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FAMINE RELIEF CODE.

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BOMBAY PRESIDENCY

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1904.

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## PART I.

### PREVIOUS TO FAMINE.

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#### CHAPTER I.—STANDING PREPARATIONS AGAINST FAMINE.

Standing preparations against famine. —

1. The preparations against famine which it is necessary to maintain from year to year are— General.

- (i) an efficient system of intelligence,
- (ii) an effective programme of relief works,
- (iii) reserves of establishment and tools.

#### (i) *System of Intelligence.*

2. Agricultural and vital statistics are prepared by the village and taluka officers and are submitted through the Collector of the district to the Director of Land Records and Agriculture and the Sanitary Commissioner, respectively. Detailed rules for the preparation of these statistics have been laid down in the Manual of Revenue Accounts and elsewhere; it will suffice here to summarise the duties of the several officers. System of intelligence.

3. The village accountant, besides making the prescribed inspection of lands and crops and filling in the statistical returns, is required to at once report to the Circle Inspector the existence or prospect of Duties of village accountant.

any distress or failure of crops, fodder or water supply, the prevalence of cattle disease, any unusual migration from or into his village and other matters affecting the state of the people of his village.

Duties of Circle  
Inspector.

4. The Circle Inspector is required—

- (a) to inspect every village in his circle repeatedly during the year and make himself acquainted with the state of the crops and condition of the people;
- (b) to watch the season, so as to detect very early signs of coming distress and to be ready to report, whenever called on, the condition of his circle;
- (c) if unfavourable information of the season is received, to visit at once the village concerned and report the result of personal observation and inquiry to the Mámíatdár;
- (d) to submit to the Mámíatdár a fortnightly diary noting, among other things, the condition of the chief crops and the estimate of outturn up to date, and the condition of cattle and public health;
- (e) to check the returns of agricultural and vital statistics prepared by the village accountant;
- (f) to collate the statistics received from the village accountants and prepare returns for the whole táluka.

Duties of Mámíatdár  
or Mahálkari.

5. The Mámíatdár or Mahálkari is required—

- (a) to exercise a general supervision over the work of the village accountants and Circle Inspectors;
- (b) to submit the fortnightly diaries of the Circle Inspectors with his remarks to the Sub-divisional Officer;
- (c) to submit monthly returns of births and deaths for the táluka to the Collector and to the Sanitary Commissioner;
- (d) to deal with the reports received from the village accountants and Circle Inspectors, and on the receipt of any unfavourable reports to at once proceed to the tract represented as affected and communicate the result of his observation to the Sub-divisional Officer;
- (e) to submit weekly returns of the rainfall to the Sub-divisional Officer and the Collector, with remarks as to the nature of the season and the state of the crops, noting specially whether the rain has promoted or retarded any agricultural operation, and reporting any adverse circumstance or sign of distress which may be indicated in the diaries of the Circle Inspectors.

Duties of Sub-divisional  
Officer.

6. The Sub-divisional Officer is required—

- (a) to test the accuracy of the statistics compiled in his sub-division;
- (b) to examine the fortnightly diaries of the Circle Inspectors and generally to exercise a close supervision over their work;
- (c) to move actively about his charge during the touring season and keep himself informed of the condition and prospects of the sub-division;



- (d) on receipt of any report that a serious failure of crops is imminent or probable in any portion of his charge, to proceed forthwith to the spot and report to the Collector the results of his observations.

7. The Collector of the district is required—

Duties of Collector.

- (a) to keep himself at all times informed of the agricultural condition of every part of his district and to see that the rules for the collection of agricultural and vital statistics are complied with ;
- (b) to submit direct to Government by telegram a weekly rainfall and season report for his district, giving information as to the amount of rainfall, the progress of agricultural operations, the condition of the standing crops, any marked fluctuation in prices of food-grains and fodder, any serious damage caused to crops by insects, floods or other natural calamities, the condition of agricultural stock and the supply of water and fodder ;
- (c) when the market prices of the staple food-grains show a rise of 20 per cent. above the normal prices given in the schedule referred to in section 8 (h), to submit to the Commissioner, for the information of Government, an immediate explanation of the rise in prices with a brief report as to its effect on the condition of the people ;
- (d) to make proposals for the relief of distress affecting men and cattle when, in his opinion, the necessity arises : in framing such proposals care must be taken to make timely recommendations for the suspension or remission of land revenue.

8. The Director of Land Records and Agriculture is required—

Duties of Director of  
Land Records and  
Agriculture.

- (a) to supervise generally the system of collecting information in normal times regarding prices, rainfall, state of the crops and agricultural stock and other circumstances from which the approach of scarcity and agricultural distress can be detected ; it is the duty of the Director, should he detect imperfections in the system, to submit suggestions for its improvement to Government ;
- (b) to ascertain by periodical inspection that the system is, in normal times, being efficiently and properly worked in each district, and to report any defects in its working to the Collector of the district ;
- (c) to prepare for publication in the *Bombay Government Gazette* a monthly summary of the rainfall and season reports referred to in section 7 (b) ;
- (d) to prepare for publication in the *Bombay Government Gazette* a fortnightly return of retail prices of food-grains ;
- (e) to compile and collate in his annual crop and season report the agricultural statistics derived from the returns received from the local revenue officers under the above system ;

- (f) to maintain a statement up-to-date of the agricultural circumstances of each tract of the Presidency, prepared from the information periodically collected in his own office as well as from settlement reports and other sources and of the measures required to improve the agricultural efficiency thereof;
- (g) to maintain up to date, revising and re-editing it after each decennial census, the Statistical Atlas of the Presidency, showing the areas which are liable to famine, the causes which make them so liable, their accessibility or otherwise for relief purposes, the economic condition of the population of such areas, and a rough forecast of the maximum number of persons within each such area likely to require employment on relief works in time of famine;
- (h) to prepare for inclusion in the Statistical Atlas a schedule showing the normal retail shop rates in pounds and chhataks per rupee, based on an average of ten years (excluding famine years), of the principal food-grains for representative marts in each district, and the rates a rise to which will render a report necessary under section 7 (c).

(ii) *Programmes of Relief Works.*

Programmes of relief works.

9. The maintenance of programmes of relief works which can be used at a moment's notice is absolutely indispensable as a preparation against famine; all works entered in the programmes must be located and measured up in advance; and complete estimates of the probable cost and of the number of labourers which each work is able to employ must be ready.

Classification of works.

10. Relief works shall be classified as follows :—

I.—*Public works*—

- (a) *Large, i.e.*, employing one or more charges of 5,000 workers.
- (b) *Small, i.e.*, employing less than a full charge of 5,000 workers.

II.—*Village works*—

- (c) *Civil, i.e.*, managed by the Collector.
- (d) *Private, aided or unaided, i.e.*, constructed entirely by private individuals or committees, and called *aided* or *unaided* according as the works are constructed with the help of Government grants, whether recoverable or not, or altogether from private funds.

Separate programmes shall be prepared for I and II.

11. (a) Programmes must be adapted to local needs and opportunities. In framing them, projects which will add to the water-supply of the country should generally be preferred to others; provided that provision should not be made for constructing tanks which are liable to dry up in the hot weather except on sites which are at least a quarter of a mile distant from the nearest village. Special rules relating to the inclusion in relief programmes of railway projects and other works requiring the sanction of the Government of India are given in Appendix I.

(b) In localities in which a sufficient number of village works can be found and in which the village organization and other circumstances are such that adequate supervision can be made available and especially in hilly tracts such works should be regarded as the backbone of the relief system, and public works should be opened only as auxiliary to the system of village works, in case the latter breaks down, or as supplementary to it if it proves insufficient, or for the relief of wanderers.

(c) In other localities the system will be one of public works, and village works will be opened, so far as possible, as auxiliary or supplementary to the public works.

(d) Works likely to be useful to individual proprietors or cultivators of land or to a limited number of such persons should be entered in the programmes in preference to works of doubtful or of no public utility.

12. (a) The programmes shall make provision for the employment for six months on public and village works within each *táluka* or within each sub-division of a district of a sufficient proportion of the population of that *táluka* or sub-division, and for such employment within the district of a proportion of the population of the district, which, except in the districts mentioned in sub-section (b), shall be not less than 20 per cent.

Numbers to be provided for.

(b) Until further orders no programmes are required for Kánara, Ratnágiri and Kolába or for any district in Sind except Thar and Párkar. In Belgaum, Dhárwár and Súrat the programmes should provide for 10 per cent. of the population of the district and in Thána and Thar and Párkar for 5 per cent.

13. The programme of *public works* shall be prepared yearly in Form 1 by the Executive Engineer in consultation with the Collector and submitted, after countersignature by the Collector, to the Superintending Engineer not later than 15th January. The following directions shall be attended to in preparing it:—

Programmes of public works.

- (a) all current projects of the Public Works Department suitable for relief works shall be included in the programme;
- (b) the programme shall show clearly for each work whether its cost is debitable to imperial, provincial or local fund Revenue; whether plans and estimates have been sanctioned and the work is in progress, or plans and estimates have been sanctioned but the work is not yet commenced, or plans and estimates have been prepared but are not yet sanctioned, or plans and estimates have not yet been prepared; whether the work is or is not ready to

be opened at once and is a useful work, or is not useful except as a means of providing famine labour; the estimated cost at ordinary rates of the whole work and of the portion available for relief, and the number of units who can be employed;

- (c) in the case of works for which plans and estimates have not been prepared, the approximate figures shall be entered and steps shall be taken as early as possible to survey the works, prepare plans and estimates, obtain sanction to them and enter in the programme the correct figures.

The Superintending Engineer shall scrutinize the district programmes and forward them, with such amendments and additions as he may think necessary, to the Commissioner not later than 1st March, who shall submit them with his remarks to Government in the Public Works Department not later than 15th April.

Programmes of village  
works.

14. The programme of *village works* shall be prepared yearly in Form 2 by the Collector in consultation with the Executive Engineer and submitted to the Superintending Engineer not later than 15th January. The following directions shall be attended to in preparing it:—

- (a) The programme shall show separately—
- (i) civil works—the cost of which will be entirely debited to the State, though they may, when practicable, be managed by non-official agency under official control,
  - (ii) aided private works—the cost of which will be shared between the State and private individuals, and the management of which will be left as a rule to the latter, under official control, and
  - (iii) unaided private works—the cost of which will be borne by, and the management of which will be entirely left to private individuals.

Villages may conveniently be grouped together, a certain number of works being laid out for each group;

- (b) every village work shall be surveyed, its cost estimated at ordinary rates and the number of units, for which it will give employment, calculated; if the survey and estimate of any work have not been made at the time of submitting the programme, immediate steps shall be taken to have them made;
- (c) if professional assistance is required for the surveys and estimates, the Superintending Engineer shall depute subordinates of, or to be engaged by, the Public Works Department for the purpose to work under the orders of the Collector;
- (d) special care shall be taken to ascertain and record the names of any local residents competent to manage village works, as well as of persons ready to share or bear financial responsibility for them.

The Superintending Engineer shall forward the programmes to the Commissioner not later than 1st March, who shall submit them to Government in the Public Works Department with his remarks not later than 15th April.

15. On receipt of the programmes in Forms 1 and 2, the Commissioner shall examine them in order to see whether the two programmes taken together make adequate provision for each taluka or sub-division and for each district, and shall submit them to Government with an abstract in Form 3.

16. In years of famine so long as relief works remain open the Collector shall submit to the Superintending Engineer by 1st August, 1st November, 1st February and 1st May, the Superintending Engineer to the Commissioner by the 10th and the Commissioner to Government by the 20th of these months, abstracts in Form 3 showing the number of units provided for by relief works which are on the programme and are only partially worked out or are not commenced and by relief works which have under the sanction of Government been added to the programmes.

17. Statements in Form 3 will be submitted annually to the Government of India by 1st June and in years of famine so long as relief works are open quarterly by 1st June, 1st September, 1st December and 1st March.

Report to the Government of India.

(iii) *Reserves of Establishment and Tools.*

18. A record shall be maintained by each Collector of persons in his district whose services would be available in case of famine as Charge Officers, Circle Inspectors, karkuns on works, &c. The notes should show separately—

Record to be maintained by Collector of number of persons suitable for employment on famine duties.

- (a) the number of Government employés available from each department, e.g., Revenue, Judicial, Educational, &c.;
- (b) a nominal list of others, whether pensioners, candidates for Government employ or private persons, whose services could be procured.

The (b) class list should be prepared by the Collector and the Executive Engineer in consultation so as to avoid counting the same man twice. An extract from the list, containing only the number of persons available, shall be forwarded to the Commissioner every year with the programme of village works (section 14). Professional training is not a necessary qualification, as experience has shown that University graduates, schoolmasters and educated men of other classes find no difficulty in learning the work and make efficient famine officers in the several grades.

Standing preparations against famine.

Similar record to be maintained by Executive Engineer.

19. The Executive Engineer shall maintain a similar record of persons, official and non-official, whose services would be available for employment as maistris or in other professional capacity under the Public Works Department, and shall submit extracts of the list every year with his programmes of public works (section 13).

Reserve of tools.

20. Reserves of tools shall always be maintained at such centres in the Presidency as Government may direct, the total number for the Presidency being not less than the following :—

Pávras	...	...	...	120,000
Picks	...	...	...	100,000
Stone breaking hammers	...	...	...	80,000

The Superintending Engineers shall submit yearly inspection reports on these reserves to Government in the Public Works Department by 15th April.

Preliminary measures when scarcity is imminent.

CHAPTER II.—PRELIMINARY MEASURES OF PREPARATION AND TEST WHEN SCARCITY IS IMMINENT.

Signs of approaching danger.

21. Apart from the failure in the rainfall and the movements of prices, the following premonitory symptoms are generally observed :—the contraction of private charity indicated by the wandering of paupers, the contraction of credit, feverish activity in the grain trade, restlessness shown in the increase of crime, unusual movements of flocks and herds in search of pasturage and unusual wandering of people.

Measures to face the danger.

22. On the first warnings of scarcity the following measures shall be taken :—

- (a) special attention shall be paid to the inspection reports of the village and taluka officers, the Sub-divisional Officer verifying them by personal inspection on the spot, as far as possible ;
- (b) the Director of Land Records and Agriculture shall visit the affected tracts and closely observe their condition and shall supply all needful information from time to time to the Commissioners, making the fullest use of the aid of his Deputy Director and Superintendents of Land Records and Agriculture and of District and Circle Inspectors ;
- (c) the District and Railway Superintendents of Police shall keep Collectors informed of symptoms of approaching distress and send special reports of any increase of crime attributable to rise in prices or scarcity of food ;
- (d) the Railway Administrations shall keep the Collectors informed of unusual movements of food-grains by rail ;

Preliminary  
measures when  
scarcity is  
imminent.

- (e) the Collector shall, in consultation with the Executive Engineer, revise the programmes of public and village works, select the works which should be opened first, make arrangements for the tools and plant of all kinds required for the selected works to be held in readiness for immediate use, select the sites for opening camps on such works and make arrangements for strengthening the staff so that it may be ready when required ;
- (f) the Collector shall give timely notice to the printing agency that a considerable number of forms will be required ;
- (g) the Collector shall inform the Sanitary Commissioner of probable requirements of medical officers ;
- (h) the Collector shall organize in advance the village inspection arrangements (chapter V) and see that the village officers and Circle Inspectors are instructed in their famine duties ;
- (i) the Collector shall organize non-official relief agency and private charity ; in each taluka a central committee shall be appointed, whose duty it shall be to advise generally, to stimulate private charity, collect subscriptions in cash or grain, and later on, if necessary, to manage village works and supervise and assist in the distribution of gratuitous relief : in each town or large village a sub-committee shall be formed, or if there is a

In supersession of previous orders the following should be substituted for section 23 of the Famine Relief Code :—

“ 23. If the Collector finds that distress deepens, he shall—

(a) open test works where necessary, reporting his action by telegram to the Commissioner ;

(b) arrange for the gratuitous relief of persons of the classes described in section 146 in emergent cases in which the postponement of the grant of such relief until famine has been declared under section 35 and the regular distribution of village gratuitous relief has been commenced under section 38 (e) may in his judgment, owing to the contraction or cessation of private charity, lead to privation which endangers life ;

(c) take the measures described in sections 158 and 159 in those villages in which he considers them necessary in order to secure the proper performance of village duties ;

(d) open poor-houses where necessary for the relief of destitute wanderers, reporting his action by telegram to the Commissioner ;

(e) instruct the District Superintendent of Police to issue orders to the police to carry out, so far as they are applicable, the measures prescribed in section 203 in respect of such wanderers.”

no rest-day wage and no allowance to dependants ; in no case shall the workers be permitted to earn beyond the Code wage ;

**Preliminary measures when scarcity is imminent.**

- (d) in the case of earth-work the task shall be, on public works, somewhat above that prescribed by section 105 and on village works the full ordinary task prescribed by section 140; for metal breaking, the task on both classes of works shall be that prescribed by section 105;
- (e) complete muster-rolls shall be maintained;
- (f) if an excessive number of women and children flock to the works from neighbouring villages, the Collector may, as a temporary measure, give the women and children cooked food in lieu of wages;
- (g) weekly returns in Form 4 shall be submitted by the Collector direct to Government, a copy being sent at the same time to the Commissioner.

Collector's report to Commissioner.

25. When the Collector decides to open test works and poor-houses, he shall at once submit to the Commissioner a report accompanied by statement in Form 5 giving full information on the points mentioned in section 26 and applying for such additional staff as he is likely to require for relief operations. If subsequently the test works begin to attract workers in considerable numbers, he shall report the fact to the Commissioner by telegram.

Commissioner's report to Government.

26. When the Commissioner finds reason to believe from the reports submitted to him that a famine is imminent in any part of his division, he shall report the fact to Government, appending a statement in Form 5 and specially noting—

- (a) the grounds of his belief;
- (b) the estimated outturn of the principal crops;
- (c) the extent of grain stocks and fodder supply, with their normal and prevailing prices, expressed in pounds and chhataks per rupee;
- (d) the state of trade and the sources from which food supplies are likely to come in;
- (e) the condition of the people;
- (f) the preparations already made;
- (g) the proposed measures of relief;
- (h) the additional establishment likely to be required;
- (i) the extent to which suspensions or remissions of land revenue and takávi advances may be necessary;
- (j) any local sources from which the estimated expenditure on relief can be met.

Powers of local Government.

27. The Local Government is empowered to sanction the employment of such additional establishment applied for as shall appear necessary. All orders passed under this section which ordinarily require the sanction



of the Government of India or the Secretary of State, shall be reported at once to the Government of India for confirmation. Should any additional grant of funds applied for be delayed from any cause by the Government of India, or should the Local Government be convinced that immediate further expenditure is essential for the preservation of life or the prevention of suffering dangerous to life, they may make such further assignments of funds as may be requisite. All such grants of funds as would ordinarily require the sanction of the Government of India or the Secretary of State shall be reported at once for confirmation.

28. If from what is indicated by the test works or other circumstances the Collector considers that distress is imminent, relief circles shall be organized as explained in section 54, the necessary inspections made and preliminary registers drawn up of persons eligible for gratuitous relief in their villages, as explained in section 147.

Organization of  
village inspection  
and gratuitous  
relief.

29. If there is a prospect of scarcity of fodder or drinking water, early steps shall be taken to meet it and to encourage private enterprise to import fodder and develop the water-supply. Instructions for putting up dams in streams to prevent waste of water in years of deficient rainfall are given in Appendix VIII.

Fodder and drinking  
water.

30. The Sanitary Commissioner shall, on receipt of information from Government that famine is imminent, prepare and forward to the Surgeon-General an estimate of the additional medical staff likely to be required.

Medical establishment.

31. Similarly the District and Railway Superintendents of Police shall apply for sanction to enlist such extra force as is likely to be required for duty at relief works and poor-houses, for the escort of treasure and for extra duty on railways.

Police establishment

32. The Commissioner shall arrange for the early communication to the agents or managers of railways likely to be concerned of impending scarcity or famine in any district.

Arrangements for  
railway transport of  
food-grains and fodder.

33. When it is known that famine is inevitable, or that any unusual stress for the supply of food-grains or fodder is likely to be thrown on any railway administration, the Commissioner shall convene a meeting of the civil and railway officers concerned to discuss its probable nature and extent and the measures by which any demands likely to be made on the railway can best be met. Attention shall at such meetings be specially directed to —

- (a) the localities in which the scarcity is likely to occur ;
- (b) the date from which an unusual demand for import is likely to arise ;
- (c) the nature of the demand, whether for food-grains or fodder ; and
- (d) the probable sources from which supplies will be obtained.

In regard to (d) the leading merchants and traders shall be consulted.

**Preliminary  
measures when  
scarcity is  
imminent.**

The Government of  
India to be informed of  
the approach of famine.

34. As soon as the approach of famine becomes definite, the Local Government shall communicate to the Government of India all available information concerning it,—stating the area which is likely to be affected, the economic condition of that area in ordinary times, the numbers and classes of persons likely to require relief, the crops affected and the extent to which they may be expected to fail, the contingencies on which the probable duration of distress depends, the position of the affected area as to local trade, food-supply and communications, the arrangements proposed for famine relief administration and relief works, the extent to which suspension of collections of the land revenue may be necessary, the possible requirement of the services of officers from other provinces, and the financial position of the Local Government.

## PART II.

## DURING FAMINE.

CHAPTER III.—DECLARATION OF FAMINE AND COMMENCEMENT  
OF RELIEF.**Chap. III.**  
**Declaration of**  
**famine and**  
**commencement**  
**of relief.**

35. It shall be for Government to decide whether a district has passed the stage of observation and test, and to declare when famine conditions exist in it. Declaration of famine.

36. Whenever a serious famine appears imminent or extensive relief measures are undertaken, a Famine Commissioner shall be appointed to the chief executive control of famine administration throughout the Presidency. If no Famine Commissioner is appointed, each Commissioner of a division shall, in his own division, have the chief executive control of famine administration in addition to his ordinary duties, a Personal Assistant being appointed, if necessary, to assist him in the ordinary duties of administration. Appointment of a Famine Commissioner.

37. Throughout Part II of this Code the word "Commissioner" shall, unless a contrary intention appears evident from the context, be taken to mean the Famine Commissioner when one has been appointed, and the Divisional Commissioner when no Famine Commissioner has been appointed.

38. When famine conditions have been declared to exist in a district, immediate steps shall be taken for the commencement of relief operations. The first steps shall ordinarily be— Measures to be adopted on the declaration of famine.

(a) to convert test works into relief works by the modification of tasks and the addition of allowances to dependants on public works;

(b) to open new relief works where required;

(c) to commence the distribution of village gratuitous relief.

The Collector shall have power to take these steps, reporting his action by telegram to the Commissioner.

39. For the purpose of the distribution of gratuitous relief the system of village inspection shall at once be developed in the manner Administration and collection for gratuitous relief.

**Chaps. III—IV. 14**

**Declaration of  
famine and  
commencement  
of relief.**

described in section 54. Care shall be taken to see that all persons eligible under section 146 are brought on the gratuitous relief registers at an early stage. The registers shall be very carefully checked and the attention of supervising officers shall be directed to the necessity for training Circle Inspectors at this stage in the correct practice of selection for, and distribution of, gratuitous relief.

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**CHAPTER IV.—POWERS AND DUTIES OF SUPERVISING OFFICERS.**

**Powers and  
duties of super-  
vising officers.**

Famine Commissioner.

40. The Famine Commissioner shall direct, and exercise complete control over, all branches of famine relief with the powers and authority of the Local Government. He shall constantly move about supervising operations, giving advice and instructions on the spot and communicating freely by telegram and letter with Collectors and other superior officers with the object of securing promptitude in action, uniformity of procedure, the reduction of correspondence by frequent personal conferences and by the use of the telegraph, and the speedy removal of any misunderstanding of orders. He shall keep himself thoroughly informed of the whole course of events, and maintain a confidential accord with Government, to whom all orders issued by him, relating to expenditure and other important matters, shall be communicated.

41. When a Famine Commissioner is appointed, the Divisional Commissioners shall be relieved of all famine duties, and Collectors and all other officers engaged in famine relief shall, so far as famine relief work is concerned, be directly under the supervision of the Famine Commissioner, provided that the distribution of Mámlatdárs and other subordinate officers engaged on ordinary as well as famine duties shall be made by the Divisional Commissioners, who shall regard the requirements of the Famine Commissioner as paramount.

Collector.

42. The Collector shall be the responsible head and director of famine operations within his own district, subject to the general control of the Commissioner. He shall have absolute authority in all matters relating to the employment and wages of labourers, the fixing of dates for the opening and closing of works, variations from the standard tasks, the distribution of gratuitous relief, and generally in all matters affecting relief which are not exclusively professional. He shall keep the Sanitary Commissioner advised in advance of the probable requirements of the district in respect of medical officers. Officers of all departments employed on famine duty within the limits of his district shall obey his orders on all points not exclusively professional. In any case in which the Collector's authority is questioned by an officer of the Public Works or

other department, the Collector's orders shall be obeyed pending a reference which may be made to the Commissioner.

43. In order that the Collector may move actively about his district, a Personal Assistant may be appointed to carry on the routine work of the office, to conduct the ordinary correspondence and generally to perform such other duties as may be assigned to him by the Collector.

Personal Assistant to  
the Collector.

44. The first duty of all officers of the Public Works Department shall be to realise—

Public Works  
Department officers.

- (a) that for a time new duties are required of them and that the system on which works are conducted in ordinary years must be modified or even abandoned in favour of that prescribed in this Code ;
- (b) that whereas ordinarily the primary object is to get work done as cheaply and as effectually as possible, the main object of famine relief works is to provide a bare subsistence for the needy, while exacting a suitable task from those able to work ;
- (c) that it is essential that hearty and friendly co-operation should exist between the Public Works and Civil staffs.

45. The Superintending Engineer shall exercise general supervision over the operations of all Public Works Department officers in his circle, and shall be responsible for the proper conduct of all public works in accordance with the provisions of this Code and of the Public Works Department Code. He shall, by personal communication and otherwise, keep himself in constant touch with the Commissioner and Collectors on matters not of an exclusively professional nature. His attention shall be specially directed to—

Superintending  
Engineer.

- (a) the passing of the necessary plans and estimates for all relief works and the preparation of fresh schemes to take the place of those commenced, completed or eliminated from the famine programme ;
- (b) the selection of the most suitable works for famine labour ;
- (c) the allotment of funds, as required, for public works ;
- (d) the entertainment and distribution to the best advantage of such additional engineering staff as may be required in his circle ;
- (e) the requirements of the Executive Engineers in respect of tools and plant ;
- (f) the careful scrutiny of the weekly district progress returns (Form 19) with special reference to the amount of work done and the incidence of cost per unit relieved.

46. The Executive Engineer shall, in all matters which are not exclusively professional, be subject to the control of the Collector. He shall manage all public works in the district and be responsible for their efficiency. All officers on public works, including the Charge Officer and medical officer, shall be subordinate to the Executive Engineer.

Executive Engineer.

47. In order that the Executive Engineer may move actively about his district, a Personal Assistant may be appointed to carry on the

Personal Assistant to the  
Executive Engineer.

**Powers and duties of supervising officers.**

routine work of the office, to conduct the ordinary correspondence and generally to perform such other duties as may be assigned to him by the Executive Engineer.

**Sub-divisional Officer.**

48. Subject to the general control of the Collector, the Sub-divisional Officer shall organise and administer the different kinds of relief measures, excepting public works, in the talukas under his charge. He shall visit every village in his charge as frequently as possible to see that the provisions of the Code are being carried out by the taluka and circle officers, that relief is being efficiently and economically administered, and that provision for the future is being duly made. He shall pay special attention to village works and the distribution of gratuitous relief in the villages and in kitchens and poor-houses.

**Inspection of public works.**

49. The Sub-divisional Officers, and such other officers as the Collector may expressly empower, shall regularly inspect the public works within their respective charges, and submit inspection reports in Form 14 to the Collector through the Executive Engineer and shall also record their remarks in an inspection book which shall be kept on each work by the Charge Officer. To meet abuses of a serious and urgent character, they shall issue orders direct to the Charge Officer, recording the orders in the inspection book. Copies of such orders shall be forwarded at once by the Charge Officer to the Executive Engineer and to the Collector.

**Inspection of village relief.**

50. The duties of officers appointed to supervise village relief are set forth in chapter V.

**Organization of village inspection and relief.**

CHAPTER V.—ORGANIZATION OF VILLAGE INSPECTION AND RELIEF.

**General.**

51. The objects of village inspection are twofold—

- (a) to ascertain by personal inquiry the real condition of the people, to judge to what extent the measures of relief introduced are effecting their purpose and to see that all who require relief in any of the approved forms are able to get it ;
- (b) to provide an effective machinery for the distribution of gratuitous relief at the homes of the people, and for the supervision of village works.

For these purposes, affected districts will, in case of famine, be divided into circles of convenient size for relief administration, each circle being placed under a Circle Inspector. Over the Circle Inspectors may be

placed Relief Mámlatdárs and Special Relief Officers with duties as described below, the whole establishment being subordinate to the Sub-divisional Officer.

52. Village inspection shall be conducted, under the general direction of the Collector, by— Inspecting officers,

- (a) the existing staff of village officers, strengthened as may be necessary ;
- (b) the Circle Inspectors, permanent and additional ;
- (c) Relief Mámlatdárs ;
- (d) Special Relief Officers ;
- (e) the Sub-divisional Officers.

53. The village officers shall, as far as practicable, daily visit every house in the village to discover cases of destitution, and shall deal with such cases in the following manner— Duties of village officers,

- (a) any person able to work shall be made to go to the nearest relief work, being given, if required under section 68, an order of admission ;
- (b) any person entitled under section 146 to relief in the village shall be entered on the village gratuitous relief register, being given immediate relief pending the next visit of the Circle Inspector ;
- (c) any starving wanderer found within the village boundaries shall, if able to go, be provided with an order of admission to the nearest poor-house and if necessary shall be given food for his journey ; or, if unable to go, shall be placed temporarily on the village gratuitous relief register.

The village officers shall never, during the prevalence of famine, absent themselves from their villages without leave.

54. For the purposes of village inspection, the Collector shall divide each táluka into relief circles, with fixed head-quarters for each; in doing so, he shall split up the existing charges of permanent Circle Inspectors as may be necessary, and shall apportion the relief circles, thus constituted, among the permanent Circle Inspectors and additional Circle Inspectors specially appointed. The circles shall be small enough to allow the Circle Inspector to thoroughly inspect every village once a week at least. Relief circles.

55. The Circle Inspector shall inspect each village in his circle not less than once a week and keep himself thoroughly acquainted with the condition of all the inhabitants. It shall be his special duty— Duties of Circle Inspector.

- (a) to discover the amount of distress existing in the villages ;—  
 for this purpose his visits should generally be made without notice ; on arrival, he should at once call the village officers and village committee and through them collect all the recipients of gratuitous relief (except the bed-ridden and *pardanishin*), all destitute strangers who may be in the village and as many others of the villagers as possible ; meanwhile, he should make a house-to-house inspection, which should be especially thorough in the low-caste quarters, and should make special inquiries as to *pardanishin* women, if any

- (b) to deal with all cases of destitution ;—for this purpose he should follow generally the instructions laid down for village officers in section 53; he should make known the places at which relief works are open and make persons in distress to go to them;
- (c) to direct and strictly control the distribution of gratuitous relief in the villages;—for this purpose he should give the village officers and committees detailed instructions on all points; he should strike off the gratuitous relief register any persons whom he finds to be ineligible and add the names of any whom he finds to be eligible under section 146; he should carefully examine the accounts of the grain or cash dole in the manner described in section 151 to ensure detection of any fraud or error; and a memorandum should be prepared detailing any errors found, which the Circle Inspector will submit through the Relief Mámíatdár to the Special Relief Officer, who will make a special report to the Sub-divisional Officer in the event of the detection of fraud; he should satisfy himself that the village officers and members of the village committee are carrying out their duties; he should inquire into any complaints as to the quantity or quality of the grain distributed and test the grain-dealers' weights;
- (d) to examine the death registers, noting the results in his diary, and at once report any unusual sickness or mortality in any village;
- (e) to help as required in the management of village works, kitchens and poor-houses;
- (f) to keep a careful diary for submission through the Relief Mámíatdár to the Special Relief Officer once a week, for information and return with orders.

56. The Circle Inspector shall be authorized to give, *if necessary*, to distressed persons proceeding to relief works the dependant's allowance for the journey, in grain, cash or cooked food at the rate of one day's allowance for each 12 miles of the journey. This allowance shall be disbursed in the same way as gratuitous relief is distributed in the village, the names of the recipients being shown in the village gratuitous relief lists for the days on which the allowance is given.

Appointment of Relief  
Mámíatdárs.

57. Relief Mámíatdárs shall be appointed as required by the Commissioner for each táluka; and such clerical assistance as may be necessary shall be provided for them, together with a sufficient number of peons. When no special Relief Mámíatdár is appointed the táluka Mámíatdár shall perform the duties of the Relief Mámíatdár as laid down in the Code.

Duties of Relief  
Mámíatdár.

58. The Relief Mámíatdárs shall be directly subordinate to the Special Relief Officers; their general duties shall be of the same nature as those prescribed for Special Relief Officers in the preceding section, and they shall be specially responsible for fixing the prices to be paid for grain supplied for the village grain dole and for village kitchens. They shall submit their diaries through the Special Relief Officers to the Sub-divisional Officer for information and return with orders.



59. Special Relief Officers shall, with the approval of Government, be appointed, as required, by the Commissioner for each táluka or such other area in a sub-division as may seem proper ; and such clerical assistance as may be necessary shall be provided for them, together with a sufficient number of peons. Ordinarily the Special Relief Officer shall be subordinate and responsible to the Sub-divisional Officer ; but the Collector may extend the powers and responsibilities of any Special Relief Officer, whom he considers fit for the same, by making him independent of the Sub-divisional Officer and solely responsible for relief organization in the area under his charge. When no Special Relief Officer is appointed the Sub-divisional Officer shall be the Special Relief Officer.

60. The general duties of a Special Relief Officer shall be as follows :—

- (a) He shall move about actively in village inspection, supervise the Circle Inspectors as regards their accounts and returns, as well as in their inspection work, and administer the provisions of chapters IX and X under the general control of the Sub-divisional Officer.
- (b) He shall inspect all village works, poor-houses and hospitals, and also, if specially empowered by the Collector under section 49, all public works, within the area under his charge.
- (c) As deputed from time to time, he shall open village works, and again close them, or reduce the number of labourers by drafting to public works.
- (d) In inspecting villages, he shall be generally guided by the directions laid down for Circle Inspectors in section 55 ; he shall also examine the registers of births and deaths, vaccination, small-pox and cholera in the villages, and give attention to the sources of water-supply, the sanitary condition of the villages, and the state of the burial-grounds ; and, in his diaries, he shall report the amount of migration to and from each village, the state of returned emigrants and the presence or the prospect of any special form of distress.
- (e) He shall give special attention to the state of the idle or disheartened poor, who, though able to work, refuse to leave their villages.

NOTE.—These must be dealt with strictly: only those who are in danger of starving and cannot leave the village are to be fed in it; and of those who come back from the works to their villages, those only are to be fed who are unable to work. It should be borne in mind that to those who have wilfully abandoned the works, relief should not be given, unless it is indispensable for the preservation of their lives. At the same time, the children of such persons as those described here should receive consideration, and, if found in a reduced state, should be relieved in poor-houses or village kitchens. Much discretion in these matters is left to the Special Relief Officer, which cannot be safely accorded to his subordinates.

- (f) He shall be responsible for recommending action by the Collector in relief of village servants under sections 158 and 159.

- (g) He shall keep careful diaries, and submit copies of them week by week through the Sub-divisional Officer to the Collector.

NOTE.—The Collector shall return these diaries through the Sub-divisional Officer to the Special Relief Officer, with marginal notes in which he shall express his approval or otherwise of the acts of these officers, answer queries, and clear up doubts, and thus study to secure efficiency in the important and multifarious duties of a relief officer. The diaries shall be made use of, as much as possible, to reduce the burden of miscellaneous correspondence. Any diary containing information which the Collector thinks should be communicated to the Commissioner should be forwarded to the Commissioner for perusal and orders if necessary.

Sub-divisional  
Officers.

61. The Sub-divisional Officer shall ordinarily be invested with summary magisterial powers, if not already exercising such powers; and shall so far as possible be relieved still further from the pressure of magisterial duties, by the investiture of Subordinate Judges in his sub-division with first class magisterial powers.

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#### CHAPTER VI.—GENERAL RULES APPLICABLE TO ALL RELIEF WORKS.

General rules  
applicable to all  
relief works.

General.

62. Relief works shall be managed on a system of pure payment by results, supplemented *on public works only* by relief to dependants, with a maximum limit to daily earnings, but without a minimum wage. It is essential that the works establishment should be from the first strong enough to preserve the strictest discipline and keep the people up to their work, that the weakly persons should be put into separate gangs, that there should be no delay in admitting new-comers, and that the greatest care should be taken in modifying the tasks to suit the different classes of soil and the powers of the workers.

##### (i) *Selection of Works.*

Classification of works.

63. The classification of relief works has been described in section 10. A certain number of well-distributed village works shall be kept in reserve, to be opened when a serious outbreak of epidemic disease renders it desirable to scatter the people collected on large works or for the employment of people near their homes at the commencement of the rains. Otherwise the selection of relief works shall be made in accordance with the principles laid down in section 11.

The following should be substituted for sections 66—70 of the Famine Relief Code:—

66. (a) Ordinarily there shall be no restriction on admission to <sup>Admission to public works.</sup> public works; but if it is found in practice that any public work or works are being largely resorted to by persons living within a distance of four miles who are not really in need of relief, the Collector may apply *mutatis mutandis* the system of selection prescribed for village works in sections 67 and 68 to any public work in respect only of people residing within four miles of such work, provided that this shall not be done when the tract in the neighbourhood of the work is depressed and the residents are in greatly reduced circumstances.

(b) When the system of selection is to be applied under this section to any public work which has already been opened, such of the workers as reside within four miles of the work and have not come to the end of their resources shall be excluded from the work and informed of the nearest relief work at which they can obtain admission. This exclusion shall be made by the Relief Mámldár, or Special Relief Officer, after a personal inquiry made on the work, with the assistance of the village officers, into the circumstances of each family.

(c) The Collector shall report to the Commissioner, for his approval, any action taken by the Collector under this section.

67. Admission to *village works* shall be limited to those who have <sup>Admission to village works.</sup> received admission orders under section 68, provided that admission orders shall not be required from—

(a) any person obviously suffering from privation;

(b) the residents of any village which is not within a reasonable distance of a public work on which the system of selection for admission is not in force or of a village work specially declared by the Collector to be open to all comers;

NOTE.—As a rule 15 miles shall be considered a reasonable distance, but this limit may be reduced by the Collector in any tract where the people are unused to famine and are reluctant to come to relief works.

(c) members of certain classes of a community to be specified by the Collector.

68. (a) Admission orders in Form 15 shall be granted by the pátíl of <sup>Admission orders.</sup> the applicant's village, and by relief sub-committees appointed under section 22 (i). They may also be granted by Circle Inspectors and all higher officers engaged in the work of village inspection. The orders shall be signed and dated by the person issuing them. They shall be granted only to persons applying for them who have come to the end of their resources or can raise money only by selling or pledging their plough bullocks or the implements of their craft.

(b) An admission order obtained by the head of a family shall cover all the members of the family.

(c) Whenever any authority empowered to grant orders under this section refuses to grant an order of admission to any person applying for one, the name of the person to whom the order is refused shall be entered in a special register in Form 16 to be kept by the pátíl of each village for that purpose.

69. The system of selection shall not be attempted on either village or public works unless there is a sufficient staff with local knowledge to <sup>staff necessary for selection system.</sup> deal effectively with selection both for gratuitous relief and for admission to works. If the staff is insufficient for both purposes, selection for works shall be sacrificed to selection for gratuitous relief. Nor shall the opening of relief works when otherwise advisable ever be delayed because the process of selection is not complete.

70. The Charge Officer of a public work and the manager of a village <sup>Expulsion from work.</sup> work and all superior and inspecting officers shall have power to expel from the work any persons already admitted who are contumaciously idle or who are found on inquiry not to be at the end of their resources or who being on a village work have transgressed the conditions of section 67 (b) or whose names are entered in the register kept under section 68.

64. The Collector, acting in consultation with the Executive Engineer, shall from time to time make early recommendations to the Commissioner as to the order in which the *public works* on the programme should be undertaken in the several localities subject to the necessity of providing relief to people in urgent need of it within a reasonable distance from their homes; and it shall be for the Commissioner, in consultation with the Superintending Engineer, to decide that order, having regard to the prospective utility of the works, the possibility of their completion within or soon after the famine, and the probability of funds being available if required for their subsequent maintenance. In cases of urgency when there is not time to obtain the previous sanction of the Commissioner, the Collector may himself order any public work on the programme to be opened, reporting his action immediately to the Commissioner. In the case of *village works* the Collector shall, subject to the control of the Commissioner, decide the order in which works on the programme shall be undertaken.

65. The Collector shall give the Executive Engineer the earliest possible notice of the intention to undertake any public work. The Executive Engineer shall thereupon make immediate arrangements to procure the necessary establishment, tools, plant, hutting materials, &c. and shall give, if possible, not less than a week's notice to the Collector of the date on which the work will be ready for opening. He shall also keep the Collector informed of the probable date of completion of a work, as soon as this is known, and also advise as regards the opening of new works in addition to those in progress or to take the place of others nearing completion.

(ii) *Admission to Works.*

66. There shall be no restriction on admission to *public works*.

Admission to public  
works.

67. Admission to *village works (civil)* shall be limited to those who have received admission orders under section 68, provided that admission orders shall not be required from—

Admission to village  
works.

- (a) any person obviously suffering from privation;
- (b) the residents of any village which is not within a reasonable distance of a public work or of a village work specially declared open to all comers by the Collector—

NOTE.—As a rule 15 miles shall be considered a reasonable distance, but this limit may be reduced by the Collector in any tract where the people are unused to famine and are reluctant to come to relief works.

- (c) members of certain classes of the community to be specified by the Collector.

Admission order obtained by the head of a family shall cover all the members of the family.

68. Admission orders in Form 15 shall be granted by the patil of the applicant's village, and by relief sub-committees appointed under section 22

Admission order.

(i). They may also be granted by Circle Inspectors and all higher officers

engaged in the work of village inspection. The orders shall be signed and dated by the person issuing them. They shall be granted only to persons applying for them who have come to the end of their resources or can only raise money by selling their plough bullocks or the implements of their craft.

Refusal to grant admission orders.

69. Whenever any authority empowered to grant orders under section 68 refuses to grant an order of admission to any person applying for one, the name of the person to whom the order is refused shall be entered in a special register in Form 16 to be kept by the patil of each village for that purpose.

Expulsion from works.

70. The manager of a village work and all superior and inspecting officers shall have power to expel from village works any persons already admitted who are contumaciously idle or who are found on inquiry not to be at the end of their resources or who have transgressed the conditions of section 67 (b) or whose names are entered in the register kept under section 69.

Residence on works.

71. Residence on works shall ordinarily be left to the option of the persons relieved. Where materials, such as brushwood, thorns, stones, grass, &c., are procurable in the vicinity, relief workers who choose to reside on the works shall be encouraged to provide their own shelters; and hutting accommodation shall be provided at the expense of Government only to such extent as the Collector may deem to be absolutely necessary in each case.

(iii) *Wages and Allowances on Relief Works.*

Principle of famine wage.

