



A Manual

of the

Criminal Tribes Settlement
Department, Bombay Presidency

Compiled in the office of the Backward Class Officer,
Dharwar, under orders of Government

CORRECTION SLIPS

TO THE BOMBAY CRIMINAL TRIBES SETTLEMENTS
DEPARTMENT MANUAL, 1933.

At the end of the Volume will be found a number of blank quarter pages numbered consecutively. Instead of issuing separate correction slips for each rule amended, the Back-ward Class Office Dharwar will send out periodically one or more full pages of corrections. Each such page will bear a number corresponding to the number of the blank quarter page to which it is to be attached. Eventually each such quarter page will have attached to it three pages of corrections bearing the same page number with the addition of the letters A, B, and C. On each correction page the correction to each separate rule will be given a separate item number, so that, by quoting both the page and item numbers, the correction can be readily traced.

The system of correction to be adopted is as follows :—

When correction slips are accumulated in sufficient number, the B. C. O. will send them to the Press (through Government for approval where necessary) in pages duly numbered. When the slips are received from the Press, the officers supplied with the Manual will make reference to the correction page and the item number in ink in the margin of the rule affected, or where an additional rule is issued, in the margin opposite to the place where such rule should be read, and attach the correction pages in their proper place at the end of the book.

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CHAPTER I—ORGANIZATION, DIRECTION AND CONTROL.

SECTION I—GENERAL.

1. Where circular orders issued prior to the date of issue of this Manual appear to disagree with the instructions given in this Manual it should be assumed that the circular orders have been cancelled or modified to agree with the instruction of this Manual.

2. *Preliminary.*—Criminal Tribes are defined as those belonging to a gang, class, or tribe, addicted to the systematic commission of non-bailable offences and notified as such under Section 3 of the Criminal Tribes Act.

Selected persons and groups from among the criminal tribes are registered under the orders issued by Government under section 4 of the Act. The procedure for preparing registers and for subsequent alterations in them is laid down in sections 5 and 7 of the Act. The principle governing registration are given in Rules 4 to 11 of the Bombay Criminal Tribes Rules of 1930.

Further selections are made according to criminal record as follows :—

(a) those required to attend roll-calls and other disciplinary measures under section 10 ;

(b) those whose movements are restricted under section 11 ;

(c) those who having already had their movements restricted under section 11 are placed in a Settlement under section 16.

Those mentioned at (a) and (b) are supervised by the police and those at (c) by the Criminal Tribes Settlement Department. Apart from those who are placed in a settlement for their criminal record as stated above, the dependents of these persons who may be unable to maintain themselves independently are also placed in settlements to prevent them from taking to crime. Those placed in Settlements are released according to the procedure mentioned later, some being released on licence and allowed to live in free colonies attached to Settlements. Hence there will be 4 grades of criminal tribes.

(i) Those who are registered and placed under the supervision of the police and the village headman under varying conditions regarding roll-call and restriction.

(ii) Those in Settlements.

(iii) Those on license from Settlements.

(iv) Those freed from all restrictions.

A person on account of his good conduct while in a Settlement is removed from class (ii) to class (iii) or directly into class (iv).

3. The work of the Criminal Tribes Settlement Department is to attend to the internal management and efficient working and control of Settlements and to undertake the aftercare work of persons discharged from Settlements.

4. Settlements established in this Presidency are of three types, viz. Reformatory, Industrial and Agricultural.

5. *The Supervision of Settlements.*—Most Settlements are under direct Government control but the Settlements at Sholapur, Hubli, Baramati and Belgaum are under the control of voluntary agencies. The first three are under Christian Missions and the last is under the Social Service League, Bombay.

6. The terms on which a Settlement is handed over to a voluntary agency are as follows :—

(1) The buildings necessary for the settlement are constructed and repaired by the Government in which case the property belongs to Government, or if the voluntary agency agrees to construct their own buildings half the cost of the buildings will be given by Government as grant-in-aid in which case the right in the buildings vests in the voluntary agency.

(2) Government will give capitation grants for settlers including the dependents and separate grants for supervising persons on license, and for the education of the children of the Criminal Tribes who come to the Settlement schools but who do not live in the Settlement. In practically all cases such children live on the Free Colony.

(3) The Settlement should be subject to general Government supervision.

(4) The voluntary agency may collect and take supervision charge from the settlers and sanitation tax from the Free Colonists subject to limits prescribed by the Backward Class Officer.

(5) In the event of the management proving not satisfactory or if the agency wishes to discontinue the work the arrangements may be terminated after 6 months' notice on either side.

SECTION II.—CONTROL AND MANAGEMENT OF SETTLEMENTS AND SCHOOLS.

7. The control of all Settlements established under Section 16 of the Act and of all schools established under Section 17 of the Act shall vest in the Backward Class Officer who will be appointed by the Local Government.

8. As his assistants the Backward Class Officer has two gazetted Officers namely (1) the Assistant Backward Class Officer (Settlements), Northern Circle, and (2) the Assistant Backward Class Officer (Settlements), Southern Circle. Their duties are :—

(1) Touring within their respective charges and keeping in touch with and supervising the work of the Settlement Managers appointed under Rule 48 of the Bombay Criminal Tribes Rules subject to the general control of the Backward Class Officer.

(2) Auditing the accounts of all Settlements within their charges.

(3) Arranging for the supply of labour for settlers.

(4) Dealing with the grievances of settlers and disposing of appeal applications for transfers.

(5) Checking the History Sheets of settlers.

(6) Tracing of absconders and organizing search parties.

(7) Enquiring into the conduct of settlers through the Police and other authorities.

(8) Encouraging the settling of disputes amongst the settlers by panchayats.

(9) Organizing Co-operative Credit and Industrial Societies in Settlements.

(10) Recommending the increase or decrease of settlement restrictions.

(11) Organizing and Supervising Probation work.

(12) Supervising Recreation and Boy-Scout work.

(13) Magisterial work.

(14) They will ordinarily dispose of references and reports of trifling nature finally but will use their discretion as to whether any matter should or should not be referred to the Backward Class Officer. In respect of matters which they consider it necessary to refer to the Backward Class Officer, the Assistants should express their definite opinions (Government Resolution, Home Department, No. 7597 of 27th February 1926).

9. There are at present three Circles :—

(1) Northern Circle.

(2) Southern Circle.

(3) Home Circle.

The Northern Circle shall comprise the City of Bombay and its Suburban divisions and districts in the Central Division and Northern Division with Headquarters at Poona.

The Southern Circle comprises the Settlements in the Bijapur District and Hotgi Settlement with Headquarters at Bijapur.

The Assistant for the Southern Circle shall for the time being, be Manager of the Bijapur Settlement in both its sections, i.e. the Industrial Section and the Reformatory Section established under Government Resolution, Home Department, No. 7802 of 17th September 1919 for the most dangerous settlers.

The Home Circle comprises settlements in the Dharwar, Belgaum and North Kanara districts which is directly supervised by the Backward Class Officer whose Headquarters are at Dharwar (Government Resolution, Home Department, No. 5207/2 of 26th March 1929).

There is an office Superintendent appointed by the Local Government who is in charge of Backward Class Officer's main office.

His duties will be :—

(a) Supervision of the work of all the staff of the main office.

(b) Compilation of annual budgets to Government.

(c) Watching the distribution of grants and expenditure under the various heads.

(d) As Head of Office to prefer bills.

(e) Checking cash on the 1st of each month and at other odd times (Government Resolution, Home Department, No. 7597, dated the 27th February 1926).

(f) In addition to the above duties the Office Superintendent does the work ordinarily done by an Assistant Backward Class Officer (Settlements) so far as Settlements in the Home Circle are concerned, under the direct supervision of the Backward Class Officer and deals with magisterial cases of Belgaum, Dharwar and North Kanara Districts by virtue of magisterial powers conferred by Government.

CHAPTER II—APPOINTMENTS AND PROMOTIONS.

SECTION I—OF ASSISTANTS TO THE BACKWARD CLASS OFFICER, LADY SUPERINTENDENT AND THE OFFICE SUPERINTENDENT.

10. The appointments of the two assistants to the Backward Class Officer will be made by the Local Government on the time scales of pay sanctioned in Government Resolution No. 7597 of 27th February 1926. The assistants to the Backward Class Officer and the Lady Superintendent are included in the Provincial service and classified as Gazetted Officers. The Office Superintendent though appointed by the Local Government is a non-gazetted Officer belonging to the subordinate service. He will draw pay on the scale sanctioned in Government Resolution, Home Department, No. 7597 of 27th February 1926.

Note.—For brevity sake in correspondences within the Department the following initial letters may be used :—

B. C. O.	..	Backward Class Officer.
A. N. C.	..	Assistant Backward Class Officer (Settlements), Northern Circle.
A. S. C.	..	Assistant Backward Class Officer (Settlements), Southern Circle.
O. S.	..	Office Superintendent.

(Backward Class Officer's No. 1343 of 6th March 1926.)

SECTION II—OF MANAGERS, CLERKS, TEACHERS AND SCHOOL MISTRESSES, ASSISTANT SETTLEMENT INSPECTORS FOR GOVERNMENT SETTLEMENTS, HEAD GUARDS, GUARDS, PEONS TEMPORARY ESTABLISHMENT.

11. All appointments and promotions will be made by the Backward Class Officer in the grades sanctioned in Government Resolution, Home Department, Nos. ~~7970 of 22nd February 1926~~ and 6627/2-II of 11th January 1932 and 4th March 1932 for Contract establishment, and on the grade pay or time scale sanctioned in Government Resolution, Home Department, No. 7564 of 30th March 1927 for Head guards and guards and peons and on the time scales of pay sanctioned in Government Resolution, Home Department, No. 5199/2-E of 27th March 1930 for teachers and school mistresses.

Appointments below Rs. 200 will be made by the Backward Class Officer with due regard to personal qualifications for the particular service required.

(G.R., H.D., No. 4899-III of 11th June 1925.)

12. The whole staff of the Backward Class Officer is declared as non-ministerial and the scales of starting pay laid down by Government for ministerial staff of other Departments for different educational qualifications do not therefore apply to it.

(G.R., H.D., No. 8629-E of 11th January 1926.)

13. The Backward Class Officer is competent to promote a head guard to the post of a clerk or inspector in specific cases in which he considers the head guard concerned to be fit to hold such a post.

14. Appointments or promotions in 85—5/2—100 and 105—5—140 and 150—5—200 grades :—

As some doubt seems to have occurred about the nature of the above staff grades it is pointed out that all the grades above the lowest (i.e., 50—5/2—60) are selection grades, i.e., just because a man is senior he has no claim to be promoted to a higher grade.

When a vacancy occurs in any grade it will be filled by the best man by selection either within the existing lower grades or from outside, seniority only being regarded where other qualifications are equal. But it may happen that there may be a number of persons who are equal to the duties of the selection post and it may become difficult in such cases to apply the principle of selection. It is always in such cases that seniority is apt to assume too great importance and what should be a system of selection will soon degenerate into a mere rejection of the unfit. The Backward Class Officer therefore intends to guard against such a development so that in each case of promotion a positive act of selection also will be performed.

15. Applications for promotions from the members of the staff are useless. The Backward Class Officer makes his own decisions when filling up vacancies and applications do the applicants harm rather than good.

(B. C. O.'s No. 8114 of 15th December 1928.)

SECTION III—RULES REQUIRING THE OFFICERS OF THE BACKWARD CLASS DEPARTMENT TO FURNISH SECURITIES ^{AND} SURETIES. _{OR}

16. In exercise of the powers conferred by Section 2 of the Public Accountant's Default Act, 1850 (XII of 1850), with the approval of the Governor in Council the Backward Class Officer has made the following rules for the taking of securities from the Officers of the Criminal tribes Settlements Department, namely :—

1. *Short title.*—These rules shall be called “The Criminal Tribes Settlements Department Security Rules, 1929”.

2. *Definitions.*—In these rules unless there be anything repugnant in the subject or context, “Settlement Officer” means the Backward Class Officer.

3. *Power of Backward Class Officer to require security.*—It shall be lawful for the Settlement Officer to direct that every public accountant appointed by him (including those appointed by him and deputed to Settlements controlled by voluntary agencies) shall, previously to

entering upon his office, furnish security of the following amount and kind :—

Office.	Amount of Security.	Kind of Security.
	Rs.	
Office Superintendent	2,000	Either by deposits of Government paper duly endorsed with a power to sell or cash.
Accountant (in main Office)	1,000	Do.
Manager of a settlement	2,000	Do.
Settlement Inspector, or Assistant Settlement Inspector or Clerk.	500	Do.
Head Guard	250	Do.
Guard or Peon	200	Do.

He shall also furnish to the approval of the Settlement Officer securities as follows :—

Office.	Number of sureties.
Office Superintendent	2 Sureties jointly and severally in an amount of Rs. 2,000.
Accountant (in main office)	Do. Rs. 1,000
Manager of a settlement	Do. Rs. 2,000
Settlement Inspector or Assistant Settlement Inspector or Clerk.	1 Surety in an amount of Rs. 500.
Head Guard	1 Do. Rs. 250
Guard or Peon	1 Do. Rs. 200

and shall if so required by the Settlement Officer, execute a bond in the form of the schedule hereto appended.

4. *Fresh or additional security.*—If any such accountant is subsequently transferred to an office under the Settlement Officer for which larger security is required he shall be liable to furnish fresh or additional security and an additional surety or sureties in accordance with the provisions of Rule 3 and shall, in case of his failure to furnish the same within one month from the date of requisition be liable to be suspended or dismissed.

SCHEDULE.

Form of Bond required under the rules for the taking of securities from the Officers of the Criminal Tribes Settlement Department.

Whereas I, _____ inhabitant of _____ and have been appointed to the office of _____ and have been called upon by the Backward Class Officer (hereinafter referred to as the Settlement Officer) to furnish security, for the due discharge of the trusts of the said office, or of any other office to which I may be hereafter appointed and for the due account of all moneys, papers and other

property which shall come into my possession or control by reason of any such office: I hereby bind myself to pay to the Secretary of State for India in Council the amount of any loss or default in my accounts, and to deliver up any papers or other property within such time and to such persons as shall be demanded by the Settlement Officer such demand to be in writing and to be left at any office or place of residence and in case of my making default therein I bind myself to forfeit to the Secretary of State for India in Council the sum of Rupees

Provided always that nothing herein contained nor the security hereby given shall be deemed to limit my liability in respect of the matters aforesaid to the forfeiture of the said sum of Rupees only and that should that sum be insufficient to recoup the Secretary of State for India in Council in full for any loss or damage sustained by him in respect of the matters aforesaid I agree to pay to him on demand such further sum as shall be deemed by the Settlement Officer necessary in addition to the said sum to recover such loss or damage as aforesaid.

Dated

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Form of Security.

We hereby declare ourselves
as Sureties for the abovesaid

that he shall do and perform all that he has above undertaken to do and perform, and in case of his making default therein we hereby bind ourselves to forfeit to the Secretary of State for India in Council the sum of Rupees, in which the abovesaid

has bound himself or such smaller sum as shall be deemed sufficient by the Settlement Officer, the Government may sustain by reason of such default.

Dated

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Backward Class Officer.

(G.L. H.D., No. 5635/22-E, dated the 17th August 1929.)

CHAPTER III—TRAINING AND EXAMINATIONS.

SECTION I—RULES FOR SUB-SERVICE DEPARTMENTAL EXAMINATIONS.

17. Every person appointed in the Criminal Tribes Settlement Department will enter it subject to the condition of passing such examination under the examination rules of this Department as are laid down from time to time.

18. These rules are not applicable to teachers employed in Settlement Schools or to pensioners re-employed in this Department or to menials.

19. Every person appointed direct either in 30—5/2—60 grade or 65—5/2—80 grade will be on probation for a minimum of two years from the date of joining his appointment, within which period he must pass the prescribed sub-service departmental examinations.

20. Failure to pass the prescribed examinations within two years will entail postponement of the increment due at the end of the second year until the examination is passed. The increment withheld will become payable with effect from the date of passing the examination and all future increments will be calculated from that date.

21. On failure to pass the examination twice, the candidates will be removed from office by the Backward Class Officer but a candidate may be removed at any earlier stage on this account.

22. Candidates will be instructed in the subjects of their examination a fortnight prior to the date of examination in the main office of the Backward Class Officer, Dharwar.

23. The period required for training will be counted as on duty but no daily allowance can be drawn. Only mileage will be allowed under the B. C. S. Rules.

24. The subjects in which candidates will be instructed, the papers set, and the marks will be as follows :—

The examination will be conducted by papers of questions to which written answers will be given by the examinees.

1st paper (without books)—100 Marks

- (1) The Criminal Tribes Act and the rules thereunder.
- (2) The Indian Penal Code (selected sections specified in the Schedule of the Criminal Tribes Act) and Chapter IX complete.
- (3) Criminal Procedure Code selected sections.

2nd paper (without books)—100 Marks

- (1) Government Accounts—Writing of Day book and preparation of all kinds of pay, Travelling Allowance and Contingent bills and all kinds of monthly returns.

3rd paper (without books)—100 Marks

- (1) Preparation of balance sheets of a Co-operative Credit Society.
- (2) Accounts of Provincial Loans and Advances.

(3) General information regarding Credit and Producers' Societies.

4th paper (without books)—100 Marks

General questions bearing on accounts and Settlement Work and on this Manual of the Settlement Department.

5th paper (without books)—100 Marks

Elementary knowledge of Probation system and general information regarding Criminals, castes, gangs and their habits, etc.

6th paper (subject) Drill

Ordinary squad drill and physical exercises as taught to the guards.

25. The examination is open to the staff under the voluntary agencies and paid by them if they wish to avail themselves of it provided permission is given by the Backward Class Officer.

26. The examination will be held annually at the Backward Class Officer's Office in August or in September by a Board chosen by the Backward Class Officer.

27. In order to pass the examination, a candidate must obtain 60 per cent. of the total aggregate of marks. A candidate who obtains 70 per cent. of the total aggregate of marks will be declared to have passed with credit.

28. Before being confirmed a candidate will also be required to pass in one of the vernaculars (Kanarese, Marathi, Gujarati and Urdu) other than his own vernacular. The test will be written and oral.

SECTION II—RULES FOR THE HIGHER DEPARTMENTAL EXAMINATION.

29. Hereafter every member of the Government staff of the Criminal Tribes Settlement Department who is appointed to or promoted to a post carrying a pay of Rs. 85 or more, shall, before confirmation in that appointment or promotion, pass the higher Departmental examination in the subjects herein prescribed and shall not be eligible for the increments to which he would have been entitled at the end of his second or future years from the date of his promotion or appointment, until he has completely passed all the subjects of this examination. The increment withheld will be payable from the date of passing the final examination and the withholding of increments shall have the effect of postponing all future increments to the same extent.

Note.—Those now on pay of Rs. 85 or upwards who have already been confirmed in their grades before 1925 will not be required to appear at this examination until they are promoted to a higher grade.

30. If a candidate desires and it is administratively possible, leave up to two months on one occasion will be given for study before the examination, as it is important that the candidate should take an adequate time to study the prescribed subjects and prepare himself for the important work with which he will be entrusted hereafter.

The leave taken will be debited to his leave account.

31. Unlike the sub-service Departmental Examination, the Higher Examination will be compartmental. In order to pass the examination a candidate must obtain 60 per cent. of the marks in each compartment. A candidate who passes in any compartment of the examination by obtaining 70 per cent. of the total of marks will be declared to have passed with credit in that compartment.

32. Upon application advice as to study will be given by the Backward Class Officer to the candidates in the more difficult or technical parts of the prescribed subjects.

33. The subjects for the Higher examination, and the paper set and the marks will be as follows :—

The examination will be conducted annually in August in Dharwar by a Board consisting of the Backward Class Officer and his two assistants and any other examiner chosen by the Backward Class Officer by papers of questions to which written answers will be given by the candidates.

1st Section (two papers)—

(1) Bombay Civil Service Rules and Civil Account Code, Volumes I and II :—

(a) With books.

(b) Without books.

2nd Section (one paper)—

Co-operative Credit Society Act and Rules and Accounts.

Without books.

3rd Section (two papers)—

Criminal Laws :—

(1) Indian Penal Code, Criminal Procedure Code and District and Village Police Acts.

With books.

(2) Criminal Tribes Act and Rules thereunder.

Without books.

4th Section (one paper)—

General paper (Without books)—

(1) Indian Jail Commission Report, Chapters XV and XXII.

(2) Other general questions regarding Settlement Work including questions relating to the methods of Settlement Work in other Presidencies.

(3) The sanitation of a Settlement. How diseases bringing pests, flies, mosquitoes, lice, fleas, rats, can be reduced in a Settlement.

(4) Criminal Tribes Department Manual.

(5) Scouting and Girl Guide and Boys' Clubs.

(6) Marriage and other customs of Settlers.

5th Section (one paper)—

Without books—

Delinquents and their reform.

Books recommended—

- (1) Report of the Indian Jail Committee, Chapter XV.
- (2) Children's Court by Clarke Hall.
- (3) Reports of the Departmental Committee on the treatment of young offenders.
- (4) Bombay Children's Act.
- (5) Bombay Borstal Act.
- (6) A knowledge of the working of one of the Children's Homes.

6th Section—

Research Essay.

An essay on some subject related to the principles underlying settlement work will be set by the Backward Class Officer which will be separate for each candidate and will be examined by examiners nominated by the Backward Class Officer. The candidate will be given as much time as he desires to write the essay and permission to use all books of reference and reports available in the main office library. He will be expected to show original thought in the essay.

34. The Backward Class Officer may also require at his discretion any member of the staff to appear at an examination in the preparation of plans and estimate making of simple buildings and current repairs and of site plans. Candidates will be given instruction in this subject prior to the examination. The Backward Class Officer may exempt any candidate from appearing at this examination or may substitute some other subject for any particular candidate. This is a special examination and does not form a part of the lower or higher examination and so it will not come in the way of increments or promotions, etc. But the passing of this examination may be taken into consideration when considering the promotion of a person.

35. Any candidate who fails to pass within two years of his promotion will render himself liable for reduction to the next lower grade.

**SECTION III—RULES FOR THE EXAMINATION OF HEAD GUARDS
AND GUARDS.**

36. Head Guards and Guards will be confirmed in their appointments by the Backward Class Officer when they have completed two years' service if their conduct is satisfactory, and they have passed the examination prescribed below :—

Head Guards—

- (1) The Guard Manual.
- (2) (a) Substance of Sections 3, 5, 7, 10, 11, 16, 17, 18, 21, 22, 23, 24 and 25 of the Criminal Tribes Act.

(b) Settlement Rules.

(c) Sections 379, 380, 411, 414 of the Indian Penal Code.

(d) Sections 46 to 53 of the Criminal Procedure Code and making of a Panchnama.

(3) Names of the Criminal Tribes placed in settlements and their special characteristics.

(4) General knowledge of the working of settlements, especially—

(a) The method of registering of a person.

(b) Preparing a settlement census.

(c) Passes.

(d) Usual conditions for a person discharged on license.

(e) The distinction between a free colony and a settlement.

(5) Taking of finger impressions.

(6) Taking drill including lathi drill and drilling in the ranks.

(7) Care of kit.

Guards :—

(1) The Guards manual.

(2) Substance of the Settlement Rules.

(3) Names of the Criminal Tribes placed in settlements and their special characteristics.

(4) General knowledge of the working of settlements, especially—

(a) The method of registering a person.

(b) Preparing a settlement census.

(c) Passes.

(d) Usual conditions for a person discharged on license.

(e) The distinction between a free colony and a settlement.

(5) Drilling in the ranks including lathi drill.

(6) Care of kit.

37. The subjects will be compartmental, and each compartment may be passed separately.

38. The examinations for Head Guards will be arranged by the Backward Class Officer.

The Assistant Backward Class Officers (Settlements) will be responsible for the examinations of the Guards in their circles. When examining drill the assistance of a Head Quarter Sub-Inspector or similar expert should be taken.

For finger impressions three impressions of different persons should be taken and sent to the Bureau for opinion.

Managers will be responsible for seeing that their Head Guards get tuition in the subjects of their examination.

39. The results of the examination should be noted in the blank pages at the end of the kit book, and a copy kept with the confidential sheet of the Head Guard or Guard. The confidential sheets of guards will be kept with the Office Superintendent to the Backward Class Officer and those of Head Guards will be kept by the Backward

CHAPTER IV—SETTLEMENTS.

SECTION I—DELEGATION OF POWERS.

40. The following powers are usually delegated to the Officers concerned. Each Officer must however have an order delegating to him personally the powers except for the powers given in No. (E) (P) :—

(A) Assistant Backward Class Officers and Office Superintendent—

(1) Power to hold enquiry under section 16 of the Criminal Tribes Act. (Rule 47)

(2) Power to issue passes for any period up to 6 months. [Rule 50(e)]

(3) Power for exemption and alteration in roll-call. (Rule 51)

(4) Power to inspect residences and attach dangerous articles and suspected stolen property. (Rule 52)

(5) Power to prohibit certain domestic animals. (Rule 53)

(6) Power to prosecute under section 22, Criminal Tribes Act. or Indian Penal Code as the case may be. [Rule 55 (a)]

(7) Power to levy a fine not exceeding Rs. 10. [Rule 55 (1) (b) (i)]

(8) Power to confine not exceeding three full days. [Rule 55 (1) (b) (ii)]

(9) Power to place a person on probation for a period not exceeding 3 years and requiring him to give a cash deposit of an amount not exceeding Rs. 25 which shall be in the form of Post Office five-years cash certificates tendered as security in the name of the Settlement Officer. [Rule 55 (1) (c)]

(10) Power to bind over with or without sureties in an amount not exceeding Rs. 25 for a period not exceeding 3 years. [Rule 55 (1) (d)]

Note.—Cases above Rs. 10 in item Nos. 7, 9 and 10 should be reported to the Backward Class Officer for information.

(11) Power to deal with young offenders under 15 years of age. [Rule 55 (2)]

(12) Warning. [Rule 55 (1) (f)]

(13) Power to recover fine. (Rule 57)

(14) Power to recover amount of surety bond forfeited. (Rule 59)

(15) Power to order compensation to the complainant not exceeding Rs. 10. (Rule 60)

Lady Superintendents—

(1) Power to inspect residences and attach dangerous articles and suspected stolen property.

(2) Full powers except Rule 55 (e). But these powers should only be exercised in consultation with the Manager of the Settlement as far as possible.

Managers of Settlements controlled by Voluntary agencies—

(1) Power to vary roll-calls between double roll-call, single roll-call and weekly roll-call.

(2) Full powers except transfer under Rule 55 (c).

(3) Powers to recover amount of surety bond forfeited.

Managers on a pay of Rs. 85 and upwards—

- (1) Passes up to two months for registered settlers on weekly roll-call.
- (2) Power to issue passes up to one month for registered settlers on daily or double roll-call.
- (3) Power to issue permits up to six months to unregistered dependents.
- (4) Power to vary from weekly roll-call to single or double roll-call or from single roll-call to double roll-call but not vice versa.
- (5) Full powers except transfers under Rule 55 (e) and in some cases under 55 (g).

Every person appointed as Manager of a settlement and the senior Assistant in the absence of the Manager and the senior Assistant of Sholapur and Hubli settlements also when the Manager is present in the settlement—

- (1) Passes up to 15 days for a registered settler on daily or double roll-call.
- (2) Passes up to 1 month to registered settlers on weekly roll-calls.
- (3) Passes up to 2 months for an unregistered dependent.
- (4) Full powers except Rule 55 (e) and (g).

All members of the settlement staff except peons or menials—

- (1) Power to inspect residences and attachment of any article forbidden as being capable of use as a weapon of offence or any property suspected of being stolen.

It should be noted that the Backward Class Officer is the only authority to exempt persons from taking of passes under Rule 50 and that this power is not delegated to any one else.

SECTION II—MANAGEMENT OF CRIMINAL TRIBES SETTLEMENT ESTABLISHED UNDER SECTION 16 OF THE CRIMINAL TRIBES ACT.

41. Each settlement shall be in charge of a Manager of a Settlement and such other staff as the Backward Class Officer may consider necessary.

42. The appointment, punishment and dismissal of the staff rests with the Backward Class Officer except for part-time watchmen and menials paid from contingency. These may be appointed and dismissed by Managers of Settlements under Voluntary management and Managers on pays of Rs. 85 and upwards of Government settlements.

43. The following designations will be used by all subordinate staff of the Criminal Tribes Settlement Department in Settlement under the control of Government or Voluntary agency :—

Grade of Pay.	If doing clerical work.	If doing executive work.
30 to 60 Clerks	.. Assistant Settlement Inspectors.
65 to 80 Do.	.. Settlement Inspectors.
85 and upwards Do.	.. Assistant Managers or Settlement Inspectors.

Those who are in charge of settlements will be designated as Managers.

44. Members of staff on pay more than Rs. 85 per mensem are declared as Heads of Offices for preferring their pay, Travelling Allowance and Contingent and other bills without previous endorsement by the Backward Class Officer.

45. Managers may grant casual leave to any of their subordinates. Head Masters may give casual leave up to 3 days to teachers. Managers may give casual leave up to 7 days to teachers. For casual leave up to 10 days for teachers, applications should be made to the Lady Superintendent. Assistant Backward Class Officers (settlements) may give casual leave to Managers of Settlements under their respective circles. In urgent cases where an early reply cannot be received from A. N. C. or A. S. C., by reason of their tour, telegraphic sanction should be obtained from the Office Superintendent.

The Manager of a Settlement situated in a far away place from a telegraphic office may, in extremely urgent circumstances proceed on 7 days' casual leave in anticipation of sanction and report should be made afterwards justifying the necessity thereof.

(B. C. O.'s No. 1711 of 3rd May 1926.)

46. *Duties of the Manager.*—The Manager assisted by other members of the staff is responsible for the maintenance of discipline and the efficient working of the settlement and for the enforcement of the rules and the general welfare of the inmates of the settlement committed to his care. Every other member of the staff is subordinate to him and responsible to him for the efficient discharge of the duties entrusted to him. Teachers employed in settlement schools will be subordinates of the Manager of the settlement but they will be under the administrative control of the Lady Superintendent for professional purposes.

47. It is the duty of the Manager to satisfy himself personally that every adult male member of a criminal tribe residing in the settlement under his charge is provided with employment and so with sufficient means of subsistence and he shall forthwith report to the Backward Class Officer any difficulty encountered in this connection.

48. If settlers are not regularly employed, abscondings and other crimes are sure to increase. If the Manager cannot find work for all the settlers, it is his duty to report the fact at once to the Backward Class Officer stating how many able bodied men are unemployed.

(B. C. O.'s No. 2951 of 16th May 1927.)

49. The Manager should as far as possible try

(a) to become well acquainted with settlers and to know by name as many of them as possible, and

(b) to visit every part of the settlement and every building connected therewith, including the school and the dispensary. Where possible this visit should be daily.

50. He is responsible for duly maintaining or causing to be duly maintained all such books, registers, forms as are prescribed by executive instructions of the Backward Class Officer or in accordance with the C. A. C. or B. C. S. R. or under the special orders of the local Government.

All reports and returns should be carefully prepared and submitted punctually so as to reach the central office before due date. He is responsible for the safe custody of all money, stores and other property in the settlement belonging to Government.

51. *Attendance at School.*—Attendance at day and night school within the ages fixed by Rule 54 (1) (i) 1 and 2 is compulsory. It is primarily the duty of the Head Master to see that this is done. But the Manager should see that the Head Master is doing his duty in this respect. The absentee Register should be seen by the Manager once a week. He should leave ordinary cases to the Head Master to deal with, but should deal with difficult cases himself.

The Head Master may give leave up to 3 days for school children and the Manager should only give leave beyond 3 days. Such leave should be entered in the leave register.

52. The Manager and such other members of the staff as are ordered by the Backward Class Officer shall live in quarters provided for them in the settlement. He shall not leave the settlement without previously giving instructions to his senior assistant to act in his place and except in emergencies both of them should not be away simultaneously from the settlement.

53. The Backward Class Officer has noticed that the majority of the absconders from the settlement have absconded in the evening and also disturbances occur in the evening. It is therefore advisable that the Manager or his assistant should invariably be present in the settlement from 6 to 9 p.m.

54. The Managers in charge of Criminal Tribe Settlements are not empowered to correspond direct with the District Superintendents of Police or District Magistrate or other high authorities, except in routine matters concerning the supply of information regarding registration, abscondings, petty theft escape or the necessity for the grant of passes, etc.

55. No member of the settlement staff may have any dealings in money or in property with any of the inmates of the settlement nor shall he obtain things on credit from settlement shops. All transactions must be in cash.

56. Any Settlement official found guilty of immorality or illegal connection with any person on the Settlement Staff or in the settlement shall be liable to dismissal.

57. Any member of the staff accepting any illegal gratification from the inmates of the settlement or from elsewhere will be liable to summary dismissal, besides a prosecution under Indian Penal Code.

58. No Settlement official shall obtain any loan for himself in his own name or in the name of any other person in whom he is interested from a Co-operative Credit Society established in the Settlement without the previous sanction of the Backward Class Officer.

59. It is the duty of the Manager to see that due medical attention is given to settlers in accordance with the arrangement made in each settlement.

60. Every inmate of a settlement is responsible for keeping clean his or her room and the ground immediately opposite or adjoining it.

No inmate shall allow the sweepings of his house to be thrown except at the place set apart for the purpose.

61. Settlement Managers should discourage a settler from marrying a second wife whilst his first wife is living without obtaining the previous consent of the Backward Class Officer.

