronted with and any matters in which he seeks the assistance of the Collector or the Executive Engineer, or which he wishes to bring to the notice of either officer. The report should also contain any information sent to the Chief Engineer in Form C-VIII.

NOTE.- For use in districts containing more than ten relief charges it will be necessary to issue an expanded form for this return, and to give a full opening for the "Numbers on works," the "Expenditure" and the "General Notes."

FORM C-VII

_____DISTRICT _____WEEK ENDING SATURDAY, _____OF _____19
 _____NUMBER ON WORKS.

1 & 2		3			4			5			6			7			8			9			10			11				
Distinguishing letter and member of the charge.		WORKERS.															GRATUITOUSLY RELIEVED.									Grand total of all persons relieved (men, women and children together).				
		Directly employed in executing the work in hand.									Employed on services connected with the charge.			Temporarily unemployed (Sundays, marching, &c.)			Total.			By allowance of cash or food as dependants			Hospital patients and their personal attendants by allowances of cash or food.					Total.		
		Able-bodied gangs.			Weakly gangs and individuals.																									
		Men. Women.		Children.	Men. Women.		Children.		Men.	Women. Children.		Men.	Women. Children.		Men.	Women. Children.		Men.	Women. Children.		Men.	Women. Children.		Men.	Women. Children.					
		A. B. C.	B. C.																											
Sub-Divisional Office.																														
Totals for the district.																														
Average per day.																														

27

(105)

FORM C-VII

EXPENDITURE.

12	13			14			15			16			17			18			19			20			21			22			23								
Distinguishing letter and number of charge.	WAGES OF WORKERS.									GRATUITOUS RELIEF IN FOOD AND CASH.						MISCELLANEOUS.									Total expenditure														
	<i>Directly employed in executing the work in hands.</i>						Employed on services in connection with the charge.			Temporarily unemployed.			Dependants.			In hospitals.			Work. establishment.			Tools and plant.			Shelter.			Other items.											
	Able-bodied gangs.			Weakly gangs and individuals.																											Tools and plant.			Shelter.			Other items.		
	Men.	Women.	Children.	Men.	Women.	Children.																									Tools and plant.	Shelter.	Other items.						
Sub- Divisional Office ..																																							
Total (nearest rupee) ...																																							
Daily average (nearest rupee).																																							

Distinguishing letter and number of the charge.	Nature of work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence—		Standard rate, i.e., normal petty contract rate.	Percentage of column 7 to column 6.	Sanctioned estimate.	Expenditure up to date.
				Able-bodied.	Able-bodied and weakly combined.		Of column 5 on column 4.	Of column 6 on column 4.				
1		3	4	5	6	7	8	9	10	11	12	13

FORM C-VIII

(109)

8.—*Special difficulties in carrying on the works.*

FORM C-VIII.

WEEKLY NOTE FOR CHIEF ENGINEER.

[*Vide* PARAGRAPH 96 OF THE CODE AND
CHAPTER XII OF APPENDIX C.]

Week ending Saturday, _____

District _____

System of working is on the ^{Scarcity}/_{Famine} Rules.

Despatched to the Chief Engineer, as
No. _____, dated _____

Copy forwarded to the Superintending
Engineer, _____ Circle, for information
as No. _____, dated _____.

9.—*Deaths in hospital and on the works.*

Copy forwarded to the Commissioner,
_____ Division, for
information as No. _____, dated _____.

Disease or cause of death.	No.	Remarks.
Total	...	

Instructions.

This form should be filled up from the totals of Form C-VII on the Wednesday of each week and despatched at once to the Chief Engineer, a copy being sent to the Superintending Engineer's camp address and another copy to the Commissioner, with the words "Weekly Report" on the cover of envelope. This is a Sub-Divisional and not a Divisional form. In cases where a district is divided a separate return will be required from each Sub-Division.

10.—*Other remarks (if any)*—

District ^{Engineer}/_{Surveyor}

FORM C-VIII.
NOTE FOR THE CHIEF ENGINEER.

Week ending Saturday, the _____

19 .

District of _____.

1	2	3	4	5	6	7	8	9	10	11	
Classes.	<i>Number of units.</i>					<i>Wages and allowances.</i>			Daily average number of units on the works.	Remarks.	
	Men.	Women.	Children.	Total.	Corresponding cols. of Forms C-V and C-VII.	Rupees (nearest rupee).	Corresponding cols. of Forms C-V and C-VII.	Average wage or allowance per unit.			
<i>Workers.</i>											
Directly employed in executing the work in hand—											
(a) Able-bodied gangs ...					3		13				
(b) Weakly gangs and individuals,					4		14				
Employed on services in connection with the charge ...					5		15				
* Temporarily unemployed (Sundays, marching, &c.)					6		16				
Total of workers ...					7		...				
<i>Gratuitously relieved.</i>											
Dependants of workers ...					8		17				
Hospital patients and their personal attendants) ...					9		18				
Total of gratuitously relieved ...					10		...				
GRAND TOTAL ...					11		...				
* Note.—Shown here for statistical purposes, but in Public Works Accounts this expenditure should not be included in the cost of the work; it should be shown separately, and in the Public Works Accounts it should be added to the gratuitous relief.						<i>Payments on account of works establishment † ...</i>					
						Ditto tools and plant ...		19	At the close of the week there were _____ separate relief charge open.		
						Ditto shelter ...		20			
						Ditto other miscellaneous items ...		21			
						Total expenditure of the week ...		22			
		23									

† To include travelling allowance.

FORM C-VIII

(110)

FORM C-VIII

(111)

The following works are in progress:— *General Establishment not attached to any particular work.*

Name of work.	Number of charges.	System of work.	Assistant Engineer
			Permanent Upper Subordinates
			Temporary „
			Visiting Inspectors
			Permanent Lower Subordinates
			Medical subordinates
<i>Works Establishment.</i>					
			Officer in charge
			Naib Tahsildars not in charge
			Permanent Sub-Overseers
			Temporary „
			Medical subordinates
			Work Agents
			Clerks and sub-cashiers
			Mubarrirs on works
			Chaprasia „
			Hospital establishment
			Kitchen „
			* Gang mates on works
			Tools.	On works.	In store.
			Picks
			Phaorahs
			Hammers of all kinds

*Have been counted in among the relief workers.

FORM C-VIII

(112)

Persons fed during the week.

(Units).

		Dependants.	In hospital.
Men	...		
Women	...		
Children	..		
Total	...		

Immigrants from Native States.

Native State from which immigrated.	Number of immigrants.
Total	...

7.—Epidemic diseases

GENERAL REMARKS.

1.—Increase or decrease in numbers—

Persons are $\frac{\text{still coming in}}{\text{not coming in}}$.

2.—General health and condition—

The condition of the adults attending the works is $\frac{\text{good}}{\text{not good}}$ and is $\frac{\text{improving}}{\text{not improving}}$. That of the children is _____

The new arrivals are $\frac{\text{fairly healthy.}}{\text{weakly.}} \frac{\text{emaciated.}}{\text{emaciated.}}$

3.—Prices and wages—

The grain in common consumption is _____, and its retail price on the work is _____ srs per rupee. The basis of wages is the _____ srs scale.

4.—Establishment—

$\frac{\text{Is sufficient, but}}{\text{Is insufficient, and}}$ the following addition would be useful,

5.—Forecast of works—

I find $\frac{\text{no difficulty}}{\text{difficulty}}$ in providing work for all persons coming in _____

6.—Tools—

Are $\frac{\text{sufficient}}{\text{insufficient}}$

Nature of work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence—		Standard rate, i.e., normal petty contract rate.	Percentage of column 6 to column 5.
			Able-bodied.	Able-bodied. and weakly combined.		Of column 4 on column 3.	Of column 5 on column 3.		
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 9.—The rate may vary on different works. If so, the maximum and minimum rates in the corresponding column of Form C-II should both be given.

FORM C-IX

(114)

FORM C-IX**FORM OF INSPECTING OFFICER'S REPORT.**

[Vide PARAGRAPHS 75 AND 77 OF THE UOOR.]

DIVISION. DISTRICT.

Notes of an inspection made by _____

on _____ 19 .

Charge No. _____ Officer in Charge _____

Despatched to _____ as No. _____, dated _____

INSTRUCTIONS.

THIS form of Inspection Report is intended to have two uses. It is intended for the use of every officer who is engaged on Departmental Relief Works, as a guide to the principal points of management, organization, and field accounts which required his attention and active assistance. It is intended as a form for the submission of formal inspection reports, to be made from time to time on each relief charge in the manner laid down below. It is not intended for use as a mere vehicle of criticism.

2.—Whenever an officer submits a report in this form he must devote at least one whole day to a "charge;" he must see that his facts are correct, that his counting is complete in the manner done (either by sampling gangs or by a full count); and he must record in each case the steps taken by him to remedy the defects reported. If there are serious defects, he must stay on the charge two or three days if possible, and get them righted so far as practicable at the time.

Special attention should be paid to checking the accounts (vide rule 54, Appendix C).

3.—Each relief charge should be formally reported on in this manner about once in three weeks. Full or sample counts of the workers and dependants should be taken on other occasion whenever practicable, but they need not be specially reported.

4.—When a full count is taken it should be made without any warning. A whole party should be stopped, the workers and dependants given 10 minutes to seat themselves, and then counted up by head and entered in a note-book ruled in lines for gangs, men, women, and children. While the count of a party is in progress the workers and dependants must remain seated; as soon as it is over a second signal should be given to resume work. A full count is better directed to checking the gross numbers of gangs, men, women, and children. It is impracticable to at the same time check their correct classification in the muster-rolls: this is better done during the sample counts which are made by means of the muster rolls (No. XVIII of report). Two officers working together from opposite ends of a work make a more satisfactory count than is possible by a single officer. In a tank work the whole of the people in it should be seated simultaneously.

5.—In a district which is divided into Public Works "Sections" the Sectional Officer should make the formal inspections and submit the reports to the District Engineer, who will forward them to the Executive Engineer after taking such action as he considers necessary.

6.—In a district which is not divided into sections, but in which the staff is strengthened with one or more Military Officers appointed as "Inspecting Officers," the reports will be made both by the Inspecting Officer and the District Engineer; the former should be submitted through the District Engineer to the Executive Engineer; the latter should be submitted to the Executive Engineer, who, after passing requisite orders, will forward them to the Superintending Engineer.

7.—In a district which has no Inspecting Officers the reports made by the District Engineer should be submitted to the Executive Engineer, and thence after issue of requisite orders to the Superintending Engineer; the reports made by the Visiting Inspectors or other subordinates will not ordinarily go out of the district.

8.—The Executive Engineer should make an inspection report when practicable and submit it to the Superintending Engineer.

REPORT.

General.—(a) Is the charge "open" for recruitment, or is it a "closed" charge? (b) On what work or works are the people employed? (c) Enter in the margin the reported numbers of attendants this day and for the three previous days, workers, gratuitous, total. (d) If there have been any great differences, note the explanation given by the Officer in Charge. (e) Are the numbers of attendants on other relief works in the vicinity rising, fairly steady, or falling?

I.—*Future work.*—(a) How many more days' work is there here? (b) Where will the workers go next? (c) Is there enough work marked out ahead for a month?

II.—*Admission.*—(a) Are the arrangements for receiving, registering, and placing new-comers in good order? Are the new-comers put in separate gangs and individually tasked? Is the task low enough at the outset, and is it gradually raised? (b) Are weakly persons put in separate gangs, or are they individually tasked, under paragraph 103 of the Code, and is the task low enough? What proportion do their numbers bear to the total number of workers? (c) Are immigrants from other districts and members of aboriginal tribes kept in separate gangs? (d) If a system of selection is in force, have the new-comers got their tickets of admission? (e) Are the numbers engaged in miscellaneous duties excessive?

III.—*Conserancy.*—(a) Are yellow flags fixed at the 150 yards range? (b) Is the intervening ground clean? (c) Is there a staff of men to enforce conserancy rules?

IV.—*Water arrangements.*—(a) Are wells selected and guarded as directed? (b) Are they disinfected regularly? (c) Are the arrangements for water carriage and distribution in proper order?

V.—*Shelter.*—(a) Are there enough grass screens for those who live on the works? (b) Are they strongly made? (c) What proportion of the persons attending the works live on them?

VI.—*Food supplies.*—(a) Quantity and quality. (b) Prices of some of the principal foods. (c) Does there appear to be any combination of the local men? (d) Is *kesari* being sold on the works?

VII.—*Condition of the workers.*—Specially notice the condition of the weakly gangs, weakly persons individually tasked, new-comers, nursing mothers, and of children under seven years of age who have been a short time on the works.

VIII.—*Kitchens.*—(a) Are the arrangements satisfactory? (b) What food is being given to adults, and (c) to children? (d) Is the food digestible?

IX.—*Hospitals.*—(a) Is there a separate hospital for this charge? (b) If not, where are the sick sent to? (c) Are there isolated huts for small-pox patients? (d) Is there a spare hospital ahead ready for an epidemic? (e) What arrangements are there for discovering the sick and sending them to hospital? (f) Look into food and wages accounts of the hospital and report results. (g) Is the hospital management satisfactory?

X.—*The dead.*—What are the arrangements for disposing of dead bodies?

XI.—*Complaints.*—State result of enquiries into complaints made.

XII.—*Difficulties.*—State any peculiar difficulties in the proper management of this charge.

XIII.—*If able to make a complete count* of the numbers attending this work, give a short note of the results as compared with the reported numbers. [On such

FORM C-IX

(116)

occasions it will scarcely be possible to fill in the remainder of this report, and it is not expected.

XIV.—Daily routine.—(a) At what hours is the mustering done? (b) At what intervals are wages paid, and (c) at what hours, and (d) by whom?

XV.—Establishment.—(a) How many Work Agents are there, and (b) gang muharrirs? (c) Do they seem to know the rules and to understand their duties? (d) Are they all provided with huts or tents? Note any who appear to be (e) specially good men, (f) incompetent or lazy. (g) Compare the establishment attendance book with the acquittance roll. (h) Is the establishment excessive?

XVI.—The work.—(a) Is the work on the Famine or on the Scarcity system? (b) What is the task or rate on this work? (c) Is the work marked out in such a way that it can be understood by the people and effectively checked? (d) Do the Work Agents keep their measurement notes on the work done up to date? (e) Are the carriers correctly proportioned to the diggers? (f) What proportion of the gangs is earning the full wage? (g) What percentage of the full wage do the average earnings represent? (h) Give separate figures for able-bodied and weakly gangs and explain any remarkable figures. (i) How does the expenditure up to date compare with the sanctioned estimate? (j) How does the rate of expenditure compare with the normal petty contract rate?

XVII.—Muster rolls.—(a) Are they correctly kept and the abstracts properly entered? Give results of some checks.

XVIII.—Checking numbers by samples.—(a) Muster one gang, at random, in each muharrir's party on the spot and check the muster-roll entries for the day. (b) Then count up the whole number of gangs on the work and estimate the number of men, women and children by the mean numbers of the counted gangs. State the results.

XIX.—Checking accounts.—(a) Take the checked muster-rolls to the charge head-quarters. Then compare them with the entries in Muharrir's Daily Abstracts of the day and note any differences. (b) Take the complete set of Muharrir's Daily Abstracts for three or four days back, and compare their totals with entries in the charge day book for the same day. (c) Compare the charge day book with the cash book entries. (d) Trace out and look into the accounts for cooked food, comparing expenditure with the number of persons being fed. (e) Examine the contingent expenditure, scrutinizing the vouchers. (f) Compare charge day book and cash book entries with the last two or three weeks' charge Progress Return. (g) Check the price basis. (h) See that the cash balance is not excessive. State results.

XX.—Funds and coin.—What are the arrangements for (a) keeping in funds (b) transport and custody of coin, (c) keeping up supply of copper coin? Are they working satisfactorily?

XXI.—Fire protection.—Are all grass huts, specially in the headquarters' camp protected from fire and starving cattle by mud or "cowdung leaping"?

XXII.—Stores, tools, and baskets.—(a) Are the registers in good order so that every transaction is traceable? (b) What numbers of spare picks, phorahs (hammers in a stone-breaking work), and baskets are there? (c) Is anything wanting?

XXIII.—Office matters.—If there is any unnecessary writing or account rendering, notice it here.

GENERAL REPORT.

As regards general condition and management of the works: and conduct of the Officer in Charge.

(Signed) _____

NOTE.—For use this form should be printed in half margin, with sufficient space left for the Inspecting Officer's remarks.

FORM C-X
DAILY REPORT CARD.

The object of the daily report is to convey general information, and specially information as to gross expenditure, at a very early date, without going into details. The report may be given in various forms to suit local requirements, but in all cases the form should be as simple as possible, and all its figures should be directly obtainable from the totals of the charge day book and cash book. It should not contain information that will do quite as well in the weekly reports.

The following is an example of a suitable form and should ordinarily be adopted. The name of the district and the address should be printed on the card. The charge number may also be conveniently printed. For each different address there should be a differently coloured card, as light green for the District Engineer, pink for the Collector, white for the Executive Engineer. This greatly facilitates distribution and prevents frequent confusion.

These cards, which it is quicker, or more convenient, to send by post, should be printed on post-cards, with the Officer in Charge's signature on the *address* side of the card; but those within the district will usually be sent by special messenger; and in a district where there are a great number of relief works in progress a special Famine Relief postal service of *dad* runners to carry these and the very numerous other returns and documents, should be organized.

DISTRICT _____		
Charge' No. _____ Date _____		
Work _____		
1. Number on the charge		
Workers.	Dependants.	Total.
2. Are people crowding in? _____		
3. Quantity of work done _____ c. ft.		
4. Expenditure for the day _____		
5. Money left in cash and cheques, Rs. _____		
6. All gangs paid up to _____		
7. Epidemics, or accident, or loot, &c. _____		
<i>Officer in Charge.</i>		

FORM C-XI

(118)

FORM C-XI.

FORM OF APPOINTMENT OF A MEMBER OF THE WORKS ESTABLISHMENT.

(To be prepared and signed in triplicate, one copy to be given to the person appointed, one copy to be transmitted to the Examiner, Public Works Accounts, and one copy to be recorded in the office of the authority making the appointment.)

FROM

THE SUPERINTENDING ENGINEER,

—Circle, Provincial Branch, P. W. Department,

To

No. _____

Dated at _____ the _____ of _____ 19 . . .

You are hereby appointed a member of the Works Establishment of the _____ Division, Public Works Department, in the United Provinces of Agra and Oudh, as a _____ on a consolidated salary of Rupees _____ per month, with effect from the morning of the day you enter upon your duties under the District Engineer of _____, to whom you should report yourself without delay.

2. Your appointment will cease on receipt of a written notice from the District Engineer. *If he considers your conduct and work have been satisfactory, he is empowered to then pay you a sum equivalent to your salary for six to fourteen days, in lieu of travelling allowance, to enable you to return home. This cannot be claimed as a right.*

3. While in Government employ you will be subject to, and governed by, the rules for the time being in force in the Public Works Department, supplemented by such other orders as you may from time to time receive from the officer under whom you are serving.

4. Your salary is consolidated and includes all charges, and you will not be entitled to any travelling or other allowances.

5. This appointment is cancelled should you fail to join by _____.

Superintending Engineer.

(Declaration by person appointed.)

I hereby accept the appointment conferred on me in the above order, the terms of which I clearly understand and agree to; and I hereby bind myself to observe and abide by the rules referred to in paragraph 3 of the said order.

(Signature) _____

Dated at _____ the _____ of _____ 19 . . .

*The same form may be used for the appointment of a Visiting Inspector, but in such case the words "Temporary Establishment" must be substituted for "Works Establishment" in paragraph 1; and the latter part of paragraph 2 must be struck out, as such an allowance cannot be passed to a member of the Temporary Establishment.

FORM C—XII.

WAGES TABLE FOR PUBLIC WORKS.

[Vide Chapter VII of the Code.]

[The vertical column, which corresponds to the grain price declared to be in force for the regulation of relief wages for the time being, should be used in calculating wages payable to each person.]

Class of person on relief work.	Grain equivalent.	Full wages payable to each class, stated in pice, with the price of grain, in seers per rupee, named in each of the following headings.																			
		6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12	12½	13	13½	14	14½	15	15½
A.—Special ... Men only...	One pice more than B.	18	12	11	11	10	10	9	9	8	8	8	7	7	7	7	6	6	6	6	6
B.—Diggers ...	18 <i>chittaks</i> .	12	11	10	10	9	9	8	8	7	7	7	6	6	6	6	5	5	5	5	5
C.—Carriers ...	14 "	10	9	8	8	7	7	6	6	6	6	5	5	5	5	4	4	4	4	4	4
D.—Working children ...	10 "	7	6	6	6	5	5	5	4	4	4	4	4	4	3	3	3	3	3	3	3
E.—Adult dependants, rest-day and off-day allowances. (Men ... Women)	12 "	8	8	7	7	6	6	6	5	5	5	5	4	4	4	4	4	3	3	3	3
	10 "	7	6	6	6	5	5	5	4	4	4	4	4	4	3	3	3	3	3	3	3
F.—Children unable to work, 10 to 14 years	8 "	6	5	5	4	4	4	4	4	3	3	3	3	3	3	3	2	2	2	2	2
G.— Ditto ditto 7 to 10 years	6 "	4	4	4	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2
H.— Ditto ditto Under 7 years but not in arms.	4 "	3	3	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1
I.—Infants in arms ...	3 "	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1

NOTE.—In this table one-third of a pice and fractions over one-third are taken as a full pice; fractions less than one-third of a pice are omitted. Prices should always be taken in half seers, four chittaks or over being reckoned as half a seer and anything less than four chittaks being left out of account. Thus, when the bazar price is from $7\frac{12}{16}$ to $8\frac{8}{16}$ seers inclusive, it should be taken as 8 seers, from $8\frac{4}{16}$ to $8\frac{11}{16}$ inclusive at $8\frac{1}{2}$ seers, from $8\frac{12}{16}$ to $9\frac{8}{16}$ inclusive at 9 seers, and so on.

APPENDIX D.—VILLAGE WORKS.

1.—On the first warnings of scarcity the Collector is required to examine the programme of village works with a view to testing its adequacy and deciding in what order the works will be opened. Civil works should not be opened at the outset if a sufficient number of private works are available.

PRIVATE WORKS (UNAIDED).

2.—The Collector should use his influence to induce landowners and others, who have undertaken or may be ready to open unaided private works, to commence them on the first warnings of scarcity. But he should not in any way interfere in the management of such works.

3.—The Circle Officer will obtain on every Saturday evening from the persons who have undertaken unaided private works the weekly returns prescribed by paragraph 120 of the Code in Form D—I. He should himself compile a single return for his circle in the same form and forward it to the Collector so as to reach him not later than Monday morning.

4.—It will be the duty of the patwari to fill up the return daily if so required by the person undertaking the work. Where unaided private works are numerous they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special muharrir on pay of not more than Rs. 15 per mensem for the group.

5.—The Circle Officer and the Village Works Inspector (if any) should from time to time verify the numbers shown as attending the work and report to what classes of persons generally they belong; but they shall in no case interfere with the management.

PRIVATE WORKS (AIDED).

6.—On the first warnings of scarcity the Local Government should allot to each division such sums as may, with reference to local conditions and the local programmes, be required for advances under Act XIX of 1883. The Commissioner should distribute such allotments over districts, and Collectors should select from the programmes such works as are urgently required. If the allotment is insufficient, the Collector should telegraph the fact and his requirements to the Commissioner, who should, if possible, arrange for a transfer from another district, or report the matter to the Local Government.

7.—In making the allotments the Local Government should fix the average proportion recoverable for each division. The proportion to be recovered in individual cases should be fixed by the Collector, but the previous sanction of the Commissioner is necessary if that proportion varies by more than 25 per cent. from the average proportion fixed for the division.

8.—Advances may be given by the Collector, provided that the allotment is not exceeded, for any work which has been entered in the programme of village works. In the case of works not entered in that programme advances may only be given after the work has been located, measured, and estimated, and then only to persons who have proprietary rights in land or can give security for repayment, and in such cases the special sanction of the Commissioner is required for any advance for a single work which exceeds Rs. 500. If the proprietors of the land agree to the work being done by the villagers, advances may be made on the joint bond of the principal villagers.

9.—In determining the amount of the advance the Collector should follow the estimates for works which have duly been entered in the programme. For other works the following are the highest rates at which estimates or advances should be made:—

	Rs.
(a) Excavating tanks	4 per 1,000 cubic feet.
(b) Constructing or repairing embankments	4 " "
(c) Excavating drainage channels	2 to Rs. 3 per 1,000 cubic feet according to the hardness of the soil and other local circumstances.
(d) Masonry work	25 per cent. in excess of the ordinary local rate.

10.—The advances should be drawn in the manner laid down in paragraph 243 of the Code, and will ordinarily be given in three instalments, viz. two-fifths before the work has been commenced, two-fifths when it is approximately half finished, and one-fifth when it has been passed as completed after due inspection.

11.—Before making an advance the Collector should take an agreement in Form D—II from the grantee, after carefully explaining the conditions to him.

12.—When the first instalment of the advance has been disbursed the necessary entries should be made in the register Form D—III.

13.—On the tenth and twenty-fifth day of each month the Collector should submit to the Commissioner in Form D—IV a list of the advances made by him.

14.—The management will ordinarily be conducted by the grantee, and the control of the Collector will ordinarily be restricted to seeing that the work is regularly carried on, that wages are regularly paid, and that the other conditions of the agreement are observed. Special care should be taken to prevent subordinate officials from harassing the grantees.

15.—As regards measurements, it will ordinarily be sufficient, if the works have been properly located as measured out beforehand, to make a careful inspection of the work when it is about half done, as a preliminary to the second instalment of the advance, and again to measure up the work when completed. If the final measurements agree substantially with those specified in the original estimate, the account should be closed, any difference being disposed of by the Collector.

NOTE.—In practice village works will consist mainly of the deepening of tanks. It will be best in almost every case to mark out a rectangular figure in the selected area of the tank, leaving the remainder almost untouched, and dig out an equal depth all over that area; and then to cut back the vertical edges of the excavated pit to a distance of three times the depth dug out. This method of treatment will more or less successfully preserve the original shape of the bottom of the tank, which it is desirable to do in order to utilize the water to the last, and to diminish loss by evaporation and percolation. Before work is commenced a well should be dug about three feet in diameter and down to the full depth of proposed excavation at each corner of the marked out rectangular figure. The bottom of the wells should be finished off flat and smooth. The wells cannot be afterwards concealed by any kind of felling in; and when the work is said to be completed a careful inspection will show whether the full depth has been dug down to or not.