72. The principle of the famine wage scale is that the wage should be the lowest amount sufficient to maintain healthy persons in health. Persons not in health on arrival at a work shall be specially treated within the terms of the Code. The vigilance of all officers connected with relief works shall be directed towards the prevention of *dasturi* in any form.

Wage scale.

73. The following wage scale shall be adopted on all public works :—

<i>Workers.</i>				
A.—Gangers and special gangs	...	...	...	One pice more than Class B.
B.—Diggers	...	...	...	18 Chhatáks.*
C.—Carriers	...	...	...	14 „
D.—Working children	...	...	...	10 „
<i>Dependants.</i>				
E.—Adults	{	Male	...	12 „
		Female	...	10 „
F.—Non-working children over 10 but under 14 years			...	8 „
G.—Do.		over 7 but under 10 years	...	6 „
H.—Do.		under 7 but not in arms	...	4 „
I.—Do.		in arms	...	3 „ or one pice extra to the mother.

The extra pice for Class A shall be subject to fine.

\* 1 Chhaták = 2 oz.

74. The basis of conversion of the grain wage to a cash wage shall be the retail price of the cheapest grain in common use, not flour but *cleaned* grain. The price-basis for each district or portion of a district shall be fixed from time to time by the Commissioner; and shall not be altered on account of small variations in market prices. The Collector, in communicating the Commissioner's orders to Charge Officers and others, shall specify the date from which the new price-basis is to take effect. To meet sudden and sharp oscillations in market prices, the Collector shall have power to alter the basis within a limit of 20 per cent., reporting his action by telegram to the Commissioner.

75. A lower wage shall be given on village works than on public works, but the difference shall not exceed 25 per cent. It shall be for the Commissioner to decide, in accordance with the general orders of Government, by what percentage the wage shall be reduced on village works in each district. He shall then, at the time of fixing the price-basis for wages on public works, fix also such altered price-basis for wages on village works as will most nearly effect the reduction.

76. On all works Government, and the Famine Commissioner when specially empowered, will exercise their discretion to deviate from the prescribed scale of wages —

(a) *for increase of the scale—*

- (i) when the physical condition of the people has so deteriorated that a more liberal diet is required;
- (ii) when the vitality of the people is subjected to a special strain by seasonal conditions, such as severe cold, heat or rain, or by an outbreak of disease; or
- (iii) when the scale is found inadequate owing to the prevalence of local distress without the prices falling to what are ordinarily regarded as famine rates;

(b) *for reduction of the scale—*

- (i) when the ratio of the standard famine wage to the prevailing market wage of the country is comparatively large;
- (ii) when there is a plentiful supply of wild fruit, vegetables, cheap meat or fuel; or
- (iii) when people are employed on village works in, or closely adjoining, their own villages.

77. Wages to relief workers shall be calculated to even pice and paid in cash unless Government otherwise direct. A ready reckoner for calculating cash wages in pice is given in Appendix III.

78. The wages are intended to cover the cost of fuel; but, when it is impossible for the relief workers to obtain fuel, the Collector may sanction the issue of fuel gratis to them, or the workers may be allowed to take gratis from the forest areas near the works such fuel as they need for their personal use, care being taken to prevent the destruction of valuable trees.

**General rules applicable to all relief works.**

Allowance for children in arms.

79. The allowance for a child in arms of a worker shall be paid in cash to the mother or guardian in addition to her own wage. If the mother or guardian be a non-worker relieved in the kitchen, the allowance shall take the form of an addition to her food.

Births on works.

80. In the case of a birth on a work, the mother shall be paid one rupee for medical comforts. If a worker she shall be permitted to absent herself from work and be paid the dependant's wage *plus* the allowance for the child for ten days or for such longer period as the medical officer or, in the absence of a medical officer, the officer in charge may certify her to be unfit for work.

Emaciated persons.

81. Any person who arrives on a work in an emaciated or starving condition shall at once be given either the dependant's ration, if there is a kitchen, or the dependant's cash wage; and if not entitled to remain on the work as the dependant of a worker, he shall continue to be supported until he can be sent to a poor-house or otherwise provided for.

Allowance for days on which work is suspended.

82. The dependant's allowance shall be given to workers and dependants on public works, and to workers on village works, for any day occupied in registration and formation of gangs, marching, medical inspection or the like, or on which work is stopped on account of the weather or from other causes.

(iv) *Rest-day.*

Rest-day.

83. One day in every seven shall be given as a day of rest on all relief works, both public and village, and no work shall be allowed on it. It shall ordinarily be the market day of the nearest town or large village in which a weekly market is held, provided that—

- (a) Christians shall not be required to do any work on a Sunday ;
- (b) if Sunday is not the day of rest, one and only one other day of the week shall be held to be the day of rest for all the persons employed on any work.

Rest-day allowance.

84. A rest-day allowance equal to the corresponding dependant's allowance shall be given to all workers who have been not less than three days on the work during the week. It shall be paid on the day preceding, or on the morning of the rest-day. All weakly workers specially tasked shall receive the allowance without reference to the number of days they may have been on the work. Dependants on public works shall receive cooked food or cash allowance, as the case may be, as on other days. Workers in the kitchen and others who are obliged to work on the rest-day shall receive the pay of their class.

Dispensing with rest-day allowance.

85. The Commissioner shall have power to dispense with the rest-day allowance on any work for special reasons, reporting his action to Government.

(v) *Drafting.*

86. The Collector shall have power to draft workers from public to village works or *vice versá*; or, with the object of finding more useful or fresh employment, or to avoid infection, to any works in another part of the district. In selecting the workers who are to be drafted, regard shall be had to the number of women, children and infirm persons dependent on, or belonging to, them and to the distance of the works. Power to draft.

87. The officer in charge of the work from which a draft is despatched shall observe the following procedure— Procedure in drafting.

- (a) The draft shall ordinarily consist of not less than a full gang.
- (b) A nominal roll of men, women and children shall be sent with each draft, with a statement of the reason for sending it.
- (c) The draft shall be placed in charge of a trustworthy official, who shall be given money sufficient to support the persons in it until they reach the work to which they are consigned.
- (d) On reaching the work to which the draft is consigned the official in charge of the draft shall make over the persons included in it, with their nominal roll, to the officer in charge of that work, who shall at once compare the nominal roll with the draft and satisfy himself that the draft has been properly fed in transit.
- (e) If the receiving officer finds everything in order, he shall sign the nominal roll and return it, after certifying the expenditure, to the official in charge of the draft.
- (f) If the draft does not correspond with the nominal roll, the receiving officer shall note the differences, and cause the official in charge of the draft to explain them, and shall then transmit the nominal roll and the explanations to the despatching officer.
- (g) If complaints of ill-treatment or insufficient feeding are made by any persons in the draft, the receiving officer shall investigate them and shall note his finding on the nominal roll, and in the case of insufficient feeding he may refuse to certify the whole or any portion of the expenditure.
- (h) Before despatching a draft of more than 300 persons, the despatching officer shall give timely warning by special messenger to the receiving officer.

## CHAPTER VII.—MANAGEMENT OF PUBLIC WORKS.\*

Management of  
public works.(i) *Organization.*

88. Each public work or group of public works shall be placed under an officer who shall be called the Charge Officer, such work or group Charge Officer.

\* Further detailed instructions for the management of public works are given in Appendix IV.



of works constituting a relief "charge." The Charge Officer, who shall be, whenever possible, of not less standing than an Aval-karkun or of similar rank in other departments, shall be appointed by, or with the approval of, the Collector and shall be directly subordinate to the Executive Engineer and the Public Works Sub-divisional Officer in whose charge the work lies.

Duties of Charge  
Officer.

89. The Charge Officer shall be responsible for the general conduct of the work and for the organization of the people with a view to the preservation of order and to the best possible distribution of relief. He shall pay special attention to the following points—

- (a) the prompt admission and registration of applicants ;
- (b) the classification and subsequent general supervision of workers and dependants ;
- (c) the provision of tools and shelter ;
- (d) the correctness and prompt payment of wages ;
- (e) the provision of small coin ;
- (f) the market arrangements, both as regards the sanitary condition of the shops and the sufficiency and wholesomeness of the supplies ;
- (g) the adequate supply and distribution of pure water and the protection and disinfection of the sources of supply ;
- (h) the hospital and sanitary arrangements, including the discovery of the sick in the camp ;
- (i) the arrangements for burning or burying the dead ;
- (j) the arrangements of kitchens attached to the works ;
- (k) the prompt relief of emaciated persons presenting themselves at the work or of helpless children and sick persons generally ;
- (l) the formation of the working gangs ;
- (m) the separation of the weakly and infirm from the able-bodied and the formation of weakly gangs ;
- (n) the adjustment of the task to the nature of the soil ;
- (o) the variation of the task for new-comers and weakly persons in accordance with such general orders as the Collector may issue ;
- (p) the prompt submission of accounts and reports ;
- (q) the immediate report to the Public Works Sub-divisional Officer Executive Engineer and Collector of the outbreak of any epidemic disease ;
- (r) the hearing and investigation of complaints, which should be held at a fixed place daily.

Camp sites.

90. The sites for relief workers' camps shall be selected with special regard to sanitary conditions and provision shall be made before the work is opened for the supply of drinking water and the protection of the water sources from contamination and for the immediate isolation of cases of cholera or other epidemic disease.

91. Arrangements shall be made either to dig trenches as latrines for the workers or to mark off with flags sites to leeward of, and not less than 200 yards from, the camp, where the people may be allowed to ease themselves. In either case suitable latrine accommodation shall be provided separately for dependants in the kitchen, hospital patients and the work staff.

92. When it is necessary to have a market for the supply of food at a relief work itself, the Charge Officer shall see— Markets on works.

- (a) that the shops are located where they can be most easily protected and that they are guarded as far as may be necessary ;
- (b) that only wholesome articles of food are offered for sale, food unfit for human consumption being confiscated and destroyed ;
- (c) that correct weights and measures are used ;
- (d) that the prices current on the work are notified daily on a board placed in a conspicuous part of the market ;
- (e) that only persons approved by him are allowed to open, or keep open, shops at or near the work ;
- (f) that if competition is insufficient to ensure fair prices being charged, the matter is at once reported to the Collector.

93. The Charge Officer shall despatch daily post-cards in Form 17, showing work done and expenditure incurred on the preceding day, to the Collector, the Executive Engineer and the Public Works Sub-divisional Officer. He shall also prepare a progress return in Form 18 for each week ending on Saturday night and forward one copy to the Public Works Sub-divisional Officer and one to the Executive Engineer, and shall at the same time prepare and submit direct to the Collector a brief general report in Form 20, attaching a copy of it to his progress return (Form 18). The Executive Engineer shall compile a return for the whole district in Form 19 and send one copy to the Collector and one to the Superintending Engineer. Weekly Progress Report.

(ii) *Admission and Classification of Applicants for Relief.*

94. At every work a place indicated by a conspicuous flag shall be fixed for the admission of applicants and shall be visited twice a day by the Charge Officer. A subordinate shall be in attendance every day, including rest-days, throughout the day to classify the applicants and draft them to the work. Admission of applicant for relief.

95. The workers and their dependants shall be classified as follows :— Classification of workers and dependants.

*Workers.*

Class A—Mates of gangs (gangers) and special gangs	...	Men only.
„ B—Adults employed on digging or some equivalent labour	... ..	{
„ C—Adults employed on carrying or some equivalent labour	... ..	{
„ D—Children of both sexes, between the ages of ten and fourteen, who are fit to work.		Women.

*Dependants.*

- |   |        |                  |
|---|--------|------------------|
| Class E—Adult dependants, including hospital patients and those attending on them | ... .. | { Men.<br>Women. |
| „ F—Children between the ages of ten and fourteen, incapable of labour.           |        |                  |
| „ G—Children over seven but under ten.  |        |                  |
| „ H—Children under seven but not in arms.   |        |                  |
| „ I—Children in arms.   |        |                  |

Class A shall include, besides gangers, others holding a slightly responsible position and labourers with special qualifications, such as quarrymen, whom it is necessary to entertain for the proper control of the labour or prosecution of the work. Sweepers, water-carriers, ward servants and other menials shall be selected as far as possible from the relief workers and shall be classified as above in accordance with the degree or difficulty of their work.

(iii) *Charges and Gangs.*

Relief charges.

96. A relief “charge” shall ordinarily contain not more than 5,000 workers. When there are more than one charge on a work, each charge shall be separate and self-contained with its full establishment. In the case of works which will not accommodate a full charge the Executive Engineer, in consultation with the Collector, shall fix the maximum number of workers to be admitted.

Persons for whom there is no room on a work.

97. Persons for whom there is no room on a work shall nevertheless be registered, formed into gangs and paid the allowance for dependants until they are put to work. They shall be drafted as soon as possible to another work where there is room for them.

Numbers in a gang.

98. The number of workers in a gang shall not ordinarily exceed 50. They shall elect their own headman or ganger. Members of a family, with their dependants, shall all be included in the same gang and persons from one village shall also be ganged together, as far as possible. The ganger shall work with the gang and his earnings, including the extra pice, shall, like theirs, depend on results.

Charge Officer to form gangs.

99. The Charge Officer shall himself make the division of workers into gangs and shall sign the nominal roll of each gang (section 117). Without his sanction or that of a superior officer, no changes in, or additions to, gangs shall be allowed.

Constitution of gangs.

100. On all works in which earth-work is the main form of relief, care shall always be taken to arrange, if possible, that the numbers of diggers (class B) and carriers (classes C and D), respectively, in each gang or sub-gang are exactly proportionate to the work to be done, so that each member of the gang may be enabled to earn the full wage. When the proportion of carriers to diggers is excessive, the superfluous carriers shall be employed on digging, being given for class C two-thirds, and for

class D one-third, of the digger's task and receiving only the C or D class wage. Similarly when the proportion of diggers is excessive, the superfluous diggers shall be employed on carrying, being given  $1\frac{1}{2}$  times the C class (carriers') task and receiving the B class wage.

101. New-comers shall ordinarily be placed in small separate gangs New-comers. so that they may be more lightly tasked for the first fortnight or until they become accustomed to the work.

102. All weakly persons shall be formed into separate gangs and Weakly gangs given light tasks.

103. Nursing mothers, that is women having children at breast who Nursing mothers. are too young to receive cooked rations, shall be classed as ordinary workers if both mother and child be healthy and in good condition, and as weakly persons under section 102 if either mother or child be weakly or in poor condition. If either mother or child be sick or in bad condition, the relief shall be on the scale for dependants.

104. Members of the aboriginal tribes and immigrants from Native Aboriginal tribes and immigrants. States shall, as far as possible, be put in separate gangs. Menials, *e.g.*, sweepers, water-carriers, &c., employed on duties connected with the charge shall also be ganged separately.

(iv) *Tasks.*

105. The standard tasks shall be as follows— Standard tasks.

For workers of class B—three-fourths of the task commonly performed by able-bodied labourers in ordinary times for earth-work and one-half of the task for metal-breaking.

For workers of class C—two-thirds of the standard task of class B.

For workers of class D—one-third of the standard task of class B.

106. The Collector shall have power, with the previous sanction of Variation of task. the Commissioner, to vary the task from time to time. Provided the weakly gangs are separated or the weakly persons are separately tasked under section 102, this power of varying the task will be the most effective means of relaxing or tightening the conditions of relief. The task should be reduced on the appearance of any signs of deterioration among the workers generally. It may safely be raised if the workers are in good condition and relief work appears to be unduly attractive. The task should be raised in this way when the approach of the rains makes it desirable to divert labour to the fields.

107. The Charge Officer shall decide what is the class of soil or Adjustment of task. other local condition of the task, and adjust the actual task accordingly, with reference to the standard task.

108. Where possible, the group constituted by a digger and his Tasking of gangs. carriers shall be separately tasked. If this is impossible, the gang shall be divided into sub-gangs consisting each of any number of workers up

to 25, each of which sub-gangs shall be separately tasked. But in any case in which the nature of the work renders individual tasking possible, the individual shall be separately tasked.

Tasking of new-comers.

109. New-comers shall ordinarily, for the first fortnight, or until they are fit to enter the ranks of the workers, be separately tasked; the task shall be pitched low at the outset, if necessary as low as half the standard task, being raised gradually as the new-comers improve in dexterity and physical condition. Great care shall be taken to prevent this concession being abused by workers leaving the work for a few days and then returning.

Tasking of weakly gangs.

110. Weakly gangs shall invariably be given a reduced task.

(v) *Payment of wages.*

Payment by results.

111. The able-bodied workers shall be paid strictly according to results, with the full wage fixed in section 73 as the maximum: if no work is done they will get no pay. Work which falls short of the full task by more than five per cent. shall be calculated to the nearest tenth of the full task and payment shall be made to the nearest tenth of the full wage. Tables for reckoning full and reduced wages are given in Appendix III.

Payment of weakly persons.

112. Weakly gangs shall similarly be paid according to results, the full wage fixed in section 73 being given if the reduced task is performed in full or within five per cent. of the full; but in no case shall the wages of the weakly be allowed to fall below the dependant's allowance (E & F of section 73).

Minimum wage in certain cases.

113. If, by reason of delay in the inception of relief measures, of a sudden and unexpected influx of workers or of insufficiency of staff, it becomes temporarily impossible to secure separate provision for the employment of the weakly and the strict adaptation of the task to the nature of the work and the powers of the workers, the Commissioner may direct that, until the defect can be remedied, no person on the work shall receive less than the corresponding dependant's wage, his order being immediately reported to Government.

Daily payment of wages.

114. Payment of wages shall invariably be made daily for the preceding day's work.

Mode of payment.

115. The following procedure shall be adopted in making payment of wages :—

- (a) Payment shall be made either to the individual or jointly to the sub-gang or gang, according as the task has been allotted. When payment is made jointly to the sub-gang or gang, it shall be made in the presence of the whole sub-gang or gang to a

person chosen by themselves from their own number, who shall distribute the money amongst the members of his gang in the presence of the mustering kárkun.

- (b) The wages of each gang shall be made up in a separate bag by the cashier issuing them. He shall insert in the bag a slip of paper specifying the date to which the payment relates and the total sum payable. This slip shall be made over to the ganger when payment is made by the mustering kárkun.
- (c) Wages earned by any person temporarily absent from the gang at the time of payment shall be made over to his relatives or left with the ganger.
- (d) When gangs or individuals desert the work, any wages due to them, if already drawn by the mustering kárkun, shall be refunded on the same day to the Charge Officer, who shall immediately credit the amount in his cash-book and in no case re-draw it for subsequent disbursement. The Charge Officer shall satisfy himself that unpaid wages are being refunded, by comparing the number of workers present on any day with that shown as paid on the day previous.

116. The following instructions relating to the measurement of work done shall be carefully attended to :— Measurement of work done.

- (a) Measurements shall always be taken and entered directly the work is done, so that the payments due may be calculated before the close of the day and the cash disbursed early the following day; when the tasks are plainly indicated in advance and executed in full, the work of subsequent measurement will be light;
- (b) finishing gangs shall be employed to complete unfinished tasks so that the work of check measurement may be simplified;
- (c) to prevent fraud through measurement in excess of work actually done, check measurements shall be taken at least once a week, by a permanent subordinate of the Public Works Department, if possible.

117. Nominal muster rolls shall always be kept. They shall be in Form 21 and the following instructions shall be attended to in keeping them— Muster rolls

- (a) All roll forms shall be stamped by the Public Works Sub-divisional Officer, each with a separate number which shall appear on each page of the form. They shall be kept under the lock of the Charge Officer and issued by him alone.
- (b) The entries on the roll shall invariably be made in ink and the roll shall be closed and totalled in the early forenoon. The attendance shall be checked morning and evening.
- (c) The roll shall invariably be kept during work hours in the possession of the ganger.
- (d) The roll shall be made up weekly.

(vi) *Dependants and Kitchens on Works.*

Dependants on works.

118. "Dependants" include non-working children and adults unable to work *who are actually dependant on the workers*. No others shall be admitted as dependants on public works; and the Charge Officer shall, with the assistance of the village officers and the residents of adjacent villages, eliminate and send back to their villages, or to the nearest poor-house, any persons claiming to be dependants but really unconnected with the workers. Careful scrutiny of the number of dependants is especially necessary on any work on which dependants' allowances are paid in cash under section 121.

Percentage of dependants.

119. If village relief is efficiently administered, the number of those seeking relief on public works as dependants should not be considerable, as they will be limited to the families of the workers. Whenever the number of dependants exceeds twenty-five per cent. of the number of the workers employed on a public work, the Charge Officer shall specially refer to the matter in his weekly progress report, giving any explanation of the high percentage which he may have to offer.

Elimination.

120. If the number of dependants interferes with the discipline on the works or is otherwise seriously inconvenient, the Collector shall have power to return them to their villages in order to bring them on the village gratuitous relief lists, provided that children are in no case separated from their guardians.

Relief by distribution of cooked food.

121. (a) Dependants, other than the children in arms of workers, shall be relieved by the distribution of cooked food in kitchens on the works, provided that if for special reasons this arrangement is found to be unadvisable or impracticable on any work, the Collector may sanction the payment of the dependant's allowance in cash on that work.

(b) As far as possible kitchens on works shall be utilized as village kitchens or poor-houses, for the purpose of giving cooked food to those for whom otherwise a separate village kitchen or poor-house would have to be provided.

Kitchens on works.

122. The following arrangements shall be adopted in kitchens on public works:—

- (a) The kitchen shall be in charge of a superintendent directly subordinate to the Charge Officer.
- (b) The kitchen shall be situated within an enclosure, to which all dependants shall be admitted every morning within an hour after sunrise and again after the midday interval: they shall not ordinarily be permitted to leave the enclosure during the hours of work. An admission and attendance register shall be kept in Form 30.
- (c) The dependants shall be formed into gangs of about 30 each, each gang of children being placed under the charge of a nurse selected from the female relief workers.
- (d) The gangs shall be grouped in messes of about two hundred and a kárkun appointed to every two messes, whose duty it

shall be to muster the members of his messes twice a day, keep the necessary statements and accounts and work generally under the superintendent's orders.

- (e) Such number of grain-grinders, cooks, water-carriers, &c., as may be required shall be appointed by the Charge Officer from amongst the relief workers. The dependants shall be given such light work to do in connexion with the kitchen as they may be fit for.
- (f) Shelters from the sun and rain, facing north, and suitable latrines near at hand, shall be provided.
- (g) Children suffering from itch or conjunctivitis shall be kept separate from the others, those suffering from conjunctivitis being kept in sheds from which the light is excluded and having their eyes washed daily, under directions to be given by the medical officer.
- (h) Half the cooked ration shall be given at 9 A.M. and the other half at 4 P.M., but young children may be fed thrice a day if necessary. Care shall be taken to ensure that the food is well cooked and is eaten by those for whom it is intended.
- (i) As the scale of grain allowances laid down in section 73 includes a margin for salt, condiments, fuel, &c., the amount of *grain* to be used for each dependant shall be about  $\frac{2}{3}$ ths less than the scale.
- (j) The diet shall be varied as much as possible within the prescribed scale of expenditure, the medical officer being always consulted in the matter. Fresh or condensed milk shall be provided as far as possible for emaciated children—the cost being met from the dependant's allowance or as a medical comfort, or from private charitable funds.
- (k) The medical officer shall inspect the dependants at least once a day. He shall from time to time send on to the work any adult or child over ten years of age whom he considers fit for at least light work. He shall pay particular attention to the emaciated and prescribe special diet for them under rules to be laid down by the District Medical Officer. Any dependant in need of medical attendance shall be removed to the hospital.

123. Special attention shall be paid by the Charge Officer and inspecting officers to the condition of the non-working children on any work on which the dependants' allowances are paid in cash. If any sign of insufficient nourishment appears among the non-working children, arrangements shall at once be made to give cooked food in place of cash allowances.

124. When the allowance is paid in cash, the dependants shall be employed on such work about the camp as they may be able to perform.



(vii) *Accounts.*

Provision of funds.

125. The Executive Engineer shall keep the Charge Officers in funds by cheques on the sub-treasuries nearest to the works. He shall give notice monthly to the treasury officer of the demands likely to be made on the sub-treasuries during the month following.

126. The Charge Officer himself shall be the cashier of the charge. He shall obtain funds on indent from the Executive Engineer. He shall open the work with funds sufficient for the expenditure of a fortnight or three weeks, according to the distance of the charge from the nearest treasury or sub-treasury. His subsequent indents must be made well in advance of requirements, and shall ordinarily be made weekly. They shall show—

- (a) the balance in hand at the date of the last indent,
- (b) cheques since received,
- (c) expenditure since incurred,
- (d) balance on date of indent, and
- (e) sum indented for, noting the number and amounts of cheques required.

These indents shall be kept in counterfoil with numbered pages.

Custody and inspection  
of cash.

127. The cash in hand shall be placed in bags in a strong chest, securely locked, which shall be sealed each evening and made over to the police guard for safe custody. Inspecting officers shall count the cash balance each time they visit the charge and certify to its amount in the cash book, after verifying the entries with the indent counterfoils and with any vouchers or duplicates of vouchers that may be available.

Cash-book.

128. The Charge Officer shall keep a *cash-book* in Form 24, in which shall be entered every receipt and payment, each entry being given a serial number commencing from the Sunday of each week. The cash-book shall be totalled and balanced daily. No erasures shall be allowed in it, all corrections being made in red ink and initialled by the Charge Officer himself. At the close of the month a *statement of the actual cash balance* shall be prepared in Form 26; this shall be signed by the Charge Officer in token of its correctness and at once forwarded to the Executive Engineer.

Mustering roll.

129. The basis of the accounts is the *nominal muster roll*, Form 21. This shall be maintained separately for each gang by the mustering kárkuns, each of whom shall ordinarily have a party consisting of five gangs under him. From the muster-roll the mustering kárkún shall draw up his *daily abstract* in Form 22, taking it at the end of the day to the Charge Officer, who, on the basis of this abstract, shall write up his *charge day-book* in Form 23 and shall next morning at a fixed time disburse the wages and allowances to the mustering kárkún, each gang's

wages being put into a separate bag and the mustering kárkun signing in the cash-book against the payment entry in his name in acknowledgment of receipt.

130. This disbursement shall be made only after it has been ascertained that the work done has been measured up and the wages properly calculated thereon. In exceptional cases where it has not been possible to measure up the work done by the fixed time, the Charge Officer shall advance to the kárkun concerned a sum estimated to cover the wages and allowances of his gangs. The latter shall, in the course of the day, pay only what is found to be actually due on the measurements. The Charge Officer shall note the amount advanced in his cash-book in red ink as a temporary imprest, but shall not enter it and take credit for it, as an actual payment, until the daily abstract concerned is complete for all the gangs shown therein. The Charge Officer shall be held personally responsible for any advances which he may thus give in anticipation of measurement and he must see that they are accounted for *on the day on which they are made*.

131. Receipts shall be taken whenever possible for all payments, except for wages and allowances. The receipts for payments of more than Rs. 5 shall accompany the copy of the cash-book as sub-vouchers and those for lower sums shall be retained by the Charge Officer. Except in cases of urgency (when the action taken and the reasons for it shall be at once reported) the Charge Officer shall not incur expenditure of more than ten rupees on any one contingent item without the previous sanction of the Executive Engineer.

132. The Charge Officer shall keep the accounts of expenditure in the hospital and kitchen separate from the works accounts (except in so far that all expenditure on the hospital and kitchen must, of course, appear in the cash-book). The medical officer in the hospital, and the superintendent in the kitchen, shall each keep a diet register in Form 31 and a stock register in Form 32 and submit them at the end of the week, or oftener if necessary, to the Charge Officer who shall pay the amount due direct to the persons who supplied the food. A small permanent advance of Rs. 10 for contingencies may be given to the medical officer, who shall be recouped by the Charge Officer weekly, or at shorter intervals if necessary.

133. An attendance book, in Form 27, shall be maintained for all the monthly establishment engaged on the charge, such establishment as appears on the Executive Engineer's monthly salary bill being kept distinct from such as is excluded therefrom, and the hospital and kitchen establishment each being shown separately. This book shall be closed in the early forenoon daily and from it the monthly acquittance rolls shall be prepared in Form 28. Travelling allowances will be passed and paid under the ordinary rules.

134. In both hospitals and kitchens all attendants paid daily wages in food shall be classed as persons employed on duties connected with the charge and shown in the daily musters. Any monthly payments made to them in addition shall be drawn on the establishment acquittance roll.

**Management of public works.**

Allowances of dependants to be shown as gratuitous relief.

Vouchers for audit.

Checking the rate of expenditure.

135. All allowances given to, and expenditure, including that on shelters, on account of, dependants on public works shall be accounted for in the Public Works Department and classed as gratuitous relief.

136. For the purpose of audit, the Charge Officer shall submit weekly—

- (a) a copy of his cash-book with paid acquittance rolls and vouchers for all contingent items of more than Rs. 5 ;
- (b) a weekly voucher for wages and cash allowances in Form 29 ;
- (c) a copy of the hospital account ; and
- (d) a copy of the kitchen account.

137. The most important check which can be exercised on the rate of expenditure is the comparison of the standard rate in column (h) page 4, of the weekly progress return (section 93) with the rate of actual expenditure as deduced in columns (f) and (g) of the same return. The standard rate therein mentioned is the normal rate in ordinary times for similar work done by petty contract, excluding the cost of materials. This rate shall be calculated in each case by the Public Works Sub-divisional Officer, both when the work is opened and also subsequently from time to time as adjustments to new conditions of lead, lift, &c., are called for. It shall be reported to the Executive Engineer for sanction and intimated by the latter officer to the Collector. This check can only be of general value, seeing that no exact proportion between famine and ordinary rates can be laid down ; but controlling officers will generally be able to ascertain from the comparison whether there is anything calling for explanation.

**Management of village works.**

CHAPTER VIII.—MANAGEMENT OF VILLAGE WORKS.\*

General.

138. The system on village works provides for a lower wage and a higher task than on public works, no relief to dependants and the individual selection of workers. They shall ordinarily be carried out either by official agency appointed by the Collector and assisted by the village committees, or by non-official agency, *i.e.*, by the agency of local committees or of respectable non-official gentlemen, under the direct control of the Collector and his subordinates. If the pressure on such works becomes so great as to outweigh the official and non-official agency at the disposal of the Collector, these works may be transferred to the Public Works Department for management on the principles herein laid down for village works.

\* Further instructions for the management of village works, especially in regard to fixing of tasks, are given in Appendix V.

139. In respect of the classification of workers, formation of gangs, treatment of new-comers and weakly persons and payment by results, the procedure on village works shall be the same as that on public works.

140. In the following respects a procedure differing from that on public works shall be adopted on village works—

- (a) admission to village works shall be limited to those who have received admission orders (section 68);
- (b) the standard task for workers in class B (diggers) shall be the full task commonly performed at the time of the year by able-bodied labourers in ordinary times; and if workers in classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of class B;
- (c) a lower wage shall be given than on public works in accordance with the provisions of section 75;
- (d) gangers shall ordinarily be entitled to only the B class wage;
- (e) payment of wages shall ordinarily be made daily, but in special cases Government may direct that payment be made not less often than twice a week;
- (f) there shall be no relief for dependants, since all eligible for it can be brought on the village gratuitous relief list, provided that working mothers shall receive an extra pice for their own children in arms;
- (g) it is essential that the system of management should be simple, free from elaboration and such as can be worked by a small establishment.

141. The following are the registers, &c., which shall ordinarily be kept by the manager of a village work—

- (a) a nominal muster-roll of workers in Form 33;
- (b) a daily register, by gangs, of work done and wages paid in Form 34;
- (c) a weekly bill of expenditure in Form 35;
- (d) a cash-book in Form 25.

The manager shall also submit the following returns—

- (e) a daily post-card in Form 36, to be sent to such officer as the Collector may direct;
- (f) a weekly return in Form 8 to be sent to the táluka Mámílatdár so as to reach not later than Monday forenoon;
- (g) a copy of the weekly bill (Form 35) to be sent to the Sub-divisional Officer, or Special Relief Officer if the Collector so direct.

142. The accounts procedure on village works shall ordinarily be as follows—

- (a) the manager, who must furnish security, will be given a permanent advance sufficient for two or three weeks, according to the distance of the work from the sub-treasury, and will enter all receipts and expenditure in his cash-book;

**Management of village works.**

- (b) he will recoup his advance *weekly* by submitting to the sub-treasury officer a bill in Form 35, in duplicate, accompanied by a copy of the cash-book and sub-vouchers for all items (not being daily wages) of more than five rupees; this bill will be accepted as a voucher;
- (c) the sub-treasury officer after passing the bill will return one copy of it to the manager as an advice, to be kept for record on the work where it should always be available for purposes of inspection.

Village works inspector.

143. Where village works are likely to be numerous, it will generally be advisable to appoint a village works inspector, on a monthly salary of from Rs. 75 to Rs. 100, to supervise them. The inspector, who should have some knowledge of engineering, should work under the orders of the Collector.

Suggestion for inspecting officers.

144. The principal matters to be looked to by inspecting officers are set forth in Appendix V, paragraph 15.

**Gratuitous relief in villages.**

CHAPTER IX.—GRATUITOUS RELIEF IN VILLAGES.

General.

145. Admission to gratuitous relief in villages being regulated solely by *individual selection*, it is essential that the village organization described in chapter V should be efficient and that full use should be made of the assistance of such non-official agency as may be available. Early attention to this portion of the relief scheme saves expense and suffering later on; the distribution of gratuitous relief in villages should therefore ordinarily begin as soon as relief works are opened. Strictness in selection is necessary at first: on the other hand a considerable extension of gratuitous relief will ordinarily be required in the rains.

(i) *Selection for admission to Village Relief.*

Persons eligible for village relief.

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

- (a) the aged and infirm;
- (b) the blind, crippled and insane;
- (c) pregnant women, young children whose relatives will not or cannot support them, and the like;
- (d) those whose attendance on incapable adults or young children, in their own homes, is absolutely necessary;

- (e) women of respectable birth who by custom are unable to appear in public and are in danger of starvation ;
- (f) men of respectable birth who are in danger of starvation and for whom no suitable employment can be found on relief works.

147. For every village in which gratuitous relief is given, either in kitchens or by dole, a register in Form 37, shall be prepared by the village officers (*i.e.*, the patil and village accountant) with the assistance of the village committee. This register, which forms the basis of all village gratuitous relief expenditure, shall be written on strong paper and bound in skin or cloth, and shall always be kept in the village, in the custody of either the patil or the village accountant.

Village gratuitous relief register.

### (ii) *Distribution of Village Relief.*

148. Gratuitous relief in villages shall ordinarily be given either by the distribution of a daily grain dole or in village kitchens, according as the Collector, acting under the general orders of the Commissioner, shall direct, the scale of allowances being the same as that for dependants on works (section 73). In any taluka or village in which neither of these systems is possible or considered suitable, the Collector may, with the sanction of the Commissioner, arrange for the payment of a daily or weekly cash dole. Such special arrangements shall be made for the distribution of relief to *pardanishin* women as the Collector may consider to be most suitable in each case.

Forms of village relief.

149. The following procedure shall be adopted in distributing the grain dole :—

Distribution of grain dole.

- (a) All dole recipients, excepting those of classes (e) and (f) of section 146 and any who may be too ill to attend, shall be made to attend personally at the distribution of the dole.
- (b) The grain dole shall ordinarily be distributed daily by a selected grain-dealer in the presence of the patil or village accountant and at least two members of the village committee, on a system of post payment of bills.
- (c) A dole distribution list shall be kept by the village officers in Form 38, a new form being commenced each month. The names of recipients shall be taken from the gratuitous relief register (Form 37) and the necessary entries of grain given shall be made in ink at the time of distribution, the columns being totalled for every day on which payments are made.
- (d) Each recipient of relief shall receive a ticket in Form 39 and entries of all grain given shall be made on the ticket in ink at the time of each distribution.
- (e) If by reason of illness any recipient cannot attend, the patil, or in his absence the village accountant, shall receive the dole and deliver it to that person.
- (f) The grain-dealer shall prepare weekly, or with the special sanction of the Collector fortnightly, detailed bills in duplicate

in Form 40. These bills shall be scrutinized by the Circle Inspector, who shall certify below them that the numbers charged for agree with the numbers in the gratuitous relief register and the dole distribution list, and shall then forward them without delay to the taluka sub-treasury. The sub-treasury officer shall check the bill without delay and send the passed amount back by the bearer to the village officers, who shall, in the presence of two members of the committee, pay it to the grain-dealer and take his receipt. One copy of the bill shall be retained by the sub-treasury as a voucher, and the other returned with the money to the village officers, who shall keep it on a file for reference by inspecting officers.

Distribution of  
cash dole.

150. The following procedure shall be adopted in distributing the cash dole—

- (a) The instruction laid down in section 149 (a) shall be attended to;
- (b) the village officers with the assistance of the village committee shall make the distribution either daily or weekly, as the Collector may direct. A dole distribution list in Form 38 shall be kept, and relief tickets in Form 39 issued, in accordance with the instructions given for the grain dole in section 149, sub-sections (b), (c) and (d);
- (c) When daily distribution is not the rule, the dole shall be paid in advance;
- (d) A permanent advance sufficient for one month's allowances shall be given to the village officers, who shall recoup themselves by submitting detailed bills in duplicate in Form 41 every fortnight or oftener if directed, to the sub-treasury officer through the Circle Inspector; and the instructions given in section 149, sub-section (f), shall, *mutatis mutandis*, be applied;
- (e) The village officers shall enter all sums received and disbursed in a cash-book in Form 25.

Suggestions for  
inspecting officers.

151. The distribution of the grain and cash doles must be checked by constant and close inspections on the spot. Inspecting officers, including the Circle Inspector, should—

- (a) muster the paupers [other than persons of classes (e) and (f) of section 146 and any who may be too ill to attend], comparing their relief tickets with the village register, and testing the entries in them by personal inquiry;
- (b) see that the entries in all the forms are in ink, that the columns have been duly totalled and that a line has been drawn through all the blank payment columns when relief has been discontinued;
- (c) examine the price-basis and test the arithmetic of a certain percentage of entries;
- (d) compare the numbers in the gratuitous relief registers with those in the distribution list and in the copies of the detailed bills, and check the cash-book with the bills when relief is given in cash;

- (e) where the allowances are given in grain, see that the grain-dealers' bills are punctually submitted and paid, and make special inquiries as to the quality of, and price at which, the grain has been purchased.

152. When a village kitchen is opened in any village, all persons, other than those of classes (e) and (f) of section 146, on the village gratuitous relief registers of villages within a radius of three miles, who are able to walk so far, shall, in the fair season, be required to go to the kitchen for relief, provided that at all seasons the Collector may arrange to send out cooked food to the neighbouring villages. During the rains the circle served by a kitchen shall not extend beyond the village in which it is situated.

Distribution in village kitchens.

153. The following arrangements and procedure shall, as far as possible, be adopted in village kitchens—

Rules for the management of village kitchens.

- (a) a superintendent shall be appointed who shall be responsible for the management of the kitchen in all its details ;
- (b) the following returns shall be kept—
- (i) an admission and attendance register in Form 30 ;
  - (ii) a diet register in Form 31 ;
  - (iii) a stock register in Form 32 ;
  - (iv) a weekly bill of expenditure in Form 42 ;
  - (v) a cash-book in Form 25 ;
  - (vi) a dead stock register of articles that are not perishable, *e.g.*, utensils, &c. ;
- (c) each person shall on first admission be given a ticket containing his number on the admission register and a simple mark to show the ration of the class to which he belongs : the ticket should be worn round the neck at meal times ;
- (d) half the ration shall be given at 9 A.M. and half at 4 P.M. Half an hour before meal times the superintendent shall call the attendance register, marking the entries of attendance in ink. The cooked food shall then be served out, to be eaten at the kitchen. The removal of food shall not be permitted unless for special reasons, and such permission shall very rarely be granted in the case of young children ;
- (e) the persons on relief may be employed on such light work about the kitchen or the village as they may be fit for ;
- (f) an arrangement shall, if possible, be made for the supply of food-stuff *daily* by a grain-dealer, on an indent based on the *attendance of the previous day* ;
- (g) the superintendent shall total the register after each meal. From it he shall every evening post up the diet register and draw up an indent of supplies required for the *following* day. The indent shall then be handed to the grain-dealer, who shall deliver the supplies on the following morning, keeping the indent for a period of one month in case it is called for ;
- (h) the diet register and indent shall always be completed before delivery of grain is taken ;



- (i) if there are new arrivals on the following day, a supplementary indent shall be made out by the superintendent. If the number on the following day fall short of the number provided for in the indent, the surplus cooked food shall be distributed among the persons present, and not removed from the kitchen;
- (j) the superintendent shall have the supplies received from the grain-dealer weighed in his presence. He shall also personally see to the weighing out of the supplies to the cooks both morning and afternoon. He shall also frequently test the weight of the cooked food as prepared by the cooks;
- (k) the superintendent shall be given a permanent advance ordinarily sufficient for a fortnight's expenditure and shall enter all sums received and disbursed in his cash-book. From his advance he shall meet all charges for establishment, contingencies and food. The food bill shall ordinarily be paid weekly;
- (l) the superintendent shall recoup himself weekly from the sub-treasury by submitting a bill in Form 42 in duplicate accompanied by a copy of the cash-book and sub-vouchers for all items of more than five rupees: this bill shall be accepted as a voucher. The sub-treasury officer after passing the bill shall return one copy of it to the superintendent as an advice, to be kept always available for purposes of inspection.

Suggestions for  
inspecting officers.

154. Surprise visits are specially valuable in the case of kitchens; and it is important that they should be made at the time the grain is weighed, as well as at the time of roll-call and the distribution of food. Having tested the weighments, or the roll-call and distribution of food, the inspecting officer may usefully make his general inspection on the following lines—

- (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 from the grain-dealer;
- (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 food like *khichri* the consistency, of the food, and inquire from the recipients whether they usually get food of that kind;
- (j) check the articles of dead-stock;
- (k) note carefully the incidence of expenditure per head relieved
  - (i) for diet only and (ii) for total expenditure.

155. It shall be the special duty of the Relief Mámlatdár, under the supervision of the Sub-divisional Officer and the Special Relief Officer, to fix from time to time the prices to be paid for cleaned grain supplied for the village grain dole, for poor-houses and for public works and village kitchens. The following instructions shall be carefully attended to in the matter—

Fixing of prices to be paid for grain supplied.

- (a) the supply of grain shall ordinarily be got in each case from the village *bania* or nearest grain-dealer, if he is willing to supply it at such rates as may be fixed from time to time by the Relief Mámlatdár;
- (b) the Relief Mámlatdár shall from time to time fix the price of grain for each village in which either a grain dole is given or a village kitchen is established, and shall take a written agreement from the grain-dealer that he will supply such amount of grain as may be required at the prices fixed by the Relief Mámlatdár from time to time—it being part of the agreement
  - (i) that the price fixed by the Relief Mámlatdár shall remain in force until altered by him, and
  - (ii) that the grain-dealer shall, in the case of a grain dole, distribute the dole daily and, in the case of a kitchen, deliver the amount of grain indented for by the superintendent daily at the kitchen;
- (c) delivery of grain shall never be taken until the price has been fixed; in any case in which grain is urgently required and the Relief Mámlatdár has been unable to fix the price, the Circle Inspector shall fix the price temporarily, pending the orders of the Relief Mámlatdár;
- (d) the following method shall ordinarily be adopted by the Relief Mámlatdár for the purpose of fixing the price for each village:—the price of *cleaned* grain having been ascertained by personal inquiry on each market day at each market town, the following addition should be made to the price<sup>at</sup> at the nearest market town—

for villages within 2 miles of a market town ... ..	... no addition.
for villages from 2 to 5 miles from a market town ... ..	... an addition of 3 pice per 40 lbs.

for villages from 5 to 10 miles from a market town ... ..	... an addition of 4 pice per 40 lbs.
for villages from 10 to 15 miles from a market town ... ..	... an addition of 5 pice per 40 lbs.