62. Every officer of the Settlement Department holds his office subject to a condition of efficiency, physical, mental and moral for the due and satisfactory performance of his duties.

63. It is of paramount necessity that officers of Government both European and Indian should display courtesy, tact and good temper in their dealings with the people with whom they are brought into daily contact. The possession of these qualities has a significant bearing upon the promotion of an officer and the lack of them constitutes a serious disqualification. Manifestations of grave defects of temper and repeated loss of self-control will be regarded as constituting inefficiency.

(G.R., G.D., No. 6275 of 26th August 1913.)

64. Settlement Managers should behave themselves in such a way that settlers and staff should feel that their head is superior to them not by mere appointment and pay, but by ability, intelligence and above all *character*. In the absence of the above qualities no influence could be exercised over the settlers.

65. Settlement Managers should interfere as little as possible in the internal discipline of the mills, where settlers are employed. Serious cases of injustice or oppression, or ill-treatment should be reported confidentially to the Backward Class Officer.

(B. C. O.'s No. 1347 of 25th September 1917.)

66. If any outsider comes to the settlement to sell fruit vegetables or other articles of food, the settlement officials must see the articles and if they are bad, report to the Settlement Manager who should arrange to send them to the nearest Municipality for further action, or should order the owner to remove them. No meat unfit for human consumption should be allowed within Settlement limits.

67. No liquor or intoxicating drug shall be brought into a settlement except for religious purposes and that too with the Manager's permission which should only be given if it cannot be avoided. Except as provided above, or under the medical advice of the Settlement Doctor, no drinking shall be allowed under any other circumstances.

68. Immorality by any inmate of a settlement should be dealt with by the panchayat.

69. The settlers including the boys and girls of a town settlement should not be allowed to frequent the adjoining town or city or the bazaar.

As a counter-attraction there should be some entertainment on Sundays or holidays such as Magic Lantern shows or games such as wrestling or hockey or weight lifting.

70. Clubs should be started in settlements where there are none. A Rover could be made the Secretary of the Club (explaining to him this is one way in which he can do service) but all the account books should be signed by the Manager and the cash should be kept in the settlement treasury. A clerk should be appointed as treasurer. The Manager should be the Chairman of the Club Committee. The Committee should consist of two members from the staff, some Rovers and some other educated settlers. It is suggested that the sports club if it exists should form part of this club.

The following should be the sources of finance for the running of the clubs :—

- (a) Grant from Government.
- (b) Subscription from the members.
- (c) Grant from the Punch Fund.
- (d) Grant from the profits of the Settlement Societies.

The following should be the objects of the clubs :—

- (a) All kinds of games, indoor and outdoor.
- (b) An annual sports day.
- (c) Concerts and other entertainments.
- (d) Lectures or debates or discussions.
- (e) For the Annual Sports day it is important that the date be fixed at least 6 weeks ahead and that there should be full organization of the arrangements and practice on the part of those who compete. The events should be so planned that all can take some part in it if they choose. A Manager should always be present at the hour when a lecture or discussion or debate is being held. Such meetings should be held not less than once a month. If it is a debate it might be held in a room and mainly meant for the young men. If it is to be discussion or lecture as many of the adults as possible might well be collected together.

A wise Manager will not attempt to manage all the club affairs himself, but he will have frequent meetings of the Committee especially he should make use of the senior Scouts and Rovers and tell them that in helping to organize and keep order at sports meetings and taking part in debates or discussions or in getting up an entertainment or in helping in the games both indoor and outdoor, they are doing a " Good Turn ".

71. The following rules should be observed, when social or religious workers approach settlement authorities to give social or religious lectures to settlers or free colonists :—

- (1) There is no objection to arrange for these lectures, more especially if there are any persons in the settlement who want their particular religious instructions or lectures.

(2) The Manager should see that no seditious or indecent or political speeches or any matters regarding industrial agitation such as strikes are made nor that anybody is forced to attend at any particular religious form of worship or lecture.

(3) If Managers are approached by either settlers or religious workers there is generally no objection for the Manager to give the necessary permission subject to the considerations mentioned above.

(4) In settlements controlled by voluntary agencies such matters are left to the discretion of the Managers, but it is their duty to report for transfer to a Government settlement any family which does not desire to remain under the control of a voluntary agency.

(5) If there be any doubt in carrying out the above instructions the matter should be referred to the Assistant Backward Class Officers (Settlements) who may consult the Backward Class Officer in any particular case.

CHAPTER V--REGISTRATION AND ENQUIRY UNDER SECTION 16.

SECTION I--REGISTRATION AND ENQUIRY.

72. The register of the members of the Criminal Tribes to be made under section 4 of the Act shall be prepared in Police Form (P.M. 121-e) in English for each member. To this register should be attached two finger prints in slips in Form No. P.M. 61-E.

73. In the case of a member of a Criminal Tribe in a Settlement the notice prescribed in section 5 or 7 of the Criminal Tribes Act, shall be prepared by the Backward Class Officer as Additional District Magistrate and shall be sent to the Manager of the Settlement in which the person resides and the Manager should arrange to publish it in the manner which may be most convenient. The person appointed under section 5 of the Criminal Tribes Act will be the said Manager. The Manager should sign the registration sheet in token of his having prepared it and should forward it to the Settlement Officer for his countersignature as the Additional District Magistrate.

(A) On receipt of the sheet C. T. R. Nos. will be assigned by the Backward Class Officer or the District Superintendent of Police as the case may be.

(B) The Criminal Tribes Registers will then be forwarded to the District Superintendents of Police of the Districts concerned in whose custody they are required to be kept under section 6 of the Criminal Tribes Act. While registering a Criminal Tribes member two more spare Finger Impression slips should be made and filed along with the History Sheet of the registered member.

74. When the registration is complete the man or woman shall be deemed to be on single daily roll call unless contrary orders are issued.

SECTION II--ENQUIRY UNDER SECTION 16 OF THE CRIMINAL TRIBES ACT.

(A) For persons newly to be placed in Settlements.

75. The local District Superintendent of Police should initiate the proceedings and fill in as much of the enquiry form as he can, and, if he considers the person should be placed in a Settlement, should send on the form to the Deputy Inspector-General of Police, Criminal Investigation Department. If the latter agrees, he should send the papers to the District Magistrate who should ask a suitable I or II Class Magistrate to hold the enquiry under section 16 of the Criminal Tribes Act. When the enquiry is complete the District Magistrate should send the papers to the Backward Class Officer who will refer the matter to Government. Cases where the Backward Class Officer and the District Magistrate or the Deputy Inspector-General of Criminal Investigation Department hold differing views of the necessity or advisability of placing a person in a Settlement should be referred by the Backward Class Officer to Government for orders.

76. When the Deputy Inspector-General of Criminal Investigation Department submits proposals for Notifications or direction under the Criminal Tribes Act which affect persons placed in or discharged from Criminal Tribes Settlements, they should be submitted to Government through the Backward Class Officer.

(G.L., H.D., No. 4566/2-E of 31st January 1929.)

77. If the member of the Criminal Tribe recommended by the District Superintendent of Police for internment in a Settlement is undergoing a sentence of imprisonment or any other sentence such sentences if any should be entered in the Enquiry Form in the column "Details of previous convictions" and the word "Previous" should be scored off.

78. For Bombay City the Commissioner of Police will report direct to the Backward Class Officer who will arrange for the necessary enquiry under section 16 of Criminal Tribes Act and refer the matter to Government.

79. Persons should not be sent to a Settlement by the Police until orders from Government under section 16 are received.

80. Ordinarily, only persons having at least 4 convictions under Chapter XII or XVII, Indian Penal Code, section 118, Criminal Procedure Code or the Criminal Tribes Act or else two convictions under the above Acts where the total period of imprisonment is not less than 7 years and whose last sentence expired within the last 3 years should be recommended for internment in a Settlement with their dependants though Government will consider cases where these standards are not reached if there are very special reasons why the person should be interned in a Settlement.

The District Officers concerned should satisfy themselves that the person or group recommended for being placed in a Settlement belong to the Presidency. If there is any doubt about their habitat, the attention of the Deputy Inspector-General of Police, Criminal Investigation Department, should be drawn to the case and he should make such enquiries as may be necessary to advise Government as to their disposal.

81. The case of persons who originally came as unregistered dependants to a Settlement and who subsequently need to be registered and a separate order under section 16 passed on their own account may be reported directly to Government by the Backward Class Officer. These shall not be privileged persons for the purposes of rule 9, part I, of the Bombay Criminal Tribes Rules, 1930.

(G.R., H.D., No. 4759/2 of 19th January 1929.)

82. The Officer appointed under section 16 of the Criminal Tribes Act to hold an enquiry is not a public Officer's court before whom a Pleader is entitled to appear under section 8 of the Bombay Pleaders' Act of 1920 and the member of the Criminal Tribe has no right to have a pleader present. Pleaders may be excluded from such enquiries.

(G.R., H.D., No. 6321/2 of 4th December 1929.)

83. When Government orders are received for placing a person in a Settlement the Central Office of the Backward Class Officer will inform

the District Superintendent of Police of the District to which the person belongs to send the Criminal Tribes member to a particular Settlement together with his legal dependants if any (legal dependants means wife and children below 15 years of age) and in certain cases with an intimation that certain other named dependants may accompany them if they wish. If the person is confined in Jail his conviction warrant should be endorsed to the effect that on his release from Jail he should be sent under escort to a Settlement (named therein) under section 25 of the Criminal Tribes Act.

84. After receipt of the enquiry forms for new settlers, with the orders of Government noted on it placing the person and his dependants in Settlement, it is the duty of the Manager to watch and see that the person duly arrives in the Settlement with his dependants. Such enquiry forms should be kept in a separate file, pending the arrival of the person and the District Superintendent of Police reminded direct to send him. If it appears or is learnt afterwards that he is in Jail or absconding the fact should be noted and in the former case the date of probable release should also be noted.

85. The Assistant Backward Class Officers should be careful to inspect these files on each visit to a Settlement.

(B.C.O.'s No. 4613 of 8th July 1929.)

86. Managers when authorised to hold enquiry under section 16 of the Criminal Tribes Act sometimes do not show their remarks fully in the column meant for opinion. Vague remarks such as "The man shows a Criminal tendency", "Character suspicious" are not sufficient. Special circumstances, character, offences committed and his being in the Settlement since long and other remarks to justify his placing in the Settlement should be mentioned so that for any future reference the reason of application of section 16 should be quite clear.

87. Managers must compare the enquiry forms with the Census for legal dependants and must bring dependants to the Settlement unless sanction is received from the Backward Class Officer to leave them behind in the village.

(B) For persons already in the Settlement.

88. Every male registered member should have an order of Government under section 16 of the Act for placing him in a Settlement. For the legal dependants of the registered settler (viz. wife and children below 15 years of age) section 16 need not be applied afresh as the order of Government passed in respect of the principal settler automatically covers the cases of legal dependants. The dependants of Bhils and mixed gangs cannot however be compelled to come to a Settlement as in these cases only convicted Bhils or specified persons of mixed gangs are declared as Criminal Tribes under section 3 of the Act. Their dependants may however come as authorised dependants.

89. The Backward Class Officer may also permit dependants other than those mentioned in the legal orders (wives and children below

15 years of age) provided that he is satisfied that according to the custom of the caste, the registered settler is responsible for their maintenance and that they cannot suitably live apart from him. Children between 15 and 20 may be so admitted if they cannot suitably live apart from their parents or guardians. Provided that the registered settler agrees to be responsible that the dependants will accept the discipline and rules of the Settlement, while living therein and provided also that the Settlement Officer may expel such dependant at any time. The Settlement Officer should however keep the number of such dependants to the minimum.

(G.R., H.D., No. 9356-III-68/2 of 23rd June 1931.)

90. The Backward Class Officer on receipt of the enquiry will refer the matter to Government for orders under section 16 of the Criminal Tribes Act. The original Government orders will be retained by the Backward Class Officer in the Central Office and a copy of the order will be sent to the Manager along with the enquiry form to be filed with the History Sheet of the person concerned.

91. In view of the orders contained in Government Resolution, No. 749, J. D., of 28th January 1919 confirming Remembrancer of Legal Affairs' opinion that members of tribes declared as criminal tribes need not be considered to have ceased to be members of such tribes merely because of a change of religion, the following instructions are issued :—

(1) The main criterion is whether they can be held to come under the definition of a Criminal Tribe as given in section of the Criminal Tribes Act, that is, whether they belong to the tribe, gang or class of persons who were notified as addicted to the commission of non-bailable offences.

(2) It is evidently advisable that persons should not be allowed to escape registration or re-registration by reason of a change of religion, otherwise persons might change their religion for this purpose.

(3) Licensees who have become Christians can be recalled to Settlement, just as, if they had not changed their religion.

(4) As long as such persons are registered they may be reckoned for the purpose of receiving grants from Government by Voluntary Agencies, as members of Criminal Tribes and so may their children and other legal dependants.

(5) After the registration is cancelled no grants on the ground that they or their children are members of criminal tribe should be charged.

(6) As long as grants are charged for such persons they should be recorded in all settlement returns according to their original castes.

(7) Similar principles should be applied if the persons become Muhammadans.

SECTION III—HISTORY SHEETS.

92. For every registered inmate of a Settlement a history sheet in form sanctioned in G.R., H.D., No. 9294, of 25th March 1926, shall be maintained.

93. The following are the papers to be recorded in the History Sheet and the order in which they should be recorded :—

(1) The History Sheet :—

If this is of the old type with no space for convictions a page should be inserted in front, ruled for convictions. All convictions whether prior to coming to Settlement or after coming to a Settlement must be entered in this form.

(2) Two blank pages of good paper. (To continue the notes of the History Sheet, more pages should be added if necessary.)

(3) Leave statement.

(4) Enquiry form and copy of Government Resolution, placing the person in the settlement.

Note.—No further additions are to be made to the enquiry form, as it is the document of the enquiry complete in itself.

(5) Identification marks.

(6) Two spare Finger Impression slips.

(7) Police History Sheets (if available).

(8) Any records such as probation, Children's Home, Apprentices record.

Note.—Once the History Sheet of a registered person is opened no more remarks should be made in these other records.

(9) All correspondences relating to these persons.

After Release.

(10) Order of release on license and conditions to be observed.

(11) Forms of visits by Probation Officer.

Note.—If the person is released to a Free Colony, instead of filling the visit forms a note of his conduct is to be made every six months in the regular history sheet.

94. All important events relating to the settler must be recorded in the History Sheet and in particular a remark as to his progress and conduct should be entered every six months.

95. When a settler is transferred from one Settlement to another under section 18 of the Act, the History Sheet should at once be sent to the Manager of the Settlement to which the settler has been transferred unless there be a magisterial case pending against the person. In this case it should be sent as soon as the case is completed. The reason for the transfer should be entered by the Settlement from which he is sent.

96. (1) The Backward Class Officer is authorised at any time by general or special order to direct any person who may be in any industrial, agricultural or reformatory Settlement or school under the control of or inspected by the Backward Class Department—

(a) to be discharged, or

(b) to be removed to some other settlement or school controlled or inspected by that Department provided that when the Settlement or school to which any such person is removed is managed by a Voluntary Agency, the consent of the Manager of such Settlement or school first be obtained.

(2) Assistant Backward Class Officers (Settlements) have also been authorised to transfer settlers from one settlement to another within their jurisdiction.

(G.N., H.D., No. 357/3, dated the 16th March 1932.)

97. If a settler is transferred from one Settlement to another situated in another District, the Central Office will intimate the District Superintendent of Police of the District concerned to transfer the Criminal Tribes Register of the individual to the District Superintendent of Police of the District in which the Settlement is situated. The Manager should not himself ask the District Superintendent of Police to do this but should report to the Central Office to do so.

98. When persons are transferred to other Settlements, to Women's Home or Children's Homes the papers of the case, the History Sheets, etc. must be sent along with the escort and not separately later on by post. If an escort is not provided, the papers should be sent by post the same day.

Whenever a mason or a carpenter candidate is transferred from one settlement to another his progress record from the candidates book should always be sent with him and such boys should be employed in the new Settlement on the work in which they are being trained.

99. History Sheets of criminal tribesmen who are sent to settlements must be preferred by the District Superintendents of Police of the districts to which they belong and sent to the Manager of the Settlement through the Backward Class Officer. All District Superintendents of Police are requested to see that History Sheets of all members of Criminal Tribes of their Districts who are ordered to be placed in Settlements are prepared and sent to the Manager of the Criminal Tribes Settlement concerned through the Backward Class Officer the registers being sent to the District Superintendent of Police of the District in whose jurisdiction the Settlement in which the member is ordered to be placed is situated.

(D.I.G., C.I.D.'s No. C.T./2 of 19th July 1928 and B.C.O.'s No. 5437 of 25th July 1928.)

100. The Manager should ask the District Superintendent of Police concerned by direct correspondence for this History Sheet.

In future when Criminal Tribes men are released from Jail for transfer to a Criminal Tribes Settlement, the Superintendent of the Jail will arrange that a short resume of the Prison History will accompany the transfer documents of the prisoner and will show the prisoner's conduct in prison, trades taught and degree of proficiency attained.

(I.G.P.'s Circular No. 497 of 9th January 1931.)

101. Every correspondence of importance which concerns an individual settler should be filed in his History Sheet after its disposal. This will facilitate the finding of all information about a settler in one place. Before destroying past correspondence they should be sorted out and suitable correspondences filed in the History Sheets.

(B.C.O.'s No. 3371 of 29th July 1926.)

102. When transfers are made of families from one settlement to another a copy of the Census Register of the family should be sent to the new Settlement for entry by it.

(B.C.O.'s No. 5096 of 13th June 1927.)

103. It is not enough that a remark made in the History Sheet by the Backward Class Officer that a settler should be transferred to another Settlement to complete the transfer proceedings but it is also necessary that a formal order under section 18 of the Criminal Tribes Act be passed and a copy of it be sent to the District Superintendent of Police concerned to transfer the registration sheet to the District where the new Settlement is situated. The order under section 18 and the correspondence with the District Superintendent of Police will be done by the Backward Class Officer and not by the Managers.

104. In all proposals for transfers the extracts of the Census Register for all persons including dependants should be given. It is very unwise to transfer a single person without his family as he is almost sure to abscond. If the Manager proposes to send the person alone a special explanation of the circumstances should be given.

(B.C.O.'s No. 8622 of 17th November 1927.)

105. School Leaving Certificates should also be sent when a school child is transferred.

106. The history sheets of all persons whose registration is cancelled under section 7 of the Criminal Tribes Act for any reason except for death should be filed in Huzur Office alphabetically and kept by the Central Office Record Clerk and an alphabetical index register prepared as follows :—

Name.	Register No.	Caste.	Disposal.

107. These History Sheets should be destroyed 10 years after the date of cancellation of registration. In cases of death the History Sheets should be kept by the Record Clerk and destroyed by him after one year. Before handing over a History Sheet to the Record Clerk, the Criminal Tribes Clerk should make a note in it that he has informed the District Superintendent of Police to cancel the registration giving the number and date of the letter to the District Superintendent of Police.

108. History Sheets relating to unregistered persons on probation or from the Children's Homes or the Women's Home or Hotgi Agricultural Colony or started for any other reason should be classified as C papers, i.e. to be destroyed after 5 years from the date of last entry. They need not be sent to the Central Office.

109. If the person is registered before these history sheets are destroyed, they should be filed as part of the History Sheet.

110. Originals of History Sheets should not be sent for cases unless specially asked for or along with other correspondences but only copies thereof need be sent. When originals are sent, they should be sent by registered post.

111. While forwarding applications of settlers for transfers it is noticed that Managers sometimes do not use printed forms and thereby increase unnecessary correspondence. Forms should invariably be used and the instructions printed at the bottom of form be carefully followed.

(B.C.O.'s No. 8058 of 18th November 1925.)

112. The leave statement referred to in rule 93 (3) above should be in the following form. Entry should be made in the case of every issue of a pass by the Manager :—

Pass No.	Leave granted From— to	Reasons for granting leave.	Signature of Manager.	Date of return from : pass.	Action taken in case of overstayal.

The remark column should show the total number of days of overstayal if any.

(B.C.O.'s No. C-3304 of 17th May 1925.)

CHAPTER VI—SUPERVISION OF SETTLEMENTS.

SECTION I—ROLL-CALL IN SETTLEMENTS.

113. In all Settlements established under section 16 or in Colonies attached to Settlements, a roll-call of all registered persons settled therein (except those wholly or partly exempted) shall be taken at least once in 24 hours, at such time or times as may be fixed by the Backward Class Officer, and before such person or place as may be appointed by the Manager.

The time fixed by the Backward Class Officer for daily roll-call varies from Settlement to Settlement, but unless otherwise fixed it should be 8 p.m. for single roll-calls, and 6 a.m. and 8 p.m. for double roll-call.

114. A registered member of a Criminal Tribe placed in a Settlement after 4 years (or 6 years for persons belonging to wandering Criminal Tribes) detention in a Settlement will ordinarily be placed on a weekly roll-call, if during his stay in the Settlement he has given evidence of good conduct and industry. The weekly roll-call should be held on Friday unless a different day has been fixed.

115. A list of persons of specially dangerous and suspicious character for surprise check roll-calls should be hung up in the office.

116. Persons coming on pass to the Settlement must be entered in the Hazari Book and a note made in the remarks column as to the period of the pass. The circumstances of Settlements vary, but unless special orders from the Backward Class Officer are received to the contrary the following procedure should be observed :—

Check roll-calls should be taken by the Manager or by his senior Assistant at least twice a month preferably on dark nights and at unexpected hours to see if any inmate of a Settlement has been absent without permission. The time at which such roll-call was taken and the member of the staff before whom the check was taken should be entered in the roll-call Register.

Where the Settlements are large such checks should be taken in groups, so that no settler is required to be outside his hut for more than 20 minutes.

In addition to the above checks a roll-call of suspected persons should be prepared by the Manager and given to the Head Guard who should verify the presence of such persons in their huts not less frequently than 4 times a month and sign accordingly in the roll-call.

117. Being absent at night from the Settlement limits without permission by a registered settler is a serious offence and is not suitable for punishment by departmental means. Such cases should ordinarily be put before the local Magistrate for prosecution under the Criminal Tribes Act. If the Manager wishes to dispose of such a case departmentally the permission of the Assistant Backward Class Officer (Settlements) should first be taken.

118. Managers of Government Settlements are not authorized to grant any exemption wholly or partly in respect of roll-call, except when authorized in this respect.

Government Managers on pay of Rs. 85 and upwards may increase for an offence against the Settlement rules, for a period not exceeding 6 months the roll-calls which a registered settler has to give, to single or double roll-call. He must make a note of this in the History Sheet. If he thinks that the period of increase should be longer than 6 months the sanction of the Assistant Backward Class Officer (Settlements) should be taken.

(B.C.O.'s No. 7435 of 30th September 1927.)

119. Managers of Settlements controlled by voluntary agencies are authorized to alter the roll-call of settlers in their respective Settlements from double to single or from daily to weekly roll-call or *vice-versa*. Assistants to the Backward Class Officer are authorized to change the roll-call in the following ways :—

- (1) Single roll-call to double roll-call and *vice versa*.
- (2) Weekly roll-call to daily roll-call and *vice versa*.

120. No one except the Backward Class Officer has power to exempt entirely from roll-call, as this is a power only used in most exceptional cases.

121. The Manager, Sholapur Settlement, has power to place a settler in the new enclosed compound at Umedpur and to remove him from it and there the two steps placing in the enclosed compound and double roll-call should go together.

122. When a settler goes on pass an entry in the roll-call register that a pass is issued from (date) to (date) should be made instead of marking against the person's name as "on leave". This simplifies the work of seeing that the person returns to the Settlement in time and that there is no overstayal.

123. If a settler comes on pass to a Settlement the period of the pass should immediately be entered in the roll-call register so that the date of the expiry of the period of pass can readily be ascertained and the persons sent back in time.

Whenever registered members of Criminal Tribes in Settlements during their periods of weekly roll-call or of exemption from roll-call are convicted of an offence under the Indian Penal Code or under the Criminal Tribes Act in Judicial Proceedings they should immediately be brought back on daily hazari unless the Manager has special reasons to the contrary which he should endorse on his History Sheet. Reference in this connection to the Backward Class Officer is not necessary.

(B.C.O.'s No. 2283 of 14th April 1927.)

124. Persons on probation are not subject to the settlement rules for the breach of any of their conditions, and the only recourse is to apply to the Backward Class Officer to cancel the Probation order and place them back into the settlements.

SECTION II—ISSUE OF PASSES.

125. For journeys beyond the limits of a settlement to which his movements have been restricted an inmate of a settlement must apply for a pass in accordance with rule 50. During night time a pass is necessary to leave even the settlement premises. In the day time a wider area is fixed within the limits of which he may move without a pass. This area differs for each Settlement but in no case is it more than 5 miles, and liquor and toddy shops are always out of bounds. The officer granting the pass will fill up the form in triplicate, and enter on all three parts, the route by which the member is to travel, the proposed time of departure, the places of halt and the places which the member has signified his intention of visiting and the persons before whom he should give roll-call at such places and the period within which he must reach his destination etc. etc. and after signing it will give the one part (i.e. the last part) to the member, who should be told what he has to do about the time and places at which he must report his whereabouts during his absence.

126. The settler must keep to the specified route. On arrival in any place after sunset he must immediately report his arrival to the person specified, whom he must keep informed of his whereabouts and to whom he must report his departure and on his return he must surrender his pass to the Manager of the Settlement from whom he received it.

127. The second part of the pass (i.e. the middle one) should be sent to the officer in charge of the local Police Station of the destination for verification or if the destination of the member is a settlement to the Manager of a settlement for verification.

128. The officer in charge of the Police Station of the destination, or if the destination be a settlement, the Manager of the Settlement, will endorse on the second part of the pass the time of arrival of the pass holder and of his departure for his residence and any other matter of importance.

129. The Manager of a Settlement after so endorsing the second part will in all cases return it to the officer, from whom he received it.

The part taken by the pass holder will also be pasted to the second part. But before doing this the Manager should verify that no breach of rules has occurred and that the member has returned in time.

130. Visitors should not be permitted to pay more than two visits a year or more than a total of one month's stay in the settlement during the year to visit their relatives, unless the sanction of the Backward Class Officer is obtained.

131. The Manager of a Settlement to which a settler has come from another settlement on pass may extend the pass for a period not exceeding 15 days. For extension beyond this the permission of the Manager of the settlement from which the settler has come must be obtained.

If an extension beyond the period is required the Settlement Manager should apply to the settlement which issued the pass in sufficient time to enable that settlement to extend the pass and the permission reach the

second settlement before it is otherwise time for the settler to start back to his own settlement.

132. The Head Guard or those in charge of the Pass work should watch the passes and make sure 2 or 3 days beforehand that the persons are going back in time or that they are given extension.

133. Passes for a period exceeding 7 days should not be given to Bombay City without first consulting the Deputy Commissioner of Police (Crime Branch), Bombay.

134. Managers of settlements and other Heads of Offices authorized to issue passes are reminded that the extension of passes should be seldom given as it tends to injure the discipline of the Settlement to which the person originally belonged.

135. Great caution must be exercised in issuing passes for more than one person to go to the same village as instances of serious offences have occurred by the grant of such passes. So when issuing such passes managers should carefully consider what risks are being run.

136. If a settler overstays the period of his pass for more than 7 days he should be treated as an absconder and his name will go to the Absconders' Register. Cases of overstayal of passes should be dealt with severely unless there are strong reasons or circumstances entirely beyond the control of the settler which caused the overstayal.

137. For unregistered dependents of principal settlers a permit in the prescribed form should be issued. But in such cases the police need not be informed nor is there any necessity for sending the duplicate to the police officers. These permits should be produced before the Manager of the Settlement, if the holder of the permit goes to a settlement, but they need not be so produced when he goes to a village before the police although when asked by the village patels or police they may be produced for the holder's own protection.

SECTION III—ABSCONDING.

138. A very important test of efficiency of a settlement is the number of absconders. It should be remembered that the settler is more dangerous when he is absconding than when he is in a settlement, for in the latter case he may commit petty local thefts but in the former case he is almost sure to maintain himself wholly by crime. The tracing of absconders is therefore a matter of great importance to settlement work and special attention should be paid to it. As settlements are not prisons any settler is free to abscond at any time but he should feel that he is sure to be caught sooner or later. Managers should not therefore rest until they trace the absconders down and the Backward Class Officer will help them in all possible ways in this important part of the work.

139. The Head Guards and occasionally the junior members of the clerical and the executive staff should be sent in charge of the parties to trace absconders.

140. It is essential that preventive measures should be taken before the persons abscond e.g. sometimes it may be known beforehand that

a settler is in intimacy with certain woman or there is a family quarrel, etc. If prompt action is taken immediately by transfer, punishment etc. many abscondings will be stopped.

141. The Criminal Tribes Settlement Department shares with the Police Department in the responsibility of tracing absconders from settlements. So far as this Department is concerned the primary responsibility lies with the Manager of the Settlement, from which the registered settler absconds, of taking active and urgent steps to trace him.

142. If a settler who is registered and placed in a Settlement under section 16 of the Act absconds therefrom, his name should be entered in the Absconders' Register and report should be made to the Police (District Superintendent of Police and local Police Sub-Inspector), Backward Class Officer and Assistant Backward Class Officers (Settlements).

143. In the same Absconders' Register, should be entered, absconding dependents of registered settlers legally placed in a settlement i.e. wives and children below 15 years of age but no report is necessary in this case either to the Police (District Superintendent of Police and Police Sub-Inspector) or to the Backward Class Officer or to the Assistant Backward Class Officers (Settlements). Steps should be taken for their return which can legally be done under rule No. 61 of the Bombay Criminal Tribes Rules, 1930.

144. Abscondings of other dependents of settlers who are authorized by the Backward Class Officer to live in the Settlement under rule 89 and authorised dependents (of Bhils and mixed gangs) mentioned in rule 88 should be marked in red ink in the Census Register. No legal steps can be taken to enforce their return and they should not be entered in the Absconders' Register. If they are likely to commit offences when absconding, the Backward Class Officer may be informed accordingly who will decide the advisability of applying section 16 to them by registering them when they next appear.

145. Children, placed in the Children's Home established under section 17 of the Act, should be brought to the Absconders' Register, if they abscond, but no report to the Police or to the Backward Class Officer need be made unless they are registered.

146. There should be no registered person in a settlement unless section 16 has been applied to him, and no registered person in a Free Colony unless an order under section 18 of the Act is passed for his conditional release, but if any such persons come as temporary visitors and abscond, the fact should be reported to the Police of the place to which such visitor belongs and to the nearest police station officer and to the Backward Class Officer.

147. Whenever a registered settler absconds from a settlement the Police Station Officer on receipt of information from the Manager, will register an offence under section 22 (1) of the Criminal Tribes Act and commence investigation. In the event of the arrest of the absconder

he may be produced before a Magistrate, who on proof of the fact shall order him to be removed to a settlement (section 25 of the Criminal Tribes Act) from which he absconded for being dealt with according to law. The Police Station Officer within whose jurisdiction the arrest was effected shall intimate the result to the Officer in charge of the Police Station of the Settlement to which the absconder is ordered to be removed. On hearing of the return to the settlement of an absconder against whom an offence under section 22 has been registered, the latter Police Station Officer will submit a formal charge sheet to the Magistrate having jurisdiction to try the case, stating therein that the absconder has already been sent back or has returned of his own accord to the settlement and that the case may not be proceeded with pending the decision of the Backward Class Officer as per rule 55 of the Settlement Rules. If the Backward Class Officer decides to punish the absconder departmentally the case should be withdrawn under section 495 of the Code of the Criminal Procedure by the Additional District Magistrate, and the Backward Class Officer, Dharwar.

(I.G.P.'s Circular No. 39 of 18th July 1928 and 54 of 8th November 1928.)

148. When an unregistered settler or dependent absconds, three persons are sometimes liable to be punished departmentally, assuming that all these three persons are settlers—

- (a) The dependent himself.
- (b) The head of his house (unless the latter notifies the absence immediately).
- (c) The head of the house to which the absconder goes (if he fails to notify the arrival immediately.)

(See rule 54 (1) J of the Bombay C. T. Rules of 1930.)

149. If a Manager of a Settlement finds a dependent of another settlement come to his settlement unauthorisedly, it is his duty to send him back at once with a guard to his own settlement paying his railway fare as free grant unless the Manager can obtain it immediately from the person to whose house the absconder has come. He should intimate the cost incurred by Government to the Manager to whose settlement the absconder is sent back and as far as possible the fine inflicted by the Manager should cover the cost of Government including the cost of travelling allowance bill of the guard, which is also a charge on Government.

150. Property found with the absconders should immediately be handed over to the Police for taking further legal action if there is any likelihood that it may be the proceeds of an offence.

151. Instances wherein settlers have been convicted in a criminal court for an offence of absconding should be carefully noted by the Managers and where the awards have been unsuitable on the ground that the sentence imposed by the Magistrate is too small, the facts should be reported to the Backward Class Officer, to move the District Magistrates concerned for drawing their attention to the desirability of longer sentences.

152. Managers are reminded that it is very important to report to the District Superintendent of Police when a registered absconder returns to the settlement or is caught as the District Superintendent of Police has to report to the Finger Print Bureau.

153. Whenever a registered settler absconding from a settlement holds fields or houses a report should be made by the Settlement Manager concerned to the Backward Class Officer for forfeiture of his lands or houses after he has been absconding for a month under the provisions of sections 87 and 88, Criminal Procedure Code.