16.—The Collector should as the work progresses make the necessary entries in the register Form D—III.

17.—The grantee should on every Saturday evening furnish the Circle Officer with a labour return in Form D—I. It will be the duty of the patwari to fill up the return daily if so required by the grantee. When aided private works are numerous, they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special muharrir on pay of not more than Rs. 15 per mensem for the group.

18.—The Circle Officer should compile a single labour return in the same form for his circle and forward it to the Collector so as to reach him not later than Monday morning. A copy should be sent to the Sub-Divisional Officer. The Circle Officer should at the same time report as to the matters referred to in rule 14 above and as to the classes of persons generally employed on the works. A similar report may be required from the Village Works Inspector (if any).

CIVIL WORKS.

19.—Non-departmental works should be opened generally in accordance with the provisions of paragraph 83 of the Code; but if it be found that only certain classes of persons are employed on private works, it may be necessary to open civil works, irrespective of those provisions. Civil works should be managed by one of the agencies mentioned in paragraph 121 of the Code.

A.—Managed by non-official Agency.

20.—Where the works are managed entirely by non-official agency, the manager will ordinarily be kept in funds by periodical advances in lump sums. In

such cases the procedure laid down for aided private works should be followed. The copy of the weekly return in Form D—I submitted to the Sub-Divisional Officer should show separately the wages paid during the week, the cost of tools and plant and the cost of other items. From this return the appropriate columns of the ledger (Form D—V) will be written up.

B.—Managed by official Agency.

21.—If it is necessary to employ official agency for the management, the Collector should appoint a suitable Manager under the control of the Circle Officer or Village Works Inspector (if any).

22.—The principles laid down in paragraph 122 of the Code should be followed.

23.—(a) The Manager will be given a permanent advance and will deal direct with the sub-treasury. The permanent advance should be sufficient for two to three weeks' expenditure according to the distance of the work from the sub-treasury. But it should invariably be recouped *weekly* in order that the payments at the sub-treasury may agree with the weekly return of expenditure.

(b) Recoupment should be made on a bill in Form L—II. This will be accompanied by the weekly abstract in duplicate in Form D—VI and by a copy of the cash book with sub-vouchers for all items (not being wages) of more than Rs. 5. The sub-treasury officer after checking the accuracy of the figures in the several documents will pay the amount shown in the bill and endorse each copy "Paid Rs. _____ on Form L—II, dated _____." One of these will be retained on the work and the other with the sub-vouchers will be forwarded to the Collector for entry in the contingent register and for use as a voucher in support of the monthly detailed contingent bill.

24.—(a) The muster roll should be kept in Form D—VII. Where wages are not paid daily, attendance should be recorded daily, but payments should be entered only on the date on which they are actually made. It is necessary that measurements and payments should be up to date at the end of the week, in order that the weekly bill may be promptly submitted, and may contain a record of actuals up to date.

(b) The mates of gangs should take the muster rolls every evening to the Manager, who should post up his day book, Form D—VIII, from them.

25.—The Manager should on every Saturday evening furnish the Circle Officer with a labour return in Form D—I together with a return on a form similar to the abstract D—VI. On the latter return should be noted the charges on account of establishment incurred during the week. The Circle Officer should compile a single labour return in Form D—I for his circle and forward it to the Collector, so as to reach him not later than Monday morning. He should forward the returns, which correspond to Form D—VI, to the Sub-Divisional Officer.

26.—The Village Works Inspectors appointed under paragraph 123 of the Code should be professionally qualified men ordinarily drawing a consolidated salary of from Rs. 75 to Rs. 100 per mensem. They should have no clerical establishment, but should be allowed a peon or two. They should also be given a small permanent advance to meet contingent expenditure.

27.—The Collector may appoint such mistries or muharrirs as he may require provided that their salary in no case exceeds Rs. 15 per month.

28.—A stock register of tools and plant and other dead stock of a non-perishable nature should be kept up in Form L—V.

29.—A ledger in Form D—V should be kept up for each civil work (whether financed by a permanent advance or an advance in a lump sum) both in the headquarters and sub-divisional office. The information will be obtained from the return (similar to the abstract D—VI) referred to in rule 25, on which are noted the establishment charges.

- 30.—Inspecting Officers should specially attend to the following matters :—
- (a) What classes are admitted; and, if a system of selection is in force, have they got tickets?
 - (b) What is the condition of the workers?
 - (c) What establishment is there?
 - (d) Is the work marked out in advance? Do the people understand what they have to do?
 - (e) What is the task? What proportion of the full task is done?
 - (f) At what hours is the mustering done; are the muster rolls correct, and up to date? Are the entries always made in ink and totalled without delay? Specially examine any great variations in the numbers attending on successive days.
 - (g) At what intervals are wages paid? Is there any complaint of delay? Is the proper price-basis used?
 - (h) Are measurements always completed before payments are made? Check them by actual measurement.
 - (i) What percentage of the full wage is earned?
 - (j) Compare muster rolls with the day book; and the latter with the cash book. See that they agree with the advices of the weekly bills sent from the treasury.
 - (k) Is the balance in hand excessive?
 - (l) Is the dead-stock register properly maintained?
 - (m) Specially examine the incidences of expenditure for work done and per unit relieved, first for the last week and secondly up to date. Look up the sanctioned estimate and see that the progress made is roughly proportionate to the expenditure incurred.

FORM D—I.

LABOUR RETURN, WEEK ENDING SATURDAY, _____

Name of village

Name of { Grantee or Manager
Relief circle

Name of work

Day.	Men.			Women.		Children.	Total number.
	A	B	C	B	C		
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				
Daily average				

(Date and signature.)

FORM D—II.

Form of Agreement to be entered into by the grantees of partly recoverable advances free of interest,

AN AGREEMENT made the _____ day of _____ 19____
between the Secretary of State for India in Council (hereinafter referred to as the

Secretary of State) of the one part: and A. B. son of _____ of (residence) C. D. son of _____ of (residence) and so on (hereinafter referred to as the grantees) of the other part.

Whereas the Secretary of State considers it expedient to grant a loan to the said grantees in connexion with the pending famine operations for the purposes and on the conditions hereinafter appearing.

NOW THIS AGREEMENT WITNESSETH as follows :—

1.—The Secretary of State hereby grants a loan of Rs. _____ to the said grantees for the purpose of (*here describe the work to be carried out*).

2.—The said grantees shall use and apply the loan solely for the purpose specified in the last preceding clause.

3.—The said grantees shall carry out all directions which the Collector of the district or any other persons duly authorized in this behalf may give to them with respect to (a) the manner in which the work shall be executed, and (b) the periodical returns to be furnished.

4.—The said grantees shall (a) employ local labour, (b) keep the work regularly open, (c) pay the labourers at such periods as the Collector of the district pay prescribe.

5.—The said grantees shall complete one-half of the work for which this advance is obtained within the space of _____ after receipt of the first instalment ; and shall complete the whole of the said work within the space of _____ after receipt of the second instalment of the said advance.

6.—Balance of the said advance which remains after the said first two instalments have been paid shall be payable to the grantees by the Collector of the district within the space of fourteen days after completion of the work for which the advance is given : provided that the Collector is satisfied (a) that the works have been done in the manner agreed on, (b) that the quantities of work done are substantially the same as the estimated quantities, and (c) that the conditions contained in this agreement on the part of the grantees have been faithfully observed by them.

7.—In the event of a breach by the said grantees of any of the conditions contained in the second and third clauses , the loan shall be deemed to have been misapplied, and all sums which may have been paid to the said A. B. on account of the loan shall thereupon become due and recoverable at once without interest.

8.—If the said grantees duly observing and carrying out all the conditions hereinbefore contained complete the work to the satisfaction of the Collector, the Secretary of State will remit * _____ of the total amount of the loan and hold the said A. B. free and discharged from all liability in respect of the repayment of the same.

9.—When a portion of the loan is remitted under the provisions of the fifth clause the balance, viz. Rs. _____, being _____ of the total amount of the loan, shall be repaid by the said grantees to the Secretary of State without interest at the place and by the instalments specified below :—

	Place.	Date.	Amount.
1			
2			
&c.			

* The proportion (*one-quarter* or *one-half*, or other proportion as the case may be) should be entered here.

Provided that the Collector may postpone the dates on which such instalments shall become due at his discretion.

10.—All sums due by the said grantees under this agreement shall be recoverable from them as if they were arrears of land revenue due by the said grantees.

11.—*The said grantees hold themselves jointly and severally responsible for the repayment of the loan according to the conditions hereinbefore contained.

In witness whereof the parties hereto have hereunto set their hands the day and year above written.

*Signed by Collector on behalf of
Secretary of State.*

Witnesses:

Signed by A. B.

[„ C. D., &c.]

NOTE.—This Agreement, not being of the nature of a mortgage, will not require to be registered.

* This clause should be struck out when the loan is made to a single person.

FORM D-III.
REGISTER OF AIDED PRIVATE WORKS.

Circle _____, Tahsil _____

Serial number.	Name of village, and its population.	Brief description of the work.	An estimate of the—			Name of applicant for a loan.	Amount of loan applied for.	Portion of loan to be remitted.	Number and date of—		Instalment of loan given and date of payment.				Date of commencement of the work.	Date of completion of the work.	Quantity of work done.	Date of repayment of the loan.			Remarks.
			Quantity and kind of work.	Cost of work.	Number of persons it will support for six months.				Report to Commissioner.	Sanction by Commissioner where required.	First.	Second.	Third.	Fourth.				First instalment.	Second instalment.	Third instalment.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

a) For each circle there should be a separate register, but all the registers of a district may be bound up into one book for convenience.
 b) A map of the district should be bound in at the end of the book, and may be most conveniently traced from the Public Works Department four-miles-to-the-inch map.
 c) The position of every village work entered in the register should be marked on the map by its register number, written in black figures within a red circle a quarter of an inch in diameter.

FORM D-IV.

LIST OF AIDED PRIVATE WORKS FOR WHICH ADVANCES HAVE BEEN MADE BY THE COLLECTOR.

Tahsil _____, Circle _____.

Tahsil.	Number in pro-gramme of village works.	Number in the District Register of Famine Relief Works.	Pargana.	Village.	Brief description of work.	Estimate of cost.	Advance made by Collector.	Portion of advance to be remitted.	Advances previously sanctioned for relief work in the same village.		Remarks.
									Total.	Portion recoverable.	
1	2	3	4	5	6	7	8	9	10	11	12.

Allotment received from Commissioner up to date ...
 Advances given up to date ...
 Balance available ...

FORM D-V.
 LEDGER OF CIVIL WORK.

Nature of work _____

Estimate sanctioned, Rs. _____, Circle _____, Tahsil _____.

Week ending.	Full task for the week.	Work done during the week.	Work done up to date.	Full wages for full task of the week.	Expenditure during the week.					Total expenditure up to date.	Number of units relieved—		Incidence for work done—			Incidence per unit relieved—	
					Wages	Tools and plant.	Establishment.	Other items.	Total.		During the week.	Up to date.	Of column 6 on column 3.	Of column 10 on column 8.	Of column 11 on column 4.	Of column 10 on column 12.	Of column 11 on column 13.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**FORM D—VI.
WEEKLY ABSTRACT OF CIVIL WORK CHARGES**

Name and number of work _____ Village _____ Circle _____
 Date of the last bill drawn _____ Estimate sanctioned for Rs. _____
 Date of this bill _____ Price-basis _____ *seers per rupee.*

1	Nature and quantity of work.			5	6	7	8	9	10	Incidence of expenditure.			14
	2	3	4							11	12	13	
Number of units relieved during the week.	Nature of work.	Full task.	Work done.	Full wages for full task.	Wages actually paid.	Cost of tools and plant.	Cost of other items.	Total expenditure of the week.	Total expenditure up to date.	Column 6 on column 4.	Column 10 on column 4.	Column 10 on column 1.	Remarks.

NOTE.—This form should be printed on red paper.

Signature of Manager.

Passed for Rupees (in words) _____

Sub-Treasury Officer.

**FORM D—VII.
MUSTER ROLL ON CIVIL WORKS.**

Name of work _____ Number of gang* _____
 Circle _____, Tahsil _____, District _____

Serial number.	Class of worker.	Name.	Residence (name of village should be entered).	Month and year.																												Remarks.			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30	31
			Total																																

Progress of Work and Payments.

Nature of work _____
 Price-basis _____ *seers per rupee.*

Date of month.	Full task.	Work done.	Full wages for full task.	NUMBERS AND WAGES ACTUALLY PAID.							Total.																						
				Men A.		Men B.		Men C.		Women B.		Women C.		Children D. 10 to 14 years.																			
				Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.		Cost.	Number.	Cost.	Number.	Cost.																	
1 to 31																																	

NOTE.—For use the abstract should be printed *in extenso* on the back of the muster roll.

The entries should be made in ink and totalled without delay.

* In the case of a weakly gang the word "weakly" should be entered before the gang number. Weakly persons in an able-bodied gang, individually tasked under section 103 of the Code, should be separately entered at the end.

**FORM D-VIII.
DAY BOOK FOR CIVIL WORK.**

Circle _____, Tahsil _____

Nature of work _____
Price-basis _____ *anna* per rupee.

Number of gang.	Full task.	Work done.	Full wages for full task.	NUMBERS AND WAGES ACTUALLY PAID.														Signature of Mate		
				Men A.		Men B.		Men C.		Women B.		Women C.		Children D.		Infants in arms			Total.	
				Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.		Number.	Cost.

33

(129)

D

APPENDIX E.—GRATUITOUS VILLAGE RELIEF.

1. Paragraph 139 of the Code prescribes that the allowances granted to persons on gratuitous relief shall be distributed at least once a fortnight. The present rules are based on the assumption that the payments can be made weekly. If local circumstances necessitate fortnightly payments in any sub-division or district, the necessary changes should be made, care being taken that the period of a fortnight synchronizes all over the sub-division or district and invariably ends on a Saturday.

2. The Collector will decide by which of the agencies denoted in paragraph 140 of the Code relief should be distributed. The patwari should be selected as the distributor only when none of the other agencies is available.

3. The village relief list should be maintained in form E—I. The form should be printed on strong paper and should be backed with cloth. Except in the case noted in rule 8 below, it must always be present in the village.

4. A ticket should be given in form E—II to every recipient on admission to relief.

5. All payments should be entered in ink as soon as made in forms E—I and E—II. In the case of E—I the entries should be totalled on any day on which payments are made, as soon as payments have been completed and should be vouched for by the signature of the distributor.

6. When it is decided to commence distribution of relief (*vide* paragraph 64 of the Code) the distributor should be given a permanent advance sufficient for ten days' relief. He should enter all receipts and payments in a cash book. One entry will suffice for the payments of one day.

7. Each recipient shall receive a sum sufficient to maintain him (at the rate which will be fixed by the Collector with regard to the price basis sanctioned by the Commissioner) till the next following Monday. Persons admitted to relief during the week, whether provisionally by the patwari or by the circle officer, should on admission be given a sum representing the amount due till the Monday.

8. On the last day of each week the circle officer will be present at a central town or village selected for the purpose by the sub-divisional officer. He will there be supplied by the tahsildar from the permanent advance with a sum of money sufficient to recoup the permanent advance of each distributor. If possible the money should be distributed under the supervision of an officer of superior rank, such as a tahsildar or naib tahsildar. On the same occasion the patwaris of the circle will submit to the circle officer abstracts in form E—III in duplicate. The circle officer, having checked the abstracts arithmetically and by comparison with the village relief lists bearing the distributors' signature, will pay the patwaris the amount shown as expended in column 6, together with any extra amounts that may be necessary to make the permanent advances sufficient for ten days' relief. The amounts so paid will be entered in the last column of the abstract under the signature of the circle officer, the amount required to recoup the distributors' permanent advance and the extra amount paid to increase that advance so as to make it sufficient for ten days' relief being shown separately.

9. One copy of the abstract with the above details noted on it will be sent to the distributor so as to be available at times of inspection.

10. The circle officer will prepare a consolidated return for his whole circle showing the numbers relieved on the last day of the week and submit it to the Collector so as to reach him not later than Monday morning. He will also prepare a consolidated abstract in duplicate in form E—III for his circle and despatch it at once to the sub-divisional officer.

11. On return to his village, the patwari (unless he is himself the distributor) will make over the money he has received to the distributor, who will at once pay their week's doles to the recipients.

12. The circle officer will maintain a register with columns corresponding to those in form E—III for his circle. At least one page will be devoted to each village. Entries will be made from the duplicates of the patwari's abstracts, which may then be destroyed.

13. The sub-divisional officer will maintain with his own hand a register similar to that prescribed for circle officers, but the details entered in it will be for circles instead of for villages: the population also of each circle should be noted. The entries in the register will be made from the consolidated abstracts furnished under rule 10. As soon as he has posted his weekly accounts, the sub-divisional officer will make out a bill in form L—II in order to recoup the tahsildar's permanent advance. He will endorse on each circle abstract a serial number as well as the date of the abstract bill on which the amount was drawn. The circle abstracts will then be despatched to the headquarters office for entry in the contingent register and to serve as vouchers in support of the monthly detailed contingent bills.

14. It is of the utmost importance that there should be no delay in the submission or encashment of bills. For this purpose tahsildars are authorized, in urgent cases, to make out bills in form L—II for payment at the sub-treasury, immediately reporting their action and forwarding the abstracts to the sub-divisional officer.

15. A register should be kept up in form E—IV (or a corresponding form) where action is taken under paragraph 143 of the Code. Although relief to *parda nashin* spinners, &c., is treated as gratuitous relief, the accounts should be kept separately, separate permanent advances being given and abstracts for recoupment being submitted in form E—V. The advance should be recouped on the same date as in the case of village relief.

Casual relief.

16. Full detail should be given by the patwaris on the back of form E—III of all expenditure incurred on relief under paragraphs 141 and 145 of the Code and on the relief of persons admitted to the list during the week by the circle officer.

Relief through the police.

17. Officers in charge of police stations should report weekly to the District Superintendent of Police the names and residences of all men, women, and children relieved under paragraph 48 of the Code and the cost of the relief.

18. The District Superintendent of Police should submit weekly to the Collector so as to reach him not later than Monday morning, an abstract in form E—VI showing the total numbers relieved under paragraph 48 of the Code and the cost of the relief. The cost so incurred will be recouped by the Collector on a bill in form L—II.

Inspecting officers should see—

- (1) that the numbers relieved are correctly recorded in the village list; and
- (2) that the amounts actually distributed in the village agree with the sanctioned scale of allowances.

The following procedure will secure a thorough inspection:—

- (a) muster the paupers (other than *parda nashin* women), comparing their relief tickets with the village list, and testing the entries in them by personal enquiry;

E

(132)

- (b) see that the entries are in ink, that the columns have been duly totalled, and that a line has been drawn through the blank payment columns when relief has been discontinued;
- (c) see that the correct price basis has been used, and test the arithmetic of a certain number of entries.
- (d) compare the amounts shown in the village lists with the amounts received weekly, the latter information being obtained from the copy of the abstract returned to the distributor;
- (e) verify the cash balance with the distributor.

FORM E-I.

VILLAGE GRATUITOUS RELIEF LIST.

Village _____

Class of dependant.	Serial number in class.	Name, parentage, and caste.	Date of admission	Signature of admitting officer.	Payments for weeks ending Sunday, the												Date of removal from the list.	Signature of officer removing.

34

(133)

- NOTES.--(a) The list should be in book form.
 (b) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being allotted to each class.
 (c) When a name is removed from the list, the officer removing should draw a line through the blank payment columns.
 (d) The columns should be totalled on any day on which payments are made. All entries should be in ink. When the week's payments are completed, the distributor should sign the list.



FORM E-II.
RELIEF TICKET.

E

Village Relief Ticket of _____ class, _____ number in village list _____.

(Signature of person granting ticket.)

	For week ending.	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending	For week ending
Amount distributed 												
Initial of distributor and date 												

(134)

NOTE.—All entries should be made in ink.

FORM E-III.

WEEKLY ABSTRACT OF GRATUITOUS VILLAGE RELIEF.

For the week ending _____ .

Name of patwari
circle officer _____ .

Price basis — sés per rupee.

SERIAL NO. OF ABSTRACT.

Name of <u>village</u> <u>circle</u>	Advance in hand at beginning of week.	Number of regular recipients.						Total cost of regu- lar recipients.	Total cost of other relief.	Grand total cost.	Balance of advance in hand.	Amount paid on this abstract.
		Class E men.	Class E wo- men.	Class F.	Class G.	Class H.	Class I.					

NOTE.—The amount to be entered in the column allotted to "Other relief" is that paid to persons newly admitted to the list during the week to persons provisionally relieved by the distributor under paragraph 141, and to starving wanderers. Full details of all such payments should be noted on the back of the form.

Signature of patwari
circle officer

[Note.—This form should be printed on blue paper.]

E

(136)

FORM E-IV.

REGISTER OF RELIEF GIVEN TO PARDA-NASHIN SPINNERS TO WHOM COTTON IS GIVEN TO SPIN, THE THREAD PRODUCED BEING SOLD.

Village or mohalla, _____, tahsil _____.

Date.	[Name of person.	Quantity of cotton given.	Quantity of thread returned.	Amount of wages paid.	Method of disposal of thread and amount of proceeds if sold.
1	2	3	4	5	6

FORM E-V.

WEEKLY ABSTRACT OF RELIEF UNDER PARAGRAPH 143 OF THE CODE.

For the week ending _____.

Name of ^{patwari} _____ Date of last bill _____
 circle officer _____ Date of this bill _____.

Name of ^{village} circle	Numbers relieved.				Cost of relief.	Receipts.
	Men.	Women.	Children.	Total.		

NOTE.—Any receipts should be credited with the weekly bill.
 [This abstract should be printed on terra-cotta paper.]

FORM E-VI.

WEEKLY ABSTRACT OF RELIEF BY THE POLICE.

Date.	Numbers relieved.				Cost of relief
	Men.	Women.	Children.	Total	

NOTE.—This abstract should be printed on orange paper.

APPENDIX F.—POORHOUSES.

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

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

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

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

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

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

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

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

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

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

11.—*Medical.*—The medical subordinate in charge should be well acquainted with the symptoms of relapsing fever. The occurrence of a relapse in fever after a remission of a week should excite suspicion. The fourteenth day after the commencement of a primary attack followed by a remission is the one upon which the relapse is most likely to occur. Should such a case occur it is desirable to isolate the patient. The gums of all inmates should be examined in case of scurvy. The issue of a ration of vegetables twice a week is very desirable. In the absence of vegetable, *amchur*, fleshy calyx of *patwa*, or fresh limes, should be given.

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

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

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

- (1) The water-supply should be at once changed, the former source of supply being effectually closed. The new wells should be disinfected with permanganate of potash before being brought into use.
- (2) All food (except grain actually stored in the poorhouse at the time of the occurrence of the outbreak) should be destroyed.

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

15.--The paid establishment of a poorhouse should ordinarily consist of—

		<i>Approximate pay per mensem.</i>	
		Rs.	
	1. A Superintendent	25 to 50
	2. A hospital assistant...
	3. An Accountant	15 to 20
Approximately two per 100 in- mates.	{ 4. Brahman cooks 5. Water-carriers	4 to 5
		...	3 to 4
	6. Sweepers	3 to 3
	7. Overseers	1 plus food.
	8. Peons	4 per mensem.
	9. A gatekeeper	4 "

NOTE.—Monitors should, where possible, be appointed from the inmates, some extra grain up to ½ lb. per diem (*tasar*) being given as remuneration.

When the poorhouse is not in the neighbourhood of a dispensary the hospital assistant will ordinarily (except in the cases of very large poorhouses) be appointed Superintendent. When a poorhouse is in the neighbourhood of a dispensary there will be no need for a hospital assistant, but a Superintendent will be required.

16.—*Superintendent.*—The Superintendent will be the immediate subordinate of the Sub-Divisional Officer. He should be acquainted with English and the vernacular. His duty is general supervision, including the maintenance of discipline and the enforcement of sanitary regulations. In particular he should—

- (a) attend at the admission enclosure morning and evening at fixed hours, dispose of applicants, and see that they are duly registered in Form F-I and brought upon the nominal roll, Form F-II;
- (b) examine the grain received from the contractor, test its quantity and quality, enter it in the stock register, and see that it is securely stored under a good lock or sufficient guard;
- (c) attend at feeding time, and see that the food is correct in amount and well cooked;
- (d) muster the establishment daily, record their attendance in a register, see that they do their duties, and that all forms and registers are properly kept up;
- (e) see that the inmates are duly organized into gangs and parties, given suitable work, and do it;
- (f) daily inspect the sleeping quarters after they have been swept, and the latrines after they have been cleaned morning and evening;
- (g) pay special attention to the water supply and satisfy himself daily that it is pure.

17.—*Medical Officer.*—The medical officer will be responsible that all the requirements of a hospital are provided, and that the sheds are dry and ventilated. He should send in to the Superintendent a daily return showing the number of sick in hospital, the daily admission, discharges, and deaths, and the number of rations and the quantity of extra food required for his patients. He should also keep up a nominal register of all admissions, their diseases, and history. He should constantly

inspect the inmates of the poorhouse, to see if they are improving or the reverse ; and give outdoor treatment to those in need of it, not forcing them to enter the hospital unless this is absolutely necessary ; for those who are specially emaciated he should prescribe special diet, such as milk or *ghi*, &c. He should report at once to the Superintendent or the Civil Relief Officer any insufficiency or badness of the food. He should also report to the Superintendent if he thinks that in any case the work exacted is too severe for any of the inmates.

18.—*The Accountant.*—The Accountant should always be a member of the Tahsildar's permanent establishment. He should keep up the returns and registers of which the forms are given below. He should also provide supplies on indents furnished to him by the Superintendent and medical officer, and keep an account of receipt and issue of stores and food.

19.—*Cooks.*—The number of cooks will vary from 1 to 2 per cent. according to the food to be cooked and the physical state of the poorhouse inmates ; for where the latter are very feeble, more cooks will be required to carry and distribute the cooked food than where there are able-bodied inmates who can be so employed. They must be Brahmans ; and, as a rule, they should not be selected from among the inmates.