The price so fixed shall be regarded as inclusive of all charges, and no claim shall be entertained for cartage, commission or any other extra charge;

- (e) it shall be the duty of the Circle Inspector and of the village officers to bring to the immediate notice of the Relief Mámlatdár any local fall in prices below the rate fixed by the Relief Mámlatdár;
- (f) both the Sub-divisional Officer and the Special Relief Officer shall exercise the closest supervision over the work of fixing grain prices.

Ledgers of numbers  
and expenditure on  
gratuitous relief.

156. For the purpose of checking the numbers and expenditure on village gratuitous relief, as well as on village works and in poor-houses, the following ledgers shall be maintained for each táluka, either by the Sub-divisional Officer, or by the Special Relief Officer or by the Relief Mámlatdár, as the Collector may direct, and shall always be available at the head-quarters of the táluka for reference by any of the above three officers—

- (a) a ledger of the numbers on gratuitous relief in each village in Form 43;
- (b) a ledger for each village kitchen and poor-house in Form 44;
- (c) a ledger of prices charged for grain in Form 45;
- (d) a ledger for village works in Form 46.

These ledgers shall be used for bringing current expenditure continually to test. Copies of the ledgers should be sent monthly to the Huzur, so as to ensure a satisfactory check of the bills, and of the ledger in Form 45 to the Accountant General.

Casual relief.

157. Any officer who is given a permanent advance for casual relief shall maintain a cash-book in Form 25 and a register in Form 47. He shall recoup his permanent advance on bills in Form 48, which shall be accepted as voucher by the sub-treasury officer. Any officer who is required to give casual relief but has not received a permanent advance shall recover any amount expended by him from an officer holding an advance for this purpose; the latter shall satisfy himself that the claim is genuine, and shall be responsible for the correct entry of the payment in his register.

Relief to inferior  
village servants.

158. The Collector shall arrange for the relief of such number of the inferior village servants (watchmen, *mahars*, &c.), as are required to remain in the villages for the performance of their duties, by either—

- (a) entering them on the village gratuitous relief register and giving them relief accordingly, or

- (b) with the previous sanction of the Commissioner, paying them such sum in cash, monthly, as will bring up their actual emoluments from land and perquisites to the amount of the dependant's allowance.

In either case the wives and children and other dependants of such inferior village servants must seek relief in the ordinary way, either on relief works or, if they are eligible for village gratuitous relief, in the villages.

159. When it is necessary for the proper performance of village duties, the Collector shall report the names of pátils and village accountants whose emoluments and private means are not sufficient for their support, and apply for sanction to pay them a suitable additional monthly remuneration.

Relief to superior  
village officers.

160. The distribution of gratuitous relief in large towns shall be conducted, as far as possible, on the principles laid down above. The Collector shall utilize the municipal organization to the utmost extent and shall associate with himself committees of respectable residents, through whom, as far as possible, the lists shall be prepared and the relief distributed.

Distribution of relief  
in towns.

## CHAPTER X.—POOR-HOUSES.

161. Poor-houses are institutions within which cooked food is distributed gratuitously to the inmates on condition of their residing therein and conforming to rules of discipline and order. Their special object is to collect and relieve paupers sent adrift by the contraction of private charity. They may with advantage be opened in the early days of a famine when test works are started. At a later stage pressure may properly be employed to send to poor-houses, and keep there under compulsion, destitute wanderers who are unable or unwilling to work. The number of poor-houses to be established will depend chiefly on the extent to which vagrancy prevails.

Poor-houses.  
General.

162. Poor-houses shall receive all classes of applicants, who shall then be either drafted to relief works, sent to hospital, transferred to their homes, or retained as ordinary inmates; these latter, who will comprise wanderers and professional beggars incapable of work or who refuse to work, shall be supported until the famine is so far at an end that private charity can again be relied on. The poor-houses may also be used as rest-houses for those on their way to a relief work, who come with an order from a relief officer entitling them to food and shelter for the night.

Admission to  
poor-houses.

163. The number of poor-houses to be established in any district shall be fixed by the Commissioner. As a rule, for reasons of discipline and health, a poor-house shall not accommodate more than 500 persons.

Number of  
poor-houses.

**Poor-houses.**

Estions.

164. Inmates of poor-houses shall ordinarily receive the dependant's allowances of cooked food, but the superintendent shall have full discretion to give any inmate, whether admitted to the hospital or not, a special diet suited to his requirements. Necessary clothing shall also be supplied, the cost of which, if not met by private charity, shall be defrayed by Government.

Hospitals.

165. A hospital, in charge of a medical officer, shall be attached to each central poor-house; and, when necessary, to each branch poor-house.

Work for poor-house inmates.

166. Such of the inmates of a poor-house as are able to do light work shall be employed on some work in, or connected with, the poor-house, *e.g.*, supplying water, sweeping enclosures, grinding grain, repairing fences, stone-breaking, &c.

Closing of poor-houses.

167. When a poor-house is closed, every inmate shall on departure ordinarily be given a valedictory dole sufficient to support him for a fortnight.

Superintendent and establishment.

168. A superintendent, who if possible should be a medical man, shall be placed in charge of each poor-house and shall be responsible for its management in all details. He shall be immediately subordinate to the Special Relief Officer and shall have under him such establishment as the Collector may decide to be necessary. The management shall be conducted as far as possible on the lines sketched in Appendix VI.

Accounts.

169. Forms 30, 31, 32 and 42 shall be kept in every poor-house, and the account procedure laid down in section 153 for village kitchens shall, *mutatis mutandis*, be adopted in poor-houses with the exception that the pay of the establishment, except variable establishment, shall be drawn direct from the treasury or sub-treasury.

Arrangement for supplies.

170. The arrangements for a daily supply of food will be comparatively easy in the case of poor-houses, because they will ordinarily be located at convenient centres; but the objections to keeping stocks of food are less than in the case of kitchens, because the staff will be comparatively efficient and supervision can be readily secured. If, for medical or other reasons, it is desirable to lay in stores of food, a stock register (Form 32) shall be maintained, showing daily for each article the opening balance, the receipts, the issues and the closing balance of stock. In such a case it will be an important duty of inspecting officers to examine the stock register, testing its entries by careful count of the stores, and comparing the issues recorded in it with the corresponding entries in the diet register.

## CHAPTER XI.—RAINS POLICY AND CLOSURE OF RELIEF.

Rains Policy  
and Closure  
of Relief.

171. In the interests of the country at large, the main object of the policy for the rains should be to secure the re-establishment of ordinary agricultural conditions as soon as possible. When a demand for field labour has set in, it is legitimate to use pressure to make the people on relief works return to their villages. At the same time increased activity in village inspection, resulting probably in an extension of gratuitous relief, is necessary as a safeguard.

General.

172. As soon as the commencement of the rains opens employment in the fields, the task shall be raised for the able-bodied workers; and dependants and weakly gangs, or weakly persons individually tasked shall be, as far as possible, drafted to their homes, such of them as require relief, and especially the children, being brought upon the village gratuitous relief lists until the harvesting of the earliest principal crop brings a substantial increase to the earnings of the able-bodied. But in no case shall gratuitous relief be given during the rains to the able-bodied. Workers sent home from the works may be granted the dependant's allowance for the journey, at the rate of one day's allowance for each 12 miles of the journey.

Policy at the  
commencement  
of the rains.

173. As people leave the works, those who remain shall, as far as possible, be dispersed over small public or village works near their homes; but it will be necessary to keep open the large public works for a time, as a precaution against any rush of returning workers in the interval between sowing and harvest or during a temporary cessation of the rains.

Policy after the setting  
in of the rains.

174. The process of gradual closure of works shall begin as soon as the demand for field employment sets in; and all works should be closed by the time the earliest principal autumn crop is ripe, presuming the season is a favourable one.

Closure of works.

175. As the demand for agricultural labour increases, the gratuitous lists shall be carefully scrutinized with a view to their reduction. When the earliest autumn crop is ripe in any tract, gratuitous relief shall be generally closed in it, whole villages being struck off the list at a time.

Stopping of gratuitous  
relief.

176. When gratuitous relief is discontinued, the recipients of it shall ordinarily be given a valedictory dole, in grain or cash, sufficient to support them for about a fortnight.

Valedictory dole.

177. It may be necessary to keep poor-houses open until the autumn harvest generally has been gathered and until private charity renews its usual activity.

Keeping open of  
poor-houses.

Orphans.

CHAPTER XII.—ORPHANS.

General.

178. The Collector shall be in time of famine the temporary guardian of children who are found deserted in his district. His responsibility for the care of them shall continue until three months after the close of the famine, up to which time he shall continue to make efforts to discover the natural protectors of the children or, failing these, respectable persons of the same religion who are willing to adopt them and to submit to any enquiries regarding their condition that the Collector may desire to institute and who satisfy the Collector that they have the means to support them.

Disposal of  
deserted children.

179. Deserted children for whom the Collector is temporarily responsible shall, if old enough, be sent to a suitable relief work; if they are too young to work, arrangements shall be made for relieving them in a kitchen or poor-house until they can be disposed of under section 180.

180. (a) Deserted children relieved in a kitchen or poor-house may be made over (i) to any person mentioned in section 178; or failing these (ii) to any other suitable persons resident in the same province; or failing these (iii) to any private orphanage; or failing this (iv) to a state orphanage.

(b) Deserted children shall not be made over to persons and institutions of different religions until all efforts to find persons and institutions of their own religion willing to take charge of them have failed.

Private orphanages.

181. The following rules shall be applicable to all aided or unaided private orphanages to which the Collector permits famine orphans to be admitted:—

- (a) If called upon the manager shall satisfy the Collector before receiving charge of the child, that there is a reasonable prospect of his being able to maintain him until he reaches the age of 18 years.
- (b) The manager shall maintain a register in Form 49 of all famine orphans admitted and shall submit copies of the register monthly to the Collector.
- (c) Free access to the children shall at all times be given to the Collector and to persons claiming as parents or relatives to remove the children.
- (d) In the event of the parentage or relationship being, in the opinion of the Collector, satisfactorily established, the children shall be made over to such persons.

State orphanages.

182. The following procedure shall be adopted in State famine orphanages:—

- (a) Separate accommodation, which may conveniently be attached to poor-houses, shall be provided for orphans at such places as the Collector may direct.

- (b) If orphans are provided for in poor-houses, they shall be kept separate from the other inmates, and shall be treated and accounted for as if they were in a separate orphanage.
- (c) The rules for the management of poor-houses shall be applied, as far as possible, to orphanages.
- (d) A register in Form 49 shall be kept of all children relieved in State orphanages; a weekly statement in Form 50 shall also be submitted to the Collector through the Sub-divisional Officer.
- (e) Children who within three months of the close of relief operations have been neither claimed nor adopted may be sent, with the approval of Government, to any public institution for the care of destitute children.
- (f) Every orphanage shall be periodically inspected by a non-official committee comprising gentlemen of different religions.

CHAPTER XIII.—ABORIGINAL HILL AND JUNGLE TRIBES.

Aboriginal Hill  
and Jungle  
Tribes.

183. The ordinary rules of the Code regarding relief measures will not bear application to the aboriginal hill and jungle tribes, but must be relaxed to suit their peculiar characteristics and surroundings. Relief must be taken to these people if they are reluctant to come to it; gratuitous relief must be liberal; and wherever the numbers are great, the officers appointed to administer relief should be selected for their knowledge of, and sympathy with, the tribes. The aid and co-operation of resident missionaries should be utilised when forthcoming. It is also of the greatest importance that all details of the relief organisation should be carefully thought out and arranged before the distress among these tribes comes to an acute pitch.

General.

184. If members of the tribes are willing to attend the ordinary relief works, they shall, as far as possible, be formed into separate gangs on such works.

Separate gangs on  
ordinary works.

185. To provide for members of tribes who are unwilling to attend ordinary relief works, the following procedure shall be adopted :—

Special relief measures.

- (a) Circles shall be formed containing four or five villages, the object being to secure relief within five miles of each village.
- (b) The following works, which have in practice been found suitable, may be entered in the annual programmes :—the making and clearing of village tanks, the construction of wells, improvements in sanitation, the construction and clearing of *nāla* crossings, the making or raising of embankments, clearing fields of stones and stumps, the cutting and storage of grass, wood-cutting and the cutting of forest lines, mat making, the collection of wild produce for the market, or other industry to which the people are accustomed; and from the end of April onwards the preparation of fields and in the rains the weeding of them.



Aboriginal Hill  
and Jungle  
Tribes.

Classification of these  
in need of relief.

186. On the first warnings of scarcity, specially careful village inspection shall be made, and persons who are likely to require relief shall be divided into three classes—

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

Persons in class (a) shall be brought upon the gratuitous relief list, all persons showing signs of emaciation or physically capable of doing only very light nominal work being admitted to the list in addition to those eligible under section 146. Persons in class (b) who are unwilling to go to the ordinary relief works shall be employed on the special works indicated in section 185. Persons in class (c) shall be relieved either by employment as persons in class (b) or by the sale of grain at specially low rates in quantities sufficient for their requirements.

System on works for  
hill tribes.

187. The system to be adopted on relief works opened for these tribes shall be generally that prescribed in the Code for village works subject to the following special provisions—

- (a) the immediate management of works shall be entrusted to their own village headmen or to their natural leaders, whenever such persons are to be found and are not proved incompetent ;
- (b) as far as possible, families shall be separately tasked, and the tasks shall be low ;
- (c) payment of wages shall always be made daily and due regard be had to the provisions of sections 112 and 113.

Wage and allowance  
scale.

188. The scale for both wages and gratuitous allowances shall be fixed by Government with reference to the amount of wild produce available for food, but shall ordinarily be that in force on village works in the district and shall in no case fall short of that prescribed in section 73 by more than one-third. Wages may, when thought advisable, be given in the shape of grain. Gratuitous relief shall ordinarily be given either in grain or in cooked food.

Village inspection and  
gratuitous relief during  
the rains.

189. Village inspection throughout the period of famine shall be specially careful among these tribes; and gratuitous relief shall be liberally extended during the rains to all who are unable to work or to find employment.

Free use of Government  
forest produce.

190. Full permission shall be given to these people to gather, free of charge, edible products from Government forests, and fees ordinarily levied on forest produce in which they trade shall be reduced or remitted according to circumstances.

## CHAPTER XIV.—RELIEF TO ARTIZANS.

Chap. XIV.  
Relief to  
Artizans.

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

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

192. Special relief shall be organised only where the weavers reside in considerable numbers in the same town or village or in a group of adjacent towns and villages. Admission to such relief shall be regulated by *personal* inquiry and selection. Organization of and admission to relief.

193. In the case of municipalities, the municipal committees shall, as far as possible, be induced to finance and manage, under the direct control of the Collector, such special relief of this nature as may be called for, Government granting, if necessary, loans for the purpose free of interest and agreeing to bear half the loss, if any. Otherwise the operations shall be conducted by the Collector with the help of such non-official agency as may be available. Municipalities to manage relief.

194. Any famine charitable relief association which may be formed in a district may also be invited to assist, by itself organizing special relief on these lines or by purchasing the manufactured cloth. Assistance of charitable associations.

195. The relief shall be administered, as far as possible, direct to the weavers and not through middlemen. The method may be either— Mode of administering relief.

- (a) to remunerate the weavers at a fixed rate for a fixed task, the raw material and the manufactured cloth both being the property of the relieving fund; or
- (b) to give advances, if necessary, to the weavers for the purchase of the raw material, and to buy the woven cloth from them at the current market rate.

In either case the workers shall ordinarily be employed in weaving such coarse cloths as are likely to be required either by Government or by charitable relief funds for distribution during the famine; any cloth not required for this purpose shall be subsequently sold to the best advantage and the proceeds credited to the fund from which the relief has been dispensed.

196. When these operations are conducted on a large scale, special arrangements shall be made for audit, at regular intervals, by a selected auditor of a superior class, possessing special qualifications. The auditor shall submit his reports through the executive officers to the Accountant General; and the Commissioner shall keep Government informed of the results of the audit. Audit of accounts.

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**Relief to Artizans.**

Employment on other work in default of special relief.

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

Relief to other artizans.

198. Artizans other than weavers who require relief shall be employed as far as possible in their own trades on the relief works; and, in localities where the members of any particular trade or calling are numerous, preference may be given to works which will provide employment for men of such trade or calling.

**Police.**

**CHAPTER XV.—POLICE.**

Duties of District Superintendents of Police.

199. The duties of the District Superintendent of Police when scarcity is imminent have been laid down in sections 22 (c) and 31. When famine conditions have been declared to exist in any district, the District Superintendent of Police shall from time to time apply for such additional officers, superior and subordinate, as may be required for special duty in the distressed area, and for sanction to enlist such extra force as may be necessary to meet all requirements.

Special reports.

200. The District Superintendent of Police shall require all police officers in charge of police stations or outposts to submit special reports, from time to time, on the following matters—

- (a) increase in crime which may be attributable to a general rise in prices or scarcity of food ;
- (b) wandering of needy or starving persons and of criminal tribes or gangs ;
- (c) migration of distressed people from or into the areas under their charge ;
- (d) deaths believed to be due to want of food.

The information received shall be communicated by the District Superintendent of Police, with his suggestions, to the Collector.

System of patrol.

201. The District Superintendent of Police shall organize systems of patrol along the main roads, as well as around the out-skirts of towns and villages, in order to discover cases of starvation or destitution, to stop public begging and to send distressed wanderers to the nearest relief work or poor-house; or if unable to travel so far, to the patil of the nearest village.

Arrangements for immediate relief in urgent cases.

202. From the permanent advance given to the District Superintendent of Police under section 256, he shall provide the officer in charge of every police station or out-post with a small advance for the purpose

of purchasing food in urgent cases. The police officer in charge shall keep an account of his expenditure in Form 47 and recoup it, when necessary, by sending a copy of his account to the District Superintendent of Police, who shall follow the procedure laid down in section 157.

203. Every officer in charge of a police station or out-post shall be held responsible that no one is left to starve within his charge. He shall pass on destitute persons fit to travel, after feeding them, under sufficient escort to the next post or nearest work or poor-house, and obtain a receipt for each such person, which shall be a voucher for the expenditure incurred. Such persons shall not be allowed to continue their wanderings after having been relieved. Starving persons unfit to travel shall, after being fed, be similarly handed over to the nearest village officer. Each police station and out-post shall also be provided with a supply of fever and cholera medicines to be obtained on indent from the Civil Surgeon.

Treatment of destitute wanderers.

204. The District Superintendent of Police shall take extra precautions to protect markets and all places where grain is stored; and he shall also send out extra patrols on all lines of communication, so as to give general confidence to the importers of grain.

Protection of trade.

205. The District Superintendent of Police shall see that corpses found by the roadside are properly buried or burnt by the village authorities; and he shall report the extent of such mortality to the Collector.

Disposal of corpses.

## CHAPTER XVI.—MEDICAL.

### Medical.

206. The Sanitary Commissioner shall be generally responsible, under the directions of the Commissioner, for relief measures in their sanitary aspect. He shall—

Duties of the Sanitary Commissioner.

- (a) on the first appearance of distress prepare and forward to the Surgeon-General an estimate of the extra trained medical staff likely to be immediately required, providing at least one hospital assistant for each public works "charge," and, if possible, one for each group of village works and for each poor-house;
- (b) see that medical officers are appointed to public works *directly* test works are converted into regular relief works, and, in the case of poor-houses, *directly* the poor-house is opened;
- (c) from time to time, as famine continues, ascertain in advance the probable requirements of each district and give the Surgeon-General timely intimation of the same;

- (d) subject to the provisions of sections 42 and 216, supervise the whole medical staff employed in relief operations, which shall in all professional matters be in subordination to him;
- (e) watch the general management of relief works, hospitals and poor-houses with reference to the health of the people, addressing the Collector on matters not directly connected with the medical and sanitary administration;
- (f) carefully scrutinize the mortality returns, both before and during famine, for any indications of the approach or existence of famine or of defective relief measures;
- (g) on the outbreak of epidemic disease on relief works or in villages assist the local officers by advice and by recommending to the Collector the employment of additional medical officers at the same time informing the Surgeon-General of the probable number required;
- (h) draw up a standard scale for the medicines, instruments, stores, &c., which under section 217 are to be issued on the opening of any hospital; fix the standard up to which the supply is to be kept by indents on the Civil Surgeon under section 211; and inform the Medical Storekeeper on the imminence of famine, and from time to time during its continuance, of estimated requirements;
- (i) take prompt measures for complying with district requisitions for medicines, instruments, and hospital appliances necessary for the treatment of the sick in famine camps and hospitals; such requisitions shall be prepared under the instructions and countersignature of the District Medical Officer or the Civil Surgeon;
- (j) issue general instructions in regard to hospital diets, and the issue of extra food or drink for the various classes of patients;
- (k) submit to Government not later than the 10th of each month a statement in Form 13, showing the death-rates in the affected districts for the previous month;
- (l) submit to Government a monthly return in Form 51 of sick persons medically treated on relief works and in poor-houses;
- (m) keep the Collectors informed of his movements as far as practicable, so that local officers may, whenever it is possible, be present at his inspection visits.
- (n) arrange for vaccination being carried on at the relief works and poor-houses in the same way as in villages.

Duties of the Deputy  
Sanitary Commissioner.

207. The Deputy Sanitary Commissioners shall, in their respective circles, act under the orders and control of the Sanitary Commissioner for the performance of the above duties.

Duties of the Surgeon-  
General.

208. The principal duty of the Surgeon-General with the Government of Bombay in connexion with famine relief shall be to arrange for

the prompt supply of the trained medical establishment and of the medicines, &c., required for relief operations of every kind. He shall—

- (a) at all times maintain, and cause all Civil Surgeons to maintain, lists of qualified candidates for employment as medical officers in time of famine, noting the vernaculars spoken by each ;
- (b) take active steps to supply, from his own lists or from that of the Civil Surgeon of the district, the medical officers of all grades required for any district, immediately on receipt of requisitions under section 210 (a) ;
- (c) have power to engage medical subordinates for famine duty on such pay and allowances, not exceeding Rs. 250 a month, as he may specially determine in each case.

209. Should the establishment at the disposal of the Surgeon-General be inadequate to meet all requisitions, he shall apply to Government for such additional assistance from the Military Department as may be required. Failing a sufficiency of aid from this source, he shall, with the sanction of Government, entertain temporarily such qualified medical officers as may be available from the classes of pensioned medical officers of the Warrant and Hospital Assistant grades and native doctors ; and should local sources fail to supply the required number of medical officers, he shall promptly inform Government, in order that the needful supply of superior officers and subordinates may be obtained from other provinces.

210. In posting medical officers to famine duty the following procedure shall be observed :—

Posting of medical officers to famine duty.

- (a) When a medical officer is required for a hospital on a relief work or in a poor-house, the Collector shall make a requisition, by telegram if necessary, on the Surgeon-General, stating the nature of the charge and the probable number in the camp or poor-house and send a copy of the requisition at the same time to the Sanitary Commissioner. The Surgeon-General shall comply with such requisitions to the fullest extent possible, having regard to the general estimates received from the Sanitary Commissioner and exercising his discretion as to the relative urgency of the various requisitions received, and shall keep the Sanitary Commissioner promptly informed of all postings made by him.
- (b) As far as possible, only men with a knowledge of the local vernacular shall be posted to a district.
- (c) In complying with requisitions under clause (a) the Surgeon-General shall ascertain, ordinarily by telegram, whether the Civil Surgeon of the district has on his list any man available ; if he has, the Surgeon-General shall ordinarily appoint a man from that list ; if he has not, the Surgeon-General shall appoint a man from his own lists.
- (d) In appointing a man to any district the Surgeon-General shall not appoint him to any specific post in that district, but shall

direct him to proceed to the head-quarters of the district; and the Collector shall appoint him to a specific post in the district informing the Civil Surgeon at once of such appointment.

- (e) Special rules for the payment of the salaries of medical officers are given in Appendix VII.

Duties of the Civil Surgeon.

211. The Civil Surgeon shall, as far as famine relief work goes be under the general orders of the Collector. He shall—

- (a) when not performing the duties of District Medical Officer, remain at his head-quarters as a rule, and exercise supervision over the relief poor-houses, hospitals, orphanages, &c., at or near the head-quarter station;
- (b) be the depôt-keeper for medicines, instruments, stores, &c., under the general orders of the Sanitary Commissioner;
- (c) comply with all indents for medicines, instruments, stores, &c., with the greatest promptitude, provided that the fixed standard is not departed from, and see that the supply with each medical officer on works, poor-houses, &c., is kept up to the fixed standard;
- (d) arrange to send on medical officers deputed to famine duty, as they arrive at head-quarters, to the posts to which they have been appointed by the Collector and see that no such officer leaves head-quarters without a proper supply of medicines, &c.;
- (e) ascertain from the Executive Engineer whether hospital accommodation on any public works charge to which, under the Collector's orders, it is intended to post a medical officer is ready and, if not, the date on which it is expected to be ready;
- (f) carefully and scientifically study the peculiar phases of disease prevalent among the famine-stricken, and make *post-mortem* examinations as opportunity offers, inasmuch as this important work cannot be systematically done by the other medical officers on famine duty.

212. In order that there may be no delay in the supply of medicines, the Civil Surgeon is authorized to make requisitions direct on the Medical Storekeeper. The latter officer shall be informed by the Sanitary Commissioner, on the imminence of famine and from time to time during its continuance, of estimated requirements.

Appointment and duties of District Medical Officer.

213. A commissioned or other duly qualified medical officer shall ordinarily be appointed to each famine district, with the designation of District Medical Officer; in any district to which no such officer is appointed, the duties assigned by the Code to the District Medical Officer shall, as far as possible, be performed by the Civil Surgeon.

214. The duties of the District Medical Officer shall be—

- (a) subject to the provisions of sections 42 and 216, to take general charge of all medical and sanitary measures connected with

relief operations outside the head-quarter station and supervise the medical establishment employed thereon which shall in all professional matters be in direct subordination to him ;

- (b) to move about the district actively, inspecting the sanitary condition of relief works and villages and the physical condition of the people ;
- (c) to give careful attention to the birth and death registers, and to periodically inspect the recipients of gratuitous relief ;
- (d) to watch the state of the water-supply, especially that allotted to the low-caste people, and see that the instructions laid down regarding the disinfection of wells are understood by those whose duty it is to attend to them ;
- (e) to see that there is a proper supply of fever and cholera medicines with the village officers ;
- (f) to supervise the work of the subordinate medical officers appointed to relief works and hospitals, and instruct them in their duties ;
- (g) to scrutinize the accounts of both hospitals and kitchens on all works and see that the authorized diets are issued.

215. The District Medical Officer shall have power to deal with professional misconduct or inefficiency on the part of any medical subordinate on the permanent establishment deputed for famine duty by suspending him from duty and reporting the circumstances, with the explanation of the subordinate, for the orders of the Sanitary Commissioner, who shall have power to inflict any punishment short of dismissal, reporting it for record in the Surgeon-General's office. In the case of professional misconduct or inefficiency on the part of temporary medical subordinates, the District Medical Officer shall have power to inflict any punishment short of dismissal ; and the Sanitary Commissioner shall have power to dismiss, any order of dismissal being reported to the Surgeon-General.

216. In all except professional matters, the Collector shall have complete disciplinary control over medical officers posted elsewhere than on Public Works relief works, and subject to section 42 the Executive Engineer shall have such control over medical officers posted on such works. In case of misconduct or inefficiency in any non-professional matter, the Collector or Executive Engineer shall proceed in the manner laid down for the District Medical Officer in section 215. The Collector shall have the power of transferring any medical officer from and to any post in the district, informing the Executive Engineer, the District Medical Officer, the Civil Surgeon and the Sanitary Commissioner of all such transfers.

Subordination of  
medical officers on  
public works to  
Executive  
Engineers.

217. A medical officer shall be appointed to the subordinate charge of the hospital which shall be attached to each Public Works relief charge and to each poor-house, being given the assistance of such trained subordinates as the Sanitary Commissioner may consider necessary. He shall proceed to his charge fully equipped with medicines, instruments, stores, &c., on the scale laid down by the Sanitary Commissioner.

Medical officers in  
charge of camp  
hospitals.



218. The Collector shall have power to sanction the payment of a horse allowance not exceeding Rs. 15 per mensem to any subordinate medical officer on famine duty who is certified by the District Medical Officer to have a considerable amount of travelling to do daily in the course of his work. The allowance is not intended to meet an occasional journey, and any medical subordinate drawing it must certify on each bill that he actually kept a horse during the time for which the allowance is claimed.

219. The following duties shall be attended to by the medical officer in charge of a relief work hospital :—

(i) *In connexion with the hospital :*

- (a) He shall keep up his supply of medicines, instruments, stores, disinfectants, medical comforts, &c., to the standard fixed for each hospital by the Sanitary Commissioner.
- (b) He shall indent from time to time on the Charge Officer for such supplies of hospital clothing, blankets, cots, mats, cooking pots, &c., as may be required for the hospital.
- (c) He shall also indent on the Charge Officer for firewood, grain, oil, country liquor and other articles of diet and stimulants as required for the hospital patients, keeping a careful record of daily consumption.
- (d) He shall superintend the cooking of the food and the issue thereof in accordance with the prescribed diet scales.
- (e) He shall immediately report any outbreak of cholera or other epidemic disease to the above-named officers and to the District Medical Officer.
- (f) He shall refer all points of doubt or difficulty, not of a professional or technical nature, which cannot be settled by the Charge Officer, to the Executive Engineer, through the Charge Officer, for orders.
- (g) He shall keep a hospital visitors' book and forward extracts therefrom to the Executive Engineer once a week. The District Medical Officer shall examine this book on his visits to the charge and record such observations thereon as may be required, after any investigation that he may deem necessary.

(ii) *On the work :*

- (h) He shall make a daily inspection of the sanitary arrangements, burial and burning grounds, camps and water-supply, and shall carry out the disinfection of wells in accordance with paragraph 24 of Appendix IV.
- (i) He shall make a daily inspection of the dependants in the kitchen, prescribing special diet for the emaciated and sending to hospital any person in need of medical attendance.
- (j) He shall make a periodical inspection of all persons on the work, with special attention to new-comers, weakly gangs and nursing mothers, sending to hospital any person who from

extreme emaciation or from sickness is in need of medical attendance.

- (k) He shall make a periodical inspection of the food offered for sale at the camp.
- (l) He shall arrange for the detection of the first cases of infectious and contagious disease, and for the adoption of measures to prevent their spreading.
- (m) He shall arrange for the distribution of quinine on the works to prevent malarial fever and the supply of anti-scorbutics on the appearance of scurvy.
- (n) He shall report immediately to the Charge Officer all defects noticed by him in inspections made under clauses (h) and (k), the names of dependants in the kitchen over 10 years of age, whom he considers fitted for light work, and the names of those inspected under clause (j) for whom he thinks lighter tasking or gratuitous relief, with or without special diet, is required. It shall be the duty of the Charge Officer to take action at once on the reports of the medical officer under this clause.
- (o) It shall be the duty of the Charge Officer to arrange for all officers on the work to assist the medical officer in the discharge of the duties imposed on him by clauses (l) and (m);
- (p) It shall be the duty of the medical officer to assist the Charge Officer in classing the applicants for admission under section 95; because the Charge Officer needs expert advice as to ability for work of those in poor condition and as to the ages of children.

220. The following statements shall be kept by the medical officers in charge of hospitals on relief works and poor-houses—

- (a) nominal registers of in-door and out-door patients in Form 52.
- (b) returns of the rations given to in-door patients in Form 53.
- (c) a diet register in Form 31.
- (d) a stock register in Form 32.
- (e) a weekly diary in Form 54.
- (f) a weekly return of patients in relief work and poor-house hospitals in Form 55, to be forwarded every Saturday evening to the Charge Officer, Executive Engineer, District Medical Officer and Deputy Sanitary Commissioner.

221. The rules for medical officers in charge of hospitals on relief works shall apply, as far as possible, to medical officers in charge of hospitals attached to poor-houses and to groups of village works.

Duties of medical officers in charge of poor-house hospital.

**Cattle and Fodder.**

CHAPTER XVII.—CATTLE AND FODDER.

Measures to be taken in event of fodder famine.

222. In the event of a fodder famine, strenuous endeavours shall be made to save at least the valuable cattle. The measures most likely to be successful are —

- (a) the stimulation of the growth of fodder crops during the period of distress, especially by the grant of loans ;
- (b) the opening of Government forests to grazing and the deportation of cattle to the forests ;
- (c) the importation of fodder and the grant of loans to purchase it ;
- (d) the preservation of cattle in camps.

Growing of fodder crops.

223. Liberal takávi loans shall be given to cultivators for the construction of temporary wells to grow fodder crops ; waste land in river beds and elsewhere may be let temporarily at a nominal rent for the production of fodder crops ; and the Collector may, at his discretion, give an assurance that no special water rate will be levied for irrigation from rivers or other occasional sources of water-supply and that no fodder crop will be attached for the payment of land revenue. In tracts irrigated by canals, the Collector, in consultation with the canal officers, may take such measures as may seem advisable, for the growth of fodder and for increasing the growth of grass.

Free grazing in forests.

224. The preservation of agricultural cattle is a matter of far greater importance than any revenue which might be obtained from grazing fees ; if such fees are levied at all, they shall be imposed on administrative grounds and not as a source of income. Therefore the Commissioner, in consultation with the Conservator of Forests, may throw open to free grazing any portion of forest land, subject to the following general provisions :—

- (a) In the case of forest areas ordinarily open to grazing, fees may be remitted and no attempt shall be made, when admitting cattle to free grazing, to discriminate between the cattle of agriculturists and non-agriculturists or between useful and useless animals ; but fees shall ordinarily, unless the Commissioner direct otherwise, be charged for the cattle of professional graziers and shall always be charged for sheep and goats ;
- (b) forest areas ordinarily closed to grazing shall be looked on as a reserve and only trenched on for grazing when other reasonable means of feeding the cattle are exhausted, and those portions which grow grass fit for cutting shall not be opened until the grass has been cut : in no case shall sheep or goats be admitted ;
- (c) no grazing shall ever be allowed in areas under plantation or regeneration, unless the trees are old enough to be safe from attack ;
- (d) if it is found that cattle are resorting to an open forest in numbers greatly exceeding its grazing capacity, immediate notice shall be given to the officers concerned to stop further

migration of cattle to such forest, and it may also be necessary to limit the numbers by giving preference to the cattle of villages in the vicinity of the forest and by charging fees on the cattle of other villages.

225. Deportation to distant forests should be attempted only in the case of the hardier cattle which are better able to stand the change of climate and food than carefully reared and stall-fed animals.

Deportation of cattle to distant forests.

226. In the case of an acute fodder famine, Government may direct that in any district one member of each family, whose presence at home is absolutely necessary for the preservation of the cattle, shall be put on the village gratuitous relief list.

Gratuitous relief of herdsmen.

227. The importation of fodder may be undertaken by Government *in co-operation as far as possible with private enterprise*, when it is evident that private enterprise will be unable to meet the anticipated demand.

Importation of fodder.

228. In operations for the importation and distribution of fodder, attention should be paid to the following points—

- (a) the demand should be proclaimed at a very early date, in order both that the grass may be cut before it has lost any of its nutritive value or has been trampled down by grazing, and that the transport by railway may be commenced before the heavy traffic season\* ;
- (b) the cutting and transport of the grass should be entrusted to officers of the Forest Department
- (c) the grass should be distributed under the order of the Collector from depôts which should be as close to the railway stations as possible ;
- (d) the grass should be distributed at such reduced prices as Government may fix only to genuine cultivators, who are unable to pay more, for the preservation of their useful animals, and only on production of passes signed by the Sub-divisional Officers and such other officers as the Collector may empower to issue passes ;
- (e) only a limited quantity should be given at reduced rates to each person, and great care should be taken to prevent the concession being abused ;
- (f) grass may be given as above to cultivators either on payment of cash or as a takávi advance ;
- (g) grass may be supplied at not less than cost price, for their own horses, to all Government servants employed on famine relief duty ;
- (h) if the supply is more than sufficient to meet the requirements of cultivators, the surplus stock may be distributed to other persons, for animals actually in use, at not less than cost price.

\* Ordinarily grass cutting should commence from about 15th October.

229. In organizing cattle camps, attention should be paid to the following points:—

- (a) cattle camps should be tried only so far as careful and expert management, with the advice of a veterinary expert always available, can be secured;
- (b) the success of a camp depends on the careful selection of the animals for admission; the selection should be made by an expert and only animals which are likely to thrive from the first—animals from 1 to 8 years of age, plough bullocks and breeding cows with a few bulls of the best breed—should be admitted;
- (c) animals may be received by gift or purchase, conditionally or unconditionally; it is generally better to buy the cattle and re-sell them at a fair price to their former owners, if possible, at the end of the famine than to keep them at the risk and cost of the owners;
- (d) a certain number of she-buffaloes, ranging in age from 2 to 7 years, should also be admitted as they will eat the inferior grass rejected by the bullocks and cows;
- (e) a small allowance of oil-cake (*sesamum*) should be given at first to the weaker animals.

Audit of account.

230. Whenever operations under this chapter are undertaken on an extensive scale, special arrangements for audit shall be made in the manner prescribed in section 196.

Miscellaneous.

CHAPTER XVIII.—MISCELLANEOUS.

Periodical reports and  
returns.

231. The following periodical reports and returns shall be submitted during the continuance of famine:—

*By the Collector to the Local Government—*

- (a) a weekly season telegram in Form 6;
- (b) a weekly statement of rainfall and prices in Form 7;
- (c) a weekly progress return of relief works in Form 8;
- (d) a weekly progress return of gratuitous relief in Form 9;
- (e) a monthly report on the general progress of relief operations dealing with the matters noted in Form 10;
- (f) a monthly statement in Form 11 for submission to Government of India;
- (g) a monthly statement in Form 12 for submission to Government of India.

*By the Local Government to the Government of India—*

- (h) a monthly statement in Form 11;

- (i) a monthly statement in Form 12 ;  
(j) a monthly statement of the death-rate in Form 13.

*The following should be substituted for section 233 of the  
Famine Relief Code.*

- “ 233. Migrants should not ordinarily be interfered with except:—
- (i) when they are obviously too weak to carry out the journey they propose ;
  - (ii) when it is known that the place to which they propose to go is unable to support them ;
  - (iii) when they are wandering aimlessly.

On routes where migration is large, a regular chain of relief depôts should be established ; the duties of the officers in charge being to sell to migrants, who are able to pay, what they want in the shape of grain and fodder ; to relieve the manifestly destitute ; to record the volume and character of the migration ; to send early information to the authorities of the localities from which, and of the countries to which, the wanderers are moving ; to tell the latter where they will probably best find what they seek ; and to warn them against tracts suffering from scarcity. In treating applicants for relief no distinction should be made between those who come from British territory and those who have migrated from Native States. Should the volume of immigration from any Native State be so large and of such a character as to indicate the want of an adequate system of famine relief in that State, the Collector should call the attention of Government and of the Political Agent for the State concerned to the fact ; but meanwhile he should treat the immigrants as if they were British subjects. No pressure should be put upon such immigrants to return to their homes until the Collector, after communication with the Political Agent, is thoroughly satisfied that the authorities of the Native State are in a position to take over and provide for them, and that there is no danger in sending them back. When the Collector is so satisfied, he should issue instructions for their collection on works and in poor-houses as the case may be, and in communication with the Political Agent of the State concerned, should make arrangements for their removal, and where necessary, for their support on the homeward journey. Such arrangements should be carried out as nearly as possible in the manner prescribed for drafting British subjects to their homes at the close of relief operations, the usual valedictory dole being given to those who would be given it if they were British subjects.”

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tation with the Conservator of Forests may, at his discretion, sanction the suspension of such rules and regulations.

(b) Similarly, the Collector shall have power to suspend any restrictions on the free consumption of edible forest produce in any Government waste lands, not being reserved or protected forests.

(c) Due publicity shall be given by proclamation in all the neighbouring tracts affected by scarcity or famine of the grant of these concessions and, subsequently, of the date from which they shall be withdrawn.

Supply of hutting materials, fuel, &c., from Government forests.

236. (a) When the position and character of any Government forests admit of hutting materials, fuel, handles for tools and other forest produce required for relief operations being obtained more cheaply and quickly from the forests than in the open market, such produce shall be supplied by the Divisional Forest Officers on requisitions from Executive Engineers and from other officers, to be named by the Collector, who are in charge of works or distribution of relief.

(b) The Divisional Forest Officer shall, in consultation with the officers concerned, arrange for the labour of procuring such produce and for the transport of it.

(c) The Executive Engineer shall, if necessary, procure and furnish any tools required in cutting the produce and for similar purposes.

Works to be carried out at ordinary rates.

237. When, in the opinion of Government, any work included in the sanctioned list of relief works in a famine area is of such a character, or requires to be executed with such urgency, as to demand the employment of ordinary public works labour at market rates, Government may exclude such work, in whole or in part, from the operations of the Code and direct that it be carried out under the ordinary rules of the Public Works Department.

Takávi advances.

238. The system of *takávi* advances, when administered prudently and with forethought, is an efficient instrument of relief to agriculturists in time of famine. Liberal provision shall therefore be made, in the case of famine, for such loans; and special attention shall be paid to the following points:—

- (a) the Collector shall apply to Government from time to time for special allotments of funds for loans under both the Land Improvement Loans Act and the Agriculturists' Loans Act;
- (b) advances under both Acts are specially required *at the earliest stages of the famine*;
- (c) advances for seed and cattle shall ordinarily be disbursed in cash: advances for fodder may, when grass is being imported by Government agency, be made in kind;
- (d) subsistence advances may be given to cultivating occupants for the support of themselves and their labourers while engaged in cultivation, but it is not desirable to advance at one time more than is required by each recipient for one month;
- (e) special arrangements shall be made for the prompt disbursement of these advances and for ensuring that the advances are properly applied.

Improvement of water-supply.

239. Allotments shall be placed at the disposal of Collectors for the immediate improvement of the water-supply for human beings and cattle, when such improvement is practicable and the Collectors think that the villagers require assistance (*vide* Appendix VIII).

Attitude towards private trade.

240. (a) Care shall be taken that every possible facility is given for the free action of private trade, and that all obstacles, material or fiscal, are as far as practicable removed.

(b) All interference with the action of private trade in the supply of food in time of famine shall, as far as possible, be avoided.

(c) Only in very exceptional cases, and in the last resort, will Government take direct action to import grain; and Government will not interfere with private trade, as long as that trade is able and willing to place food within the reach of the distressed people.

(d) If compelled to interfere because grain is not in, or is withheld from, a local market, Government will do so only until the ordinary course of trade is restored, and will otherwise take action only to assist and stimulate, and not to supplant, the business of the traders in grain.

(e) No direct step to take the place of private trade shall be made by a Collector without at least the sanction of the Commissioner, and, if possible, of Government.

241. The Government supervising officers in the Railway Department shall, during a period of scarcity or famine, exercise increased vigilance and give special attention to the following matters, reporting to Government when necessary :—

Duties of Railway  
Department supervising  
officers.