154. In all proposals for transfers the extract of the Census Register for all persons including dependents should be given.

155. There will be a number of persons who have been either ordered by Government to be placed in a settlement or transferred by the Backward Class Officer from one settlement to another but who absconded before joining the settlement in which they are placed or to which they are transferred. In this connection the attention of the Manager is invited to rule 84 of Chapter V, that a separate file should be kept by the Manager for "all persons to be watched into the settlement" and that he should correspond directly with the local authorities who are responsible to send the persons to the destined settlement. This file should contain papers regarding those who are either ordered to be placed in, or transferred to the settlement but who have not arrived either because they are in jail or absconding or for some other reason. If an order of transfer is passed, when a settler is absconding, the absconder should continue to be shown by the old settlement until he is caught and sent either to the new settlement or to jail. The new settlement which holds the order of transfer should keep it in the file referred to above, but should not report him as an absconder of the new settlement nor enter his name in the Absconders' Register.

The Manager of the original Settlement should keep the history sheet until he is caught and convicted (if prosecuted) and then carry out the order of transfer.

156. Those who abscond while on license either from free colonies or from villages should also be shown by the Managers, supervising them in *red ink* in the Absconders' Register and their names shown separately in the monthly statement.

157. Other persons in the free colony who abscond should not be shown in the Absconders' Register, but if there is any reason to suppose that they have absconded to commit offences the local Police and the Backward Class Officer should be informed of the circumstances.

158. A monthly report of registered absconders and their transfer, capture etc. should be made by the Managers to the Assistant Backward Class Officers (Settlements) of their circle, in the prescribed form. The Assistant Backward Class Officer (Settlements) should consolidate these monthly reports and submit a consolidated statement every month to the Backward Class Officer. Settlements under the direct control of the Backward Class Officer should submit the monthly reports to the Backward Class Officer direct.

159. Wages for informers taken to help to trace absconders may be paid but should not be excessive and should be based as far as possible on the wages they would otherwise have earned.

160. When absconders are traced, the action taken against them, viz. departmental punishment or prosecution as the case may be should invariably be intimated to the main office and the District Superintendent of Police of the district concerned.

The monthly report of the absconders referred to in rule 158 should be in the following form and submitted on the 1st day of each month :—

Statement of absconders for the month of

- | | |
|---|--------------|
| (1) Number of absconders as stood on | (the last of |
| previous month). | |
| (2) Number of absconders during the month. | |
| (3) Number of absconders traced during the month. | |
| (4) Number of absconders as stood on the last day of the month. | |

161. Absconders who remain untraced for 10 years should ordinarily be struck off the Absconders' Register with the previous permission of the Backward Class Officer who as Additional District Magistrate will cancel their registration.

(I.G.P.'s Circular No. 33, dated the 12th August 1931.)

SECTION IV—WORK AMONG THE WOMEN AND CHILDREN.

162. The Settlement Inspectress is subordinate to the Manager. The work of Settlement Inspectress is to supervise—

- (a) Cleanliness of huts and persons.
- (b) Raising the standard of living.
- (c) Classes for women and girls in cooking, needle work, hygiene, reading, singing and child-welfare.

She should work in close co-operation with the school and medical staff. Where a child comes dirty to school the school teacher should request the Settlement Inspectress to influence the mother. Where medicine is being given the Settlement Inspectress should give advice as to diet. Where the women of the family do not go to work she should try to inculcate a pride in the home which will lead them to occupy themselves in beautifying it. Many of the younger women have learnt various arts in school and they should be encouraged in white-washing and colouring their houses, in embroidering their children's clothes, in making ornamental designs in front of their houses as well as in the arts of cooking and more cleaning and making and washing of clothes. Singing is also one of the arts which should help her in her task which is to make life healthier and happier for all.

163. The inspection of the medical work and of the work of the Settlement Inspectresses will be done by the Lady Superintendent. She will also train these inspectresses and in consultation with the Managers organise their work and receive such reports as may be necessary to keep Lady Superintendent in touch with their work.

164. It is the duty of the Lady Superintendent and her staff to check the entries of census register of children of school going age with the school register.

CHAPTER VII—RECORDS.

RECORDS AND REGISTERS (OTHER THAN ACCOUNTS) TO BE MAINTAINED IN A SETTLEMENT.

165. The following registers shall be maintained in each settlement :—

(1) *Birth and Death Register*.—Birth and death register should be maintained in form (village form 14) for the calendar year 31st December as our returns are amalgamated with births and deaths of the Presidency.

(2) *Census Register*.—This register should be maintained in form No. Special Criminal Tribes Settlement 5 sanctioned in Government Letter, Home Department, No. 349/2-E, dated 27th February 1929.

All persons residing in the Settlement including those dependents authorised by the Backward Class Officer to live in the Settlement should be entered in this register.

Managers should see that only persons are living in settlement areas who are placed there under section 16 of the Criminal Tribes Act with their legal dependents and such other dependents as are authorised by the Backward Class Officer so that the names of persons in the settlement areas must coincide with those entered in the Settlement Census Register, except for members of the staff living inside the Settlement and shopkeepers not under section 16, but whose residence in settlement limits is authorised by the Backward Class Officer.

(3) *Punishment Register*.—Printed books and forms are kept in stock in the main office, Dharwar.

Managers should send their requisitions to the main office.

All departmental punishments in cases dealt with departmentally by the Manager should be entered in this register.

(4) *Absconders' Register*.—A register in the following form should be maintained in manuscript form :—

Serial. No.	Name in full.	Age.	Caste.	C. T. R. No. District when registered.	
Date of absconding.	Probable place of of his going.	Date of tracing.	Remarks.		

The register should be maintained according to the instructions given in rules 142, 143, 144 and 145 above.

(5) *Conviction Register*.—It should be maintained in the following form :—

Name of settler.	Caste or Register No. if registered.	Name of the convicting magistrate and date of conviction and section of law under which convicted.	Sentence awarded.	In what jail at present interned.

Date of probable release.	Whether the convicting magistrate is intimated to note on the conviction warrant to bring him to the Settlement under section 25 of the C. T. Act.	Date of his return from jail.	Remarks.

(6) *A Register of Persons belonging to Native States.*—It should be maintained in the following form :—

Serial No.	Name of the principal member of the family.	Register No.	Year of birth.	Caste.	Original residence.	Name of the State.

Date of first arrival into Settlement.	Date of transfer to or from the Settlement.	Names of dependents with their ages.	Total number in the family.	Remarks regarding births and deaths or discharge, etc., of any members of the family.

(G.R., J.D., No. 8105, dated 21st December 1917.)

Registers mentioned at 1, 2 and 3 above should be obtained by indent from the headquarters office at Dharwar, and all other registers should be made out in manuscript.

CHAPTER VIII—PUNISHMENTS.

SECTION I—APPLICATION OF THE ACT, AND THE LIABILITIES INVOLVED, PROSECUTIONS AND DEPARTMENTAL PUNISHMENTS.

166. "The Criminal Tribe" of the Act is not exactly the same as understood in common parlance. It is to some extent an artificial body created by the Act. It is a "tribe", "gang", or "class" of persons declared to be a criminal tribe by notification under section 3. The criminal tribe need not include all the members of a tribe, but may be formed of some only of such members. The bodies of persons who may be formed into criminal tribes must possess some common characteristics or association and they must be addicted to the systematic commission of non-bailable offences. They may be members of a tribe where birth is the common characteristic or they may be members of a gang where association is the common bond or some such common attributes.

167. It has come to the notice of Government, that proposals are made from time to time for the notification under section 3 of the Criminal Tribes Act, 1924 (VI of 1924), of mixed gangs consisting of two or three persons only. The application of section 3 is not, in the opinion of Government, justified in the case of such small gangs, the members of which could be dealt with equally effectively under section 565 of the Criminal Procedure Code. In the Indian Penal Code, five has been regarded as the smallest number which constitutes, definite association in crime, and Government are accordingly pleased to direct that mixed gangs consisting of less than five members should not ordinarily be recommended for notification under section 3 of the Act.

(G.C., H.D., No. 865/2 of 19th March 1927.)

168. *Section 3 of the Act.*—Every member of a notified tribe under this section is liable to the provision of section 23 of the Criminal Tribes Act, with regard to enhanced punishment, on reconviction for certain offences of the Indian Penal Code mentioned in the schedule I of the Criminal Tribes Act. The view that it is obligatory on the trying Magistrate to commit the case to the Court of Sessions for trial when section 23 is added to the charge was upheld by the Bombay High Court.

(See *Imperator v. Bhau Rama Phase Pardhi of Ahmednagar District*, 1928.)

169. *Section 4 of the Act : Registration.*—In addition to all liabilities of section 3 as stated above, the following further liabilities may be noted :—

(1) Failure to comply with orders regarding registration under sections 5 and 7 renders a proclaimed member liable to arrest without warrant and to punishment under section 21 of the Criminal Tribes Act.

(2) Refusal to allow finger impressions to be taken renders a member liable to arrest without warrant and to punishment under section 21 of the Criminal Tribes Act.

Note.—The notice issued under section 5 requires the person on whom it is served to appear at a certain time and place to give—

(1) Information about himself.

(2) To allow finger impressions to be taken. Finger impressions should be taken at the time of registration.

(3) For breaches of rules made under section 20 of the Act a registered member is liable to arrest without warrant by any police officer in charge of a police station or by any police officer not below the rank of a Sub-Inspector and is also liable to punishment under section 22 of the Act.

Note.—Power to arrest settlers is mentioned in rule 61 of the Bombay Criminal Tribes Rules, 1930.

(4) Special punishment is laid down in section 24 of the Criminal Tribes Act for a registered member of a criminal tribe who is found in suspicious circumstances mentioned in that section.

170. A registered member who escapes from a school may under section 25 be arrested without warrant, and under rule 61 of the settlement rules any Settlement Officer or Police Officer may bring under arrest any person ordered to be placed in a settlement under section 16 of the Act or in a school under section 17 of the Act whether he is registered or not and may arrest any such person who escapes or attempts to escape from the limits determined by the Criminal Tribes Settlement Officer or from the limits of a school respectively. Settlement Officer includes for this purpose any person charged with the duty of guarding and supervising the settlers.

Note.—Offences under section 21, 22, 24 and 25 of the Act are cognizable but for an offence under section 22 of the Act, only an Officer in charge of police station or an Officer not below the rank of Sub-Inspector may arrest without a warrant. For any offence under section 25 any Police Officer, village headman or village watchman may arrest without warrant; but when the absentee has returned to the area to which his movements were restricted such arrest without warrant can only be made by any Officer in charge of a police station or by any Police Officer not below the rank of a Sub-Inspector.

171. *Section 22 of the Act.*—In cases under section 22 of the Act it is necessary to prove that the accused is a member of a criminal tribe and his name has been duly registered under section 5 or section 7 as the case may be. There seems to be some misapprehension as to the difference between section 22 (1) and 22 (2). Offences under these two sub-sections should be considered as distinct offences for the purpose of punishment.

(G.R. No. P. 132, H.D., dated 4th October 1927.)

172. It has come to their Lordships' notice that it is the practice of many Magistrates in the Presidency ordinarily to punish offences committed by members of criminal tribes against the restrictive provisions of section 22 (1) and (2) of Criminal Tribes Act (Act VI of 1924) with fine only and their Lordships' desire to draw the attention of the Magistrates concerned to an aspect of this matter which seems so far largely to have escaped their attention.

The object of the Criminal Tribes Act is to enable the authorities to keep tribesmen under observation for the protection of the public against their depredations and if possible for the tribesmen's own reformation. Section 22, sub-sections (1) and (2) have been enacted to punish acts which are designed to evade such observation the more serious offences being punishable under sub-section (1) and the less serious ones under

sub-section (2). It is evident that infractions of these rules may be committed for a variety of motives. In some cases the offence may be merely technical as when criminal tribesmen who is earning an honest living breaks the rules and is absent from his village for perfectly genuine and urgent reasons. But in another class of such offences it is probable that the breaking of the rules had no such innocent occasions, but was committed to secure an opportunity to prey upon the public in pursuance of the criminal tribesman's normal and illegal activities. Where the facts fall within the second class of offences it is evident that fine only is not an appropriate form of punishment for there are only two probable sources out of which it can be paid, one being the proceeds of past ill-doing, and the other borrowing on the strength of depredations to be committed in order to repay the lender. In either of such cases a sentence of fine only is merely an incentive to further crime with the object of providing, either a reserve out of which expected fines may be met or means to repay the loan.

Their Lordships are aware that it may sometimes be very difficult to distinguish between the two kinds of offences and that no general rule can be laid down, the matter being one for the exercise of individual discretion, in each particular case, but they desire to point out that there is a very real distinction and that it should always be borne in mind by Magistrates hearing such cases and that an endeavour should be made to distinguish the class in which according to the abovementioned classification, a particular infraction of these rules falls and to exercise their discretion when passing sentence so as not, as far as possible, to allow the punishment to be an incentive to further crime.

(High Court Circular No. 1529, dated 29th April 1929.)

173. The following should be borne in mind for an offence punishable under section 22 (1) of the Criminal Tribes Act :—

The accused must be a registered member of a criminal tribe, dealt with in sections 11 to 16 of the Act, i.e. tribes settled in specified places, restricted in their movements or placed in settlements.

Sub-section (1) of section 22 makes punishable breach of rules framed under clauses (e), (g) and (h) only of section 20.

Sub-section (2) of section 22 makes punishable breaches of any rule other than those found under clauses (e), (g) and (h) referred to above.

In order to support a conviction under clause (b) of section 22 (1) the previous conviction under the same sub-section, i.e. section 22 (1), must be legally proved or admitted. Similarly in order to support a conviction under clause (c) of section 22 (1) two previous convictions under 22 (1) must be legally proved.

Similarly in order to support a conviction under clause (b) of section 22(2), a previous conviction under 22 (2) must be legally proved.

Conviction under 22 (2) (b) cannot be legally proved or admitted when the offender is being prosecuted under section 22 (1) and *vice versa*. Offences under these two sub-sections are distinct offences for the purpose of punishment.

174. *Section 24 of the Act*—(Corresponding to section 109 of *Criminal Procedure Code*).—All that is required to prove is that the accused must be a registered member of a criminal tribe and that he has been found in circumstances indicating an intention to commit theft, robbery, etc. If a registered member of a criminal tribe commits an offence under section 22 of the Act, in one District and is subsequently arrested in another District, he is liable to be prosecuted both for an offence under section 22 in his own District or Settlement and also under section 24 of the Act in another District if circumstances justify the application of that section.

175. The staff of all Settlements are reminded that the success of any settlement depends on the cordial co-operation between the Criminal Tribes Settlement Department and the Police Department. The settlement staff should, therefore, be always on the lookout for information regarding crimes committed by settlers and pass on such information to the local Sub-Inspector of Police and thereafter work in co-operation with him in the investigation of offences.

176. Under rule 52 of the Bombay Criminal Tribes Rules, 1930, all Managers have been authorised by the Backward Class Officer to attach stolen or suspected stolen property in the Settlement. As soon as any property is attached a list of such property should be sent to the local Sub-Inspector of Police giving full details of the property. An exception may be made if the articles attached are fuel, grain or other perishable articles of food or cash below Rs. 10.

If attached property exceeds Rs. 10 in value it should be handed over to the Sub-Inspector of Police against a receipt on a requisition made by him after he has seen it. Cash and currency notes should not be handed over but a detailed list of the cash and of the currency note-numbers will suffice.

Any individual article which is clearly identifiable (e.g. a brass pot with the name inscribed on it or a watch with a number) however small its value should be handed over to the Sub-Inspector of Police on demand.

The list mentioned above should be supplied within 24 hours of such attachment. In this connection the Backward Class Officer desires that all Managers should co-operate with the local Police.

SECTION II—DEPARTMENTAL ACTION AGAINST SETTLERS.

177. All cognizable cases reported to the Police, in which settlers are involved, should be dealt with in accordance with the provisions of Chapter XIV of the Criminal Procedure Code.

But if upon investigation the facts disclose that the offence of which the settler is accused is really a petty one in nature and extent then the case may be disposed of departmentally as per rule 55 of Bombay Settlement Rules, 1930.

Ordinarily all cases of theft or of receiving stolen property in which the property stolen is valued at Rs. 10 or less may be considered as petty for this purpose. In such cases the following procedure should be adopted

If upon investigation the Officer in charge of Police Station considers that the settler has committed the offence he should send a charge sheet against him to the Magistrate having jurisdiction to try the case mentioning that the accused is in the settlement and that the case has been referred to the Backward Class Officer for being dealt with under rule 55 of the Bombay Settlement Rules, 1930. In such case if the accused is under arrest he may be released on bail under section 497 of the Criminal Procedure Code (if the Backward Class Officer so desires) and sent back to the settlement. If the Backward Class Officer agrees to deal with the accused departmentally, the case pending against him may be withdrawn under section 495 of the Criminal Procedure Code. If the District Superintendent of Police and the Backward Class Officer differ in regard to the disposal of a case against a settler the matter may be referred to the District Magistrate for orders.

(I.G.P.'s No. 38 of 18th July 1928.)

178. Cases of pick-pocketing in the bazaar even where the value of the property taken is less than Rs. 10 should not necessarily be dealt with departmentally as pick-pocketing is a serious offence.

179. Whenever the Manager proposes the withdrawal under section 495 of the Criminal Procedure Code either of a case under section 379, Indian Penal Code, or of one under section 22 of the Criminal Tribes Act, he should state what departmental action he proposes to take. The Backward Class Officer doubts if the system of placing under the supervision of a Probation Officer for youthful offenders is used enough in Settlements and the system of taking Post Office Cash Certificates as security for good behaviour, from the parents (for juveniles) and from the offenders themselves (for adults) is hardly used enough.

Short sentences in the Lock-up without work should not be awarded since it is no punishment at all for a settler to sit there at ease and be fed. Post Office Certificates as security or fines followed by quick payment or attachment are preferable.

The Managers should invariably intimate to the main Office and to the District Superintendent of Police of the District concerned, the departmental punishment given to the settlers with the reasons for so doing.

180. It may be noted that departmental action under rule 55 of Bombay Criminal Tribes Rules is not restricted to acts committed by settlers within the limits of a settlement but it has a wider application and it has been framed with a view to enable the Backward Class Officer to take departmental action in cases where petty offences were committed by settler even outside the settlement.

The foregoing statement is however subject to an important proviso. The rule cannot be put higher than a measure of discipline and control. In the circumstances it cannot be held that the rule operates to take away the ordinary remedies open to the subject or curtail the jurisdiction of Criminal Courts.

Hence when a settler commits an offence and a specific complaint is made to the Police, the only lawful course is that the Police should be

permitted to make the usual enquiries and send the offender to the nearest Court, no differentiation being made between a settler or any other person.

(G.L., H.D., No. 223-II-E, dated 21st September 1925.)

181. Managers are reminded of the possibilities, by a wise use of the methods possible under the settlement rules rather than resort to prosecution. Extreme responsibility lies on any one who is the cause of sending any one to Jail for the first time especially in the case of young offenders, and Managers are requested to consider very seriously before taking this step.

In every case of breach of settlement rules, the member concerned should be given an opportunity to establish his *bona fides*. Should for instance, there be no reasonable grounds for suspicion regarding the activities of a member due to a slight irregularity, he should not be prosecuted for a slight irregularity.

182. The Backward Class Officer does not however desire the Managers to go to the opposite extreme and send no cases before the Magistrate. They must carefully consider what is the best procedure to adopt in a particular case in the real interest of the person, to maintain settlement discipline.

When they do send up a case a member of the staff who appears before the court should be properly equipped with information to show why a severe sentence is advisable.

183. Whenever a sentence under the Criminal Tribes Act awarded by the Magistrate is less than two months, the Manager should apply for a copy of the judgment, and send it to the Backward Class Officer with his opinion as to the adequacy or not.

184. Permission when asked will usually be given to Managers to restrict within the settlement limits for every day or for bazaar days persons addicted to grain stealing (during harvest season) or persons addicted to bazaar or other thefts. While asking for this permission the report should state the reasons for restriction and whether the persons need to go to work for the sake of maintenance or not.

This does not apply to the Reformatory Section of settlements, as these have special rules. Certain senior Managers have been given power to restrict persons without prior sanction subject to formal post sanction.

Settlement Rule 54 (1) (b).

185. Managers should at the time of roll-call warn the settlers of the necessity of taking permits when selling or mortgaging ornaments and of having their ornaments recorded in the history sheets. It should be explained if this is not done the settlement staff can and will give no assistance in the event of the ornaments being attached by the police on suspicion of their being stolen property. Absence of any record in the history sheet or a permit from the Manager to sell the ornaments will be a ground for suspecting that they are stolen property. To prevent

this rule being broken more care should be taken to obtain information when ornaments have been mortgaged and the offenders punished. Ornaments can be taken as security in the Settlement Credit Societies and preference should be given to loans where ornaments are offered as security.

186. The members of the staff of the minimum status mentioned below are authorised to prescribe corporal punishments mentioned in rule 55 (1) (g) of the Bombay Criminal Tribes Rules, 1930 :—

(1) (a) Managers of Settlements controlled by Voluntary Agencies and Managers in charge of Government settlements on a pay of Rs. 85 and upwards and Assistant Managers on a pay of Rs. 85 and upwards.

(b) Lady Superintendents in charge of Schools or Children's Home for the children in their charge.

(c) Head Masters (who for this purpose are reckoned as Managers for boys attending day school only) subject to any further limitations imposed by the Lady Superintendent or Managers responsible for the School.

(2) The above authorization is subject to the following limitations :—

(a) Boys under 12 years of age may not be given more than 6 strokes.

(b) Boys under 15 years of age may not be given more than 9 strokes.

(c) Boys under 18 years of age may not be given more than 12 strokes.

(d) Boys of 18 years and above may not be whipped.

(3) For offences in school the punishment should be inflicted by the Head Master himself on his own authority.

For offences out of school by boys attending day school the punishments should be inflicted by the Head Master under the direction of the Manager of the settlement or of the Settlement Committee for Juvenile Delinquents.

(4) For boys who are not attending day school the Manager should inflict the whipping himself, or through a senior member of the staff. Guards or peons should not be permitted to do this. There is an important psychological difference produced on the boys' mind between a whipping inflicted by a senior person like a Manager or Head Master and a whipping by a subordinate.

(5) The whipping for boys should be in private and on the buttocks which should be covered by a single fold of the Dhoti. In cases where the whipping is intended to be severe this should be replaced by a thin cloth soaked in some antiseptic. The cane should not exceed $\frac{3}{8}$ inch in diameter for day school boys and not exceed $\frac{1}{2}$ inch for others.

(6) In settlements controlled by Voluntary Agencies the punishment for boys may be caning on the hand if the authority concerned prefers this method.

(7) Girls up to 15 years of age may be punished up to 6 cuts on the hands with a cane not exceeding $\frac{3}{8}$ inch diameter only by the Lady Superintendent, or senior Mistress in the school, or by the Settlement Inspectress on the authority of the Lady Superintendent or Manager or Head Master (for school girls only). It should be carefully noted that no one except the Lady Superintendent or senior Mistress in the school or the Settlement Inspectress should be allowed to administer corporal punishment to a girl. Where there are no such persons the punishment may not be inflicted.

(8) The Backward Class Officer trusts that the powers of corporal punishment will be used with careful discretion. In particular corporal punishment should not be given if the child is weak or if it has a spleen or weak heart. In any case of doubt the Medical Officer should be consulted.

(9) For children in the Children's Home the Superintendent in charge should be responsible for the discipline and should make such arrangements as are deemed advisable in accordance with the above principles for the infliction of corporal punishment if necessary:

187. When articles are attached under rule 52 of the Settlement Rules, they must be entered in the attached property deposit register in every case.

DOMESTIC ANIMALS.

Rule 53 of the Bombay Settlement Rules, 1930.

188. *Fowls.*—As fowls are not troublesome in any other settlements except the Reformatory Section of Bijapur Settlement the Manager should use his discretionary powers to check the nuisance, if any, by restricting the number to a reasonable extent so as to ensure the sanitary condition of the settlement. These should not be taxed.

Sheep and goats.—These should be taxed with the exception of one milking goat maintained solely for domestic necessity. Increase in their number should be discouraged in City Settlements, but in Settlements (e.g. Nira Project, Presidency Construction or Khanapur) where there is uncultivated open ground close by settlements, a higher number should be allowed by the Managers at their discretion but then a tax should be levied at 0-4-0 per annum per goat.

Pigs and donkeys.—These should be absolutely forbidden unless there are special reasons to the contrary, in which case they should be taxed at one rupee per annum per animal.

Horses.—These should as far as possible be discouraged and even prohibited except in cases where they are considered necessary, for Government use. They should not be taxed.

Bullocks.—These should be allowed but taxed at one rupee per annum, except when required for agricultural work or for carting work.

Where the man has already been permitted to go on a pass the Manager should either call him back to sign the agreement or send the papers to the Manager who will be his probation officer, whichever is nearer to the person.

Those who have no landed property in their native villages or no other means of livelihood and who have permanent work in the town in which their settlement is situated may on their release on license be allowed to settle on the Free Colonies (*vide* Rule 210) attached to Settlements. A special form of condition for these licensees on free colonies, has been prescribed.

197. For persons discharged on free colonies, only one English form of the agreement will be issued and should be placed in the history sheet of the person after completion. One Vernacular copy which will be issued should be given to the licensee after completion.

198. The Backward Class Officer will alter the place of residence if found necessary.

199. The period of license is usually 6 years which may be extended by the Backward Class Officer when necessary, but if he is convicted of a serious offence, he should at once be recalled to a settlement, the order under section 18 being cancelled at the same time.

Hence when a probationer is convicted it is essential that the Backward Class Officer should be immediately informed by the Manager or by the Probation Officer, to enable him to consider the question of cancelling the order of discharge on license and to take such steps as are necessary for bringing him back after his release from jail.

200. A register of persons discharged on license whether to free colonies or to villages under their supervision should be maintained by Managers. The register to be maintained in this respect should be compiled by villages of each district separately. Managers will keep such registers.

201. When a person has been conditionally released from jail the period of six or eight years after release from jail necessary before a person can be discharged on license should be calculated as commencing from the time at which the person would have been released from the jail, if he has not been so conditionally released.

202. For the purpose of supervision of persons discharged on license living in villages, probation officers when specially appointed or managers who are entrusted with the supervision work should pay four visits for the first year and two visits for each of the next five years. In addition to this the Assistant Backward Class Officers (Settlements) or one of their staff will pay one visit in the first year and one visit during second to fifth year and a final visit during the sixth year when the question of the cancellation of the registration of the licensee will be considered.

(G.Rs., H.D. No. 9884, dated 6th November 1929 and 24th June 1932.)

203. The following instructions issued by the Deputy Inspector General of Police, Criminal Investigation Department, on the subject

of custody of Criminal Tribes Registers should be noted by all concerned :—

(1) Under section 6 of the Criminal Tribes Act the Criminal Tribes Registers are to remain in the custody of the District Superintendent of Police in whose jurisdiction the registree permanently resides. Therefore when a registered Criminal Tribes Member permanently changes his place of residence under section 10 (3) or section 12 of the Criminal Tribes Act the Criminal Tribes Registers of such members should be sent to the District Superintendent of Police of the district under section 10 (3) or section 15 (2) as the case may be.

(2) Criminal Tribes Registers of members residing in settlements shall remain in the custody of the District Superintendent of Police in whose jurisdiction the settlement is situated.

(3) Registers of settlers allowed to reside on probation in a district other than that in which the settlement is situated, should remain in the custody of the District Superintendent of Police in whose jurisdiction the settlement is situated and a copy of the register or relevant entries thereof should be sent for information of the District Superintendent of the district in whose jurisdiction the probationer is actually residing.

(4) If the probationer chooses to reside within the limits of any Indian State, a copy of the Criminal Tribes Register should be sent to the authorities of that state.

(5) When the settler of any settlement is allowed to reside on probation in a district other than the one in which he is located and there is another permanent settlement in the district in which he is allowed to reside then the Backward Class Officer should be asked to transfer him to the latter settlement (under section 18 of the Criminal Tribes Act), so that the Criminal Tribes Register of such person can be transferred to the District Superintendent of Police of the district in which he is allowed to reside.

(6) The Criminal Tribes Register of the probationer when finally discharged should be sent to the District Superintendent of Police of the area or limit in which the probationer chooses to reside, the district of restriction being varied, if necessary, under section 12 of the Criminal Tribes Act.

(D.L.G. C.L.D.'s Circular No. 31 of 20th June 1929 and B.C.O.'s No. 4633 of 9th July 1929.)

In actual practice however the order of discharge under section 18 is not made final until the time has come for the cancellation of the registration.

204. A working agreement has been arrived at between the Backward Class Officer and the District Magistrates of Dharwar, Belgaum, Kanara, Ahmednagar, Thana, Thar Parkar, Bombay Suburban District, Poona, Bijapur, Sholapur and Satara, Panch Mahals, and Nawabshah that the Backward Class Officer may release a settler on license from the settlement without consulting the District Magistrate as required

by rule 63 (d) of Bombay Criminal Tribes Rules provided the settler has conformed to the conditions printed in the standard form referred in rule above under which a license should be granted. The District Magistrates of the above districts have delegated their power to the Backward Class Officer who is an Additional District Magistrate for these districts.

205. Entries giving the ages of dependents of school going age of licensees and the number of attendances must be made by personally visiting the schools. If there is no Government school within two miles, this fact should clearly be stated in the form.

206. The clause in the license of the person regarding the sending of children to school is important and must be insisted upon. The reason if any should be given for any serious absences. If the Manager or the Assistant Backward Class Officer (Settlements) who is inspecting the form finds that the absences are more than 20 per cent. of the total he shall issue a warning through the Patel unless the absence is through sickness. Printed reply post cards for this purpose are prepared and kept in stock in the Central Office.

207. If on the next visit the child is still found to be defaulter by more than 20 per cent. of the possible attendances a report with the opinion of the Manager should be sent to the Assistant Backward Class Officer (Settlements) along with the history sheet of the person concerned and the latter officer will either issue a final warning himself or submit the case to the Backward Class Officer with his recommendations for the recall of the probationer to settlement. The Backward Class Officer will cancel the license and recall the registered person and his dependents to the settlement if he breaks this condition after warning.

208. In all cases of discharge the standard in which the school going children are studying should be entered in the History Sheet, at the time of discharge and the progress in the village should be watched afterwards carefully. If the progress is less than one standard for one complete year the cause should be investigated by the visiting officer and noted in his visiting form.

209. If the only school in the village is a Gavthi (unaided and unrecognized) private school, the fees charged by the master should be mentioned in the report and if the settler is too poor to afford to pay them, the Backward Class Officer will then consider the question of paying the fees from Government.

SECTION II—FREE COLONIES.

210. Free Colonies are areas developed in suitable localities where persons discharged on license who have no other place in which to settle may build a house or hut for himself. Generally these areas are adjacent to the Settlement. It is intended to absorb them eventually in the ordinary municipal or village administration.

211. No person's name should be removed from the Census Register though an order under section 18 is passed for his discharge until he leaves the settlement actually to go to a village or remove his hut to the free colony. But every endeavour should be made that they move from settlement limits as soon as an order under section 18 is passed by the Backward Class Officer for their conditional or absolute discharge, for the order takes effect from the time they actually move and not from the date of order.

Rules for Free Colonies.

212. (1) No person can be admitted permanently without the Backward Class Officer's sanction, to a free colony situated on land held in the name of Government i.e., on free colonies attached to Government settlements and on those free colonies attached to Mission settlements, where Government holds the land. In all such free colonies visitors should not be permitted to stay more than two months. As a rule an adult male visitor should not be permitted to remain more than 7 days in all settlements and all free colonies unless the antecedents of the visitor are well known and the Manager is quite certain that he or she is not registered in this presidency or in other presidency. The local Police should be immediately informed of the new visitor unless his antecedents are known to be good.

(2) The conditions of tenancy on a free colony are that—

- (i) They should conduct themselves in an orderly way.
- (ii) They should send their children to school.
- (iii) They should notify to the Manager the arrival of any new comer to their house.
- (iv) They should pay regularly the monthly rent imposed.
- (v) The tenancy is monthly.

Failure to fulfil these conditions will render them liable to be removed from the free colony.

(3) The Backward Class Officer is prepared to arrange the sale of plots in most of the free colonies to the criminal tribes on the special tenure. Managers should press on with the work of selling the plots in the free colony to the persons living on them, as this will bind the persons to the free colony so that they will not be inclined to recommence a wandering life after they are settled.

(4) Managers should make every effort to persuade persons living in free colonies attached to settlements to build substantial houses with doors not less than 4' x 6' which can be locked and so keep their household articles safely and a window or windows of a total superficial area not less than 4 square feet. Grass or kadby or toddy leaves as roof may be allowed provided the walls are high enough.

A tradition should gradually grow up in the free colony that rough huts will not be tolerated there. It is hoped that in course of time the free colonies will develop into model areas with wide streets and healthy though inexpensive houses.

(5) Persons who are permitted to live in a free colony and who are not now on license, if no permanent lease of the site has been given to them on the free colony can only be turned off or placed in a settlement for misconduct. The latter will not be done for a minor offence such as drinking. No persons once admitted to a free colony where the land belongs to Government can be turned off without permission from the Backward Class Officer.