20.—As a rule the cooks should be paid in grain, which may be given uncooked, if desired, at the rate of $1\frac{1}{2}$ lbs., or for exceptionally hard work, 2 lbs. a day. Where the numbers of inmates are large, the head cook may receive Re. 1 per mensem, in addition. It may be necessary in some cases to arrange that, in addition to their food, the cooks should receive a monthly wage at the rate of $1\frac{1}{2}$ annas per diem to males and of one anna to females. They will be liable to fines for misconduct, or to stoppage of pay for short delivery of rations.

21.—As the rations are given out to the messes by their own cooks, the responsibility is limited to them ; and should any deficit exist, it should at once be made good by a minor indent on the storekeeper, the cost being recovered from the pay of the cooks concerned.

22.—*Water-carriers.*—Water-carriers (women for choice) should be selected from among the appropriate castes and from the inmates if possible. If inmates are not willing to do this work for an extra $\frac{1}{2}$ lb of flour per diem, outsiders should be employed. Every morning and evening they should fill up the filter pots in the sleeping quarters and feeding enclosures, and supply the cook-room. The number may vary from 1 to 2 per 100 inmates.

23.—*Sweepers.*—Sweepers should be selected from the females in the poorhouse and convalescent ward of the hospital. They should receive Re. 1 per mensem in addition to their food. Every morning, on return from latrines, they should sweep up the whole area of the poorhouse under the superintendence of a warder ; after meals all rubbish collected should be deposited outside the enclosure in some selected spot, from which it will be removed by the scavengers.

24.—*Scavengers.*—At 5.A.M. the scavengers should remove the night *chatties* and clear out the latrines, and in the evening they should replace the *chatties* and again cleanse the latrines, and fill up the latrine waterpots. During the day they should remove the sweepings from the enclosure, and dig pits for the reception of night-soil. They should receive Re. 1 per mensem in addition to their food.

25.—*The Overseer.*—The Overseer should keep the nominal register of the inmates. If these number more than 150, a second Overseer should be appointed. He should ordinarily be a respectable, literate inhabitant of the tahsil, of good caste. He should be given one rupee a month, *plus* half as much again as the daily ration, which may be given uncooked. He should marshal the inmates in the

morning to the early meal, take the roll-call, and give a slip to the Accountant in the following form :—

Attendance _____ morning _____ of _____.

Name of gangman.	Men.	Women.	Children.	Total.	Total number of lbs. grain.

During the day he should supervise the work of the gangs, either generally or of any particular set of gangs as the Superintendent may direct. In the evening he should again marshal the inmates to the evening meal, take the roll-call and give a slip to the Accountant in the same form as in the morning.

26.—Peons will be required in the proportion of one for the Superintendent and one for the hospital, and an additional peon for every 200 paupers over 300. Their pay should not exceed Rs. 4 per mensem if it is necessary to employ outsiders. Distressed villagers can ordinarily be found to do this work for Re. 1 per mensem in addition to their food.

27.—*Gatekeeper.*—One gatekeeper should always be on duty to receive applicants admitted or persons brought to the poorhouse, and to direct them to the medical officer's quarters.

28.—*Organization.*—There should be a gangman or monitor to each enclosure, a female being appointed to the female enclosure. These persons will be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the numbers in an enclosure are small, persons of good caste may be allowed to sit a little apart in working and eating from the other members of the gang, and may have a portion of the shed walled off for them. If no gangman or monitor can be found among the inmates, an outsider should be employed on a ration of 1½ lbs. of grain, which may be given uncooked.

29.—At 5 A.M. or other hour indicated by the time of year all inmates in the poorhouse should be turned out to the latrines by the warders on duty ; they will then be escorted by the warders to the place set apart for ablution ; at 8 A.M. they should return, and at 8-45 the first drum should be beaten ; they should then fall in by messes in the feeding enclosure to receive food ; the sweepers should afterwards sweep up the camp enclosure, and the water-carriers should fill up the filters and supply the cook-room ; those whose turn it is to wash clothing should go in charge of a warder to the place set apart for this purpose. All inmates should return at 4 P.M. At 4-30 P.M. the first drum for the evening meal should be beaten ; after this the enclosure should be swept up ; at 6 P.M. the inmates should fall in by messes for roll-call, and then be sent to the sleeping quarters.

30.—*Eating utensils.*—Eating vessels should be supplied to messes on the indent of the overseer, countersigned by the Superintendent. When any member of a mess leaves, the vessels should be returned, a receipt for them being taken by the overseer ; those that are in use should be in the charge of the mess cooks. After the evening meal they should be placed in a shed set apart for them and the mess cooking-pots. This shed should be locked by the Accountant and be under police guard at night. The eating vessels of each mess should be kept in strong baskets provided for the purpose. If any vessel is missing at meal time, the overseer should report the fact to the Superintendent, and after each meal he should personally see that the mess cooks get back the proper number.

31.—*Issue of cooked rations.*—The cooks should be furnished with tin measures holding, respectively, the rations of rice and condiment soup ; the food should be carried in a large open basket by one or two of the gang, and the male cook should serve it out.

32.—*Work.*—Work should be of a light description, such as supplying water, sweeping enclosures, repairing fences or huts, rope-making, spinning, stone-breaking, basket-making, &c. Rice cleaning or grinding is suitable work for women of respectable castes; two women in good health should easily grind 30 *strs* of grain a day, or enough for 60 adults; but if they are enfeebled, two relays of two women each should be allowed for each mill.

33.—*Doolies.*—A couple of blanket doolies should be ready at the quarters of the Superintendent to remove the sick to hospital. In ordinary cases of sickness some of the inmates should be made to carry them if unable to walk; but in cases of cholera or small-pox it will be necessary to send for the hospital doolie-bearers or *chamars*.

34.—*Burials.*—Two *chamars* or sweepers should be attached to the poorhouse to remove and dispose of corpses, unless the deceased has friends who are willing to perform the funeral rites of his caste. The usual fees for cremation or burial should be paid.

35.—A diet register should be kept in Form F-III, and a food stock register in Form F-IV. These registers should never be kept by the same person, if this can be avoided.

36.—A dead stock register for all articles that are not perishable should be kept in Form L-V.

37.—The Superintendent should be given a permanent advance, sufficient for a fortnight's requirements. He should enter all receipts and payments in a cash book.

NOTE.—The hospital accounts should be kept on separate forms, but otherwise in the same way.

38.—The Superintendent should recoup his permanent advance on the last day of every week on a bill in Form L-II. This bill should be submitted to the Sub-Treasury Officer, accompanied by two copies of the weekly Abstract Form F-V, one copy of the cash book, and by sub-vouchers for every contingent item of over five rupees. Before paying the amount shown in the bill he will check the accuracy of the figures in the several documents and endorse on each copy of the weekly abstract: "Paid Rs. on Form L-II, dated ." One of the weekly abstracts will be retained by the Superintendent so as to be available at times of inspection, and the other with the sub-vouchers will be forwarded to the Collector to be entered in the contingent register and to serve as a voucher in support of the monthly detailed contingent bill.

39.—The Sub-Treasury Officer should, after arithmetical check, immediately cash the bill. He should note in words on an advice the amount passed and paid. This advice should be kept by the Superintendent, so as to be available at times of inspection.

40.—The Superintendent should submit every week to the Collector, so as to reach him not later than Monday morning, a return of the number of persons relieved on the last day of the week. He should also submit every Saturday a weekly return in Form F-VI, to the Sub-Divisional Officer, who will forward it to the Collector.

41.—A ledger should be kept in Form F-VII both at the headquarters and sub-divisional office.

42.—Inspecting Officers should pay special attention to the discipline and sanitation of the poorhouse, seeing that all persons able to do some work are given work. They should also—

(a) check the attendance by the nominal roll and admission register, comparing the two; see that the departure of an inmate is properly recorded, and that the word "*khárij*" is written across the blank columns of the nominal roll;

- (b) check the diet register by the nominal roll; see that both are totalled daily, and that all entries are made in ink;
- (c) examine the stock register, counting the stores in hand and comparing issues with the corresponding entries in the diet register;
- (d) see that the price charged for the stores is fair;
- (e) check the cash book, and see that the entries agree with the advice received from the treasury;
- (f) muster the establishment; see that they have received their wages, and that their numbers are not excessive;
- (g) enquire into any unusual contingent expenditure;
- (h) specially enquire into cases of persons on special diet and see that they get it;
- (i) See that the inmates feed in messes, and know their rations;
- (j) check the dead stock register;
- (k) note the expenditure per head relieved (a) for diet only, (b) for total expenditure.

43.—Members of relief committees and other respectable persons residing in the circle should be encouraged to visit poorhouses and record their impressions in an inspection book, which should be kept by the Superintendent.

FORM F-I.
ADMISSION REGISTER.

Date.	Serial number.	Name and father's name.	Age.	Caste.	Sex.	Residence.			Occupation.	Date of discharge.	Where sent to.	Remarks.
						Village.	Pargana.	District.				
1	2	3	4	5	6	7	8	9	10	11	12	13

All entries should be made in ink.

NOTES.—In the case of an immigrant from a Native State the name of the State should be entered in red ink across columns 7 to 9.
One series of numbers in column 2 for the whole period during which the poorhouse is open should ordinarily be adopted.

FORM F-II.
NOMINAL ROLL.

Serial number.	Name.	Month.																														Remarks.			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31		

NOTES.—(1) All entries should be made in ink. The columns should be totalled daily.

(2) The figure 1 should be used to denote a person's presence in the poorhouse on each date. For those in Hospital the letter H should be used.

(3) When a name is struck off, the word "Kharif" should be entered in ink across the blank columns; and the date of removal should be written in full.

F
(14)

**FORM F-III.
DIET REGISTER.**

Date.	Number of inmates relieved.				Flour (<i>dta</i>).			<i>Dal</i> .			Rice.			Salt.			Spice.			Ghi or oil.			<i>&c., &c.</i>			Remarks.	
	M.	W.	Ch.	Total.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.					

NOTES—(1) The register should be totalled every week, and under each column should be noted—(a) the price of the article, (b) the cost of the amount consumed.
(2) All entries should be made in ink.

**FORM F-IV.
FOOD STOCK REGISTER.**

Poorhouse, _____ district.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date.	Particulars.	Wheat.	Gram.	Rice.	<i>Dal (arhar)</i> .	<i>Dal (mung)</i> .	Salt.	Chillies.	<i>Amchar</i> .	Oil.	<i>Haldi</i> .	Fuel.	Price at which the articles were purchased.
	Receipts ...												
	Total ...												
	Issues ...												
	Balance ...												

NOTES.—All entries should be made in ink. Column 14 should be filled in only when new supplies are purchased.

Superintendent, _____ poorhouse.

FORM F-V.

WEEKLY ABSTRACT OF POORHOUSE RELIEF.

Date of the last bill drawn _____

Date of this bill _____

For Poorhouse _____

Number of persons relieved on the last day of the week.			Number of units relieved during the week.	Cost of relief during the week.			Remarks.
Men.	Women.	Children.		Diet.	Other expenditure.*	Total expenditure.*	

NOTE.—This form should be printed on green paper.

* Excluding establishment charges, except menial establishment.

FORM F-VI.

WEEKLY RETURN OF THE PERSONS RELIEVED IN POORHOUSES.

Date.	Men.	Women.	Children.	Total.	Expenditure during the week.		Incidence of expenditure per head.	Remarks regarding general health of the poorhouses, inmates, &c.
					Diet.	Total expenditure.		
Total								

* The incidence of expenditure per head on the total expenditure for the week only should be shown.

(Signature.)

(Signature)

Superintendent, Poorhouse.

Sub-Divisional Relief Officer.

(148)

FORM F-VII.

POORHOUSE RELIEF LEDGER.

Name of Poorhouse _____, Village _____, Circle _____, Tahsil _____.

Week ending	Total number of units relieved during the week.	Expenditure during the week.		Incidence -		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.
		Diet.	Total expenditure.	Of column 8 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

APPENDIX G.—STATE KITCHENS ON RELIEF WORKS AND ELSEWHERE.

1.—*Construction.*—A kitchen should consist of one or more cooking-sheds, a water-shed, store-room, and one or more eating-sheds. The whole should be surrounded by a screen, of which the gateways should be at least 16 feet wide. The outer and partition walls of kitchens should ordinarily be screens of lattice, bamboo, or other light form of fencing, stiff enough to prevent egress and ingress, but admitting of immediate removal or levelling in case of fire. There should be at least two entrances to the enclosure, with temporary doors; if possible, one entrance for each mess should be arranged. No inflammable material should be erected or used within 25 feet on each side of the entrances. A ditch should be dug round the whole enclosure so as to prevent superficial drainage flowing into it; and, to carry the inside drainage, small open drains should be made leading from the enclosure into the ditch.

2.—The eating-sheds should be separated by a suitable interval from the cooking-sheds, to avoid risk from fire. The floors of the eating-sheds should be raised above the surrounding surface to ensure proper supervision.

3.—Kitchens for the relief of dependants on works should not be located at great distances from the works. When relief works extend over widely scattered areas several smaller kitchens are more convenient than one large kitchen.

4.—*Admission.*—Every person on first admission to a kitchen should be furnished with a tin ticket, on which should be stamped the number of the kitchen, the number borne by the mess, and the person's number in that mess. The ticket should be worn round the neck at meal times.

In the case of kitchens for dependants of relief workers, the tickets for admission will be issued under the orders of the Officer in Charge. The gang mate should after the daily roll-call bring the dependants in his gang to the kitchen and deliver with them to the Superintendent of the kitchen a memorandum signed by the muharrir in charge of the gang showing the numbers of dependants present on the relief work. The Superintendent should keep a record of the number of dependants of each class present at each meal, and report the same to the Officer in Charge every evening.

No person not on the kitchen establishment should be permitted to remain inside the enclosure after meal times.

5.—*Attendance.*—An admission and attendance register should be kept up in Form G-I for all persons relieved in State kitchens.

6.—*Distribution of food.*—There should be two meals, morning and afternoon. The Collector should fix the times for the meals in consultation with the District Medical Officer. It is important that the meals should be regular, in order that inspecting officers may be able to time surprise visits. Half an hour before meal time the Superintendent should call the attendance register. As soon as a person's name is called, he should enter the enclosure and obtain from his mess cook his eating utensils, and then sit down in his usual place in the eating-shed of his mess. Children who are unable to take care of themselves should be admitted along with the person in charge. If the person attending has no plate or vessel of his own, he should be furnished with one. *Dhak* leaves stitched together will serve as plates.

7.—*Removal of cooked food prohibited.*—All food supplied should be eaten in the eating-sheds. The removal of cooked food should be strictly forbidden.

8.—*Establishment.*—The following establishment should be provided for a kitchen serving 300 persons :—

One Superintendent.
Two warders.

Three water women.
Two cooks.

Two scavengers.

NOTE.—Extra cooks may be provided on the scale of one for every 100 in excess of 300. A similar extra establishment of warders, water women, and scavengers is permissible.

Superintendent.—The Superintendent will be under the immediate orders of the Officer in Charge in the case of a kitchen on a public work, and of the Circle Officer or other authority appointed by the Collector in the case of civil kitchens. He will be responsible for the maintenance of discipline, the carrying out of regulations, the cleanliness of the kitchen and its surroundings, the sufficiency and purity of the water supply, and the condition of the persons attending the kitchen. He should obtain daily, on indent from an agent appointed for the purpose, the supplies required for his kitchen. He should personally weigh and distribute the uncooked rations for each mess twice daily. Where the rations admit such treatment, the component items should be mixed or soaked before being given to the cooks, as this will deprive them of most of their saleable value. After the morning issue he should place the grain remaining under lock in the store-room of the section for which they have been procured. After the issue of the uncooked rations he should give out to each mess cook the eating utensils in use by his mess or messes, and after each meal inspect the utensils to ascertain that they have been cleansed, and, after seeing them put into their respective baskets, lock them up in the store-room. He should remain till the kitchen is closed.

10.—*Warders.*—Warders should be appointed to each section of the kitchen. They should maintain order among the applicants for food and observe, as far as possible, the issue of the rations, at once reporting to the Superintendent if they consider a short ration is issued. At the end of each meal they should carefully inspect each applicant as he goes out, to see that neither cooked food nor utensils are removed. They should also ascertain that the servants on leaving the kitchen do not take away any food or utensils belonging to the kitchen. One warder must always be on the premises of the kitchen to prevent unlawful egress or ingress. The warders should sleep in their respective sections every night.

11.—*Cooks.*—The cooks should carry the supplies required for their respective sections; they should be present one hour and a half before each meal to receive the raw rations and eating utensils of their respective messes, and should cook and distribute the food. After each meal they should collect and cleanse the eating utensils of their messes and replace them in the store-room of their sections.

12.—*Water-carriers.*—The water-carriers should thoroughly sweep out their respective sections, the rubbish they collect being deposited in a fixed place for removal by scavengers. They should also cleanse their sections after each meal; fill the filters for drinking and culinary purposes and supply all water required during meal times; and move among the inmates, ready to supply water to any one asking for it.

13.—The cooks and water-carriers should be chosen with reference to caste requirements.

14.—*Scavengers.*—The ground round the kitchen should be cleaned daily, the latrine areas should be cleaned after each meal, and the ordure removed and buried or burnt.

15.—*Procedure.*—The Superintendent should total the attendance register after every meal. From it every evening he should post up the diet register, to be kept in Form G-II, and prepare from the total entries an indent of the supplies required on the following day. The indent of food for any one day will, thus, be based on the *attendance of the previous day*. If a number of persons are

admitted in the course of the day, a supplementary indent should be submitted, the necessary entries being made and explained in the diet register. The agent supplying the food should keep all indents for at least a month, in case they should be called for.

16.—The Superintendent of a civil kitchen should be given a permanent advance, sufficient for a fortnight's expenditure. From this he will meet all charges, including those for establishment. He should pay the food bill on the last day of the week. He should recoup his advance direct from the sub-treasury weekly, on the last day of each week, on a bill in Form L-II accompanied by a copy of his cash book, which should be signed by the Superintendent and also by the agent supplying the food, who should attach a receipt stamp if his total charges for the week exceed Rs. 20.

17.—The Sub-Treasury Officer should, after checking the accuracy of the figures in the bill and cash book, note on an advice, in words, the amount passed and paid. This advice should always be kept in the kitchen so as to be available at times of inspection. He should also endorse on the copy of the cash book when paying the amount shown in the bill "Paid Rs. on Form L-II, dated ." This should then be forwarded to the Collector for entry in the contingent register and for use as a voucher in support of the monthly detailed contingent bill.

18.—A dead stock register should be kept up for articles that are not perishable, in Form L-V.

19.—The following registers should be kept up in the headquarters and sub-divisional offices, for each civil kitchen :—

- (a) a continuous record of the prices charged for the staple food in each week ;
- (b) a ledger in Form G.-III.

20.—The Superintendent of a civil kitchen should submit every week to the Collector, so as to reach him not later than Monday morning, a return of the number of persons relieved on the last day of the week. He should also submit every Saturday a weekly return in Form G-IV to the Sub-Divisional Officer, who will forward it to the Collector.

21.—*Inspection.*—There are two times when inspection should be made :—

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

Surprise visits are absolutely necessary, and it will be impossible to check the distribution of uncooked food, the attendance, and the distribution of cooked food on one day satisfactorily. The following procedure will secure a thorough inspection :—

- (a) Check the register of admission and attendance, and compare it with the diet register.
- (b) Compare the diet register with the cash book, sending, if necessary, for the original indents. Ascertain whether the diet register and indent are always completed before delivery of food is taken. (This is important, as any irregularity in this matter raises suspicion of collusion with the agent supplying the food).
- (c) Check the totalling of the cash book, and compare it with advices of remittances from the treasury.
- (d) See that the establishments have received their wages as entered in the cash book, and that their numbers are not excessive.
- (e) Enquire into any unusual contingent expenditure.
- (f) Specially examine the prices charged for the food supplied, if necessary making enquiries in the village.

- (g) See that the recipients of food have their tickets, know their rations, and feed in regular groups.
- (h) Note the condition of the children who have been for some time at the kitchen.

NOTE.—If the condition of the children is good, the presumption is that they are receiving their full rations; while if it is bad the presumption is that there is leakage of food.

- (i) At meal times note the quality, and in the case of foods like *khichri* the consistency, of the food, and enquire from the recipients whether they usually get food of that kind.
- (j) Check the dead-stock register.
- (k) Note carefully the incidence of expenditure per head relieved—(a) for diet only, and (b) for total expenditure.

22.—Members of relief committees and other respectable persons residing in the circle should be encouraged to visit civil kitchens and record their impressions in an inspection book, which should be kept by the Superintendent.

FORM G-I.

ADMISSION AND ATTENDANCE REGISTER.

For the month of _____ at Kitchen _____, Village _____, Circle _____.

Serial number.	Date of admission.	Officer admitting.	Number and date of order of admission.	Name of person admitted.	F ther's or husband's name.	Caste and sex.	Age.	Class of dependants.	Days and meals of attendance.																															
									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	2	3	4	5	6	7	8	9	10																															

Instructions.

(a) Every month a fresh page should be opened, the serial numbers being retained. Each class should have a separate series of numbers; and blank spaces should be left for fresh admissions, and for the totals of the class.

(b) Attendance may conveniently be recorded by signs; where two meals are given daily, the following signs may be used, thus :-

Present at morning meal	>	Present at both meals	X
" " evening	>	" " morning, but absent at evening meal	⊖
Absent	○	Absent at morning, but present at evening meal	⊕
		" " both meals	⊙

(c) of attendance should invariably be written in ink.

(d) The totals for the day may be conveniently shown as $\frac{24}{20}$, where 24 persons were present at the morning and 20 persons were present at the evening meal. The number of units for the day would then be $\frac{24 + 20}{2} = 22$

(e) If the officer admitting is himself present, it will be sufficient if he puts his initials in column 4.

(f) When a name is struck off, the word "kharaj" or corresponding term should be entered in ink across the blank columns for "days of attendance," and the date of removal should be written in full.

(g) The register should be closed and totalled in ink directly the roll-call is finished.

FORM G-II.
DIET REGISTER.

Kitchen _____, *Village* _____, *Circle* _____

Date.	Class of dependents.	Attendance on previous day.	Number of chhataks for ration.	Total of food in sérs.	Number of sérs.								Signature of Superintendent.
					6	7	8	9	10	11	12	13	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

All entries should be made in ink.

FORM G-III.
KITCHEN RELIEF LEDGER.

Name of Kitchen _____, *Village* _____, *Circle* _____ *Tahsil* _____.

Week ending	Total number of units relieved during the week.	Expenditure during the week.		Incidence--		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7
		Diet.	Total expenditure.	Of column 8 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

FORM G-IV.
WEEKLY RETURN OF PERSONS RELIEVED.

Kitchen _____, *Village* _____, *Circle* _____, *Tahsil* _____.

Date:	Numbers relieved.				Expenditure during the week.		Remarks.
	Men.	Women.	Children.	Total	Diet.	Total expenditure.	
Total...							

(Signature.)
Superintendent, Kitchen.

(Signature.)
Sub-Divisional Officer.

APPENDIX H.—STATE ORPHANAGES.

1.—Orphans, who are not provided for in their villages, will be supported either in State orphanages or in poorhouses. In the latter case the orphans should be kept separate from the other inmates and should be treated and accounted for as if they were in a State orphanage.

2.—The rules for the management of poorhouses should be applied, as far as possible, to State orphanages. A register should be kept up in Form H-I.

3.—When action is taken under paragraph 166 of the Code the case should be reported for the orders of the Local Government in Form H-II.

4.—The Superintendent should submit every Saturday a weekly return in Form H-III to the Sub-Divisional Relief Officer, who should forward all such returns with a consolidated return to the Collector so as to reach him not later than Monday morning.

5.—An inspection book should be kept in each State orphanage. Copies of all inspection notes recorded in it should be forwarded without delay to the Collector.

6.—Members of relief committees and other respectable persons residing in the circle should be encouraged to visit State orphanages and record their impressions in an inspection book. Where possible, a non-official committee, comprising gentlemen of different religions, should be appointed for every State orphanage.

FORM H-I.

(VIDE PARAGRAPH 163 OF THE CODE.)

REGISTER OF CHILDREN RELIEVED IN ORPHANAGE No. _____, _____ POORHOUSE CIRCLE, IN VILLAGE _____.

Date and number of admission ticket.	Name and designation of officer issuing it.	Date of admission to orphanage.	Number in register.	To what section admitted.	Age.	Sex.	Number of mess.	Name of child.	Name of father or mother or relation hitherto supporting the child.	Village.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to whom the child was sent.	Conditions (if any) on which the child was sent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

165

FORM H-II

FORM OF REPORT TO GOVERNMENT UNDER PARAGRAPH 166 OF THE CODE.

District.	Name of orphanage, age and sex.	Religion and caste.	Nature of enquiries made to discover parents.	Nature of efforts made to procure adoption by co-religionists.	Name and character of the orphanage to which this orphan is to be made over.	Orders of Government.
1	2	3	4	5	6	7

H

FORM H-III.

STATEMENT SHOWING THE NUMBER OF ORPHANS IN THE _____ ORPHANAGE AND THE NUMBER MADE OVER TO PARENTS
 OR RELATIONS DURING THE WEEK ENDING _____
 POORHOUSE

B

Religion,	<i>At the beginning of the week.</i>			<i>Admitted during the week.</i>			<i>Made over to parents or relations during the week.</i>			<i>Remaining at the end of the week.</i>			Remarks as to action taken to discover parents or relations.
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	
Hindus ...													
Muhammadians ...													
Total ...													

APPENDIX I.
FORM I-I.
NOMINAL ROLL OF WEAVERS RELIEVED:

Serial number.	Name of village.	Name of weaver relieved.	Date of admission to relief.

FORM I-II.
REGISTER OF WEAVER RELIEF.

Date.	Day of the week.	Number of weavers supplied with thread or yarn.				Weight of thread or wool distributed.	Cost of weaving disbursed.	Cost of weaving per ser.	Sale proceeds.
		Men.	Women.	Children.	Total.				

FORM I-III.
WEEKLY RETURN OF WEAVERS RELIEVED.

Days of the week, with dates.	Number of weavers supplied with thread or yarn.				Weight of thread or wool distributed.	Cost of weaving disbursed.	Cost of weaving per ser.	Remarks.
	Men.	Women.	Children.	Total.				
Total ...								

This return should be submitted by the Officer in Charge of weaver relief every Saturday to the Sub-Divisional Relief Officer, who will forward a consolidated return in the same form so as to reach the Collector not later than Monday morning.