- (a) the detection of any abuse which may arise in the allotment of waggons when the demand for freight exceeds the carrying powers of any railway;
- (b) the provision, when required, of additional temporary storage sheds for the protection of grain at stations where traffic accumulates;
- (c) the necessity for giving precedence to food grains and fodder over other classes of traffic, when the traffic is in excess of the carrying power of any railway;
- (d) the securing of every possible facility for the distribution of grain and fodder to the districts where it is required;
- (e) the power of Government to control the rates for the conveyance of grain and fodder by railway.

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

Distribution of  
charitable funds.

Object I.—In supplementing the recognised system of State relief *e.g.*,—

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

Object II.—In supplementing the relief of orphans, *e.g.*,—

- (i) during famine—
  - (a) by grants-in-aid to private orphanages;
  - (b) by extra comforts, of food and clothing, for orphans supported by the State;
- (ii) after the famine is over—
  - (a) by provision for the support and training of orphans left on the hands of the State;
  - (b) by grants-in-aid to societies or institutions supporting famine orphans.



Object III.—In relieving persons unwilling to accept State relief,  
*e.g.*,—

- (a) by free gifts or supply of work to poor but respectable persons and *pardanishin* women;
- (b) by employing in their own craft artizans for whom such work has not been organized by the State, and to whom labour on ordinary relief works would be a hardship;
- (c) by grants-in-aid to private poor-houses or similar institutions;
- (d) by maintaining or subsidizing shops for the sale of grain at cheap rates to selected persons in reduced circumstances.

Object IV.—In assisting with grants of money—

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

## CHAPTER XIX.—ACCOUNTS.

### Accounts.

#### (i) *Control and Audit.*

#### Principles of control and audit.

243. The general principles to be followed in the control and audit of famine relief expenditure are—

(a) that any attempt at over minute control in matters of detail defeats its own purpose and that the objects aimed at should be to check expenditure *while it is being incurred*, and to prevent fraud and serious irregularities rather than to secure minute accuracy in every detail;

(b) that the most effective check in preventing waste and fraud lies in the hands of the executive officers who are in charge of the operations;

(c) that the subsequent audit of accounts should be decentralised, as far as possible, by arranging for the check of expenditure in the districts in which it is incurred, and by giving executive and controlling officers power to dispose of objections of small importance and to write off petty discrepancies.

#### Checking of accounts by executive officers.

244. The duties of executive officers in the matter of checking accounts in the several branches of relief are explained in detail in previous chapters of the Code and in Appendices IV and V, and need not be repeated here. Special attention must be paid to the weekly charge

progress report (Form 18), which affords the best means of checking expenditure on public works.

245. Immediately on the declaration of famine, the Accountant General and the Examiner of Public Works Accounts shall each depute at least one travelling auditor to work under the orders of the Collector and the Executive Engineer, respectively, of each famine district. The number of these travelling auditors shall be increased from time to time as the extent of relief operations demands and as suitable men are available. One clerk from the permanent account office staff of the Collector or the Executive Engineer, as the case may be, shall be deputed to serve under each travelling auditor. The Accountant General and the Examiner of Public Works Accounts, as the case may be, may, when they think necessary, depute superior officers to see that the travelling auditors are carrying out their duties properly.

Appointment of travelling auditors.

246. The duties of the travelling auditors shall be as follows :—

Duties of travelling auditors.

(a) they shall take instructions from the Executive Officer (the Collector or Executive Engineer, as the case may be) as to the works or places they should visit, and shall submit brief diaries through him to the Audit Officer (the Accountant General or Examiner of Public Works Accounts);

(b) they shall prepare audit reports on the accounts examined by them for submission through the Executive Officer to the Audit Officer; for this purpose they shall trace expenditure from the initial entries—*e. g.*, on a public work from the muster-rolls and the vouchers—through the accounts; but shall not test the entries in the muster-rolls, village relief registers, &c., by the actual attendance of the persons relieved unless specially instructed to do so by written order of the Executive Officer, or unless they have reason to doubt the correctness of the numbers charged for; where frauds are discovered or suspected the audit report shall be communicated to the Collector direct for such immediate action as may be necessary;

(c) they shall verify cash balances and report if they find that excessive balances are being retained by any disbursing officers;

(d) they shall, as far as possible, correct on the spot all errors of account procedure, discovered by them;

(e) they shall assist and instruct famine relief and account officers of all grades in the keeping of accounts;

(f) they shall inspect the famine account offices of the Collector and Executive Engineer and of the Revenue and Public Works Sub-divisional Officers, respectively, submitting reports through the Executive Officer to the Audit Officer.

The Executive Officer should submit the reports of the travelling auditors to the Audit Officer within one week of their receipt.

247. (a) The Collector or Executive Engineer, as the case may be, shall have power—

Disposal of objections.

(i) to dispose of any objection, other than an error in a voucher, which relates to an item of not more than Rs. 10 and does not, under standing orders, need to be reported to Government;

(ii) to write off an error of 4 annas in any voucher, and up to one per cent. but not exceeding one rupee in the case of vouchers for amounts in excess of Rs. 25.

(b) The Commissioner and Superintending Engineer, as the case may be, shall have similar power in respect of errors in vouchers, and shall have power to dispose of objections, other than errors in vouchers, in respect of items of not more than Rs. 100 which do not, under standing orders, need to be reported to Government.

(c) Objections to items exceeding Rs. 100 shall be disposed of in the usual course by the Accountant General or Examiner of Public Works Accounts, as the case may be.

248. Before submitting the travelling auditor's reports to the Audit Officer, the Executive Officer shall, as far as possible, correct any errors or irregularities discovered and dispose of any objections which he is empowered to deal with, noting briefly the action taken.

Numbering of objections.

249. Objections shall always be kept distinct, each item in an objection statement being given a separate number, which should invariably be referred to in all correspondence on the subject.

Bills and vouchers.

250. Bills shall be drawn in the manner and forms prescribed in the Code and its appendices, except those for—

(a) salaries, travelling allowances, office contingencies and payments to contractors for supplies received, which shall be in the forms prescribed by the Civil Account and Public Works Codes, and

(b) advances for land improvements and to agriculturists, which shall be in the special forms prescribed in the rules under which the advances are granted.

251. The following shall be accepted as vouchers sufficient, by themselves, without other bills, for the purpose of audit:—

*Public works* . . . . (a) A copy of the cash-book of a charge, with the acquittance roll and with sub-vouchers for all contingent items of more than five rupees.

(b) A weekly voucher for wages and cash allowances in Form 29.

(c) A copy of the hospital account.

(d) A copy of the kitchen account.

*Village works* . . . . (a) A copy of the cash-book with sub-vouchers for all contingent items over Rs. 5.

(b) A weekly bill in Form 35.

*Gratuitous village relief* . . Bills for grain and cash dole in Forms 40 and 41.

*Casual relief* . . . . . The abstract bill, Form 48.

*Poor-houses and orphanages.* (a) A copy of the cash-book, with sub-vouchers for all contingent items of over five rupees.

(b) Bills in Form 42.

*Village kitchens* . . . . A copy of the cash-book, with sub-vouchers for all contingent items of over five rupees, except articles supplied by the grain-dealer.

*Miscellaneous relief* . . . Simple receipts on forms prescribed by the Collector or Accountant General, showing clearly the objects for which the expenditure will be incurred.

(ii) *Civil Accounts.*

252. Expenditure on civil relief, which comprises all forms of relief except public works, shall be classified as follows, and this classification shall be observed in all accounts, vouchers and returns :—

Classification of civil expenditure.

*I.—Salaries and Establishment.*

## Salaries—

Relief Mámlatdárs.

Other Special Relief Officers.

## Establishment—

Store-keepers, clerks and other superior establishment.

Servants.

## Allowances—

Grain compensation.

Travelling allowances.

## Contingencies.

*II.—Relief Works in charge of Civil Officers.*

## (a) Communications—

Wages of labour.

Other expenditure.

## (b) Miscellaneous Public Improvements—

Wages of labour.

Other expenditure.

## (c) Irrigation—

Wages of labour.

Other expenditure.

*IF.—Relief to people employed otherwise than on relief works (e.g., relief to weavers in their own trade).**F.—Gratuitous relief.*

## (a) Given in Government institutions—

(i) Poor-houses and orphanages.

(ii) Village kitchens.

(b) Given at the homes of the people (e.g., cash and grain doles, &amp;c.).

(c) Given in other ways (e.g., casual relief by police and others).

*VI.—Miscellaneous.*

Relief and deportation of cattle.

Grass operations.

Other charges.

Any further detailed heads which may be required shall be settled by the Accountant General in communication with Government. Subject to the special provision of the Code, expenditure under heads II and IV to VI shall be dealt with generally in the manner prescribed in the Civil Account Code for contingent charges.

253. No expenditure shall be incurred on famine relief of any kind unless a grant has been previously obtained for the purpose from Government, provided that—

Expenditure before a grant is sanctioned.

- (a) the treasury officer shall make payment of any bill which the Collector certifies to be necessary for the saving of life, even though such expenditure is not covered by a grant; and
- (b) when it is likely that inconvenience may be caused by the delay involved in obtaining the sanction of Government, the Commissioner may sanction such expenditure as is absolutely required for immediate wants, reporting his action to Government.

Allotment of grants.

254. The allotment of grants for direct expenditure shall be made in the following manner:—

- (a) The Collector shall from time to time, as need arises, apply for grants to Government through the Commissioner, submitting with his application a statement in Form 56: a copy of the statement as finally sanctioned shall be forwarded by Government to the Accountant General.
- (b) On the receipt of sanction to a grant the Collector shall arrange to assign the grants which he considers necessary under heads II and IV to VI, to the different disbursing and other officers, keeping any reserve which is necessary to meet additional demands from those officers. The expenditure of the officers shall never be allowed to exceed the grants thus sanctioned.
- (c) The Collector may transfer grants from one disbursing officer to another, or from one detailed head to another under the same minor head. Transfers from one minor head to another shall require the sanction of the Commissioner and must be communicated to the Accountant General, and transfers from one district to another shall require the sanction of Government.

255. Grants for indirect expenditure in connexion with the famine shall be regulated according to the usual rules applicable to the offices and departments in which it is incurred. A register of such charges in Form 57 shall be maintained by the head of each office from which they are disbursed.

Permanent advances.

256. As the greater part of civil relief expenditure has, from the nature of the case, to be incurred before cash can be drawn from the treasury on regular bills, a suitable permanent advance shall be arranged for in each district in the following manner:—

- (a) At the commencement of relief operations the Collector shall apply to Government for a suitable advance, the amount of which will mainly depend on the extent to which village works, village kitchens, cash dole and poor-houses are being organized.
- (b) When the permanent advance is sanctioned, the Collector shall allot portions of it to such subordinate officers as have to distribute relief.
- (c) The Collector shall then send an acknowledgment for the whole amount to the Accountant General, having obtained similar acknowledgments from the subordinate disbursing officers.

- (d) Charges for establishment at fixed monthly rates shall not ordinarily be paid from the permanent advance.

257. Ordinarily the Collector shall allot the greater portion of the permanent advance to the Mámlatdárs or Relief Mámlatdárs of affected talukas, who in their turn shall distribute the amount among managers of village works, superintendents of poor-houses and village kitchens, village officers of villages where a cash dole is given, Circle Inspectors and any other disbursers of casual relief. Advances shall also be given to the Special Relief Officer, and to the District Superintendent of Police for affording casual relief to wanderers through the police. The amount of advance given to each disbursing officer shall be reviewed, from time to time, in order to ensure that the balance ordinarily remaining on his hands is not excessive.

Distribution of permanent advance.

258. Disbursing officers who have received permanent advances shall recoup their expenditure from time to time by submitting bills, accompanied by the necessary vouchers, in the forms and manner prescribed for the various forms of relief in the Code and its Appendices.

Recouping of advances.

259. Each disbursing officer shall keep a cash book in Form 25 in which he shall enter all the sums received by him, for the purpose of famine expenditure on behalf of Government, from the treasury and other sources and all the payments made by him in the order of their occurrence (except salary and establishment charges of his own office which should not find any place in the cash book). This cash book will include on the receipt side all sums drawn by the officer on bills.

Cash book.

260. The following instructions shall be attended to in preparing bills and vouchers :—

Preparation of bills and vouchers.

- (a) Bills shall be drawn on paper of different colours, in token of urgency and with a view to make sorting of them easy.\*
- (b) All forms and bills which will ordinarily be prepared in vernacular shall have bilingual headings (*i.e.*, English and vernacular).
- (c) Certificates shall be printed on the bill form and in such a way that one signature will suffice for both bill and certificate; certificates required from superior officers shall be framed in general terms with due regard to the conditions of work in times of famine.
- (d) Receipts shall be taken whenever possible for all payments, except for wages and allowances. The receipts for payments of over Rs. 5 shall always accompany the bills on which the money is drawn as sub-vouchers and those for lower sums shall be retained by the disbursing officer.
- (e) Vouchers shall as far as possible be submitted in English, but no objection shall be taken to any voucher because it is in vernacular.

\* The following colours are suggested.—*red* for village works bills in Form 35, *blue* for village gratuitous relief bills in Forms 40 and 41, *green* for poor-house and village kitchens bills in Form 42, *orange* for casual relief bills in Form 48, *yellow* for Collector's monthly detailed contingent bills (section 261).

Accounts.

Registers of receipts and payments in Húzúr treasury.

261. Registers of receipts and payments in Forms 58 and 59, respectively, shall be maintained at the Húzúr treasury. Bi-monthly extracts from these registers shall be forwarded to the Accountant General as schedules with the first and second lists of payments, accompanied by such detailed vouchers as have been received and by abstract contingent bills for the other items. Detailed bills for the latter items only shall be submitted to the Accountant General, within 15 days of the close of the month in which the money is drawn.

Treatment of vouchers.

262. All vouchers received at the Húzúr shall, after thorough examination, correction of errors, completion as regards working out of available grants and certificates and countersignature by the Collector, when necessary, be forwarded to the Accountant General with the schedule or the detailed bill, as the case may be. All sub-vouchers for postage and telegraph charges and those for other payments in excess of Rs. 10 shall be submitted at the same time, the rest being recorded at the Húzúr after proper examination and cancellation.

Monthly report by Accountant General to Government.

263. The Accountant General shall submit to Government a monthly statement in Form 60 showing the grants sanctioned by Government, the expenditure incurred against them and the expenditure incurred in anticipation of sanction. He shall obtain for this purpose the necessary information from the Examiner of Public Works Accounts for charges incurred in the Public Works Department, and incorporate it in his return to Government.

Extra accounts establishment and punctual submission of bills.

264. (a) An extra accounts establishment, to be employed solely for the purpose of examining and despatching famine bills, shall be entertained in the Húzúr treasury of any district in which the famine expenditure is sufficient to warrant this course; and such extra establishment shall not be employed on any other work.

(b) The Accountant General shall fix periods, subject to approval by Government, within which bills for famine expenditure shall be submitted by taluka sub-treasuries and Húzúr treasuries, respectively; any failure to submit bills by the fixed dates shall be immediately reported by the officer concerned to the Collector.

(c) The Húzúr treasury officer shall forward to the Accountant General on the 25th of each month a statement of the sums drawn during the previous month for which detailed countersigned bills have not been submitted, together with explanations of the causes of delay.

Supply of cash to treasuries and sub-treasuries.

265. (a) The Collector shall be responsible for the distribution of money within the district and for bringing in good time to the notice of the Accountant General any special supply required of rupees, small silver or copper coin. He shall keep the Accountant General informed of any demand that may arise for bills by which money can be supplied without actual remittance, and shall endeavour to distribute funds within his district at the least expense to Government, moving funds by means of cash orders whenever that course is found to be more convenient.

(b) Officers who have to disburse small coin in payment of wages and the like, should seek to obtain their requirements, as far as possible, from the local grain and other dealers who receive the custom of the recipients of relief, in order both to accommodate such dealers and to avoid the necessity of importing small silver and copper coin at Government expense.

(c) No discount shall be paid without the previous sanction of the Accountant General to bankers or others for obtaining small silver or copper coin, cashing cheques or moving funds by means of cash orders.

266. In view of the difficulty of keeping a large number of villages regularly in funds, the following expedients may be adopted :—

(a) The money-order system may with great advantage be used for periodical remittances, the necessary arrangements for prompt payment being made, under the orders of the Post Master General, with the head post offices.

(b) Escorts may be appointed for a circuit of villages to be visited at stated intervals.

(c) Police stations and other suitable centres may be used as depôts, the money being sent there by money-order or otherwise, and the payees coming there to receive it.

(d) The services of touring officers may be enlisted to convey sums due to the villages which they are about to visit.

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

### (iii) *Public Works Accounts.*

267. The accounts of public works shall be kept and submitted in accordance with the rules laid down in the Public Works Department Code and with instructions contained in, or issued in accordance with, chapter VII of this Code. They shall be audited by the Examiner of Public Works Accounts.

### (iv) *Appointments and Payment of Salaries.*

268. A general scale of establishment, including additions to permanent establishments for famine duty and showing the maximum pay for each class of employé, shall be laid down by Government for each of the several branches of relief. Within the limits of this scale the

Entertainment of  
establishment.



following officers shall have power to make appointments, sending copies of their appointment orders to the audit office—

the Collector or Executive Engineer—any appointment carrying a consolidated monthly salary of not more than Rs. 150,

the Commissioner or Superintending Engineer—any appointment carrying a consolidated monthly salary of not more than Rs. 250,

provided that the Commissioner or Superintending Engineer may sanction appointments in excess of the general scale or maximum salary up to a limit of 25 per cent., reporting his action immediately to Government; the appointment orders shall distinctly state the post to which the appointment is made, the period during which it is to continue and the rate of pay. All other appointments, except those referred to in the following section, require the sanction of Government.

269. It is impossible to estimate beforehand the number of trained medical subordinates which may be required. Appointments, therefore, made by the Surgeon-General under section 203 (c) need not be included in the general scale to be fixed under the preceding section.

Proposition statements  
not required.

270. No proposition statements are required for famine establishments, including additions to permanent establishments for famine duty; but lists shall be kept at district offices of all appointments carrying a salary of over Rs. 10, and inspecting officers should specially see that the number of appointments carrying a salary of less than Rs. 10 is not excessive.

Payment of salaries.

271. The salaries of establishments on fixed monthly rates of pay shall be drawn *monthly* in the ordinary way in establishment bills, while those of employes on daily wages shall be drawn on the daily muster-rolls and abstracts.

272. (a) In the case of a person not in Government employ, the order of appointment shall state the pay and allowances of the post and the period for which it is sanctioned; and this shall be regarded by the disbursing officer as the authority to pay.

NOTE.—The copy of appointment order handed to a *temporary* employe should not contain any reference to the period for which the appointment is sanctioned.

(b) In the case of an officer transferred from another department, the order of appointment shall state the pay and allowances to which he will be entitled for famine duty and the period for which he is transferred. The regular last pay certificate shall be sent through the ordinary channel, but a provisional certificate shall be granted by the disbursing officer of the department from which he is transferred; and this shall be regarded as authority to pay by the disbursing officer of the department to which he is transferred. The Executive Engineer shall give such officers employed under the Public Works Department an advance of one month's pay on joining their new appointment.

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

(c) Special attention is necessary to the *prompt* submission of appointment orders and last pay certificates, in order that the payment of salaries may not be delayed.

(v) *Classification of Expenditure.*

273. The pecuniary transactions in connexion with famine relief other than those relating to private benefactions, such as a charitable relief fund raised by private subscription, fall under the following three heads—

Classification of transactions.

- (a) expenditure finally chargeable to the general revenues of Government;
- (b) advances made by Government on condition of re-payment, with or without interest;
- (c) expenditure from Local Funds.

Expenditure finally chargeable to Government is either—

- (i) direct, *i.e.*, incurred exclusively on famine relief and debitable to the major head '33—Famine Relief'; or
- (ii) indirect, *i.e.*, incurred in other departments, etc., debitable under the major heads to which the cost of these departments is charged.

274. Only expenditure incurred directly and immediately for the relief of distress arising from calamities of season, such as pay and travelling allowance of establishments employed exclusively on famine relief, wages and other expenditure connected with relief works and relief administered to people in poor-houses and kitchens and at their homes, etc., shall be treated as 'direct' famine expenditure.

Direct expenditure.

275. Expenditure incurred for the following purposes shall be treated as 'indirect' expenditure and charged to the appropriate service head:—

Indirect expenditure.

- (a) additions to sanctioned establishments in the revenue, police, medical and other departments;
- (b) compensation to Government servants and soldiers for dearness of provisions;
- (c) extra travelling allowance to revenue, police, medical and other officers and extra contingencies required for existing offices;
- (d) extra accommodation in permanent hospitals;
- (e) public works undertaken in consequence of the occurrence of famine, but not directly for the employment of famine-stricken people and not therefore treated as relief works;
- (f) compensation for land acquired for relief works.

NOTES.—(1) In determining whether the pay and travelling allowances of an officer engaged on famine relief duty should go to the ordinary head or to 'Famine Relief,' the question to be considered is whether he is merely an addition to an existing establishment which requires strengthening owing to famine work or whether he has been detached altogether from his own regular duties and employed exclusively on famine relief. In the former case his pay and travelling allowance shall be taken to the

ordinary head; in the latter case to 'Famine Relief.' The classification of these charges should be determined by their *nature* and not their *cause*.

(2) The travelling allowances of officers deputed on famine work for journeys to and from the scene of that work, as well as their pay for the period of transit, shall be charged to 'Famine Relief' when their pay during their actual employment is chargeable to that head.

(3) Additional contingent charges incurred in the offices of Collectors, Mámlatdárs, District Superintendents of Police, etc., in consequence of additional work connected with the famine shall be chargeable to the ordinary contingent grants of those offices.

(4) In the Public Works Department, additions to the clerical and accounts establishment of an existing office, even though wholly employed in connexion with famine relief works, shall be charged to the ordinary head.

Debit of expenditure.

276. Subject to the rules of inter-departmental adjustments, all charges incurred under the direct orders of the officers of the Civil Department shall be finally debited in the accounts of the Civil Department, and the charges for works under the control and management of officers of the Public Works Department, as well as the salaries and allowances of officers specially entertained in that Department for famine duty, shall be paid for in the Public Works Department and finally debited in the accounts of that Department.

Public works expenditure.

277. Public works undertaken in consequence of the occurrence of famine, but not directly for the employment of famine-stricken people and not therefore treated as relief works, shall be classified in the accounts as ordinary public works are classified, save that any expenditure in excess of normal rates incurred in consequence of the employment for relief purposes of unskilled and unprofitable labour shall be transferred to the head 'Famine Relief.'

278. Public works expenditure which is undertaken directly for the relief of famine and controlled and managed under the conditions applicable to famine relief works shall be charged as 'Famine Relief,' whether the work is or is not one which would have at some time or other to be undertaken irrespectively of famine; provided that, if the work on which the famine labour is employed is a revenue-producing work in respect of which a capital account is kept (whether within or without the revenue accounts of the Government), the value of the work done, reckoned at ordinary rates, shall be charged to the ordinary head of account and the excess only debited to 'Famine Relief.'

Salaries of military officers.

279. The whole of the pay and allowances, including deputation and travelling allowances, of commissioned, non-commissioned and warrant officers of the Military Department or Military Works Services employed on work connected with famine shall be paid, in the first instance, by the Civil Department under the following arrangements:—

- (a) The Account Officer of the Military Department or the Military Works shall intimate to the Accountant General the military or departmental pay and allowances to which the officer is from time to time entitled; the full amount admissible to him consisting of (i) the pay and allowances certified as admissible

by the Military or Military Works Account Officer, (ii) the additional pay and allowances, such as the deputation or travelling allowances which the officer would not have received but for his employment on famine duty, shall then be disbursed in the Civil Department, and the former shall be passed on by the Accountant General to the Military Account Officer for audit and adjustment, while the latter, *viz.*, the additional pay or allowances, shall be adjusted as a final civil charge under '33—Famine Relief' ;

- (b) in the same way, when such officers are employed on famine duty under the Public Works Department, the Military or Military Works Accounts Office shall inform the Public Works Examiner as to the officer's pay and allowances, and the Examiner shall arrange to disburse the whole of the pay and allowances admissible, adjusting the portion debitable to the head '33—Famine Relief' in his accounts, and passing on the remainder to the Military Department or Military Works Services as the case may be ;
- (c) any additional charges actually incurred in the Military Department or Military Works Services in consequence of the absence of an officer on famine duty in the Civil Department shall be passed on, by the Military Account Officer concerned to the Civil Department for adjustment under '33—Famine Relief.'

280. All amounts paid to Government officers from the treasury for meeting famine relief expenditure (except such permanent advances as may be allowed under special or permanent orders) shall be finally debited as famine relief expenditure in the accounts of the month in which the payments are made, and under no circumstances shall such payments be treated or debited in the accounts as 'Advances.'

Final debit of relief expenditure.

281. Land improvement advances in famine districts made under the ordinary rules, though on a larger scale, shall be accounted for in the usual manner under the 'Provincial Loan Account.' Advances made to occupants, to provide them with the means of subsistence while engaged in cultivation, shall be treated in the same way as ordinary takávi advances.

Advances under the Land Improvement Loans and Takávi Acts.

282. In a famine it is incumbent on District Boards and municipalities to economise their resources and to reduce their ordinary expenditure, in order to render available for expenditure on famine such funds as can legally be applied to the purpose. The minima balances prescribed for ordinary times may, if necessary, be drawn upon and funds thus made available for famine expenditure, leaving subsequent years to bring the balances up to the prescribed standard. Expenditure from Incorporated Local Funds shall be kept distinct from expenditure from general revenues, but shall be regulated by the provisions of this Code.

Expenditure from Local and municipal funds

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APPENDICES  
AND  
FORMS.

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## APPENDIX I.

(See section 11.)

### Rules relating to the inclusion of Railway Projects in Relief Programmes.

*(These rules are applicable, so far as possible, to other works requiring the sanction of the Government of India.)*

1. A railway project should not, except for grave reasons, be included in a programme of relief works, because of—

- (a) the small ratio which the expenditure on unskilled labour bears to the total cost of a railway—about one-third of the whole cost being incurred in England, and only a small percentage of the balance being spent on unskilled labour;
- (b) the large financial liabilities which the commencement of railway works involves;
- (c) the loss which may be incurred if, after being commenced as a relief work, the project or alignment is subsequently abandoned or condemned.

2. When, for reasons considered sufficient, it is desired to include a railway project in the programme of relief works, a report should be submitted to the Government of India in the Revenue and Agricultural Department, showing—

- (a) the liability of the districts, through which the railway passes, to famine;
- (b) the advantages of the railway as a means of permanently protecting the affected districts against famine;
- (c) the number of persons for whom it is requisite that relief works should be provided in the event of serious famine;
- (d) the number that can be provided for by works other than the railway;
- (e) the reasons why the railway is required as a relief work in supplement of, or in preference to, other works;
- (f) the number of persons for whom work of a suitable kind can be provided for by the railway;
- (g) the proportion of the cost of such relief work to the whole cost of the line.

3. If the railway, or any part of it, is accepted by the Government of India as admissible on general grounds in the programme of relief works, the necessary reconnaissances or surveys should be undertaken, and the alignment should be submitted to the Government of India in the Public Works Department; and their approval must be obtained to the project before it is finally entered in the programme of relief works.

4. If the alignment is approved, measures should be taken to secure the land required for the railway.

5. If, after the inclusion of the project in the programme, it should at any time be desirable, in the opinion of the Local Government, that the railway should be utilised as a relief work, a report should be submitted to the Government of India in the Revenue and Agricultural Department, setting forth the reasons why the work should be commenced.

6. In the event of such sanction being accorded, the Local Government should transmit punctually and regularly to the Government of India in the Public Works Department the ordinary monthly and quarterly "Narrative Progress Reports," together with a memorandum showing the maximum, minimum and average number of relief-workers employed, and the total cash issues during the month; and the Local Government should also communicate with that Department upon all professional and engineering questions, and submit all the usual estimates, accounts, &c., as in the case of a railway in progress under ordinary circumstances.

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## APPENDIX II.

(See section 231.)

### Rules for famine reports required by the Government of India.

#### *Weekly Telegrams.*

- (1) The first indication of failure of harvest or scarcity in a province should be communicated in the weekly telegraphic "Weather and crop 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.
- (2) When apprehension arises that relief measures may have to be undertaken, the telegraphic reports should be supplemented by monthly written reports.
- (3) When relief measures have been actually commenced, the weekly telegrams should state the aggregate number of persons, without details of age or sex, (a) on relief works, (b) on gratuitous relief, on the last day of any week for which district reports have been received.
- (4) Although statistics are not required under rule 3 for each district, but only for the province as a whole, it will be convenient that when distress occurs in entirely different parts of a province, affected districts in each part should be grouped together and separate statistics telegraphed for each group.
- (5) The inclusion of a district for the first time in the affected area, whether of a province or of a group, and similarly the exclusion of a district from the affected area, should be communicated in the weekly telegrams.

#### *Monthly Reports.*

- (6) The monthly report should ordinarily consist of three tabular statements in Forms 11, 12 and 13.
- (7) 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.\*
- (8) In the page of remarks attached to the monthly statement E, the wages prescribed on relief works, and the data on which they have been determined, should be noted; any changes should be recorded and explained in subsequent reports.
- (9) The report for each month must be despatched to the Government of India, whether it is complete or incomplete, in the first half of the next month, either by the Local Government, or by such 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.

#### *General Report.*

- (10) As soon as the information is available, a general report should be submitted, giving an account of the economic condition of the affected districts or groups of districts in ordinary times, and indicating the crops affected and the extent to which they have suffered,—the contingencies on which the probable duration of distress depends,—the position of the affected area as to local trade, food-supply, and communications,—and any other general information likely to be instructive; a fresh general report is required for all new districts or groups of districts which may become affected subsequently to the submission of the first general report.

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



*Special Reports.*

- (11) 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) 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.
  - (b) The extent to which suspension or remission of the collection of the land revenue may be considered necessary.
  - (c) The extent to which the Provincial staff requires to be increased by drafts from Imperial Departments or otherwise.
- (12) Any reports, other than those required by these rules, which may be prescribed by the Local Government for their own information, need not be submitted to the Government of India, unless for exceptional reasons.

# ERRATUM.

**App. III.**  
Wage Tables.

In the second and third columns of Wage Table (a) in Appendix III of the Famine Relief Code, opposite to lbs. 27 substitute 7 and 6 for 6 and 5 respectively.

Price of grain in lbs. per rupee.	WORKERS.				DEPENDANTS.					
	Class A Gangers and special gangs, one pice more than B.	B Diggers, 18 chhataks.	C Carriers, 14 chhataks.	D Working children, 10-14, 10 chhataks.	E		F Children, 10-14, 8 chhataks.	G Children, 7-10, 6 chhataks.	H Children, under 7, 4 chhataks.	I Children in arms, 3 chhataks.
					Male adults, 12 chhataks.	Female adults, 10 chhataks.				
Lbs.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
12	13	12	9	7	8	7	5	4	3	1
13	12	11	9	6	8	6	5	4	3	1
14	11	10	8	6	7	6	5	4	2	1
15	11	10	7	5	7	5	4	3	2	1
16	10	9	7	5	6	5	4	3	2	1
17	10	9	7	5	6	5	4	3	2	1
18	9	8	6	5	5	5	4	3	2	1
19	9	8	6	4	5	4	4	3	2	1
20	8	7	6	4	5	4	3	3	2	1
21	8	7	5	4	5	4	3	2	2	1
22	8	7	5	4	5	4	3	2	2	1
23	7	6	5	4	4	4	3	2	2	1
24	7	6	5	3	4	3	3	2	1	1
25	7	6	5	3	4	3	3	2	1	1
26	7	6	4	3	4	3	3	2	1	1
27	6	5	4	3	4	3	3	2	1	1
28	6	5	4	3	4	3	2	2	1	1
29	6	5	4	3	3	3	2	2	1	1
30	6	5	4	3	3	3	2	2	1	1
31	6	5	4	3	3	3	2	2	1	1
32	6	5	4	3	3	3	2	2	1	1

NOTE.—In this table one-third of a pice and fractions over one-third are taken as one pice; fractions less than one-third of a pice are omitted. Children in arms receive always one pice irrespective of the price of grain.

APPENDIX III—(continued).

(See Section 111.)

Wage Tables.

(b) Table of reduced Wages for short work.

Maximum Wage for full task.	Wage payable when percentage of full task done is								
	90	80	70	60	50	40	30	20	10
Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
13	12	10	9	8	7	5	4	3	1
12	11	10	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	5	4	3	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*

- NOTES.—(1) In this table one-half of a pice and fractions over one-half are taken as one pice: fractions less than one-half are omitted except in cases marked (\*) where one pice is entered on the principle that a worker who performs any appreciable portion of the task should get something.
- (2) Work done should be calculated and paid to the nearest tenth, the benefit of any doubt being given to the worker: thus 95 per cent. and above will be paid for as the full task, from 94 to 85 per cent., inclusive, as 90 per cent., and so on.
- (3) When workers are tasked and paid by the gang, the wages of the gang, when short work is done, should be calculated from this table, and not by reference to table (a) which might in some cases give a different total wage for the gang.
- (4) Workers tasked individually, also, will of course be paid by this table for short work.
- (5) When short work is done, gangers on public works should receive one pice more than the B class wage as calculated from this table, provided it is not desired to punish the ganger specially.
- (6) Ordinarily, no wage is to be paid to a worker who is present working for only half a day. If a gang, which in the morning consisted of 18 workers and was set a task accordingly, is found in the afternoon to have only 16 workers, the gang task should be reduced to that for 16 workers and wages should be paid to the 16 workers according to the percentage of the reduced task done, the two absentees receiving no wages. If a gang which consisted of 16 in the morning is found to contain 18 in the afternoon, wages should be calculated and paid only for the 16. Gangs or individuals put to work only in the afternoon should receive the dependant's allowance for the whole day under section 82.

## APPENDIX IV.

(See note to Chapter VII.)

## Management of Public Works.

The duties of the Executive Engineer and his subordinates in connection with public works fall under the following heads:—

	Paragraphs.
I.—General organization and establishment ... ..	1—15
II.—Equipment of a charge ... ..	16—17
III.—Supply of small coin ... ..	18—19
IV.—Water-supply ... ..	20—25
V.—Hutting and conservancy ... ..	26—32
VI.—Hospitals ... ..	33—38
VII.—Market arrangements ... ..	39
VIII.—Organization of relief labour—The gang ... ..	40—46
IX.—Tasks and systems of work ... ..	47—62
X.—Muster-rolls, payment of wages and routine ... ..	63—71
XI.—Duties of Inspecting Officers ... ..	72

## I.—GENERAL ORGANIZATION AND ESTABLISHMENT.

1. A charge will contain, approximately, 5,000 workers together with perhaps 1,500 dependants, making altogether 6,500 persons. When the number of workers in a charge reaches 6,000, further admission to it must at once cease, a fresh charge being opened if necessary. The old charge will be called a "closed charge" until its numbers have fallen sufficiently to permit of admission to it being reopened. The new charge may be on a different part of the same work or on another work at no great distance. But its equipment and establishment must be distinct and complete in themselves.

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

Nos.	Designation.	Monthly pay.	Remarks.
1	Charge Officer ...	Rs. 75 to 150	Pay to be fixed by the Collector; should furnish security for Rs. 1,000.
1	Sub-overseer ...	„ 60 to 75	May be on the permanent staff of the Public Works Department.
2 to 4	Work agents ...	„ 40 to 60	Of the maistri or sub-overseer class.
2	Checking kárkuns ...	„ 20 to 25	
16 to 20	Mustering kárkuns ...	„ 12 to 16	Including those employed in the kitchen and in charge of water and conservancy parties and on accounts.
1	Store-keeper ...	„ 18 to 20	Should furnish security up to Rs. 200.
1	Office clerk ...	„ 20 to 25	
2	Sub-cashiers ...	„ 25 to 30	Should furnish security up to Rs. 300 each.
1	Camp superintendent.	„ 20 to 25	
1	Kitchen superintendent.	„ 18 to 20	Should furnish security up to Rs. 200.

NOTES.—(1) The Executive Engineer will appoint the above with the exception of the Charge Officer, who also may occasionally be appointed by him with the Collector's approval. Chaukidárs, peons, sweepers, &c., as may be required, are to be taken as far as possible from amongst the relief workers.

(2) It will be the duty of inspecting officers to see that no part of the establishment is in excess of requirements, as well as to take care that it is sufficiently strong and efficient for its purpose.

3. The duties of the *Charge Officer* are described in section 89 of the Code ; he will be general supervisor and cashier on the spot. It is most important that the best men available from any Department should be selected for these posts : active men are necessary and therefore, as a rule, ministerial officers will be unsuitable ; specially recommended British non-commissioned officers, with a good colloquial knowledge of the vernacular, will often make good *Charge Officers*. The pay should be such as to attract men of the right stamp and should in no case be less than Rs. 75 per mensem, with a horse allowance of Rs. 10 to Rs. 15 if necessary : on important works a superior class of men with a higher salary may with advantage be employed. It is often a good plan to promise a monthly increment of salary, conditional on the satisfactory discharge of duties.

4. The *work agents* will work under the immediate orders of the sub-overseer. Their duties will be to lay out the work in advance, to set up profiles as a guide to the workers where necessary, to measure up the work done by each gang and enter it in the muster-roll (Form 21), at the same time calculating and entering therein the wages payable. They will also pay attention to the proper finishing up of the work, employing separate gangs of trained workers for this purpose. If the *Charge Officer* finds that his establishment is insufficient or not efficient enough to cope with this portion of the work, he should at once make a report to the Executive Engineer, sending a copy of the report to the Public Works Sub-divisional Officer at the same time. Work agents may be obtained to some extent from corps of Sappers and Miners and from Pioneer regiments, while mustering *kárkuns* may often be had from these and other regiments of the Indian Army.

5. Where tasks are not uniform, *e.g.*, where the character of the soil varies greatly, as in the depth of a substratum of murum, the measuring staff must be strengthened beyond what is necessary when tasks are uniform. It cannot be too strongly insisted on that if frauds are to be prevented and wages paid with regularity, measurements must be made quickly. In making them, complete mathematical accuracy is not required, but each gang or sub-gang must know exactly what they have to do to earn the full wage.

6. The duties of the *mustering kárkun* are to muster his gangs, which shall ordinarily be five in number, morning and evening, to maintain order and to see that each worker has a fair chance of earning the full wage. He should bring to the notice of the *Charge Officer* any failure on the part of the work agents to properly set out the tasks beforehand. The actual counting out and distribution amongst the gangs of the wages, as received from the sub-cashier, will also be part of his duties.

7. The duties of the *checking kárkuns* will be to check, before payment, the calculations in the muster-rolls and other forms kept by the mustering *kárkuns* and to see that they are properly maintained ; to instruct the mustering *kárkuns* in their duties and keep them up to them ; to assist, as required, at the distribution of wages ; to help the office clerk in checking the various accounts after payment ; and generally to assist the *Charge Officer* in checking all payments and accounts.

8. The duties of the *camp superintendent* will be to supervise the water-supply and conservancy arrangements. He should also be called upon to be present daily at the time of payment of wages and to help to check fraud. If his duties are otherwise heavy he may be given one or more assistants. He and his assistants should be authorized to check muster-rolls. Intelligent non-commissioned officers of native regiments, either on the active list or pensioned, are the best men for the post.

9. The *store-keeper's* duties will be to receive and issue all articles of tools and plant, stores, &c., taking a receipt for every article issued and keeping a detailed account of all receipts and issues. The mustering *kárkuns* and the gangers under them will be held responsible for the tools issued to them. All tools should be stamped before despatch to the work.

10. Arrangements for a smith's shop for the repair of tools and for a couple of carpenters to prepare and repair tool-handles will be necessary. The work of sharpening or repointing pickaxes should be given out at piece-work rates. A head sweeper should be placed in charge of the conservancy gang.

11. The *ganger's* duties have already been described in chapter VII of the Code.

12. In close proximity to the head-quarter camp and the tool enclosure will be the *police guard*. The treasure chests should always be placed in custody of the guard at night. The strength of the guard will ordinarily be one head constable and four constables. They should be huddled near the guard-room. Their duties, in addition to guarding the treasure chests, both day and night, will consist in helping to keep order in the camp and in the bazar and in carrying out such detailed orders as the District Magistrate and District Superintendent of Police may issue.

13. The *Public Works Sub-divisional Officer* will exercise control, through the Charge Officer, over the whole of the establishment employed on a relief charge. His particular duties will be to correct all faults in organization—paying especial attention to the proportion of carriers to diggers; testing the quantity and quality of the work done; checking the numbers on the work and the payments made; assisting in aligning new works; and doing all he can to cause the work to proceed smoothly and to be carried out efficiently and economically, by instructing the establishment in their duties and keeping them up to them. He should take measures to get rid of persons on the establishment whom he finds to be inefficient, reporting to the Executive Engineer when necessary. All important orders he may give should be entered in an order book to be kept on the work in charge of the Charge Officer, who should, when this is necessary, forward copies to the Executive Engineer. The order book should be kept distinct from the inspection book, in the latter being entered the remarks and orders of inspecting officers only.

14. The Charge Officer should keep all orders received by him from the Collector in regard to the price-basis in a separate file, in order that the necessary information may be readily available at times of inspection. These orders will specify the date from which any change in the price basis is to take effect on the work.

15. When the Collector estimates that there are likely to be more than 40,000 persons on public works in the district for at least three months, the Executive Engineer should apply, through the Superintending Engineer, for the services of officers of the Royal Engineers or Indian Army or other suitable men, in the proportion of one officer for every 25,000 persons over the first 25,000. These officers may be appointed sectional officers under the Executive Engineer over areas containing not less than four charges each, with full authority and responsibility, and submitting their travelling journals, weekly diaries and inspection notes to the Executive Engineer.

## II.—EQUIPMENT OF A CHARGE.

16. On receiving intimation from the Executive Engineer that a new relief charge is about to be opened, the Public Works Sub-divisional Officer should *at once* forward to that officer an indent for such tools and plant, office furniture, stores, &c., as he judges will be necessary and which he cannot himself supply from the sub-divisional stores, or obtain more economically locally. The following statement gives a rough idea of what may be necessary; but the actual requirements should be carefully considered in each case before indenting:—

1,000 Pickaxes.  
2,500 *Pávras* or *kodalís*.  
5,000 Stone-breaking hammers.  
200 *Sutkis*.  
100 Sledge hammers.  
500 Mining bars.  
100 Iron rammers.  
6,000 Baskets.  
12 Galvanized iron buckets.  
25 Axes.  
15 Iron buckets (*dols*).  
200 Iron water pots.  
50 Water casks.  
4 Treasure chests (2 large and 2 small) with a good lock to each.  
10 Measuring tapes, 50 feet.  
100 Five feet measurement bamboos.  
3 Beam scale and weights.  
1 maund Country twine.  
10 maunds Coir string.

Cloth for flags—  
red for admission stations;  
blue for water;  
yellow for conservancy;  
white for gangs and gangers.  
10 Tape belts for peons.  
1 Office time-piece.  
5 Office tables.  
5 Office chairs.  
5 *Kárkuns'* desks.  
3 *Kamblís* (country blankets).  
1 *Jajam* (office carpet).  
10 Net money bags.  
16 Canvas money bags.  
100 Kharwa cloth bags (for distribution of wages to gangs).  
5,000 Kitchen tickets.  
100 Muster-roll tins.  
Forms and stationery.