(6) Managers may not deal departmentally under rules 52, 55, and 56 of Bombay Criminal Tribes Rules for offences committed by free colonists. It should be specially noted that Managers are not authorized to deal departmentally with cases of theft committed by persons living in free colonies. Offences by free colony persons which the Police do not wish to investigate can best be dealt with by Panchayat.

(7) If fines are inflicted by the Panchas the amount should be taken to the Panch fund and used for the benefit of the community. The guiding principle should be that matters ordinarily dealt with in a village by the Panchayat may be so dealt with and matters which must be referred to the Police or Magistrates should be so referred.

(8) The Probation Officers should press the Criminal Tribes men under their supervision living in villages to build houses as described above and should note in their visiting records the fact whether they have their own permanent sites for their houses. If they do not possess permanent sites, the Probation Officers should make enquiries with the village officers and take a petition from the person for a site. If the Probation Officer does not succeed in getting a suitable site or if the person is unwilling to have one the Probation Officer should refer the case to the Assistant Backward Class Officers (Settlements).

This is a work in which the personal attention of the Assistant Backward Class Officer (Settlements) should yield fruitful results and the Backward Class Officer trusts that they will pay their special attention to it during their inspection.

SECTION III—CANCELLATION OF REGISTRATION AND FINAL DISCHARGE.

213. The registration of a settler or a licensee may be finally cancelled by the Backward Class Officer as Additional District Magistrate under section 7 of the Criminal Tribes Act under certain circumstances, *vide* rule (64) of Criminal Tribes Settlement rules.

214. There is an agreement with the District Magistrates of Bijapur, Sholapur, Belgaum, Dharwar and Poona that it is not necessary to consult them under rule 64 (2) before proceeding to cancel the registration provided the settler fulfils the conditions mentioned below :—

(i) If he has no convictions for the last 10 years, reckoned since he last came out of jail.

(ii) If he has had no departmental punishment of a serious nature for the last three years prior to the date of final discharge. (This clause only applies to the rare cases where a person's registration is

cancelled directly without having the usual period of six years, discharge on license, as once a person is on license he cannot be punished departmentally.)

(iii) If his conduct has been satisfactory.

215. After the registration of the settler or a licensee is cancelled finally the history sheet of the person concerned should be sent to the Central Office for being kept in record. A certificate of identity referred to in rule 33 of the Bombay Criminal Tribes Rules will be issued from the Central Office, and sent to the Manager. The Manager should hand over the counterfoil to the person and return the foil to the Central Office for being filed along with the person's History Sheet. A register of such History Sheets is kept in the Central Office.

216. Persons attaining the age of 70 should have their registration cancelled, as on reaching that age their finger impressions in the Finger Print Bureau are destroyed. Such persons are in all probability incapable of doing any harm.

217. The District Magistrates of the following Districts have delegated the power of cancelling the registration of persons released on license from settlements to the Backward Class Officer under rule 64 (3) of the Bombay Criminal Tribes Rules of 1930 as the latter is the Additional District Magistrate for the District concerned.

(1) Dharwar, (2) Kanara, (3) Belgaum, (4) Bijapur, (5) Poona, (6) Ahmednagar, (7) Thana, (8) Tharparkar, (9) Bombay Suburban Districts, (10) Satara, (11) Sholapur, (12) Panchmahals, (13) Nawabshah District.

SECTION IV—GRANT OF LANDS FOR AGRICULTURAL PURPOSES AND SITES FOR HOUSES AND HUTS TO CRIMINAL TRIBES.

218. The following are the conditions under which the sites for building purposes and lands for agricultural purposes are given to members of Criminal Tribes :—

Lease—

Revised form of — for the grant of lands for building sites to Criminal Tribes.

(Accompaniment to Government Resolution, Revenue Department, No. 8509, dated the 19th July 1932.)

APPENDIX.

Form of lease for sites for Houses or Huts.

The building site described below in the village of _____ of the Taluka of the _____ District is hereby granted on lease in perpetuity to—

- (1)
- (2)

Inhabitant(s) of _____ in the village of _____ in the Taluka of _____ in the _____ District (hereafter called the lessees) for the purpose of building a house or hut thereon subject to the

provisions of the Bombay Land Revenue Code, 1879, and to the rules from time to time in force thereunder and to the following conditions :—

(1) That the lessees, their heirs and assignees shall pay such land revenue (if any) from time to time as is lawfully due in respect of the said land. Also that the lessees, their heirs and assignees shall pay annually as ground rent for the site the sum of _____ (being at the rate of _____ per _____) for the period of _____ years commencing on and thereafter pay such ground rent for such further period as may from time to time be fixed by lawful authority.

(2) That one or more permanent buildings shall be constructed on the said site within _____ years from the date of this lease.

(3) That the lessees, their heirs or assignees, shall not at any time lease, mortgage, sell or otherwise howsoever encumber the said site or any portion thereof without the previous sanction in writing of the Collector of _____ or of any other officer to whom he may delegate this power.

(4) That if within _____ years of the date of the grant of this lease the lessees or their heirs or any of the male issue of the lessees or their heirs living jointly with them be convicted of an offence punishable under Chapters XII and XVII of the Indian Penal Code and sentenced to imprisonment for a period of not less than six months, this site together with all the buildings erected thereon and all rights and interest connected herewith, may be forfeited at the discretion and under the orders of the Collector of _____ or of any other officer to whom he may delegate this power and such order of forfeiture shall be final.

The building site referred to therein is bounded as follows :—

On the North by

On the South by

On the East by

On the West by

and is of the following size and measurement :—

This grant is made on behalf of the Secretary of State for India in Council by and under the hand and seal of, the Collector of _____
This the _____ day of _____ 193

Seal of the
Collector.

Collector.

In the presence of—

*

*

This grant is hereby accepted, on the terms and conditions therein mentioned by

†

†

†

In the presence of—

*

*

* Signature of witnesses.

† Signature of lessees.

*Form of lease for sites for houses or huts in the free colony at
Umedpur.*

The building site described below (hereinafter referred to as "the said site") in the village of _____ in the taluka of _____ in the Sholapur District is hereby granted on lease in perpetuity to

(1)

(2)

inhabitant(s) of _____ in the village of _____ in the taluka of _____ in the Sholapur District (hereafter called "the lessee(s)") for the purpose of building a house or hut thereon, subject to the provisions of the Bombay Land Revenue Code, 1879, and to the rules from time to time in force thereunder and to the following conditions, namely:—

(1) That the lessee(s) his/their heirs and assigns shall pay such land revenue (if any) from time to time as is lawfully due in respect of the said site. Also that the lessee(s) his/their heirs and assigns shall pay annually as ground rent for the said site the sum of _____ (being at the rate of _____ per _____) for the period of _____ years commencing on _____ and thereafter pay such ground rent for such further period as may from time to time be fixed by lawful authority.

(2) That one or more permanent buildings shall be constructed on the said site within _____ years from the date of this lease.

(3) That the lessee(s) his/their heirs and assigns shall not at any time lease, mortgage, sell or otherwise howsoever encumber the said site or any portion thereof without the previous sanction in writing of the Collector of Sholapur (hereinafter referred to as "the Collector") or of any other officer to whom he may delegate this power.

(4) That if within _____ years of the date of the grant of this lease the lessee(s) his/their heirs or any of the male issue of the lessee(s) or his/their heirs living jointly with him/them be convicted of an offence punishable under Chapters XII and XVII of the Indian Penal Code and sentenced to imprisonment for a period of not less than six months the said site, together with all the buildings erected thereon and all rights and interests connected therewith, may be forfeited at the discretion and under the orders of the Collector of _____ or of any other officer to whom he may delegate this power and such order of forfeiture shall be final.

(5) That until such time, as the said site is not included within municipal limits—

(1) the lessee(s) his/their heirs and assigns shall, in addition to the ground rent payable under condition (1), pay annas twelve (0-12-0) per month to the Umedpur Settlement Authorities for lighting and sanitary arrangements made by them ;

Provided that it shall be lawful for the said authorities to raise the amounts so payable to one rupee and four annas (Re. 1-4-0) if the lessee(s) his/their heirs and assigns fail(s) or neglect(s) to send regularly all children between the ages of 5 and 13 years residing on the said site to a recognised school. The decision of the said authorities as to whether there has been such failure or neglect shall be final and binding.

(2) No building shall be erected on the said site or extension made thereto until the plans for such building or extension have been approved by the said authorities.

The building site referred to herein is bounded as follows :—

On the North by

On the South by

On the East by

On the West by

and is of the following size and measurement :—

This grant is made on behalf of the Secretary of State for India in Council by order of the Governor of Bombay in Council by and under the seal of the Collector of Sholapur.

This the _____ day of _____ 193



Collector of

In the presence of—

The grant is hereby accepted, on the terms and conditions therein mentioned by

(G.R., R.D., No. 8509, dated 12th April 1932.)

Form of Lease for lands.

The land comprised in survey No. _____ area _____ acres
 gunthas assessment Rs. _____ as. _____ ps. _____ in the
 village of _____ in the _____ Taluka of the _____
 District is hereby granted on lease to

(1)

(2)

inhabitant(s) of _____ in the _____ Taluka of the
 _____ District (hereinafter called the "lessee(s)"), on
 payment of an occupancy price of rupees _____ in
 perpetuity* from the _____ day of _____ 193 _____,
 subject to the provisions of the Bombay Land Revenue Code, 1879, and
 to the rules from time to time in force thereunder and to the following
 conditions, namely :—

(1) That the lessee(s), his/their heirs or assigns shall not at any time partition the said occupancy, or lease, mortgage, sell or otherwise howsoever encumber the same or any portion thereof without the previous sanction in writing of the Collector of _____ or any Assistant or Deputy Collector to whom the said Collector may delegate this power.

(2) That the lessee(s) his/their heirs and assigns shall pay the land revenue and other dues from time to time lawfully due in respect of the said occupancy.

(3) That if within twenty years of the date of the grant of this lease, the lessee(s) or any of his/their male issue living jointly with him/them, be convicted of any offence punishable under Chapter XII or XVII of the Indian Penal Code and sentenced to imprisonment for a period of not less than six months, the said occupancy may be forfeited at the discretion and under the order of the Collector of _____ or any Assistant or Deputy Collector to whom the said Collector may delegate this power and such order of forfeiture shall be final.

* (or if the grant is not in perpetuity but merely for a term, delete the words "in perpetuity" and insert here "to the day of 193 _____").

This grant is made on behalf of the Secretary of State for India in Council by order of the Governor of Bombay in Council by and under the hand and seal of the Collector of _____ this _____ day of 193



Collector of _____

In the presence of—

*

* _____

This grant is hereby accepted, on the terms and conditions herein mentioned, by—

† _____

† _____

in the presence of—

* _____

* _____

* Signature of witnesses.

† Signature of lessee(s).

(G.R., R.D., No. 4702/24, dated 15th February 1933.)

CHAPTER X—SPECIAL ESTABLISHMENTS AND SPECIAL TREATMENT FOR CERTAIN CLASS OF OFFENDERS.

SECTION I—CHILDREN'S HOMES.

219. The following classes of children in settlements are separated from their parents and put in Children's Home Establishment under section 17 of the Criminal Tribes Act :—

(a) Orphans with no relations who are able and suitable to take charge of them.

(b) Children who are gravely neglected by their parents in spite of repeated warnings.

(c) Children whose parents are irreclaimable.

(d) Children who show criminal tendencies themselves and who prove to be beyond the control of their parents.

(e) Children who have been disposed of by their parents to others in discharge of debts.

220. Homes established under section 17 of the Criminal Tribes Act under Voluntary Agencies receive capitation grants.

221. The following homes have been declared to be established as schools under section 17 of the Criminal Tribes Act :—

Children's Home	Bijapur.
Children's Home	Hubli.
Children's Home	Baramati.

(G.R., H.D., No. 640-E of 12th November 1921.)

Boys' and Girls' Home at Sholapur Settlement have been declared as a school under section 17 of the Criminal Tribes Act.

(G.R., H.D., No. 575/2 of 13th September 1926.)

222. It will be observed that these Homes have two functions, which, theoretically, at least should be wholly distinct. Their first object is to act as reformatories for the younger and less hardened delinquent children, and their second, to provide for those who, through no fault whatever of their own are found living in undesirable conditions due to the evil propensities of their parents.

223. The Lady Superintendent, Bijapur, the Managers of Settlements at Hubli, Baramati and Sholapur have been appointed as Superintendents of the school in their charge under section 17/2 of the Criminal Tribes Act.

(G.R., H.D., Nos. 640-E of 12th November 1921 and 575/2 of 13th September 1926.)

The Home at Bijapur is in abeyance for the present as it is not required.

224. The Backward Class Officer after considering the question of the separate legal powers for Lady Superintendents in charge of schools established in settlements under the control of voluntary agencies in the general administration of settlements has come to the conclusion that such powers are not necessary. In all cases where there are Lady Superintendents working under Settlement Managers it will be sufficient

to follow the principle of subordination of authority, laid down in section 19 (1) of the General Clauses Act that is to say that the responsibility under the law remains with the Manager, but the work may be done by delegating the authority in practice for administrative convenience to the Lady Superintendent, who is assumed to be acting under the orders of the Manager.

225. The following points should be noted in connection with the Management and control of Children's Home:—

(1) *Health*—

Feeding should be simple and cheap but containing sufficient fats and fresh vegetable for good health. The weights of children should be taken twice a year and this will give an indication of the satisfactory or unsatisfactory nature of the diet.

(2) *Discipline in Homes*—

(a) It is essential that proper discipline in the Homes should be maintained. While not desiring to interfere with the control of the Superintendent of the Homes it is suggested that the House Fathers and House Mothers should be entrusted with the powers of corporal punishment, oral information being given to the Superintendent of its use. Superintendents should however see that the House Father or House Mother as the case may be understands how to inflict corporal punishment effectively and yet not to run a risk of causing injury, and should be forbidden to use it where the child has a weak heart or enlarged spleen or hernia.

(b) House Fathers and House Mothers not fit to be trusted with such powers are probably not fit to be entrusted with the responsible position of the charge of Children's Home. Of course there are special occasions where it is more suitable that punishments should be inflicted by the Superintendent. Punishments consisting of deprivation of food should not last more than one day.

(c) Outings should be frequent feature of the Homes, but systematic rewards for good conduct are not deemed desirable as it is thought that the rewards would soon degenerate into rights to be claimed, for doing something which is their duty to do.

(3) *Abscondings*—

(a) Ordinary cases of abscondings should be dealt with by the Superintendents. Persistent absconders, if under 15 years of age should still be dealt with in Home, it being considered that this problem should not be beyond the organization and the power of discipline of the Homes. Transfers for such absconders have not proved effective and are not advocated.

(b) Persistent absconders of the age of 15 years and above can best be sent to the Borstal School, Dharwar.

(c) He cannot be sent to the Borstal School, Dharwar, until he has been first registered and has absconded after registration. The training there is excellent. He should be visited at least twice

a year while in the school by the member of the settlement to which he belongs, or if the settlement is a long way off, letters may be substituted.

(d) *Absconders (all ages) whether registered or not—*

As soon as a child becomes an absconder and is traced and if he is likely to abscond again and to wander into distant places where he cannot be easily traced, four sets of finger prints should be taken and kept by the Superintendent in the History Sheet. Then if the child absconds again and remain untraced for a month the finger prints should be sent to the likely bureau with a note that if traced the child should be sent back to the Children's Home under Rule 61 of the Bombay Criminal Tribes Rules of 1930.

(4) *Revision—*

(a) Every case should be reviewed by the Superintendent once a year after the annual school examination to see if the child can be suitably discharged from the Home. Information of progress of the parents and other close relatives to whom the child may be entrusted should be obtained and recorded in the History Sheet. Cases suitable for discharge should be sent to the Backward Class Officer for orders

(b) In particular, when the child has reached a position in which it is desirable to discharge it from the Day School, the position should be very carefully considered as experience has shown that to continue the children in the Homes or placing them in Hostels after that period has often not proved a success.

The usual principle to be followed is that the child should be discharged from the Children's Home on reaching the age for leaving Day Schools and not before that time. Cases for discharge at an earlier date will however be considered by the Backward Class Officer when it can be shown that the Home circumstances have changed very materially from the time when the child was put into the Home or where the parents are good.

(5) *After-care—*

(a) When a child is discharged on probation, the period of probation unless otherwise stated is always until the child reaches 18 years of age. All orders under section 17 of the Criminal Tribes Act, automatically expire when the age of the child reaches 18 years.

For boys who have left Day School probation Officers should preferably be clerks or Assistant Settlement Inspectors and not teachers. For children in the Day School, teachers, as a rule are preferable as Probation Officers.

(b) Where the child remains after discharge in the same settlement in which the Home is situated, the House father or other suitable person can supervise him.

Where the child after release goes to another place, the House father or the House mother should visit the child within 3 months of its discharge and thereafter visit once a year for 3 years and

keep in touch at other times with the child by correspondence up to the end of this three years.

(c) This should be done also if the lad is sent to the Reformatory school at Yeravda, in Bombay or to the Borstal School or to any other juvenile prison.

(d) Travelling allowance on the usual scale may be claimed for such visits. Superintendents may also make such visits as seem advisable and charge travelling allowance in the usual way.

(e) In addition to these visits and keeping in touch by correspondence, a local person should be appointed to watch over the boy or girl, by reference to the Manager of the Settlement. If he goes to reside in a village the Assistant Backward Class Officers (Settlement) or the nearest Manager should be asked to find a person in the village who will supervise and help him. Reports twice a year should be asked for from these supervisors. It is the duty of the Superintendent of the Home to ask each time for this report if it is not received and on receipt to file it in the History Sheet.

(f) An annual reunion should also be organized for the former inmates of the Children's Homes.

(6) *Classification of results*—

(a) Starting with those discharged from the Homes on or after 1st January 1926, cases should be classified as "satisfactory" or "unsatisfactory" and a note made in the Remarks column of the Admission Register to this effect. Cases should be classed as satisfactory three years after discharge unless—

(a) after discharge he has been registered ;

(b) after discharge he has been convicted in a Criminal Court ;
or

(c) dealt with departmentally for theft.

In the above cases he should be classed as "unsatisfactory".

(b) It is necessary for the Settlement to keep in touch by visits or letters with lads in a Reformatory School or in the Borstal School, and the manager should arrange that one of the staff visits him once a year and that the manager or some one of the staff deputed by him and well known to the lad should keep in touch with him by letters. These letters should give news of the lad's family and be the kind of letter one would write to a friend. Where the boy has gone to one of these institutions from a Children's Home it is the duty of the superintendent to carry out this work.

SECTION II—SPECIAL TREATMENT OF YOUNG OFFENDERS.

226. (a) The Honourable Chief Justice and Judges have under consideration the question of the proper treatment of young or adolescent criminals, and they desire to impress upon all magistrates the necessity of making themselves acquainted with the powers which they possess by law to deal suitably with such cases.

The relevant legislation is contained in section 562 of Criminal Procedure Code, the Reformatory School Act of 1897, the Whipping Act, 1909, and in places where it has been extended the Bombay Children Act, 1924.

(b) As to section 562, no definite limit of age is imposed. The Reformatory School Act is applicable in the case of male offenders under 15 years of age, or, in the special case of section 31, to offenders of either sex under 15 years of age. But that limit of age has been raised to sixteen years in places to which the Bombay Children Act has been applied. Those places are at present, the City of Bombay and the Municipal Borough of Lonawala. The Bombay Children Act applies to children under 14 years of age or young persons between the ages of 14 and 16. The Whipping Act deals both with adult male offenders and male offenders under sixteen years of age.

(c) In the majority of these cases short sentences of imprisonment are undesirable and should not be inflicted unless special reasons exist for doing so. Magistrates should therefore consider carefully whether the case falls within the provisions of section 562 of the Code of Criminal Procedure, or section 31 of the Reformatory School Act, and if so whether the procedure laid down by those sections is not appropriate. If the Magistrate feels that the case cannot properly be dealt with under those sections and that a sentence of fine is inappropriate, he should then consider whether section 2 of the Whipping Act, 1909, or in the case of Juvenile offenders that section or section 5 does not furnish a suitable penalty, or whether it may not be better to have recourse to sections 8 and 9 of the Reformatory School Act. In places where the Bombay Children Act is in force, and no children's court has been constituted the provisions of that act should also be remembered. For adolescent offenders between the ages of 16 and 21 or in places where the Bombay Children's Act is not in operation between the ages of 15 and 21 the Borstal Schools Act is applicable. The principles which should govern the selection of young offenders for Borstal treatment are the same as those laid down in the Home Department Circular No. 4871 '2, dated 5th July 1929 for selecting offenders for the Juvenile Jail at Dharwar which has been converted into a Borstal School, Dharwar. The minimum period of detention has been fixed at two years. In particular Courts should consider whether offence shows moral obliquity and reveals a tendency of character which can be corrected by training. A youth convicted of a single act of violence committed in moment of passion does not require Borstal Training and if his offence cannot adequately be punished except by imprisonment, he should be sent to the Juvenile section of an ordinary jail. Youths convicted of offences under sections 376 and 377 of the Indian Penal Code, are unsuitable for the Borstal School and should likewise be sent to the Juvenile section of an ordinary jail. On the other hand youths convicted of serious offences involving dishonesty are specially suited for Borstal treatment as also are youths against whom action is taken under Chapter VIII of the Criminal Procedure Co-

(G.O. No. 1111-IV(c) of 15th July 1931.)

(e) It is desirable that boys ordered to be detained in a Borstal School, should spend at least two years actually in the School and one year on license under section 14 of the Bombay Borstal Schools Act, 1929. The Governor in Council has no wish to interfere with the discretion of the Criminal Courts, who are empowered under section 6 of the Act to order a period of detention for any term not less than two years nor more than five years, but he desires to bring to the notice of the Criminal Courts the fact that not less than three years, and not more than five years according to the nature of the case is ordinarily the most suitable period.

(G.R., H.D., No. 507-V(b)-II of 14th October 1931.)

(Bombay High Court Circular No. 3350 of 22nd June 1928.)

227. Cases have been brought to the notice of the Honourable Chief Justice and Judges of youthful offenders having been sentenced to undergo simple imprisonment; some of these cases were of proceedings taken under section 109 of the Criminal Procedure Code, and the amendment of section 123 of the Code by the Act X of 1926, appears to have been lost sight of in such cases.

(b) Their Lordships desire to impress upon all magistrates, the advisability of imposing the punishment of rigorous imprisonment as a general rule, in preference to that of simple imprisonment, on juvenile offenders, as they consider it very undesirable, that a person at a most impressionable age to whom physical activity is a wholesome necessity, should be allowed to sit in absolute idleness, not infrequently for months together.

(c) It should also be remembered that under the amended subsection (6) of section 123 of the Criminal Procedure Code, imprisonment for failure to give security for good behaviour where the proceedings have been taken under section 109 or section 110 can be rigorous or simple as the Court or Magistrate directs.

(Bombay High Court Circular No. 6141 of 27th September 1928.)

228. *Troublesome children between the ages of 6 and 15 who prove troublesome or absent themselves from school very often—*

(1) The class masters are primarily responsible for absentees. They should try their utmost to bring the boys round and make them attend the school regularly. Masters are expected to visit the huts of boys likely to be truant and bring them to school before the school begins. Next the Head Masters to whom the class masters report should use the influence and help the class masters.

(2) The Managers should keep a general check and look after cases reported to them but the head master should not bring cases to the Manager until he has failed himself by using methods 1, 2, 3 below to control the boy. Generally the following methods should be adopted :—

- | | | |
|-------------------------|----|---|
| (1) Warning | .. | } By the head master or the head
mistress of the school. |
| (2) Detention in school | .. | |
| (3) Caning | .. | |

- | | | |
|---------------|----|---|
| (4) Fining | .. | } Settlement Committee for juvenile delinquents with the Manager as Chairman. |
| (5) Probation | .. | |
| (6) Home | .. | |
- (3) A warning may also be given by the Settlement Committee, that the child brought before them for truancy or absence would be put on probation, if the child does not abide by the order during two months and the proceedings of the Committee be postponed for two months. If the child again plays truant in the two months, the proceeding may be completed and the child placed on probation.
- (4) Ultimately if these methods fail the Settlement Committee for Juvenile Delinquents should recommend to the Backward Class Officer that the child should be placed in a Children's Home.

SECTION III--WOMEN'S HOME, HUBLI.

229. This is a Rescue Home managed by S. P. G. Mission, Hubli, attached to the Settlement to which can be sent those widows and other fallen women who occasion scandal in any of the settlements in the Presidency, and kept there until they have recovered their balance and are able to go back or until they are married to suitable husbands.

230. The S. P. G. Mission is required to appoint a Lady Superintendent for the Home. No woman shall be admitted except by order of the Backward Class Officer. In very urgent cases settlement managers may send a woman direct to the Home, submitting a report at once to the Backward Class Officer, but settlement managers are warned that this should not be the common procedure.

231. The History Sheet and other necessary papers dealing with her case should be sent along with the woman. Except where they are modified by special rules the ordinary settlement rules apply to persons in this Home.

232. No person other than those authorized by the Lady Superintendent shall be permitted to enter the premises. No inmate of the Home, shall go out of the Home, unless accompanied by one of the staff of the Home except by special or general permission of the Lady Superintendent.

233. The Lady Superintendent of the Home should keep in touch with women who have left the Home, through periodical visits by herself or by some other person appointed by her or through friendly letters to the woman. Travelling expenses for these visits will be defrayed by Government. Copies of the History Sheets and records of the After-care, work should be permanently kept by the Lady Superintendent of the Home but on transfer if she is registered the original History Sheet should accompany the woman if she goes to a settlement.

234. The Hubli Girls' Home has been declared by Government under the powers conferred on them by sub-section (1) of section 541 of Cr. P. C. (1898) (V of 1898), as one of the institutions where girls below 16 years

of age liable to be imprisoned or committed to custody under the said Code shall be detained.

(G.R., H.D., No. 711/2 dated 9th September 1929.)

235. Sanction is also accorded to the grant of maintenance charges for the juvenile female convicts sent to this institution at the rate of Rupees 15 (fifteen) per mensem per head.

(G.R., H.D., No. 711/2 dated 9th September 1929.)

SECTION IV—REFORMATORY SECTION OF BIJAPUR AND NIRA PROJECT SETTLEMENTS.

Rules framed for the Reformatory Section of Bijapur Settlement.

236. These rules are in addition to those sanctioned by Government under their No. 9356-III 68/2 of 23rd June 1931, Home Department, called the Bombay Criminal Tribes Rules, 1930.

Definitions.—Settlers in the reformatory section of the Bijapur Settlement are divided into four classes :—

A Class.—A registered settler who has been an inmate of another settlement but on account of his tendency towards committing crimes of frequent abscondings is declared as needing special control and hence is placed in this section.

B Class.—A registered settler who was never before placed in a settlement but on account of his criminal record, or because he states that he has no family and thus is specially liable to abscond, it is thought advisable to place him in this section.

C Class.—A registered settler who is not himself or herself bad enough to be placed in the reformatory section or fit to be classed as A or B, but, he or she is transferred to the reformatory section as his wife or her husband is classed under A or B and placed in the special section.

D Class.—Unregistered but authorized settlers who are dependent on A, B or C Class settlers.

Period of Detention.

(2) Settlers of the A Class—

(a) shall remain in the Reformatory section for a minimum period of four years. After four years they will be transferred to an ordinary settlement unless their conduct in the reformatory section has been unsatisfactory. If they are convicted for any offence under the Indian Penal Code or Criminal Tribes Act, this period of four years of detention shall be counted from the date of their return to the reformatory section on release from jail.

(b) Settlers of the B Class shall remain until it seems safe to transfer them to an open settlement. In particular if they have previously refused to give information of the whereabouts of their family but after joining the settlement they give this information and bring them, the question of transferring them to an open settlement should be considered.

(c) Settlers of the C or D Class will be transferred to other settlements with their principal settler to whom they are dependent or for whose fault they were brought to the reformatory settlement.

All order for transfer to the reformatory section must be sanctioned by the Backward Class Officer.

Restrictions.

(3) Settlers of the A Class—

(a) shall be restricted for the whole of the 24 hours to the main compound for the first 2½ years. If after the above period they show signs of improvement and also furnish a security for Rs. 50 in the prescribed form before the Assistant Backward Class Officer,

may be allowed by him to work in the town during the day time only. Their area of restriction from sunrise to sunset will be 3 miles from the main compound of the reformatory settlement and from sunset to sunrise the main compound of the reformatory section only. They should not leave these places of restrictions without a pass.

(b) Settlers of the B Class shall be restricted for the whole of the 24 hours to the main compound for the first six months. If after that period they show signs of improvement and also furnish a security for Rs. 50 in the form before the Assistant Backward Class Officer and they may be allowed by him to work in the town during the day time only. Their area of restriction from sunrise to sunset will be 3 miles from the main compound of the reformatory section and from sunset to sunrise the main compound of the said section only. They should not leave these places of restrictions without a pass.

(c) Settlers of the C and D Classes are restricted to the main compound of the reformatory section from sunset to sunrise only. From sunrise to sunset they are allowed to go for work up to a radius of 3 miles from the reformatory section.

(d) The doors of rooms of settlers of A and B Classes shall be locked up at night from 9 p.m. to 5 a.m., unless exempted by the Assistant Backward Class Officer. If the principal settler is a woman or an infirm or old person the door of the room need not be locked.

(e) The settlers of A and B Classes while restricted to the main compound, may be sent to work outside the settlement under the escort of a guard or Head Guard, if they have furnished security. One guard should not be entrusted with more than 15 settlers. They should return to the main compound at sunset.

(f) The settlers of A and B Classes while restricted to the main compound may be allowed to go in the bazaar in the day time under escort of a guard, Head Guard or peon. One guard, Head Guard or peon should not be entrusted with more than three settlers at a time. Bazaar passes should be issued for such purposes.

(g) The settlers of A and B Classes as may be put to agricultural work in Mahal Bagayat Survey Nos. 312 and 314 and "Khandak" in possession of the Settlement Department or any other land cultivated

by the Settlement Department. The number of such settlers should not be more than 10 under the escort of one guard.

Leave and Passes.

(4) During the first year of residence no passes should be given to the settlers of A or B Class.

(b) During the second year if the conduct of the above settler is good and if he has deposited Rs. 10 in cash or in ornament worth Rs. 15 a pass for five days may be given.

(c) During the third year of residence if his conduct remains satisfactory and if he has deposited a sum of Rs. 20 or an ornament of Rs. 30 he may be given 1 or 2 passes the total period of which should not exceed 12 days.

(d) During fourth year of residence if his conduct remains satisfactory and if he has deposited Rs. 40 or an ornament worth Rs. 60 he may be granted 1 or 2 passes the total period of which should not exceed 14 days.

(e) Passes for further years may be given as for the fourth year.

In addition to the above deposits settlers should also furnish security before obtaining pass.

(f) The Assistant Backward Class Officer may reduce amount of deposit or exempt any person from depositing money or ornament in special cases.

(g) On transfer from the special section the deposit, if any, should be paid to the persons or transferred to the settlement accounts where he is transferred.

(h) Leave for 5 days only in the case of a telegram received from the Manager of another settlement of the sickness of the wife, parents or children of the settler which may in the opinion of the Manager or a Medical Officer end fatally may be given. The days of pass will be counted as leave in advance. In such cases the papers shall be afterwards sent to the Backward Class Officer.

(i) For marriage and all other cases leave must be obtained from the Backward Class Officer beforehand if the leave is not due according to the above rules.

(j) The Manager of ordinary settlements should give notice to the Manager of Bijapur Settlement, of their intention to grant passes to the settlers wishing to visit relatives at the reformatory section and should await his certificate that there is no objection before granting the pass. This procedure should only be departed from in urgent cases and in such cases the intending visitors should be informed that he must go first to the Manager of the Bijapur Settlement, who will grant the interview if he thinks fit.

The Manager, Bijapur Settlement, may restrict the duration of visit or insist on the presence of an official or peon during the interview, if he considers this is necessary.

MANAGEMENT.

Roll Call.

5. There shall be two roll calls every day. First roll call at 7 p.m., second roll call at 8-30 p.m.

The first roll call is for settlers of A and B classes who are restricted during the day time also to the main compound and whose rooms are locked at night.

All other registered settlers should give the second roll call only.

The rooms to be locked should be locked by 9 p.m.

The roll call should be taken by the Manager or Assistant Manager or clerk or Head Guard as ordered by the Manager inside the compound walls.

A check roll call should be taken at night at any time not less than once a week by the Head Guard and not less than once a month by the Manager or Assistant Manager or in their absence by a senior clerk.

Dogs shall not be kept by the settlers unless permitted by the Manager.

6. Women settlers without adult male members in their family should be confined, to the women's section instead of to the main compound. The other rules will remain the same.

7. If a reformatory section of another settlement is organized the period of detention of a settler may be served in either of the two reformatory sections according to administrative convenience.

8. The above rules apply to the Reformatory Section of the Nira Project Settlement also.

CHAPTER XI—GUARD FORCE RULES.

SECTION I—KIT.

237. Rules regulating the discipline, the dress, Kit and clothing of Head Guards and guards are given in separate pamphlet which is supplied to the guard force, to which reference should be made.

238. Buckle numbers should be painted on the front of the kit box at the right side, so that they can be easily seen by the Inspecting Officer.

239. Head Guards and guards are supplied with note books, in which they should make proper entries in brief of the duties performed by them daily. These note books should be initialled by either the Managers or one of the senior staff of the settlement appointed by the Manager for this purpose. The note books of the guards however should first be checked and signed by the Head Guards and then countersigned by the Managers or the member of the staff appointed by them.