(Signature.)

APPENDIX J.

FORM J.
(VIDE PARAGRAPH 192 OF THE CODE.)
REGISTER OF CATTLE AND PASTURAGE IN THE
DISTRICT FOR 19 .

1	2	3	4	5	6
Description and general indication of boundaries of pasture ground available.	Number of cattle that may be sent from the district to the pasture ground.	Names of villages from which the cattle may be sent.	Names of landowners and others responsible for selecting the cattle that may be sent.	Name or description of route by which the cattle should be sent.	Agency in charge of which the cattle should be sent.

**APPENDIX K.
FORM K-I.**

(VIDE PARAGRAPH 198 OF THE CODE.)

MONTHLY MEDICAL STATEMENT FOR THE WEEKS ENDING _____ 19 .

Name of district. 1	Whether there has been any increase of illness and disease believed to be due to want of food. 2	Number of cases of death due to illness induced by want of food which have been brought to notice. 3	Number of in and out-patients received in special famine hospitals or treated at famine works, with such details of the cases as may be required for the information of the Local Government. 4					Distribution of the subordinate medical staff, and any increase to it that may be required. 5
			Name of special famine hospital, famine poor-house.	Daily average number of men employed and receiving relief.	Actual number of patients treated during the month.		Total of in and out-patients.	
				Indoor.	Outdoor.			

NOTE.—The actual number of patients treated during the month is to be shown.

FORM K-II.

(VIDE PARAGRAPH 202 OF THE CODE.)

DISTRICT MEDICAL OFFICER'S WEEKLY RETURN OF DEATHS IN POORHOUSES FOR THE WEEK PERIOD ENDING _____ 19 .

District. 1	Name of poorhouse. 2	AVERAGE DAILY NUMBER OF INMATES DURING THE WEEK OR PERIOD UNDER REPORT.				NUMBER OF CASES OF DEATHS DUE TO—				Percentage of deaths (column 10) to average number of inmates (column 8). 11	Increase of illness and disease believed to be due to want of food, with detailed information as to number of deaths attributable to fever, dysentery, diarrhoea, &c., and any remarks the Civil Surgeon may have to make in the event of the percentage of deaths being high. 12	Remarks as to sanitary arrangements, with explanation of cause of epidemic disease, if any, and information as to steps taken to check it. 13	Information as to the distribution of the subordinate medical staff, and whether it is adequate or needs any strengthening. 14
		Men. 3	Women. 4	Children. 5	Total. 6	Want of food.		Illness. 9	Total number of deaths. 10				
						Direct.* 7	Indirect. 8						
	Total ...												

The 19 .

N.B.—The report should embrace the periods ending 7th, 14th, 21st, and the last day of the month.

*I.e., persons brought into the poorhouse in a moribund condition and dying immediately on admission.

R

(153)

L

(159)

APPENDIX L.

FORM L-I.

STATEMENT SHOWING THE ESTIMATED EXPENDITURE ON FAMINE
RELIEF UNDER THE CONTROL OF THE COLLECTOR DURING
IN THE _____ DISTRICT.

Heads of expenditure.	Amount.	Explanatory note.
I.—Office contingencies		
II.—Relief works in charge of Civil Officers ...		
III.—Relief to people employed otherwise than on relief works.		
IV.—Gratuitous relief—		
(a) Poorhouse charges		
(b) State kitchens		
(c) Given at the houses of the people ...		
(d) Given in other ways		
Miscellaneous		

(Signature of the Collector.)

FORM L-II.**PAYABLE AT THE TREASURY.**

[The charges in this bill should be included in the monthly detailed contingent bill to be submitted for countersignature to the Commissioner immediately after the realization of the last abstract bill of the month.]

DISTRICT OR	ABSTRACT OF BILL FOR CONTINGENT CHARGES ON ACCOUNT OF FAMINE RELIEF.	MONTH OF
Head of service.	33.—Famine Relief.	No. of Voucher. } —
Serial numbers of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	<p>I.—OFFICE CONTINGENCES—</p> <p>• 1. Service telegrams</p> <p>• 2. Service postage</p> <p>3. Other office expenditure</p> <p>II.—RELIEF WORKS IN CHARGE OF CIVIL OFFICERS—</p> <p>(a) Communications—</p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>(b) Miscellaneous Public Improvements—</p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>(c) Irrigation—</p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>III.—RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORK—</p> <p>Payments to weavers and other artisans</p> <p>Special relief to aboriginal tribes</p> <p>IV.—GRATUITOUS RELIEF—</p> <p>(a) Given in Government Institutions—</p> <p>1. <i>Workhouse charges—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>2. <i>State Kitchens—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>3. <i>Orphanages—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>(b) <i>Given at the houses of the people—</i></p> <p>1. Relief under section 136 of the Code, in cash</p> <p>2. Ditto ditto, in grain</p> <p>(c) <i>Given in other ways—</i></p> <p>1. Casual relief through police</p> <p>2. Ditto others than the police</p> <p>V.—MISCELLANEOUS—</p> <p>(1) Advances to zamindars for aided private works.</p> <p>(2) Measures for protection of cattle</p> <p>(3) Expenditure on temporary inspection huts... ..</p> <p>(4) Other petty expenditure</p> <p>Total Rs. (words.)</p>	<p>Rs. a. p.</p>

* See note on revers.

Received payment.

Dated: _____ } Name _____
 The _____ } Office _____

To be signed only on the first Abstract bill cashed after the 10th of each month.

CERTIFIED that the detailed Contingent bill of the preceding month was forwarded to the
 Commissioner _____ on the _____

Dated _____ Name _____
 Pay Rupees _____ Office _____

Dated _____
 Examined _____ Accountant:

Officer in Charge of Treasury.

(161)

L

For use in Accountant-General's Office.

Admitted Rs.

Subject to audit on receipt of
countersigned bill.

Auditor.

Superintendent.

**N.B.*—If any contingent charges, *etc.*, for service telegrams, service postage stamps, and other petty expenditure, are incurred specially for Famine Relief purposes by officers actually employed in relief operations, the expenditure should be met from the Famine allotments and drawn in this bill. This does not, however, refer to any additional contingent expenditure incurred by Collectors or other District Officers in their own offices on account of famine, which is debitable to Land Revenue, Administration, Medical, &c.

FORM L-III.

NOT PAYABLE AT THE TREASURY.

NOTE.—This bill should include all charges drawn during the month, and be submitted for counter-signature to the Commissioner immediately after the realization of the last Abstract bill of the month.

DISTRICT OF—	BILL FOR CONTINGENT CHARGES ON ACCOUNT OF FAMINE RELIEF.	MONTH OF
<i>Head of Service.</i>	38.— <i>Famine Relief.</i>	
Serial numbers of sub-vouchers.	Description of charge and date of authority (where special sanction is necessary).	Amount.
		Rs a. p.
	<p>I.—OFFICE CONTINGENCIES—</p> <p>1. Service telegrams... ..</p> <p>2. Service postage</p> <p>3. Other office expenditure</p> <p>II.—RELIEF WORKS IN CHARGE OF CIVIL OFFICERS—</p> <p>(a) <i>Communications—</i></p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>(b) <i>Miscellaneous Public Improvements—</i></p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>(c) <i>Irrigation—</i></p> <p>1. Wages of labour</p> <p>2. Other expenditure</p> <p>III.—RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORK—</p> <p>Payments to weavers and other artisans</p> <p>Special relief to aboriginal tribes</p> <p>IV.—GRATUITOUS RELIEF—</p> <p>(a) <i>Given in Government Institutions—</i></p> <p>1. <i>Poorhouse charges—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>2. <i>State Kitchens—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>3. <i>Orphanages—</i></p> <p>(1) Diet</p> <p>(2) Other expenditure</p> <p>(b) <i>Given at the houses of the people—</i></p> <p>1. Relief under section 136 of the Code, in cash.</p> <p>2. Relief under section 136 of the Code, in grain.</p> <p>(c) <i>Given in other ways—</i></p> <p>1. Casual relief through police</p> <p>2. Ditto others than the police.</p> <p>V.—MISCELLANEOUS—</p> <p>(1) Advances to zamindars for aided private works.</p> <p>(2) Measures for protection of cattle</p> <p>(3) Expenditure on temporary inspection huts</p> <p>(4) Other petty expenditure</p> <p style="text-align: right;">Carried over</p>	

N.B.—One detailed bills should be prepared in support of all the Famine Contingent bill cashed at the Treasury during the month.

Serial numbers of sub-vouchers.	Description of charge and date of authority (where special sanction is necessary.)	Amount.		
		Rs.	a.	p.
	Brought forward ...			
<p>1. I CERTIFY that, to the best of my knowledge, the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself, to the best of my ability, that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 10 in amount, all sums paid for postage stamps and telegrams, and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums for which vouchers are required, and am responsible that they have been so destroyed, defaced, or mutilated that they cannot be used again. I also certify that the number of persons relieved, as reported in the accompanying statement, are in agreement with those reported to Government.</p>				
<p><i>Dated</i> _____ <i>Name</i> _____</p> <p style="text-align: right;"><i>Office</i> _____</p> <p>Total Rs. (words) _____</p>				
<p>* Intended also for refunds into the Treasury out of the monthly amounts drawn: in such cases the detailed bill should be prepared for the net amount actually spent, i.e., after deducting the refunds.</p>				
<p>* Deduct amount disallowed from Sub-Voucher No. — ...</p> <p style="padding-left: 40px;">Ditto ditto No. — ...</p>				
<p>Passed for Rupees _____</p>				

1. I certify that, in support of every charge of more than Rs. 10 made in this bill, receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for service stamps, State telegrams, and items in excess of Rs. 100, are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended. I also certify that the scales and rates used by the Collector are those prescribed by due authority.

Name _____
Office _____

Memo. reconciling the sums drawn during the month from the Treasury with those included in this bill.

	Rs.	a.	p.
Drawn on Abstract Contingent Bill No. _____ date			
Ditto ditto No. _____ date			
Ditto ditto No. _____ date			
Ditto ditto No. _____ date			
Add amount of disallowance refunded ...			
Total, Contingent Bill ...			

For use in Accountant-General's Office.

Admitted Rs. ...	MEMO.	† Allotment of			
Objected to Rs. ...		Expenditure including this bill ...			
		Ditto Establishment charges drawn on Establishment bills.			
<i>Auditor.</i> _____	<i>Superintendent.</i> _____	Amount of work bills annexed.			
		Balance available ...			

† The total of all the allotments made by the Commissioner should be shown in the memorandum of allotments.

FORM L-IV.

STATEMENT OF NUMBERS, RATES, SCALES, AND AMOUNTS WORKING UP TO THE EXPENDITURE CHARGED IN THE MONTHLY DETAILED BILL.

Relief works in charge of Civil Officers.	Number of persons relieved.	Incidence per head.	Poorhouse charges.	Number of inmates relieved.	Incidence per head.	Village relief under Chapter VIII otherwise than at kitchens.	Number of persons relieved.	Incidence per head.	Village relief at kitchens.	Number of persons relieved.	Incidence per head.	Relief through police.	Number of persons relieved.	Incidence per head.	Other miscellaneous relief.	Number of persons relieved.	Incidence per head.

FORM L.V.

STOCK REGISTER OF FURNITURE, TOOLS, PLANT, &c., &c., ON
VILLAGE WORKS, POORHOUSES, AND STATE KITCHENS.

Purchase.	Particulars of things purchased.	Number of things.	Cost price.	When sold by public auction.	Number of things sold.	Sale proceeds realized.	When credited to Government.	Remarks.

FORM L.VI.

LIST SHOWING THE NUMBER OF SUB-VOUCHERS ATTACHED TO
THE MONTHLY DETAILED CONTINGENT BILL SUBMITTED TO
THE COMMISSIONER OF THE DIVISION.

Number of sub-vouchers.	Poorhouse charges.		And so on for other kinds of relief.
	Diet.	Other expenditure.	
Total of vouchers above Rs. 10 to be sent ...			
Total of vouchers below Rs. 10 retained by the District Officer.			

(Signature of Collector or Officer in Charge.)

FORM L-VII.

COMMISSIONER'S REGISTER OF FAMINE RELIEF ALLOTMENTS AND EXPENDITURE MET THEREFROM.

T

Authority.	<i>Districts.</i>						Total.	Allotment to Commissioner by Government.	Balance available of Government allotment.	Remarks.
	Allotments for expenditure during _____									
G. O. No. , dated ...										
Commissioner's No. , dated ...										
Total allotments ...										
Expenditure as per detailed bill ...										
	Allotments for expenditure during _____									

I N D E X.

PART I.

List of reports and returns prescribed in the Code and Appendices.

I.—LOCAL GOVERNMENT.

(a).—*In ordinary times.*

1. To submit to the Government of India a weekly telegraphic "season and crops" report. (App. A—I.)
2. To submit to the Government of India copies of all "season and crops" reports published in the *Gazette*. (App. A—V.)
3. To furnish Collectors with extracts from the programme of irrigation projects (para. 11).
4. To submit to the Government of India a report when it is desired to include a railway project in the programme of relief works (para. 29).
5. To submit an annual abstract of relief works programmes in Form B—V to the Government of India not later than the 1st June in each year. (App. A—XII.)

(b).—*When famine is impending.*

1. To warn the Government of India in the weekly telegraphic "season and crops" reports of the first indication of a failure of the harvests or of scarcity. (App. A—I.)
2. To warn the Government of India when the opening of test works becomes necessary. (App. A—IX.)
3. When agricultural prospects become serious to submit a preliminary report regarding the economic condition of the affected tracts, indicating the probable intensity and the financial assistance required of the distress. A fresh report is required for all new districts which are subsequently affected. (App. A—IX.)
4. To submit to the Government of India such proposals for increase to the staff as are beyond its competence to sanction or to report when such staff is employed in anticipation of sanction (para. 50).
5. To inform the Inspector-General of Civil Hospitals of the additional medical and sanitary staff which is likely to be required (para. 51).

(c).—*After the declaration of distress.*

1. When relief has begun to submit weekly to the Government of India a famine telegram stating the number of persons on relief, &c., &c., (App. A—X—XIV.)
2. To submit details in Form B—VII by districts of the figures reported in the famine telegram. (App. A—XV.)
3. To submit to the Government of India a monthly report in Forms B—III, B—IV and B—V. (App. A—XVI—XX.)
4. To submit with the first monthly report a statement in Form B—VI giving area and population affected, and a forecast of expenditure and a revised statement when necessary. (App. A—XIX.)
5. To report to the Government of India the reasons for utilizing a railway project as a relief work (para. 29-V).
6. When a railway has been so utilized, to submit monthly and quarterly "Narrative progress reports" (para. 29—VI).

7. To report to the Government of India when a rest day allowance is given in circumstances not authorized by the Code (para. 114).
8. To report to the Government of India when an assignment of funds has been made which is beyond the resources of the Local Government (para. 220).

(d).—Special reports.

1. To report to the Government of India the extent to which suspensions or remissions of land revenue are likely to affect the estimates of land revenue receipts. (App. A—XXI.)
2. If provincial funds are likely to prove insufficient, to report to the Government of India the extent to which imperial aid is likely to be required. (App. A—XXI.)
3. To report to the Government of India, the extent to which the provincial staff requires to be increased by drafts from Imperial Departments or otherwise. App. (A—XXI.)
4. To report to the Government of India immediately by telegram any disturbance in the nature of a grain riot. (App. A—XXII.)
5. To report to the Government of India any unusual or considerable immigration on account of distress from and to native states. (App. A—XXIII.)
6. On the conclusion of a period of famine to submit to the Government of India review of famine relief operations. (App. A—XXIV-XXV.)
7. To submit to the Government of India copies of all important reports and orders. (App. A—XXVI.)

II.—FAMINE COMMISSIONER.

To submit such reports and returns to the Local Government as may be prescribed (para. 65).

III.—COMMISSIONER OF A DIVISION.

(a).—In ordinary times.

1. To submit to the Local Government with his own comment reports on the state of their districts received from Collectors (para. 2).
2. To forward an abstract in Form A—IV of the divisional programme of village works to the Local Government on the 15th May in each year (para. 27).
3. To forward, every fifth year, to the Local Government, an abstract of the divisional programme of relief works for aboriginal tribes (para. 28).

(b).—When famine is impending.

1. To communicate to Railway Administrations likely to be concerned the probable extent and duration of the apprehended scarcity (para. 45).
2. To report to the Local Government by telegram when test works begin to draw large numbers (para. 54).
3. To submit an estimate of famine expenditure for the division with an application for reappropriation of funds (para. 219).

(c).—After the declaration of distress.

1. To notify to the Inspector-General of Civil Hospitals transfers of medical subordinates employed on relief operations under Civil officers (para. 66).
2. To report immediately to the Local Government, if, owing to the disorganization of a work or other reason he directs the allowances for dependants to be given to all comers (para. 111).

3. To submit to the Local Government an estimate for his division of expenditure likely to be incurred on relief and to apply for a further assignment of funds when his reserve is exhausted (para. 219—222).
4. To furnish to the Accountant-General a monthly consolidated statement showing the amount allotted to each district and to intimate any supplementary allotments made under paragraph 222 (para. 225).
5. To report to the Local Government when sanction is given to an establishment in excess of the general scale laid down by the Local Government (para. 247).

IV.—DIRECTOR OF LAND RECORDS AND AGRICULTURE.

1. To prepare, every five years, a general review for the previous quinquennial period of the condition of the provinces in regard to agricultural progress and preparedness to meet distress [para. 8(e)].
2. To issue quinquennially a schedule of normal rates of prices [para. 8(f)].
3. To submit annually to the Local Government a revised register in Form J. of pasturage grounds (para. 192).

V.—ACCOUNTANT-GENERAL.

1. To advise each Treasury Officer what amount has been assigned to his district for relief under Civil officers (para. 227).
2. To submit to the Local Government, as early as possible in each month, an account showing the charges incurred on account of civil relief up to the end of the month for which accounts have been closed (para. 228).

VI.—COLLECTOR.

(a).—*In ordinary times.*

1. To make periodic reports to the Commissioner in regard to the state of his district [para. 6(b)].
2. To submit to the Local Government a weekly telegraphic crop and weather report [para. 6(c)].
3. To submit a monthly report in Form A—I to the Director of Land Records and Agriculture on the same subject during the first week of each month [para. 6(d)].
4. To submit to the Commissioner, for the information of the Local Government, an explanation when prices of staple food grains rise to scarcity rates [para. 6(e)].
5. To submit to the Commissioner not later than the 15th March in each year, a programme of village works, Form A—IV (para. 19), and to report how far in the event of famine the management of relief can be made over to landholders, and to what extent such persons should receive subsidies from State funds (para. 26).
6. To submit with the programme of village works lists of all persons in the district who are likely to make efficient charge and circle officers (para. 31).
7. To submit, every fifth year, to the Commissioner special programmes of works suitable for aboriginal tribes (para. 172).
8. To forward annually to the Commissioner and the Director of Land Records and Agriculture a copy of register Form J of pasturage reserves (para. 192).

(b).—*When famine is impending.*

1. To report to the Commissioner the opening of test works and poorhouses (para. 48).

2. When he has decided to open test works, to submit a report to the Commissioner, for the information of the Local Government, giving the grounds of his belief that distress is imminent and an account of the economic condition of the affected tract (para. 49).
3. To report by telegram to the Commissioner when test works begin to attract workers in large numbers (para. 54).
4. To submit weekly returns in Form B—I to the Commissioner and the Local Government showing the numbers of persons attending test works or relieved otherwise (para. 56).
5. To report through the Commissioner to the Local Government when a fodder famine is imminent (para. 195).
6. To submit in Form L—I an estimate of expenditure (para. 219).

(c).—*After declaration of distress.*

1. To report by telegram to the Commissioner and the Local Government when relief works are opened in anticipation of orders (para. 63).
2. To submit to the Commissioner, for transmission to the Local Government, a fortnightly progress statement in Form B—II, and direct to the Local Government the monthly statements and the statements required by the Government of India, copies being despatched to the Commissioner, (para. 79).
3. To submit weekly, or twice a week, if so ordered, direct to the Local Government a telegraphic report of the condition of the district and the numbers on relief, &c., copies being sent to Commissioner by post (para. 79).
4. To report by telegram to the Commissioner any alteration in the price basis [para. 129(a)].
5. To report in Form H—II when it is proposed to send an orphan to a public institution (para. 166 and App. H—3).
6. To report to the Government when advances are given to grain merchant, because supplies on any work or in any tract run short [para. 187(c)].
7. To report to the Local Government any case in which he thinks the State should guarantee the sale of fodder imported (para. 194).
8. To send to the Sanitary Commissioner a monthly telegraphic mortality report before the 15th of each month (para. 201).
9. To report by telegram to the Sanitary Commissioner the outbreak of epidemic disease (para. 204).
10. To submit to the Commissioner an estimate of expenditure in Form L—I, not later than the 15th of each month (para. 219).
11. To submit a supplementary estimate when the allotment is found to be insufficient (para. 222).
12. To report by telegram to the Local Government through the Commissioner the fact that he has incurred in anticipation of sanction expenditure which he considers necessary for the saving of life (para. 223).
13. To forward the reports of the audit staff, when, if the audit of civil relief has been decentralized, to the Commissioner noting the action taken (para. 254).
14. To report to the Commissioner, if less than the low standard task is allowed. (App. C—35.)
15. To telegraph to the Commissioner if the allotment for aided works is insufficient. (App. D—6).

16. To submit on 10th and 25th of each month to the Commissioner in Form D—IV a list of advances made by him for aided works. (App. D—13.)

VII.—DISTRICT SUPERINTENDENT OF POLICE.

1. To submit periodical reports to the District Magistrate on certain matters (para. 189).
2. To submit weekly to the Collector an abstract in Form E—VI of casual relief by the police (App. E.—18).

VIII.—CHIEF ENGINEER (BUILDINGS AND ROADS BRANCH).

1. To furnish a programme of public works for the whole province on the 15th May in each year (para. 18).
2. To submit to the Local Government weekly statements showing the numbers relieved on public works, the expenditure and incidence of cost (para. 69).

IX.—CHIEF ENGINEER (IRRIGATION BRANCH).

To forward to the Local Government by the 15th April in each year a programme of irrigation projects (para. 11).

X.—SUPERINTENDING ENGINEER.

(a).—*In ordinary times.*

To submit to Chief Engineer, with the programme of public works, a complete register of reserve stock (para. 36).

(b).—*After the declaration of distress.*

1. To forward to the Inspector-General of Civil Hospitals applications for the appointment of medical staff to public works and to notify to him postings and transfers (para. 71).
2. To report to the Local Government if he sanctions an establishment in excess of the general scale (para. 247).

XI.—EXECUTIVE ENGINEER.

(a).—*In ordinary times.*

To submit to the Chief Engineer before 15th April the divisional programme of public works in Form A—III (para. 17).

(b).—*After declaration of distress.*

1. In case of fraud or carelessness reported by the District Engineer to report after issue of orders to Superintending Engineer. (App. C—53.)
2. To furnish to District Engineer a return of any payments made in the Divisional Office during the week. (Form C—V.)
3. To make an inspection report when practicable and submit it to the Superintending Engineer. (Form C—IX.)

XII.—DISTRICT ENGINEER.

(a).—*In ordinary times.*

1. To submit yearly not later than February 15th, to the Executive Engineer, a programme of public works in Form A—III (para. 12).
2. To submit with the programme a list of all persons in the district likely to make efficient work agents (para. 32).

(b).—*After the declaration of distress.*

1. To give a week's notice to the Collector of the date on which a relief work will be ready for admission of labourers, &c. (para. 73).
2. To give immediate notice to the Collector of any sickness, &c., which renders it advisable to stop admissions, and to inform him from week to week of the condition of the work (para. 73).

3. To forward a weekly progress return in Form C—VII for the district to the Collector and to the Executive Engineer (para. 96, and App. C—40).
4. To forward weekly to the Chief Engineer a report in Form C—VIII, sending copies to the Commissioner and the Superintending Engineer (para. 96, and App. C—40).
5. To submit indent for funds to Executive Engineer (App. C—9).
6. To warn Treasury Officer of the probable extent of his drawings on the Treasury or Sub-Treasuries during the succeeding month. (App. C—9.)
7. To submit his inspection reports and those of other officers to Executive Engineer. (Form C—IX.)
8. In case of fraud or carelessness on the part of the charge officer to submit a full report to Executive Engineer and inform Collector of action taken. (App. C—53.)

XIII.—INSPECTOR-GENERAL OF CIVIL HOSPITALS

1. In times of scarcity to submit an abstract of the reports of district medical officers in Form K—I (para. 198).
2. To report to the Local Government the need for any increase to the medical staff in any district, with his proposals to meet it (para. 199).
3. To notify promptly to the Accountant-General the postings of medical subordinates [para. 249(c)].

XIV.—SANITARY COMMISSIONER.

1. In times of scarcity to submit monthly mortality returns for all districts to the Local Government, and to report when the imminence or existence of famine is suspected (para. 201).
2. To submit an abstract of the fortnightly reports of district medical officers with his opinion on them to the Local Government (para. 202).

XV.—DISTRICT MEDICAL OFFICER.

(a).—*In ordinary times.*

To submit yearly to the Inspector-General of Civil Hospitals, not later than 15th March, lists of all persons likely to be efficient members of the sanitary establishment in times of famine (para. 34).

(b).—*In times of scarcity.*

1. To submit to the Inspector-General of Civil Hospitals special monthly reports in Form K—I, sending copies to the Collector (paras. 198 and 208).
2. When poorhouses have been opened, to submit weekly returns in Form K—II to the Sanitary Commissioner, sending copies to the Collector (paras. 202 and 208).
3. To submit fortnightly reports regarding the health of his district to the Sanitary Commissioner, sending copies to the Collector (paras. 202 and 208).
4. To report to the Inspector-General of Civil Hospitals cases of misconduct on the part of medical subordinates (para. 206).
5. To report to the Collector any marked increase in the mortality, cases of deaths from starvation or illness due to insufficient food (para. 208).
6. To report to the Collector or District Engineer all matters relating to the health of the workers, or the welfare of the sick (para. 208).

XVI.—OFFICER IN CHARGE OF PUBLIC WORKS.