17. After the opening of the work the Charge Officer should, in consultation with the Sub-divisional Officer, similarly indent direct on the Executive Engineer, from time to time, for such additional tools, stores, &c., as are required and which cannot be purchased locally with advantage. The usual Public Works requisition form (kept in counterfoil) will be used for this purpose.

### III.—SUPPLY OF SMALL COIN.

18. The Collector will, at the commencement of operations, make arrangements for a supply of small coin in sub-treasuries equal to three weeks' estimated requirements. The Charge Officer will subsequently arrange to collect the small coin in circulation in the bazar on the work or in the nearest market town, in exchange for rupees brought from the treasury. If he finds legal tender copper coin circulating at a discount or at a premium, he should at once report the circumstances to the Collector, through the Executive Engineer, so that action under Art. 571 of the Civil Account Code may be taken.

19. The Charge Officer will ordinarily cash all cheques received by him at the sub-treasury. If in an urgent case he has to obtain cash for a cheque from a respectable dealer with whom he is acquainted, he must not pay or receive commission on the transaction.

### IV.—WATER-SUPPLY.

20. It is impossible to prescribe any one detailed system of water-supply which will be suited to local conditions everywhere. The important points to be attended to in all cases are—

- (i) that all water sources, except those approved for the supply of the camp, should be strictly closed to general use, being fenced off and guarded ;
- (ii) that the drawing of water from the approved sources should be done solely by a special staff of drawers, no other persons being permitted to dip their vessels into the source and draw water ;
- (iii) that the relief workers, &c., should bring their own water pots to a place near the source, where water will be poured into their pots by the drawers either from troughs, cisterns or channels or by direct pouring ;
- (iv) that special care should be taken to drain off waste water and to prevent it soaking back into the source.

21. For drawing water iron buckets or kerosine tins, strengthened with an iron strap round the top and furnished with an iron handle, will be required. Distribution may be effected in several ways, *e.g.*—

- (a) by a number of ducts radiating from the well : these may be made of tin, galvanized iron or the hollowed out stem of a palm tree cut in half longwise, the drawer pouring in water at one end as he draws it, and the workers holding their pots under the other end ;
- (b) by making an earthen trough or channel, paved with stone or gravel, above the level of the surrounding ground—this trough or channel being filled by the drawers, and the water being distributed from spouts or other openings in it ;
- (c) by putting up stone or even iron cisterns, which the drawers would keep filled and from which water would be given to the people either from spouts or by the drawers dipping kerosine tins and pouring the water direct into the people's pots (these cisterns are more appropriate on works which are expected to continue open for some months).

22. Unless there is absolutely no other source available, water should never be taken from pools or tanks or from any source which cannot be efficiently protected from contamination or disinfected if it has become contaminated. As far as possible, wells, with a properly constructed masonry lining above the rock or murum in which they stand, should be selected. They should be fenced in and no washing permitted within 100 yards : the enclosed area, within which the drawers work, should be either roughly paved with flat-bedded stones or covered with a good layer of gravel or coarse sand. The buckets, tins, cisterns, channels, &c., used in distribution should all be kept scrupulously clean, all vessels being scoured with clean sand daily.

23. Water should also be distributed from carts or otherwise up and down the work during working hours. When the water-supply is distant from the works, water carrying gangs may be formed, and tasks prescribed for them.

24. All wells in use should be disinfected with permanganate of potash\* at least once a week. This should be done in the evening after work closes. Two ounces of the salt should be used for an average sized well. The exact quantity necessary can be judged by observing the colour of the water 15 minutes after disinfection. It will have a deep rose tint. The purer the water the deeper the tint. A fourth part of the quantity of permanganate to be used should be placed in a bucket, which should be then lowered into the well and agitated in the water by alternately lowering and lifting until all the salt has dissolved and become diffused throughout the well. The other three parts should then be separately and similarly dissolved. Successful disinfection will have been attained if the water shows a faint tinge of pink colour early next morning. Failing this, or if the tinge be brown instead of pink, the process should be repeated that evening, using half the previous quantity of salt, and so on until the desired result is attained. When cholera is about, the disinfection process should be repeated every four or five days. This treatment destroys the organic matter in the water on which the cholera germ lives. Any fish, &c., killed in the process should be promptly removed.

25. Where regularly constructed wells do not exist, temporary ones can often be sunk in a *ndla* or river-bed. These should be as strictly guarded as regular wells. Very great care in securing the water-course from contamination is, however, necessary in this case.

#### V.—HUTTING AND CONSERVANCY.

26. When it is necessary to hut any of the relief workers at Government expense, the huts should be made as cheaply as possible and gangs of workers employed in their construction. The site chosen should be elevated and well drained, but not too far from the water-supply. If it stands on black soil it may be necessary during the rains to provide a floor of murum in each hut. The hut itself should be 9 feet long by 6 feet wide and  $4\frac{1}{2}$  feet high to ridge. It should generally be open in front and closed at the rear, and should face the direction towards which the prevailing wind blows so as to shelter the cooking places in front from the wind. The frame-work of the hut should consist of two pairs of light bamboos, crossed and with their lower ends embedded in the ground; a fifth bamboo will form the ridge. The sides will generally consist of matting or of "gunny" cloth with an additional piece tied over the top. Each such hut will contain an ordinary family. The huts should be arranged in rows and in groups of five, with a clear width of 4 feet between adjacent huts. There should be a 20-foot roadway between each group and a 50-foot roadway parallel to each row of huts. The occupants should not be allowed to cook inside the huts in the fair season. The huts need not be made watertight. The camp site should be swept out daily and no one allowed to stay in the camp during working hours except the temporarily indisposed whose removal to hospital is not necessary. Continuous drainage trenches should be dug in front of and behind each row of huts, and cross trenches to the extent found necessary.

27. Latrine arrangements are referred to in section 91 of the Code. A site not nearer than 200 yards from any well or water-supply, and, if practicable, not on the watershed of any tank, either existing or in process of construction, should be chosen, to leeward of the lines, for the latrines. Wherever the soil will admit of it, long trenches, one foot in depth, should be dug every day; these trenches should be made for one day in advance of what is required, but each day's ordure must be covered in before nightfall. Separate trenches should be set apart for men and women respectively. The labourers should be ordered to kick, after defaecation, some of the earth excavated from the trench into it; but a labourer must be constantly in attendance to cover the ordure with earth: this can be done with a long rake, and the labourers need never touch the night soil. *Nilas* must on no account be used for latrines. If the soil is rocky and

\* Permanganate of potash for use in disinfecting wells should always be issued ready made up in 2 oz. packets. These packets may be conveniently packed 40 in a box, which will thus contain 5 lbs.



will not admit of the excavation of trenches or if there is not sufficient earth for the purpose, the people must be allowed to ease themselves over a selected site to leeward of, and not nearer than 200 yards from, the lines; the ordure must be daily collected and thrown into a pit ten feet deep; and it must be covered every day with earth or ashes. Latrine sites must always be marked off with yellow flags, and any person casing himself in any place outside the flags should be punished.

28. Kitchen latrines should be in direct communication with the kitchen enclosure, from which they should be distant about 30 yards and connected therewith by a lane, fenced on either side; for the adult dependants there should be trench latrines and for the children ground latrines, consisting simply of a 6" layer of loose earth, which will be removed with the ordure and replaced every evening with sweet earth.

29. A suitable burial ground, with a good depth of soil and as high and as well drained as possible, should be selected at a distance of about half a mile from the central camp or any village. It must not be on the bank of, or near, any water-course or tank. The graves should be dug at least 5 feet deep and 4 feet apart in any direction. In epidemics the graves may be deeper so as to take more than one corpse; but in this case there must not be less than a 4 feet depth of soil over the topmost body. A sufficient number of graves must always be kept ready dug so as to prevent any delay in burying corpses.

30. In epidemics endeavour should be made to arrange for the burning of the corpses in all cases in which there is no religious objection and firewood is procurable.

31. The hut in which a case of epidemic disease has occurred should always be burnt, and those near it evacuated. Soiled clothing which has come in contact with the person seized should also be burnt under the orders of the Charge Officer, with the approval of the medical officer, on payment of fair compensation.

32. When a camp is threatened by an epidemic of cholera or other disease, a corps of stretcher-bearers to search out and remove the sick and dead should be organized, and the men composing it encouraged by being placed in the special class. It is important to organize this corps *early*, as it cannot be improvised when an epidemic is at its height.

#### VI.—HOSPITALS.

33. A hospital will be attached to each Public Works relief charge. Accommodation should, at first, be provided for 3 per cent. of the probable strength of the workers on a charge. It is not necessary that the whole of this accommodation should be ready before the charge is opened; but quarters for the medical officer and for his dispensary and two general wards, one for male and one for female patients, must ordinarily be ready before a relief charge is declared open.

34. For a charge containing 6,500 persons, including dependants, the following scale, of accommodation is suitable:—

- (a) a shed partitioned into three rooms, each 12 feet × 12 feet, two for the medical officer and one for the dispensary and drug store, with a cook-room in the rear;
- (b) quarters, allowing not less than 100 square feet per room, for two compounders, two dressers, a ward boy for each ward, a female nurse for every 30 sick women and children, a sweeper for every 50 sick, two or more *bhitis* as may be necessary, two *dholis*, two peons or warders and one male and one female cook for every 100 sick;
- (c) six general wards to accommodate a total of 120 patients—separate for male and female;
- (d) two wards for ulcer cases, each to hold 20 patients;
- (e) two wards for cases of diarrhœa and dysentery, each to hold 20 patients;
- (f) twenty huts, each to hold one case, situated at a distance of 400 yards from the hospital; each hut should be 7 feet × 7 feet, and 6½ feet high at the centre with semicircular roof;

(g) one small-pox ward for 20 cases, also situated at the above distance from the hospital;

(k) one cook-house, with store-room if necessary.

This accommodation may be subsequently added to as required. Sketches showing the general arrangement of the hospital and designs for individual sheds are printed at pages 103 and 104.

35. The wards should face north and run east and west. They should be ridge roofed, 7 feet high at the sides and 10 feet high in the centre. A space of one foot in each side wall immediately under the eaves shall be kept open for ventilation and covered by moveable flaps. The eaves should project 1 foot 6 inches and the door opening should be 6 feet high. The width of the ward should be 10 feet. The length should be sufficient to allow 7 feet to each bed, or 70 square feet of floor space to a patient, which includes a passage of 3 or 4 feet in width between the row of cots and the front wall. Each ward will provide accommodation for 20 patients, the length thus being 140 feet. One relation or friend should be allowed to tend each patient for such period as the medical officer may deem necessary and should be granted the dependant's allowance.

36. The hospital should, if possible, be surrounded by a cheap fence of some kind. The entrance to the compound should be clear of the hutting so that escape in case of a fire may be easy. Infected cholera and small-pox wards must be burnt down when no longer required and the site covered with quicklime, which should then be slaked. Latrine accommodation in the form of screened trenches should be provided to the leeward of the hospital and at a distance of about 200 feet from the nearest ward.

37. The Executive Engineer should arrange to keep each Charge Officer supplied with a stock of cots, mats, hospital clothing and blankets, for issue on indent to the medical officer. Cots may often be cheaply made up on the work itself.

38. Destitute convalescents, who are without sufficient clothing of their own, should on leaving hospital be allowed to retain the hospital clothing they have received.

#### VII.—MARKET ARRANGEMENTS.

39. Every large work should have a market in a convenient and sanitary situation. The shops should be placed in two rows, facing each other, with a 30 feet roadway between them. Permission to erect shops should be given to all respectable grain-dealers and others applying for it. Food likely to give rise to indigestion and diarrhœa and articles, such as sweetmeats, which the relief workers are not in a position to purchase should be rigidly excluded. Meat should be slaughtered at a place specially selected by the Charge Officer and should be exposed for sale at a distance from the grain market, particular care being taken that no diseased or putrid meat is sold. Persons found using short weights and measures or charging more than the market rates for any article of food should be warned by the Charge Officer and on a repetition of the offence should be expelled from the camp. The weights and measures used by the various shopkeepers should be tested from time to time.

#### VIII.—ORGANIZATION OF RELIEF LABOUR.—THE GANG.

40. A large red flag on a tall bamboo will mark the point where persons seeking relief will assemble. This should be situated at a distance of about 200 yards from the head-quarter camp. Here the Charge Officer will attend daily for the purpose of classifying and forming gangs, after the new-comers have been registered. The time for this will be the early forenoon. Tools will then be issued and the new gangs put to work in the afternoon. The necessary mustering karkuns must be on the spot to take over their gangs and issue receipts for the tools.

41. The store-keeper will have his hut near the admission station, inside a thorn enclosure, where he will keep his stock of tools and petty stores. A chaukidâr will always be on duty at the entrance of this enclosure to see that nothing is removed without authority.

42. A space measuring 150 feet  $\times$  100 feet near the admission station should be lockspitted into lines of squares, each 10 feet  $\times$  10 feet, divided by paths 5 feet wide, running lengthways from end to end of the space. There will thus be 7 lines of squares separated by 6 paths, each line containing 15 squares, of which there will thus be 105 in all.

The registering kárkun will sort all the new-comers into village and family groups. A family group, or two or more such groups of fellow-villagers, should be seated in one square, and all the persons from one village in contiguous squares. The relief provided for in section 81 of the Code shall invariably be *at once* given to starving or emaciated persons.

43. The Charge Officer will then visit the ground and select 20 diggers with their families and fellow-villagers. If the number of workers thus made up is less than 80, he should fill up the gang from among the odd lots on the ground. The gang so formed should be re-seated in contiguous squares according to classes and the workers then mustered by the mustering kárkun in whose charge the gang is to be. The dependants, excepting the children in arms of workers, should be sent with a separate list to the kitchen superintendent by whom they will be mustered. Against the head of each family in the working gang list the number of dependants he has in the kitchen should be noted and against the dependants in the kitchen muster roll the number of working gang to which they pertain. The mustering karkun in the kitchen will expell the dependants of workers daily reported to him by the mustering karkun of the working gangs as having left the work. The ganger should be selected with due regard to the wishes of the gang and will be given a badge, with the gang number marked thereon, to be worn on his arm, and also a gang flag with a corresponding number. He will be tasked as a B class worker, while entitled to the A class wage, and made to do his full share of the work. He should be an intelligent man, but not one who has brought a number of persons with the object of becoming their ganger. If a gang after being put to work constantly fails to complete its task, the ganger should be changed.

44. The provisions of sections 101—104 relating to new-comers, weakly persons, nursing mothers, immigrants and aboriginal tribes should receive most careful attention when a gang is being formed. Due provision for filling up depleted gangs should be made.

45. As soon as the gang has been made over to the kárkun, its distinguishing number and the ganger's and mustering kárkun's names should be entered by the Charge Officer in his note-book. The nominal muster-roll should, on completion and after check, be made over in a tin case to the ganger to be kept by him. On procuring the tools required from the store-keeper, which should be seen to by the mustering kárkuns concerned, the gangs should be marched to their work. Each gang will then have explained to it the nature and quantity of the work to be done, the rates of payment, the regulations regarding conservancy and water and other points.

46. The gang is the basis of all organization and it must be kept as permanent as possible. No one under the Charge Officer has power to make changes in, or additions to, a gang, and the Charge Officer's permission must be obtained when persons wish to exchange into another gang.

#### IX.—TASKS AND SYSTEMS OF WORK.

47. The setting out of the tasks must be done well in advance of the workers and with the following objects in view :—

- (i) to give every one sufficient room to work in ;
- (ii) to give *at least* 4 days' work to a gang in the same place ; and
- (iii) in the case of earth-work, to admit of the *whole* of the excavation in each borrow-pit in progress being measured up daily until it is completed ; the wages due for the day can then be calculated by deducting wages already paid from the total amount due for the whole excavation. (This is necessary as it is impossible to make accurate measurements of each day's work separately.)

48. *Working on a road.*—Suppose a road in mixed black soil and average murum is to be embanked 2 ft. high with a top width of 22 ft. and 2 to 1 side slopes. The embankment will contain 52 cubic feet of soil per foot run. The side trenches, if each be taken 10 ft. wide, will then have to be dug a depth of about 2½ ft. with vertical sides. The edges of these trenches, as well as the toes of the embankment, will be lockspitted. Profiles will then be set up at every 50 feet, making the height one-tenth greater than required to allow for settlement, or say 2 ft. 3 in. in the assumed case. The average digger's task may be taken as 90 cubic feet. The lead will probably be 50 ft. with an average lift of 4 ft. The reduced lead will, therefore, be  $50 + (4 \times 12) = 98$  feet. Supposing the gang to consist of 25 men, 34

women and 21 children, classified as 1 A, 16 B, 42 C and 21 D class workers, and taking the soil as hard earth, the combined digging and carrying task for the whole gang, as calculated from Table C, will amount to—

$$\begin{array}{r} 17 \times 47 = 799 \\ 42 \times 31 = 1,302 \\ 21 \times 16 = 336 \end{array}$$

Total ... 2,437 cubic feet.

Dividing this by 90, the B class digging task, we find that 27 B class diggers are required. Of these 17 are available from that class, and the C class digging task being two-thirds of that of B class,  $10 \times \frac{2}{3} = 15$  C class diggers must be added, leaving 27 C class and 21 D class for the carrying work. From Table B we find that this number of carriers is just sufficient, thus—

$$\begin{array}{r} 27 \times 65 = 1,755 \\ 21 \times 32 = 672 \end{array}$$

Total ... 2,427 cubic feet.

There will, therefore, be no surplus carriers in this gang. It will be able to complete  $\frac{2437}{52} = 47$  lineal feet of bank or road per day and, to give it a week's work in one place, a length of 280 feet should be assigned to it. A relief charge of 60 gangs will thus be spread over a length of rather more than three miles of such road and should complete this length in a week.

49. The diggers should be arranged along the borrow-pits on both sides of the road and at one end of their work. They should commence embanking at that end, closing on to each profile as their work reaches it. The work agents will daily measure up the work completed up to date on each reach and deduct the measurements for which payments have been made. The diggers should be made to break up the larger lumps of earth in the borrow-pits, while the surplus and more weakly carriers will be given the task of breaking up the smaller lumps in the bank itself.

*NOTE.*—If persons are required for breaking up the clods of earth, the number of C class diggers should be reduced and the extra carriers given this work.

50. *Working in a tank.*—On a tank work the reduced lead is generally so great that it is necessary to retain only the strongest men as diggers, using the remainder of the gang as carriers. The size and depth of the excavation also permits of the diggers working at a vertical face two or three feet high, thus allowing them to do more work. On the other hand any close packing of gangs leads to confusion and may also lead to fraud. In all works it is necessary to preserve, not only the gang as a unit, but each mustering *kárkun's* party as another unit. The marking out of a tank must therefore have three objects in view, besides the usual one of apportioning the diggers and carriers correctly. These are:—

- (i) to give every digger a good "face" to work on;
- (ii) to keep the gang, as well as the party, distinct; and
- (iii) to fit in as many parties as possible without overcrowding or interfering with each other's work.

To attain the first object, the excavation depth should be divided into stages, each stage being about 18 inches deep and a line of diggers put on to each stage; the second is attained by keeping a path or dividing strip between each gang and its neighbours; the third, by careful arrangement of the dividing strips. The total depth of the excavation will usually be between 4 and 6 feet; this will give 3 to 4 stages. The area of excavation will vary considerably, but generally will be between 200 and 600 feet square.

51. In all cases the work commences with a single line of diggers excavating the full depth of their stage until there is room (say 10 feet) behind them for a second line to enter, and so on. The full measurements of each strip and stage dug *up to date* must be taken daily and the total of the measurements made on previous days deducted. The place where each gang or party has to deposit its spoil should be carefully marked out beforehand and profiles set up if necessary.

52. A tank to be deepened 5 feet in ordinary earth over an area say 200 feet square will give a mean reduced lead of about 300 feet and afford 200,000 cubic feet of work. If the gang consists, as before, of 25 men, 34 women and 21 children and is classified also as before, the total combined digging and carrying task over a reduced lead of 300 feet will, from Table C, amount to 1,733 cubic feet. A party of 5 gangs of this strength should thus do the whole work in 23 days. Fifteen diggers will be required per gang, the remainder being carriers. Each digger should be given a 3 feet width, and with 3 stages there will be in each gang 5 diggers per stage per gang to a 15 feet width of face. The dividing strips or paths being each 4 feet wide, a total width of 41 feet will be necessary for a party of 5 gangs.

53. In rear of every relief charge there should be a sufficient number of finishing gangs of trained workers under an intelligent ganger whose duty it shall be to trim the work and finish it off satisfactorily. They shall only be put on to a particular part of the work after the work already done in that part has been carefully check-measured, either by the Sub-divisional Officer himself or a permanent Public Works subordinate specially deputed by him. An excavated tank shall be finished off in this manner. No particular task can be assigned to these gangs. They must be kept up to their work by their gangers and the mustering karkun in charge of them, or a sub-maistri may be placed over them.

54. *Murum Collection.*—Only good hard murum of between 1" and 2½" gauge, free from all impurities and of good weathering quality, should be stacked, but all the material actually dug must be taken into consideration in making payment. Probably the best method of payment will be to fix an equitable rate for the murum removed from each quarry. This rate should be fixed by the Public Works Sub-divisional Officer after personal inspection of the quarry and on consideration of the distance the murum has to be carried, its hardness and accessibility, &c., and reported by him for confirmation to the Executive Engineer, who shall then inform both the Collector and the Charge Officer of the rates finally decided on. The rate will generally be about 1½ times that payable in ordinary years. The heaps should measure 10' × 20' × 28", the cubic contents of such a heap, when freshly measured, being taken as 400 cubic feet, so as to allow for settlement. The rate having been arrived at, it will be necessary to frame a task table showing what quantity of clean murum (including the allowance of one-sixth extra for settlement) must be stacked daily by an able-bodied B class worker in order to earn the full wage, C and D class workers being allotted respectively ⅔rds and ⅓rd of the B class task. The task table should be on the lines of Tables E and F framed for village works in Appendix V. The workers will not, of course, be individually tasked, but the sub-gangs must be.

55. Payments being made daily, the method of recording the measurements must be quite systematic, and completed stacks should be fully paid for before being white-washed over. Each stack should be given a separate number, with which it should be marked and by which it should be denoted in the measurement book. The measurements of each stack must be kept separately, so that the work done each day can always be accurately determined.

NOTE.—As the lead increases on account of the accumulation of stacks near the quarry the rate fixed must be raised.

56. *Metal-breaking.*—This form of work often affords useful employment to the weakly gangs and to the excess carriers in the able-bodied gangs, and can often be advantageously combined with road work, whether a new road is under construction or improvements to an existing road are being carried out. Persons employed on it should be ganged separately from those employed on earthwork, and a sufficient number of able-bodied stone-getters took off for each party of breakers.

57. Metal-breaking may also be advantageously resorted to in cases where the number on the works are constantly fluctuating, as they often do when sowing operations are in progress in the rains, the reason being that individual tasking in connection with this form of work is possible, and the constant re-arranging of gangs is not necessary as it is in the case where individual tasking is impossible and gangs are constantly being depleted.

58. The stone must be broken into cubes and be free of chips and debris. It should be of good hard quality, and should pass in any direction through a 2" ring. Iron rings of this size must be supplied to the workers in sufficient numbers to allow of all learning what the size of the metal should be.

59. It is found that of the stone usually used for metalling or ballasting, an ordinary B class worker can break from  $4\frac{1}{2}$  to 5 cubic feet per day, a C class worker from 3 to  $3\frac{1}{2}$  cubic feet and a working child from  $1\frac{1}{2}$  to 2 cubic feet. For stone of hard quality the tasks for classes B, C and D should be  $4\frac{1}{2}$ , 3 and  $1\frac{1}{2}$  cubic feet, respectively, and for the softer kinds up to 6, 4 and 2 cubic feet; these tasks are suitable after some experience of the work has been gained by the workers.

60. Each ganger should depute from 6 to 8 strong men to do the work of quarrying the stone and breaking it into blocks of from 5" to 8", suitable for conversion into metal. These men will be classed as B class workers if there are plenty of them available; otherwise, they must be put into the special class as an encouragement to work, as the outturn of the rest of the gang depends largely on their efforts. A sufficient number of the weaker persons in C and D classes should also be told off from each gang to carry the small blocks from the quarry to the breakers, the number varying with the lead. Where quarrying is not necessary, carriers only should be employed to get the stone for the breakers, their numbers in that case varying both with the lead and the extent to which suitable stone is available.

61. In metal breaking it will facilitate matters if the gangs are formed so that each gang is of sufficient strength to break the same quantity of metal. The proportion of quarrymen and carriers required for each gang will then be fairly constant. Their numbers must be adjusted, however, to actual requirements from time to time. The tasks executed by the stone-getters of the various gangs should be compared and those who show a short outturn of work paid in proportion to the earnings of those who do the most work; if the getters in any one gang fail to provide the breakers with a sufficient quantity of stone, their number must be increased, with the result that each will earn a smaller wage.

62. Where possible, the breakers should be tasked individually, measurements being taken and recorded each evening. A careful check must be kept on these small measurements by comparing them with the final measurements of the stacks, each measuring 20' x 10' x 26" (counted as 400 cubic feet), into which the metal should be thrown daily, each gang's work being kept distinct and each metal stack being given a separate number, to be shown, along with that of the gang which broke it, in the measurement book. Where the recording of individual measurements is not deemed feasible, separate measurements for each sub-gang, usually consisting of one family, should be taken. To avoid demoralisation caused by measurers favouring particular gangs to the detriment of others in their recorded measurements, the peg system may be utilised by which bases are marked out for each sub-gang according to its strength and pegs uniformly notched to indicate the height to which metal has to be heaped on the base or the depth to which earth has to be dug out within it to secure full wage,  $\frac{3}{4}$  wage,  $\frac{1}{2}$  wage, etc., should be supplied to mukadams. By his system each gang will know at the end of each day what wage it is to get and there will be no demoralising uncertainty as to how the wage is arrived at or why one gang gets less than another.

#### X.—MUSTER-ROLLS, PAYMENT OF WAGES AND ROUTINE.

63. After a gang has been formed and entered in a muster-roll, no addition to a muster-roll may be made except under the initials of the Charge Officer, who should also place his initials at foot of each class when the muster-roll is first brought into use. He should check a few gangs almost daily and place his initials below the day's entries under each class after doing so. Every inspecting officer should do the same. The muster-roll should be totalled by the mustering karkun, both morning and afternoon, directly after the roll has been called, the morning's total being placed above the afternoon's, thus  $\frac{80}{4}$ . All entries must be in ink. A person absent in the morning will have a O placed against his name.

If he be present in the afternoon a stroke will be drawn across this  $\circ$  mark from right to left—thus  $\phi$ ; a person present at both roll calls will be marked thus  $\times$ ; while a person present at neither shall be marked thus  $\odot$ . Presence in the morning and absence in the afternoon shall be denoted by  $\&$ . The mean of the morning's and afternoon's totals represents the average number present for the day. The morning call should ordinarily be taken at 8 A.M. and the afternoon at 3 P.M.

64. The Charge Officer should arrange to have the mustering kárkuns drilled in their duties for a few days before being put in charge of gangs. The gangs should range themselves for being mustered in the order in which their names appear in the rolls and they should be instructed to repeat their fathers' names when their own are read out, instead of calling out "házar." This tends to prevent personation.

The Gang Book in Form 21-A should be maintained on every work so as to keep a record of the work done and to exercise a useful check on fictitious gangs. A counterfoil of the book should be kept posted on the gang board so that any visitor or inspecting officer can easily check the constitution of the gang and its work.

65. Each gang's daily wages will be put by the sub-cashier into a bag with the gang number marked plainly on the outside. The mustering kárkun will assist the ganger in distributing the wages as far as may be necessary. From his own abstract he knows how much each gang has earned and he will therefore, when handing over the bag to the ganger, inform him as to what the contents should be. The ganger will then open the bag, count the money and sign or make a mark with his left thumb opposite the number of his gang in the mustering kárkun's daily abstract (Form 22). The distribution of the wages amongst the members of the gang should then at once take place. The wages of absent members of the gang should remain with the ganger for subsequent disbursement. In exceptional cases, where the work has not been measured up in time for calculation of the wages earned to be made and when the Charge Officer has issued a sum *estimated* to cover the day's wages, the mustering kárkun should hand over to the ganger only the exact sum found to have been earned and return the balance to the Charge Officer.

66. The Charge Officer and all inspecting officers shall pay particular attention to the proper up-keep of the muster-roll, and be especially on their guard against the introduction of false rolls. If a mustering kárkun is found to be constantly making alterations in his roll he should be dismissed. No erasures are to be allowed, all corrections found necessary being made by drawing a line through the incorrect entry and making a fresh entry above it. All such corrections should be initialled by the Charge Officer or an inspecting officer. If the Charge Officer fails to prevent falsification of muster-rolls, he should ordinarily be got rid of.

67. The constant and systematic taking of check-measurements is another point to which special attention should be directed to prevent complicity between the kárkuns and the work agents. This should be done by the Public Works Sub-divisional Officer himself, as already laid down, the Executive Engineer arranging to check a certain proportion of the Sub-divisional Officer's measurements, either himself or by deputy.

68. Work should go on ordinarily for about 9 hours a day, beginning half an hour after sunrise and stopping half an hour before sunset. The hours for beginning and stopping work should be announced by the blowing of a horn. There should ordinarily be an interval of rest in the middle of the day, varying two to three hours according to the season. The best time for the distribution of wages, as least to interfere with the work, will be at or about noon.

69. Children in arms of female workers should be collected together during work hours and placed in charge of a nurse in some shady place near the gang, so as to prevent their interfering with the workers.

70. The workers should not be allowed to take the tools home after the day's work. All tools should be stacked every evening in suitable enclosures and under suitable guard, and the mustering kárkuns should be held responsible for them.

71. The Executive Engineer must see that no unnecessary clerical work is thrown on the Charge Officer.

XI.—DUTIES OF INSPECTING OFFICERS.

72. Public Works charges should be inspected as often as possible by gazetted officers of the Public Works Department, military officers placed under the orders of the Executive Engineer and the other officers referred to in section 49 of the Code. The particular points to which the attention of an inspecting officer should be directed are indicated in detail in the form of Inspection Report (Form 14); he should not confine himself to criticism, but should as far as possible rectify at the time all errors and defects discovered by him.

Standard tables of tasks on public works.

(TO ACCOMPANY APPENDIX IV.)

*Explanation of the calculation.*

- (1) The tasks are given to the nearest cubic feet: the leads given are "reduced" leads in feet.
- (2) The "reduced" lead (L) equals the horizontal lead plus 12 times the lift in feet.
- (3) The carriers' tasks are based on the following units, which are equivalent to carrying so many cubic feet of soil over a one-foot lead and may be called the carrying duty (D)—viz., Class B 18,000 units, Class C 12,000 units and Class D 6,000 units.
- (4) The carrying task for each class of workers is arrived at by dividing the appropriate duty by the "reduced" lead plus 110 (to allow for the initial effort), i.e., the carrying task =  $\frac{D}{L+110}$ .
- (5) If K be the digging task and D the carrying duty for Class B, the combined digging and carrying task for Class B is calculated by the formula  $\frac{D \times K}{D + K (L + 110)}$ .

PUBLIC WORKS—TABLE A.

Digging and filling tasks.

Material.	TASK PER DAY FOR A WORKER OF CLASS		
	B	C	D
	cubic feet.	cubic feet.	cubic feet.
Ordinary earth ... ..	120	80	40
Hard earth or soft murum ...	90	60	30
Average murum ... ..	60	40	20
Hard murum ... ..	40	26	13
Metal and gravel ... ..	240	160	80

- NOTES.—(1) The task for earth and murum includes the labour both of digging and of filling into basket: that for metal and gravel is for filling into basket only.
- (2) The diggers' tasks must be carefully adjusted to suit the material to be dealt with by each gang, intermediate tasks being given for soils which differ from those entered in the table.
- (3) The diggers should always have spare baskets which they can fill and keep ready for the carriers, thus avoiding loss of the latter's time.



PUBLIC WORKS—TABLE B.

Carrying tasks for earthwork.

Reduced lead.	Class B.	Class C.	Class D.
Feet.	cubic feet.	cubic feet.	cubic feet.
From 0 to 100	97	65	32
101— 150	77	52	25
151— 200	63	42	21
201— 250	54	36	18
251— 300	47	31	16
301— 350	41	28	14
351— 400	37	25	12
401— 450	34	22	11
451— 550	30	20	10
551— 650	25	17	8
651— 750	22	15	7
751— 850	20	13	7
851— 950	18	12	6
951—1050	16	11	5
1051—1150	15	10	5
1151—1250	14	9	5
1251—1450	12	8	4
1451—1650	11	7	4
1651—1850	10	6	4
1851—2050	9	6	3

NOTE.—Leads should ordinarily be limited to 600 feet as a maximum, and carrying over leads exceeding 1,000 feet resorted to only in cases of extreme necessity.

PUBLIC WORKS—TABLE C.

Combined digging and carrying tasks.

Reduced lead.	ORDINARY EARTH.			HARD EARTH OR SOFT MURUM.			AVERAGE MURUM.			HARD MURUM.		
	Class			Class			Class			Class		
	B.	C.	D.	B.	C.	D.	B.	C.	D.	B.	C.	D.
Feet.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.	c. ft.
From 0 to 100	54	36	19	47	31	16	37	25	12	28	19	9
101— 150	47	31	16	41	27	14	34	22	11	26	18	9
151— 200	41	27	14	37	25	12	31	20	10	24	16	8
201— 250	37	25	12	34	22	11	28	19	9	23	15	7
251— 300	34	22	11	31	20	10	26	18	9	21	14	7
301— 350	31	20	10	28	19	9	24	16	8	20	14	7
351— 400	28	19	9	26	18	9	23	15	8	19	13	6
401— 450	26	17	9	25	17	8	22	14	7	18	12	6
451— 550	24	16	8	22	15	7	20	13	7	17	11	6
551— 650	21	15	7	20	13	7	18	12	6	16	10	5
651— 750	19	13	6	18	12	6	16	11	5	14	10	5
751— 850	17	11	6	16	11	5	15	10	5	13	9	4
851— 950	15	10	5	15	10	5	14	9	5	12	8	4
951—1050	14	9	5	14	9	5	13	8	4	12	8	4
1051—1150	13	9	4	13	8	4	12	8	4	11	7	4
1151—1250	12	8	4	12	8	4	11	7	4	10	7	3
1251—1450	11	7	4	11	7	4	10	7	3	9	6	3
1451—1650	10	6	3	10	6	3	9	6	3	8	6	3
1651—1850	9	6	3	9	6	3	8	6	3	8	5	3
1851—2050	8	5	3	8	5	3	8	5	2	7	5	2

NOTE.—To find the required number of diggers and carriers respectively in a gang, calculate from this table the full quantity of daily work to be done by the gang and divide the result by the digging task: the quotient will be the number of diggers (Class B) required, the remainder of the gang will be employed as carriers.

PUBLIC WORKS—TABLE D.

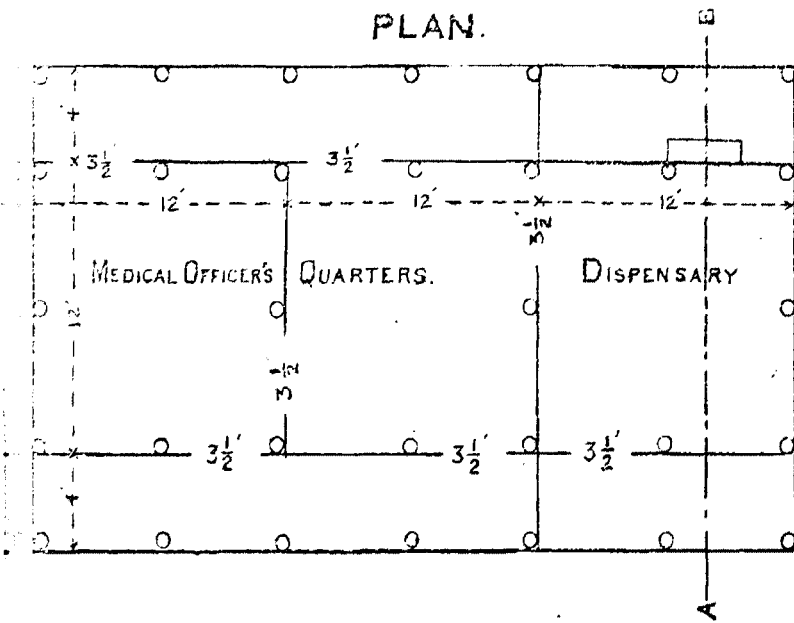
Tasks for filling, carrying and stacking metal or gravel.

Reduced lead.	Class B.	Class C.	Class D.
Feet.	c. ft.	c. ft.	c. ft.
From 0 to 100	70	46	23
101— 150	58	39	20
151— 200	50	33	17
201— 250	44	29	15
251— 300	39	26	13
301— 350	35	24	11
351— 400	32	22	10
401— 450	30	20	10
451— 550	27	18	9
551— 650	23	15	8
651— 750	20	14	7
751— 850	18	12	6
851— 950	17	11	6
951—1050	15	10	5
1051—1150	14	9	5
1151—1250	13	9	4
1251—1450	12	8	4
1451—1650	11	7	4
1651—1850	10	7	3
1851—2050	9	6	3

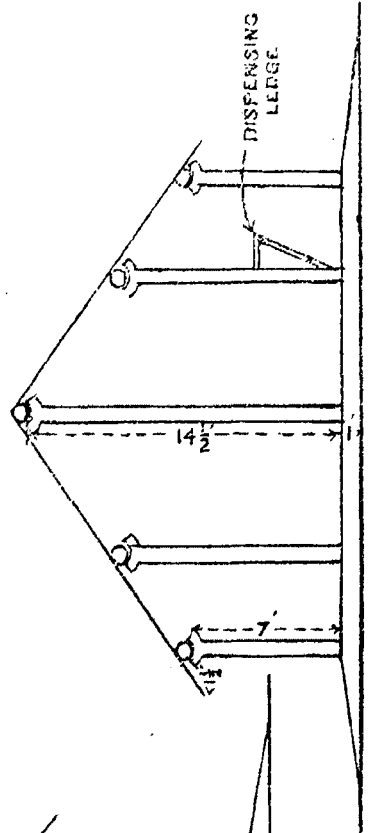
NOTE. - Leads should ordinarily be limited to 600 feet as a maximum ; and carrying over leads exceeding 1,000 feet should be resorted to only in cases of extreme necessity

Scale 8 Feet = 1 Inch.

MEDICAL OFFICER'S QUARTERS & DISPENSARY  
PLAN.

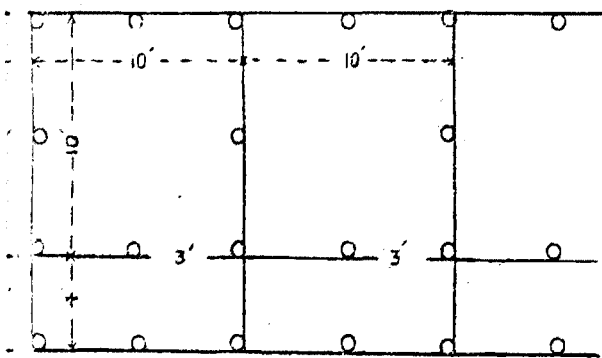


SECTION ON A-B.

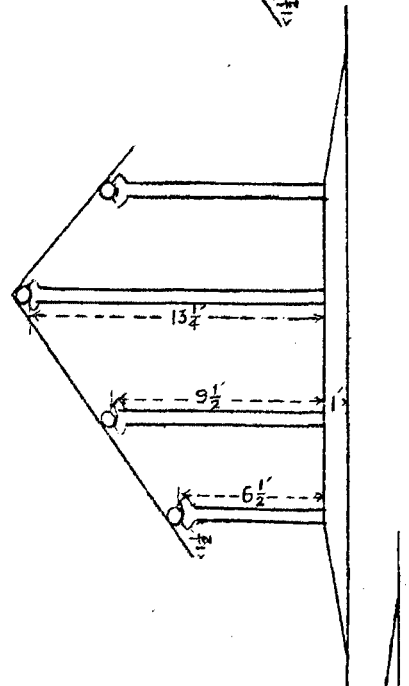


QUARTERS FOR COMPOUNDERS, DRESSERS, ETC.

PLAN

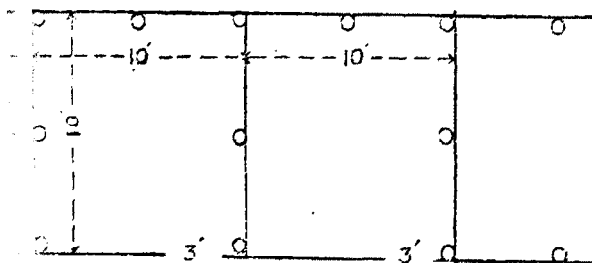


SECTION.

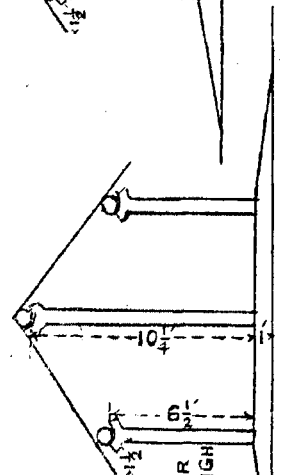


QUARTERS FOR PEONS, BHISTIS, WARD BOYS, ETC.

PLAN.

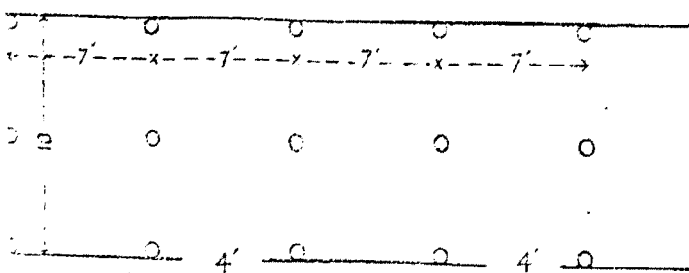


SECTION.

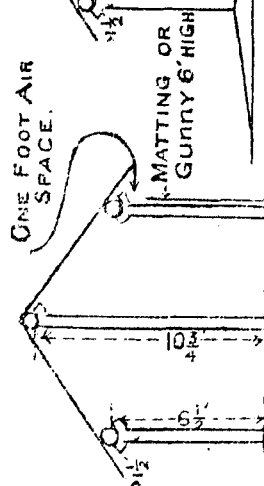


GENERAL WARDS.

PLAN.