SECTION II—RULES FOR THE CUSTODY AND USE OF ARMS BY THE
GUARDS' FORCE AT PRESIDENCY CONSTRUCTION SETTLEMENT
AND BIJAPUR SPECIAL SETTLEMENT.

240. The muskets should be kept on a stand which should be locked, so that the muskets cannot be removed. The key of the stand should be with the Head Guard on duty. The stand should not be in a place accessible to settlers.

241. Forty cartridges are supplied for each musket. Of these 10 for each musket should be kept in a safe, the key of which should be with the Head Guard on duty. This safe should be an iron one and be chained to a post so that it cannot be moved. At the time of his relief, the cartridges and muskets should be counted by the relieving Head Guard, who will be held responsible to report immediately to the Manager any defect or deficiency. He should also report without fail the receiving of the keys of the stand and safe to the Manager immediately on taking charge. The remaining 30 cartridges for each musket should be kept by the Manager in his safe.

242. Two Head Guards and at least four Guards in each settlement should be trained through the Police Department to use the arms. No Head Guard or Guard who is not trained should use the arms. Each Head Guard and Guard must receive permission by the Backward Class Officer to go for this training and ordinarily Head Guards and Guards of less than two years standing will not be so permitted.

243. Every time the arms are used, except for training purposes, an immediate report should be sent to the Backward Class Officer and a copy to the Local District Magistrate. The arms may only be used for:—

(a) Dispersing an unlawful assembly. The order in this case must be given by a Magistrate or an officer of a Police Station as mentioned in Chapter IX, Criminal Procedure Code.

(b) Private defence under the provisions of sections 96 to 106, Indian Penal Code.

To fire without an order from a Magistrate or an Officer in charge of a Police Station, the life of some one must actually be in danger. Generally speaking firing should only be resorted to in the last extremity when the life of a member of the staff or other person is endangered, and no lesser remedy is likely to prove effective. Firing might be used, however, if a settler becomes in a frenzy, and goes about killing other settlers, and he cannot otherwise be overpowered.

Firing cannot be used to prevent a settler from escaping. But firing is justifiable when it can be demonstrated that no lesser means would be effective against any person committing or attempting to commit :—

- | | | | |
|----------|----|----|---|
| First | .. | .. | Robbery. |
| Secondly | .. | .. | House breaking by night. |
| Thirdly | .. | .. | Mischief by fire committed on any building, tent or vessel which building, tent or vessel is used as a human dwelling place, or as a place for the safe custody of property. |
| Fourthly | .. | .. | Theft, mischief or house trespass under such circumstances as may reasonably cause apprehension that death or grievous hurt will be the consequence, if such right of private defence is not exercised. |

244. To bring out the arms needlessly might irritate the settlers and cause them to use violence, and so they should not be brought out unless it is really likely that they will be needed.

245. When however firing has to be resorted to, firing in the air is not permissible, the firing must be at the person or persons causing the trouble.

The Managers are responsible for seeing that all those who are authorised to use the weapons understand these rules and to impress upon them the very serious results which might come to them if they fired their arms without due cause.

CHAPTER XII—ACCOUNTS.

SECTION I—MONEY TRANSACTIONS GENERALLY.

246. Attention of Heads of Offices is drawn to the necessity of strictly adhering to the provisions of Act 1 of the Civil Account Code, Volume 1 and Treasury Order No. 7 which enjoin prompt payment of Government money into treasury and prohibit appropriation of departmental receipts to departmental expenditure without special authorization (Government Circular, Finance Department, No. 3160 of 24th April 1924).

Note.—In certain cases, for instance, when money is received from Co-operative or Credit Societies formed in Settlements, Government servants will be permitted to open a separate account in the Postal Savings Bank, or a Branch of the Imperial Bank of India where one exists or with any other local Bank.

Special rules also apply to the Factory or Construction or Coupe Accounts of Bijapur, Presidency Construction Settlement and Nira Projects Settlement and Khanapur.

SECTION II—CASH BOXES AND CHESTS.

247. Government have delegated to all Collectors the power to authorize the deposit of cash chests of other Government Departments in the Treasury for safe custody and Managers of Settlements are therefore directed to lodge their cash boxes, after having obtained previously the permission of the Collector, in the nearest treasury or sub-treasury.

248. Ordinarily the balance of cash in the Settlement Treasury should not be allowed to exceed Rs. 100 where there is no safe or Rs. 200 where there is a safe and any amount exceeding the above limit coming into the hands of the Manager should at once be put in the cash box which should forthwith be lodged in the nearest treasury.

If any Manager finds it necessary to keep his current balance at more than Rs. 200 in the Settlement Treasury express sanction of the Backward Class Officer should be obtained.

SECTION III—DEPOSITS.

249. The deposit amount of a settler taken under the Bombay Criminal Tribes Rules of 1930 for good behaviour should not be credited into the Treasury but the Post Office five Years' Cash Certificates should be purchased. All Managers are authorized to purchase in the name of the Manager concerned a five years' cash certificate in their official capacity, i.e. the Manager of the settlement and not in their personal names. In case of forfeiture of security the Manager of the settlement should take sanction of the Backward Class Officer and cash the Certificate and credit the amount direct into the treasury. In case of fulfilment of the terms of security the Manager should cash it and pay it to the settler. In case the settler is transferred to some other settlement in the meanwhile the cash certificate should be sent by registered post to the Manager of that settlement (to which the settler is transferred) by changing the certificate in the name of the Manager of latter settlement.

(Please *vide* Rules 4 and 4a of Post Office 5 years' Cash Certificate Rules, which can be had at any Post Office doing savings banks business.)

250. All Managers should submit to the Backward Class Officer a quarterly return in the prescribed form. A register for deposits should also be maintained in the prescribed form. In order to have this register complete in itself, the reason for the deposit and the dates of encashment of the certificates in case of forfeiture and credit into the treasury should be noted in the register.

SECTION IV—PREPARATION, CHECKING AND SIGNING OF BILLS.

251. Erasures and over-writings in vouchers or bills are absolutely forbidden, if any corrections be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each correction or any interpolation deemed necessary should be authenticated by the Head of office, who should set his dated initials against each. (Sub-Rule 27 under Treasury Orders.)

252. Under Treasury Order 26, every officer who draws bills payable at a Treasury is required to furnish a facsimile of his signature to the Treasury Officer. In order to enable the Treasury to identify the signatures of drawing officers, Government desire that such officers should sign their names legibly and adhere closely to the specimen signature furnished by them in all bills presented by them for payment.

(G.R., F.D., No. 2236 of 4th July 1910.)

253. All individual items in bills whether they pertain to salaries or allowances of any description, pensions or travelling allowance or represent deductions of some sort should be calculated to the nearest anna (fractions below $\frac{1}{2}$ an anna being omitted and $\frac{1}{2}$ an anna or over being reckoned as one anna) except in cases specified in clauses (a), (b) and (c) of paragraph 2 of Government of India letter, Finance Department, No. 756-A of 6th October 1921.

(G.Rs., F.D., No. 893 of 26th November 1921, 8th November 1925 and 23rd September 1926.)

254. In case of claims in travelling allowance bills, the Accountant General, Bombay, has ruled that under clause 2 (III) of sub-rule 26 of Financial Publication No. II of the Government of Bombay, inserted by correction No. 48 dated 19th October 1928 pies should be eliminated only from payments to Government servants, i.e., for each claim and not individual items.

(Accountant General's letter No. D.A.VIII-F/576 dated 3rd May 1929.)

255. Managers in charge of Criminal Tribes Settlements who are Government officers in receipt of a monthly pay of Rs. 85 or more and gazetted officers under the Backward Class Officer should be treated as Heads of Offices for the purpose of preferring their own salary bills and those of the establishments subordinate to them. They should also be permitted to draw money from treasuries on contingent bills counter-signed when necessary.

(G.R., F.D., No. 1409 of 10th January 1927 and G.R., H.D., No. 7270 of 23rd May 1925.)

256. Managers in charge of settlements controlled by voluntary agencies should be treated as "Heads of Offices" for the purpose of preferring paybills of such members of their establishments and for such travelling allowance bills as are payable by Government. They are also authorised to prefer countersigned contingent bills.

(G.R., H.D., No. 7270 of 23rd May 1925.)

257. The Office Superintendent of the Backward Class Officer (though a non-gazetted officer) is declared as a Head of Office for the purpose of preferring paybills, Travelling Allowance bills and Contingent bills.

(G.R., H.D., No. 1409 of 15th March 1927.)

CHAPTER XIII—DAY BOOK.

SECTION I—THE WRITING OF A DAY BOOK.

258. The cash book of the permanent advance should be maintained in Treasury form 2B E and written as follows :—

(a) Each credit and debit entry should be numbered serially commencing from the first day of the financial year.

(b) Each credit voucher must show a corresponding entry in the Day Book on credit side.

(c) The entries in the Day Book should be as brief as possible as full details can be obtained from the respective credit vouchers.

(d) Same as (c) above for the debit side but in addition the consecutive numbers of the entries in the Day Book (otherwise called voucher numbers) should be given to each voucher debited to Day Book.

259. The Accountant when taking the bill to the signing officer will take with him the Permanent Advance Day Book. The signing officer will then compare the amounts of the bill with the amounts already debited to Day Book. After the bill is signed the Accountant will send it to the Treasury for encashment.

260. The actual cash received on a bill should be credited on the day of its encashment in the Day Book, the cash order or Remittance Transfer Receipts, on the date of their receipt from Treasury. The cash will be debited (if not already debited and if it had exceeded the balance of permanent advance, when the bill was prepared) as usual according to the dates of actual disbursements. Cash orders or Remittance Transfer Receipts, will be debited on the dates they are despatched to the payees concerned.

261. After the day's transactions the balance should be struck and the day book should be sent up for the signature of the Head of Office.

262. The same procedure should be adopted in writing up the day book in Manager's office as well as in the main office, except that the cash is with Managers in the case of Government Settlements and with the Accountant in the main office.

SECTION II—RECEIPTS.

263. Receipts for all moneys received otherwise than from the Treasury should be passed on Receipt Book, Form Gen. 113 e. These receipts should be prepared by carbon process with indelible pencil.

A register of all receipt books received either from the Backward Class Officer or from the Superintendent of Government Printing and Stationery should be maintained and in it the issue of every receipt book taken for use should be debited. All spare receipt books should be kept under lock and key so that the other staff may not have access to them.

264. All revenue of each settlement such as Departmental fines, sanitation tax, rent of lands, sale proceeds of stolen articles, forfeited

deposits and miscellaneous items should be credited into the Treasury under the head "XVIII-Jails and Convict Settlements—Jails—receipts on account of Criminal Tribes Settlements". These recoveries cannot be reappropriated for making service payments. The amounts realised as receipts should be remitted weekly into the Treasury but when they exceed Rs. 25 they should be paid into the treasury at once. The revenue realised should be recorded by sub-heads in the Register of Revenue on the dates of receipt and payment into the Treasury. The entries should be initialled by the Head of Office.

265. In Settlements controlled by voluntary agencies sanitation tax and rent of lands may be credited to their own funds.

SECTION III—DEBIT VOUCHER FILE.

266. For each entry on the debit side of the day book, a voucher must be kept on the debit voucher file and arranged according to the serial numbers of the entries in the Day Book. After the day book is signed the vouchers may be sorted out for preparation of contingent bills, according to the class of expenditure to which they belong. When it is not possible to support a payment by a voucher a certificate of payment prepared in manuscript signed by the disbursing officer and endorsed by his superior officer should always be placed on record. Full particulars of claims should invariably be set forth.

267. When expenditure is incurred for informants on such items as tea, coffee, sweets and different kinds of drinks, etc., and when vouchers could not be obtained owing to the unwillingness of the informants to sign the receipts the following instructions are to be observed:—

(1) Where absconders are caught rewards should be given, which should be so fixed as to cover all such sundry expenses.

(2) Where no rewards are proposed to be given, a report setting forth full and clear particulars of the expenditure incurred should be made to the Backward Class Officer through the Assistant Backward Class Officers. The Backward Class Officer will order the expenditure to be treated either as wages or free grants to informers. The order of the Backward Class Officer coupled with the receipt of the Head Guard or Guard or any other person who spends the money on the spot should be accepted as a final voucher. It should be noted that such expenditure should be incurred only in exceptional cases and should be strictly limited.

SECTION IV—PERIODICAL AUDIT OF SETTLEMENT ACCOUNTS.

268. It is the duty of the auditor and his staff, working under the Backward Class Officer to place their services at the disposal of the Assistant Backward Class Officers who should arrange for the inspection of the accounts in the settlements in their respective circles at least once in a year. Where the auditor cannot do this the Assistant Backward Class Officer's staff should undertake the work.

CHAPTER XIV—BUDGETS.

SECTION I—PREPARATION OF BUDGET ESTIMATES IN THREE PARTS.

269. Detailed information on the preparation and submission of Budgets will be found in Chapter XIV Sections i-vii of the Financial Rules under Devolution Rule 37 (e) pages 93-102 and in Chapter XI, pages 86-89 of the Civil Account Code.

The Controlling Officer for the Criminal Tribes Settlement Department budget is the Backward Class Officer.

The estimates should be prepared in three parts.

(a) Part I-A—relating to provision for gazetted and personal salaried officers.

Part I-B—relating to standing charges, i.e. charges which though they may vary from year to year are nevertheless not dependent upon the volition of the Head of the Department, e.g. permanent non-gazetted establishment, fixed travelling allowance and conveyance allowance, duty allowance and local allowances to permanent staff, contract contingencies, etc.

(b) Part II—Section A—relating to charges, which though not connected with new items of expenditure, are nevertheless liable to fluctuate materially from year to year, and which require to be scrutinized by Government, before they can go into the Budget.

(c) Part II—Sections B and C—relating to entirely new objects of expenditure including all items for which it is desirable to obtain the approval of the Finance Committee or for which such approval has already been obtained before the preparation of the estimates.

(d) Revenue budget estimates to be provided under “XVIII-Jail and Convict Settlements—Settlement of Criminal Tribes”.

(G.R., F.D., No. 270 of 2nd June 1922.)

270. The date prescribed for the submission of the estimates should be strictly adhered to.

(G.R., F.D., No. 270 of 2nd June 1922.)

271. When sending a statement of the Budget Provision for Repayable Advances, under Provincial Loans and Advances every year, to Finance Department a copy of it should be sent to Government in the Home Department.

(G.L., H.D., No. O/18378-E of 1st December 1926.)

SECTION II—SCRUTINY OF ESTIMATES TO PREVENT EXCESSIVE BUDGETTING.

272. The state of public finances demands the utmost economy and officers concerned are warned against the too common assumption that the current year's estimates can be taken without further scrutiny to be the starting point for those of next year. Every Controlling Officer is enjoined personally to scrutinize with thoroughness the estimates of

each year before making them basis of his budget demands, and to remove every doubtful item. Carelessness in this respect must lead either to wasteful expenditure or excessive budgetting hardly less wasteful.

(G.R., F.D., No. 270 of 7th September 1925.)

Intimation of Grants.

273. As the Accountant General, Bombay, now conducts appropriation audit against the primary units and the secondary units "Travelling Allowances" and "Contract Contingencies" under each controlling officers only, the controlling officers should be informed that it is not necessary to send to Accountant General the distribution statements of all fluctuating grants.

(G.R., F.D., No. 720 of 15th January 1927.)

SECTION III—CHECK OVER EXPENDITURE.

274. With a view to watch the progress of expenditure against the sanctioned budget grants, Heads of Departments under the Home Department are requested to submit to Government a return in the form appended to Government Resolution, Home Department, No. 6430 of 28th June 1926 for the last quarter of each financial year showing the statement of actual expenditure incurred up to 31st March. The following instructions should be followed in submitting them :—

(1) The statements should contain information about grants controlled by the Home Department only.

(2) The grants under various budget heads should not be mixed up but should be shown separately.

(G.Re., H.D., No. 620/3 of 28th April 1932 and 17th June 1932.)

275. No Department of Government should sanction allotments later in any year than the 15th of February except in urgent cases and provided that the spending officers themselves feel certain of being able to utilize them. Controlling officers will be held responsible for the prompt surrender of lapses or savings as soon as such lapses or savings can be foreseen.

(G.R., F.D., No. 5239 of 27th January 1927.)

276. The ultimate responsibility of keeping expenditure within the grant lies with the Backward Class Officer as a Head of Department. He will have therefore to see that the amount allotted to any officer subordinate to him is not exceeded without permission and for this purpose he will require from each subordinate officer a statement of his expenditure for the month and of his total expenditure up to date. This statement should be in the form No. 1 accompanying Government Resolution, Finance Department, No. 2613 of 27th March 1925 or in the revised form as shown in Appendix I1 of Government Resolution, Finance Department, No. 2613 of 1st October 1927, and must be despatched by the subordinate disbursing officer as soon as possible after the close of the month. The

expenditure against the entries "work bills", "invoices", etc., and the adjustments communicated by the audit office should be supported by lists A and B printed as Appendices III and IV to Government Resolution, Finance Department, No. 2613 of 1st October 1927. The controlling Officer will on receipt of these statements post them at once in a register kept in form No. 2 accompanying Government Resolution, Finance Department, No. 2613 of 27th March 1925.

277. The Controlling Officer or the Backward Class Officer should send to the Accountant General, Bombay, monthly statements of expenditure by primary units, so as to reach him not later than 20th of the month following that to which the accounts relate. These monthly statements should be either in the form accompanying Government Resolution, Finance Department, No. 2613, dated 4th June 1926, or in the revised form as shown in Appendix V of Government Resolution, Finance Department, No. 2613, dated 1st October 1927. In these statements, expenditure on "Pay of Officers", "Pay of Establishment" and allowances drawn along with pay should not be included. The Accountant General will send to all controlling officers monthly statements showing booked charges under these units for the month and progressive totals including them. On receipt of the statement from the Accountant General, Bombay, Controlling Officers will enter the figures in their own registers and watch the progress of expenditure against the sanctioned grants.

To prevent inclusion in the monthly cash totals of bills which will not be cashed until the following month, it is directed that when a bill other than a bill for "Pay of Officers" and "Pay of Establishment" when no fixed allowances are drawn along with pay, is presented at a treasury or sub-treasury for payment, a small slip, annexed as Appendix I to Government Resolution, Finance Department, No. 2613 of 1st October 1927 (Gen. 188 e), should be attached to it duly signed by the disbursing officer. The slip should be returned to the officer with cash or cheque duly stamped "Paid" with the treasury seal and with the number and date of the treasury voucher noted on it. Where a bill is made over to an outsider, e.g. a contractor, for direct receipt of payment at treasury, the slip should be sent by the Paying Treasury Officer to the Government Officer who has drawn the bill. In the case of bills paid at sub-treasuries, the slip should not be detached by the sub-treasury staff but should be sent along with the bill to the District Treasury, where the Treasury Officer should assign treasury voucher number and date and return the slip to the drawer of the bill. All officers should see that these slips are received in respect of all bills drawn by them and institute enquiries when there is undue delay. All disbursing officers should prepare a subsidiary statement, giving a brief description of the charge and the amount of the bill and also enter the treasury voucher numbers of bills for which slips are received and submit the statement to the Backward Class Officer along with the monthly statement of expenditure to be submitted by them.

278. In order to avoid disputes about discrepancies in the figures the Backward Class Officer should intimate to the Accountant General,

Bombay, on every bill the classification which he desires should be followed. It should be noted that the Accountant General, Bombay, will hereafter insist upon Treasury Officers refusing to cash any bill on which the head of classification has not been entered. Any error of classification that may be corrected later in audit should however be communicated to the Controlling Officer.

(G.R., F.D., No. 2613 of 1st October 1927.)

279. All Heads of Offices should submit punctually in the first week of the month following that in which the expenditure is incurred, statements of expenditure item by item, in respect of each primary unit, in the prescribed forms and prepared according to the instructions given in Backward Class Officer's Circular No. 1659, dated 17th March 1926.

CHAPTER XV—CONTINGENCIES.

SECTION I—ACCOUNT CLASSIFICATION.

280. All charges incurred by this Department are divisible into the following primary units, under the major head "25-Jails and Convict Settlements" :—

I. Charges in connection with the Settlement of Criminal Tribes :—

- (1) Pay of Officers.
- (2) Pay of Establishment.
- (3) Allowances and Honoraria.
- (4) Contingencies.

II. Contingencies are again divisible into four kinds :—

- (1) Contract Contingencies.
- (2) Non-Contract Contingencies—
 - (a) Audited but not Countersigned contingencies.
 - (b) Countersigned contingencies.
- (3) Supplies and Services.
- (4) Special charges.

Preferring Officers should note the above classification to be entered on bills.

281. Separate bills should be preferred for recurring items such as rents, fees, rewards, ~~capitation~~ grants, grant-in-aid, etc.

The items of rewards and fees paid to Government servants should be classed under "Allowances and Honoraria" and those given to private persons should be classed under "Contingencies."

At the top of each bill it should clearly be stated in red ink whether the rewards are paid to Government servants or private persons.

(G.Rs., F.D., No. 2603 of 6th September 1923 and 18th February 1926 and A.G.'s No. T.A. I-Dhar. 4/4191 of 20th March 1926 and Backward Class Officer's No. 1659 of 17th March 1926.)

282. The following regrouping of Contingencies has been provisionally sanctioned by Government for this Department :—

(a) Contract Contingencies.

- (1) Lighting charges including charges for consumption of electric energy.
- (2) Purchase of books, etc., for school children.
- (3) Stationery for school children (local purchase).
- (4) Purchase of apparatus for schools and dispensaries.
- (5) Miscellaneous office expenses.
- (6) Repairs of furniture.
- (7) Carriage of tents and records and kit, etc.
- (8) Binding charges.
- (9) Peons' uniform and belts.
- (10) Pay of menials.
- (11) Brass badges for peons.
- (12) Purchase of furniture.

- (13) Petty supplies.
- (14) Repairs to arms and accoutrements.
- (15) Repairs of tents.
- (16) Conservancy charges.
- (17) Uniform and equipment of Head Guards and Guards.
- (18) Washing charges in a dispensary.
- (19) Petty printing at private presses.
- (20) Telephone charges.
- (21) Water supply.

(b) Countersigned Contingencies.

- (1) Boarding charges.
- (2) Epidemic expenses.
- (3) Purchase of tools and plant.
- (4) Scales and Weights.
- (5) Way charges of escorts.
- (6) Purchase of medicines and chemicals and sera and vaccine.
- (7) Diet charges.
- (8) Barbar's charges for cutting hair of school boys.
- (9) Farm charges.
- (10) Transfer expenses of settlers.
- (11) Free grants to settlers.
- (12) Garden charges.
- (13) Magic Lantern and slides.
- (14) Purchase of foreign periodicals.
- (15) Purchase of newspapers and periodicals.
- (16) Purchase of raw materials.
- (17) Sanitation charges.
- (18) Workshop charges.
- (19) Rents, rates and taxes.
- (20) Infant welfare work.
- (21) Office and school rent.
- (22) Subscription to Agricultural Magazine.
- (23) Secret Service money.
- (24) Road money and Railway fare and maintenance charges to convicts ordered to be placed in settlement.
- (25) Prizes to students.
- (26) Any other item of contingent nature not specifically classed in any of these statements.

(c) Non-countersigned Contingencies.

- (1) Postal charges (where cash and not stamps are used).
- (2) Service Postage and Telegram.
- (3) Purchase of handcuffs.
- (4) Rebrowning of arms.

(d) Special Contingencies.

- (1) Purchase of bullocks, carts and implements.
- (2) Purchase of equipment for Manual Training Classes.

- (3) Purchase of tents.
- (4) Compensation for land.
- (5) Land charges.
- (6) Purchase of books, publications and maps.
- (7) Electrical installation.
- (8) Purchase of cycles, safes, tell tale watches, clocks, cash boxes, record stands, shelves, etc.
- (9) Purchase of furniture for a newly created office.
- (10) Acquisition of land for settlement.
- (11) Advertising charges.
- (12) Purchase of land.
- (13) House rent for staff.
- (14) Capitation grants payable to Voluntary Agencies.
- (15) Children's Home expenses.
- (16) Women's Home expenses.
- (17) Grants-in-aid.
- (18) Scholarships.

(e) Supplies and Services.

- (1) Charges for tracing absconders.
- (2) Miscellaneous rewards below Rs. 100.
- (3) Exhibition charges.
- (4) Free distribution of quinine in malarial centres.
- (5) Poultry farming charges.
- (6) Purchase of quinine treatment.
- (7) Welfare work amongst settlement women and children.
- (8) Expenses of weaving industry.
- (9) Cultivation charges.
- (10) New settlement works.
- (11) Works and repairs—Petty works, current and special repairs.

The above classification is provisionally sanctioned.

(A.G.'s No. D.A.-III-S.D. 25/1566 of 1st October 1931.)

SECTION II—CONTINGENT BILLS.

283. In preparing contingent bills for items of contract and not countersigned contingencies General Form 23 (e) should be used. These bills do not require the countersignature of Controlling Authority.

All other contingent charges should be billed in form No. General 11 (e) and 15 (e) and separate bills should be preferred where necessary (*vide* Rule 281).

284. Bills for charges on account of works carried by the Criminal Tribes Department should be preferred on Forest Department (Form No. 32) form with certain modifications and additions made therein to suit the requirements of the preferring, countersigning and paying officers.

(A.G.'s No. D.A. III-25-C.T.S.O. 1085 of 19th August 1927.)

285. The authority sanctioning the charges should invariably be quoted against each item in the body of the bill. When the charge is

incurred under the Manager's own authority a note to that effect should be made. For charges of a recurring nature, the month to which it relates, the date of payment and the date of last payment should be stated.

The allotment, the total expenditure and the balance should be filled in from the entries of the contingent register on the reverse of the bill in the space provided. The certificates printed on the reverse of the bill should be carefully attended to and amended or modified or scored out where necessary. Voucher for sums up to Rs. 25 inclusive should be retained by the Heads of Offices and cancelled under their own signatures but not destroyed until attested by a gazetted officer of this Department, or by the Office Superintendent for settlements in direct charge of the Backward Class Officer.

286. Those for sums above Rs. 25 should be attached to the countersigned bills sent to the Controlling Officer. Drawing Officers should particularly note that they should write the words "Under Rupees" across the bill in red ink in a prominent place as is done in the case of cheques and remittance transfer receipts, and should also furnish on each bill presented for payment at the Treasury, the following certificate duly signed by them, if it is not printed on the bill: "Certified that I have personally checked the progressive total in the bill with that in the contingent register and found it to agree."

287. Scholarship bills should be prepared on countersigned contingent bill forms and submit them to the Backward Class Officer for countersignature. Each scholarship bill should be supported by the following certificates:—

(1) Received contents; also certified that all scholarships drawn in former bills have been disbursed to the proper persons and the receipts have been obtained and filed in my office.

(2) Certified that the scholars concerned were regular in attendance, diligent and well behaved and their progress was satisfactory during the month for which the scholarships now claimed are drawn.

Grants-in-aid bills preferred by Managers of settlements under voluntary agencies should be supported by a certificate as follows:—

"Certified that the grant-in-aid claimed in the bill will be utilized for the purpose for which it is sanctioned."

SECTION III—EMBEZZLEMENTS AND LOSS.

288. In furtherance of the orders contained in Government Circulars, Finance Department, No. 3191 of 29th November 1927 and 3rd April 1929 and 9th April 1931 the following instructions are issued:—

(1) When the amount to be fetched from and to the Treasury or Bank is more than Rs. 200 two peons should invariably be sent.

(2) If the amount exceeds Rs. 500 the work should not be entrusted to peons or guards but to a clerk or cashier or a head guard with a peon or guard to help them.

(3) Care should be taken that valuables or moneys are handled by only such persons as have furnished securities according to Government Resolution, Home Department, No. 5635/2-E of 17th August 1929.

(4) The voluntary agencies too should arrange to take securities from their subordinates.

(5) As far as possible the collection of revenue and the accounting for the same should not be entrusted to the same person.

(G.R., H.D., No. P-179/9324 of 25th June 1931.)

(6) Prompt reports of any loss or misappropriation of Government monies should be sent to the Backward Class Officer. This applies to the voluntary agencies also, even in cases where the money lost is not Government money or the staff involved is not Government staff.

(7) The head of office is personally responsible for every pay drawn on a bill signed by him until he has paid it to the person entitled to receive it and has had the acquittance roll signed by the payee, with a stamp if necessary. As drawing officers are personally responsible for the sums drawn on establishment bills from the treasury, undisbursed pay should not ordinarily be detained with them if they are not satisfied that proper arrangements can be made for the safe custody of the sums so retained. It should be remembered that undisbursed pay is public money and all the above instructions relating to public money are applicable to it.

SECTION IV—REAPPROPRIATION.

289. Under devolution rule 38 (2) the power to reappropriate funds from one sub-head to another sub-head within the minor head "Settlement of Criminal Tribes" under the major head "25-Jails and Convict Settlements" is delegated to the Backward Class Officer subject to the following conditions :—

(i) That savings under salaries and establishment shall not be reappropriated to other class of expenditure.

(ii) That savings on non-recurring expenditure shall not be reappropriated in order to provide for additional recurring expenditure.

(iii) That the power shall not be exercised to supplement the contract grant.

(iv) That immediate intimation of all reappropriations sanctioned in the exercise of these powers should be given to the Accountant General direct and a copy sent to Government in the Home Department.

(G.R., H.D., No. 6675/2 of 18th March 1936)

Note.—(1) Reappropriation means transfer of funds from one primary unit of appropriation to another.

(2) Non-recurring expenditure means expenditure sanctioned as a lump sum charge, whether the money be paid as a lump sum or by instalments, sanctioned to any item of expenditure, which does not extend beyond the financial year or beyond six months within the financial year, is deemed to be a sanction for non-recurring expenditure.

(3) Recurring expenditure means all expenditure which is not non-recurring. It includes all establishment and other monthly charges sanctioned for a period extending beyond the financial year or for a period of more than six months within the financial year.

**SECTION V—MISCELLANEOUS RULINGS RELATING TO CONTINGENT
CHARGES AND DELEGATION OF FINANCIAL POWERS TO THE
BACKWARD CLASS OFFICER.**

290. The Backward Class Officer is declared as a Head of the Department with the powers of disbursing, countersigning and controlling officer.

291. The following powers are also delegated to the Backward Class Officer :—

(1) General power to authorize the staff to draw daily allowance up to a period of thirty days at one place.

(2) Power to grant advances to non-gazetted officers for purchase of conveyance up to a limit of Rs. 250.

(3) Power to write off losses such as irrecoverable value of stores or public money lost by fraud or negligence of individuals or other causes up to Rs. 250.

(4) Power to incur recurring expenditure from contingencies as regards renting office accommodation subject to the limit of Rs. 50 per mensem.

(5) Power to carry out all construction works sanctioned for Criminal Tribes Settlements departmentally.

(6) Power to purchase books, newspapers and other publications up to a total of Rs. 300 per annum.

(7) Power to incur recurring charges, i.e., small monthly payments for the supply of drinking water and for dusting offices under rule 13 of appendix 3 to financial rules.

(8) Power of renting office accommodation.

(9) Power to accept certificate of fitness for Government servants signed by any officer irrespective of his medical qualifications.

(11) Power to accept securities from cashiers and store-keepers.

(12) Power to appoint men in sanctioned appointments up to Rs. 200.

(G.R., H.D., No. 4899-III of 11th June 1925.)

(13) Power to sanction rewards up to Rs. 100 in each case subject to budget provision.

(G.R., H.D., No. 7270-I of 13th January 1926.)

(14) Power to give administrative sanction in respect of major and minor works other than irrigation works, costing up to Rs. 4,000 for residential buildings and up to Rs. 5,000 for non-residential buildings.

(G.R., H.D., No. 4899-III of 11th June 1925 and G.R., P.W.D., No. 2127 /27 of 25th March 1930 and G.R., H.D., No. 959/2 of 28th January 1931.)

(15) Power to hire quarters for settlers and to sanction ground-rents and also to the renting of houses for guards and head guards.

(G.R., H.D., No. 2339-II of 21st November 1927 and G.R., H.D., No. 4899-III of 2nd June 1930.)

(16) Power to sanction repayable advances (Takavi loans) to settlers for certain purposes up to the extent of budget provision under provincial loans and advances.

(G.R., H.D., No. 7270 of 23rd May 1925.)

(17) Power to sanction section writing and copying charges at piece-work rates.

(G.R., H.D., No. 4899-III of 11th June 1925.)

(18) Power to get printing work of petty nature done locally at private presses, subject to the proviso that the cost should not exceed Rs. 100 per annum and that the expenditure on a single item should not exceed Rs. 20.

(G.R., H.D., No. 2476/2 of 19th September 1927.)

(19) Power to sanction free grants up to Rs. 4,000 per annum for the maintenance of settlers in necessary cases.

(G.R., H.D., No. 7470/2 of 27th September 1930 and 7th June 1931.)

(20) Power to sanction scholarships, grants-in-aid, etc., in certain cases up to the extent of budget provision.

(G.R., H.D., No. 7270 of 23rd May 1925.)

(21) Power to sanction special repairs, current repairs and petty works.

(G.R., H.D., No. 4899-III of 11th June 1925.)

292. The voluntary agencies managing Criminal Tribes Settlements receive the following grants from Government the disbursing officer being the Backward Class Officer in each case :—

(a) The following uniform scale of capitation grants have been sanctioned for all settlements managed by voluntary agencies :—

(1) Rs. 18 per head per annum for the first 500 persons.