1. To report immediately to the District Engineer and to the Collector the outbreak of any epidemic disease (para. 89).
2. To report to the Collector when the prices current on a work are, or are likely to become, excessive (para. 95).
3. To submit every week a progress return in Form C—V to the District Engineer (para. 96 and App. C—40).
4. To submit a weekly report in Form C—VI to the Collector, sending a copy to the District Engineer with the progress return (para. 97 and App. C—40).
5. To inform receiving officer before despatching a draft of more than 300 persons (para. 125).
6. To submit a daily card showing total expenditure and balance in Form C—X to the District Engineer and if required to the Collector and the Executive Engineer (App. C—45.)
7. To submit weekly for audit purposes the weekly voucher for wages and connected papers. (App. C—47.)

XVII.—TAHSILDAR.

1. To forward with his own comments the reports of patwaris and kanungos (para. 4).
2. To report on prescribed dates the quantity of rainfall (para. 4).
3. To submit, when called upon, special crop reports in Form A—II (para. 38).

XVIII.—SUB-DIVISIONAL RELIEF OFFICER.

1. To submit his inspection reports of public works to the Collector through the District Engineer, or forward copies of his remarks in the inspection book (para. 75).
2. To forward abstracts of village relief in Forms E—III and E—V to the Collector. (App. E—13 and 15.)
3. To submit to the Collector the weekly returns in Form F—VI and G—IV received from Superintendents of Poorhouses and Civil Kitchens. (App. F—40 and G—20.)
4. To submit to the Collector returns in Form H—III, together with a consolidated return for orphanages. (App. H—4.)
5. To forward to the Collector a consolidated return in Form I—III for weaver relief. (Form I—III.)

XIX.—CIRCLE OFFICER.

1. To report immediately to the tahsildar the occurrence of any unusual sickness among men or cattle in any village (para. 81).
2. To submit weekly, or more frequently if required, to the Collector special reports on the works available, condition of the people, &c. (para. 81).
3. To submit to the Collector a weekly return D—I for unaided private works, (App. D—3.)
4. To submit to the Collector a weekly return in D—I for aided private works, sending copy to the Sub-Divisional Officer. (App. D—18.)
5. To submit to the Collector a weekly return in D—I of civil works in his circle, and a copy to the Sub-Divisional Officer giving details of expenditure. (App. D—22.)
6. To submit to the Collector a labour return in Form D—I for his circle and the abstract in Form D—VI to the Sub-Divisional Officer. (App. D—25.)

7. To report from time to time to what classes of persons the workers on private works belong. (App. D—5 and 18.)
8. To submit to the Collector a weekly return of gratuitous village relief and abstracts in Forms E—III and E—V to the Sub-Divisional Officer (para. 81 and App. E—10).

XXI.—PATWARI.

(a).—*In ordinary times.*

To report periodically on matters affecting the economic condition of his circle (para. 2).

(b).—*In times of scarcity.*

To submit every week to the circle officer in duplicate abstracts of village gratuitous relief in Forms E—III and E—V. (App. E—8 and 15.)

XXII.—MANAGER OF CIVIL WORKS.

(a).—*Non-official.*

To furnish a return with details of expenditure in Form D—I each week to Circle Officer. (App. D—20.)

(b).—*Official.*

1. To forward a copy of the weekly abstract (D—VI) with vouchers to the Collector. (App. D—23.)
2. To furnish to the Circle Officer a labour return in D—I and a return similar to abstract D—VI. (App. D—25.)

XXIII.—MANAGER OF PRIVATE WORKS.

To furnish a weekly return in Form D—I to the Circle Officer (para. 120 and App. D—3 and 17).

XXIV.—SUPERINTENDENT OF POORHOUSE.

1. To submit to the Collector a copy of the weekly abstract, Form F—V, with vouchers. (App. F—38.)
2. To submit to the Collector every week a return of the numbers of persons relieved on the last day of the week. (App. F—40.)
3. To submit to the Sub-Divisional Officer a weekly return in Form F—VI. (App. F—40.)

XXV.—SUPERINTENDENT OF CIVIL KITCHEN.

1. To forward to the Collector the copy of the cash-book endorsed by the Sub-Treasury Officer. (App. G—17.)
2. To forward to the Collector every week a return of the number of persons relieved on the last day of the week. (App. G—20.)
3. To forward to the Sub-Divisional Officer every week a return in G—IV. (App. G—40.)

XXVI.—MEDICAL OFFICER ON A RELIEF WORK.

To report to the officer in charge any cases in which lighter tasking or special treatment is necessary (para. 211).

XXVII.—MEDICAL OFFICER OF POORHOUSE.

1. To furnish to the Superintendent a daily return showing numbers of sick in hospital, admissions, discharges and deaths, also the number of rations required. (App. F—17.)
2. To report to the Superintendent if the work is too severe, and to the Superintendent of Civil Relief Officer any insufficiency of food. (App. F—17.)

XXVIII.—MANAGER OF STATE ORPHANAGE.

1. To submit to the Sub-Divisional Officer a weekly return in Form H—III. (App. H—4.)
2. To forward copies of notes recorded in inspection-book to the Collector. (App. H—5.)

XXIX.—MANAGER OF PRIVATE ORPHANAGE.

To forward to the Collector monthly a copy of the register of children admitted (para. 167).

XXX.—OFFICER IN CHARGE OF WEAVER RELIEF.

To submit to the Sub-Divisional Officer a weekly return in Form I—III. (Form I—III.)

XXXI.—POLICE OFFICERS.

To report weekly to the District Superintendent of Police the names of persons relieved under paragraph 48 of the Code and the cost of relief. (App. E—17.)

XXXII.—AUDITORS.

1. In the case of public works expenditure and also in the case of any class of civil relief of which audit has not been decentralized, to submit diaries, and every month a general report through the executive officer to the audit officer (paras. 252 and 253).
2. When audit of civil relief has been decentralised, to submit monthly reports to the Collector (para. 254).

XXXIII.—VILLAGE WORKS INSPECTOR.

1. May be required to submit a weekly report. (App. D—18.)
2. To report from time to time to what classes the workers on village works belong. (App. D—5.)

INDEX.

PART II.

	Para- graph.		Para- graph.
Aboriginal Tribes. —Admission to special relief works to be open to all members of—	175		
Allowances. Rest day and off day—to be fixed by Government	177		
Classification of members of—	178		
General relief policy for—	170		
Gratuitous relief. Provisions regarding admission to—to be liberally interpreted in case of—	178		
Gratuitous allowances to be fixed by Government and given ordinarily in grain	178		
Payment of wages to be made daily to the individual, and partly in grain ...	176,177		
Personal enquiry. The basis of the relief system for—	170		
Special programmes of works for—	28,172		
Tasks for—to be low and fixed for individuals	110,176		
To be put in separate gangs on ordinary relief works	104,171		
Village inspection to be specially careful in case of—	174		
Wage scale to be fixed by Government for—and not altered except for great variations in prices	177		
Works suitable for—	172		
Absence. —Cause of—of worker to be enquired into	C-44, 54		
Involves forfeiture of wages	C-44(c)		
Payment of allowances during—with leave	183		
Abstract of payments. —Check of daily— on public works	C-51,52		
Form of daily—on public works	C-40		
Voucher. Use of—as a—	255		
Weekly—on civil works	D-23		
Weekly— in poor-houses	F-38		
Weekly—of gratuitous relief	E-8—15		
Weekly—of casual relief by the police	E-18		
Accident. —Provision against—due to rushes of relief workers	82,100 C-8		
Accountant. —Appointment and duties of poor-house—	F-15,18		
Local—s. Appointment of—to inspect offices of Collectors and District Engineers, &c.	253		
Accountant-General. —Collector to acknowledge amount of permanent advance to—	281		
Communication of allotments to—	225		
Communication of appointments on civil establishment to—	239		
Inspector-General of Civil Hospitals to notify postings to—	249		
Accountant-General. —To communicate allotments to treasury officers	227		
To have special staff of travelling auditors	252,258		
To keep up a register of assignments of funds	228		
To submit a monthly statement of expenditure to the Local Government	18		
Accounts. —Audit of—of public works	244,252		
Audit of— of civil relief if decentralized	253		
Audit of—by travelling auditors and local accountants	252,253		
Advances and loans. —of—	243, D-10 —12		
Allowances to dependants how shown in public works—	119, C-46		
Checking of—by executive officers	251		
Checking of—on public works	C-49 —54		
Civil works—of—	D-20 —29		
Classification of expenditure in—	245		
Debit of pay of officers and establishments	246		
Forms and registers of—of contingencies	238		
Furniture, tools and plant, &c. —of purchase and sale of—	242		
Head Famine Relief (Imperial) not to be opened without sanction	218		
Head 'Famine Relief Provincial' to be opened with the sanction of the Local Government	217		
Hospital and kitchen—on public works to be kept separate	C-46		
Kitchen—	G-15 —20		
Large works. —of—should be closed every four miles	C-50		
Medical Officers. —of—to be scrutinized by District Medical Officer	207		
Muster-roll is basis of—of public works	C-40		
Orphanages. —of—	H-2		
Permanent advance system. Regarding —under—	227 —235		
Poor-houses. —of—	F-35 —41		
Private (aided) works. —of—	D-12 —16		
Public works. Regarding—of—	244, C-40		
————— to be kept in English	C-3(e)		
Villages relief. —of—	E-10		
(SEE ALSO INSPECTING OFFICERS.)			
Act. —Advances under Agriculturist Loans— to be given liberally at the outset	43		

	Para- graph.		Para- graph.
Act. —Construction of wells from advances under Land Improvement Loans—	48—198	Advances. —Permanent advance. —for private works not to be made from—	248
Distribution of advances under Agricultural Loans—	248, D-6	Police to receive— for relief in urgent cases	48
Additional Staff. —Collector to submit proposals for—on opening test works	49	Proportion of—recoverable to be fixed by Collector and Local Government	D-7
Employment of—on appearance of distress	50	Rains policy. Part played by—and procedure to be adopted	156
Inspector-General of Civil Hospitals to report if further—is necessary	199	Weavers. Raw material or money may be advanced to—	180,182
Inspector-General of Civil Hospitals to be informed what medical and sanitary —is required	51	Works for which and persons to whom —may be given	D-8
Power to appoint—	247	(SEE PERMANENT ADVANCE)	
Report to Government of India regarding—	50, A—XXI	Affected area. —Condition and prospects of —to be reported	40, A—VII
Admission. —Aboriginal tribes. Provisions regarding—to gratuitous relief to be liberally interpreted in case of—	173	Inclusion of district in or exclusion from —to be telegraphed to the Government of India	A—VIII
Conditions of—to relief works	85,86	Agency. —Dispute between Civil and Public Works— Procedure on occurrence of	68
Dependants. —of—to public works	115	Importance of non-official—in village relief	135
Free—to special works for aboriginal tribes	175	Organization of non-official—	42
Limitation to selection on works	85	Special—for weaver relief	170
—of applicants to relief works	98,115	Village works. —for management of	150,121, D-19
Poor-houses. Conditions of—to—	146,150	(SEE ALSO NON-OFFICIAL AGENCY.)	
Selection for—to village relief	62,135, 170	Agreement. —Conditions of—to be enforced	12, D-14
Special relief for weavers, &c.,—by selections to—	179	Form of—to be taken from grantees for aided private work	D-11
Admission orders. —Need for and grant of —to relief works	85,86	From landlords regarding their responsibility for private works	25
Sub-Divisional Officer to see that—are properly issued	74	Agricultural Banks. —Advances to—	43
Adoption. —Conditions of— of orphans	165	Agriculturists Loans Act. —(See Act.)	
Advances. —Agricultural banks may receive —	43	Agricultural Statistics. —Collection of—	2-8
Agreement to be taken for—for aided works	D-11	Director of Land Records to compile—, to prepare a district statement and a quinquennial review	8
Aided private works. Procedure relating to—for—	243, D-6,11	Uses of—	1
Artizans to receive—of raw material	180	Allotment. —Aided works. —of advances for —	D-0
Artizans not specially relieved may receive —of money	182,215	Accountant General to keep register of —s	228
Amount of—allowed for private works	D-9	Application for—of funds	219
Civil Works. Non-official manager of—to receive—in lump sums	D-20	Balance of—added to next assignment	227
Contractors not to be given—	188	Commissioner's check over his divisional —s	226
Fodder. —for purchase of—	194	Communication of—s to Accountant-General and Treasury Officers	225,227
Fodder. —for wells to stimulate growth of—	198	Distribution of—s	221,224
Grain merchants may be assisted by—	187	In urgent cases— may be exceeded	223
Importance of—at early stage	43	Supplementary—of funds	222,225
Joint bond. —on the—	156, 182, D-8	Allowances. —Debit of—of officers and establishments	246
List of—given for aided works to be submitted to Commissioners	D-13	Form of—in gratuitous village relief	189,178
Ordinarily not to exceed Rs. 500 for any single work not on the programme	D-8	For aboriginal tribes	177,178
Partly recoverable advance system. Accounting for—under the—	243, D-12—18	Form of—to poor-house inmates	151
		For children in arms	122,127, 130
		For mother after childbirth on works	131
		Form of—to dependants	130

	Para- graph.		Para- graph.
Allowances. —No rest day—on test works ...	52	Assignment of Funds. —For civil relief on applications from Commissioners ...	219
Payment of—to dependants daily with workers ...	C-48	In anticipation of sanction ...	220, 222
Rest and off days—to be given to member of aboriginal tribes ...	177	(See also ALLOTMENTS; FUNDS.)	
Rest and off days—	122, 133, 134	Assistance. —Professional—to civil officers...	24
Scale of—in gratuitous village relief ...	189	To agriculturists and others from charitable funds ...	215
Scale of—to dependants ...	127	To private trade ...	187, 194, C-19
Scale of—for aboriginal tribes ...	177, 178	Assistant Subdivisional Officer. —Appointment of—in severely distressed tracts, and his duties ...	76
To applicants before commencing work ...	132	Assistant Surgeons. —Deputation of—to public works ...	C-20
To dependants not made on test works ...	52	Audit. —Checking of accounts by executive officers ...	251
To dependants not made on civil works ...	122	Civil relief accounts. —of—	252
To dependants to be shown in accounts as gratuitous relief ...	119	Decentralization of—of civil relief ...	254
To be noted on last pay certificate ...	249	Object of—in times of famine ...	250
To gangs in transit ...	183	Objections in—Disposal of—	253
To all comers when work is disorganized...	111(c)	Objections in—to be kept distinct and separately numbered ...	256
Travelling—how drawn ...	237	Public works accounts. —of—under control of the Examiner ...	244, 252
Voucher for wages and cash—	255, C-47	Vouchers. What constitute—for purpose of—	255
Appendices. —(Fide list following page 42)		Auditors. —Travelling—. Appointment of—and their functions ...	252
To carry same authority as Code ...	ib.	Special—for inspection of offices of Collector, Executive Engineer, &c., and their functions ...	253
Applicants. —		Axes. —(See Pharoaba.)	
Allowances to emaciated—	132	Baids. —List of—to be kept by district medical officer ...	34
Conditions of admission to works ...	85	Bakshi. —Appointment of—as paymasters for a whole charge ...	C-3
Native States. —from—how treated ...	184	Balance. —Cash—. Inspecting officers to see that—is not excessive ...	281
Procedure for the admission of—	98, C-29	Unexpended—of allotment to be added to next assignment ...	227
Registration of—the duty of officer in charge ...	89, C-34	Wages. Enquiry necessary regarding—of—in hands of mate ...	C-44
Selection of—on works ...	85	Baskets. —Making of—suitable work for poor-house inmates ...	F-32
Appointment. —Civil relief establishment. —to—on pay of over Rs. 50 to be in form C—XI, and notified to Accountant-General ...	239	Provision of—for public works ...	C-7
Inspector-General of Civil Hospitals authorised to make—s of subordinates from other provinces ...	247	Bill. —Abstract—forms to be on paper of different colours ...	233
Medical staff. —of—on public works ...	71	Establishment—how drawn ...	237, 238
No proposition statement required ...	248	Form of—to be used ...	237
Orders, of—to state pay and allowances ...	249	Grain contractor. —for payment to—how drawn ...	240
Power to make—s ...	247	How drawn ...	255
Terms of—to works establishment ...	Form C—XI	—on civil works ...	D-23
Arrangements. —District medical officer responsible for medical and sanitary —for sick ...	207	—for village relief ...	E-13, 16
Duties of Sanitary Commissioner in regard to sanitary—	200, 203	—for casual relief by police ...	E-18
Hospital—on public works ...	C-20	—for poor-house expenditure ...	F-38
Market—for supply of food ...	95, C-19	—for kitchen expenditure ...	G-17
Medical—. Responsibility of Inspector-General of Civil Hospitals for—	199	In emergency may be paid without sanction ...	238
Medical officer on relief works. Duties of—in regard to sanitary—	211, 213	Monthly contingent—	235
Officer in charge responsible for medical and sanitary—	89	Birth. —Payment to mother in case of—occurring on works ...	131
Sanitary and medical—in poor-houses...	F-4, 11, 12, 22—24	Blacksmiths. —Appointment and pay of—	C-2, 3
Artizans. —Advances of money to—	182, 215	Blankets. —Gifts of—from charitable funds ...	215
Relief to—how carried out...	181	Issue of—to poor-house inmates ...	152, F-13
Submission of weekly return of—specially relieved ...	Form I—III	Issue of—for hospitals on works ...	C-22

	Para- graph.		Para- graph.
Blind. —Persons eligible for village relief ...	136	Cattle. —Preference to give to—coming from deteriorated tracts and selected breeds ...	191
Board. —Duties of District and Municipal—to be laid down by Government ...	47	Rains policy. Advances for—and seed ...	156
District.— Ordinary works under—to be utilised as test works ...	52	Register of—and pasturage ...	192
Members of Local—to be appointed poor-house visitors ...	137	Reserve pasture grounds for—, Local Government to assign and declare open— ...	191, 195
Board of Revenue. —Appointment of Naib Tahsildar by— ...	C-3	Using reserves under control of Forest Officers ...	190
Brahmans. —Employment of—for distribut- ing water ...	C-13, 17	Card. —Daily report—to be submitted by officer in charge ...	C-45
Employment of—as cooks in poor- houses— ...	F-19	Carpenters. —Appointment and pay of— ...	C-2, 3
Breakers. —Tasks for—how calculated ...	C-36	Carriers. —Classification of— ...	99
Buildings. —Poor-house— ...	214 F.	Proportion of—to diggers ...	C-25
State kitchens. —suitable for— ...	G-1-3	Proportion of—to breakers ...	C-36
Burials. —Regarding—on public works ...	C-26 - 28, F-34	Standard task for—on public works ...	105, C-35
Camps —For selected cattle ...	197	Visiting inspectors to correct proportion of—to diggers. ...	C-4
Residence in—optional ...	87	Wages of— ...	127
Selection of—for workers ...	90-94	Work agents to pay attention to correct appointment of—to diggers ...	C-3
Cash. —Aboriginal tribes to be paid, partly in —partly in grain— ...	177	Charge —Closed—, Definition of— ...	C-1
Allowances to dependants ordinarily in— ...	130	Definition of— ...	66, C-1
Custody of—on works ...	C-11, 29	Equipment of— ..	C-7, 8
Suggestions for supplying—to distri- butors of relief ...	241	Instructions to officers inspecting — ...	C-54 C-IX
Village relief to be ordinarily in— ...	139	New—should be started by District Engineer ...	C-10
Wages to be paid in— ...	112, 128	Opening of new—how done... ..	C-1
Cash book. —Examination of— ...	C-54 (9)	Precautions against a rush ...	C-3
Kitchen Superintendent to maintain — ...	G-16	Removal of—in case of cholera ...	98
Payments to be entered in—daily ...	C-45	Skeleton—sometimes to be framed ...	100
Poor-house Superintendent to maintain — ...	F-37	Staff for— ...	C-2
Village relief. Distributor of—to keep a— ...	E-6	Workers on—ordinarily limited to 5,000 ...	100
Cash order. —Permanent advance distributed by— ...	229	Charge officer. —(SEE OFFICER IN CHARGE.)	
Casual Relief. —Register of— ...	Form E-V.	Charitable Relief. —Distribution of money subscribed for— ...	215
Returns and accounts of—given by police ...	E-16, 18	Grants of—part of rains policy ...	156
To starving wanderers through the police ...	48, 189	Organization of private charity ...	42
To starving wanderers through headmen and others ...	145	Chaukidars —Guards of—on public works ...	C-2, 3
To be treated as gratuitous village relief ...	145, E-16	Pay of— ...	C-2
To starving wanderers at poor-houses ...	146, 189	Chests. —For custody of coin ...	C-11
Cattle. —Advances for purchase of fodder for— ...	194	Guard for treasure— ...	C-2, 29
Advances for growth of fodder crops ...	193	Reserve of treasure— ...	85
Camps for selected— ...	1 97	Check. —Accounts. Importance of—of— ...	251
Disease among—to be reported ...	2, 4, 81	By testing weekly the average incidences of expenditure ...	251
Fees for—using pasturage reserves ...	196	Commissioner's—register of allotments ...	225
General principles of—relief ...	190	Of progress by test measurements ...	C-50
Gifts of—to agriculturists from charit- able funds ...	215	Over work, numbers and payments ...	C-49 -54
Importation of fodder to be left to pri- vate enterprise ...	194	(SEE ALSO INSPECTING OFFICERS.)	
		Chief Engineer (Buildings and Roads). — Application to—for the services of Military officers ...	C-5 69
		Duties of— ...	69
		Funds. Responsibility of—for provi- sion of—for public works ...	46.
		Lists of reserve establishment to be kept by— ...	38
		Programme. Maintenance of—by— ...	18
		Tools and plant. —responsible for pro- vision of— ...	69
		Weekly statement of expenditure to be submitted by— ...	46.

	Para- graph.		Para- graph.
Chief Engineer (Buildings and Roads).—		Civil Surgeon.—(SEE DISTRICT MEDICAL OFFICERS.)	
Weekly note for—from District En- gineer	96, C-40	Civil Works.—Admission to—, Conditions	
Chief Engineer (Irrigation Branch).—		of —	85, 86
—'s programme of irrigation projects...	11	Advances to be given to non-official mana- gers of —	D-20
Children.—Adoption of—, Conditions for		Agency for managing —	121, D-19—23
—	165	Birth on—	131
Allowance for children in arms paid to mother	122, 130	Day book on — to be posted daily	D-24
Allowances and wages of—	127, 130	Drafting of workers from and to—	124
Birth on work. Allowance to mother in case of —	131	Funds. Provision of— for managers of —	D-20, 23
Care of—, Duty of officer in charge	89	General principles for public works supply to—	122
Classification of—	99, 116	Inspecting officers Instructions for—	D-30
Collector responsible for deserted—	160	Ledger to be kept for each—at headquar- ters and sub-divisional office	D-29
Deserted—, Treatment of—	160, 162	Mustor roll on— under official manage- ment how maintained	D-24
Diet and feeding of—, Special care re- quired regarding—	F-6, 8	Not to be opened at outset if sufficient private works are available	D-1
Kitchens for— on public works if they show signs of emaciation	130	No dependants relieved on—	122
Not to be separated from their guardians	118	No hospital or mark et on —	15
Orphanages for—	161	Off day allowances to workers on—	133
Parents of— to be traced	165	Opening of—,	83, D-1, D-19
Payment for— in arms	122, 127, 130	Policy as to keeping— in reserve	83, D-1
Rations of—	127	Payments not necessary daily on— but not less than twice a week	122
Register of— relieved in orphanages	163, 167	Payments should be entered on the date on which they are made	D-24
Tasks of working—	105, C-35	Permanent advance. Official manager of — to have a —	D-23
Unclaimed— not to be removed from the district until three months after the close of relief operations	169	Permanent advance, Recoupment of—,	D-23
Unclaimed— three months after admission to State orphanage may be made over to public institution	166	Rest day allowance on — in famine dis- tricts	114, 122
Village relief. — eligible for—	136	Returns of —	D-20, 25
Cholera.—Duties of Sanitary Commissioner on		Scale of wages on—	127
outbreak of—	204	Selection for admission to— how limited	85
Poor-house. Outbreak of— in—	F-14	Stock register of tools, plant, &c.	D-28
Relief works. Outbreaks of— on—	93, 94	Task on—	122
Skeleton organization for disposal of dead	C-28	Transfer of management of— to Public Works department	131
Circle.—Division of districts into relief—s ...	41	Village Works Inspector. Appointment of—	123, D-26
Grouping of—s into sub-divisions	15	Works establishment. Appointment and pay of— for—	D-27
Is generally charge of supervisor kannun- go	15	Classification.—Of members of aboriginal	
Circle officer.—Admission orders may be signed		tribes	173
by—	81, 86	Of dependants on works	166
Assistance to—	61	Of districts.— of— as 'famine,' 'scar- city' or 'under observation'	59
Check and correction of village lists by —	62, 137, 142	Of persons eligible for village relief. — of—	137
Chief duty of— is village inspection	61, 80	Of soils in fixing task	C-35
Duties of—	80, 81	Of works	10, 14
Each village should be visited once a week by—	61, 142	Of workers	99
Funds. — how supplied with	E-8	Clerks.—Appointment of— on public works ...	C-2, 3
Instruction of—	41, 46	Appointment of— for village works	D-4, 17, 27
Is generally a supervisor kannungo	41	Travelling audit—, their appointment functions	252
Inspection of private works by—	D-5, 18	Closure of relief.—Procedure for— ...	155—159
Lists of suitable—s to be kept up	31		
Recoupment of permanent advance of distributors by—	E-8		
Registers and returns required	E-10, 12		
Village works. — to submit labour returns for— in his circle	D-3, 18, 25		