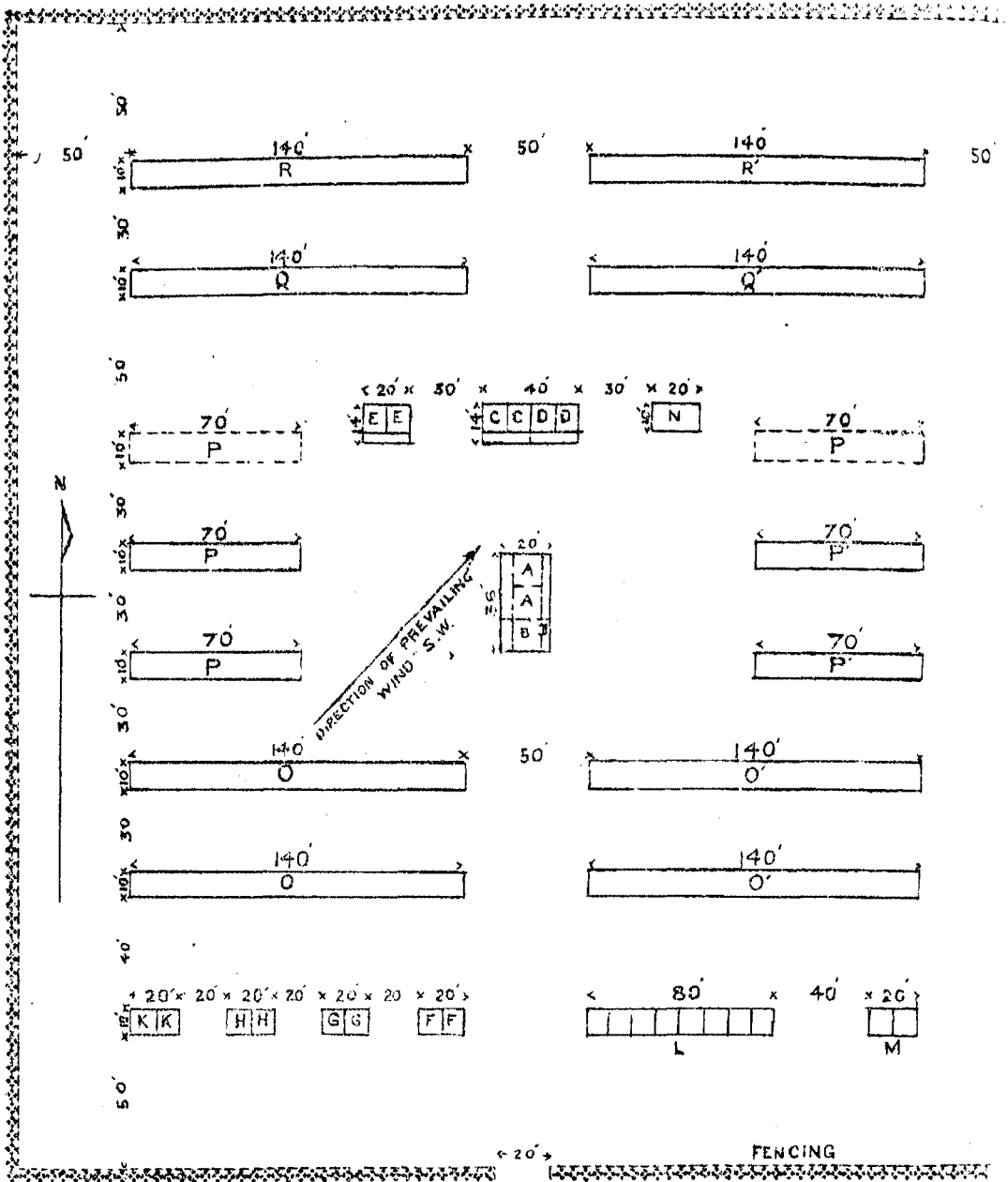


SECTION.



GENERAL PLAN OF HOSPITAL.

Scale 60 Feet = 1 Inch



REFERENCE.			
AA	MEDICAL OFFICER'S QRS. TWO ROOMS.	12'x12'	
B	DISPENSARY	12'x12'	
CC	COMPOUNDERS' QUARTERS EACH	10'x10'	
DD	DRESSERS'	" "	10'x10'
EE	NURSES'	" "	10'x10'
FF	PEONS'	" "	10'x10'
GG	BHISTIS'	" "	10'x10'
HH	DROGHS'	" "	10'x10'
KK	COOKS'	" "	10'x10'
L	WARD BOYS'	" EIGHT ROOMS	10'x10'
M	SWEEPERS'	" TWO "	10'x10'
N	COOK ROOM		10'x20'
OO	GENERAL WARDS	140'x10'	FOR 20 MALES
O'O'	"	140'x10'	" 20 FEMALES
PP	"	70'x10'	" 10 MALES
P'P'	"	70'x10'	" 10 FEMALES
Q	WARD FOR ULCER CASES	40'x10'	" 20 MALES
Q'	" " " "	140'x10'	" 20 FEMALES
R	" " DIARRHOEA	140'x10'	" 20 MALES
R'	" " " "	140'x10'	" 20 FEMALES

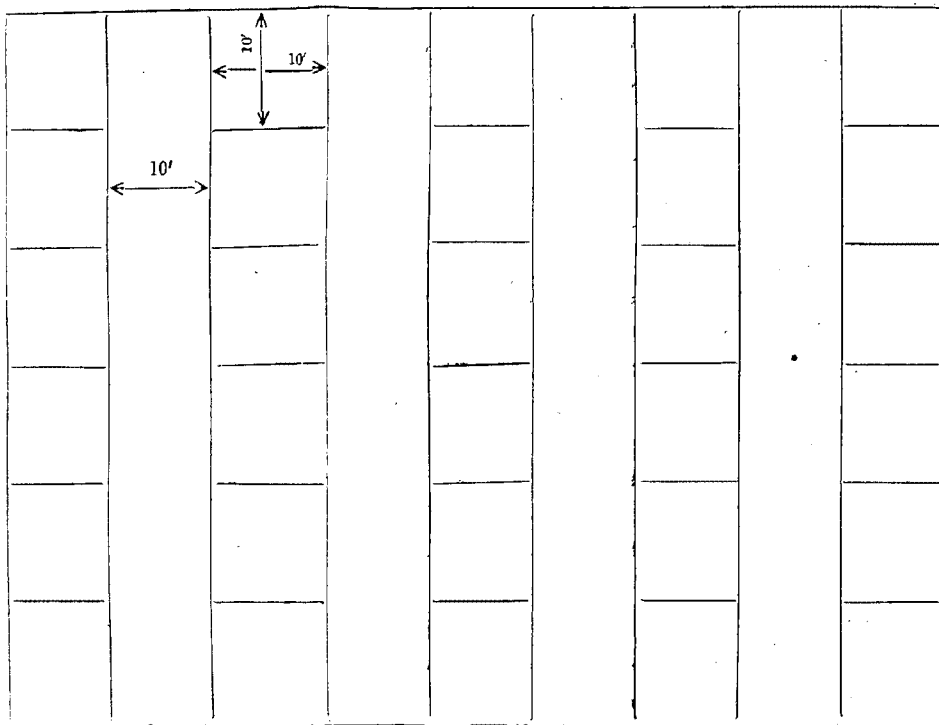
## APPENDIX V.

(See note to Chapter VIII.)

## Management of Village Works.

1. The system of tasking and measurement on village works should be such that the manager will be able to do most of the work himself, without the assistance of either a measuring or any considerable clerical staff. The digging and embanking of tanks, clearing of sites, removing of prickly pear, &c., is the most suitable form of labour for such works.

2. *Tank works.*—The ground to be excavated should be first laid out in rows of squares 10 feet  $\times$  10 feet, running the full length of the embankment, with a path 10 feet in width leading to the embankment between each row of squares, as shown below :



Squares should be laid out along the *full* length of the embankment in order that as much excavation as possible may be done at short leads before going on to the longer leads. The squares should be laid out by means of bamboos each 10 feet long (the bamboos should also be marked in quarter lengths for the purpose of afterwards measuring the work done). Each square when dug to the depth of one foot will represent 100 cubic feet of work. After two adjacent rows of squares have been excavated, the intermediate path should be similarly divided into 10 feet  $\times$  10 feet squares for excavation.

3. Two tables are attached :—

E.—Showing the amount of wages due for a *digging* task of 100 cubic feet in varying soils.

F.—Showing the amount of wages due for a *carrying* task of 100 cubic feet at varying “reduced” leads up to 850 feet. Leads in excess of 850 feet are not suitable for village works. (The “reduced” lead is arrived at by measuring the distance from the square to the place where the earth is to be thrown and adding to it 12 times the vertical lift or height to which the earth has to be raised in the carrying process. The initial effort of lifting the basket has been allowed for in the rates, and so has not to be added to the lead.)

The amount payable per square (*i.e.*, 100 cubic feet of earthwork) will be the sum of the digging and carrying rates. The depth of the excavation need not be limited to one foot, but should not exceed four feet. The rates for each 100 cubic feet of earthwork will remain the same whatever the depth of the excavation.

4. When the marking out is done, the manager will ascertain and assign to each square or row of squares the correct value deduced from these tables having regard to the grain rate communicated to him by the Collector and will record the same in his measurement book, so that it will be unnecessary for him to again make the calculation when paying wages.

5. The following example illustrates the method of calculating payments:—

Say the grain rate is 24 lbs. per rupee, the soil ordinary earth, the lead 55 feet and the lift 10 feet [the reduced lead then being  $55 + (12 \times 10) = 175$  feet], the amount payable for 100 cubic feet dug and carried will be  $4 + 8 = 12$  pice.

6. As people arrive for admission to the work the manager will inform them of the payment allowed for one, two or more complete squares of 100 cubic feet and will order them to form themselves into gangs, each of which will elect its own headman or ganger. The gangs will be small or large according as the leads are short or long and the manager will arrange that they contain proper proportions of the diggers, carriers and children. He will then enter the gangs in Form 34. He will point out the exact squares which each gang has to dig and the place where the earth has to be deposited. Towards evening the number of squares dug to the correct depth and carried will be entered in Form 34 and the wages due to each gang for complete squares at once calculated and paid, provided that no gang is paid more than the maximum wage calculated in accordance with Appendix III. Payment for fractions of a square should not be made.

7. As soon as a square has been completed and paid for, the earthen pillar left in the centre of each to show the depth it has been dug shall be removed; if possible in the presence of the village panch, the members of which shall also witness and attest the payments.

8. Weakly persons should be formed into separate gangs and put to work at a little distance from the ordinary workers. For each weakly gang the amount payable per square should be raised to such a figure as will give the gang a fair chance of earning the maximum wage. Weakly persons can often be advantageously employed on light work such as clod-breaking. It must be remembered that in no case are the wages of the weakly to be less than the dependant's allowance (section 112 of the Code).

9. *Road-making or murum collection.*—When the workers are employed on road-making or collecting murum a similar procedure can be followed by dividing the ground where borrow-pits have to be dug or where cuttings have to be made into plots of 100 square feet

10. *Metal-breaking.*—On metal-breaking the procedure laid down in paragraphs 56 to 62 of Appendix IV should be followed, with the modification that the breaking tasks will be as follows:—

	Class B.	Class C.	Class D.
	cubic feet.	cubic feet.	cubic feet.
Hard stone ( <i>e.g.</i> , the ordinary boulder trap) ... ..	6	4	2
Less hard stone ... up to	8	5½	3

11. The Collector will arrange for the supply of tools, &c., required for village works indenting for them on the Executive Engineer if necessary. The manager will be held responsible for all tools and dead stock articles issued for the work and must make proper arrangements for their safe custody. The workers should not be allowed to remove tools from the work.

12. The strength of establishment on each village work must be fixed by the Sub-divisional Officer or by the Special Relief Officer, and the manager must not appoint men without sanction. On a small work of, say, not more than 200 workers, the manager will require no clerical assistance, and only one or two messengers on daily wages to fetch money, assist in marking out squares and making payments, &c., will be needed. For larger works one kárkun (on say Rs. 10 per mensem) for each 300 workers may also be allowed. The number and date of the order sanctioning establishment must always be quoted in pay bills.

13. When a village work is started, it is of the greatest importance that some officer—the village works inspector, Sub-divisional Officer, Special Relief Officer or Relief Mámlatdár—should remain on the work for a day or two to instruct the manager in his duties and see the work fairly started. After the work is started, it should be carefully inspected not less often than once a week by one or other of the above officers.

14. If a village works inspector is appointed, he should move actively about the district inspecting each village work as often as possible. He should help to start works, instruct managers in their duties, correct all errors on the spot, bring to the notice of the Sub-divisional Officer or Special Relief Officer any deficiency of tools or establishment and prepare simple plans and estimates as required for new works. Subject to the general control of the Collector, he should take his orders, in each sub-division, from the Sub-divisional Officer or Special Relief Officer, and should submit a weekly diary to the Collector through the Sub-divisional Officer or Special Relief Officer in whose charge the week has been spent. The diary should be returned by the Collector to the Inspector, with orders on any doubtful points.

15. The principal points for an inspecting officer to look to are :—

- (a) Obtain the muster rolls (and daily registers) and see that they are written up to date in ink.
- (b) Check the number and class of workers in each gang at its own square, with the entry in the muster rolls. The whole number of workers can be checked in this way in a short time but all the gangs under at least two of the mustering kárkúns should be checked.
- (c) Check the number on daily wage and see that it is not excessive.
- (d) Compare the attendance for the day with the record for several previous days and examine any great variations. The fabrication of false muster rolls which is the fraud most likely to occur is indicated by a sudden fall in attendance on the day of inspection.
- (e) Have the workers brought tickets of admission if such are required on the work?
- (f) Question them on the muster roll as to the amount and dates of payment.
- (g) Are squares methodically marked out, in lines parallel to the bund and well in advance of the day's requirements?
- (h) Is space left between each square for the carriers?
- (i) Are the gangs under each kárkún working in separate blocks and are the weakly gangs, if there are any, set to work in a block by themselves?
- (j) Are the rates per square properly calculated on the correct price basis? As the rates for one or two lines of squares will be uniform, it is useful to have the lines marked off with short bamboo poles bearing a placard showing the calculations and resulting rate?
- (k) Are tools properly distributed, *e.g.*, for digging a square in soft earth one pick is enough but in average murum two must be supplied to the gang?



- (l) Do the workers carry the spoil to the bund or are they disposing of it otherwise (as they are apt to do if the lead is long and supervision slack)?
- (m) Has the profile of the bund been set out properly and is a waste weir channel being dug when required?
- (n) Check a proportion of the work done by actual measurement, noting in particular whether the square measures are correct.
- (o) Check the manager's accounts comparing the entries in the muster rolls and the weekly advices from the treasury.
- (p) See whether the cash balance is sufficient or excessive.
- (q) The incidence of expenditure (i) for work done, (ii) per unit relieved, first for the last week and secondly up to date, should be specially examined.
- (r) Check the stock account of tools, see that the supply is sufficient and that the arrangements for the daily receipt from and issue to the workers is adequate.
- (s) See that the water-supply is sufficient.

16. The system of water-supply shall, so far as possible, be the same as on public works (Appendix IV, Section IV).

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VILLAGE WORKS—TABLE E.

Table showing the amount of wages due for a digging and filling task of 100 cubic feet of varying soils and with a varying price-basis.

Material.	PRICE-BASIS, LBS. PER RUPEE,																				
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
Ordinary earth ...	8	7	7	6	6	5	5	5	5	4	4	4	4	4	4	4	3	3	3	3	3
Hard earth and soft murum ...	10	9	9	8	8	7	7	6	6	6	6	5	5	5	5	5	4	4	4	4	4
Average murum ...	15	14	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7	6	6	6	6
Hard murum ...	24	22	20	19	18	17	16	15	15	14	13	13	12	12	11	11	10	10	10	9	9
Metal and gravel ...	4	4	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2

NOTES.—(1) The rates for earth and murum include the labour both of digging and of filling into baskets: the rates for metal and gravel are for filling into baskets only.

(2) This table is based on a task one-third heavier than that on public works and includes filling into baskets. The following formula has been used, viz.,  $R = D \times W$ , where R = the rate in pice per 100 cubic feet dug,

D = number of diggers (Class B) for 100 cubic feet of soil =  $\frac{100}{\text{task}}$ ,

and W = Class B wage = 18 ohhataks reduced to pice.

(3) One-third of a pice and fractions over one-third are taken as one pice; fractions less than one-third of a pice are omitted.

VILLAGE WORKS—TABLE F.

Table showing the amount of wage due for a carrying task of 100 cubic feet earth at varying leads and with a varying price-basis.

Reduced lead	PRICE-BASIS, LBS. PER RUPEE.																				
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Feet.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
0—100	10	9	9	8	8	7	5	6	6	6	6	5	5	5	5	5	4	4	4	4	4
101—150	13	12	11	10	10	9	7	8	8	7	7	7	6	6	6	6	6	6	5	5	5
151—200	16	14	13	12	12	11	9	10	9	9	9	8	8	7	7	7	7	7	6	6	6
201—250	18	17	16	15	14	13	10	12	11	10	10	10	9	9	8	8	8	8	7	7	7
251—300	21	19	18	17	16	15	12	14	13	12	12	11	11	10	10	10	9	9	9	8	8
301—350	24	22	20	19	18	17	14	15	14	14	13	12	12	11	11	11	10	10	10	9	9
351—400	27	25	23	21	20	19	16	17	16	15	15	14	13	13	12	12	11	11	11	10	10
401—450	30	28	26	24	23	21	18	19	18	17	16	15	15	15	14	14	13	13	12	12	11
451—550	33	31	29	27	26	24	20	22	21	19	18	17	17	16	15	15	14	14	14	13	13
551—650	38	35	33	31	29	27	23	25	24	22	21	20	19	18	18	17	16	16	15	15	14
651—750	43	40	37	35	33	31	26	28	27	25	24	23	22	21	20	19	19	18	17	17	16
751—850	48	45	42	39	37	34	29	31	30	28	27	26	25	24	23	22	21	20	19	19	18

Notes.—(1) This table is based on a task one-third heavier than that on public works, i.e., the units are as follows:—Class B, 24,000; Class C, 16,000; Class D, 8,000, in lieu of those shown in the task table for public works.

(2) The following formula has been used, viz.:— $R = C (\frac{1}{4} W_1 + \frac{1}{4} W_2)$ —where R = rate in pice per 100 cubic feet carried, C = number of carriers (Class C) for 100 cubic feet of soil,  $\frac{100}{\text{task}}$  and  $W_1$  and  $W_2$  = the respective daily wages of Class C and a Class D worker.

$\therefore R = C \times 18$  chhataks reduced to pice.

(3) One-third of a pice and fractions over one-third are taken as one pice; fractions less than one-third of a pice are omitted.

## APPENDIX VI.

(See section 168.)

## Management of Poor-houses.

1. The staff of a poor-house should generally consist of—

- (i) a superintendent, who if possible should be a medical man ;
- (ii) a medical officer, if the superintendent is not a medical man ;

NOTE.—When the poor-house is in the neighbourhood of a permanent dispensary, the dispensary hospital assistant will often be able to perform the duties of medical officer.

- (iii) a store-keeper ;
  - (iv) one kárkun for each 100 inmates ;
  - (v) two peons, one for the superintendent and one for the medical officer ;
  - (vi) two or more gate-keepers, so that one may always be on duty at the gate ;
  - (vii) a sufficient number of warders to allow half the number to be always on duty ;
  - (viii) one male and three female cooks for each 100 inmates ;
  - (ix) water-carriers, sweepers and scavengers to the extent found necessary ;
- } to be selected, as far as possible, from the inmates of the poor-house.

2. The *superintendent* will be immediately subordinate to the Special Relief Officer. He must be acquainted with English and the vernacular of the táluka in which he is employed ; he will be responsible for the maintenance of discipline and the enforcement of sanitary regulations within the poor-house and should see that all forms and registers are properly kept up to date ; his constant attention must be given to the prevention and detection of fraudulent practices or misappropriation of food issued to inmates ; he should be present at the receipt and issue of rations at meal-times, and also when the inmates are aroused in the morning and when they are sent to their sleeping quarters at night ; he should visit the latrines morning and evening after each cleaning, and the sleeping quarters after they have been swept ; and he should pay special attention to the water-supply.

3. The *medical officer*, who may also be the superintendent, will be responsible that all the requirements of a hospital are provided. He should keep a nominal register of all admissions, their diseases and history, and furnish the superintendent with all information required for his returns. He should constantly inspect the inmates of the poor-house, to see if they are improving or the reverse, and give out-door 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, &c. He should at once report any insufficiency or badness of the food, and any case in which he thinks that the work exacted is too severe for any of the inmates.

4. The *store-keeper* will procure supplies on indents furnished to him by the superintendent and medical officer and keep an account of the receipt and issue of stores and food. He will also maintain the necessary returns and registers prescribed for poor-houses.

5. The *kárkuns* will each be in charge of a mess of 100 inmates. They will muster them twice daily, before the morning and evening meal ; they will draw the raw rations from the store-keeper and issue them to their mess cooks ; they will be present when the cooked food is distributed and while it is eaten, so as to preserve order and see that each member of the mess receives his correct ration and eats it on the spot. They will also supervise any work done by the inmates.

6. The *warders* will maintain order, both day and night ; prevent the committal of nuisances ; report all cases of illness to the superintendent or medical officer ; superintend the sweeping of the wards ; turn out the inmates from, and see that they return to, their sleeping quarters at the appointed hours ; escort them to the latrines ; and visit the sleeping quarters hourly during the night.

7. The *cooks* should be selected from amongst the inmates, if they are sufficiently strong for the work, with special reference to caste requirements. Their duties are to cook and distribute the food twice a day to their messes. In addition to their food they should receive pay at the rate of  $1\frac{1}{2}$  annas per diem for males and 1 anna for females.

8. The *sweepers* should be selected from the female inmates; every morning they should sweep the whole area of the poor-house, under the superintendence of a warder; after meals, all rubbish collected should be deposited outside the enclosures in some selected spot, whence it should be removed by the scavengers; they may be given one anna a day in addition to their food.

9. The *scavengers*, who may be given one anna a day in addition to food, will remove the night chatties at 5 A.M. and clear out the latrines after use. They will replace the chatties in the evening and again clean the latrines and fill up the latrine water pots. During the day, they should remove the sweepings from the enclosure and dig pits for the reception of the night-soil.

10. The *food* should be cooked and distributed twice a day, usually at 9 A.M. and 4-30 P.M. If necessary, a stock of grain can be stored; but ordinarily it will be sufficient to contract with a dealer to provide the daily requirements; provided that there is always enough grain in store for two days' supply and enough flour for the following day, the grain being ground on one day for the next. The work of grinding the grain should be done by the female inmates of the poor-house, as far as possible. 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 weightment by the superintendent and inspecting officers, 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 condiments, according to local custom. The cooking operations take time and the earlier cooked *chapātis* 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 *chapātis*, and it is then better to give them boiled rice and *dāl* for the first few days; this is especially the case with children and old people, who often contract diarrhoea if given a solid ration on arrival. A porridge made by mixing one *ser* of flour with five or more *ser*s of water and one *chhatak* of salt, the mixture being boiled down by about one-fifth part, is a refreshing diet, not too heavy to endanger constitutions weakened by starvation.

11. The *water-supply* must be carefully guarded and should be drawn from a well outside the poor-house but not too far away. Only the specially appointed staff should be permitted to draw the water or to dip their vessels into it, and no washing shall be allowed at or near the well. The pots used for storing the water must be cleaned out daily and servers appointed to dole it out. If a cholera epidemic threatens, the well must be frequently disinfected as described in paragraph 24 of Appendix IV and once a week at other times. For bathing and washing purposes a second well should be selected at some distance from the poor-house 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.

12. *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.

13. *Sanitary arrangements*.—Two night latrines with earthen receptacles should be provided inside the enclosure. Other latrines are best provided on the trench system with a moveable screen. They must be at a sufficient distance, but not too far away. Many of the inmates of the poor-houses will need to be helped to the latrines by the able-bodied, and arrangements should be made for this.

14. Every inmate should be provided with a piece of *chattai* to sleep on over the grass or straw in the hut, and 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.

15. Half an hour before sunrise all inmates in the poor-house should be turned out to the latrines and then taken by the warders to the place set apart for ablution. At 8-45 they should 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 and the others should be set to such work as they are fit for. All inmates should return at 4 P.M. and fall in for the evening meal; after this the enclosure should be swept up; and the inmates then sent to the sleeping quarters.

16. *Removal of the sick.*—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, as well as for the removal and disposal of corpses, it will ordinarily be necessary to employ the village *mahárs* (*dheds*) or others.

APPENDIX VII.

(See section 210.)

Rules for payment of salaries of medical subordinates.

1. Immediately on the appointment of a medical subordinate to famine relief work the Surgeon General shall issue simultaneously with the order of appointment to the officer himself a notice slip to the Accountant General stating the place to which the officer is posted and the pay and allowances to which he is entitled.

2. On receipt of this notice slip the Accountant General shall issue to the officer an order defining the allowances to which he is entitled in a form similar to that shown in the margin, a duplicate of this order being sent by the Accountant General simultaneously to the Treasury Officer of the district of employment.

You are hereby informed that you are entitled from the date of taking charge of your duties in connection with famine relief in the district of \_\_\_\_\_ to allowances at the rate of \_\_\_\_\_ per mensem. You should draw your allowances monthly at the District Treasury on a pay bill in the accompanying form, after getting the certificate at the foot signed by the officer in charge of the works or hospital at which you are employed. If you are at any time transferred to another work or hospital, you should take with you a pay bill for the period up to the date of leaving, having the necessary certificate duly signed by the Executive Engineer or other gazetted officer in charge and if your transfer is to another district you should in addition to taking the pay bill as above immediately intimate the fact of your transfer to this office and to the local treasury officer and obtain from him a last-pay certificate before leaving.

3. The bills for employment on famine duty shall be in a special form for use by medical subordinates\* only and they shall bear at the foot a certificate in the following form:—

\* They can be extended to other subordinates if found necessary.

Certified that A. B. was employed on famine works under me from \_\_\_\_\_ to \_\_\_\_\_ and was in transit from † \_\_\_\_\_ to \_\_\_\_\_.

† This portion of the certificate will only be filled in when the Hospital Assistant has come from other famine duty.

‡ In the Civil Department the gazetted officer in nearest immediate charge or the Sub-divisional Officer will sign.

*Signature of Executive Engineer,  
or other gazetted officer in charge of  
the Relief Works.‡*

4. The Accountant General shall be responsible for seeing at the beginning of a famine that a sufficient number of pay bills in the special form are distributed to the district treasuries and public works and civil officers in charge of relief works, the distribution to the latter being made through the Collector or the Examiner of Public Works Accounts.

5. Treasury officers shall pay the special bills for employment on famine duty without objection, provided they bear the necessary certificate and are otherwise in accordance with the pay slip issued by the Accountant General.

6. Pay for transit periods included in these bills shall be paid if the dates of the same are duly entered and signed, as in the certificate given in Rule 3. If any omission is made in this respect the rest of the charge for period of active duty may be paid without objection, the transit period being left for future payment.

7. The treasury officer shall pay bills for all periods of employment in his own district without any last-pay certificate and also for all periods of employment in another district, provided the bills for the latter period are accompanied by last-pay certificates from the former treasury. Transfers between districts will, however, be probably rare.

8. All bills for periods prior to joining famine relief duty shall be sent by the Treasury Officer to the Accountant General for pre-audit before payment.

9. In case of transfer from one district to another, the Surgeon General shall be responsible for sending an immediate intimation thereof to the Accountant General. Such cases will probably not be numerous, but such intimation is necessary to meet cases of neglect on the part of the officer himself to do so.

## APPENDIX VIII.

(See sections 29 and 239.)

Utility of temporary dams in streams to prevent waste of water  
in years of deficient rainfall.

In places in which there is a very heavy rainfall confined to about four months followed by eight months of drought it is a matter of importance to retard the flow of water to the sea as much as possible and to retain all that can be retained through the dry season. Even in ordinary years considerable improvement can be made in the hot weather water-supply, if small sums of money are spent in erecting a series of temporary dams soon after the rains in each of the chief streams and rivers in the neighbourhood of which water fails in the dry season. The necessity and importance of such measures are greatly enhanced when the rain fails.

2. The utility of these dams is not to be measured merely by the amount of water they hold up in the streams themselves, the general raising of the water level of the neighbourhood is also an incidental advantage. The impoundment of water at numerous places along a river reduces the force of the torrent and consequently the washing away of soil further down. On the other hand, the dams may keep back from the lower villages water that would have come to them had there been no dams; but the complaint will come only from those who neglect to make dams for themselves; and any how they probably gain considerably by the gradual percolation of the water held up at the higher level.

3. One more advantage of the construction of dams in years of scarcity is that it provides labour for the class of people who are first hit by a famine—the day labourers who are usually employed in harvesting crops. Moreover it supplies them with labour near their homes and with labour which means little or no expense in the way of tools and establishment, for the villagers themselves will in their own interests see that the work is properly done and only need to be stirred up to get it done early and to be instructed as to how, when and where to build the dams.

4. The dams should generally be built up early, *i.e.*, in September, but the proper time for starting work on them should be left to the judgment of the local authorities of the district. If the work is started too early so much water will be impounded that it will be impossible to build a dam strong enough to hold it at reasonable cost; if it is started too late there will not be enough water saved to justify the cost of the dam. Farther down the source of the stream a later date might be suitable. Experience has shown that the dams should not be confined only to broad rivers, and that temporary dams are sometimes better than costly and *pucca* masonry ones.

5. With a view to facilitating the wider and readier adoption of the measures described above in a year of scanty rainfall and even in ordinary years the Local Boards aided by the usual annual Provincial water-supply grant might have holes bored in the rocky beds of rivers to receive vertical stakes to be used in the construction of temporary dams. In villages in which materials for building dams are not readily to be found, the Local Board might also lay in a stock of stakes, stones and boards to be used for constructing dams when necessary and to be removed again into safe custody at the end of the hot season. There are many Irish bridges on roads in charge of the Public Works Department at which a few feet of water might with great advantage and at little expense be easily held up or at any rate its escape retarded by simply placing boards between uprights fixed in the masonry work when the water gets low. This measure might be adopted every year, only earlier in famine years than in others. In ordinary years a gradual advance can be made towards preparation for the immediate adoption in years of scarcity of all the necessary measures by the expenditure of a small sum every year. All that need be done at once is the selection of sites suitable for dams at intervals averaging, say, one mile in every important stream in the neighbourhood of which there was scarcity of water in 1899-1900.

6. The dams may be constructed under the supervision of the Local Board Overseer or by the people themselves without skilled supervision. The people should be encouraged



to start building the dams early enough. The officer on the spot should promise a lump sum after inspecting the site of the proposed dam; the sum promised should be a fraction of the estimated cost, from one-third to two-thirds according to the people's capacity to pay; a small advance should be given to the patil; and if the work was taken in hand promptly and well executed, the full sum promised should be made up after inspection of the completed dam. In cases of delay or bad workmanship the full sum promised should not be paid and in cases in which the dam proved useless through delay the advance should be recovered.

7. There is the danger of water becoming stagnant and contaminated by cattle. This should be guarded against by the employment of two village watchmen, put on dole for the purpose, to keep cattle from entering the water and people from bathing or washing clothes in it. It would generally be feasible to allow a little water to flow round one end of the dam and to appoint places for washing clothes or watering cattle below the dam. It would be a good arrangement to have one or two iron or even India rubber syphon pipes thrown over each dam for this purpose, smaller dams being supplied below the big dam to impound the water escaping through the syphons in separate places for different purposes. As the water gets scarcer the people should be warned not to take it for drinking purposes direct from the stream but to dig holes in the bed of the stream or even on its banks near the impounded water and reserve the water in those holes for drinking purposes; this is a most successful measure and the people will get practically filtered water to drink and much more of it than they would if the dams had not been built.

8. The measures advocated will not serve to save crops except in the immediate vicinity of the dams; but they will greatly mitigate drought and so benefit both men and cattle in many areas which are not reached by the larger schemes of storage of water that are contemplated by Government and may therefore be considered as ancillary measures, along with these larger schemes.

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26	Statement of cash balance ...	159	57	Register of indirect famine charges .	180
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30	Admission and attendance register for kitchens.	162			
31	Diet register ... ..	163			

(See section 13.)

Programme of public works.

District \_\_\_\_\_ Population \_\_\_\_\_ Numbers to be provided for on relief works \_\_\_\_\_ . Year 19 \_\_\_\_\_ .

Serial No.	Serial No. in the last programme.	Táluka.	Name of work.	Class (Imperial, Provincial or Local).	Classification.	A.—SANCTIONED PROGRAMME.			B.—EMERGENCY PROGRAMME.			Remarks.
						Estimated cost at ordinary rates		Number of units who can be employed.	Estimated cost at ordinary rates		Number of units who can be employed.	
						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
						Rs.	Rs.		Rs.	Rs.		
			<i>Part I.—Large works capable of employing one or more charges for at least three months.</i>									
			<i>Part II.—Small works capable of employing less than a charge.</i>									
								(Total)			(Total)	

- NOTES.—(1) This programme is to be prepared annually by the Executive Engineer in consultation with the Collector and submitted by the latter to the Superintending Engineer not later than 15th January and by the Superintending Engineer to the Commissioner not later than 1st March, and by the Commissioner to Government not later than 15th April.
- (2) In column 3 the tálukas should be entered in their recognised order.
- (3) A relief charge consists of 5,000 relief workers.
- (4) In column 6 enter—(i) for works for which plans and estimates have been sanctioned and which are in progress; (ii) for works for which plans and estimates have been sanctioned but which are not yet commenced; (iii) for works for which plans and estimates have been prepared; (iv) for works for which plans and estimates have not been prepared; and also enter *a* when the work is ready to be opened at once and a good and useful work.
- b* do. do. do. but not desirable or useful except as a means of providing famine labour.
- c* do. not ready to be do. but a good useful work.
- d* do. do. do. nor desirable or useful except as a means of providing famine labour.
- (5) Under A—Sanctioned Programme, columns 7 to 9, enter all works classed as *ia*, *ia* *ie*, *ie* and *ie* in column 6. Under B—Emergency Programme, columns 10 to 12, enter all other works.
- (6) A *unit* is one person relieved for one day. Taking the probable cost of the work at famine rates to be  $1\frac{1}{2}$  times that estimated at ordinary rates, and assuming the cost of relief to be Rs. 20 per person relieved for six months, the figures for columns 9 and 12 can be obtained by multiplying those in columns 8 and 11, respectively, by  $\frac{1\frac{1}{2} \times 180}{20} = 15$ . This calculation provides for all persons directly or indirectly employed on the work. Columns 9 and 12 should be totalled.
- (7) If the total of column 9 be small in proportion to that of column 12, steps must be immediately taken to bring a large number of works under sanction, and the nature of the steps taken should be noted in the remarks column.
- (8) The fact of any work having been begun in, and suspended after, a prior famine should be noted in the remarks column.
- (9) A note as to the progress made with any work should be made in the remarks column.
- (10) The general character and utility of each work should be clearly and concisely described in the remarks column.

FORM 2.

(See section 14.)

Programme of village works.

District \_\_\_\_\_ Population \_\_\_\_\_ Numbers to be provided for on relief works \_\_\_\_\_ . Year 19 .

Serial No.	Serial No. in the last printed programme.	Taluka.	Name of work.	Classification.	Estimated cost at ordinary rates.	Number of units who can be employed.	Names and residence of persons ready to manage the works.	Names and residence of persons ready to share or bear financial responsibility for the works.	Remarks.
1	2	3	4	5	6	7	8	9	10
					Rs.				
							<i>Part I.—Government works.</i>		
							<i>Part II.—Private aided works.</i>		
							<i>Part III.—Private unaided works.</i>		
							(Total)		

NOTES.—(1) This programme is to be prepared by the Collector in consultation with the Executive Engineer and submitted to the Superintending Engineer not later than 15th January and by the Superintending Engineer to the Commissioner not later than 1st March; and to be submitted by the latter to Government not later than 15th April.

(2) A unit is one person relieved for one day. Taking the probable cost of the work at famine rates to be 1½ times that estimated at ordinary rates, and assuming the cost of relief to be Rs. 15 per person relieved for six months, the figures for column 6 can be obtained by multiplying those in column 5 by  $\frac{1\frac{1}{2} \times 180}{15} = 15$ .

(3) The talukas in column 3 should be entered in their recognised order as in Form 1.

(4) In column 5 enter A if the work has been passed and approved by the Public Works Department; and B if it has not.

(5) The figures in column 6 should be totalled.

(6) The general character and utility of each work should be clearly and concisely entered in the remarks column.

(7) The steps taken to encourage persons to permit their names to be entered in column 8 should be noted in the remarks column.

[To be substituted for Appendix III (a) of the Famine Code.]

APPENDIX III.

(See sections 77 and 111.)

Wage Tables.

(a) Ready Reckoner showing maximum relief wages and allowances in pice.

Price of grain in lbs. per rupee.	WORKERS.				DEPENDANTS.					
	Class A Gangers and special gangs, one pice more than B.	B Diggers, 13 chhataks.	C Carriers, 14 chhataks.	D Working childr n, 10-14, 10 chhataks.	E		F Children 10-14, 8 chhataks.	G Children 7-10, 6 chhataks.	H Children under 7, 4 chhataks.	I Children in arms, 3 chhataks.
					Male adults, 12 chhataks.	Female adults, 10 chhataks.				
Lbs.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
12	13	12	10	7	8	7	6	4	3	2
13	12	11	9	6	8	6	5	4	3	2
14	11	10	8	6	7	6	5	4	2	2
15	11	10	8	6	7	6	4	3	2	2
16	10	9	7	5	6	5	4	3	2	2
17	10	9	7	5	6	5	4	3	2	2
18	9	8	6	5	6	5	4	3	2	2
19	9	8	6	4	5	4	4	3	2	1
20	8	7	6	4	5	4	3	3	2	1
21	8	7	6	4	5	4	3	2	2	1
22	8	7	5	4	5	4	3	2	2	1
23	7	6	5	4	4	4	3	2	2	1
24	7	6	5	4	4	4	3	2	2	1
25	7	6	5	3	4	3	3	2	1	1
26	7	6	4	3	4	3	3	2	1	1
27	7	6	4	3	4	3	3	2	1	1
28	6	5	4	3	4	3	2	2	1	1
29	6	5	4	3	3	3	2	2	1	1
30	6	5	4	3	3	3	2	2	1	1
31	6	5	4	3	3	3	2	2	1	1
32	6	5	4	3	3	3	2	2	1	1

NOTE.—In this table one-third of a pice and fractions over one-third are taken as one pice; fractions less than one-third of a pice are omitted.

## Famine Statement C.

District: \_\_\_\_\_

Taluka.	Population.	MAXIMUM NUMBER OF UNITS FOR WHOM RELIEF IS REQUIRED.		NUMBER OF UNITS PROVIDED FOR BY RELIEF WORKS ON THE PROGRAMME.									REMARKS.  (A brief description, without details, of the general character and utility of works under each head, and of the prospects of their completion, either within or soon after a period of scarcity, should be given in this column.)	
				Part A—Sanctioned Programme.				Part B—Emergency Programme.				Total both Programmes.		
		Actual maximum of recent famines.	Estimated maximum of future famine.	Sanctioned public works.	Non-departmental works for which schemes have been prepared.	Private works for which schemes have been prepared.	Total Sanctioned Programme.	Public works not yet sanctioned.	Non-departmental works for which schemes have not yet been prepared.	Private works for which schemes have not yet been prepared.	Total Emergency Programme.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Total ...														

NOTES.—(1) The talukas should be entered in column 1 in their recognised order as in Forms 1 and 2.

(2) Numbers should 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.

(3) Column 5 should give the figure for works shown in Form 1, columns 7 to 9; column 6 that for works classed as A in Form 2, Part I; column 7 that for works classed as A in Form 2, Parts II and III; column 9 that for works shown in Form 1, columns 10 to 12; column 10 that for works classed as B in Form 2, Part I; column 11 that for works classed as B in Form 2, Parts II and III.

(4) All columns should invariably be totalled.

(5) For submission to the Government of India, "District" will be substituted for "Taluka" in column 1.

## FORM 4.

[See section 24 (g).]

## Weekly Statement of test works and poor-houses.

District. \_\_\_\_\_ Week ending Saturday evening, the \_\_\_\_\_ 19 .

Taluka	TEST WORKS UNDER THE PUBLIC WORKS DEPARTMENT.							POOR-HOUSE RELIEF.						Remarks.	
	Number of works open.	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.	Number of inmates on last day of period under report.				Expenditure during period under report.		Expenditure from outset to date.
		Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
						Rs.	Rs.						Rs.	Rs.	
Total ..															

NOTE.—This statement is to be submitted weekly to Government by the Collector, only during the period of observation prior to the declaration of famine, a copy being sent at the same time to the Divisional Commissioner for information.

FORM 5.

(See sections 25, 26.)

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 population.	Area affected.	Population of area affected.	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		Remarks.
				On any one day.	In the aggregate, i.e., total number of units.	Public works.		Civil works.	Village works.		On any one day.	In the aggregate, i.e., total number of units.	On or in connection with works (excluding dependants).	On or in connection with gratuitous relief (including dependants on works).	
						Sanctioned.	Not sanctioned.		Aided.	Unaided.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
													Rs.	Rs.	

NOTES.—(1) This statement is to be submitted by the Collector to the Commissioner and by the Commissioner to Government when reporting that famine is imminent.

(2) In columns 7 and 8 the words "Sanctioned" and "Not sanctioned" have the same meaning as in Form 1.



## FORM 6.

[See section 231 (a).]

## Specimen of weekly season telegram.

October 22. Jowári 17½, bájri 16. On works—workers 16,000, dependants 2,000. On gratuitous relief—in villages 4,000; in poor-houses 950. Cholera increasing in 3 talukas. Rainfall at head-quarters 25 cents; at Indapur 16 cents. Kharif crops withering everywhere; rain insufficient for rábi sowing. Distress increasing. Grain-supply ample.

- NOTES.—(1) The telegram should be for the week ending Saturday evening, and should reach Government not later than the following Wednesday morning.
- (2) The date at the beginning of the telegram should be the last day of the week to which the telegram relates.
- (3) The price of grain should be the average of the prices at the several taluka head-quarters.
- (4) The numbers relieved should be the daily average for the seven days of the week.
- (5) The numbers relieved "in villages" should include those in village kitchens and on cash or grain dole.
- (6) Any rainfall exceeding 50 cents in 24 hours should be separately reported by telegram on the day succeeding the rainfall.

## FORM 7.

[See section 231 (b).]

## Weekly Statement of rainfall and prices.

Week ending Saturday \_\_\_\_\_ 19 .

Taluka.	PRICES OF STAPLE GRAINS IN LBS. PER RUPEE.			RAINFALL.		
	Ordinary Prices,	During week.	During previous week.	During week.	From 1st January to the end of the week.	Average from 1st January to same date for five years.
1. Haveli ... {	Jowári 65 ...	12½	12			
	Bájri 51 ..	12	12½			
2. Kherd ...	Bájri 60 ...	14	14½			
§c.	§c.	§c.	§c.			

FORM 8.

[See sections 231 (c) and 141 (f).]

Weekly Progress Return of relief works.

For week ending Saturday evening, \_\_\_\_\_ 19\_\_

Name of { work \_\_\_\_\_  
 táluka \_\_\_\_\_  
 district \_\_\_\_\_

Number of works { public \_\_\_\_\_  
 village \_\_\_\_\_

	NUMBERS MUSTERED DURING WEEK.												EXPENDITURE DURING WEEK.							
	Public works.								Village works.				Public works.				Village works.			
	Workers.				Dependants.				Men.	Women.	Children.	Total.	Wages and allowances.	Establishments.	Other charges.	Total.	Wages.	Establishments.	Other charges.	Total.
	Men.	Women.	Children.	Total.	Men.	Women.	Children.	Total.												
Total numbers mustered during week.																				
Average daily number.																				
Number on last day of week.																				