(2) Rs. 13 per head per annum for the next 1,500 persons.

(3) Rs. 10 per head per annum above 2,000 persons.

(G.R., H.D., No. 2290/2 of 12th October 1927 and G.R., H.D., No. 1696/2 of 11th November 1927.)

These grants are payable to the voluntary societies in advance for each six months in April and October of each year subject to adjustment at the end of six months. The adjustments should be based on the average number of settlers calculated on the monthly returns which should be submitted by the voluntary agencies in charge of settlements to the Backward Class Officer who should submit a certificate of verification to the Accountant General, Bombay.

(G.L. No. 7270-E.A.D. of 30th January 1929.)

(b) For the education of children of settlers discharged on probation capitation grants may be given at the rate of Rs. 13 for each child attending the settlement day school and Rs. 5 for each adolescent attending the night school, provided that :—

(1) The persons for whom the grant is drawn should be born of parents who are members of criminal tribes.

(2) No grant either as a general capitation grant for a settler or as a grant for a person discharged on probation should be drawn.

(G.R., H.D., No. 476/2 of 18th September 1926.)

(c) For organizing periodical visits for the supervision of settlers released on license the voluntary agencies should be remunerated at the rates and on condition mentioned in Government Resolution, Home Department, No. 9884 of 6th November 1929.

(d) For the management of Children's Homes established under section 17 of the Criminal Tribes Act (VI of 1924) the voluntary agencies in charge should be paid at the rate of Rs. 8 per mensem for each child in the Home to be increased to Rs. 12 per mensem at the discretion of the Backward Class Officer subject to the condition that no general capitation grant as for settler is claimed in respect of the children placed in the Homes.

(G.Rs., H.D., Nos. 640-E. of 12th November 1921 and 575/2 of 13th September 1926.)

(e) The Hubli Settlement under the S. P. G. Mission maintains a Women's Home which is a rescue Home for women from all the settlements. The voluntary agency should be paid a consolidated grant of Rs. 190 per month, so long as the average number of inmates in the Home does not exceed 20 in a month. An additional grant of Rs. 8 per head per mensem should be paid if the average number of inmates exceeds 20 in any month. No general capitation grant should be claimed in respect of these women.

(G.L., H.D., No. 7227-E of 10th March 1925.)

(f) The Hindu Mahasabha, Matunga, Bombay, is paid a capitation grant for the supervision of certain criminal tribesmen in the City of Bombay. The rate is fixed at Re. 1 per annum per head so supervised.

(G.R., H.D., No. 395-II of 19th January 1924.)

(g) Voluntary agencies are also paid grants-in-aid to Boys' Scout fund, Girl Guides fund and recreation funds and also towards the equipment of Manual Training Schools in settlements under their control, not at fixed rates but at the discretion of the Backward Class Officer.

(G.R., H.D., No. 7270 of 23rd May 1925.)

Vouchers for building charges.

293. Completion certificates for buildings or works constructed or repaired departmentally or on contract should in the first instance be signed by the Managers themselves executing the works and the bill will be countersigned and passed for payment provisionally on the strength of this certificate. Copies of these certificates should be sent to the Assistant Backward Class Officers from the settlements within their respective circles. The Assistant Backward Class Officer and the Backward Class Officer (or his auditor) when they go on tour visiting settlements should check such works and confirm these certificates, already issued by the Managers.

294. For works costing more than Rs. 500 the completion certificates will be issued by the Executive Engineers within whose division the buildings constructed or repaired are situated. Until such works are passed by the Executive Engineers, it should be clearly understood that all amounts passed by the main office are only provisional and subject to revision by the Executive Engineers afterwards. The Assistant Backward Class Officers should also see that in respect of works costing more than Rs. 500 the Executive Engineer's certificate has been obtained and sent to the main office, Dharwar.

295. The duty and responsibility of a civil officer signing a completion certificate are defined in paragraph 295 of Chapter II of the Public Works Department Code, Volume I of 1919.

296. Charges in respect of interring of paupers belonging to settlements should be debited to the head "Donations for charitable purposes" under the major head "47-Miscellaneous—Reserved" and not to "25-Jails and Convict Settlements." All Managers and Heads of Offices should forward to the main office vouchers on such expenditure and a bill will be preferred in the main office and the amount of the vouchers will be remitted subsequently to the officers concerned.

(G.L., H.D., No. 8840/2-E of 25th April 1931.)

297. Magistrates of the Settlement Department should prepare separate bills for Bhatta paid to witnesses and undertrial prisoners and send to the District Magistrate of the District to which the case belongs. The District Magistrate will charge these bills to the grants at his disposal and remit the money to the Magistrates incurring the charges. The following classification should be noted on these magisterial bills:—Bhatta paid to witnesses is debitable to the grant under "24-Administration of Justice—Criminal Courts. Road and diet money to witness" and that paid to undertrial prisoners is debitable to the grant under "25-Jails and Convict Settlements—Lock-ups."

SECTION VI—RENTS.

Managers, clerks, assistant settlement inspectors, head guards and guards.

298. (a) The following persons are entitled to rent-free quarters:—

- (1) Managers and Lady Superintendents in charge of settlements.
- (2) Head Guards and Guards.
- (3) Full time Resident Medical Officer (if any).
- (4) Full time Nurses.
- (5) House fathers and mothers in charge of Children's Homes.

(b) The hours of work of the following should be fixed on the same basis for other departments as far as possible:—

- (1) Clerks.
- (2) Assistant Settlement Inspectors.
- (3) Teachers.
- (4) Settlement Inspectresses.

If and when any of the above staff agree to do extra unpaid work for the welfare of the Settlement or Free Colony attached to a settlement, not less than four hours a week on the average, they will be given free quarters, if quarters are available and if it is considered desirable to get the honorary work done by them. Such work would be:—

- (1) Attendance in office on holidays.
- (2) Boy Scout or Girl Guide work.
- (3) Extra classes (not remunerated by night school allowance).
- (4) Attendance at instructional classes so as to be able to co-operate with guards in time of riot.
- (5) Any other duty assigned by the Manager or the Lady Superintendent.

(c) When the above staff have been allotted quarters, the rest of the quarters should be allotted to other members of the staff and rent should be recovered from them at rates not exceeding 10 per cent. of their salary.

(d) Sweepers of the Bhangi caste should be given free quarters.

Full time sweepers of the caste belonging to the Criminal Tribes should be asked to put up their own huts, but should be exempted from payment of supervision charges imposed under Rule 65 of the Bombay Criminal Tribes Rules of 1930.

(e) Temporary quarters at Ambernath, Presidency Construction Settlements and Nira Project Settlement should not be subject to these rules, nor any temporary accommodation in any settlement for which the reasonable rent would be less than Re. 1 per mensem.

299. The Backward Class Officer is authorised to rent quarters for Head Guards and Guards not provided with quarters at rates sanctioned for various localities in Government Resolution, Home Department, No. 2339/2 of 21st November 1927, subject to the limits laid down in that Government Resolution.

300. Renting of houses for certain members of the staff not provided with quarters is sanctioned in Government Resolution, Home Department, No. 9302 of 21st January 1926. No member of the staff of the Criminal Tribes Department except at Poona can be given a house rent allowance in lieu of free quarters.

301. These house rents for the staff are not payable to the occupants as allowances to enable them to hire houses anywhere at their choice, but to the owners of the houses which should be hired as near as possible to the settlements and therefore they have been classed under "Contingencies".

(A.G.'s letter No. T.A. I-Dhar. 9/3583 of 10th February 1926.)

302. Members of staff stationed at Poona are allowed house rent allowance at the rates sanctioned in Government Resolution, Finance Department, No. 3918 of 13th February 1926.

303. Bills for rents paid for lands or buildings newly leased or hired at Government cost for settlement, Office, School, Dispensary, lock-ups, etc., should be accompanied by a certificate from the Local Executive Engineer to the effect that the accommodation is not excessive and that no other suitable building is available.

CHAPTER XVI—PAY, TRAVELLING ALLOWANCE AND ADVANCES.

SECTION I—PAY.

304. Separate bills should be preferred for the following establishments :—

- (1) General Establishment.
- (2) Educational Establishment.
- (3) Contract Establishment.
- (4) Temporary Establishment.

305. In the case of transfers from one District to another, every endeavour should be made to pay all personal claims for pay and allowances including travelling allowance up to date of relief, to Government servants on transfer as provided for in Financial Rule 51 (b) before issuing a Last Pay Certificate. Such claims may however be paid after taking charge of the new appointment, provided that the reasons for not having complied with Treasury order No. 18 are recorded on the bills preferred for such claims.

306. In all cases of transfer the last pay certificate should specify the date up to which a Government servant is paid his claims for pay and allowances.

307. The entry of an allowance in the Last Pay Certificate does not confer any title on the Government servant to get it in the new place to which he is transferred. A fresh sanction of the Backward Class Officer should be obtained to draw the allowances attached to the old settlement in the new settlement. This order is applicable to the educational staff of this department also.

308. A government servant without a substantive appointment is not entitled to any allowances during joining time, but if such a government servant officiating in an Office is transferred either to a permanent or temporary post in another Office, the Officer who orders the transfer may allow him to draw during his transit, the allowance which he drew prior to relinquishing charge of his old post or the allowance which he will draw on taking charge of his new post whichever is less.

309. After encashment of pay bills and after the money is disbursed to the payees, the office copies should be sent to the main office for post audit. The signature of payees who represent at the time should be obtained on the office copies of the pay bills and not on separate acquittance rolls.

310. The pay and allowances of men who are on leave should be sent direct to them by money order (at the cost of the Government servant on leave) and acquittance rolls should be got signed and receipted by the payees. Acquittance rolls should also be prepared and got receipted by the payees for remittance of pay and allowances at Government cost for those men who are detailed to duty outside their headquarters. The acquittance rolls for pay should be attached to the pay bills sent for post audit. A note should be made against the names of those men

whose receipts have not been taken either on the pay bill or on the acquittance roll intimating briefly the reason for non-payment.

311. All appointments of staff including Guards and Head Guards who are not confirmed are to be considered as provisionally temporary and as such officiating only and their names should be shown in the grades in which they are appointed as officiating in the vacant posts and their pay should be drawn in column 7 of the pay bill.

312. In order to avoid double claims in respect of pay bills drawn on supplementary bills a subsidiary register should be maintained by the drawing officers in the following form:—

Name of Establishment and post.	Name of incumbent.	Nature of Claim.	Period for which the claim is made.
1	2	3	4

The month of the original pay bill in which the claim remains undrawn.	Remarks.	Signature of the Head of Office.
5	6	7

The entries in the above register should be attested by the Head of Office or by a responsible Officer authorised to sign the pay bills. In respect of supplementary pay bills on account of withheld amounts, (ii) undischarged pay refunded, (iii) refund of fines it is not necessary to enter the items in the subsidiary register, but necessary notes should be made in the appropriate places in the original bill.

313. All kinds of allowances drawn for teachers such as sloyd, night school, drawing and Head Master's allowances, etc., should be treated as special pay and entries in the service books should be made accordingly.

Local allowances should not be included in and classed as pay but in "Allowances and Honoraria".

314. Managers of Voluntary Agencies should note the following classification of accounts to be entered on the chalang, crediting the amounts of leave and pension contributions. For leave contribution "XVIII-Jails and Convict Settlements—Collection of payments for service rendered", and for pension contribution "XXXIII-Receipts in aid of superannuation".

315. In places where cycle allowances are sanctioned the Head of Office should see that the recipients have maintained their cycles in good order and that they are provided with lamps, bells and brakes, etc. A regular monthly inspection of the cycles should be held at the end of each month and the following certificate should be attached by the Heads of Offices preferring pay bills in which cycle allowances are drawn. "Certified that bicycles have been used for Government purposes during the period for which the allowances have been drawn".

(A.G.'s letter No. D.A. III—25-Precy.-22 of 12th October 1931.)

SECTION II—ALLOWANCES.

316. The travelling allowances rules for Head Guards and Guards and menials serving in the Criminal Tribes Department including the contract establishment are embodied in Appendix XXI (Pages 308 to 310) of the Bombay Civil Service Rules.

317. The Backward Class Officer is authorised to pass travelling allowance bills after due scrutiny for the staff of the Criminal Tribes Settlements controlled by voluntary agencies for journeys undertaken in connection with settlement work, at the rates admissible to Government Officers on similar pay and to meet such bills from his travelling allowance grant.

(G.R., H.D., No. 7232 of 28th February 1925.)

318. Travelling allowance claims of Police parties escorting settlers to be placed in Settlements should be paid from the Police grants by the Police Department while the charges incurred in respect of settlers should be paid by the police in the first instance and recovered in full subsequently from the Backward Class Department.

(Inspector-General of Police's Circular No. 4, dated the 9th January 1932.)

319. Head Guards and Guards and other menials of the Criminal Tribes Department are entitled to the grant of free railway and steamer tickets not oftener than once in three years to their homes and back when proceeding on leave. They may also be granted this concession on proceeding to their homes on retirement or on leave preparatory to retirement provided they have not enjoyed the concession of free tickets during the preceding three years.

A blank sheet of paper with appropriate columns in manuscript should be attached to the service roll of the Head Guards and Guards and other menials, in which the entries regarding the dates of the above concession should be made.

(G.R., H.D., No. 9550/2 of 14th August 1931.)

320. Charges on account of tram hire should not be included in travelling allowance bills. They are to be treated as contingent charges and drawn on countersigned bill form under the Criminal Tribes Settlement Officer's countersignature, provided the Head of the Office certifies that the journey was urgent or the distance travelled is one mile each way.

(G.R., H.D., No. 3191 of 10th August 1914—T. A. I.-Dhar—9—1928 of 10th September 1925.)

321. Examinations such as the Sub-service Departmental Examination, Higher Standard Examination, Head Guards and Guards' Examination have been made compulsory for the staff of the Criminal Tribes Settlement Department. Candidates appearing for these Examinations can be allowed travelling allowance under ordinary rules for their journeys and halts, inclusive of period spent during the course of training held prior to the Examination. But halting allowance is limited to 10 days only at one place and no allowance is admissible for the days of Examination.

322. The following concessions are granted to recruits for the Guards force before joining their first appointment :—

1. Daily allowance at the rate of annas 4 from the date of their selection up to the date on which they are employed on regular pay.

2. Where a railway journey is involved a third class single railway fare from their places of residence to the Headquarters or camp where they may be sent for selection and acceptance by the Backward Class Officer for medical examination by the Civil Surgeon.

3. If any recruit is rejected by the Backward Class Officer or the Civil Surgeon he should still receive the allowance until he reaches his home to which he should be sent back immediately as well as the railway fare for the return journey.

For Journeys by Road.

323. The jurisdiction of the staff of the Criminal Tribes Department is the Presidency proper. Thus if any Officer has a bicycle allowance, he cannot claim daily allowance or mileage allowance if he uses the bicycle for journeys within the Presidency proper. To give a reasonable interpretation of the rule, the Backward Class Officer expects all journeys within a radius of 20 miles of the Head Quarters where the person returns within 24 hours, to be undertaken on the bicycle and in this case no mileage or daily allowance should be drawn.

For Journeys beyond 20 Miles of Head Quarters the Officer may use any other mode of conveyance and draw daily allowance *plus* actual expenses (if he does not return to the Head Quarters the same day as he leaves it) supported by receipts subject to the limit of mileage rates prescribed for his grade.

Those who are not in receipt of a bicycle allowance, may draw for journeys within 20 miles (but beyond 5 miles of Head Quarters) only daily allowance whether returned to the Head Quarters the same day or not. For journeys above 20 miles, they may draw actual expenses, limited to the rate of mileage prescribed for their grade, supported by receipts plus daily allowance (if they do not return to the Head Quarters the same day they leave it).

For journeys by rail combined with journey by road.

If the sum of all journeys to and from the railway station performed on the same day exceed five miles, actual expenses supported by receipts limited to the mileage rate prescribed for the grade of the Officer, can be claimed. But such mileage should be limited to daily allowance unless the road journeys performed on the same day exceeds 20 miles.

No daily allowance is admissible in addition to mileage by road claimed as above. It should be noted that all the three kinds of allowances, viz.—mileage by road, mileage by rail and daily allowance cannot be claimed on any one day.

324. The case of Guards, Head Guards and other inferior servants including the members borne on Contract Establishment will not be affected by the above rules and they are governed by a separate set of rules printed as Appendix XXI of the Bombay Civil Service Rules on pages 308 to 310.

325. Except as provided above, travelling allowances are not admissible for journeys for obtaining medical certificates of fitness for the public service. It is the duty of the candidate for employment or retention in the employment to prove his fitness for service.

Indian Territorial Force.

326. Every encouragement should be given to Government servants by their superiors to join the Indian Territorial force and permission to join the force should not ordinarily be refused when asked.

(G.R., H.D., No. 178/8042 of 20th June 1931.)

327. During Military Training Government servants are entitled to either their civil or military rates of pay whichever is highest. In the case when the civil rate is higher, the difference between the civil and military rates is paid by the Department concerned. The period spent on training counts as duty under rule 9 (16) (k) of the Bombay Civil Service Rules. But travelling allowance for the journeys to and from the Camp are paid by the Military Department at the following rates :—

- (1) Free Railway passage to and from their Head Quarters.
- (2) Mileage by road at 2 annas per 15 miles each way.
- (3) Daily allowance at annas 4 per day for time spent on journey.

SECTION III—ADVANCES.

Permanent Advance.

328. Rule 93 on pages 40 and 41 of the Civil Account Code governs permanent advances generally and the grant of them to Officers subordinate to the Head of the Department.

329. The Backward Class Officer as a Head of the Department will sanction permanent Advances to Officers subordinate to him, who should send to the Backward Class Officer in April of each year the certificates of acknowledgment in the prescribed form. The Backward Class Officer will send one acknowledgment certificate to the Accountant General, Bombay, for the whole amount held by the Department as Permanent Advance.

(Vide B.C.O.'s Cir. No. 1659 of 17th March 1926.)

330. Advances of one month's pay or against travelling allowance for members of staff under orders of transfer should not be made from the Officer's permanent advance but should be drawn from the Treasury under the sanction of the Backward Class Officer. (Vide Article 159, Civil Account Code.) Such an advance should be notified on the Last Pay Certificate of the Government servant transferred and recovered from his pay in three equal instalments and from his transfer travelling allowance bill.

331. No advance should be given from the Permanent Advance to Officers deputed on duty or going on tour, when required to travel by road or train for which travelling allowance will be admissible to them under the rules.

332. Advances from the permanent advance may be granted to Head Guards and Guards and other menials when proceeding from Head Quarters either on duty or on tour. These advances should be recovered by adjustment with the travelling allowance due for the journey, the balance if any should be recouped from pay.

333. When a Manager in charge of a Settlement proceeds on casual leave however short it may be, he should hand over full charge of the cash balance of permanent advance including any other cash, in his possession and also other office records, to his subordinate in charge of the Settlement. Where the cash balance exceeds the surety given by the Subordinate arrangements to keep the surplus in the cash box for safe custody in Government Treasuries or Banks (if there is no Government Treasury or Sub-Treasury) should be made by the person proceeding on leave. The keys of the box should however be handed over to the subordinate in charge for safe custody in the Settlement safe.

334. All Managers are personally responsible for the due accounting of all moneys recovered and disbursed and for the safe custody of cash, notes, stamps and other Government and quasi-Government property entrusted to them. It is therefore highly objectionable to appoint subordinate officers as disbursing clerks or cashiers, etc., except as a measure of temporary emergency when the Manager is on casual leave.

If however a departure from the above rule is to be made in any settlement a report explaining fully the reasons for such departure should be made to the Backward Class Officer for obtaining his special permission. In the case of Bijapur Settlement both Reformatory and Industrial sections, the cash may be kept by the senior Assistant in charge.

335. Rules for the grant of house building and conveyance advances are given in the book of Financial Rules under Devolution Rule 37 (e), Financial Publication No. I.

SECTION IV—PROVINCIAL LOANS AND ADVANCES.

336. The Backward Class Officer is authorised to make advances free of interest on the furnishing of such securities as he may require to—

(a) Members of Criminal Tribes whether settlers or not.

(b) Credit societies, producers' societies or factories run by or in the interest of the Criminal Tribes under the control of the Backward Class Officer for the following purposes :—

(1) Purchase of bullocks, tools, carts and other articles.

(2) Building of houses or huts.

(3) Railway fare and maintenance.

(4) Financing industries.

(G.R., H.D., No. 9356—III/68/2 of 23rd June 1931.)

337. Managers in charge of settlements are authorised to give a settler an advance up to a total repayable advance debt of Rs. 10 without the sanction of the Backward Class Officer up to the limit of their budget allotment. Applications for the amounts above Rs. 10 should be forwarded to the Backward Class Officer for sanction. Securities should be taken in the prescribed form. Recoveries should be regularly made as fixed at the time of payment of the advance and the Manager will be personally held responsible if any cases of neglect and delay are noticed.

338. If a settler who owes repayable advance in the settlement is transferred to another settlement his accounts should be transferred to the latter settlement through the main office. When the Manager of a Settlement sanctions an advance he should first make payment from his permanent advance and obtain the receipt of the payee and prepare a bill in the countersigned contingent bill form and sign it as the Head of the Office and get it cashed from the nearest Treasury or Sub Treasury with which he is authorised to deal. The bill in this case need not be sent to the countersignature of the controlling officer.

339. The account classification to be noted on the bill is as follows :—
“ Voted Provincial ”.

Provincial Loans and Advances Account.

Advances by the Backward Class Officer.

When recoveries are effected from these advances they should be credited into the Government Treasury and in the chalans prepared for these credits the following account classification should be noted.
“ Provincial Loans and Advances—Advances by the Backward Class Officer.”

340. In the monthly abstract of repayable advance to be submitted to the main office Dharwar under this office circular No. 1659 of 17th March 1926 before the fifth of every month, the words “ Payments ” mean the amounts paid as repayable advance drawn from the Treasury and “ Recoveries ” means amount recovered and paid into the Treasury.

Managers should carefully note this distinction in preparing the monthly abstract of repayable advance, as the consolidated *plus* and *minus* memo submitted by the main office every month to the Accountant General, Bombay, should tally with the *plus* and *minus* memos received by the Accountant General, Bombay, with the Treasury accounts.

341. In January of every year a list of persons where repayable advance dues have become irrecoverable should be prepared giving against each name the amount of Repayable Advance outstanding giving full reasons for its non-recovery and the need for its write off. This list should be submitted to the Backward Class Officer who will send a consolidated list of repayable advance recommending them to be written off by Government.

CHAPTER XVII—PROVIDENT FUND AND OTHER MEANS OF ENCOURAGING THRIFT.

SECTION I—GENERAL PROVIDENT FUND AND POSTAL INSURANCE FUND.

Note.—Rules regulating the General Provident Fund are published in a separate pamphlet to which reference should be made.

342. Head Guards and Guards and Maistries of this department are declared to be belonging to the superior service and so they are eligible to join the fund and may be admitted as optional subscribers as other members of the staff.

(G.R., H.D., Nos. 6319/2 of 31st March 1930, and 6319/2/8321 of 6th October 1930.)

343. Heads of offices should impress upon their subordinates, the advantages of the Post Office Insurance Fund and do all in their power to induce men who have wives and children to become subscribers to the Fund. Copies of the rules can be obtained from the Accountant General, Post and Telegraphs.

The following are some of its advantages :—

- (1) Lower premium than in most companies.
- (2) Facility of having premia deducted from pay.
- (3) No expense involved in effecting insurance.
- (4) Payments are effected without loss of time.
- (5) No legal evidence is required in the event of the death of the insurant, unless the case is contested.
- (6) Grant of yearly bonuses on all policies.

SECTION II—STAFF SOCIETY.

344. A salary earners' society has been organised on a co-operative basis and registered under the Co-operative Societies Act. It is open to all members of the staff to become members of this Society.

345. It is observed that there is a distinct tendency for the Staff Co-operative Society to develop into a mere money lending agency, thus defeating the main object of the society as stated in by-law No. 3. One satisfactory method of enforcing saving has been found to insist on the monthly subscriptions, at the rates mentioned in by-law No. 13 and these subscriptions should be made compulsory.

346. As the Head Quarters of this Society is at Dharwar, recoveries on account of instalments of loans and subscriptions will be effected from the members by the Managers and remitted to the Staff Society, Dharwar, every month. It is hoped that Managers will co-operate with the Staff Society in effecting regular recoveries.

347. It is observed that applications for postponement of monthly loan instalments are forwarded very frequently. This is undesirable. Requests for postponement should be sanctioned only in exceptional cases. Persons applying for postponement should get the written consent of their sureties on their application for the postponement and Managers should decline to forward such applications unless they are complete in all respects.

348. All Managers and other members of staff when applying for loan for themselves from the Staff Society should not furnish sureties of their immediate subordinates. The Backward Class Officer as the President of the Society considers that the practice of the Managers asking their subordinates to stand sureties for them is undesirable as it places the latter in an awkward situation and is bad for discipline. Managers are, therefore, advised to furnish sureties from amongst members of equal rank or from their superior rank.

SECTION III—CREDIT SOCIETIES OF SETTLERS.

349. In most Settlements Credit Societies have been organised with settlers as members to encourage thrift among them and to enable them to borrow money at cheap rate of interest.

350. Under rule 14 of the Government Servants' Conduct Rules, Government servants employed in the Criminal Tribes Settlements are permitted to take part in the management of the Credit and Producers' Societies of settlers.

(G.R., H.D., No. 295/2 of 20th July 1926.)

351. Settlers who are persistent defaulters in the payment of their debts to these societies should be reported quarterly to the Assistant Backward Class Officers (Settlements) in the prescribed form on which the Assistant Backward Class Officers (settlements) will direct the Managers to take such action as may be necessary to take for settling their accounts permanently. The Assistant Backward Class Officers should fix the monthly capacity at which the whole of the amount should be collected from debtors.

352. When a person is transferred his debts, if any, should as far as possible be settled before he goes. If not and if the new settlement is unwilling to take over the debts to its Society at its full value, proposal should be immediately submitted to the Backward Class Officer for disposal of the debt by writing off part of it and transferring the remainder or by collecting from the sureties or some other ways.

Similarly no person with a debt may be discharged on license without the Backward Class Officer's special order in relation to the loan.

353. It is strictly forbidden for any person borne on the Government Establishment (whether his services are loaned to the Voluntary Agency on foreign service conditions or not) to take a loan from any Settlement Credit Society (whether registered or not) or Settlement Funds (either Government or Mission). Cases in contravention of those orders will be dealt with severely. This does not however apply to sweepers, part-time watchmen, etc., belonging to the Criminal Tribes and borne on Contract Establishment. They can draw loans from the local Settlement Society as their appointments being temporary, they are not generally admitted as members of the Staff Society.

354. Amounts of shares deposits and dividends of persons left on probation or discharged to a place other than the free colony should be

returned to them or to their heirs. All previous shares, deposits and dividends and interests, of a rupee and annas 8 or less belonging to the persons not being in the settlements, which remain unclaimed should be credited to the Reserve Fund and the rest sent by money order to the person concerned or to their heirs at the cost of the persons. Any money orders returned untraced should be credited to the Reserve Fund.

355. (a) When submitting the quarterly returns referred to in rule 351 above, the statement of the preceding quarter should be sent along with the new statement with remarks, if any, indicating the action taken on the preceding quarterly return. The two returns will then be sent back to the settlements by the Assistant Backward Class Officer (Settlements).

(b) In the case of Society debts principal and interest should be clearly shown separately and not merely the total of the two.

(c) When settlers are undergoing imprisonment of more than one year, the date of conviction and the period of sentence should be shown in order to enable the Backward Class Officer to decide what action should be taken in respect of these debts.

(d) Where settlers are absconding and remain untraced for more than a year the date of absconding should be mentioned.

(e) When there are no remarks of the Assistant Backward Class Officer (Settlements) to be made on the second time of receiving the statements it will be filed in the Assistant Backward Class Officer's Office.

356. In some cases it is noticed that when a settler is transferred from one settlement to another, the Manager of the Settlement to which the settler is transferred refuses or neglects to reply letters received from the Manager of the settlement from which the settler is transferred relating to the transfer of his debts to the Society. The Manager must consult the Committee of the Society immediately and prompt replies should be sent to such letters. The Committee may possibly object if they consider that course reasonable to pay the full face value of the debts and may offer to pay a lesser sum. In such cases the correspondence should be returned through the Backward Class Officer. Failure to give prompt attention to correspondences relating to transfer of debts will be regarded as a serious sign of inefficiency.

SECTION IV--PRODUCERS' SOCIETIES.

357. In settlements where settlers cannot be provided with outside work such as in mills, workshops or with the private employers, etc., industries such as Weaving, Gardening, Chappal-making, Wood-cutting, etc., have been organised in some settlements to provide for the inmates. Construction of tanks, roads and other building works are also taken on contract for same purposes. The Backward Class Officer is authorised to grant advances under Provincial Loans and advances account for financing the operations of these concerns subject to the budget provision.

358. The Societies already in existence at Bijapur, Khanapur and Presidency Construction Settlements and similar organisations which

may come into existence in future should be managed according to the procedure laid down below :—

(1) For every society a separate account should be opened with the local branch of the Imperial Bank of India. If there is no local branch of the Imperial Bank of India an account may be opened with any local Bank other than the Post Office Savings Banks with the previous sanction of Government. The account contemplated in this rule should be in the joint names of the Backward Class Officer and the Manager of the Settlement concerned and should be capable of being operated by either of them.

(2) The Backward Class Officer has authority to sanction all normal expenditure incidental to the working of the Society and the works undertaken by it, but for all new and abnormal items of expenditure including the payments of a bonus to the settlers and the staff the previous sanction of Government is necessary.

(3) The Backward Class Officer should submit to Government a statement of income and expenditure together with a profit and loss statement clearly showing the net financial result of each undertaking and if it is proposed to pay any bonus to settlers or the staff from the balances proposals should be submitted at the same time.

(4) The Backward Class Officer is empowered to transfer profits at the end of every year from one Society or concern to another as may be found necessary but such transfers should be reported to Government.

(5) As far as the profits of all the concerns taken together permit excess balances (a reasonable reserve being kept for future requirements) should be utilised for reducing the expenditure which would otherwise have to be incurred by Government, subject to the instruction contained in sub-rule 8 below as far as the industrial Societies at Khanapur and Bijapur are concerned.

(6) If any Society requires a great loan from Government, the Backward Class Officer should submit proposals to Government separately with full reasons.

(7) If and when it is necessary to make use of Government money in working a Society the exact amount required for a specific purpose within the sanctioned grant should be drawn. The drawing of large sums and credit of them to individual accounts for use when required should not be allowed.

(8) Government have approved that all excess balances should first be utilised in paying off the Government loan to the Bijapur Settlement, Reformatory Section, after which the reduction of the expenditure which would otherwise have to be borne by Government should be undertaken.

(G.R., H.D., No. 5665/2-H.D., dated 27th January 1931.)

359. All managers should submit to the Backward Class Officer with the least possible delay in April of every year annual balance sheet in the prescribed forms for credit societies, producers' societies or any other

industrial concerns of the respective settlements together with proposals for dividends and bonuses, etc., which should first be approved by the Annual General Meeting of the Society or Societies concerned.

360. Hitherto Government have not charged anything to the Societies started by or for the settler in respect of services of Government staff or as the cost of services, postage and telegrams etc. Hereafter the Societies may continue to use Government stamps for postage and telegrams but should pay annually to Government the amount noted against each as shown below :—

Name of Society.	Amount payable to Government.		
	Rs.	a.	p.
Staff Society	60	0	0
Bijapur Industrial Co-operative Society ..	60	0	0
Gadag Industrial Co-operative Society ..	60	0	0
Khanapur Credit Society	30	0	0
Total ..	210	0	0

CHAPTER XVIII-- LEAVE.

For details regarding leave, joining time, etc. see Bombay Civil Services Rules.

SECTION I— ADMISSIBILITY OF LEAVE.

361. In some cases it was noticed that leave was granted to the members of the staff which was afterwards found to be inadmissible. The recovery of leave allowance wrongly drawn often long after the date of return from leave cannot be enforced without hardship especially in the case of the low-paid subordinates. Such occurrences could be avoided by the exercise of greater care in the examination of the title to the leave applied for on the part of the Officers responsible either for certifying the admissibility of leave or for the grant of leave.

362. The following are the common irregularities to be avoided by Officers granting or recommending leave to their subordinates :—

(a) Leave on average pay granted when not due.

(b) An Officer while on leave should not be granted the benefit of increased pay (either in consequence of revision of pay or the accrual of increment) except as provided in (d) below.

(c) Leave in excess of four months at any one time granted in the absence of a medical certificate.

(d) No increment has effect during the currency of any kind of leave the only exception being in the case of leave up to four months (corresponding to privilege leave under the Civil Service regulations) taken for the time after 1st January 1922.

These are common pitfalls and should particularly be guarded against. In future excess amounts drawn through such irregularities will be recovered and in cases in which such recovery will involve hardship on lowpaid officials, the excess amounts may be recovered from the Officer or Officers who have permitted the overdrawal.

363. Every Manager or the Head of Office should see that the clerk in charge of the leave accounts and service books understands properly the working of leave rules and the maintenance of leave accounts. Arrangements for training of clerks with the local Treasury Office should be made as ordered in Government Resolution, Finance Department, No. 6476 of 1st August 1930.