	Para- graph.		Para- graph.
Clothes. —Disinfection of old ...	93	Collector. —Power of—to vary price basis on emergency ..	129
Gifts of—from charitable funds ...	215	Private works. Extent of—'s interference with— ...	D-14, 124
Supply of—in poor-houses ...	152, F-18	Reference to Commissioner when—'s orders are questioned ...	66
Code. —Four copies of Famine—required for each charge ...	C-7	Reports required from—(see list under Part I) ...	C-35
Regarding the observance of the rules of the Famine and Public Works Department—s ...	70	Reports to—by District Medical Officer ...	206
Coin. —Copper—Custody and supply of—	C-11, 12	Responsibility of—that relief is adequate ...	222
Guard for treasure chest ...	C-2, 29	—in preliminary stages ...	38-44
No commission allowed for exchange of—	C-12	Superintending and Executive Engineers to keep in touch with—	70
Small—Provision of—	69	Sanction of—to scale of hospital ration in poor-houses ...	151
Collector. —Agriculture statistics. Duties of—in regard to—	6	—to reduction of number of meals at poor-houses ...	F-6
Auditors to act under orders of—	252, 254	To pass orders in cases of doubtful authority ...	68
Cattle. —May purchase and resell—admitted to camps ...	197	Wanderers. —to provide police with funds for relief of—	48
Control of—over all famine operations...	67, 68	Weekly report to—by officer in charge...	97
District Engineer subordinate to—in administrative matters ...	72	Commission. —No—allowance for exchange of coin ...	C-12
District Superintendent of Police to make periodical reports to—	189	Commissioner. —Aboriginal tribes. —to maintain programmes of works for—	23
Establishment. Lists of reserve—to be kept by—	81	Abstract bill. Submission of—to—	235
Estimates and programmes of public works. Countersignature of—by—	12	Allotment of funds by—	221-224
Estimate and programme. Preparation by—of—for village works ...	19	Check of—over divisional allotments ..	226
Epidemic disease. Report to—on outbreak of—	73	Communication of allotments to Accountant-General ...	225
Encouragement of private works by—	39, D-2	Control of—over relief operations ...	66
Fodder famine. Duties of—when—is imminent ...	193	Duties of—in ordinary times ...	7
	-195	Pasturage reserves. —to determine number and breeds of cattle to be admitted to—	191
Kitchens may be established by—on test works ...	58	Power of—to authorize expenditure in anticipation of assignment of funds...	222
Notice to—of date on which works is ready, &c. ...	73	—to make appointments to establishments ...	247
Officers of all departments subordinate to—	67	—to transfer medical subordinates ...	66
Organisation of non-official agency by—	42	—to sanction an establishment in excess of general scale up to limit of 25 per cent. ...	247
Orphans. —responsible for care of—	160, 169	—to dispose of objections ..	256
Prices. —to watch—and report when they reach scarcity rates...	6	—to write off sums less than Re. 1 ...	259
Pasturage reserves. —to maintain registers of—	191, 192	—to dispose of auditor's report when audit is decentralized ...	254
Permanent advance. Distribution of—'s—	229-232	—to grant allowances to all comers when work is disorganized ...	111(e)
Permanent advance to be acknowledged to Accountant-General ...	231	Poor-houses. —to determine number of—	153
Poor-houses to be opened by—	48	Programmes. Duties of—in regard to—	17, 27, 28
Power of—to appoint subordinates ...	247	Professional assistance. —entitled to—	34
—to dispose of objections ...	258	Railway administrations. —to communicate with—in event of scarcity ...	45
—to draw up his own receipt form for miscellaneous expenditure...	255	Reference to—in cases of difference of opinion ...	68
—to exceed allotment in urgent cases ...	223	—'s register of allotments ...	225
—to reduce wages on test works ...	53		
—to draft workers ...	124		
—to open relief works on emergency ...	63		
—to vary tasks ...	106		

	Para-graph.		Para-graph.
Commissioner. —Reports required from — (see Part I).		Contingencies. —Of officers, &c., how debited...	246
Sanction of—to an advance of Rs. 500 for a work not on programme ...	D-8	Officer in charge not authorized to expend more than Rs. 10 on one item without sanction ...	C-45
Sanction of—if proportion of advance recoverable varies by 25 per cent. from proportion fixed for the division ...	D-7	Payment of grain contractor from— ...	240
Sanction of—necessary to variation of the task ...	106	Poor-houses. —at—how met ...	F-38
Sanction of—necessary to reduction of wages on test works ...	53	Poor-houses menial establishment, Pay of — treated as— ...	237
Selection of works from programme by— ...	66, 84	Sanction of District Engineer to item over Rs. 10 ...	C-45
Superintending and Executive Engineers to keep touch with— ...	70	Vouchers for— ...	255, 257 280
Wages. —to fix price basis of— ...	129	Contractor. —Appointment of—for supply of grain... ..	188
Commissioner (Additional). —Appointment and power of— ...	60	Compenstion to forest—if leases are cancelled ...	185
Commissioner (Famine). —Appointment and functions of— ...	60, 65	Indents on grain— ...	188, G-9
Committees. —Admission orders may be granted by local— ...	86	Kitchens to be supplied by— ...	140, G-9
Civil works may be carried out through local— ...	121	No advance ordinarily to be given to grain— ...	188
Creation of central and village—for administration of relief ...	42	Payment of—for grain ...	188, 240, G-16
Kitchens to be inspected by members of relief— ...	G-22	Control. —Weekly—by testing incidence of expenditure ...	251
Orphanages to be inspected by non-official— ...	H-6	Cooked food. —Allowance to dependants may be given in—under orders of Government	130
Poor-houses to be under supervision of local— ...	147, F-42	Allowance of—in lieu of wages ...	127
Town relief, Local—to be associated with Collector in distributing— ...	144	To children on works on appearance of emaciation ...	130
Village relief, Local—recognized as agency for— ...	140	Test works. —in lieu of wages on— upon emergency ...	53
Complaints. —Officer in charge to investigate —diary ...	89	Village relief may be distributed in— instead of cash under orders of Government ...	139
Conservancy. —Arrangements for—on public works ...	92, C-25	Weight of—to be tested ...	F-6
—at poor-houses ...	F-12, 23	(SEE KITCHENS.)	
—at kitchens ...	G-14	Copper coin. —Supply and custody of—on public works ...	C-11, 12
Daily inspection of—by medical officer ...	211	Corpses. —Disposal of—on public works ...	C-26— 28
Officer in charge responsible for— ...	89	—in poor-houses ...	F-34
Sanitary Commissioner to issue instructions regarding—and constantly inspect the arrangements... ..	200, 203	Correspondence. —All—to come from or pass through the sectional officers... ..	C-5
Contingent bill. —Monthly—Submission of —to Commissioner ...	235	Cotton. —Spinning of—suitable for <i>parda</i> <i>sashins</i>	143
Contingencies. —Civil Works. —on—how met ...	D-23	Credit Societies —Advances may be given to — ...	43
Inspecting officers to pay attention to character of— ...	C-52	Crime. —Increase of—to be reported by police, Increase of—against property an indication of scarcity ...	139 48
Items chargeable to— ...	237	Cripples. —Eligible for village relief ...	136
Kitchen establishment, Pay of—treated as— ...	237	Crop and weather reports. —Monthly—to be sent by Collector to the Director of Land Records ...	6
Kitchens. —at—how met ...	G-16, 17	Publication of—in Gazette ...	A-IV
Maintenance of a register of contingent expenditure ...	234	Special—to be called for from tahsildars on first warnings of scarcity ...	38
Method of accounting for— ...	233	Weekly telegraphic—to be sent by the Collector to the Local Government ...	6
No separate registers of—required on public works... ..	—235 C-45	Weekly and monthly—to the Government of India ...	App. A.
		Crowbars. —(See Tools and Plant.)	
		Dalia. —Method of preparing— ...	F-5
		Day-book. —Civil Works, Form of—on— ...	D-24
		Public Works, Form of—on— ...	C-4

	Para- graph.		Para- graph.
Dead.—Disposal of—on public works ...	C-36	Distance test.—Not to be enforced ...	86
Deaths.—Starvation—to be reported by medi- cinal officers ...	198, 208	Distress.—Determination of existence of— by test works ...	48
Starvation—to be reported by police ...	189	Distance test not to be enforced ...	86
Death rate.—Marked increase of—to be reported ...	189, 208	Poor-houses not to be used as test of— ...	146
Departmental Works.—(See public works; works.)		Self-acting labour test unsuitable in case of aboriginal tribes ...	170
Dependants.—Admission of—to public works in famine districts ...	115	Signals of — to be awaited ...	48
Allowances to—, Scale of— ...	127	District Board.—Duties of—to be laid down by Government ...	47
Allowance for—given to emaciated new-comers ...	132	Ordinary works under— utilisable as test works ...	62
Allowances to—ordinarily in cash ...	130	Payments on such works charged to— ...	216
Allowances to—shown as gratuitous relief in the accounts ...	119	District Engineer.—Control of Collector ...	72
	form C-VIII	Duties of— ...	72, 73
Classification of— ...	116	Epidemic disease. Outbreak of—to be reported to— ...	73
Elimination of—from works ...	118	Estimates and programmes. Preparation of— by— ...	12
Expenditure on—how accounted for ...	119, C-46	Lists of work agents. — to keep up— ...	32
Form of allowance to— ...	130	New charge. — should start— ...	C-10
Kitchens for—on public works ...	130, G-4	Notice by—to Collector that work is ready, &c. ...	72
No relief to—on works in scarcity districts ...	115	Officer in charge to be kept in funds by — ...	C-10
No relief to—on civil works ...	122	Officers on works subordinate to— ...	72
No relief to—on test works ...	62	Power of—to appoint subordinates ...	247, C-2
Paid with the workers ...	C-46	Sanction of—to contingent expenditure over Rs 10 ...	C-45
Return of—to their villages on approach of rains ...	156-157	Supply of funds to— ...	C-9
Separation of—for workers essential ...	82	To warn Treasury Officer of require- ments ...	C-10
To be ganged with members of their family ...	101	To determine limit of numbers in charge ...	100
Work to be taken from— ...	117	Test works. — to carry out— ...	52
Diet.—Hospital diet in poor-houses to be fixed by District Medical Officer ...	151	District Medical Officer.—Accounts of medical subordinates to be scrutinized ...	207
Of children and the aged to be carefully regulated ...	F-6, 8	Difference of opinion between—and the Collector to be referred to Sanitary Commissioner ...	205
Of famine patients to be regulated by Inspector-General of Civil Hospitals, ...	199	Duties of— ...	207, 208
Register at poor-houses ...	F-65	Decision of—regarding number of meals in poor-houses ...	F-6
Register at kitchens ...	G-15, C-46	Position of— ...	205
Diggers —Ordinary and low task for—in earth- work ...	C-35	Powers of— ...	206
Proportion of—to barriers ...	C-35	Reports required from—, (See Part I.)	
Task of—on public works ...	105	Sanitary and medical arrangements. — responsible for— ...	207
Task of—on civil works ...	122	To have an inspecting staff in a famine district ...	209
Wages of— ...	127	To keep up lists of persons fit for medical and sanitary work including <i>boids</i> and <i>hakims</i> ...	84
Director of Land Records.—Compilation of statistics by— ...	8	To lay down ration for poor-house hospitals	151
Issue of a quinquennial schedule of prices ...	4	To report increase of death rate, starva- tion, deaths, &c. ...	208
Pasturage reserves. —to maintain re- gister of— ...	191, 192	District Superintendent of Police.—Duties of— ...	169
Disease.—(See Epidemic Disease).		Permanent advance for— ...	45, 230
Dispensary.—(See HOSPITAL.)		—how recouped ...	E-18
Dispute.—Collector to pass orders in case of— ...	68	To submit periodical reports to Collector	189
Commissioner's orders to be final in case of—subject to reference to Govern- ment ...	68	Weekly return of casual relief to be submitted by— ...	E-18
Reference to Sanitary Commissioner in case of—between Collector and District Medical Officer...	205	Districts.—Classification of—into 'scarcity' or 'famine' ...	59

	Para- graph.		Para- graph.
Districts.—Difference between 'famine' and 'scarcity'	85,114 115,133	Establishment.—Lists of—on pay of over	
Grouping of affected—	App. A	Rs. 10 to be maintained	248
Dole.—Dependant's cash—to be given to emaciated new-comers	132	Lists of qualified candidates to kept up, 30—84	30—84
Form of—to dependants	130	Medical—Employment of native practitioners on—	34, 210
Form of—in village relief	139	Medical—Entertainment of inspecting—in famine districts	209
Form of—to poor-house inmates	151	Payment of—without sanction on emergency.	238
Drafts.—Rules in regard to—of workers	124,125	Proposition statement for—not required	248
Special notice to be given of—exceeding 300 persons	125	Prompt payment of—	249
Drafting.—Of dependants from works to village relief	118	Power to appoint to—	247
Of inmates from poor-houses to works	150	Poor-house menial—to be paid from permanent advance	220,237
Rains policy. —of dependants and weakly gangs to their homes	157	Readiness to strengthen—on appearance of distress	40
Drainage Works.—Construction of—suitable for relief works	13,20, 172	Reserves of —	30—34
Drinking water.—(See Water Supply; Wells.)		Salaries and allowances of—how debited	246
Earthwork.—Instructions for adjusting the task in—	C-35	Strengthening of—on appearance of distress	50
Embankments.—Construction of—suitable for relief works	13,20, 172	Scale of establishment laid down by Government	247
Emigration.—Native States. —to—to be reported to the Darbars and the Government of India	A—XI	Scale of establishment for a charge	C-2
Of cultivators to be reported	2	_____kitchen	G-8
English.—Public works accounts should be kept in—	C-2(c)	_____poor-house,	F-15
Vouchers should as far as possible be in—	256	Terms of appointment to works—	C-3, Form C—XI
Epidemic Disease.—Civil works will be kept in reserve against outbreak of—	83	Transfer and posting of medical—on works	66,71
Collector to report outbreak of—by telegram to Sanitary Commissioner	204	Village works, —allowed for—	D. 4, 17, 23, 27
Duties of Sanitary Commissioner on outbreak of—	24	Estimate.—Cost of preparing. —how met	16
Duties of Medical Officer on outbreak of —on public works	211	Importance of—in advance for relief works	9
Immediate report of outbreak of—on public works	89,204	Submission of—of expenditure and application for funds	49,219
Importance of skeleton organization for disposal of dead	C-23		
Outbreak of—to be reported	2, 4		
Poor-house. Outbreak of—in—how dealt with	F-14		
Provision for isolation of—	91		
Establishment.—Accounts and audit—Appointment of special	253 — 254		
Additional—Collector to report what — is required	49		
Appointments to civil—on pay of over Rs. 50 to be on Form C—XI and notified to Accountant-General	239		
Bills for—how drawn	237,238		
Debit of pay of—	246		
Entertainment of—in anticipation of sanction	50		
Inspecting officers to see that low paid —is not excessive	248		
Kitchen—to be paid from permanent advance	237		
		Examiner, Public Works Accounts.—	
		Audit of Public Works expenditure under —	244
		Position of—as regards audit staff	252,253
		Executive Engineer.—Duties of—	70
		Power of—to dispose of objections	258
		Programmes. Duties of—in regard to —	12,17
		Sanction of—required to appointments in certain cases	247
		To see no unnecessary clerical work is thrown on officer in charge	C-48
		Expenditure.—Accountant-General to submit monthly statement of—to Local Government	225
		Audit of—on public works	244,254, 253
		Audit of—on civil relief	252,254
		Bills forms on which—should be drawn,	237
		Check and control of—by executive officers	251
		Chief Engineer to submit weekly statement of—	69
		Classification of—in accounts	245,246
		Contingment—Method of drawing and accounting for—	233

	Para- graph.		Para- graph.
Expenditure.—Control of—by weekly testing the average incidence	251	Food.—Kitchens for supply of cooked— ...	122, App. G.
During period of test how met	216	Market arrangement for supply of— ...	C-19
Debit of—on famine relief	217,245, 246	Police, headmen, &c., to provide—for wanderers	46,145
Estimate of— to be submitted by Collector on opening test works	49	Private trade. Facilities to be given to—	187, C-9
Estimate of—on famine relief to be submitted when famine is imminent and monthly after declaration of famine conditions	219	Sanitary Commissioner to pay special attention to— supply	200,208
Famine relief. —on— is a provincial charge	218	Village relief may take form of supply of cooked or uncooked—	129
Medical Officer to hold permanent advance and responsible for medical—	212	Forests.—Cattle. Admission of— to grass in	196
Monthly statement of— . Commissioner to furnish—to Accountant-General,	225	Facilities to be afforded to persons seeking food in—	185
Permanent advance. —from— how recouped	222	Fees for grazing in— reserves may be reduced or remitted	19
Public works. —on— how accounted for—	244	Management of pasturage reserves in—	196
Testing of— by work done	69	Pasturage reserves in—. Assignment of —by the Local Government	191,195
Urgent— not to be postponed for want of assignment of funds	216,223	Policy governing utilization of— in famine times	190
Urgent— not to be postponed for want of sanction	233,238	Registers of pasturage reserves in—	192
Vouchers for— what to count as	255	Supply of grass for export from—	190
Famine Commissioner.—Appointment and powers of—	60,65	Forms.—(List of— see Appendices.)	
Famine District.—Admission to civil works in— restricted	85	Account— . Regarding—	232
Dependants relieved on public works in—	115	Different colours to be used for—	45
No restriction on admission to public work in—	85	Indent for— to be promptly complied with	45
Off day allowance given in—	133	Public works— to be printed locally and charged to contingencies	148
Rest day allowance given in—	114,122	To be bi-lingual	233
Famine wage.—Principle of—	126	Fraud.—Procedure on detection of—	C-52
Fees.—Local Government may reduce or remit grazing—	196	Funds.—Application for— to Government of India	220
Fire.—Precautions against—	C-20,24	Applications for— and distribution of allotments for civil relief	219,224
Firewood.—Free supply of— for cremation	C-26	Civil relief. Distribution of— for— from permanent advance	229,230
Fodder.—Advances for purchase of—	194	Chief Engineer responsible for provision —of— for public works	69
Growth of— for export	190	Collector responsible for distribution of —to civil officers	67
Importation of— to be left mainly to private enterprise	194	Commissioner responsible for provision of —for civil relief	66
Imported—. Local Government may guarantee sale of—	45	District Boards. —of— to be used to defray cost of test works	52,216
Scarcity of—. Measures to be adopted in imminency of—	57,192	Officer in charge how supplied with—	C-10
Fodder crops.—Advances for wells to stimulate growth of—	198	Provision of— during period of test	216
Food.—Cooked— to be distributed on public works if children show signs of emaciation	130	Public works. Supply of— for—	C-2
Collector responsible for supply of— for public works	95	Suggestions for supply of—	241
Contractors for supply of—	188	Urgent expenditure must not be postponed for want of—	216,223
Dependants may under orders of Government be relieved in cooked—	130	Furniture.—Purchase and disposal of—	242
Facilities to persons seeking— in forests	185	Stock registers of—	45
Gifts of extra— from charitable funds	215	Ganga.—Allowance to— in transit	123
Importation of— by the local authorities not permitted without sanction of Government	187	Allowance to weakly— not to fall below allowance for dependants	111
		Changes in— to be made only by officer in charge	C-24
		Family members to be in the same—	101, C-30
		Formation of relief workers into—	101, C-31
		Finishing—. Duties and task of—	C-26
		Grouping of— in kankar collection	C-27

	Para- graph.		Para- graph.
Gangs.—Mates of—how selected	...101,C-8,	Gratuitous relief.—Allowances to be fixed by	
Officer in charge only to admit persons	31	Collector on price basis sanctioned by	
to—	C-84	Commissioner ...	E-8
Separate—for aboriginal tribes	... 104,171	Allowances to dependants shown as—	119
— for sweepers, &c.	... 104	Check and correction of lists of—	62,137
— for immigrants id.		142
— for new-comers 102	Classes eligible for—	... 118,136
— for weakly persons	... 103	Closure of village—	... 158,159
— for weavers 104,179	Distribution of—should be timely	... 134
Size of—	... 101,C-1,	Distribution of—should be in cash but	
Size of—may be increased on task	31	may be in grain or cooked food	... 139
workC.35(m)	Distribution of—should be at least fort-	
Special—included as workers	... 99	nightly id.
Special—for marking out work, &c.	... C-3	Distribution of—should ordinarily be	
Stone-breaking. — for—to be formed		weekly ...	E-1
with the same capacity of outturn	... C-38	Distributors of—to hold permanent	
Wages of—how distributed	... 113	advance sufficient for 10 days relief,	
	C-44,	&c. 140.
Weakly—to be drafted to their villages			E-6 -8
when rain breaks 157	Distribution of—should commence when	
Government of India.—Application to—		relief works are opened	... 64
for funds 220	Duties of civil officer 137-E
Control of—over railway rates	... 187	Duties of civil officer 62,31
Orders of—as to inclusion of railway			137,140
projects in programmes 29	Each village should be visited once a	
Report required by— (See Part I and		week 61,142
Appendix A)		Extension of—in rains 135,155
Sanction of—to Lieutenant-Governor		Extension of—in rains for members of	
acting as his own Famine Commis-		aboriginal tribes 178
sioner 60	Form in which—should be given	... 139
Sanction of—required before opening		General principles of—	... 135
head 'Famine Relief, Imperial'	... 218	Grain for distribution in—to be sup-	
Grain—Aboriginal tribes to be paid partly in		plied by contractor 140
—	... 177	How shown in public works accounts	... 119
Aboriginal tribes to receive gratuitous		Importance of village organization and	
allowance in—	... 178	non-official agency in—	... 135,145
Advances to merchants for supply of—	... 187	Importance of village inspection	... 61,80
Chesap—. Maintenance of shops for sale		Inspecting officers. Instructions for—	... E-19
of—from charitable funds 215	Items chargeable to—	... 119,143
Control of rates for conveyance of—by		Lepers eligible for village—	... 150
railway 187	Lists. Preparation of—of village—	55,62
Collector to watch prices of staple food			137
—	... 6	Patwari ordinarily not be distributor of	
Contractors for supply of—	... 188	—	... E-1
— Payment of		Provision of funds for—during period of	
—	... 241	test 216
Importation of—by local authorities for-		Provision of funds for—from permanent	
bidden without sanction of Govern-		advance 230,E-6
ment 187	Recoupment of permanent advance	... E-6—14
No market arrangement on civil works	... 122	Registers and returns E.
Private trade to be assisted 187,194	Scale of allowances in—	... 139
	C-19	Selection. Individual—essential in—	... 135
Report if prices on a work are or are likely		Strictness in selection for—necessary	
to become excessive 95	at the outset 62,135
Supply of—on public works95,C-19	Supervision of—by local committees	... 140
Village relief in exceptional circumstances		Ticket to recipients of village—	... 138,E-4
may be distributed in—	... 139	Towns and cities. Administration of—	
Gratuitous relief.—Aboriginal tribes to be		in—	... 144
freely admitted to—	... 173	Transfer of dependants from works to	
Aboriginal tribes. Allowances of—to be		village—	... 118,156
ordinarily in grain 178	To be given in urgent cases to persons	
Agency for distributing—	... 140,170	not on the list 141
	E-2	Valedictory dole on closure of—	... 159
Allowances for village—the same as for		Village—ordinarily not to exceed 3 per	
dependants 139	cent. of population 137
			(Note.)