- NOTES.—(1) This form will be prepared by the officer in charge of each relief work, whether public or village.  
 (2) The return for public works will be forwarded by the Charge Officers direct to the Collector, so as to reach by Tuesday forenoon.  
 (3) The return for village works will be forwarded by the managers to the Táluka Mámlatdár, so as to reach not later than Monday forenoon. The Mámlatdár will submit a consolidated return for the whole táluka to the Collector, so as to reach not later than Tuesday morning; he will also send copies to the Sub-divisional and Special Relief Officers.  
 (4) The Collector will submit a consolidated statement for the district to Government, so as to reach not later than Thursday morning. The returns received from the works will also furnish the Collector with figures for the weekly season telegram (Form 6).  
 (5) The total number mustered during the week should be the totals for seven days including the rest-day.  
 (6) The daily average will be obtained by dividing the total numbers mustered by the number of days (including the rest-day) during which the work was open during the week.

FORM 9.

[See section 231 (d).]

Weekly Progress Return of gratuitous relief.

District \_\_\_\_\_

Week ending Saturday evening, \_\_\_\_\_ 19\_\_

Táluka.	GRAIN AND CASH DOLE IN VILLAGES.							VILLAGE KITCHENS.							POOR-HOUSES AND ORPHANAGES.							EXPENDITURE OF WEEK ON			
	Number of vil- lages.	Total numbers.				Average daily number.	Num- ber on last day of week.	Number of villages.	Total numbers.				Average daily number.	Num- ber on last day of week.	Number of poor-houses and orphan-ages.	Total numbers.				Average daily number.	Number on last day of week.	Grain and cash dole.	Village Kitchens.	Poor-houses and orphan-ages.	Total.
		Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
																						Rs.	Rs.	Rs.	Rs.
Total ...																									

- NOTES.—(1) This statement will be prepared for each táluka by the Táluka Mámlatdár, as the Special Relief Officer's and Relief Mámlatdár's movements are uncertain. The Mámlatdár should arrange to get the necessary figures from village officers and superintendents of kitchens and poor-houses on Sunday morning and forward a consolidated return for the táluka to the Collector, so as to reach not later than Monday. The Collector will send a talukawar statement for the district to Government, so as to reach not later than Thursday morning. The statement received from the Mámlatdár will also furnish the Collector with figures for his weekly season telegram (Form 6).
- (2) The Mámlatdár should also forward copies of his statement to the Sub-divisional and Special Relief Officers.
- (3) The figures in columns 3 to 6, 10 to 13 and 17 to 20 should be the totals of the seven days of the week.
- (4) If both kitchen relief and grain or cash dole are given in any one village, such village shall be included in the total of either column 2 or 3, but not in both.

## FORM 10.

[See section 231 (e).]

**Monthly report on the general progress of relief operations  
in famine districts.**

The Collector of each district should submit to Government through the Commissioner, early in each month, a general report on relief operations during the previous month. When relief is being given on a large scale, fortnightly reports will generally be necessary. The points to be referred to should ordinarily include the following :—

- (a) the condition of the people in the different parts of the district, whether on the works or in villages ;
  - (b) the increase or decrease of the rate of mortality compared with the normal rate ;
  - (c) the character of public works open, and the numbers on them ; the degree of efficiency with which tasks are exacted ; the percentage of the full wage earned by the workers ; the tasking of weakly gangs ; defects (if any) in management ;
  - (d) village works, their nature and management ; any preference shown for village work over public works or *vice versa* ;
  - (e) arrangements for village gratuitous relief ; method of relief, whether in kitchens or by cash or grain dole ; numbers on lists and explanation of any large increase or decrease ; any special relief given to weavers or other artizans ;
  - (f) increase or decrease of crime ;
  - (g) immigration from Native States or other districts ;
  - (h) numbers in, and management of, poor-houses ;
  - (i) private charity and charitable funds ;
  - (j) condition of cattle ; efficacy of measures taken for supply of fodder ;
  - (k) general remarks on the working and sufficiency of relief organization ;
  - (l) land revenue collections.
-

**FORM 11.**

[See section 231 (f and h).]

**Monthly Famine Statement E.**

Four  
Five weeks ending Saturday evening the \_\_\_\_\_ 19 .

District.	Area in square miles.	Population in thousands.	Affected area in square miles.	Estimated population, in thousands, of column 4.	NUMBER OF WORKERS ON RELIEF WORKS ON LAST DAY OF MONTH.				Numbers on gratuitous relief on last day of month.	PRICE OF ONE OR MORE PRINCIPAL FOOD-GRAINS IN POUNDS PER BUTER.		
					Men.	Women.	Children.	Total.				
1	2	3	4	5	6	7	8	9	10	11	12	13

- NOTES.—(1) A statement in this form is to be submitted to Government by the Collector of each famine district not later than the 7th of the month following that to which the information relates; the information will be procurable from the weekly progress returns (Forms 6, 8 and 9) and need not be called for separately.
- (2) A statement for the whole Presidency is to be submitted by the Local Government to the Government of India before the 15th of the month following that to which the information relates.
- (3) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.
- (4) All persons gratuitously relieved, whether on works, in villages, in poor-houses, or in other ways, should be shown in column 10.
- (5) On the back of this statement should be recorded very briefly information as to private relief, village and poor-house relief, general character of relief works, physical condition of the people, deaths (if any) from starvation, food-stocks, importation of grain, general condition and prospects of affected area, changes in rates of wages, and other matters, the noting of which will not delay the despatch of the statement beyond the 7th of the following month by the Collector and the 15th by the Local Government.

FORM 12.

[See section 231 (g and i).]

Monthly Famine Statement F.

Four  
Five weeks ending Saturday evening the \_\_\_\_\_ 19 .

B 508-33

District.	Maximum number of units for whom relief is estimated to be required.	Numbers for whom relief was provided in last programme of relief works.				Numbers for whom relief can be provided by works remaining on programme on date of report.			Total.		Expenditure since 1st April 19 .			Advances since 1st April up to end of month, under		Revenue suspended.
		Date of publication of programme.	On public works.	On non-departmental works.	On private works.	On public works.	On non-departmental works.	On private works.	Part A.	Part B.	Date up to which account is made up.	Rupees, omitting 000s.		Land Improvement Act.	Agriculturists' Loans Act.	Rupees, omitting 000s.
									Sanctioned programme.	Emergency programme.		On relief works.	On gratuitous relief.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- NOTES.—(1) A statement in this form is to be submitted to Government by the Collector of each famine district not later than the 7th of the month following that to which the information relates.
- (2) A statement for the whole Presidency is to be submitted by the Local Government to the Government of India before the 15th of the month following that to which the information relates.
- (3) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.
- (4) 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 7 to 11.
- (5) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.
- (6) The expenditure incurred in the previous financial year should be noted below:—
- |                           |  |
|---------------------------|--|
| (a) On relief works.      | (c) Advances under the Land Improvement Loans Act. |
| (b) On gratuitous relief. | (d) „ „ Agriculturists' Loans Act.                 |
- (7) In column 10 enter the totals of the figures for all works shown as sanctioned works in Form 1 and for all works classed as A in Form 2. In column 11 enter the totals of the figures for all works shown as unsanctioned in Form 1 and for all works classed as B in Form 2.

FORM 13.

[See section 231 (j) and 206 (k).]

Monthly Statement of death-rate.

Month of \_\_\_\_\_

District.	Population.	Number of deaths calculated on mean death-rate for the month (exclusive of plague or other extraordinary epidemic).	ACTUAL NUMBER OF DEATHS DURING THE MONTH				DEATH-RATE PER 1,000 OF POPULATION FOR THE MONTH.			
			From all causes (excluding column 6).	From cholera.	From plague or other extraordinary epidemic.	From starvation.	Monthly mean of 10 normal years, exclusive of plague deaths.	Actual rate (exclusive of plague or other extraordinary epidemic).	From cholera.	From plague or other extraordinary epidemic.
1	2	3	4	5	6	7	8	9	10	11
Total ...										

NOTE.—Details should, as far as possible, be given of any deaths from starvation.

## FORM 14.

(See section 49.)

## Inspecting Officer's report on public works.

*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 public works, as a guide to the principal points of management, organization and accounts, which require 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 to the extent attempted (either by sampling gangs or by a full count); and he must record in each case the steps taken by him to remedy any 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.*

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 occasions whenever practicable, but they need not be specially reported.

4. A sample count is made by counting the total number of gangs on a work and then making a thorough examination of one in every five gangs, comparing the entries in the muster-roll with those in the mustering kárkun's daily abstract, calling the roll on the spot, and checking the classification of workers. The total number of men, women and children on the whole work should then be roughly estimated by multiplying the mean numbers in the counted gangs by the number of gangs.

5. A full count is directed to checking the gross number of gangs, men, women and children, by actual counting of the numbers (without reference to names or classification except as 'men,' 'women,' and 'children') on a whole work. It will scarcely be possible for an officer making a full count to fill in the remainder of the report and it is not expected. When a full count is taken it should be made without any warning. A whole party (*i.e.*, all the gangs under one mustering kárkun) should be stopped, the workers given 10 minutes to seat themselves, and then counted up by heads 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 must remain seated; as soon as it is over a second signal should be given to resume work. It is impracticable to check the correct classification in the muster-rolls at the same time: this is better done during the sample counts which are made by means of the muster-rolls. 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 on it should be seated simultaneously.

6. For the purpose of checking work, numbers and payments, the inspecting officer should proceed as follows—

- (i) obtain from the Charge Officer, *before the detailed inspection begins*, precise information in regard to (a) the total number of gangs of all kinds on or attached to the charge, including gangs employed on conservancy, water-supply and other services connected with the charge, and (b) the place or places where each is at work; this information can then be checked by the register of muster-rolls issued, but it is important that it should first be obtained from the Charge Officer himself in case any of the gangs may subsequently be found short;
- (ii) ascertain from the last weekly charge progress return the incidence of expenditure on wages for the able-bodied gangs directly employed in executing the work in hand (a) for work done and (b) per unit relieved. These figures will be useful



in checking the output of individual gangs and will also indicate the general character of the work; an extraordinarily low or high incidence will attract suspicion;

- (iii) count the number of gangs, and on the way select gangs for detailed comparison with the muster-roll entries of the numbers present, the work done and the payments made; and verify the entries of payments by inquiries 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 inquiries should not be confined to one day's entries only.

- (iv) see that the numbers engaged on miscellaneous duties are not excessive;
- (v) compare the muster-rolls with the mustering kárkun's daily abstracts, specially noticing
- (a) the difference (if any) between the sums drawn by the mustering kárkun 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.

- (vi) examine the constitution and tasking of the gangs and see whether the tasks have been correctly calculated on the basis of the classification of workers; note whether the tasks are plainly indicated in advance and whether the workers clearly understand what they have to do;
- (vii) 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;
- (viii) take the mustering kárkuns of the selected gangs with their daily abstracts 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;
- (ix) 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;
- (x) compare the totals of the charge day-book with the corresponding entries in the cash-book;
- (xi) check the weekly voucher for wages and cash allowances by the entries in the charge day-book;
- (xii) 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;
- (xiii) examine the expenditure on contingencies, scrutinizing the vouchers;
- (xiv) compare the charge day-book and cash-book entries with the charge progress return for the preceding week or weeks;
- (xv) 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;
- (xvi) 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.

*NOTE*.—Detailed suggestions on this point will be found in section 137 of the Code.

7. The inspecting officer should also look carefully into all arrangements connected with kitchen, hospital, water-supply, conservancy, market, &c.

### Inspecting Officer's report on public works.

*(To be submitted to the Executive Engineer through the Public Works Sub-divisional Officer: the Executive Engineer will pass it on with his remarks to the Collector who will return it with his observations and orders through the Executive Engineer to the Charge Officer.)*

District. \_\_\_\_\_

Notes of an inspection made by \_\_\_\_\_

on \_\_\_\_\_ 19 \_\_\_\_\_

Work \_\_\_\_\_ Charge Officer \_\_\_\_\_

Points for report.	Report.	Remarks by Executive Engineer and Collector.
<p><i>I.—General—</i></p> <p>(a) Is the charge an "open" or "closed" charge?</p> <p>(b) What is the nature of work?</p> <p>(c) Give the reported numbers of the workers and dependants on date of inspection and each of the three previous days.</p> <p>(d) If the differences are noticeable, enter the Charge Officer's explanation.</p> <p>(e) Are the numbers on other works lately visited rising, falling or steady?</p>		
<p><i>II.—Future work—</i></p> <p>(a) How long is the work likely to last?</p> <p>(b) Where can the workers next be sent?</p>		
<p><i>III.—Admission—</i></p> <p>(a) Are the arrangements good?</p> <p>(b) Are the new-comers separately ganged and leniently tasked?</p> <p>(c) Is their task too heavy or too light?</p> <p>(d) Is it gradually raised?</p> <p>(e) Do the people leave this or any other work in the vicinity in order to be re-admitted as new-comers?</p> <p>(f) Are weakly persons put in separate gangs and tasked individually?</p>		

- (g) Are they being encouraged to earn full wages by the adjustment of the task to their strength?
- (h) What proportion do they bear to the whole number of workers?
- (i) Are immigrants from other districts and aboriginal tribes separately ganged?
- (j) Is the classification of the workers correct?

*IV.—Water-supply and Conservancy—*

- (a) Are the various orders and instructions laid down in sections 90 and 91 and in Appendix IV under these heads being attended to? If not, record the defects and the steps taken to remedy them.
- (b) Is a sufficient number of graves in readiness?

*V.—Shelter—*

- (a) Are the hutting arrangements satisfactory?
- (b) Are the people being encouraged to find their own shelters?
- (c) What proportion of the workers and dependants reside on the work?

*VI.—Market—*

- (a) Are the market arrangements satisfactory and are the orders being attended to?
- (b) Is unwholesome food excluded?
- (c) Give the prices of the principal food-grains.

*VII.—Kitchens—*

- (a) Describe the tests made to ascertain—
- (i) that only dependants of the workers are admitted;
  - (ii) that the food is being properly distributed;
  - (iii) that the consumption is being correctly recorded; and
  - (iv) that the expenditure is in correspondence with the attendance register.

- (b) Are the attendance and diet registers being properly kept?
- (c) Do the attendants know their duties?
- (d) Is the establishment excessive?
- (e) Is each kitchen inmate provided with a ticket showing his or her ration?
- (f) Are the inmates correctly classified?
- (g) Are there any adults and children between 10 and 14 fit for light work in the kitchen?
- (h) Are the orders in section 122 of the Code being strictly carried out?
- (i) Are the accounts clearly kept?
- (j) Is the food properly cooked?
- (k) Refer to section 154 of the Code and report on any irregularities discovered and the steps taken to put a stop to them.

### III.—Hospitals—

- (a) Is there a hospital on the charge?
- (b) If not, where are the sick sent?
- (c) What is the number of in-patients?
- (d) Are they being properly looked after?
- (e) Is there separate accommodation for small-pox and cholera patients?
- (f) Does the medical officer attend to the various duties described in sections 219 and 220 of the Code? If not, specify those he neglects and record his explanation here.
- (g) Is the establishment excessive?
- (h) Check the diet register with the register of in-patients and make other checks as in the case of kitchens.

### IX.—Complaints—

State result of inquiries into any complaints received.

X.—*Difficulties*—

- (a) Are there any difficulties peculiar to this charge and which affect its management?
- (b) How can they be overcome?

XI.—*Complete count*—

State result of this and explain discrepancies as far as possible.

XII.—*Daily routine*—

- (a) Are the various orders in connection with mustering being carried out?
- (b) Are the wages paid with regularity and at what times?
- (c) Describe the system of payment.
- (d) Are the abstracts being properly filled in daily?

XIII.—*Establishment*—

- (a) Is the measuring staff of proper strength?
- (b) Are the mustering kárkuns well instructed in their duties? and is there a sufficiency of them?
- (c) Is the staff provided with accommodation? and do they all live on the work?
- (d) Report names of men who seem to be—
  - (i) specially good,
  - (ii) incompetent, lazy or untrustworthy.

XIV.—*The work*—

- (a) Are the gangs well proportioned?
- (b) Does each gang know in advance what work it has to do?
- (c) Check the tasks set for a percentage of the gangs with reference to the classification of the workers.
- (d) Are the measurements up to date and are they clearly recorded?
- (e) What proportion of the gangs earns full wages?
- (f) If the proportion is low, state probable reasons for this.
- (g) What percentage of the full wage do the average earnings represent?
- (h) Give separately the figures for able-bodied and weakly gangs.
- (i) Pay particular attention to remarkable differences in gang earnings.

*XV.—Checking numbers—*

- (a) Check at random some muster-rolls on the work itself and note the results.
- (b) If a complete count of the numbers has not been made, count the gangs and estimate the total numbers from those in the gangs actually checked and counted. State the results.

*XVI.—Checking accounts—*

Refer to the instructions which preface this report and proceed to make the checks therein indicated, noting in detail the result of each separate check.

*XVII.—Funds and coin—*

- (a) Is the balance with the Charge Officer (i) excessive or (ii) insufficient?
- (b) Are the arrangements for the (i) transport and (ii) custody of the coin good?
- (c) Is there a sufficiency of small coin on the work?

*XVIII.—Stores, tools and plant—*

- (a) Are the registers kept so that each transaction is clearly traceable?
- (b) Is the stock of tools (i) excessive or (ii) likely to be insufficient? If either, enumerate the articles (a) to spare and (b) required.
- (c) Are the tools suitable and in good order and are worn out tools promptly replaced and repaired?

*XIX.—General—*

- (a) Report on the conduct and methods of the Charge Officer.
- (b) Is he being burdened with unnecessary work, either as regards (i) correspondence or (ii) accounts?
- (c) Specify what steps have been taken to remedy any prominent defects your inspection has brought to notice.

NOTE.—For use this form should be printed with sufficient spaces under each major head for the inspecting officer's remarks: the instructions need not be printed with the form.

**FORM 15.***(See section 68.)***Admission Ticket to Works.**

No. of Ticket.

Date

To

Admit the following :—

No.	Name and Village.	Age.	Sex.	Caste and Occupation.	Road Bhatta paid.	Cart hire paid.	Remarks.
					Rs. a. p.	Rs. a. p.	

Signature and designation of person granting the order.

NOTES.—(1) The Circle Inspectors and other village inspecting officers, village officers and relief sub-committees should be provided with books of these forms. A counterfoil should be kept of each set of orders.

(2) On receipt by the officer in charge of the work the ticket should be cancelled, signed and returned to the drafting officer, who, on noting the due arrival on the counterfoil, should send the ticket in as a voucher. In cases in which persons who have been given a ticket and bhatta do not go to the relief work and the ticket is not consequently delivered, the drafting officer may note the fact on the counterfoil and send a duplicate of the ticket under his own signature as a voucher. The directions should be printed on the first page of each ticket book.

**FORM 16.***(See section 69.)***Register of persons refused Admission order.**

Village \_\_\_\_\_ Taluka \_\_\_\_\_ District \_\_\_\_\_

Serial Number.	Name.	Date.	Reason for refusing admission order.	Signature of authority refusing.
1	2	3	4	5

NOTES.—(1) This register should be kept by the patil of each village.

(2) Specific reasons for refusing admission order should be entered in column 4, and the signature of the authority doing so should be taken opposite to it in column 5.



**FORM 17.***(See section 93.)***Daily post card on public works.**

Work _____	Date _____
No. of workers _____	Dependants _____
Expenditure of day. Rs. _____	
Date up to which wages have been paid _____	
Epidemics _____	
_____	
No. of deaths on work _____	
Signature of Charge Officer.	

---

NOTE.—This form should be printed on blank post cards.

## FORM 18.

[See sections 93 and 244.]

## Weekly Charge Progress Return on public works.

For the week ending Saturday, the \_\_\_\_\_ 19 .

Name of work \_\_\_\_\_

Date on which opened \_\_\_\_\_

Submitted to the Executive Engineer  
Sub-Divisional Officer on (date) \_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_  
Signature of Charge Officer.*Instructions.*

In each relief charge the Charge Officer will fill up this return every Sunday for the preceding week, and despatch it at once to the Public Works Sub-divisional Officer by special messenger or the post, whichever is quicker. Another copy should go to the Executive Engineer.

The Executive Engineer and Sub-divisional Officer will intimate to the Charge Officer from time to time, for inclusion in this return any famine payments they have made on behalf of the particular work.

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. Gangers should be counted as relief workers. *Weekly persons individually tasked should be shown under weekly 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 Charge Officer 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, etc.

*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 Charge Officer 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.

Charge Progress Return for the week ending Saturday, the \_\_\_\_\_ 19 .

District \_\_\_\_\_ Relief Charge No. \_\_\_\_\_ under \_\_\_\_\_ Charge Officer.

Name of work \_\_\_\_\_ Price-basis, \_\_\_\_\_ lbs. per rupee.

I.—Numbers on works.

1	2	3			4			5			6			7			8			9			10	11		
Day of month.	Day of week.	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 (rest-days, 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.
	Sunday ...																									
	Monday ...																									
	Tuesday ...																									
	Wednesday ...																									
	Thursday ...																									
	Friday ...																									
	Saturday ...																									
	Totals of the week ...																									

Establishment.	No.	Establishment.	No.	Tools in hand (both in use and spare).		
Charge Officer _____		Clerks and sub-cashiers _____		Serviceable.	Repairable.	Useless.
Permanent Sub-overseers _____		Mustering karkuns _____				
Temporary Sub-overseers _____		Peons _____		Picks ...		
Medical subordinates _____		Hospital establishment _____		Paoras ...		
Work agents _____		Kitchen establishment _____		Hammers ...		
				Mining bars, etc. ...		

II.—Expenditure.

Estimate sanctioned for the work, Rs. \_\_\_\_\_.

Total expenditure up to date, Rs. \_\_\_\_\_.

12	13						14						15			16			17			18			19			20			21			22			23						
Date.	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>																		Employed on services connected with the charge.	Temporarily unem- ployed.	Dependants.	Inmates of hos- pitals and their personal attend- ants.	Tools and plant.	Shelter.		Other items.																	
	Able-bodied gangs.						Weakly gangs and individuals.																																				
	Men.			Women.			Children.			Men.			Women.			Children.																											
Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.								
Totals of week ...																																											
* Expenditure otherwise than on the charge ...																																											

Total number of gangers \_\_\_\_\_

Total number of gangs \_\_\_\_\_

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

Signature of Charge Officer.

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

III.—General Notes.

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.	Numb.
		Men ...				
		Women ...				
		Children ...				
		Totals ...				
		GRAND TOTAL ...				
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)	
	Wages of workers employed in executing the work in hand.		Wages of workers employed on services connected with the charge.		Wages of workers temporarily unemployed, and allowances of dependants and inmates of hospitals with their attendants.		Cost of Establishment.		Cost of shelter.		Cost of other items.		Totals of columns (j) to (n).		Total expenditure of the camp.	
	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 (omitting annas and pies).																
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 Charge Officer wishes to bring to the notice of the Sub-divisional Officer.]

*Immigrants from Native States.*

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

*General Report.*

Signature of Executive Engineer.

**FORM 19.**

*(See sections 45 and 93.)*

**Weekly District Progress  
Return on public works.**

District \_\_\_\_\_

For week ending Saturday, the \_\_\_\_\_  
19 . . .

Submitted by the Executive Engineer  
to the \_\_\_\_\_  
as No. \_\_\_\_\_, dated \_\_\_\_\_.

*Instructions.*

The Executive 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 Thursday evening. The second copy should be despatched to the Superintending Engineer as soon as possible. The third copy should be taped up with all the charge progress returns of the district and filed as record.

2. The body of the return is prepared from the *totals* of the correspondingly numbered columns of Form 18.

3. In the space left for a General Report the Executive 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 Superintending Engineer, or which he wishes to bring to the notice of either officer.

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."

District \_\_\_\_\_

Week ending Saturday, the \_\_\_\_\_ 19 .

I.—Numbers on works.

1 & 2		3			4			5			6			7			8			9			10			11
Distinguishing letter and number of the charge.		WORKERS.												GRATUITOUSLY RELIEVED.									Grand total of all persons relieved from, 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 ALLOWANCE 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.																			
Sub-divisional Office ...																										
Totals for the district																										
Average per day ...																										

**II.—Expenditure.**

12	13			14			15			16			17			18			19			20			21			22			23											
Distinguishing letter and number of the charge.	WAGES OF WORKERS (INCLUDING REST-PAY ALLOWANCE).									GRATUITOUS RELIEF IN FOOD AND CASH.						MISCELLANEOUS.									Total expenditure.																	
	DIRECTLY EMPLOYED IN EXECUTING THE WORK IN HAND.						Employed on services in connection with the charge.			Temporarily unemployed.			Dependants.			In hospitals.			Works establishment.			Tools and plants.						Shelter.			Other items.											
	Able-bodied gangs.			Werkly gangs and individuals.																														Tools and plants.			Shelter.			Other items.		
	Men.	Women.	Children.	Men.	Women.	Children.																												Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Sub-divisional Office ..																																										
Total (nearest rupee) ..																																										
Daily average (nearest rupee).																																										



III.—General Notes.

Distinguish- ing letter and number of the charge.	Name of Charge Officer.	Name of work in hand.	WORKS ESTABLISHMENT.										TOOLS.			PERSONS FED (UNITS).			DEATHS IN HOSPITAL AND ON THE WORKS.								
			Charge Officer.	Permanent Sub-over- seers.	Temporary Sub-over- seers.	Medical subordi- nates.	Work agents.	Clerks and sub- cashiers.	Mustering karkuns.	Peons.	Hospital establishment.	Kitchen establishment.	Gangers (counted as relief workers).	Picks.	Paoras.	Hammers of sorts.	Men.	Women.	Children.	Men.	Women.	Children.	Cholera.	Pneumonia.	Other.	Total.	
		TOTAL...																									

1	2	3	4	EXPENDITURE DURING THE WEEK ON WAGES OF WORKERS DIRECTLY EMPLOYED IN EXECUTING THE WORK IN HAND.		7	INCIDENCE—		10	11	12	13
				5	6		8	9				
				Rs.	Rs.	Rs.					Rs.	Rs.

## FORM 20.

*(See section 93.)*

## General Weekly Report on public works.

District \_\_\_\_\_ . Charge No. \_\_\_\_\_ .

Charge Officer \_\_\_\_\_ .

Week ending Saturday, the \_\_\_\_\_ 19 .

*Subjects for report.*

- (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 section 102 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 tools, and of the shelter provided.
- (e) The sufficiency, or otherwise, of the staff.
- (f) The sufficiency, or otherwise, of the supply of small coin.
- (g) The condition of the food-supplies and market arrangements, the prices actually current on or in the neighbourhood of the works, and the 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 Charge Officer.

- 
- NOTES.—(1) One copy should be submitted to the Executive Engineer and one direct to the Collector. Both should be despatched not later than Sunday. The copy for the Executive Engineer may be conveniently attached to the weekly progress return (Form 18) for the week.
- (2) For use this form should be printed with the "subjects for report" in narrow margin and sufficient blank space opposite each for the report.

FORM 21.

(See sections 117 and 129.)

Nominal Muster-roll on public works.

\* GANG No. \_\_\_\_\_ OF CHARGE No. \_\_\_\_\_  
 Week ending \_\_\_\_\_ 19 . District \_\_\_\_\_

Price-basis, lbs. per rupee.	Date from which it took effect.

Name of ganger \_\_\_\_\_ .  
 Nature of work \_\_\_\_\_ .  
 Name of work agent \_\_\_\_\_ .  
 Name of mustering kárkun \_\_\_\_\_ .

Progress of work and payments.

Date.	QUANTITY OF WORK.		Full wages for full task.	Number of tenths of full task to be paid for.	Actual payments.		INITIAL OR SIGNATURE OF		Remarks.
	Full task.	Work done.			Rs.	a. p.	Mustering kárkun.	Work agent.	
1									(Here enter description of short work, if any, and state what class of workers is responsible for it.)
2									
3									
&c.									

\* In the case of a weakly gang the word "weakly" should be entered before the gang number.



Gang No. \_\_\_\_\_ Charge No. \_\_\_\_\_

Month of \_\_\_\_\_ 19 .

YES.																Remarks.							
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Abstract of Payments.

Dates.	MEN.						WOMEN.				CHILDREN.		DEPENDANTS GRATUITOUSLY RELIEVED IN CASH.								Total cost.							
	A.		B.		C.		B.		C.		D.		E Male.		E Female.		Children.											
																	F.		G.					H.		I.		
	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.				No.	Cost.	No.	Cost.	
1																										Ra.	a.	p.
2																												
3																												
4																												
5																												
6																												
7																												
do.																												
Total ..																												

NOTES.—(1) The first page gives the daily abstract of measurements and the last gives the daily abstract of the wages ; the intermediate pages are the muster-roll.

(2) For use the muster-roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should be printed *in extenso* in both English and vernacular type. No printed entries are to be made in the first two columns of the muster-roll ; those in the form are given merely as an example.

(3) Dependants, excepting children in arms of workers, will ordinarily be fed in kitchens and will therefore not appear in this muster-roll, except when no kitchen has been opened. In printing forms for use on works where kitchens have been opened, the columns for Classes E, F, G and H in the Abstract of Payments should be omitted.

(4) The muster-roll should be written up *by classes*, a fresh series of numbers being given to each class. One roll will last for a week.

(5) All entries should be made in ink. No one should be entered unless *seen* to be present. The columns should be totalled daily in ink directly the roll call is finished.

(6) The cost in the Abstract of Payments should be given in pice.

(7) Detailed instructions for keeping the muster-roll are given in paragraph 63 of Appendix IV.

## FORM 21 A.

(See Appendix IV, paragraph 61.)

## Gang Book.

Name of ganger \_\_\_\_\_ Date \_\_\_\_\_.

Name of mustering kárkun \_\_\_\_\_ Name of work agent \_\_\_\_\_.

Nature of soil \_\_\_\_\_ Lead \_\_\_\_\_.

Class.	Number.	Full task.	Total work.
A			
B			
C			
D			
Total			

Measurement of the full task      ×      ×      =

Amount of work done                      ×      ×      =

Initials of mustering kárkun and work agent \_\_\_\_\_



FORM 22.

(See Section 121.)

Mustering Karkun's Daily Abstract

Charge No. \_\_\_\_\_

Daily Abstract of payment to be made to Party No. \_\_\_\_\_

Gangs Nos. \_\_\_\_\_ to \_\_\_\_\_

District \_\_\_\_\_

Name of work \_\_\_\_\_

Price-basis, \_\_\_\_\_ lbs. per rupee.

Distinguishing No. of Gang.	NATURE AND QUANTITY OF WORK.				Total wages payable.	WORKING.										Total No. and Wages of Workers.	GRATUITOUSLY EMPLOYED BY CASE ALLOWANCES.										Total No. and allowances of Dependents.	Grand total of each Party's wages.	Signature of workman.
	Bathwork.		Mud-breaking.			Men A.	Men B.	Men C.	Total Men.	Women D.	Women E.	Total Women.	Children D, 10 to 14 years.	Men F.	Women G.		Children H, 10 to 14 years.	Children I, 7 to 10 years.	Children J, under 7 and in arms.	Children K, infants.	Total Children.								
	Number.	Cost.	Number.	Cost.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.		Number.	Cost.	Number.	Cost.	Number.	Cost.							
Total																													

Dated \_\_\_\_\_

19 \_\_\_\_\_

Signature of Mustering Karkun.

Note - 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 in the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Mustering Karkun should give a separate total for (a) the temporarily unemployed (b) those employed on services connected with the charge, (c) the weakly gangs and individuals.

FORM 23.

(See Section 122.)

Charge Day-book.

Charge No. \_\_\_\_\_

Day of week and date \_\_\_\_\_ 19 .

Price-basis, lbs. per rupee.

Name of Mustering Karkun.	NATURE AND QUANTITY OF WORK.				Full wages for full task.	WORKERS.										Total Number and wages of workers.		GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.							Total Number and allowances of dependants.		Grand total of cash payments due.	Signature of Mustering Karkun.	
	Earth-work.		Metal-breaking.			Men A.	Men B.	Men C.	Total Men.	Women B.	Women C.	Total Women.	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, not in arms.	Children I. in arms.	Total Children.	Total Number and allowances of dependants.								
	Pull task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.			Cost.

Dated 19 .

Signature of Charge Officer.

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

1870

1870

1870

FORM 23.

(See section 129.)

Charge Day-book.

Charge No. \_\_\_\_\_

Day of week and date \_\_\_\_\_ 19 .

Price-basis, lbs. per rupee.

Name of mustering karkun.	NATURE AND QUANTITY OF WORK.				Full wages for full task.	WORKERS.										Total wages of workers.	GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.										Total allowances of dependants.	Grand total of cash payments due.	Signature of mustering karkun.					
	Earthwork.		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.	Number.	Cost.	Number.	Cost.	Number.	Cost.				Number.	Cost.	Number.	Cost.	
Total																																		

Date

19 .

Signature of Charge Officer.

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

**FORM 24.**

*(See sections 128 and 251.)*

**Cash-book (on public works).**

Date.	Serial No. of voucher.	From whom received, &c.	Receipts.			Date.	Serial No. of voucher.	To whom paid and on what account.			Payments.			Head of account.	Signatures of mustering karkuns and others.
			Rs.	a.	p.			Rs.	a.	p.					

**FORM 25.**

*[See sections 141 (d), 150 (e), 153 (b v), 157, 251 and 259.]*

**Cash-book (for use except on public works.)**

Date.	From whom received.	Particulars.	Receipts.			Date.	Voucher No.	To whom paid.	Particulars.	Payments.		
			Rs.	a.	p.					Rs.	a.	p.

## FORM 26.

(See section 128.)

## Statement of Cash balance.

District \_\_\_\_\_ Name of work \_\_\_\_\_ Charge No. \_\_\_\_\_

Statement of actual cash balance in the hands of \_\_\_\_\_

Charge Officer on \_\_\_\_\_ and of imprests with subordinates.

Description.	No.	Amount.			Remarks.
		Rs.	a.	p.	
Cheques received in favour of self, but not yet cashed ... ..	...				
Currency notes ... ..	...				
Rupees ... ..	...				
Half rupees ... ..	...				
Quarter rupees ... ..	...				
Two-anna pieces ... ..	...				
Half-anna ,, ... ..	...				
Quarter-anna ,, ... ..	...				
Pies ... ..	...				
Receipt stamps ... ..	...				
Total cash in chest ... ..	...				
Add amount of imprest with ... .. Rs. a. p.					
Total balance as per cash-book ... ..	...				

Signature of Charge Officer.

NOTES.—(1) This statement is to be forwarded by the Charge Officer of every public work to the Executive Engineer on the last day of every month.

(2) When the cash balance is abnormally large, the reason should be given in the remarks column.

FORM 27.

(See section 133.)

Attendance Roll of Establishment.

101

No.	Name of Official.	Appointment.	ATTENDANCE.																																
			1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th.	9th.	10th.	11th.	12th.	13th.	14th.	15th.	16th.	17th.	18th.	19th.	20th.	21st.	22nd.	23rd.	24th.	25th.	26th.	27th.	28th.	29th.	30th.	31st.		

FORM 28.

(See section 133.)

Acquittance Roll.

Month of \_\_\_\_\_ 19 .

Name.	Post and salary.	Period for which payment is due.	Amount of salary or travelling allowance.	Amount of income-tax.	Net claim.	NOTE OF DEDUCTIONS OF SUBSCRIPTIONS TO SERVICE FUNDS, ETC.		Net amount paid.	Signature and stamp for each payment exceeding Rs. 20.
						Particulars.	Amount.		
1	2	3	4	5	6	7	8	9	10
		Total ...							

Notes.—(1) Columns 1 to 4 of the roll shall be filled in by the Charge Officer, who shall then send it to the Executive Engineer's office, where columns 5 to 8 shall be completed. On return of the roll, the Charge Officer shall, after payment, enter the figures of column 4 on the expenditure side and those of columns 5 and 8, separately, on the receipt side of his cash-book.

(2) In column 4 salaries and travelling allowances should not be mixed up: a separate acquittance roll should ordinarily be prepared for each, when paid separately.

(3) In column 10 against each signature the date of payment should be entered, when the payment is made and acknowledged.

I certify that the above amount of \_\_\_\_\_ (in words)

\_\_\_\_\_ has been paid by me.

Signature of disburser.

FORM 29.

(See Sections 136 (b) and 251.)

Weekly Voucher for Wages and Cash Allowances on Public Works.

District \_\_\_\_\_ Name of Work \_\_\_\_\_ Charge No. \_\_\_\_\_ Charge Officer \_\_\_\_\_

Week ending Saturday the \_\_\_\_\_ 19 \_\_\_\_\_

Price basis, \_\_\_\_\_ lbs. per rupee.

Day of Week.	Date of month.	WORKERS.													Total No. of workers and cost.	GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.										Total number and cost of Dependants.		Total wages and cash allowance for the day.							
		Men A.		Men B.		Men C.		Total Men.		Women B.		Women C.		Total Women.		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.		Total Children.				
		No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.		Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.		Cost.	No.	Cost.	No.	Cost.	No.	Cost.
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

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 corresponding entries in my Charge Day-book.

Signature of Charge Officer.



**FORM 29 A.**

*(Referred to in Section 126.)*

**Charge Officers Indent for Funds (Weekly).**

Charge No. \_\_\_\_\_ Dated \_\_\_\_\_ 190 .

To

THE EXECUTIVE ENGINEER,

\_\_\_\_\_ District.

Rs. a. p.

Balance in hand at the date of the last indent ...

Cheques since received ... ..

Total ...Rs.

Deduct expenditure incurred during the week ...

Balance on date of indent ... ..

Sum indented for in cheque No. \_\_\_\_\_ dated \_\_\_\_\_

Total ...Rs.

Signature of Charge Officer.

Diet Register.

village

[See sections

Weekly Voucher for wages and cash allowances on public works.

D 668-41

District \_\_\_\_\_ Name of work \_\_\_\_\_ Charge No. \_\_\_\_\_ Charge Officer \_\_\_\_\_

Week ending Saturday the \_\_\_\_\_ 19 .

Price-basis, lbs. per rupee.

Day of week.	Date of 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.							
		No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.		Cost.	No.	Cost.	No.	Cost.	No.	Cost.					
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Total ...																															

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 corresponding entries in my charge day-book.

Signature of Charge Officer.

FORM 30.

[See sections 122 (b), 153 (b-i) and 169.]

Admission and Attendance Register for kitchens.

Month of \_\_\_\_\_ 19 . Poor-house at \_\_\_\_\_ village \_\_\_\_\_ Taluka.  
Kitchen at \_\_\_\_\_ public work

Class of recipients.	Serial Number in Class.	Date of admission.	Name of persons admitted, with father's or husband's name.	Caste and sex.	Age.	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																														

- Notes.—(1) 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.
- (2) Attendance may conveniently be recorded by signs; where two meals are given daily, the following signs may be used—  
 present at morning meal  present at both meals × present at morning but absent at evening meal   
 present at evening meal  absent at morning but present at evening meal   
 absent at morning meal  absent at both meals
- (3) The signs of attendance should invariably be written in ink.
- (4) The totals for the day may be conveniently shown as  $\frac{21}{21}$  where 21 persons were present at the morning meal and 20 persons were present at the evening meal. The number of units for the day would then be  $\frac{21+20}{21} = 22$ .
- (5) When a name is struck off, a line should be drawn in ink across the blank columns for "days and meals of attendance," and the date of removal should be written in full.
- (6) The register should be closed and totalled in ink directly the roll-call is finished.

### Diet Register.

Kitchen  
 Poor-house at \_\_\_\_\_ village, \_\_\_\_\_ taluka  
 Hospital \_\_\_\_\_ public work, \_\_\_\_\_

Date.	Class of dependants.	Attendance on previous day.	No. of chhatsaks for ration.	Total of food in lbs.	NUMBER OF BEERS.								Signature of Superintendent.
					Flour.	Rice.	Dal.	Salt.	Condiments.	Oil.	Vegetables.	Milk.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		On ordinary diet.											
		On special diet.											

- NOTES.—(1) This form is to be kept at public works and village kitchens, poor-houses and public works hospitals.  
 (2) Persons on special diets, e.g., milk, &c., should be entered separately by classes after the entries by classes of those on ordinary diet.  
 (3) Columns 6 to 13 should be filled in only for totals under "ordinary diet" and "special diet."  
 (4) All entries should be made in ink.  
 (5) The headings in columns 6 to 13 may be varied according to the diet given, and extra columns may be added if necessary.

### FORM 32.

[See sections 133, 153 (b-iii), 169, 170 and 220 (d).]

### Stock Register.

Kitchen  
 Poor-house at \_\_\_\_\_ village, \_\_\_\_\_ taluka  
 Hospital \_\_\_\_\_ public work, \_\_\_\_\_

Date.		Flour.	Rice.	Dal.	Salt.	Condiments.	Oil.	Vegetables.	Wood.	Milk.	Remarks.
	Balance	...	...	...	...	...	...	...	...	...	
	Received	...	...	...	...	...	...	...	...	...	
		Total	...	...	...	...	...	...	...	...	
	Deduct issued	...	...	...	...	...	...	...	...	...	
	Balance	...	...	...	...	...	...	...	...	...	

- NOTE.—(1) This form is to be kept at public works and village kitchens, poor-houses and public works hospitals.  
 (2) The quantity in lbs. of each article issued and received, and the balances in store at the end of the day should be entered in this register every evening. The issues and receipts will be attested by the signature of the officer in charge.  
 (3) If any article is issued otherwise than to inmates, the fact should be noted in a more detailed statement of issues, which should be kept. In the detailed statement issues to hospital inmates, &c., should be shown. The totals of the day only are to be entered in this form; so also receipts.  
 (4) In the column of remarks, any wastage found on taking stock, which must be done weekly, should be clearly shown and explained.  
 (5) All entries should be made in ink.

FORM 33.

[See section 141 (a).]

Nominal Muster-roll on village works.

Name of work \_\_\_\_\_

Name of Manager \_\_\_\_\_

Circle \_\_\_\_\_

Taluka \_\_\_\_\_

Month of \_\_\_\_\_ 19 .

Serial No. of worker.	No. of gang.	Name of worker.	Residence.	Class of worker.	1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th.*	9th.	10th.	11th.	12th.	13th.	14th.	15th.	16th.	17th.	18th.	19th.	20th.	21st.	22nd.	23rd.	24th.	25th.	26th.	27th.	28th.	29th.	30th.	31st.	Remarks.			
				Total ...																																			

NOTE.—The muster-roll should be called once a day in the morning. It should be closed and totalled for the day directly the roll has been called. All entries should be made in ink, presence being denoted by a stroke / and absence by a circle 0. A fresh muster-roll should be opened every month.



## FORM 35.

[See sections 141 (c &amp; g), 142 (b) and 251.]

## Weekly Bill of expenditure on village works.

Name and No. of work \_\_\_\_\_

Village \_\_\_\_\_ Circle \_\_\_\_\_

Taluka \_\_\_\_\_ District \_\_\_\_\_

Price-basis, lbs. per rupee,

(Date of bill)

19 .

Date and day of week.	NUMBER OF WORKERS MUSTERED.				Maximum wages.	Quantity of work done each day.	ACTUAL EXPENDITURE DAY BY DAY.			Incidence of expenditure		Remarks.
	Class B.	Class C.	Class D.	Total.			Wages.	Other expenses.	Total.	On work done, i.e., of col. 10 on 7.	On No. of units relieved, i.e., of col. 10 on 5.	
1	2	3	4	5	6	7	8	9	10	11	12	13
Sunday, 10th April...					Rs. a. p.	C. ft.	Rs. a. p.	Rs. a. p.	Rs. a. p.			
Monday, 11th ,, ...												
Tuesday, 12th ,, ...												
Wednesday, 13th ,, ...												
Thursday, 14th ,, ...												
Friday, 15th ,, ...												
Saturday, 16th ,, ...												
Total ...												