364. Managers and Heads of Offices are reminded of the provisions of Bombay Civil Service Rule 771 regulating the grant of maternity leave to female Government servants. It will be seen that only six weeks maternity leave on average salary can be given after the birth of the child. Any leave beyond that date will ordinarily be on half average pay, unless supported by a medical certificate by a Government Medical Officer. The expectant mother may however go on maternity leave for any period not extending six weeks before the expected date of confinement. As however this cannot be usually known exactly, female Government servants who generally belong to the vacation Department should be advised to proceed on leave about one month before the date

of confinement, and to apply for leave up to confinement (than six weeks) and for six weeks beyond confinement. The date of proceeding on leave should be stated in the application but the period of leave before confinement will be fixed after the confinement has taken place.

365. Calculations of leave and future entries in the leave accounts should be made only when the leave is applied for. It is wrong to make calculations and entries every year. All Heads of Offices should report to Huzur Office through the Assistant Backward Class Officer (Settlements) in January of every year that entries are correctly recorded up to date and duly attested in the service books and leave ledgers.

When forwarding applications for leave it should definitely be stated what period of leave is at the credit of the applicant.

366. The educational staff of the Criminal Tribes Settlement Schools which is permanent and pensionable should be considered as a vacation department excluding the Lady Superintendent and her staff.

The fundamental rules should apply throughout their career to those members of the whole educational staff who were permanently employed before the 1st June 1929 or were confirmed after the 1st June 1929 but had put in continuous service from a date before the 1st June 1929. The revised rules should apply to all other members of the educational staff.

(G.R., H.D., No. 5199/2/14012, dated 6th November 1931.)

CHAPTER XIX—STATIONERY AND PRINTING.

SECTION I—MODE AND ANNUAL INDENTS.

367. Stationery for all offices in the Presidency will be supplied by the Superintendent of Government Printing and Stationery according to the Model Indent system. No expenditure is to be made by any officer for the local purchase of stationery, without the authority of the Backward Class Officer, which will be given only in cases where the Superintendent, Government Printing and Stationery, does not supply the articles and recommends their local purchase.

368. Managers and other Heads of Offices authorised to indent for stationery should submit their indents in September of each year through the Backward Class Officer.

369. Receipts and expenditure of Stationery should be kept in standard form General 157.

SECTION II—TYPEWRITER.

370. Typewriters required for the public service will be obtained only by the indent on the Superintendent, Government Printing and Stationery.

A typewriter should not be indented for without Government sanction.

371. If a typewriter cannot be repaired locally, it should be sent to the Superintendent of Stationery who will issue instructions for the packing and transport of the instrument and will arrange for the repairs. No instrument should be rejected as worn out or unfit for use until it has been examined by the Superintendent of Stationery, who if he finds that it is in such a condition as to render further repairs unprofitable may issue a new typewriter in place of the one returned.

SECTION III—LIBRARY.

372. All Acts, Books and other publications supplied to or purchased by the Backward Class Officer should be entered in the Library catalogue according to the prescribed classification.

373. Managers and other Heads of Offices should have in their offices a catalogue of books and publications supplied to them and audit officers when inspecting their offices should check this catalogue with the books.

374. The clerk in charge of the Library should be held responsible for all the books in the library attached to the office and every such clerk on receiving charge of his appointment should certify that the lists of the books are written up to date and the books mentioned in them are forthcoming with the exception of only those books which are entered in the issue book for which acknowledgements are taken.

SECTION IV—FORMS AND PRINTING.

375. All standard forms and envelopes should be grouped together in one schedule and each officer authorised to indent should send only one

Annual Indent in the month of October for all the requirements. These indents should be based on the Model indents and the stock in hand at the time of preparing the indent. The balance in hand plus the quantity required to make up the Annual consumption should in no case exceed the quantities sanctioned in the Model Indents. The model indents do not relate to any particular year but a permanent record in office of the Superintendent of Government Printing and Stationery to enable him to check the Annual Indents.

376. A senior clerk in each office should be made personally responsible for seeing that the forms and stationery in the office are kept in good order and properly accounted for.

377. Heads of Offices should record a certificate to the effect that the stock of forms and stationery has been inspected and that it is in good order in the account book of forms and stationery maintained in their offices and the Auditor should inspect these accounts in the course of his audit, and check the stock of forms and stationery with a view to see that there is no surplus stock or if there is a surplus it has been reported to the Backward Class Officer for orders for its disposal.

SECTION V—DEAD STOCK REGISTERS.

378. All articles acquired by purchase or otherwise all furniture except articles of petty value not exceeding one Rupee should be duly entered in the Dead stock register which should be kept in the standard form.

(Sanctioned in the G.R., F.D., No. 3722 of 16th March 1932.)

379. No articles for the audit of which independent arrangements already exist that is books, stores, supplies for consumption (such as stationery, forms, etc.) (Guards uniform, kit, etc.) stamps, should be entered in the register.

380. Articles of dead stock, when they become unserviceable should not be written off by the Heads of Offices without the Backward Class Officer's sanction.

381. Articles of stationery received from the Stationery Department are not articles of dead stock, Typewriters, duplicators, copying machines Tell Tale watches, etc., are not stationery articles (though their accessories are) but are dead stock articles and should therefore be taken to the dead stock Register. In respect to all articles of petty supply and value such as knives, scissors, rulers, inkpot, paper-weights, etc., a list to be altered from time to time and checked at each inspection should be kept by the Head of Office under his signature and this should be pasted to the first page of the dead stock register.

382. The pamphlets containing instructions from the Superintendent, Government Printing and Stationery, regarding the preparation of Indents are supplied to all Heads of Offices and these instructions should be carefully noted when preparing indents for forms or stationery.

383. Indents for desk diaries and calenders should be sent to the Superintendent, Government Printing and Stationery, in the month of August every year by the Heads of Offices.

CHAPTER XX--CORRESPONDENCE AND RECORDS.

SECTION I--CORRESPONDENCE (CONFIDENTIAL).

384. Confidential papers should not pass in the usual course through an office, only the Head of Office should deal with them.

(b) When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "Confidential" and superscribed with only the name of the addressee and the outer one bearing the usual official address. Both covers should be sealed.

(c) For all members of the permanent Government Establishment of all grades, whether Managers, Assistant Settlement Inspectors, Clerks, Head Guards, Guards or peons, annual confidential reports on July 1st should be sent by the Managers and other Heads of Offices regarding the conduct and work of their subordinates, to the Assistant Backward Class Officers who should forward them to the Backward Class Officers.

(d) Managers of Settlements under Voluntary Agencies should also send the reports to the Assistant Backward Class Officers in respect of Government servants employed under them.

(e) The Lady Superintendent will similarly send the report on the permanent staff under her to the Backward Class Officer.

385. As regards the members of staff who are officiating in permanent vacancies but who are not yet confirmed the confidential reports should be sent every six months, i.e. on 1st January and on 1st July and the report should contain the following information:—

- (1) Does he drink intoxicants or is he addicted to any drug habit?
- (2) Does he attend regularly to his work and is he efficient?
- (3) Is his moral character good?
- (4) Is he obedient?

Reports on conduct which may require departmental proceedings or other action may be sent at any time.

386. The confidential records of the staff will be kept by the Backward Class Officer personally except for Guards and peons. For these the original records are kept by the Office Superintendent on behalf of the Backward Class Officer.

387. Confidential reports should be submitted on two separate sheets for—

- (1) Settlement Inspectors, Assistant Settlement Inspectors and Clerks. Head Guards.
- (2) Guards, Peons and other menials of the pensionable service.

Activities in games, scouting, etc., of the members should be specially mentioned.

SECTION II--OFFICIAL.

388. All communications addressed by Heads of Offices to Government, as well as to one another should include a reference to the subject matter of the correspondence in the body of the draft, in addition to the

short title at the head stating the subject, and serial numbers should be given to the paragraphs of letters or reports.

389. Much inconvenience and delay is caused in public offices by bad handwriting and spelling. Heads of Offices should accordingly take such actions, as for instance by making the clear handwriting a condition of promotion or appointment as may lead to the abolition to the practice of writing reports which render them more difficult to decipher than they need be.

390. Covers of official correspondence which are not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

391. The word "INDIAN" instead of the word "NATIVE" should be used in all official correspondences whenever the sense desired can be equally clearly conveyed by the use of the either term.

(G.R., G.D., No. 8189 of 29-11-1912.)

392. All communications made by officers regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense.

(G.R., G.D., No. 3178 of 23-4-1914.)

SECTION III—DEMI-OFFICIAL.

393. No demi-official letter or telegram should be quoted in an official correspondence without the express sanction, both of the sender and the receiver.

394. Demi-official communications or instructions which are provisionally required for action or record must be supplemented by official communications containing no reference to the demi-official correspondence.

(G.R., P.D., No. 6232 of 14-8-1891.)

395. Officers to whom Secretariat files are referred unofficially should on no account show or hand them over to any one outside their offices without the permission of Government.

(G.R., F.D., No. 382 of 14-10-1925.)

SECTION IV—STATE TELEGRAMS.

396. As a general rule state telegrams should be sent in the "Ordinary" class and not in "Express" class when there is no great urgency. The use of the telegraph should be avoided when a letter would serve the same purpose equally well. Undue prolixity in messages should be avoided and state telegrams should be expressed in as few words as possible and mere auxiliary and connective words which can be obviously filled in by the receiver should be omitted.

397. When telegrams are addressed to Government the name of the Department for which the message is intended should invariably be added to the word "Bombay", e.g. "Bombay Local" Bombay Home, Bombay Special "Bombay Financial" etc. and BACLO Dharwar for Backward Class Officer.

398. Post copies of telegrams should invariably be despatched the same day as the telegram is despatched

SECTION V—OFFICE PROCEDURE.

399. (1) All covers including telegrams received in offices will be opened by the Manager or Head of Office, or in the latter's absence by the clerk or the senior subordinate deputed by the Manager or Head of Office and in the main office by the Office Superintendent.

(2) All covers marked secret or confidential will be sent to the Head of Office unopened.

(3) Letters addressed to the Officers by name will be sent to them unopened.

(4) The Manager, the Office Superintendent, or the senior Assistant, who opens the covers will stamp all communications with a date stamp if there is one and if it is not available the date must be put below his initials.

(5) The date stamp or dated initials should be put on the outside of all secret and confidential covers or D.Os. addressed to Officers by name.

(6) All communications after being dealt with as above should be sent forthwith to the respective Barnishi clerk of the branch concerned on the same day on which he receives them who should inward them and pass them on to the respective compilation clerks for disposal.

(7) The compilation clerk should arrange the papers according to the casefiling system, which consists in bringing together in one place in a small file all communications on a subject and to arrange all papers relating to that subject in such a way as will give their location without delay.

(8) A folder should be allocated to each file in which all previous correspondences dealing with a subject should be placed in chronological order. In every case the office copy of the reply should be placed along with the original correspondence to which it refers.

(9) Case files should be deposited in Pigeon holes or filing boxes arranged in serial order according as they are—

(1) Current (i.e. to be dealt with).

(2) Pending (i.e. cannot be dealt with until a reply is received from some other office).

(3) Closed.

When the case file is closed, it should be kept until the close of the year. Then it should be broken and papers sorted out according to period of preservation of records and handed over to the clerks in charge of records.

(10) Unless it is a matter of great urgency it is not necessary to write two reports on any subject, one to the Backward Class Officer another report to the Assistant Backward Class Officer (Settlements). Only one

report is enough and it should be submitted to the Backward Class Officer through the Assistant Backward Class Officer if necessary.

(11) All circulars, orders or correspondences issued from the main office under the signature of the Office Superintendent be stamped as "O. C. signed by the B. C. O." if the Circular or Order is first approved and signed by the Backward Class Officer.

SECTION VI.—RECORDS.

400. *General*.—Managers are not authorised to grant to private parties copies of any records of their settlement without the sanction of the Backward Class Officer.

401. *Government Resolutions*.—Ordinarily three copies of all Government Resolutions of general interest will be received for Backward Class Officer's use as under :—

- (1) For the correspondence branch.
- (2) For the Account Branch.
- (3) For the Government Resolution File or case file.

More copies of Government Resolutions of special value for Managers will be obtained if necessary or typed and supplied to them. Other Government Resolutions which are considered important will be circulated among the Officers concerned before they are filed.

402. Government Gazette will be circulated among the gazetted Officers before it is filed.

403. *Other Records*.—All the records in the Huzur Office of the settlement office should be classed as A, B, C, D—

- (A) To be kept for an indefinite period.
- (B) To be kept for 30 years.
- (C) To be kept for 5 years.
- (D) As soon as finished or the accounts have been audited or accepted. These papers never go into the record room.

404. There is another class of papers which should never be filed. They are not papers which constitute cases by themselves but are subsidiary papers and will be found in large numbers in all, A, B, C, cases, e.g. :—

- (1) Reminders and replies thereto.
- (2) Trivial references such as those returning accompaniments which are unsigned etc.
- (3) Blank returns from Settlement Officers. Such papers should be destroyed as soon as their purpose is served.

Manuscript or typed reports which are printed in a Government Resolution should be destroyed.

Circular orders issued from time to time are all filed in one file. Some of them are cancelled or revised and most of them are contained in this

manual. Such circulars should be taken out and only those which are current should be preserved.

405. (A) *Indexing and Filing*.—At the close of each year all completed correspondences falling under the same heading should be filed in one file after they are thoroughly weeded of useless papers. An index giving sufficient details of each correspondence should be prepared and filed in the beginning of the file. Papers in each correspondence should be chronologically arranged and not at random. All the pages in the file should be numbered, so that the index should show how the correspondence begins and where it ends. Then the whole file should be entered in the record list under its proper head. Daftars should be arranged according to A, B and C papers. It is better to maintain even separate Daftars under A according to classifications such as "A—Accounts", "A—C. T. Act", "A—Administration." But in a small office where such files are only few all A papers may be kept in one Daftar.

(B) B, C Daftars should be prepared separate for each year, so that at the end of every year one daftar of each class will be ready for destruction, as the time for its preservation expires. Here again B and C daftars may be kept separate according to classification, such as B—Accounts (1925–26), B—C. T. Act (1925–26), B—Administration (1925–26). But where the number of files is small B papers of one year or C papers of one year may be kept in one daftar of each kind such as B papers for 1925–26 and C papers for 1925–26. B and C papers should not be kept in one daftar.

(C) Separate list of papers destroyed under B and C every year need not be prepared. Endorsement in the list of records against the daftar of papers should be made as "destroyed" and initialled by the Head of Office.

Inspecting Officers will inspect all records at the time of inspection.

406. Lists A, B, C, showing records to be preserved permanently and those to be destroyed after fixed periods in the office of the Backward Class Officer, Lady Superintendent, Assistant Backward Class Officer (Settlement), Northern Circle, and Assistant Backward Class Officer (Settlement), Southern Circle, and Managers of Settlements are given in the accompaniment to Backward Class Officer's Circular No. 3387 of April 21st, 1928, as modified by Backward Class Officer's No. 43 of 3rd January 1929.

407. In order to give ample time for the discovery of any case in which the destruction of a paper has been directed to be made prematurely, all D or C papers, selected for destruction under the lists should be separated from the preserved records, but instead of being destroyed should be put aside in some convenient place outside or (if there is no room) inside the record rooms for three years. That will give plenty of time for any possible error to be brought to light by one or other of the many officers using the lists.

CHAPTER XXI—REGISTERS, RETURNS AND REPORTS.

Note.—This chapter relates to account returns and other returns of a general nature only. The list of registers and returns given in the chapter is not exhaustive and the absence of an existing register or a return in the list should not be construed as permitting its discontinuance. This chapter does not refer to registers, returns and files, etc., connected with the criminal tribes work in Settlements or with criminal cases tried by Settlement Magistrates.

SECTION I—BACKWARD CLASS OFFICER'S OFFICE.

*(a) Accounts Branch.*408. *Books—*

1. Inward and Outward Barnishi.
2. Day Book of permanent advance.
3. Receipt Book (Form Gen. 113e) for money received from outsiders other than the Treasury or the Postal Savings Bank.
4. Treasury Pass Book for depositing cash box in the Treasury for safe custody.
5. Backward Class Account Book.
6. Borstal Association account.
7. Hur Deposit Book. Pass Book.

Registers—

8. Register of R. A. sanctioned to settlement.
9. Register of R. A. Ledger account.
10. Register of revenue realized.
11. Consolidated Register of statement of revenue received from settlements.
12. Register of pay and allowances.
13. Register of deposits.
14. Grant Register of work bills sanctioned during the year.
15. Register of permanent advance.
16. Grant Register of all bills received for counter-signature including bills chargeable to undistributed grants.
17. Grant Register of travelling allowance bills.
18. Casual Leave Register.
19. Consolidated Register of monthly expenditure under contingencies and special charges and works.
20. Consolidated Register of monthly expenditure under pay and allowance.
21. Grant Register of contingent bills for minor settlements and main office.
- 21A. Register of contingent charges for minor settlements and main office.
- 21B. Register of Donga Dasaris and Peddatti Gollars.

Files—

22. Chalans of credits into Treasury as revenue.
23. Chalans for credits for R. T. Rs. and for other purposes.

Pay Bills—

24. Salary bills of gazetted officers.
25. Salary bills of general establishment.
26. Salary bills of educational establishment.
27. Salary bills of contract establishment.
28. Salary bills of temporary establishment.
29. Extract of pay and allowances received from settlements.
30. Extract of repayable advance recoveries and payments received from settlements.
31. Extract of leave and pension contribution received from settlements.
32. Statement of monthly expenditure under different primary units.

Contingencies and special charges—

33. Statement of monthly expenditure under pay and allowance.
34. Contract contingent bills of main office and other minor settlements.
35. Audited but not countersigned contingent bills of main office and other minor settlements.
36. Cancelled Vouchers File.
37. Travelling allowance bills of gazetted officers' file.
38. Travelling allowance bills of non-gazetted officers' file.
39. Work bills file prepared in the main office.
40. File of capitation grant claimed for Donga Dasaris of Madras presidency.
41. File of contribution to be recovered from Indian States.
42. Casual Leave Application File.
43. Catalogue of library books and issue book.

*(b) Correspondence Branch.**Books—*

44. Inward and Outward Barnishis.
45. Despatch Book.
46. Peons' Delivery Book.
47. Tour Barnishi Book.
48. Service Books and Service Rolls.

49. Service Stamp Register (showing stock and issue).
50. Account of service stamps showing daily consumption.
51. Register of dead stock articles.
52. Register showing books issued from the library.
53. Register of clothing and umbrellas to peons and other menials.
54. Register of securities taken from the staff.
55. Register of Guards' uniform and kit.
56. Register of stationery.

Files—

57. File of quarterly returns of recoveries.
58. File of peons' clothing and umbrellas and belts, etc.
59. File of landed property returns.
60. File of uniforms of Guards' force.
61. File of quarterly statement of expenditure sent to Government.
62. File of indents of forms and stationery.
63. File of purchase of dead stock articles.
64. File of audit inspection notes.

Note.—Besides the above, any other register book or file ordered by the Backward Class Officer as necessary.

SECTION II—IN SETTLEMENTS.

409. *Books—*

1. Day Book. (Permanent Advance.)
2. Any cash book or books other than Permanent Advance.
3. Receipt Book (Form Gen. 113e) for moneys received from outsiders other than the Treasury or Bank.
4. Pass Book (Bank) where necessary.
5. Tapal or Despatch Book.
6. Peons' Delivery Book.

Registers—

7. Inward and Outward Barnishi Register.
8. Register of pay and allowances.
9. Register of repayable advances.
10. Register of revenue.
11. Register of deposit.
12. Register of lands given on lease.
13. Register of buildings.
14. Register of persons belonging to Indian States.
15. Register of recovery of Sanitation Tax or House-rent.

16. Register of dead stock articles.
17. Register of stationery articles.
18. Grant Register of allotments.
19. Register of contingent charges.
20. Stamp Account Register.
21. Scout Register.
22. Recreation Fund Register.
23. Casual Leave Register.

Files—

24. Chalans showing credits of revenue.
 25. Chalans showing credits of repayable advance.
 26. Chalans of leave and pension contribution if any.
 27. Salary bill file of general establishment.
 28. Salary bill file of contract establishment.
 29. Salary bill file of educational establishment.
 30. Salary bill file of temporary establishment.
 31. Contract Contingent Bill File.
 32. Audited but not countersigned Bill File.
 - 32-A Countersigned Bill File.
 33. Works and Repairs Bill File.
 34. Special Charges Bill File.
 35. Travelling Allowance Bill File.
 36. Dead Stock File.
 37. File of Guards' uniform and kit.
 38. Register of arms and ammunition of Guards and Head Guards (where necessary).
 39. File of stationery and forms.
 40. File of discrepancies in the monthly statement of expenditure returns.
 41. File of discrepancies in the monthly statement of repayable advance returns.
410. For Staff Society or Credit Society or Producers' Society the Registers and Files should be those prescribed in the Co-operative Act, Rules and By-laws of the Society and any other Register or File ordered by the Assistant Backward Class Officer (Settlements) or the Backward Class Officer to be kept according to the nature and function of a particular Society.

SECTION III—PERIODICAL RETURNS.

411. The following periodical returns will be submitted by the Backward Class Officer to Government :—

1. Landed property return of Gazetted Officers triennially in April.

(G.C., F.D., No. 7571 of 9th August 1932.)

2. Report regarding probable alterations in the budget figure of revenue and expenditure for the financial year based on actual realisations of the first six, eight and nine months giving full explanations of all important variations in revised estimates as compared with the budget estimates to be submitted to Government in the Finance Department, on 1st November, 4th January and 3rd February, and a copy of it to Government in the Home Department.

(G.R., F.D., No. 270-G, dated 23rd July 1932.)

3. A statement of actual expenditure up to 31st March, in the form prescribed in Government Resolution, Home Department, No. 6430 of 28th June 1926, to be submitted to Government of the Home Department as soon as possible after the close of the financial year.

4. List of major works to Government in the Home Department before 15th August of each year.

5. Monthly expenditure statement to Accountant General at the end of each month to which the expenditure relates before 20th of next month. Plus and minus memo. of repayable advance recoveries and payment to Accountant General every month.

6. Statement showing the progress of incomplete building works pertaining to Criminal Tribes Department to be submitted to Government in the Home Department in April of each year.

7. Statement of pay, leave and pension contribution credited by Voluntary Agency during each year to be submitted to the Accountant General, Bombay, in April of each year.

8. Annual certificate of repayable advance held by the Backward Class Officer in April of each year.

9. Administration Report of Criminal Tribes Department before 1st May of each year.

10. Budget estimates before 1st October of each year.

11. Acknowledgment of permanent advance to Accountant General, Bombay, yearly in April.

12. April stock return in duplicate to Accountant General, Bombay, yearly in May.

13. Absentee statement to Accountant General, Bombay, monthly on 28th of each month.

14. Annual statement of major works by Public Works Department to Government, Home Department, annual in April.

15. Statement of leave allowances to be drawn by officers on leave in England to Government, Home Department.

412. The Managers and Heads of Offices should submit the following returns to Huzur Office before 5th of each month :--

1. Monthly statement of expenditure under contingencies.
2. Subsidiary statement of all bills cashed during each month giving Treasury voucher numbers assigned to them.
3. Statement of pay and allowances drawn in each month.
4. Statement of revenue realised in every month with accompaniment showing assessment and recoveries of revenues.
5. Statement of repayable advance advanced and recovered.
6. Statement of pay, leave and pension contribution credited by voluntary agencies for Government staff loaned to them (to be submitted by the Voluntary Agencies concerned).

CHAPTER XXII--AUDIT AND INSPECTION OF SETTLEMENTS.

SECTION I--GENERAL.

413. The following hints and questions are given for the guidance of auditing and inspecting officers. They are not exhaustive nor do they limit the scope of audit and inspection.

The points marked with an asterik are important and should be audited at every audit. The other points should be audited occasionally.

***(1)** Note the date of last audit by the Assistant Backward Class Officer (Settlements) or by the Auditor.

***(2)** Are there any outstanding audit memo but still not complied with ?

(3) Are all settlers employed regularly ?

(4) Are absconders prosecuted and steps taken to organize search parties ?

(5) Is there a Panchayat organized in the Settlement and a Panchayat Register maintained

(6) Is there co-operation between Police and Settlement officials ? The Assistant Backward Class Officers (Settlements) should enquire into the conduct of settlers from the local revenue and police.

(7) Is the Guard force adequate ?

(8) How is Scout and Girl Guide work organized in the Settlement ?

(9) Is the medical arrangement satisfactory

(10) Are Recreation Clubs well

(11) Are the arrangements to ensure the health and welfare of the settlement satisfactory ?

1. Census Register for persons in Settlements.

Is the attention of the Backward Class Officer for unregistered persons to live in the settlement noted in the Census Register ?

***(13)** For persons transferred or released on probation, is the Backward Class Officer's order quoted in the Census Register ? and the date on which they left the settlement noted in proper columns ; and in case of transfers are extracts from the registers sent to the Settlements to which the settlers are transferred

***(14)** If any daughters and sisters above 20 years of age are taken to the Census Register, is it noted that they are either unmarried or divorced or widows ?

***(15)** Are the Criminal Tribes Register Numbers and the District of registration and the Government Resolution Numbers entered in the Census Register ?

II—Birth and Death Register.

*(16) Are births and deaths entered in the birth and death register taken to the Census Register and have actual dates been entered ?

(17) Have the village Officers or the Municipality as the case may be have been informed ?

III—Conviction Register.

*(18) Are the conviction warrants endorsed to the effect that a person should be brought to the settlement on release from Jail ? Is there a note to that effect in the Conviction Register ?

*(19) Are all convictions of registered persons entered on the first page of the History Sheet and are there any cases where convictions after coming to the settlement though entered in the History Sheet are not entered in the list of convictions ?

IV—Register of Marriage.

*(20) Whether the ages of the bride and bridegroom are within the limits of Child Marriage Act ?

V—Register of Persons released on probation to their Villages.

*(21) Check the entries of the probationers' register from the register of Census.

VI—Roll Call Register of Registered Persons in Settlements and in Free Colonies.

*(22) Are persons on pass from other Settlements duly noted in the roll call register if they have to give roll call ?

*(23) Compare roll call register with the registered persons in the Census Register.

*(24) Are the Criminal Tribes Numbers entered in the roll call register ?

*(25) Is the absence of period on pass marked in words ?

*(26) Are check roll calls taken ? If so, by whom ; and how many times a month ?

(27) Verify the passes with the Hazari book.

VII—Pass Books and Permit Books and other Correspondences arising therefrom.

(28) Is there laxity in issuing passes ? Compare the figures with those of previous years.

*(29) What action has the Manager taken when the conditions and terms of the passes are not observed, e.g.

(a) Delay.

(b) Visiting places other than those mentioned in the passes.

(c) Using the route other than the one shown in the pass.

(d) Infringing the condition of roll call as entered in the pass.

*(30) Is the return of duplicate and triplicate copies of passes duly watched ?

(31) Are unregistered dependents given permits when they go to other places ?

*(32) In cases of persons going to Nizam's State or to the City of Bombay for more than a week is previous intimation given to the authorities concerned and permission obtained ?

VIII—History Sheets of Persons placed under section 16 of the Criminal Tribes Act.

*(33) Are remarks on the conduct of settlers made every six months ?

*(34) Compare the History Sheets with the Census Book.

*(35) Are the History Sheets of all registered persons forthcoming according to the Census Register ?

*(36) Have all the legal dependents as noted in the enquiry forms joined their principal members ; if not, has the permission of the Assistant Backward Class Officers taken ?

*(37) Are the convictions as entered in the Conviction Register noted in the History Sheets ?

(38) Are all the History Sheets sorted and filed properly ?

(39) Are identification marks of all registered persons taken ?

*(40) Are there at least two finger impression slips of every registered settler ?

*(41) Are the Finger Impression slips sent to the Bureau and convictions ascertained and recorded on the first page of the History Sheet ?

*(42) Are any attempts made to get the ornaments recorded in the History Sheets ?

(43) Is the leaves entered in the leave statement in the History Sheet ?

IX—Register of Departmental Punishments.

*(44) Note whether all the entries are noted in the History Sheets.

*(45) Are all punishments inflicted and executed and is the date of execution noted in the Punishment Register ?

X—Mortgage Register.

(46)* Are settlers taking permits when mortgaging or selling ornaments of Rs. 5 in value ?

XI—Lock-up Register.

(47) Are the actual timings of admitting the persons in the lockup and release therefrom noted in the lockup register.

*(48). The following books and registers should be checked and scrutinised :—

1. Census Register of persons in the Free Colony.
2. Issue book for History Sheets.
3. History Sheets of persons let on probation.
4. Register of settlers belonging to Indian States for whom contribution is paid by the States.
5. Register of settlers belonging to the other Provinces for whom capitation grant is claimed by the Government of Bombay.
6. Register of attached property.
7. Register of Absconders.
8. Register of Children's Home, where necessary.
9. Register of Women's Home for Hubli only.
10. Progress sheet of children and women in the Homes or History Sheets if the women are registered.
11. Proceedings before the Settlement Committee dealing with the juvenile delinquents.
12. Panchayat Register.
13. Register of Lands held or leased by the Settlement.
14. Register of buildings in the Settlements.
15. Permit book for buying intoxicants.
16. Postal Cash Certificate Register.
17. File of enquiry forms for new settlers not yet arrived.

SECTION II OF AUDIT.

Account Branch—Part I.

414. *Common matters for Government and Society accounts—*

*(1) Count all the cash which the Manager holds in his different capacities and sign the cash books and mention the cash balance of each day book.

*(2) Has the Manager been counting the cash balance and signing the cash books on the last day of every month ?

*(3) See if the daily balance of all the cash books are correctly struck and name the cash books thus checked and found correct.

*(4) Write the summary of receipts and expenditure at the end of each cash book and sign the summaries.

*(5) Trace every entry on the receipt and expenditure side of each cash book to all the subsidiary register if any and name the subsidiary registers thus traced against each cash book and mention the discrepancies found.

*(6) Trace the amount of every receipt passed to the credit entry in the cash book and mention discrepancies, if any, found for each cash book.

(7) Is every entry on the expenditure side supported by a voucher properly signed and stamped where necessary ?

(8) From what date to what date has the audit now been made ?

Part II—Government Accounts.

(9) State the total collections of various items of revenue realised during the period under audit and the total amounts credited into the Treasury under each class.

(10) Is the classification on the chalan for these credits correctly entered ?

(11) Have these receipts been kept for more than a week in the day book without crediting into the Treasury ?

(12) Are recoveries punctual ? What is the balance still to be recovered under each class of revenue ?

*(13) Trace all the departmental fines received in the Punishment Register to the amounts credited in the cash book. Is the summary of fines outstanding at the end of the month being drawn ?

(14) Trace the recoveries in the sanitation tax register to the amounts credited in the cash book.

(15) Are there any unauthorised exemptions from payment of sanitation tax ?

(16) Draw up the extract of repayable advance for the period of audit.

(17) Classify the objects for which repayable advance is granted during the audit period.

(18) Does the balance of repayable advance due as outstanding against the settlement agree with the Huzur figure ?

(19) Have R. A. recoveries been utilised for making R. A. payments ?

(20) Check the progressive total expenditure under each class of contingencies and say if the expenditure is evenly distributed or if there are any actual or probable excesses or any savings available for surrender.

*(21) Check all the cancelled vouchers with the bills and mention irregularities if any.

*(22) Have all charges incurred been sanctioned by the competent authority ?

*(23) Are there any items of unnecessary expenditure which can be curtailed or reduced and are the rates charged reasonable ? (Test 10 cases.)

(24) Draw up an abstract showing the position of the Permanent Advance on one of the days of your audit.

(25) Are all temporary advances paid to the menials from the Permanent Advance accounted for in the day book ?

(26) Are temporary advances paid to superior staff from the permanent advance and if so for what purpose ?

(27) Trace the amounts and dates of contingent bills to the entries in the day book.

(28) Is the register of contingent charges kept up-to-date in the prescribed forms? Verify the entries in this register with those in the day book and the amounts of bills prepared.

(29) Are there any irregularities in the disbursement of moneys drawn on pay bills and T. A. bills?

(30) Mention irregularities noticed in checking all the registers and subsidiary registers.

*(31) What amounts have been sanctioned as special charges and what amounts are drawn and expended out of sanctioned grant? Compare them with the Huzur register as regards amounts and dates of encashment.

*(32) (This is very important.) Mention the actual expenses incurred on each work compare them with the estimated amount.

*(33) Are plans and estimates kept by the Manager? Is the work executed according to the plans and estimates? Are there any material deviations from the original plans and estimates? Has sanction been obtained for the revised plans and estimates?

*(34) Is completion certificate given for each work, if so, by whom and when? Do these certificates require further confirmation by the Assistant Backward Class Officers.

*(35) Have final payments been made to Contractors and if so, under what authority?

(36) When is each work likely to be completed if not already completed?

(37) Are there any materials on the spot belonging to Government for departmental works? If so, the approximate valuation of all these materials.

*(38) Check the dead stock register with the articles and sign it.

Part III—Society Accounts.

Both Credit and Producers' Societies—

(39) Date of Society's registration and its name.

(40) Date of audit by the Auditor of the Co-operative Department if any.

(41) From what date to what date has the audit been made?

(42) Are the points noted by the Auditor have been attended to?

(43) Does the Society possess a copy of the Rules, Act and its own bylaws?

(44) Do you suggest any amendment in the bylaws?

*(45) Are there any efforts made at securing more deposits and shares?