	Para- graph.		Para- graph.
Gratuitous relief.—Voucher for—	255	Immigrants—No restriction on admission of	
Wanderers to receive—	145	—to relief works	95
Work in return for—	117,143	To be formed in separate gangs	102
Grave-diggers.—Entertainment of—on public works	C-27	Immigration.—Unusual—due to distress to be reported to the Government of India	A-XXIII
Grazing.—Power of Local Government to reduce or remit fees for—	196	Importation.—Of fodder to be left mainly to private enterprise	194
Regulation of—in forests and waste lands	190	Of grain forbidden without sanction of the Local Government	187
	—196	Impræst.—Public works—exceeding Rs. 1,000 forbidden	C-9
Hammers.—(See Tools and Plant.)		(SEE PERMANENT ADVANCE)	
Hospital.—Abandoned—to be burnt	C-21	Incidence—Importance of testing weekly the —of expenditure	251
Accounts of—on public works	C-46	Indent.—For funds for public works	C-9
Accounts of—on poor-house	F-37	For forms to be promptly complied with	223
Attached to poorhouse to provide accommodation for half the inmates	214	Grain contractor. — on —	183
Blankets provided for the sick in—on works	C-23	Inspecting officers.—Checking of accounts is important duty of—	251
Buildings for—at a poor-house	214,F-4	Huts for—	C-24
Buildings for—on a public work	C-20	Instructions to—visiting public works	C-54
Diet in poor-house—to be prescribed by District Medical Officer	151	—————kitchens	G-1
Inspections of— . Officer in charge to make frequent—	C-21	—————poor-houses...	F-42
Inspection of—s by peripatetic medical staff in a famine district...	209	—————checking village relief	E-19
Inspector-General of Civil Hospitals to supervise treatment of famine patients in—	199	—————visiting village works,	D-30
Medical officer responsible for accounts of—	212	To pay special attention to accounts on public works	C-54
Medicine. Scale of—for—on a public work	C-22	To pay special attention to ganging and tasking of weakly persons	78
Medical stores for—to be supplied by District Medical Officer	212	To pay special attention to the verification of earnings of workers	14
No—ordinarily provided on village works	122	To see cash balances are not excessive	201
Responsibility of District Medical Officer for—	207	To see that staff on pay less than Rs. 10 is no. excessive	243
To be attached to each poor-house and in charge of medical officer	149	To pay surprise visits to kitchens	G-21
Hospital Assistant.—Attached to a public work is subordinate to District Engineer	72	Inspecting staff (medical).—District Medical Officer in famine district to have an	209
Deputation of—to a public works	C-20	—	251
Duties of—attached to poor-house	213, F-17	Inspection.—Necessity for constant—	209
Duties of—attached—to a relief work	211,212	Of hospitals and relief works by peripatetic medical staff	209
May hold permanent advance	213, C-46	Of aided works	120,D-5
Ordinarily appointed—superintendent of a poor-house not in the neighbourhood of a dispensary	F-15	Of public works	75,77, C-54
Hakims.—Lists of to be maintained by Civil Surgeon	34	Village.—Importance of—	61,80
Huts.—Can be made by people themselves	C-23	Inspection book.—At orphanages	H-5
Fire protection for—	C-24	At poor-houses	F-43
Inspecting officers. —for ...	C-24	To be kept on public works	75
Ordinarily not required for workers	C-23	Inspection report.—Form of—	Form C-IX
Officials for whom tents cannot be provided should be given—	C-24	How dealt with	75,77, Form C-IX
Idiots.—Eligible for village relief	186	Inspector-General of Civil Hospitals.—	
Immigrants.—Collector to correspond direct with Political Agent regarding—	184	Application to—for the appointment of medical staff	71
From native states to be treated as British subjects pending their return	184	Authority to—to obtain subordinates from other provinces, and to determine their pay	247
		Commissioner to notify transfers to —	66
		Monthly report. —to require—from District Medical Officers and submit abstracts to Government	198
		Responsibilities of—	199

	Para- graph.		Para- graph.
Inspector-General of Civil Hospitals.—		Kitchens.—Instructions to officers inspecting	
Subordination of District Medical Officer to— in medical matters ...	205	—	G-21
Superintending Engineer to notify transfers to— ...	71	Inspection book to be kept at— ...	G-23
To notify posting of subordinates to the Accountant-General ...	249	Opening of—on relief works except for children only by order of the Local Government ...	130
To be informed of additional staff required ...	51	Opening of—for distribution of village relief in exceptional circumstances by the Local Government ...	139
To report need for additional staff with proposals ...	199	Opening of—if children on works appear badly nourished ...	130
Inspectors—Village works—, their appointment and pay of— ...	123, D-26	Opening of—on test works as a temporary measure on an emergency ...	53
Visiting— Appointment of— ...	C-4	Officer in charge to pay bills of— on public works ...	C-24
Instalments.—Advances for aided works recoverable in three— ...	D-10	Orphanage attached to— ...	161
Suspended revenue. —to be fixed for recovery of— ...	183	Permanent advance. Superintendent of civil— to have— ...	G-16
Instruction.—Of kanungos and patwaris in their famine duties ...	41	Permanent advance. If necessary, manager of—on public work may hold —for contingencies ...	C-46
Of civil officers ...	62	Public works. Special rules for—on—	C-45, G-4
Of works establishment ...	C-43	Public work. —on—in charge of muharrir or hospital assistant ...	C-3, 46
Irrigation works.—Programme of large— ...	11	Recoupment of permanent advance by Superintendent of civil— ...	G-16, 17
Petty—may be included in programme of public and village works ...	13, 20	Registers to be maintained in district and sub-divisional offices ...	G-19
Preference to be given to—in programmes ...	11	Removal of cooked food from—prohibited ...	G-7
Jamadar.—(See Muharrir.)		Returns required from— ...	G-20
Joint Responsibility.—Encouragement of—	153, 182, D-8	Stock registers of furniture, &c. ...	G-18
Kahars.—Employment of—for distributing water ...	C-13	Superintendent of civil—subordinate to civil officer ...	G-9
Kankar.—Collection of—up to the requirements of five years may be a suitable relief work ...	13	Superintendent of—on public works subordinate to officer in charge ...	ib.
Special instruction regarding collection of—on relief works ...	C-37	Supervision of—by members of local committees ...	G-22
Kanungo Supervisor.—Assistance to—in famine ...	61	Tickets for admission to—on—relief work to be signed by officer in charge,	G-4
Duties of — in ordinary times ...	3	Vouchers for expenditure of— ...	255, G-16, 17
Duties of—in famine ...	80, 81	Lambardars.—May grant admission orders to relief works ...	86
Instruction of—in famine duties ...	41, 62	To assist in preparation of village lists ...	55
Ordinarily in charge of civil relief circle ...	41	Land Improvement Loans Act.—Advances under.—to be distributed liberally and at earliest possible date ...	43
(SEE CIRCLES OFFICER.)		Advances under—how drawn and debited ...	243
Kasari.—Not to be admitted to market or public works ...	C-19	Advances under— Allotment of— ...	D-6, 8
Kitchens.—Accounts of civil— ...	G-16	Landlords.—(See Zamindars.)	
Accounts of—on public works to be kept separate from charge accounts ..	C-46	Land Revenue.—Early enquiries regarding suspensions of— ...	44
Admission to—to be by ticket ...	G-4	Principles to regulate suspension and remission of— ...	183
Admission, attendance and diet registers at civil— ...	G-5, 15	Report to the Government of India regarding the—extent to which suspensions may be necessary	App. A— XXIII.
Admission and diet registers at—on public works ...	C-46	Large Works.—Accounts of— should be closed every four miles ...	C-50
Buildings for— ...	G-1	Last Pay Certificate.—Grant of provisional—to official transferred from another department ...	249
Circles served by—not to extend beyond the village in the rains ...	139		
Civil officer to assist in management of— ...	81		
Distribution of food at— ...	G-6		
Establishment for— ...	G-8 to 14		
Establishment of civil—to be paid from permanent advance ...	237, G-16		

	Para- graph.		Para- graph.
Last Pay Certificate. —Should state what allowances cease on transfer ...	249	Manager. —Aided works, —of— to be kept to his agreement ...	120, D-14
Lead. —Reduced—how obtained ...	105, C-35	Extent of interference with—of aided works ...	D-14
Lepers. —To be relieved at their homes and not admitted to poor-houses or relief works ...	150	No interference with—of private works ...	85, 120 127, D-2
Loans. —Under Land Improvement Act to be liberally given ...	48	Permanent advance for—of civil works, ...	D-24
—, How drawn and debited ...	243	Private works, —of— to make his own terms with labourers ...	127
—, Allotment of— ...	D-6, 8	Returns from—of— ...	120 App. D.
Local Board. —(See Board.)		Village works: Names of— to be recorded on programme ...	26
Local Committee. —(See Committee.)		Map. —Register of aided works should contain a— ...	Form D-III
Lunatics. —Eligible for village relief ...	136	Submission of —with programme ...	12
Local Government. —Aboriginal tribes.		Submission of —with monthly famine reports ...	A-XVI
Wages and allowances of members of— to be fixed by— ...	177	Market. —Chaukidars for— on public works ...	65, C-2, 3
Assignment of funds by— for civil relief, ...	219	No—ordinarily provided on civil works, ...	122
Application for funds by— to Government of India ...	220	Officer in charge to supervise— on public works ...	95
Camps for selected cattle. Sanction of —to opening of— ...	197	Prices in— on public works to be notified daily ...	95, C-19
Circulars. Issue of— by— ...	47	Regulations in regard to— on public works ...	C-19
Classification of district by— ...	59	Mata. —Appointment of— ...	101, C-3
Fees for grazing. —may reduce or remit— in reserves ...	196	Duties of— ...	C-3(d), 44
Financial position to be reviewed by— ...	46	Finishing gang —of— to be professional tindal and paid fixed wage ...	C-26
Fodder.—may guarantee sale of imported— ...	194	Included among workers ...	99, C-3
General scale of establishment to be laid down by— ...	247	Kitchen. —to bring dependants to — ...	G-4
Intimation to Inspector-General of Civil Hospitals if need for medical and sanitary staff ...	51	Labour recruit not to be appointed ...	C-3
Inspector-General of Civil Hospitals may be authorized by— to obtain medical subordinates from other provinces and to determine their pay ...	247	Not to admit new-comers without authority ...	C-34
Opening of relief works by— ...	63	Payment of wages through— ...	113 C-44
Pasturage, reserves. —to assign and declare open ...	191, 195	Wages of— ...	127
Power of— to order decentralization of audit in certain cases ...	254	Measurement. —Private works. Test— of work done on— ...	D-18
Power of— to restrict or extend selection for admission to works ...	85	Progress to be checked by— ...	C-50
Power of— to give rest day allowance in 'scarcity' districts ...	114	Table for calculating wages ...	C-39
Power of— to fix periods for payment of wages on civil works ...	122	Work agents responsible for—and calculation of wages ...	C-3
Power of— to direct distribution of food in place of cash doles in village relief ...	139	Medical Arrangements. —District Medical Officer responsible for— ...	207
Power of— to substitute food for cash in relief of dependants ...	130	Officer in charge responsible for— on works ...	89
Power of— to exclude any work from operation of the Code ...	166	Responsibility of Inspector-General of Civil Hospitals for— ...	199
Power of— to decrease or increase wage scale ...	129(b)	(SEE HOSPITALS.)	
Programmes to be forwarded to— ...	11, 18, 27, 28	Medical Officer. —Appointment of— ...	71, 247
Reports from— to Government of India ...	App. A.	Duties of— attached to relief works ...	211, 212
Sanction of— to opening head 'Famine Relief' in accounts ...	217	Duties of— attached to poor-houses ...	213, F-17
Sanction of— to appointments ...	247	District—. Position, powers and duties of— ...	205— 209, 212
Sanction of— to importation of grain by local authorities ...	187	Expenditure of— to be scrutinized by District Medical Officer ...	207

	Para- graph.		Para- graph.
Medical Officer. —Inspector-General of Civil Hospitals to notify posting of subordinate—to Accountant-General ...	249	Naib Tahalldar. —Officers in charge of a public work is usually a— ...	88, C-3
Permanent advance for—in charge of hospitals on relief works ...	212, C-46	Native Doctors. —Employment of—in times of famine ...	84, 210
Punishment of subordinate— ...	206	Native States. —Emigration to—to be reported to Darbars and Government of India A—XI	
Responsibility of—on works for expenditure ...	212	Immigrants from—to be formed into separate gangs ...	104
Recruitment of—s from other provinces ...	247	Immigrants from—to be treated as British subjects pending their return ...	184
Subordination of—on works to District Engineer ...	72	No restriction on admission of immigrants from— ...	85
Transfers of—to be notified to Inspector-General of Civil Hospitals ...	61, 71	Political Agent. Collector to correspond direct with—of— ...	184
To be appointed to each poor-house and charge ...	210	Return of immigrants to— ...	ib.
Medical Stores. —Provision of—is duty of District Medical Officer ...	212	Nazir. —Part of Collector's permanent advance to be made over to— ...	230
Scale of— for field hospital ...	C-22	New comers. —Admission of—to relief works, ...	98, 115, C-29—32
Medicines. —Scale of— for field hospital ...	ib.	Emaciated—to be given dependant's dole or cooked food ...	132
Metal. —Collection of road—suitable as a relief work ...	18	In excess of limit to be drafted to a different work ...	100
Special instructions regarding collection of— ...	C-35	Not to be admitted into gangs without authority ...	C-34
Military Officers. —Application for appointment of—as inspecting officers ...	C-5	To be sorted into village and family groups ...	101, C-30
Duties of— ...	77, C-5	To be put in separate gangs at first ...	102
Have nothing to do with accounts ...	C-5	To be individually tasked at first ...	103
Salaries of—how debited ...	246	Non-Departmental Work. —(See CIVIL WORKS.)	
Money Order. —Distribution of funds—by— ...	241	Non-Official Agency. —Fodder famine. Utilization of—in the event of— ...	57
Mortality. —Reports of—to Sanitary Commissioner by Collector and District Medical Officers ...	301	Gratuitous relief in towns and villages to be administered through— ...	55, 140, 144
Unusual—to be reported by police ...	189	Importance of—in gratuitous relief ...	135
Unusual—to be reported by District Medical Officer ...	208	Kitchens. Supervision of—by— ...	G-22
Mother. —Allowances to — for child in arms ...	123, 127, 180	Organization of— ...	42
Birth on works ...	131	Orphanages. Management of state— through— ...	H-6
Muharrir. —Appointed bakshi to be transferred weekly ...	C-3	Poor-houses. Supervision of—by— ...	147, F-43
Appointment, pay and duties of—on public works ...	C-2, 3	Village works usually carried out through— ...	130, 121, D-19
Gang—. Duties of— ...	C-3, 33, 42, 44	Normal Rates. —Preparation of a schedule of —of prices ...	8
Importance of instruction of— ...	C-43	Report when—are exceeded by 40 per cent ...	6
Registering—. Duties of— ...	C-3, 30, 33	Note. —Weekly—for Chief Engineer ...	96, C-40
Village works. Appointment of—on— ...	D-4, 15, 27	Numbers. —Check of —and payments ...	C-51
Municipal Board. —Duties of—to be laid down by Government ...	47	Objections. —Disposal of—in audit ...	253
Mustar Roll. —Checking— ...	C-51, 54	To be separately numbered ...	256
Form of— on public works ...	C-40, 41	Off Day. —Allowance for—on public and civil works ...	133
Form of— on civil works ...	D-24	Allowance for—to be given in all cases to members of aboriginal tribes ...	177
Importance of—as basis of statistics and accounts ...	C-40, 49	Scale of—allowances for members of aboriginal tribes to be fixed by Local Government ...	ib.
Muharrir to see—is written up ...	C-3	Offices. —Inspection of— of the Collector and Executive and District Engineer by a special staff of accountants ...	253
—to be written up daily ...	C-41		
—to be kept by mate ...	C-33, 41		
—to be issued and signed by officer in charge ...	C-33, 49		
Number of—tins required for a charge, ...	C-7		
Reserve of—tins to be kept ...	33		

	Para- graph.		Para- graph.
Officer, District. —(See Collector.)		Orphanages. —Non-official committee should be appointed for state—	H-4
Officer in Charge. —Appointment and pay of—	88, C-2, 3	Register to be kept in state—	H-1
Cash book. —to maintain— and enter charges and receipts daily	C-9, 45	Register to be maintained at private— and copies forwarded monthly to the Collector	167
Contingencies.—Not to incur expenditure of Rs. 10 on one item without sanction,	C-45	Rules for management of poor-houses apply to—	H-3
Duties of—	89, C-3	State—to be established at district and sub-divisional headquarters	161
Daily report card to be sent by—	C-45	Superintendent of state—to submit weekly returns	H-4
Executive Engineer to see no unnecessary clerical work is thrown on—	C-48	Organization —Of non-official agency and private charity	42
Funds how supplied to—	C-10	Importance of village—	136
Hospital to be inspected frequently	C-31	Importance of programme in—	9
Muster rolls to be kept and issued by—	C-49	Public works are backbone of—	10
Subordination of—to District Engineer,	72	Village—into circles	41, 59
Task to be adjusted by—	89, 107	Overseers. —Appointment, pay and duties of—on poor-house establishment	F-15, 25
To act on orders of inspecting officers	75, 77	Parda mashins. —Accounts of relief to—in return for work to be kept separate	E-15
Transfer of workers. Procedure to be observed by—in case of—	126	Eligible for village relief	136
Wages.—to keep file of orders fixing price basis of—	C-48	Not to be made to disclose their name or be mustered	136, E-19, 142
Weekly progress returns by—	96	Register of—relieved under paragraph 142	E-15
Weekly report by—	97	Relief of—from charitable funds	215
Weekly accounts to be submitted by—	C-47	Work may be required from—	142
Officers. —Of all departments to obey the Collector's orders in administrative matters	67	Pargana Book. —Maintenance of—	6, 6, 7
Salaries of—, how debited	246	Party. —Ten gangs form a—	C-1
Salaries of—, to be promptly paid	249	Pasture Grounds. —Assignment of reserve—	191, 195
Visitors of poor-houses.—all classes eligible as—	149	Control of cattle using reserve and fees for—	196
Officers, Inspecting. —(SEE INSPECTING OFFICERS; INSPECTION.)		Opening of reserve—	195
Officers, Medical. —(SEE MEDICAL OFFICERS.)		Register of reserve—	192
Officers, Military. —(SEE MILITARY OFFICERS.)		Patrol. —Of villages and roads by police	189
Officers, Police. —(SEE DISTRICT SUPERINTENDENT; POLICE OFFICERS.)		Police not to be employed as constabulary—	C-25
Orphans. —Accommodation for—at district and sub-divisional headquarters	161	Patwari. —Assistance to—	61
Adoption of—. Conditions of—	165	Duties of—in ordinary times	2
Boys over 10 years of age to be separated,	162	Gratuitous relief lists to be kept by	137
Disposal of—	163, 166	Instruction of—	41
General policy regarding—	160	Not ordinary to be appointed distributor	E-2
Poor-houses.—supported at—to be kept separate	H-1	Preliminary gratuitous relief lists to be prepared by—	53
Registers of—admitted to orphanages,	162, 167	Recoupment of distributor's advance through—	E-6, 11
Relief of—from charitable funds	215	Village works.—to prepare labour returns—	D-4, 17
Report to Government before unclaimed—are made over to public institution	166, H-2	Wanderers to be relieved by—	145
Responsibility of Collector for—	160	Paymaster. —Appointment of Muharrir as— for a whole charge	C-3
Unclaimed—not to be removed from the district until three months after close of relief operations	169	Transfer of—weekly to prevent collusion	46
Orphanages. —Free access to children in private—	168	Payment. —of advance for private works	D-10
Grant-in-aid to—from charitable funds	215	Allowance to dependants.—of—daily with wages of workers	C-45
Inspection of state—by non-officials	H-6	Cash—of wages	123
Inspection book to be kept at state—and copies of entries sent to the Collector	O	Checking—s	C-52
	H-5	Civil Works.—of bills for—	D-23
		Daily—of wages on public works	112, C-44

	Para- graph.		Para- graph.
Payment.—Daily —not necessary on civil works but wages should be distributed not less often than twice a week ...	123	Permanent Advance.—Kitchen —on public works how recouped ...	C-46
Daily—of wages on special works for aboriginal tribes ...	176	Kitchen (civil)—how recouped ...	G-16, 17
Establishment bills. —of— ...	237, 238	Loans and advance for private works not to be made from— ...	248
Grain contractor. —of— ...	240	Poor-house—how recouped ...	F-37, 38
Kitchen bills. —of— ...	G-17	Refund of—at close of famine ...	286
Order of appointment sufficient authority for —of salary ...	249	Recoupment of—of—distributor of village relief ...	E-8, 18
Poor-house bills. —of— ...	F-38, 39	Village works inspector to hold small—	D-26
Prompt—of salaries ...	249	Poor-house.—Accounts of—expenditure ...	F-37, 38
Short work. —for— ...	111, C-39	Accommodation for 500 persons sufficient	113
To be by results except for weakly gangs or persons ...	111	Admission to— . Conditions of— ...	150
To be made individually or collectively ...	113	Applicants. Reception of—at— ...	F-5
Village relief. —of allowances in— ordinarily in cash ...	189	Buildings for— ...	F-2-4
Village relief. —of allowances usually every week ...	E-1	Circle officer to supervise ...	81
Village relief. —of bills for— ...	E-31	Cholera. Procedure on outbreak of cholera or disease at— ...	F-14
Wages. Procedure for—of— ...	C-44	Closing of— ...	154, 158
Pay.—Authority for— to be cited on bill ...	238	Clothes and blankets supplied to inmates	150, F-18
Debit of— of officers and establishment	246	Definition and general description of—	146
Form of bill on which—should be drawn	237	Diet of inmates ...	F-6, 11
Kitchen establishment. —of—drawn from permanent advance... ..	ib.	District Medical Officer responsible for medical and sanitary arrangements at a— ...	207
Medical establishment. —of—obtained from other provinces determined by Inspector-General of Civil Hospitals, ...	247	Distribution of food to be ordinarily made twice a day ...	F-6
Order of appointment sufficient authority for— ...	249	Drafting of able-bodied from—to works	150
Scale of—laid down by Government ...	247	Establishment of—. Pay and duties of— ...	F-15 to 27
Pensioners.—Employment of— as muharrirs, ...	C-8	Excessive attendance at—a sign of inefficient village organization ...	153
Pernanganate.—Disinfection of wells with— ...	C-18	Expenditure on—how met during period of test ...	216
Quantity required for a charge ...	C-7	Hospital accommodation at—	149, 214, F-4
Pharoahs.— Number required for a charge ...	C-7	Inspection of—by non-official agency ...	147, F-43
Proportion of— to picks ...	C-7	Inspecting officers. Instructions for— ...	F-42
(Note.)		Lepers not to be admitted to—	150
Picks.— Number required for a charge ...	C-7	Medical officer to be attached to every— ...	149, 210
Permanent advance.— Amount of Collector's— ...	229	Medical officers at a—, his duties ...	149, 213, F-17
Acknowledgment of—to Accountant-General ...	231	Menial establishment of— to be paid from permanent advance... ..	237
Civil Works Manager to have—	D-23	Not to be used as test of need ...	148
Distribution of Collector's—among subordinates ...	230	Number and size of—s to be determined by the Collector with Commissioner's sanction ...	153
Distributors of village relief to hold—	E-6	Object of a— ...	146
Establishment ordinarily not to be paid from— ...	229	Opening of— ...	48
Expenditure from—how accounted for... ..	233	Orphanage attached to— ...	161
Grain contractor may be paid from— ...	240, G-16	Orphans in a—to be kept separate from other inmates... ..	H-1
Hospital Assistant may hold—	212, C-46	Organization of— ...	F-28
How drawn ...	229	Permanent advance to be given to Superintendent ...	F-37
(Note.)		Permanent advance how recouped ...	F-38
How recouped ...	232		
Kitchen establishment and menial staff of poor-houses to be paid from— ...	237		
Kitchen manager on public works may hold— ...	C-46		

	Para- graph.		Para- graph.
Poor-house.—Police to conduct wanderers to nearest—	189	Private Works.—Admission to—left to discretion of managers	85
Pressure legitimate in keeping people in	146	Advances for—how drawn and debited	242, D-10
Private—may receive grants from charitable funds	215	Advances for—how determined and accounted for—	D-3, 18
Ration at—to be dependants' allowance	151	Amount of advance admissible	D-9
Registers to be maintained at—	F-35	Agreement to be taken from grantees for aided—	D-11
Returns to be submitted by Superintendent	F-40	Civil works should not be opened at the outset if—in sufficient numbers are available	D-1
Sanitary and medical arrangements at—	F-11 to 13, 25, 24	Conditions of agreement to be observed	120, D-14
Site of—	148, F-1	Defined	10
Stock register of furniture, &c., at—	242, F-36	Inspection of—	120, D-5, 14
Subordination of Superintendent to Sub-Divisional Officer	F-16	Muharrir may be appointed if—are numerous	D-4, 17
Supervision of—by a committee of visitors	147	Non-interference with management of—	85, 120, 127, D-2, 14
Valedictory dole to inmates of—	154, 159	Patwari may be required to fill up labour returns of—	D-4, 17
Vouchers for expenditure	255, F-38	Power of Collector to draft workers to—	124
Water-supply at—	F-9, 10, 23	Responsibility for—to be recorded in advance	25
Work suitable for inmates of—	F-32	Returns regarding—	120, D-3, 17, 18
Police.—Cost of casual relief by police how met,	48, E-18	Sanction of Commissioner to advance for single—exceeding Rs. 500	D-3
Distribution of funds through—stations	241	To be encouraged	25, 39, D-3
Duties of—in famine	189	Wages. Managers of—to make their own terms	127 (1)
Not to be used as conservancy patrols on public works	C-25	Programme.—Aboriginal tribes. Special—of works suitable for—	28, 172
Remittance of funds through—	241	Character of—of public works	18
Return of casual relief given by—	E-17, 18	Classification of works in—	10, 14, 91
Special reports from—	189	Cost of preparing—how met	18
Unclaimed corpses to be buried by the—	C-28	Irrigation works. Preparation of—of—	11
Wanderers to be relieved by—	48, 189	List of reserve establishment to be submitted with—	31, 32
Post Office.—Distribution of funds by—money-order	241	Necessity for complete—	9
Precautions.—Against a rush on public works	82, 100, C-8	Numbers to be provided for—	15, 23
Importance of active—	87	Professional assistance in preparation of—of village works	24
Prices.—Collector to watch—and report if they rise to scarcity rates	6	Public works—to include one or more large projects...	19
Current—on the work to be written up and notified daily	95, C-19	Railway projects. Inclusion of—in—of public works	29
Report by officer in charge if—are or are likely to become excessive	95	Responsibility of landowners for village works to be recorded	25
Price Basis.—Commissioner to fix—of wages	129	Selection of works from—	66, 84
Order fixing—to specify date from which it takes effect and be filed by officer in charge	C-48	Stock-register of reserve plant to be submitted with—	36
Power of Collector to alter—to meet sudden oscillations	129	Submission of abstract—to Government of India	A-VI
Private Charity.—Distribution of funds provided by—	215	Village works. Preparation of—of—	19-27
Organization of—	42	Projects.—Irrigation—Programme of—	11
Private Enterprise.—Importation of fodder to be left to—	194	Inclusion of large—in programme of public works	17
Private Trade.—Attitud to—	187		
Facilities to be given to—	187, 194, C-19		

	Para- graph.		Para- graph.
Projects.—Railway. Inclusion of—in programme of works ...	29	Public Works.—Inspection of—by medical officers ...	209
Public Works.—Accounts of—how kept ...	244, C-40	Kitchens. When to be started on— ...	130
Audit of accounts of— ...	224, 252	Lepers not admitted to— ...	150
Admission to— Conditions of—scarcity districts ...	85, 86, 115	Limitation to restriction on admissions to— ...	85
Admission to—in famine districts unrestricted ...	85	Management of— ...	69 to 72, 88
Admission to— Procedure in— ...	98, 115, C-29	Market arrangements on— ...	95, C-19
Admission orders show issued ...	86	Medical officer to be attached to each charge, ...	210, 211
Allowance to new-comers ...	132, C-30	Medical staff on— Posting and transfer of— ...	71
Allowances for rest-day and off-day ...	114, 138	Medical staff on—subordinate to District Engineer ...	72
Allowances to dependants on— ...	119, 127, 133	New-comers. Treatment of—on— ...	102, 109, 132
Are backbone of relief in all districts ...	10	Numbers to be provided for on— ...	15
Birth on— Allowance to mother in cases of— ...	131	No work on Sundays on— ...	114
Blankets provided for sick in hospitals on— ...	C-22	Notice of opening of—to Collector ...	73
Burials on— ...	C-26	Officer in charge. Duties of— ...	89, C-3
Camp for workers on— ...	90	Order on—to be kept of people themselves ...	189
Carried out at ordinary rates excluded from operations of the Code ...	186	Opening of— ...	68, 69, 73
Chaukidari guard on— ...	C-2, 29	Ordinary and low task in earthwork ...	C-35
Charge. Size of— ...	100, C-1	Payment on—by results ...	111, C-39
Check of expenditure on , ...	251, C-49 to 54	Payment on—daily and in cash ...	112, 128
Check of expenditure on—by work done	69	Programmes and estimates of— Main-tenance of— ...	9 to 13
Chief Engineer responsible for funds and tools and plant ...	ib.	Rains policy with regard to— ...	156, 157
Cholera on— Procedure in case of—	92	Report by Collector if less than low task is allowed ...	C-35
Classification of—into large and small, sanctioned and unsanctioned ...	10, 14	Report to be made if prices on—are excessive ...	95
Classification of workers and dependants on— ...	99, 116	Reserve of establishment and tools for—	31 to 36
Closure of— ...	157	Residence on— optional ...	87
Control of Collector over— ...	67, 72, 73, 106, 118, 124	Rest-day and off-day allowance on— ...	114, 138, 134
Commissioner to decide in what order—are opened ...	66, 84	Rush on— Precautions against— ...	100, C-8
Daily report card from officer in charge ...	C-45	Sanitary and medical arrangements on— ...	91, 92, C-25
Dependants. Conditions of admission of—to— ...	115	Selection of—from programme ...	68, 84
Difference between—in famine and scarcity districts ...	85, 114, 115, 122	Selection in admission to—in scarcity districts ...	95
Drafting of workers on— ...	93, 124, 125	Separation of weakly persons on— ...	82, 89, 103
Equipment of a charge on— ...	C-7	Separation of dependants and workers on— ...	83
Establishment for— ...	C-2 to 5	Supply of food on— ...	95, 187
Funds for—how provided ...	69, C-9 to 12	Sub-Divisional Officer and— ...	75
General conditions of successful management of— ...	82	Tasks on— ...	105 to 110, C-35
Hospital arrangements on— ...	C-20, —22	Tools and plant to be provided by Chief Engineer ...	69
Immigrants on—to be treated as British subjects ...	104, 184	Vouchers for expenditure on— ...	255, C-47
Inspection of— ...	74 to 76, C-54	Wages on— ...	127, 128
		Water-supply on— ...	91, C-15, —18
		Weekly returns regarding— ...	96, 97, C-40
		Railways.—Conference with agents of— ...	58
		Inclusion of—projects for—in programme ...	29