Signature of Manager.

We certify that to the best of our belief  
the above bill is correct.

Signature of two members } \_\_\_\_\_  
of the village committee. } \_\_\_\_\_

Passed for rupees (in words)

Signature of Sub-treasury Officer.

NOTES.—(1) This bill should be written up day by day as soon as the columns in the daily register have been totalled up. It should be completed on Sunday and the amount of the bill drawn from the sub-treasury on Monday.

(2) A copy of this bill should be sent to the Sub-divisional or Special Relief Officer (*vide* section 141), the certificate being omitted and information being given regarding any epidemic disease, the number of immigrants from Native States and any special difficulties experienced in carrying out the work.

## Form 36.

[See section 141 (c).]

## Daily post card on village works.

Work _____	Date _____
No. of workers	B. _____
	C. _____
	D. _____
Amount of Work done _____	
_____	
_____	
Wages paid. Rs. _____	
Balance of advance in hand. Rs. _____	
Signature of Manager.	

---

NOTE — This form should be printed on blank post cards.



**FORM 37.**

[See sections 147 and 149 (c).]

**Village Gratuitous Relief Register.**

Village \_\_\_\_\_ Táluka \_\_\_\_\_ Population of village (by census) \_\_\_\_\_

Serial No.	Letter denoting class of recipient.	Name, and father's or husband's name.	Age.	Name of relations (if any) living.	Caste.	Date of admission to list.	Signature of officer admitting.	Date of removal from list.	Signature of officer removing.	Remarks and orders by inspecting officers.

**FORM 38.**

[See sections 149 (c) and 150 (b).]

**Village Grain Dole Distribution List.**  
**Cash**

Village \_\_\_\_\_ Táluka \_\_\_\_\_ Month \_\_\_\_\_ 19 \_\_\_\_

Letter denoting class of recipient.	Serial No. in class.	Name, and father's or husband's name.	DATES OF DISTRIBUTION AND AMOUNTS OF <u>GRAIN</u> GIVEN. CASH																														
			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 ...																															

Notes.—(1) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being allotted to each class and in the case of class E to males and females also  
 (2) Where distribution is not made daily, the entries should be made only on the actual dates of distribution for the actual amounts given.  
 (3) The columns should be totalled daily. All entries should be made in ink.

FORM 39.

[See sections 149 (d) and 150 (b).]

Village Relief Ticket.

Village \_\_\_\_\_ Name of recipient \_\_\_\_\_ Class \_\_\_\_\_ Serial number in Village Gratuitous Relief Register \_\_\_\_\_.

(Signature of person granting ticket.)

Month.	DATES OF DISTRIBUTION.																															
	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) These tickets are to be issued to persons relieved in villages by cash or grain dole, not to those fed in kitchens.  
 (2) The actual amount given should be entered on each date, e.g., if payment or distribution is for some reason not made on the 3rd and 4th the amount given for three days should be entered on the 5th of the month.  
 (3) All entries should be made in ink.

FORM 40.

[See sections 149 (f) and 251.]

Detailed Bill for gratuitous village relief in grain.

Date of last bill drawn \_\_\_\_\_  
Date of this bill \_\_\_\_\_

Village \_\_\_\_\_ Taluka \_\_\_\_\_

Grain price \_\_\_\_\_ lbs. per rupee fixed by (name of officer fixing price) on \_\_\_\_\_ 19 \_\_\_\_

Date and day of week.	NUMBER OF PERSONS RELIEVED AND AMOUNT OF GRAIN DISTRIBUTED EACH DAY.														Total cost for whole period of bill (in figures and words).  Rs.
	Class E males, 12 chhataks.		Class E females, 10 chhataks.		Class F, 8 chhataks.		Class G, 6 chhataks.		Class H, 4 chhataks.		Class I, 3 chhataks.		Total.		
	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	
Sunday, 10th September ...															}
Monday, 11th " ...															
&c.															
Total ...															

We certify that this bill is correct.

..... Signature of village patil.  
..... " of village accountant.  
..... " of one member of village committee.

I certify that I have compared the numbers charged for in this bill with the numbers entered in the Village Gratuitous Relief Register (Form 37) and the Dole Distribution List (Form 38) and find that they are correct.

Signature of grain-dealer.

Signature of Circle Inspector.

Passed for rupees (in words)

Signature of Sub-treasury Officer.

FORM 41.

[See sections 150 (d) and 251.]

Detailed Bill for gratuitous village relief in cash.

Date of last bill drawn \_\_\_\_\_

Village \_\_\_\_\_ Taluka \_\_\_\_\_

Date of this bill \_\_\_\_\_

Price-basis \_\_\_\_\_, lbs. per rupee.

Date and day of week.	NUMBER OF PERSONS RELIEVED AND AMOUNT OF CASH GIVEN EACH DAY.													
	Class E males.		Class E females.		Class F.		Class G.		Class H.		Class I.		Total.	
	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.
		Pice.		Pice.		Pice.		Pice.		Pice.		Pice.		Rs. a. p.
Sunday, 10th September ...														
Monday, 11th September, &c.														
Total ...														

I certify that I have compared the numbers charged for in this bill with the numbers entered in Village Gratuitous Relief Register (Form 37) and the Dole Distribution List (Form 38) and found that they are correct.

We certify that this bill is correct.

Signature of patil.  
 „ village accountant.  
 „ one member of the committee.

Passed for rupees (in words)

Signature of Circle Inspector.

Signature of Sub-treasury Officer.



FORM 44.

[See section 156 (b).]

Ledger for village kitchens and poor-houses.

Village kitchen \_\_\_\_\_ at village \_\_\_\_\_ Táluka \_\_\_\_\_  
 Poor-house \_\_\_\_\_

Week ending.	Total numbers relieved on the last day of the week.	EXPENDITURE DURING THE WEEK ON						INCIDENCE OF EXPENDITURE.		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.		
		Dict.			Total expenditure.			Column 3 on column 2.	Column 4 on column 2.					
		Rs.	a.	p.	Rs.	a.	p.	5	6					
1	2	3			4			5	6	7	8			9
		Rs.	a.	p.	Rs.	a.	p.				Rs.	a.	p.	

NOTES.—(1) One page should be opened in the ledger for each kitchen or poor-house.

(2) For the purposes of column 7 the number of units in any week will be obtained by multiplying the total of the number relieved on the last day of the week by seven.

(3) The officer who maintains the ledger should arrange to get the figures from the sub-treasury officer who cashes the bills.

FORM 45.

[See section 156 (c).]

Ledger of Prices charged for grain supplied for village gratuitous relief.

Táluka \_\_\_\_\_

Serial No.	Name of village kitchen or poor-house.	PRICE (IN LBS. PER RUPEE) CHARGED FOR STAPLE GRAIN IN BILLS FOR WEEK ENDING																		
		8th August.	15th August.	22nd August.	&c.															

NOTES.—(1) The officer who maintains the ledger should arrange to get the figures from the sub-treasury officer who cashes the bills.

(2) Prices should be recorded for each village in which a grain dole is given, as well as for each village kitchen and poor-house.

## FORM 46.

[See section 156 (d).]

## Village Works Ledger.

Work \_\_\_\_\_ Village \_\_\_\_\_ Name of manager \_\_\_\_\_

Week ending	Price in lbs. per rupee.	TOTAL NUMBER OF WORKERS MUSTERED.				Maximum wages of week.	Quantity of work done in week.	EXPENDITURE OF WEEK.			INCIDENCE OF EXPENDITURE		Remarks.
		Class B.	Class C.	Class D.	Total.			Wages.	Other expenditure.	Total.	On work done, i.e., of column 11 on column 8.	On number of units relieved, i.e., of column 11 on column 6.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	lbs.					Rs.	c. ft.	Rs.	Rs.	Rs.			

- NOTES.—(1) The total numbers should be the sum of workers mustered on the six working days and the rest-day.  
 (2) The officer who maintains the ledger should arrange to get the information from the sub-treasury officer who cashes the bills.  
 (3) In columns 7, 9, 10 and 11 fractions of a rupee should be omitted.  
 (4) One page in the ledger should be opened for each work.

## FORM 47.

(See sections 157 and 202.)

## Register of casual relief.

Name of disbursing officer \_\_\_\_\_ Designation \_\_\_\_\_

Serial No.	Date.	Name and residence (if ascertainable) of person relieved.	Particulars of relief given.	Cost of relief given.			Disposal of person relieved.
				Rs.	a.	p.	

NOTE.—This register is to be kept by police and any other disbursing officer who gives casual relief.

## FORM 48.

(See sections 157 and 251.)

## Bill for casual relief.

Date of last bill \_\_\_\_\_ Date of this bill \_\_\_\_\_

Date.	NUMBER OF PERSONS RELIEVED.				Expenditure.
	Men.	Women.	Children.	Total.	
					Rs. a. p.

Signature of disbursing officer.

Passed for rupees (in words) \_\_\_\_\_

Signature of Sub-treasury Officer.

FORM 49.

[See sections 181 (b) and 182 (d).]

Register of orphans relieved in orphanages.

Orphanage at \_\_\_\_\_ village \_\_\_\_\_ Taluka.

Serial number of child in register.	Name and designation of officer issuing admission ticket.	Date of admission to orphanage.	Age on admission.	Sex.	Caste.	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

FORM 50.

[See section 182 (d).]

Weekly Statement of orphans in State orphanages.

Orphanage at \_\_\_\_\_ village \_\_\_\_\_ Taluka. Week ending Saturday the \_\_\_\_\_ 19 .

Religion.	AT THE BEGINNING OF THE WEEK.			ADMITTED DURING THE WEEK.			MADE OVER TO RELATIONS OR OTHER PERSONS DURING THE WEEK.			REMAINING AT THE END OF THE WEEK.			Remarks as to action taken to discover parents or relations.
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	
Hindus ...	...	...	...										
Muslimans ...	...	...	...										
&c. ...	...	...	...										
Total ...													

NOTE.—This return should be forwarded from each orphanage every Saturday to the Collector through the Sub-divisional Officer.



## FORM 51.

[See section 206 (1).]

## Monthly statement of patients treated in hospitals attached to relief works and poor-houses.

	(NAME OF DISTRICT)							
	ON RELIEF WORKS.					IN POOR-HOUSES.		Total deaths in relief works camps and poor-houses.
	Total number of patients treated in hospitals.		Number of deaths.			Total number of patients treated.	Number of deaths.	
	In-door.	Out-door.	In camps.	In hospitals.	Total.			
Cholera ... ..								
Dysentery ... ..								
Diarrhoea ... ..								
Fever ... ..								
Small-pox ... ..								
Itch ... ..								
Ulcer ... ..								
Emaciation ... ..								
Child-birth ... ..								
Pregnant women ... ..								
Miscellaneous ... ..								
Total ... ..								

NOTE.—The statement should be made out for districts and collated both for divisions and for the whole Presidency.

**FORM 52.**

[See section 220 (a).]

**Nominal Register of in-door patients in hospitals.**  
**out-door**

Relief work hospital at \_\_\_\_\_ Táluka \_\_\_\_\_ District \_\_\_\_\_  
Poor-house

Date of admission.	Serial Number.	Name.	Sex.	Age.	Caste.	Residence.	Disease.	Date of discharge.	NUMBER OF PATIENTS				REMARKS.
									Discharged		Died.	Ab-sented.	
									Cured.	Reliev-ed.			

NOTE.—Separate registers should be kept for in-door and out-door patients.

**FORM 53.**

[See section 220 (b).]

**Daily Return of rations in hospitals.**

Relief work hospital at \_\_\_\_\_ Táluka \_\_\_\_\_ District \_\_\_\_\_  
Poor-house

Date.	NUMBER OF IN-DOOR PATIENTS IN THE HOSPITAL.					NUMBER OF HOSPITAL RATIONS PRESCRIBED.			EXTRAS PRESCRIBED.				Initials of the Medical Officer.	
	Men.	Women.	Children, 7—12.	Children, under 7.	Total.	Ordinary diet.	Milk diet.	Conji diet.						

**FORM 54.**

[See section 220 (e).]

**Weekly Diary of medical officers.**

Relief work hospital at \_\_\_\_\_ Táluka \_\_\_\_\_ District \_\_\_\_\_  
Poor-house

Week ending Friday midnight \_\_\_\_\_ 19 \_\_\_\_\_

Date.	Notes of work and inspection done,	Remarks by the District Medical Officer.

FORM 55.

[See section 220 (f).]

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Weekly return of patients in relief works hospitals.

Name of work \_\_\_\_\_ Táluka \_\_\_\_\_ District \_\_\_\_\_ Week ending Friday midnight the 19 .

	Cholera.	Dysen-tery.	Diar-rhoea.	Fever.	Small-pox.	Itch.	Ulcers.	Ema-ciation.	Child-birth.	Preg-nancy.	Miscel-laneous.	Total.	Details of removals from hospital during the week.		Nos.		Deaths in Camp.	
													Discharged ...	Absented ...	Sent to poor-house ...			
In-patients only.	Men ...	{ 1. Remaining from last week.	{ 2. Admitted during week ...	{ 3. Remaining in hospital ...														
	Women ...	{ 1. Remaining from last week.	{ 2. Admitted during week ...	{ 3. Remaining in hospital ...														
	Children over 7 years.	{ 1. Remaining from last week.	{ 2. Admitted during week ...	{ 3. Remaining in hospital ...														
	Children under 7 years.	{ 1. Remaining from last week.	{ 2. Admitted during week ...	{ 3. Remaining in hospital ...														
	Total remaining in hospital ...																	
* Out-patients treated ...																		
Total remained from last week ...																		
„ admitted during week.																		
„ discharged do.																		
„ died do.																		
„ remaining in hospital ...																		

	Adults.	Chil-dren.	Adults.	Chil-dren.
Deaths from Cholera ..				
Do. Dysentery ...				
Do. Diarrhoea ...				
Do. Fever ...				
Do. Small-pox ...				
Do. Itch ...				
Do. Ulcers ...				
Do. Emaciation ...				
Do. Child-birth ...				
Do. Miscellaneous .				
Total Deaths ...				

Note below :—  
 Still-born ... ..  
 Deaths among newly born ...

Date \_\_\_\_\_  
 Forwarded to \_\_\_\_\_

Signature of Medical Officer.

\* Out-patients to be shown only in this column.  
 Notes.—(1) The principal causes of sickness amongst out-patients should be mentioned.  
 (2) In any case of death from emaciation or starvation, a brief note of each case should be given either here or in the weekly diary showing the cause, the time the dead person had been in camp, the date of coming to hospital and date of death.

FORM 56.

[See section 254 (a).]

Application for grants for famine relief expenditure.

District \_\_\_\_\_.

	Expenditure up to 19 .	Estimated expen- diture from 19 to 19 .	Total.	GRANT SANCTIONED.		Further amount now required.	REMARKS.
				No. and date of Government order.	Amount.		
	Rs.	Rs.	Rs.		Rs.	Rs.	
<b>I. SALARIES AND ESTABLISHMENT—</b>							
Salaries and Establishments ... ..							
Travelling and other allowances ... ..							
Contingencies ... ..							
<b>II. VILLAGE WORKS IN CHARGE OF CIVIL OFFICERS.</b>							
(a) Communications ... ..							
(b) Miscellaneous Public Improvements ... ..							
(c) Irrigation ... ..							
<b>IV. RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORKS</b> ... ..							
<b>V. GRATUITOUS RELIEF—</b>							
(a) In Government Institutions—							
(i) poor-houses and orphanages ... ..							
(ii) village kitchens ... ..							
(b) Given at the homes of the people ... ..							
(c) Given in other ways ... ..							
<b>VI. MISCELLANEOUS—</b>							
Relief and deportation of cattle ... ..							
Grass operations ... ..							
Other charges ... ..							
<b>Total</b> ... ..							

NOTES.—(1) The following information should be given in the remarks column—the number of persons already receiving relief, the period for which the grant is asked for, the number of persons likely to require relief during the period, the average estimated daily cost per individual.  
 (2) Under head I must be entered only charges debitable to "Famine Relief"—vide section 275 of the Code.



FORM 59.

(See section 261.)

Register of Payments in connection with famine relief.

Month.	Date.	Voucher No.	Date of sub-treasury return.	To whom paid.	Particulars.	Salaries and Establishment.	RELIEF WORKS IN CHARGE OF CIVIL OFFICERS.			Relief to people employed otherwise than on relief works.	GRATUITOUS RELIEF				MISCELLANEOUS.			Daily total carried to Cash-Book.											
							Communi-cations.	Miscellaneous public improvements.	Irrigation.		In poor-houses and orphanages.	In village kitchens.	At the homes of the people.	In other ways.	Relief and deporta-tion of cattle.	Grass operations.	Other charges.												
Sanctioned Grants																													
						Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

## Monthly return of expendi

District \_\_\_\_\_ month \_\_\_\_\_

Item of expenditure.	Expenditure sanctioned up to date for 19 -19 .	EXPENDITURE			
		Up to the end of 19 .		From April to	
		Rs.	a. p.	Rs.	a. p.
<b>I. SALARIES AND ESTABLISHMENT—</b>					
Salaries—Relief Mámíatdárs—					
Other special relief officers ...					
Establishment—					
Store-keepers, clerks and other superior establishment ...					
Servants ... ..					
Travelling allowance—					
Contingencies ... ..					
<b>II.—RELIEF WORKS IN CHARGE OF CIVIL OFFICERS—</b>					
(a) Communications ... ..					
Wages of labour ... ..					
Other expenditure ... ..					
(b) Miscellaneous Public Improvements ... ..					
Wages of labour ... ..					
Other expenditure ... ..					
(c) Irrigation ... ..					
Wages of labour ... ..					
Other expenditure ... ..					
<b>III. RELIEF WORKS IN CHARGE OF PUBLIC WORKS OFFICERS—</b>					
<b>IV. RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORKS—</b>					
<b>V. GRATUITOUS RELIEF—</b>					
(a) Given at Government institutions—					
(i) Poor-houses and orphanages ... ..					
(ii) Village kitchens ... ..					
(b) Given at the homes of the people ... ..					
(c) Given in other ways ... ..					
<b>VI. MISCELLANEOUS—</b>					
Relief and deportation of cattle ... ..					
Grass operations ... ..					
Other charges* ... ..					
<b>Total ...</b>					

NOTE.—This statement should include all expenditure actually

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ture on famine relief.

ACTUALLY INCURRED.									Number and date of the order of Government, if the expenditure has been sanctioned by Government.	If the expenditure has not been sanctioned by Government, under what authority incurred.	REMARKS.
For 19 .			Total, 19 -19 .			Grand Total.					
Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.			

incurred, whether with, or in anticipation of, Government sanction.



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( u )  
[To be substituted for Appendix II of the Famine Relief Code.]

## APPENDIX II.

(See Section 231.)

App. II.  
Report to Govt.  
of India.

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.*

1. 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.

2. 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 *Gazette*.

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 Codes 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.

3. 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.

4. The district reports should be published in the local *Gazette*. 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.

5. Separate copies of all season and crop reports, whether weekly, monthly or half-yearly, published in the *Gazette* of Local Government, 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.*

6. 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 3.

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

*Preliminary Reports.*

7. 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, etc.; 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.

8. 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 detailed 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.*

9. 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.

10. 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 head-quarters 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.

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 "Works," "Gratuitous," "Total."

11. The weekly famine telegram should also record the price, in government sers 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 9, 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.

12. Although statistics are not required under rule 10 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 headings should also be supplied, as far as possible, for such States collectively.

13. 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.

14. 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, etc.
- (3) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.
- (4) The sufficiency of relief measures, and any special measures, such as the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.
- (5) The state of the public health, and the prevalence of epidemics.
- (6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.

*Note.*—An example of a weekly telegraphic famine report will be found in Annexure B.

15. Details by districts (and Native States) of the relief figures reported in the weekly telegram under rule 10 should be despatched in Form 13 (b), so as to reach the Government of India not later than the Tuesday following the despatch of the telegraphic report.

#### *Monthly Reports.*

16. 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 11, 12 and 13.

*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.

17. 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.

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

18. In the page for remarks attached to the monthly statement A, 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.

19. With the first monthly report, a statement should be furnished in Form 13 (a), showing the area and population of the tracts affected by famine and scarcity, and a forecast of the expenditure on relief, etc. 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.

20. 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), 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.*

21. 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.

22. 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."

23. 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.*

24. 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 in Annexure A. 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.

25. 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 poor-houses 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.*

26. 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.

ANNEXURE A.

*Headings for Final Famine Reports.*

- I.—The economic and agricultural condition of the affected tract before the famine.
- II.—The cause of the famine, and the extent of the failure of the harvests.
- III.—The area, population and classes affected, and the degree of distress.
- IV.—General narrative of the commencement, progress, and close of the famine.
- V.—Relief measures and administration: 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.

( e )

ANNEXURE B.

App. II.  
Report to Govt.  
of India.

*Example of a Weekly Famine Telegram.*

Distress severe in Gujarat 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 Rajputana 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 Gujarat, where rising. Prices: Deccan 12 to 15, Gujarat 8 to 10, Native States 9 to 12 sers per rupee.

Numbers on relief in thousands. British districts:—Deccan: works 153, gratuitous 26, total 182. Gujarat: works 345, gratuitous 82, total 427. Native States: works 66, gratuitous 18, total 84. Large rise in Broach owing to completion cotton harvest.

*Add to section 231—*

A list of reports and returns to be submitted by the several officers under the Code is given in Appendix IX.



[To be substituted for Form 6 of the Famine Relief Code.]

FORM 6.

[See section 232 (a).]

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Specimen of weekly Famine telegram.

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October 22. Distress severe. Will probably increase when cotton picking ceases. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Rajputana 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, for which 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. Prices: jowari 12 to 15, bajri 8 to 10 sers per rupee.

Numbers on relief: works 156, gratuitous 26, total 182. Large rise owing to completion cotton harvest.

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NOTES.—(1) The telegram should be for the week ending Saturday evening, and should reach Government not later than the following Wednesday morning.

- (2) The date at the beginning of the telegram should be the last day of the week to which the telegram relates.
- (3) The price of grain should be the average of the prices at the several taluka head-quarters.
- (4) The numbers relieved should be the daily average for the seven days of the week.
- (5) The numbers relieved "in villages" should include those in village kitchens and on cash or grain dola.
- (6) Any rainfall exceeding 50 cents in 24 hours should be separately reported by telegram on the day succeeding the rainfall.

FORM 11.

[See section 231 (f) and (h).]

Monthly Famine Statement A.

Four weeks ending Saturday evening the \_\_\_\_\_ 19\_\_  
 Five weeks ending Saturday evening the \_\_\_\_\_ 19\_\_

B 185-4

District.	Area.	Population in thousands.	Affected area.	Estimated population in thousands of column 4.	NUMBER OF WORKERS ON RELIEF WORKS ON LAST DAY OF MONTH.					NUMBER OF PERSONS ON GRATUITOUS RELIEF (ON LAST DAY OF MONTH).		Total.	GRAND TOTAL OF NUMBER OF PERSONS ON RELIEF.			Price of one or more principal food-grains in sera per rupee.
					Class I (Special gangs).	Class II (Diggers).	Class III (Carriers).	Class IV (Working children).	Total workers.	Dependants of relief workers relieved on works.	Relieved in villages, kitchens, poor-houses, etc.		Men.	Women.	Children.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- NOTES.—(1) A statement in this form is to be submitted to Government by the Collector of each famine district not later than the 7th of the month following that to which the information relates.  
 (2) A statement for the whole Presidency is to be submitted by the Local Government to the Government of India before the 15th of the month following that to which the information relates.  
 (3) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.  
 (4) Numbers of persons on relief should be shown in thousands.  
 (5) Special relief to weavers and artisans should be included in column 12.  
 (6) On the back of this statement should be recorded very briefly information on the points specified overleaf, the noting of which will not delay the despatch of the statement beyond the 7th of the following month by the Collector and the 15th by the Local Government.

[To be substituted for Forms 11, 12 and 13 of the Famine Relief Code.]

*Remarks to accompany Famine Statement A.*

On this page should be recorded, very briefly, information as to (1) private relief, (2) village and poor-house 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. 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 Form 13, or of the month previous and the result of investigations of "starvation" deaths should be stated (see instructions to Statement C, Form 13).

FORM 12.

[See section 231 (g) and (i).]

Monthly Famine Statement B.

Four weeks ending Saturday evening the \_\_\_\_\_ 19  
Five

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. (In thousands of rupees.)
	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.	
				Part A sanctioned programme.	Part B emergency programme.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14

- Notes.—(1) A statement in this form is to be submitted to Government by the Collector of each famine district not later than the 7th of the month following that to which the information relates.  
 (2) A statement for the whole Presidency is to be submitted by the Local Government to the Government of India before the 15th of the month following that to which the information relates.  
 (3) The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report.  
 (4) 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.  
 (5) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.  
 (6) A "unit" means one person relieved for one day.

**FORM 13.**

[See section 231 (j) and 206 (k).]

**Monthly Famine Statement C of Death-rate.**

Month of \_\_\_\_\_ 19' .

District.	Population of District.	Normal mortality of the month, i.e., number of 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 ...									

NOTES.—(1) 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" (Form 11) of any great excess of the death-rate over the average, or of deaths from starvation.

(2) The following only should be classed as "starvation" deaths in column 7:—

(a) 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.

(b) Deaths in hospitals and poor-houses certified by the local medical officer or subordinate to be due to pure starvation.

(c) 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 (a), (b) and (c) 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 13(a).

(See Rule 19 of Appendix II.)

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		3	4	5	6	7	8	9	10	11	12	13	14	15	16
										.	Rs.	Rs.	Rs.	Rs.	

NOTE.—(1) This statement should be submitted by the Collector with his first monthly report (Statements A and B). A revised statement in this form should be submitted when any marked alteration occurs in the situation or when the estimates require to be reconsidered in the light of fuller information.  
 (2) A statement for the whole Presidency is to be submitted by the Local Government to the Government of India with the first monthly report and also when subsequently revised.

FORM 13(l).

(See Rule 15 of Appendix II.)

Statement E.

Famine statement for the week ending Saturday evening the \_\_\_\_\_ 19\_\_

No.	Name of District or State.	Area.	Population.	RELIEF WORKS.			Number on test works.	Total on works.	GRATUITOUS RELIEF.			Grand total.
				Workers.	Dependants.	Total.			Poor-houses 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 ...											

NOTE.—(1) This statement should be submitted by the Local Government to the Government of India so as to reach them not later than the Tuesday following the despatch of the weekly telegraphic report.

(2) Special relief to weavers and artisans should be included in column 11.

(3) In a foot-note 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.

(4) Where figures are wanting or incomplete, the fact should be stated in a foot-note.

(5) 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.

[To be inserted after Appendix VIII of the Famine Relief Code.]

( a )

## APPENDIX IX.

(See section 231.)

App. IX.  
List of Reports  
and Returns.

### List of Reports and Returns to be submitted by the several officers under the Code.

#### A.—LOCAL GOVERNMENT.

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

1. To submit to Government of India by 1st June every year an abstract in Form 3 of programmes of relief works (Section 17 and Appendix II 6).
2. To review the financial position and make provision for famine relief [Section 22 (b)].
3. To despatch to Government of India weekly telegraphic weather summary (Appendix II 1 to 3).
4. To supply Government of India with copies of all season and crop reports (Appendix II 5).

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

1. To report to Government of India action taken in anticipation of their sanction (Section 27).
2. To communicate to Government of India the probable extent of distress and requirements regarding famine (Section 34).
3. To submit to Government of India special reports on the state of affairs (Appendix II 7).

##### (c) *During famine.*

1. To submit to Government of India a report in Forms 11, 12 and 13, monthly (Section 231 and Appendix II 16).
2. To submit to Government of India a statement in Form 13 (a) with the first monthly report (Appendix II 19).
3. To submit to Government of India deficient information in monthly reports either next month or in a separate letter (Appendix II 20).
4. To lay down a general scale of establishment required for famine relief (Section 268).
5. To report to Government of India the inclusion of a railway in the programme of relief works (Appendix I).
6. To transmit to Government of India the narrative progress reports regarding railway works, monthly and quarterly (Appendix I).
7. To inform Government of India of the first indication of scarcity in the weekly telegraphic report (Appendix II 9).
8. To report to Government of India the opening of test or relief works in the weekly telegraphic weather report (Appendix II 9).
9. To report to Government of India the numbers on test and relief works (Appendix II 10).
10. To report to Government of India prices of grains in the weekly famine season telegram (Appendix II 11).
11. To report to Government of India the inclusion in or exclusion from the affected area of a district or State in the famine season telegram (Appendix II 13).
12. To submit to Government of India details of numbers on relief in Form 13 (b) every week (Appendix II 15).
13. To submit to Government of India a special report about suspension and remissions of land revenue (Appendix II 21).
14. To submit to Government of India special report if it is apprehended that Provincial funds will prove insufficient, etc. (Appendix II 21).
15. To submit to Government of India a special report regarding the extent to which Provincial staff requires to be increased by drafts from Imperial Departments or otherwise (Appendix II 21).
16. To inform Government of India about disturbances in the nature of grain riots (Appendix II 22).
17. To inform Government of India of immigration from Native States (Appendix II 23).
18. To submit to Government of India a final report on famine (Appendix II 24, 25).
19. To furnish Government of India with copies of important orders, &c. (Appendix II 26).



B.—FAMINE COMMISSIONER.

1. To report to Government all important orders issued by him (Section 40).
2. To submit such reports and returns as Government may prescribe (Section 40).

B-1.—COMMISSIONER OF DIVISION.

(a) *In ordinary times.*

1. To submit to Government Collector's explanation regarding rise in prices [Section 7 (c)].
2. To submit to Government not later than 15th April in each year programmes of public works in Form 1 (Section 13).
3. To submit to Government programmes of village works in Form 2 (Section 11).
4. To submit to Government an abstract in Form 3 of programmes of public and village works (Section 15).

(b) *When famine is impending.*

1. To submit a report to Government when famine seems imminent (Section 26).
2. To arrange for early communication to railway authorities of impending scarcity or famine (Section 32).
3. To convene a meeting of civil and railway officials to discuss measures to meet demands on railways (Section 33).

(c) *During famine.*

1. To report to Government the stopping of rest-day allowance (Section 85).
2. To report to Government the giving of dependant's allowances to workers under certain circumstances (Section 113).
3. To keep Government informed of result of the audit of special relief to weavers (Section 196).
4. To report to Government appointment in excess of general scale or maximum salary (Section 268).

C.—COLLECTOR.

(a) *In ordinary times.*

1. To submit to Government a weekly rainfall and season report [Section 7 (b)].
2. To submit to Commissioner an explanation of the rise of prices 20 per cent. above normal (Section 7 (e)).
3. To make proposals for the relief of distress, etc. [Section 7 (d)].
4. To submit to Superintending Engineer, not later than 15th January in each year, programmes of village works in Form 2 (Section 14).
5. To submit to Commissioner an extract showing the number of persons whose services would be available for employment on famine relief (Section 18).

(b) *When famine is impending.*

1. To give timely notice to the printing agency for forms for use on relief works, etc. [Section 22 (f)].
2. To inform Sanitary Commissioner of probable requirements of medical officers [Sections 22 (g), 42].
3. To report to Commissioner the opening of test works and poor-houses (Section 23).
4. To instruct District Superintendent of Police to issue orders to the Police to carry out measures prescribed in Section 203 (Section 23).
5. To submit to Government weekly return in Form 4 showing numbers on test works and in poor-houses [Section 24 (g)].
6. To submit to Commissioner a report giving certain information accompanied by a statement in Form 5 when he decides to open test works (Section 25).
7. To report by telegram to the Commissioner when test works draw large numbers (Section 25).

(c) *During famine.*

1. To report by telegram to the Commissioner the conversion of test works into relief works and the commencement of gratuitous relief (Section 38).
2. To make recommendations for the opening of public works (Section 64).
3. To report to Commissioner the opening of public works in anticipation of sanction (Section 64).

4. To give Executive Engineer intimation of intention of opening public work (Section 65).
5. To report to Commissioner by telegram alteration in price basis (Section 74).
6. To report the names of pátils and village accountants for the payment of additional remuneration (Section 159).
7. To make a requisition on the Surgeon-General for medical officers [Section 210 (a)].
8. To inform Civil Surgeon of posting of medical officers [Section 210 (d)].
9. To inform Executive Engineer, District Medical Officer, Civil Surgeon and Sanitary Commissioner of transfers of medical officers (Section 216).
10. To submit to Government season telegram in Form 6 weekly [Section 231 (a)].
11. To submit to Government statement of rainfall and prices in Form 7 weekly [Section 231 (b)].
12. To submit to Government progress return of relief works in Form 8 weekly [Section 231 (c)].
13. To submit to Government progress return of gratuitous relief in Form 9 weekly [Section 231 (d)].
14. To submit to Government a report on the general progress of relief operations in Form 10 [Section 231 (e)].
15. To submit to Government a statement in Form 11 monthly [Section 231 (f)].
16. To submit to Government a statement in Form 12 monthly [Section 231 (g)].
17. To correspond direct with any political authority for the removal of immigrants from Native States (Section 233).
18. To apply to Commissioner for suspension of rules for the collection of edible fruits in Government forests [Section 235 (a)].
19. To apply to Government for special allotment of funds for takavi [Section 238 (a)].
20. To submit to Government applications for grants for famine relief expenditure [Sections 254 (a), 256 (a)].
21. To bring to the notice of the Accountant General any special supply of coins required [Section 265 (a)].
22. To keep Accountant General informed of any demand that may arise for bills by which money can be supplied without actual remittance [Section 265 (a)].
23. To submit a report in Form 13 (a) with the monthly report (Appendix II 19).

#### D.—SUPERINTENDING ENGINEER.

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

1. To submit to Commissioner not later than 1st March of each year programmes of public works in Form 1 (Section 13).
2. To submit to Commissioner programmes of village works in Form 2 (Section 14).
3. To submit to Government every year an inspection report about reserves of tools (Section 20).

##### (b) *During famine.*

To report to Government appointment in excess of general scale or maximum salary (Section 268).

#### E.—EXECUTIVE ENGINEER.

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

1. To submit to Superintending Engineer not later than 15th January of each year programmes of public works in Form 1 (Section 13).
2. To submit to Commissioner an extract from the list of professional men whose services would be available for employment on works, etc. (Section 19).

##### (b) *During famine.*

1. To give notice to Collector of readiness of public works for being opened (Section 65).
2. To keep Collector informed of probable date of completion of works (Section 65).
3. To advise Collector of opening of new works (Section 65).
4. To forward weekly district progress return in Form 19 to Collector and Superintending Engineer (Section 93).
5. To give notice monthly to the treasury officer of demands likely to be made on the sub-treasuries during following month (Section 125).
6. To intimate to Collector the standard rate on works (Section 137).
7. To apply for the services of officers of Royal Engineers or Indian Army (Appendix IV 15).

F.—DIRECTOR OF LAND RECORDS AND AGRICULTURE.

*In ordinary times.*

1. To publish a monthly summary of rainfall and season reports [Section 8 (c)].
2. To publish a fortnightly return of retail prices of food-grains [Section 8 (d)].
3. To prepare the Statistical Atlas [Section 8 (g)].
4. To prepare quinquennially a schedule of prices [Section 8 (h)].
5. To submit to Collector and Commissioner inspection reports of affected tracts [Section 22 (b)].

G.—SUB-DIVISIONAL OFFICER.

(a) *In ordinary times.*

To submit inspection reports in Form 14 to the Collector through the Executive Engineer (Section 49).

(b) *During famine.*

1. To report to Executive Engineer the standard rate on works (Section 137).
2. To report to Executive Engineer his action in getting rid of inefficient persons from works establishment (Appendix IV 13).

H.—SPECIAL RELIEF OFFICER.

*In ordinary times.*

1. To make special report to Sub-divisional Officer on the detection of fraud [Section 55 (c)].
2. To report in his diary the amount of emigration [Section 60 (d)].
3. To submit copies of his weekly diaries through Sub-divisional Officer to Collector [Section 60 (g)].

I.—MAMLATDAR.

(a) *In ordinary times.*

1. To submit Circle Inspector's diary to Sub-divisional Officers [Section 5 (b)].
2. To submit monthly birth and death rate returns to Collector and Sanitary Commissioner [Section 5 (e)].
3. To submit weekly rainfall returns to Sub-divisional Officers and Collectors [Section 5 (e)].

(b) *During famine.*

To submit his diary through Special Relief Officer to Sub-divisional Officer (Section 58).

J.—CIRCLE INSPECTOR.

(a) *In ordinary times.*

1. To report the result of personal observation and inquiry to Mámlatdár [Section 4 (c)].
2. To submit a fortnightly diary to Mámlatdár [Section 4 (d)].

(b) *During famine.*

1. To submit to Special Relief Officer, through Relief Mámlatdár, a memorandum of errors detected in his inspection of accounts [Section 55 (c)].
2. To report any unusual sickness or mortality in any village [Section 55 (d)].
3. To submit weekly a diary through Relief Mámlatdár to Special Relief Officer [Section 55 (f)].
4. To forward to Táluka Sub-treasury detailed bill for gratuitous village relief in Form 40 every week [Section 149 (f)].

K.—VILLAGE OFFICERS.

(a) *In ordinary times.*

To report the existence or prospect of distress, etc., to the Circle Inspectors (Section 3).

(b) *During famine.*

To submit detailed bill for gratuitous village relief in Form 41 every fortnight [Section 150 (d)].

L.—HUZUR TREASURY.

*During famine.*

1. To forward to Accountant General extracts from registers of payments and receipts in Forms 53 and 59 bi-monthly (Section 261).

2. To forward all vouchers to Accountant General (Section 262).
3. To forward to Accountant General a statement of sums drawn in previous month for which detailed bills have not been submitted [Section 264 (c)].

## M.—AUDITORS.

*During famine.*

1. To submit to Accountant General, through Executive Officers, audit reports of special relief to weavers (Section 196).
2. To submit diaries to Audit Officers [Section 246 (a)].
3. To submit audit reports to Audit Officers, through Executive Officers [Section 246 (b)].
4. To report about excessive cash balances [Section 246 (e)].
5. To submit inspection reports of account offices [Section 246 (f)].

## N.—ACCOUNTANT GENERAL.

*During famine.*

1. To depute travelling auditors to work under the Collector (Section 245).
2. To submit to Government monthly statement in Form 60 of grants sanctioned by Government (Section 263).
3. To issue order defining the allowances of medical officers (Appendix VII 2).

## O.—EXAMINER OF PUBLIC WORKS ACCOUNTS.

*During famine.*

To depute travelling auditors to work under the Collector (Section 245).

## P.—SANITARY COMMISSIONER.

*(a) When famine is impending.*

To forward to Surgeon-General an estimate of the additional medical staff likely to be required (Section 30).

*(b) During famine.*

1. To forward to Surgeon-General an estimate of extra trained medical staff for famine duty [Section 206 (a)].
2. To give timely notice to Surgeon-General of probable requirements of each district [Section 206 (c)].
3. To inform Surgeon-General of extra help required on the outbreak of epidemic [Section 206 (g)].
4. To inform the Medical Storekeeper of estimated requirements [Sections 206 (h) and 212].
5. To submit to Government not later than 10th of each month a statement in Form 13 of death-rate for previous month [Section 206 (k)].
6. To submit to Government a monthly return in Form 51 of persons treated in hospitals [Section 206 (l)].
7. To keep Collector informed of his movements [Section 206 (m)].
8. To report to Surgeon-General punishment inflicted on medical officers (Section 215).

## Q.—SURGEON-GENERAL.

*During famine.*

1. To apply to Government for additional assistance (Section 209).
2. To keep the Sanitary Commissioner informed of postings of medical officers [Section 210 (a)].
3. To issue notice slip to Accountant General stating the post, pay and allowances of the medical officer appointed (Appendix VII 1).

## R.—MEDICAL OFFICER IN HOSPITAL.

*During famine.*

1. To submit to Charge Officer diet register in Form 31 and stock register in Form 32 every week (Section 132).
2. To report outbreak of cholera or other epidemic disease [Section 219 (e)].
3. To refer points of doubt or difficulty to Executive Engineer [Section 219 (f)].
4. To forward extracts from visitors' book to Executive Engineer [Section 219 (g)].
5. To report to Charge Officer defects noticed in his inspections [Section 219 (n)].
6. To forward a return of patients in hospitals in Form 55 on every Saturday evening Section 220 (f)].

App. IX.

List of Reports  
and Returns.

( f )

S.—CHARGE OFFICER.

*During famine.*

1. To forward copies of orders passed by inspecting officers to the Collector and Executive Engineer (Section 43).
2. To report to Public Works Sub-divisional Officer, Executive Engineer and Collector outbreak of any epidemic disease [Section 89 (g)].
3. To report to Collector insufficiency of competition in markets on relief works [Section 92 (f)].
4. To despatch daily post-card in Form 17, showing numbers relieved and expenditure incurred on works (Section 93).
5. To forward weekly progress return in Form 18 to Public Works Sub-divisional Officer and Executive Engineer (Section 93).
6. To submit weekly general report in Form 20 to Collector (Section 93).
7. To indent on Executive Engineer for funds for works (Section 123).
8. To forward to the Executive Engineer monthly statement of cash balance in Form 26 (Section 123).
9. To obtain sanction for the incurring of expenditure in excess of Rs. 10 on a contingent item (Section 131).
10. To submit copy of cash-book in Form 24 every week [Section 136 (a)].
11. To submit voucher for wages and cash allowances in Form 29 every week [Section 136 (b)].
12. To submit a copy of hospital account every week [Section 136 (c)].
13. To submit a copy of kitchen account every week [Section 136 (d)].
14. To report to Executive Engineer insufficiency or inefficiency of establishment (Appendix IV 4).
15. To indent on Executive Engineer for tools, stores, etc. (Appendix IV 17).
16. To report to Collector about legal tender copper coin circulating at a discount or premium (Appendix IV 18).

T.—MANAGER OF VILLAGE WORKS.

*During famine.*

1. To submit daily post-card in Form 36 of work done, etc. [Section 141 (e)].
2. To submit to Māmlatdār a weekly return in Form 8 of numbers on works, etc. [Section 141 (f)].
3. To submit to Sub-divisional Officer copy of weekly bill in Form 35 of expenditure on village works [Section 141 (g)].
4. To submit to Sub-treasury officer a bill in Form 35 in duplicate [Section 142 (b)].

U.—SUPERINTENDENT OF KITCHENS.

*During famine.*

To submit to the Sub-treasury a bill in Form 42 of expenditure in Village Kitchens [Section 153 (b)].

V.—MANAGER OF ORPHANAGE.

*During famine.*

1. To submit to Collector copies of register in Form 49 of famine orphans [Section 181 (b)].
2. To submit to Collector statement of orphans in Form 50 through Sub-divisional Officer every week [Section 182 (d)].

W.—SUPERINTENDENTS OF POLICE.

(a) *When famine is impending.*

1. To inform Collector of approaching distress and send special reports about increase of crime [Section 22 (c)].
2. To apply for strengthening the police for employment on relief works, in poor-houses, etc. (Section 31).

(b) *During famine.*

To report the extent of road-side mortality (Section 205).

X.—POLICE OFFICERS.

*During famine.*

1. To submit special report to District Superintendent of Police (Section 200).
2. To send copy of accounts in Form 47 to District Superintendent of Police (Section 202).

Y.—RAILWAY ADMINISTRATION.

(a) *In ordinary time.*

To inform Collector of unusual movements of food-grains by rail [Section 22 (d)].

(b) *During famine.*

To report to Government certain matters during famine (Section 241).