	Para- graph.		Para- graph.
Railways. —Information regarding the nature and duration of distress to be communicated to agents of—	44	Relief Charge. —Size of—	100, C-1
Local Government to consider whether rates for conveyance of grain shall not be reduced	187	Skeleton—sometimes to be formed	100
Rains. —Aboriginal tribes. Extension of gratuitous relief to—during the—	178	Staff for a—	C-8
Circle served by civil kitchen not to extend beyond the village during the—	140	Relief Circle. —Ordinarily in charge of supervisor kanungo	61
Extension of gratuitous relief during—	155	Sub-division of— to admit weekly visits by circle officer	61
General policy during—	65	Relief Committee. —(SEE COMMITTEE.)	
Policy before break of—	156	Relief Works. —(SEE WORKS.)	
Policy after break of—	157	Remissions. —Principles to regulate—of revenue	188
Task should be raised on approach of—	106	Report to the Government of India as to extent to which—of revenue may be necessary	A-X
Rates. —Control over— for conveyance of grain by railway	187	Reports. —(SEE PART I)	
Ration. —Scale of— at a poor-house	151, F-6	Reserves. —Of establishment	80-84
— at a kitchen	189	Of tools and plant... ..	85, 86
Raw Material. —Advances of— to artisans... ..	181	Pasturage— Register of—	192
Reduced Lead. —How obtained	105, C-85	Reservists. —Employment of— as muharrirs	C-8
Register. —Aided private works—	D-12, 16	Residence. —On relief works to be optional	87
Accountant-General's—of (assignments of funds)	268	Rest-houses. —Police to watch—on main roads	189
Commissioner's—of allotments	226	Rest-day. —To be observed in all districts	114
Kitchen admission	G-5	Rest-day Allowance. —Not to be given ordinarily in scarcity districts except to weakly gangs and persons	114
Kitchen diet—	G-15	Not to be given on test works	52
Kitchen relief ledger	G-19	Not to be given to those who have been less than three days on works	184
Kitchen dead stock—	242, G-18	Scale of— for aboriginal tribes to be fixed by the Local Government	177
Kitchen— of prices	G-19	Scale of— on relief works	184
Orphanage—	H-2	To be given in famine districts	114, 122
Poor-house admission—	F-16, 18	Results. —Payment by—	111, C-89
Poor-house diet and food stock—	F-35	Revenue. —Early enquiries as to suspensions of—	44
Poor-house relief ledger	F-41	Principles to regulate suspensions and remissions of—	188
Poor-house dead stock—	242, F-36	Report to the Government of India as to the extent to which suspensions of— may be necessary	A-X
Pasturage—	141	Roads. —Construction of— suitable for public works	18
Stock— Maintenance of—	242	Collection of kankar or metal for— suitable for relief works	65
Stock— of reserve tools and plant	86	Instructions regarding work on—	C-85
Village relief—	E-12, 13, 15	Village— may be included in programme of village works	20
Weaver relief—	I-II	Roll. —(See Muster Roll.)	
Registration. —Of arrangements not necessary	Form D-II	Nominal— of poor-house inmates	F-24
Relief Charge. —Closed— defined... ..	C-1	Rope-making. —Suitable work for poor-house inmates	F-32
Definition of—	68, C-1	Rush. —Precautions against a— on the works 82, 100,	C-8
Equipment of—	C-7, 8	Safe. —Iron— for custody of coin on public works	C-11
Inspection of— to be made once in three weeks	Form C-IX	Salary. —Debit of— of establishment	248
Instructions to officers inspecting—	C-54, Form CI-X	Forms on which— should be drawn	237
Medical Officer to be attached to each—	210	Not to be paid from permanent advance	229
Opening of fresh— how done	C-1, 29	Order of appointment sufficient authority for payment of—	249
Organization of—	65	Prompt payment of— necessary	65
Payment of wages on—	C-44		
Removal of— in cases of cholera outbreaks	93		

	Para- graph.		Para- graph.
Salary. —Scale of—sanctioned by the Local Government	247	Small coin. —Sufficiency of supply of—to be reported	97
Sanitary arrangements. —District Medical Officers responsible for—for sick	207	Supply of—on works	C-12
Duties of Sanitary Commissioner in regard to—	200, 203	Small works. —Defined... ..	10
Duties of Medical Officers in regard to— on works	211, 212	Soil. —Classification of—s	C-35
In poor-houses	F-4, 11, 22	Officers in charge to decide class of—... ..	107
On works	90-94, C-20-28	Task to be adjusted according to—	C-35
Sanitary Commissioner. —Collectors to submit telegraphic report to—	201	Staff. —Additional—. Submission of proposals for—	49, 50
District Medical Officers to submit a weekly poor-house return to—	202	Additional—. Local Government may sanction employment of—in anticipation of sanction	50
District Medical Officer to submit weekly and fortnightly reports to—	ib.	Medical—. Inspector-General of Civil Hospitals to be informed what additional—will be required	51
Duties of—on outbreak of cholera	204	Medical—required for relief charge	C-20
Issue of instructions by—	200, 203	Medical—. Inspector-General of Civil Hospitals to report what—is necessary	199
Monthly report by—to the Local Government	202	Medical—. Appointment and transfer of—on public works	71
Mortality returns to be submitted by—	201	Menial—on relief works to be selected from workers	99
Reference to—in case of difference of opinion	205	Power to appoint—	247
Sanitary arrangements. —to address Collectors in regard to—	203	Posting of subordinate medical—to be notified to Accountant-General	249
Sarais. —Police to watch—for starving wanderers	189	Readiness to strengthen—essential	40
Scale. —General—of establishment sanctioned by the Local Government	247	Sanctioned—for relief charge	C-2
Scarcity. —Indications of existence of—	48	— for poor-house	F-15
(SEE ALSO DISTRESS.)		— for state kitchen and orphanages	G-6, H-1
Scarcity District. —Admission to works by selection in a—... ..	85	Starvation. —Cases of—to be reported by police	189
Classification of districts as famine or —	59	Deaths due to—to be reported by Medical Officers	208
Dependants not relieved in a—	115	What should be classed as—deaths	Form B-V.
No rest-day allowance ordinarily given in a—except for weakly gangs and persons	114	Investigation of—deaths	ib.
Off-day allowance given in a—	138	Starving Wanderers. —Relief to—by the police	48, 189
Security. —Ordinarily taken from clerk, cashier and storekeeper on public works	C-3	Relief to—by headmen and others	145
Seed. —Gifts of—to agriculturists from charitable funds	215	Relief to—at poor-houses	146
Selection. —Conditions under which —may be enforced on relief works	85	To be freely admitted to works	85
For relief works	85, 86	State kitchens. —(See Kitchens.)	
Individual—essential for gratuitous relief	135	Statistics. —(See Agricultural Statistics.)	
Power of Local Government to restrict or extend selection on works	85	Stone-breaking. —Special instructions regarding—on relief works	C-38
Procedure in—for village relief	135	—suitable as relief work	13, C-35
Strictness in—essential at outset	62	—suitable work for poor-house inmates	F-22
Weavers. —of—for special relief	179	Stock Register. —Of tools and plant, &c.—to be maintained	242, D-28, F-36, G-18
Shelter. —Provision of—for relief workers ordinarily unnecessary	C-23	Of reserve tools and plant to be submitted by Superintending Engineer annually	36
Shopkeepers. —Facilities offered to—on relief works	C-19	Store Keeper. —Appointment and pay of—on public works	C-2, 3
Short work. —Payment for—	111, C-39	Stores. —Medical—to be provided by District Medical Officer	212
Signals. —Of distress to be awaited	48	Sub-cashiers. —(See Tahvildars.)	
Site. —Of relief camp to be carefully selected	90	Sub-overseers. —(SEE WORK AGENTS.)	
Of poor-house	148, F-1	Subscriptions. —Collection of—by Relief Committees	42
		Distribution of—by the public	215
		In grain allowable... ..	42

	Para- graph.		Para- graph.
Sub-division. —Is generally Tahsildar's charge	41	Suspensions. —Enquiries regarding —	44
Formation of two or more tahsils into a special —	3	Principles to regulate —	153
Sub-divisional Officer. —Admission orders		Report to the Government of India regarding extent of —	A-X
—to see—are properly issued	74	Sweepers. —Poor-houses, —for conservancy	
Duties of—in famine	74, 75	of—to be selected from inmates	F-24
Inspection of public works by	75	Relief works. Staff of—for conservancy on —to be selected from workers	99
In case of urgency to issue orders to officer-in-charge	45	To be put in separate gangs	104
To maintain a ledger for each civil work	D-20, 29	Table. —For conversion of wages	C-XII
To maintain a register of village relief	E-13	For calculation of wages for short work	C-39
To maintain a ledger for each poor-house	F-41	Tahsil. —Grouping of two or more — into a special sub-division	41
To maintain a ledger for each civil kitchen and a record of prices	G-19	Is usually sub-division for civil relief	45
To make out bill for village relief	E-13	Tahsildar. —Duties of—in ordinary times	4
To receive weekly returns from poor-houses, kitchens, orphanages and forward them to the Collector	F-40, G-20, H-4	Indent for grain or contracts made by	185
Sub-divisional Officer (Assistant). —Appointment and duties of	76	Is usually sub-divisional officer for civil relief	41
Superintending Engineer. —Authorized to sanction proposals to meet cost of preparing estimates	16	Special crop report from	88
Duties of	70, 71	Tahvildars. —Appointment and pay of	C-2, 3
Medical Officer. Powers of—regarding posting and transfer of	71	Takavi. —Grant of—on joint bond	156
Power of—to appoint subordinates	247, C-3	Growth of fodder crops by grant of	193
Power of—to dispose of objections	258	Importance of—at early stage	43
Power of—to write off sums less than one rupee	259	Procedure for distribution of—before monsoon breaks	156
Printing of forms under orders of	C-48	Tanks. —Instructions for marking out and measuring up—excavated as private works	D-15
Programmes. Duties of—in regard to	17	Special instructions regarding—as relief works	C-35, (b)
Reserves of tools and plant to be inspected by—and stock registers sent to Chief Engineer	86	Task. —Aboriginal tribes: —for—to be low and fixed for individuals	110, 176
To apply for services of Military officers	C-5	Adjustment of—when number of diggers and carriers are disproportionate	C-35
Village Works. —to depute subordinates to assist in preparation of estimates and programmes for	24	Adjustment of—the duty of officer in charge	107
Village Works. Inspector to be nominated by	123	Earthwork. Ordinary and low—for	C-35
Visiting Inspector to be appointed by	C-4	Finishing gang. —of—cannot be fixed	C-36
Sundays. —Disinfection of wells best done on	C-18	Individuals to be tasked if possible, if not small sub-gangs	108
In famine districts workers and dependants to receive allowance for	114, 122	Inspecting officers to pay special attention to—of weakly persons	78
In scarcity districts no allowance for—except to weakly gangs or individuals	114	Kankar collection. Calculation of—in	C-37
Restriction of allowance for—to those who have been on the work three days	134	Low—. If less than—is taken, report to Commissioner	C-35
No work allowed on—	114	New-comers to be given individual—	109, C-35
(SEE REST DAY.)		Officer in charge to decide what is soil or local condition of	107, C-35
Supervisor. —(SEE KANUNGO.)		Reduced—for weekly gangs or persons	110
Superintendent, Government Press. —To comply at once with indents for forms	233	Reduction of gang—for absentees in stone-breaking	C-38
Superintendent, State Kitchen. —Duties of	App. G	Sanction of Commissioner to variation of—	106
Superintendent, Poor-house. —Appointment and duties of	F-15, 16	Short—. Payment for—	109, C-39
Subordinate to sub-divisional officer	F-16	Standard—on public works	105
		—on test works	53
		—on civil works	122
		Stone-breaking, —to be fixed for gang in—	C-34
		Stone-breaking. Calculation of—in—	45

	Para- graph.		Para- graph.
Task. —To be raised after monsoon breaks ...	157	Treasury Officer. —To pay bills within amount allotted ...	227
To be laid out in advance and be sufficient for four days ...	C-35	To pay any bill certified by the Collector to be necessary for saving life ...	223
Variation of—when to be used ...	106, 129	Unit. —Defined ...	14
Variation of—according to soil and conditions ...	C-35	Valedictory dola. —On closure of gratuitous relief ...	159
Weavers. Special— for—	110, 179	On closure of poor-houses ...	154
Tents. —Hutting of officers not supplied with—	C-24	Village inspection —Aboriginal tribes. To be specially careful in case of—	174
Number of— required for a charge ...	C-7	Development of—system when distress is declared ...	61
Test. —Aboriginal tribes. Self-acting labour—	170	Importance of—	61, 80, 135
—a not suitable for—	85	Organization of arrangements for—	41
Distance— not to be enforced ...	85	Rains. Increased activity in—neces- sary during—	155
Gratuitous relief. No reliance to be placed on self-acting—s in—	135	Village relief committees. —Distribution of relief through—	135, 140
Poor-houses should not be employed as a—of distress ...	146	Formation of—when rains fail ...	42
Provision of funds during period of—	216	Instruction of—by circle officer ...	81
Test works. —Collector to open—	48	Services of —to be utilized when scarcity of fodder or drinking water is immi- nent ...	57
Conditions on and management of—	52, 53	To assist in preparing lists for gratuit- ous relief ...	55
No dependants relieved and no rest-day allowance on—	52	Village organization. —Duties of Collector... 41, 55, 61	
Provision of funds for—	216	Defectiveness of—shown by excessive attendance at poor-houses ...	153
Report when—are opened ...	48, 49	Importance of—	
Report when— attract large numbers ...	53	Village relief. —Aboriginal tribes. —for—	173, 178
Return to be submitted weekly by Collec- tor ...	55	Agency for distributing—	140, 170
Tasks on—	52	Allowances for—the same as for depend- ants on works ...	139
Wages on—	52, 127	Allowances for— to be fixed by the Col- lector ...	E-3
Ticket. —To be given to each person entered on village list ...	173E-4	Checking list of—	62, 137
To be given to those relieved at kitchens ..	G-4	Circle officer. Duties of— in regard to—	137
Tolls. —Local Government to consider whether —on bridges should be reduced ...	137	Circle officer's register of—	E-12
Tools and Plant. —Entertainment of black- smiths, &c., for repairs of—	C-3	Civil officers. Duties of— in regard to—	62, 81, 137, 140
Equipment of— for a charge ...	C-7, 8	Classes of persons entitled to—	115, 136, 173
Importance of a reserve of—	82-C-8	Closure of—	158
Provision of— for public works the duty of Chief Engineer ...	69	Defectiveness of— organization shown by excessive attendance at poor-houses... 153	
Reserve of— to be kept up in ordinary times ...	35, 36	Distribution of— should be timely ... 135	
Stock register of—	242, D-28	Distribution of— to commence when relief works are opened ...	64
Surplus— to be sent to new charge ...	C-8	Distribution of— to be at least fort- nightly and ordinarily weekly ...	139, E-1
Trade. —Attitude towards private—	187, 194	Distribution of— should ordinarily be in cash ...	189
Facilities to be given to private—	187, C-19	Each village to be visited once a week ...	61, 142
Interference with private—to be avoid- ed ...	187	Extension of— in rains ...	135, 155, 156, 178
Transfer. —Commissioner's power to— subor- dinates ...	66	General principles of—	135
Superintending Engineer's power to— medical staff ...	71	Importance of village inspection ...	61, 80
Travelling allowances. —How drawn ...	237	Grain in—, Supply of— through con- tractor ...	140
How debited ...	246		
Travelling journals. —Submission of— by ...			
Military officers ...	C-5		
Treasure chest. —Custody of—	C-2, 29		
Each charge to have one—	C-11		
Reserve of—	35		
Treasury Officer. —Communication of allot- ment to—	227		
District Engineer to warn—of the pro- bable amount of his drawings ...	C-10		

	Para- graph.		Para- graph.
Village relief.—Importance of village organi- zation and non-official agency ...	185, 145	Vouchers.—List of—attached to contingent bill submitted to Commissioner ...	235
Includes relief to wanderers ...	145	May be dispensed with for items less than Rs. 5 except for service labels and telegrams ...	257
Inspecting officers Instructions for—	E-19	Payments of over Rs. 5 to be supported by sub— ...	257, C 45, D-23, F-35
Items chargeable to—	145	Retention of sub—	260
Lepers eligible for—	150	Should be in English	258
Lists. Preparation of—	55, 62	What to count as—	255
Lists. Form of—	E-8	Wages.—Absentees. Payment of—to— ...	C-46
Ordinarily not to exceed 3 per cent. of the population ...	137	Absence without leave involves forfeiture of— ...	C-44(c)
(Note.)		Aboriginal tribes. Payment of—of— daily and to the individual ...	176
Patwari should if possible not be appointed distributor of—	E-2	Aboriginal tribes. Scale of—on special works for—to be fixed by the Local Government ...	177
Permanent advance. Amount of—for distributor to be fixed by Collector ...	E-7	Basis of conversion of—to be fixed by Commissioner... ..	129
Permanent advance of distributor. How recounted ...	E-5 to 11	Blacksmiths and carpenters. —of— how debited ...	C-3
Permanent advance. Separate—to be given when work is taken in return for—	E-15	Calculation of—for kankar collection ..	C-37
Power of Collector to transfer dependants to—	118	Daily payment of—on public works ...	112
Selection. Individual—essential n—	135	Distribution of—on public works pro- cedure in the—	C-44
Strictness in selection for—necessary at the outset ...	62, 135	Famine wage. Principle of—	126
Supervision by local committee ...	140	Grain. —of aboriginal tribes on special works payable partly in—, ...	177
Ticket to be given to recipients of —	138, E-4	Inclusive of cost of fuel, &c. ...	127
To be given in urgent cases to persons not on the list ...	141	Mate of finishing gang to receive fixed —	C-36
Transfer of dependants to—	118, 156	Order fixing price basis of—to specify date from which it takes effect ...	C-48
Valedictory dole on closure of—	159	Payment of—for stone breaking by the gang and by results ...	C-38
Wanderers to receive—	145	Payment of—in cash and full pice ...	128
Work in return for—	148	Payment of—by results ...	52, 111, C-34, 39
Village Works.—Agency for carrying out — ...	10, 120, 121, D-2, 18	Payment of—to be individually or col- lectively ...	113
Character of works suitable for—	20	Payment of—daily ...	112
Circle officer to encourage and assist in management of—	81	Payment of—on civil works at intervals but not less often than twice a week ...	122
Classification of—	10, 21, 120	Payment of—on civil works to be re- corded when made ...	D-24
Defined—	10	Payment of—for kankar collection weekly to head of group... ..	C-37
Dependants not relieved on—	122	Power of Local Government to raise or reduce scale of—	129
Dispersal of workers during hot weather to—	156	Principle of famine wage ...	126
Instruction for officer inspecting ...	D-30	Private works. Managers to make their own terms as to—	127
Landowners, Responsibility of—in regard to—	25	Reduction of—on test works ...	53
Programme of—	18-27	Rest and off-day—	114, 122, 133, 134
Transfer of workers from public to— on outbreak of cholera ...	94	Scale of—on public works ...	127
Wages. Scale of—on—	127	Scale of—on village works... ..	56
(SEE CIVIL WORKS, PRIVATE WORKS.)		Scale of—on test works ...	52, 53
Village Works Inspector.—Appointment and pay of— ...	123, D-26,	Scale of—on special works for aborigi- nal tribes ...	177
Inspection of private work by—	D-5, 18		
To be under Collector ...	123		
Visiting Inspector.—Appointment of— ...	C-4		
Subordinate to District Engineer ...	C-4		
Visitors.—Committee of—for poor-houses ...	147		
Committee of—for state orphanages ...	H-6		
Vouchers.—Discrepancies in—. Power to disregard petty—	259		

Wages. —Short work. Table of— for—	Para- graph. C-39
Table of pice—	Form C-XII
Variation of—to meet sudden oscilla- tion in prices...	129
Verification of—paid by inspecting officers	78
Weakly gangs and persons. Wages of— not to fall below allowance to depend- ants	111
Weavers. —of—admitted to special relief	179
Work Agents to measure work and cal- culate—	C-8
What to be done with—if worker is not present at time of payment	C-44
Weekly voucher for—to be submitted by officer in charge	C-47
Waiting on events. —Policy of—	48
Wanderers. —Patwari and headman, &c., to assist—	145
Police to search for and assist—	48, 169
Relieved at poor-houses	146
Wandering. —A signal of distress...	48
Police to report—	189
Water-supply. —Disinfection of—	89, C-13, 18
Daily inspection of—by Medical Officer	211
Kitchen. —at—	G-12
Protection of—. Duties of Sub-divisional Officer in regard to—	74
Poor-houses. —of—	F-9
Public works. —of—	91, 44, C-13-18
Weavers. —Advances to—	182
Admission of—to special relief by per- sonal selection	179
Relief to—	179, 215
Registers and returns of—relieved	Forms I, I-III
Special relief to—to be controlled by selected officer	179
To be separately ganged and given light tasks	104 110, 179
Weakly persons. —Exempted from ordinary rule regarding rest-day allowance	184
Inspecting officers to pay special attention to ganging and tasks of—	78
Rest-day allowance given to—in scarcity districts	114
Task for—	110
To be separately ganged or individually tasked	108
Wages of—not to fall below allowance to dependants...	111
Wells. —Advances for—to stimulate growth of fodder	193
Advances for making drinking—	57
Disinfection of—	C-13, 18
Women. —Allowance to working—on village works for child in arms	122
Allowance to—after childbirth on works	131
Relief of <i>parda nashis</i> —	186, 215

Women. —Respectable women not to be com- pelled to disclose their names nor be mustered	Para- graph. 186, 142
Wages of—on test works to be one pice less than wages of men	127
Wages of—workers	35
Wood. —Free supply of—for burning dead	C-24
Work Agent. —Appointment and pay of—	C-2, 3
Duties of—	C-3, 42
Work. —May be taken from recipients of village relief	143
No—allowed on Sundays	114
Suitable for inmates of poor-houses	F-32
To be taken from dependants	117
Workers. —Admission of—restricted under certain conditions	85, 86
Admission of—. Procedure in—	98, C-29
Allowances to—newly arrived	132
Camps for—	90
Classification of—	99
Dependants of—relieved in famine dis- tricts	115
Drafting of—	124, 125
Dispersal of—on approach of rain	156
Ganging of—	100
Hutting of—ordinarily unnecessary	C-23
Investigation of complaints of—	89
Individual testing of—	108
Off allowances of—	122, 183, 134
Residence on works optional...	87
Rest-day for—	111, 112
Tasks of—	105, 122
Wages of—	127
Works. —Aboriginal tribes. Special—for members of—	28, 172
Aboriginal tribes. Members of—to be separately ganged on—	104, 171
Admission to—. Conditions of—	85, 86
Admission. Free—of members of abori- ginal tribes to—	175
Admission to—. Procedure on—	98, 115, C-29
Birth on—. Allowance to mother in case of—	131
Civil—to be kept in reserve	88
Civil—not to be opened if sufficient private works are available	D-1
Camps on—	90
Carried out at ordinary rates excluded from operations of the Code	186
Cholera on—. Procedure in case of—	92
Classification of—	10
Classification of workers and dependants on—	99, 116
Closing of—	157
Commissioner to decide in what order —are opened	68, 84
Conservancy and water-supply on—	91, 92, C-13, 25
Dependants not relieved on test or civil—	52, 122
Dependants. Conditions of admission of —to—	115
Difference between—in famine and scarcity districts	85, 114, 115, 122

	Para- graph.		Para- graph.
Works.—District Board. —under—to be		Works.—Preparation of programmes of —	10
utilized on test works ...	35	Programmes. Importance of—in ad- vance	9
Drafting of workers on — ...	124, 125	Public— are backbone of relief ...	10
Epidemic on— how dealt with — ...	93	Residence on— optional ...	37
Establishment for public— ...	C-2, 3	Responsibility of non-officials for private —	28
Establishment for civil— ...	D-4, 17, 21, 27	Special rules for railway— ...	29
Funds. Provision of— for — ...	66, 68 219, C-9 D-6, 20, 23	Supply of food on— ...	85, 122, C-19
General conditions of successful manage- ment of—	83	Transfer and posting of staff on— ...	66, 71
Hutting, provision of— on public — usually unnecessary	C-28	Tools and plant for—	35, 69, C-7
Hot weather. Dispersal of workers over small— during —	156	Tasks on—	52, 105, 121, C-35
Immigrants. Treatment of— on — ...	104, 184	Wages on—	53, 123, 129
Inspection of—	74, 78	Zamindars.—Agreement or understanding with— regarding cost of private works to be recorded	25
Inspection of— by medical officers ...	209	Civil works. Management of— by — ...	121, D-20
Instruction to officers inspecting— ...	251, C-54, D-30	Distributors of village relief... ..	140
Irrigation—. Preference to be given to—	10	Fodder crops. Influence of— to be used to estimate growth of—	193
Kitchens. When to be started on— ...	130	— to be encouraged to undertake private works on first symptoms of distress... ..	39, D-2
Lepers not admitted to—	150	Possibility of making over entire manage- ment of relief in estates to — to be reported	26
Medical officer to be attached to— ...	210		
Medical arrangement on—	122, 210 C-20		
Numbers to be provided for on— ...	15, 23		
Opening of—	63, 83		