- (46)* Are there any breaches of law, rules or bylaws ?
- (47) How many committee meetings have been held since last audit ?
Is the minute book in order and up to date ?
- (48) What is the date of last General Meeting ?
- (49)* Are recoveries punctual ? Draw up a list of overdue loans or credit sales in which no recoveries are effected for six months and over.
- (50)* Are loans advanced or sales made on credit to any such bad cases ?
- (51) Are deposits returned punctually when matured or else are they renewed for a further period ?
- (52) Draw up a list of cases in which the Society has retained shares, deposits or dividends which ought to have been returned or paid or transferred on account of the members permanently leaving the settlement.
- (53) Have all the members paid their entrance fees ?
- (54) Do the entries in the share and deposit registers correspond to those in the Cash book ?
- (55) Have certificates been issued for all shares collected and deposit invested ?
- (56) At what rate was dividend declared last time ?
- (57) Is the list of dividends to be paid to each member prepared after the annual accounts ?
- (58) What amount of dividend to be paid still remains unpaid ?
- (59)* Draw up a list of all dividends unpaid at the last audit still remain unpaid with reasons if any.
- (60) Has the interest account on deposits been made up ?
- (61) In how many cases has interest on deposits not been paid ?
- (62) Are payments on dividends on shares and interests on deposits noted in the dividend register and interest account of the Society ?
- (63) Have withdrawals been duly acknowledged and duly attested ?
- (64)* Verify in some ten cases the calculation of interest as shown in the deposit account and loan account.
- (65) Compare the expenses account with the cash book and vouchers and note objectionable and unauthorised items of expenditure.
- (66)* See that any securities or scrips held by the Society are in order and the Bank pass book is up-to-date and the amounts of investments tally with the Society records. Mention all the total amounts thus tallied.
- (67) Has any unduly large balances kept on hand for long period unnecessarily ?
- (68) If the pass books are maintained, call for some 10 per cent. of them and compare them with the Khatas concerned.

(69) Send for debtors or purchasers on credit of comparatively long standing arrears and see whether they admit their dues.

(70) Trace and check all the articles entered in the dead stock register and sign it.

(71) Write down the approximate value against each article of dead stock making due allowance for depreciation.

(72) Show the total amount of temporary loans advanced to other day books or the private individuals, the amounts returned and the balance still due from each day book or the individual as the case may be.

(73) Are annual account statements prepared according to "M" leaflet and submitted to Huzur Office in due time? Carefully check these statements.

(74) Is the figure shown as profit or loss reliable in your opinion? If not, why? State what should be the real figure of profit or loss in your opinion.

(75) Have all these annual statements as settled finally copied in the special annual accounts register and if so, sign the register.

(76) If there is loss, what in your opinion are the reasons for it?

(77) How is the last year's profit proposed to be distributed?

Part IV—Credit Societies only.

(78) Compare the amounts of loans entered in the Loan Register with entries in cash book.

(79) Are there any cases in which the limit for loans prescribed in the bylaws is exceeded?

(80) Have loans been advanced in excess of 10 times the share? If so, in how many cases?

(81) Have loans been given to non-members?

(82) In cases of bad debts was any endeavour made to recover them from sureties?

(83) Is proper security taken for every loan and are sureties alive and solvent?

(84) When any amount is recovered, see if interest is first credited and the balance only is taken towards the repayment of principal. Mention cases where this is not done.

(85) Have loans been issued to members of the staff from the Settlement Society? If so, give details.

(86) Are bonds in order? Compare them with the loan register.

(87) Classify the objects for which the loans are advanced and see that they are used for the purpose for which they are granted. (Test 10 cases.)

(88) Are repayments of loans regular and punctual? If extensions are granted, are they granted for valid reasons and after due enquiry?

(89) Compare the entries in Loan Account with those of cash book.

Part V—Producers' Society only.

(90) Find from the cash book all the items of purchase of dead stock, raw materials (e.g. Yarn, wood, stones or other tools and implements as the case may be) and check whether these articles are credited to the respective ledgers, e.g. in the case of Weaving Society see whether all the yarn purchased has been credited in the yarn register.

(91) Check the rates paid for these articles.

(92) Check where possible whether the raw materials used and debited to Raw Material Register, has a corresponding quantity of finished articles, e.g. in the case of Weaving Society find out the difference between the weight of cloth produced and the yarn used up.

(93) Check from pay sheets of piece work for all the year whether all the finished articles have been credited to the respective registers (as entered in the pay sheets) under the different heads of valuations.

(94) Check the balance shown in the stock register with the actual balance on hand.

(95)* See whether orders received for articles have been properly entered in the order book and executed promptly.

(96)* See whether bills of demand are punctually sent to customers and followed up with reminders.

(97)* In the case of buildings taken by the society on contract, note the following points :

(a) Whether the work register is properly maintained.

(b) Whether proper account is maintained for the balance of materials.

(c) Amounts from Huzur (for works done for Government) are credited to cash book.

Accounts Part VI—General.

(98) What items have been included in miscellaneous office expenses, with the analysis of the various items charged to the above head. Discover any abuse of the system of Contract Contingency.

(99) Are monthly returns of expenditure and revenue and repayable advance properly prepared and sent to Huzur Office punctually ?

(100) Is the classification of accounts as entered in the office copies of the bills correct ?

(101) Is pay, leave and pension contribution regularly credited into Treasury ?

(102) Is the classification entered on the chalans correct ?

(103) Are there any stock accounts kept in the settlements of valuable articles like furniture, stationery or postage stamps.

(104) Under countersigned contingencies are there any instances which give the impression that objects of expenditure are not properly scrutinized by the Head of Office before his approval ?

(105) Are the accounts of the Agricultural farm so designed as to show properly the exact net expenditure in securing the price ? Does an analysis of the figures show that the value of the produce cover the different charges like wages, cost of seed and manure and watering and fodder for bullocks etc. incurred in securing the produce ?

(106) Are there any instances of local purchases of country stationery without proper sanction ?

*(107) Are service books of the staff maintained up-to-date and duly attested ? Are leave ledgers correctly maintained ?

(108) Is the register of trees planted and watered at Government expense maintained and are the trees properly watered and taken care of ? Are the charges made according to the sanctioned scale ?

Form of Enquiry regarding a person proposed to be placed in a Settlement with his dependents in the Bombay Presidency, under section 18 of the Criminal Tribes Act, 1924 (VI of 1924).

Name—

Caste—

Village of residence at the time of enquiry—

Taluka—

District—

Approximate year of birth—

Criminal Tribes Register No.—

District of Registration—

Details of Previous Convictions.

S. No.	Date.	Offence.	Sentence.	Authority.

Names, ages and the present address of dependents.

Is he physically fit ?

Does he know any trade ?

What area of land he possesses. (Give village, taluka and district, Survey No., area and assessment and its approximate value.)

Does any one else hold this land jointly with him ? If so, give names.

In what village, taluka and district does he say he was born ?

Is land mortgaged ? If so, give amount and to whom and for what period ?

Does he possess a house or hut ? If so, in what village, taluka and district.

Approximate value of the house or hut ..

Give any other important particulars about him, e.g. any other important reasons (apart from the convictions noted above) why he should be placed in a Settlement.

A statement of the person should be taken below in writing before a Magistrate if authorised by the Criminal Tribes Settlement Officer or by a Manager of a Settlement :—

Q. Do you admit the previous convictions A.
read out to you ?

Q. What reason, if any, have you why you A.
and your dependents should not be
placed in a Settlement ?

Dated

193 .

(Signature or thumb mark of the person.)

Before me,

(Signature of Magistrate or Manager
of a Settlement.)

Opinion of the Enquiry Officer.

Signature of the Enquiry Officer.

Dated

193

Criminal Tribes Settlement Officer,
Bombay Presidency, Dharwar.

Dated

193

“ Ordered by the Government of Bombay, Home Department, under their No. of 193 to be placed in the Settlement with his dependents under section 16 of the Criminal Tribes Act, 1924 (VI of 1924). ”

History Sheet of persons registered under the Criminal
Tribes Act and who are under the Control of the
Criminal Tribes Settlement Department.

REGISTER
NUMBER

Full Name—

Caste—

Approximate }
year of birth }

District of Registration—

Native place (if any)—

CONVICTIONS.

S. No.	Date.	Section.	Sentence.	Sentencing Authority.

REMARKS.

No. _____ of 193

Dated the _____ 193 .

THE MANAGER, SETTLEMENT;
To
THE MANAGER, SETTLEMENT.

SIR,

I have the honour to state that the following settler and his dependents desire to be transferred to your Settlement.

Name— Caste— Age—

His present work is— R. No.

District of Registration—

Names of dependents.	Sex.	Age.	Relation to principal settler.	Standard for school children.	Trade to which he has been apprenticed.

2. His reason for the transfer is that—

3. His liabilities are—

- (a) Repayable advance, Rs. ; (b) Sanitation tax, Rs.
- (c) Departmental fine, Rs. ; (d) Other dues, Rs.

In the Society his position is—

Shares, Rs. ; Deposit, Rs. ; *Loan.*
; Principal. Interest.
Rs. Rs.

4. He is ^{prepared}/_{not prepared} to pay off his liabilities before the transfer.

5. He has stood surety for _____ and

the debtor ^{will}/_{will not} find other sureties before the transfer of the petitioner takes place.

6. His character and that of his dependents in my opinion is :—

7. I have no objection to his transfer.

I have the honour to be,
Sir,
Your most obedient Servant,

Manager, Settlement.

No.

Dated the 193 .

Submitted to the Criminal Tribes Settlement Officer, Bombay Presidency, Dharwar.

2. I have no objection to the transfer
I object to the proposed transfer on the ground that :—

Manager, Settlement.

No. OF 193 .

Order of the Criminal Tribes Settlement Officer under section 18 of the Criminal Tribes Act, VI of 1924.

The applicant dependents are hereby ordered to be transferred from Settlement to Settlement. The history sheets and the other relevant papers of the transferee should be forwarded to the Manager, Settlement.

Dated 193 .

Criminal Tribes Settlement Officer,
Bombay Presidency.

To

THE MANAGER,

SETTLEMENT.

Instructions.

(a) Where the Manager does not recommend the transfer, he should address the above letter direct to the Criminal Tribes Settlement Officer, instead of addressing it to the Manager of the Settlement to which the settler wishes to go.

(b) If the application is by a number of settlers and the Manager does not recommend the transfer and thinks that it is unlikely to be sanctioned, he may write a preliminary letter to the Criminal Tribes Settlement Officer stating the facts instead of filling up the details.

(c) In order to avoid hindrance to school transfers of persons with school children should not be made between reopening of school after the hot weather holidays and the annual examinations except in cases of great necessity.

(d) As a general principle transfers are to be discouraged as they interfere with the steady progress of the Settlement, but transfers should be made if sufficient work is not available.

No.

FROM

THE CRIMINAL TRIBES SETTLEMENT OFFICER

To

H. S. B. P. S. GOVT. GOVERNMENT,

HOME DEPARTMENT, Bombay.

193 .

SIR,

I have the honour to make the following recommendations for persons to be placed in Settlement under section 16 of the Criminal Tribes Act, 1924 (VI of 1924), with their dependants as defined in Government Notification, No. 4293, dated the 7th April

Names of persons.	Caste	Reasons for recommending that the person should be placed in Settlement.

I have the honour to remain, Sir,

Criminal Tribes Settlement Officer,
Bombay Presidency, Dharwar.

No.

of 193 .

Dated

Returned with compliments.

2. The above proposal is sanctioned.

Secretary to
Home Dept.

Census Register of

Settlement.

Name	Caste	Age	Relation to principal member of family.	Village, if any.	Date of birth.	Register No. and district of Registration.	Government and date for persons under S. T. A.	No. and date of C. T. S. O.'s permission for residence in settlement for dependents of registered settlers other than wives and children below 15 years of age.	Date of expiry of sanction for persons of column 10.	Date of transfer or discharge from Settlement under S. 16 or leaving the settlement for others.	If discharged on license there he is to live on discharge.	Remarks.
			5	6	7	8	9	10	11	12	13	14
1												

1917

Extract of Register of Pay and Allowances of Criminal Tribes Settlement

for the month of

193 .

Serial No.	Particulars.	Pay.	Leave salary.	SPECIAL PAY.					Total pay.	ALLOWANCES.					Gross Total.	Deduct amount disbursed to payee.	Balance
				Night school allowance.	Sloyd class allowance.	Headmaster's allowance.				Duty allowance.	Loc. allowance.	Bicycle allowance.	Traveling allowance.	Re-wards to Govt. servants.			
1	Total payment made during the month																
	Total payment made to end of the month																
2	<i>Permanent Establishment</i>																
	Total payment made during the month																
	Total payment made to end of the month																
3	<i>Educational Establishment</i>																
	Total payment made during the month																
	Total payment made to end of the month																
4	<i>Temporary Establishment</i>																
	Total payment made during the month																
	Total payment made to end of the month																
5	<i>Contract Establishment</i>																
	Total payment made during the month																
	Total payment made to end of the month																
	Total payment of S. Nos. 2 to 5 made during the month																
	Total payment of S. Nos. 2 to 5 made to end of the month																

Register of Repayable Advance of

Settlement for the year 193 -3

Nature of Advance—

Serial No.	Month from which transaction dates.	Authority.	Name of the settler.	April.			May.			June.			July.		
				Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.
				Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

Serial No.	Month from which transaction dates.	Authority.	Name of the settler.	August.			September.			October.			November.		
				Pay-ment.	Recovery.	Balance.	Payment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.
				Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

Serial No.	Month from which transaction dates.	Authority.	Name of the settler.	December.			January.			February.			March.			Remarks.
				Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	Pay-ment.	Re-covery.	Balance.	
				Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	

Register of Revenue of

Settlement for the year 193 -3

Serial No.	Particulars.	SUB-HEADS.																										
		Rent of lands.		Sanitation tax.		Grazing fees.		Agricultural products.		Departmental fines.		House rent.		Quarry tax.		Sale price of stolen property.		Forfeited deposit.		Miscellaneous.								
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.			
	Budgetted amount																											

Serial No.	Particulars.	SUB-HEADS.												Total.	Amount paid into Treasury.	Balance.	Remarks.													
		Contribution from Native States.		Mill capita-tion grant.		Land Revenue or occu-pancy price.		Donga Dasar's grants.				Leave contri-bution.						Pension contri-bution.		Re-cove-ry of water tax.										
		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.		
	Budgetted amount																													

11

**Abstract of Register of Revenue of
for the month of**

Settlement

Sl. No.	Particulars.	Balance remaining to be credited at the end of last month.	Total collection during the month.	Amount credited into Treasury during the month.	Progressive total of amounts credited into Treasury.	Balance still to be credited into Treasury at the end of the month.		Remarks
						Rs.	a. p.	
1	Rent of lands							
2	Supervision charges							
3	Grazing fees							
	Agricultural p.							
6	Departmental fines							
6	House rent							
7	Quarry tax							
8	Sale price of stolen property.							
9	Contribution from Native States.							
10	Progn D. grant.							
11	Mill Capitation grant.							
	Land Revenue							
	Occupancy price							
14	Contribution.							
15	Pension contribution.							
16	Recovery of water-tax.							
17	Forfeited deposits							
18	Miscellaneous receipts							
	Total							

Accompaniment to the Revenue Return of _____
Settlement for 193

Serial No.	Items of Revenue.	Last balance.			Assessment during the month.			Recovery during the month.			Balance to be recovered.			Remarks.
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
1	Supervision charges ..													
2	Departmental Fines ..													
3	Water-tax ..													

Manager,

Settlement.

No.

Dharwar,

193

Submitted to the Criminal Tribes Settlement Officer, Bombay Presidency,
 Dharwar.

Manager,

Settlement.

Register of Deposit of

Settlement for the year 193 -3 .

Name of the Depositor	Authority.	Period of retention of Deposit.	Date of receipt.	Amount.		Name of the Bank or Society in which the Deposit is placed.	Acknowledgment of the Society or Bank.		Authority for refund.	Amount of Deposit returned.		Date	Name of the Payee.	Remarks.
				Rs.	a. p.		Date.	No.		Rs.	a. p.			

Register of Land of

Settlement for the year 193 -3 .

Form 13

Serial No.	Name of the village in which the land is situated.	Survey No.	Area of land.	Assessment.	Name of the person to whom the land is leased.	Amount of rent.		Date of recovery.	Amount recovered.		Remarks.
						Rs.	a. p.		Rs.	a. p.	

Register of Recovery of Sanitation Tax or House Tax of

Settlement for the year 193 -3

No.	Name of the person.	Last year's Balance.	April.			May.			June.			July.		
			Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.
			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.

No.	Name of the person.	August.			September.			October.			November.		
		Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.
		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.

No.	Name of the person.	December.			January.			February.			March.			Remarks.
		Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	Assessment.	Recovery.	Balance.	
		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.	

FORM OF LEASE FOR GRANTS FOR AGRICULTURAL PURPOSES TO CRIMINAL TRIBES

पट्ट्याचा नमुना.

एकर	गुंठे	जिल्ह्याच्या क्षेत्रफळ असून रु.	तालुक्यांतील	आ. पै	इतका सारा	गांवांत
असलेली सर्व्हे	नंबर	यांतील जमीन	जिल्ह्याच्या		तालुक्यांतील	
गांवचा अथवा गांवचे रहिवासी						

(१)

(२)

यांस (यांस) [यास (यांस) यांत पुढे "पट्ट्याने घेणारा अथवा पट्ट्याने घेणारे" असं म्हटलें आहे] त्याने (त्यांनीं) भोगवट्याची किंमत रुपये दिल्या-
नंतर सन १८७९ चा मुंबईचा जमीनमहसुलाचा कायदा याच्या ठरावांस व त्याअन्वये वेळोवेळीं अमलांत असणाऱ्या कानूंस आणि खालील शर्तींस पात्र राहून सन १९३ च्या च्या तारखेपासून यावरून निरंतरां पट्ट्याने दिली आहे. त्या शर्ती येणेंप्रमाणें:—

(१) पट्ट्याने घेणारा (घेणारे), त्याचा (त्याचे) वारस अथवा असैन यांनी च्या कलेक्टराच्या अथवा सदरहू कलेक्टर ज्या कोणत्याहि असिस्टंट अथवा डेप्युटी कलेक्टरास हा अधिकार सांपून देईल त्या असिस्टंट अथवा डेप्युटी कलेक्टराच्या आगाऊ लेखी मंजुरीवांचून सदरहू भोगवट्याच्या जमिनीची कोणत्याहि वेळीं वांटणी करतां कामा नये किंवा सदरहू भोगवट्याची जमीन अथवा तिचा कोणताहि भाग कोणत्याहि वेळीं पट्ट्याने देतां कामा नये, गहाण देतां कामा नये, विकतां कामा नये, किंवा इतर कोणत्याहि रीतीनें त्यावर दुसरा कसळाहि बोजा टाकतां कामा नये.

(२) पट्ट्याने घेणारा (घेणारे) त्याचे (त्याचे) वारस व असैन यांनी सदरहू भोगवट्याच्या जमिनीसंबंधानें वेळोवेळीं कायदेशीर रीतीनें देणें असलेला जमीनमहसूल व दुसरीं देणीं दिलीं पाहिजेत.

(३) हा पट्टा दिल्याच्या तारखेपासून २० वर्षांच्या आंत जर, पट्ट्याने घेणारावर (घेणारांवर) अथवा त्याच्याबरोबर (त्यांच्याबरोबर) एकत्र राहणाऱ्या

† [अथवा जर हा पट्टा निरंतरचा दिलेला नसून फक्त कांहीं मुदतीसाठी दिलेला असेल, तर "निरंतर" हा शब्द काढून टाकावा व त्याच्याबदला "सन १९३ च्या च्या तारखेपर्यंत" हे शब्द येथें दाखविले करावे.]

त्याच्या (त्यांच्या) काणत्याह पुरुषसंततीवर हिंदुस्थानचा अपराध्यांस शिक्षा करण्याविषयी कायदा याच्या १२ व्या किंवा १७ व्या बाबीअन्वये शिक्षा होण्याजोग्या कोणत्याहि अपराधाच्या शावितीचा ठराव होईल आणि सहा महिन्यांपेक्षां कमी नाही इतक्या मुदतीची कैदची शिक्षा त्यास (त्यांस) देण्यांत येईल तर सदरहू भोगवड्याची जमीन च्या कलेक्टराच्या अथवा सदरहू कलेक्टर ज्याला हा अधिकार सोंपून देईल अशा कोणत्याहि असिस्टंट अथवा डेप्युटी कलेक्टराच्या मर्जीप्रमाणें व त्याच्या हुकुमाअन्वये सरकारदाखल करण्याचा अधिकार आहे; आणि सरकारदाखल करण्यासंबंधींचा असा हुकूम अखेरचा असेल.

हा पट्टा हिंदुस्थानचे सेक्रेटरी ऑफ स्टेट-इन्-कौन्सिल यांच्या वतीने मुंबईचे गव्हर्नर-इन्-कौन्सिल यांच्या हुकुमावरून च्या कलेक्टराने त्याच्या सहाशिक्ष्यानिशी आज तारीख माहे सन १९३ रोजी दिला असे.



चा कलेक्टर.

यांच्या समक्ष.

हा पट्टा त्यांत सांगितलेल्या अटींवर व शर्तींवर

§ _____

§ _____

यादी यावरून स्वीकारला आहे.

† _____

† _____

यांच्या समक्ष.

‡ साक्षीदारांच्या सहा.

§ पट्ट्याने घेणाराच्या (घेणाऱ्यांच्या) सहा.

FORM OF LEASE FOR GRANT OF LANDS FOR AGRICULTURAL PURPOSES TO CRIMINAL TRIBES.

ಪಟ್ಟಿಯ ನಮೂನೆ.

ಜಿಲ್ಲೆ, ತಾಲೂಕು, ಗ್ರಾಮ, ಇಲ್ಲಿಯ, ಎಕ್ಕರೆ ಗುಂಪಿ ಕ್ಷೇತ್ರಫಲವಿದ್ದು ರೂ. ಆ. ಸೈ. ತೆರಿಗೆಯುಳ್ಳ ಸರ್ವೆ ನಂಬರು ಭೂಮಿಯು, ರಲ್ಲಿರುವ ಜಿಲ್ಲೆಯ ನಿವಾಸಿಯಾದ (ನಿವಾಸಿಗಳಾದ) —

(೧)

(೨)

ಇವನಿಗೆ (ಇವರಿಗೆ), [ಇವನಿಗೆ (ಇವರಿಗೆ) ಇದರಲ್ಲಿ ಮುಂದೆ “ಪಟ್ಟಿಯಿಂದ ತೆಗೆದು ಕೊಳ್ಳುವವನು (ಪಟ್ಟಿಯಿಂದ ತೆಗೆದುಕೊಳ್ಳುವವರು)” ಎಂದು ಕರೆದದ್ದೆ] ಇವನು (ಇವರು) ಭೋಗವಟಿಯ ಬೆಲೆಯೆಂದು ರೂಪಾಯಿ ಕೊಟ್ಟು ಬಳಿಕ, ಸನ್ ೧೮೭೯ನೇ ಇಸವಿಯ ಮುಂಬಯಿಯ ಭೂಮಿಯ ಮಹಸೂಲಿನ ಕಾಯದೆಯ ಠರಾವುಗಳಿಗೂ ಅದರನ್ನಯ ಆಯಾ ವೇಳೆಗೆ ಅಮಲಿನಲ್ಲಿರುವ ಕಾನೂನುಗಳಿಗೂ, ಈ ಕೆಳಗಿನ ಶರ್ತುಗಳಿಗೂ ಒಳಪಡಿಸಿ, ಸನ್ ೧೯೩೨ ನೇ ಇಸವಿಯ ತಿಂಗಳ ತಾರೀಖಿನಿಂದ ಇದರ ಮೂಲಕವಾಗಿ ನಿರಂತರದಗೆ ಪಟ್ಟಿಯಿಂದ ಕೊಟ್ಟಿರುತ್ತದೆ; ಆ ಶರ್ತುಗಳು ಯಾವವೆಂದರೆ:—

(೧) ಪಟ್ಟಿಯಿಂದ ತೆಗೆದುಕೊಳ್ಳುವವನು, ಅವನು ವಾರಸದಾರನು, ಅಥವಾ

ಅಸೈನರು, ಯಾವದಾದರೂ ವೇಳೆಯಲ್ಲಿ, ದ ಕಲೆಕ್ಕರನ ಅಥವಾ ಸದರಿ ಕಲೆಕ್ಕರನಿಂದ ಈ ಅಧಿಕಾರವು ಕೊಡಲ್ಪಟ್ಟ ಯಾವನಾದರೂ ಅಸಿಸ್ಟಂಟ್ ಕಲೆಕ್ಕರನ ಅಥವಾ ಡೆಪ್ಯುಟಿ ಕಲೆಕ್ಕರನ ಲೇಖಿ ಮಂಜೂರಿಯನ್ನು ಮುಂದಾಗಿ ಪಡೆದ ಹೊರ್ತು, ಸದರಿ ಭೋಗವಟಿಯ ಭೂಮಿಯನ್ನು ಪಾಲುವಾಡಿಕೊಳ್ಳಬಾರದು ಅಥವಾ ಅದನ್ನು ಅಥವಾ ಅದರ ಯಾವದಾದರೂ ಭಾಗವನ್ನು ಪಟ್ಟಿಯಿಂದ ಕೊಡಬಾರದು, ಒತ್ತಿ ಇಡಬಾರದು, ಮಾರಬಾರದು ಅಥವಾ ಇತರ ಯಾವದಾದರೂ ರೀತಿಯಿಂದ ಅದರ ಮೇಲೆ ಬೋಜಾ ಹಾಕಬಾರದು.

† [ಅಥವಾ ಈ ಪಟ್ಟಿಯು ನಿರಂತರದಲ್ಲಿದ್ದು ಯಾವದೊಂದು ಮುದ್ದತಿನ ಬಗ್ಗೆ ಮಾತ್ರವಿದ್ದರೆ “ನಿರಂತರದ” ಎಂಬ ಶಬ್ದವನ್ನು ತೆಗೆದುಹಾಕಿ ಅದರ ಬದಲಾಗಿ “ಸನ್ ೧೯೩೨ ನೇ ಇಸವಿಯ ತಿಂಗಳ ನಿರಂತರದ” ಎಂಬ ಶಬ್ದಗಳನ್ನು ದಾಖಲು ಮಾಡಬೇಕು.]

(೧) ಪಟ್ಟಿಯಿಂದ ತೆಗೆದುಕೊಳ್ಳುವವನು, ಅವನು ವಾರಸದಾರರು ಮತ್ತು

ಅಪ್ಪನರು ಸವರಿ ಭೋಗವಟಿಯ ಭೂಮಿಯು ಸಂಬಂಧದಿಂದ ಆಯಾ ವೇಳೆ ಯಲ್ಲಿ ಕಾಯದೇಶೀರಾಗಿ ಸಲ್ಲತಕ್ಕದ್ದಾಗುವ ಭೂಮಿಯ ಮಹಸೂಲನ್ನು ಮತ್ತು ಇತರ ಕೊಡತಕ್ಕ ರಕಮುಗಳನ್ನು ಕೊಡಬೇಕು.

(೨) ಈ ಪಟ್ಟಿಯನ್ನು ಕೊಟ್ಟ ತಾರೀಖಿನಿಂದ ೨೦ ವರ್ಷಗಳೊಳಗೆ, ಪಟ್ಟಿಯಿಂದ ತೆಗೆದುಕೊಳ್ಳುವವನು ಮೇಲೆ ಅಥವಾ ಅವನು ಕೂಡ ಏಕತ್ರವಸಿಸುವ

ಅವನು ಯಾವನಾದರೂ ಗಂಡು ಮಗನ ಮೇಲೆ ಹಿಂದುಸ್ಥಾನದ ಅಪರಾಧಿಗಳಿಗೆ ಶಿಕ್ಷೆ ಮಾಡುವ ಕಾಯದೇಯ ೧೨ನೇ ಅಥವಾ ೧೭ನೇ ಬಾಬಿನನ್ವಯ ಶಿಕ್ಷಿಸಲ್ಪಡ ತಕ್ಕ ಯಾವದಾದರೂ ಅಪರಾಧದ ಸಾಬೀತಿಯ ಠರಾವಾಗಿ ಅವನಿಗೆ ಆರು ತಿಂ

ಗಳಿಗಿಂತ ಕಡಿಮೆಯಲ್ಲದಷ್ಟು ಮುದ್ದತಿನ ಕೈದಿನ ಶಿಕ್ಷೆಯಾದರೆ, ಸವರಿ ಭೋಗ ವಟಿಯ ಭೂಮಿಯು ದ ಕಲೆಕ್ಕರನ ಅಥವಾ ಅವನಿಂದ ಈ ಅಧಿ ಕಾರವು ಕೊಡಲ್ಪಟ್ಟ ಯಾವನಾದರೂ ಅಸಿಸ್ಟಂಟ ಅಥವಾ ಡೆಪ್ಯುಟಿ ಕಲೆಕ್ಕರನ ಮರ್ಜಿಯ ಪ್ರಕಾರ ಮತ್ತು ಹುಕುಮಿನನ್ವಯ ಜಪ್ತು ಮಾಡಲ್ಪಡಬಹುದು, ಮತ್ತು ಇಂಥ ಜಪ್ತಿಯ ಹುಕುಮು ಕೊನೆಯದಾಗಿರುವದು.

ಈ ಪಟ್ಟಿಯು, ಇಂಡಿಯಾದ ಸಿಕ್ರೆಟರಿ ಆಫ್ ಸ್ಟೇಟ್ ಇನ್ ಕೌನ್ಸಿಲರವರ ತರ್ಫಿನಿಂದ, ಮುಂಬಯಿಯ ಗವರ್ನರ ಇನ್ ಕೌನ್ಸಿಲರವರ ಹುಕುಮಿನ ಮೇಲಿಂದ ದ ಕಲೆಕ್ಕರನಿಂದ ತನ್ನ ಸಹಿ ಮೊಹರು ಮಾಡಿ ಈ ಹೊತ್ತು ತಾರೀಖು ನೇ ಮಾಹೆ ಸನ್ ೧೯೩೨ ನೇ ಇಸವಿಯ ದಿನಸ ಮಾಡಿ ಕೊಡಲ್ಪಟ್ಟಿದೆ.

ಕಲೆಕ್ಕರನ
ಮೊಹರು.

ದ ಕಲೆಕ್ಕರ.

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†
†
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ಇವರ ಸಮಕ್ಷ.

ಇವರು, ಈ ಪಟ್ಟಿಯನ್ನು,

ಆದರಲ್ಲಿ ಹೇಳುವ ಶರ್ತು ಮತ್ತು ಕರಾರುಗಳ ಮೇಲೆ ಇದರ ಮೂಲಕ ಸ್ವೀಕರಿಸಿದ್ದಾರೆ.

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ಇವರ ಸಮಕ್ಷ.

† ಸಾಕ್ಷಿದಾರರ ಸಹಿಗಳು.
‡ ಪಟ್ಟಿಯಿಂದ ತೆಗೆದುಕೊಳ್ಳುವವರ ಸಹಿಗಳು.

गुन्हेगार जातीविषयीचा कायदा.

(कायदे नंबर ६ ऑफ् १९२४, कलम २० याअन्वये
केलेला परवाना.)

परवाना.

१. ज्या इसमास परवाना देण्यांत आला असेल त्या

इसमाचे

नामचे नांव—

२. गांव—

३. तालुका—

४. ज्या मुदतीपर्यंत परवाना व्यवहारोपयोगी आहे तो

पासून

पर्यंत.

५. ज्या गांवी जाण्याची त्यास परवानगी दिली असेल

त्या गांवाचे नांव—

६. ज्या इसमाच्या वरील तो जात असेल त्या इसमाचे

नांव—

७. प्रवासाचे कारण—

८. मार्गांत ज्या ठिकाणी त्याने वडीं दिली पाहिजे

अशीं ठिकाणे—

ज्या एक किंवा अनेक वेळीं त्याने हजिरी दिली

ती वेळ किंवा त्या वेळा—

ज्या अधिकाऱ्यासमोर त्याने हजिरी दिली पाहिजे

तो अधिकारी—

ताचीव

सन १९२६ .

परवाना देणाऱ्या अंमलदाराची सही.

गुन्हेगार जातीविषयीचा कायदा.

(कायदे नंबर ६ ऑफ् १९२४, कलम २० याअन्वये
केलेला परवाना.)

परवाना.

१. ज्या इसमास परवाना देण्यांत आला असेल त्या

नामचे नांव—

२. गांव—

३. तालुका—

४. ज्या मुदतीपर्यंत परवाना व्यवहारोपयोगी आहे ती

मुदत

पर्यंत.

५. ज्या गांवी जाण्याची त्यास परवानगी दिली असेल

त्या गांवाचे नांव—

६. ज्या इसमाच्या वरील तो जात असेल त्या इसमाचे

नांव—

७. प्रवासाचे कारण—

८. मार्गांत ज्या ठिकाणी त्याने वडीं दिली पाहिजे

अशीं ठिकाणे—

ज्या एक किंवा अनेक वेळीं त्याने हजिरी दिली

पाहिजे ती वेळ किंवा त्या वेळा—

१०. ज्या अधिकाऱ्यासमोर त्याने हजिरी दिली पाहिजे

तो अधिकारी—

ताचीव

सन १९२६ .

परवाना देणाऱ्या अंमलदाराची सही.

गुन्हेगार जातीविषयीचा कायदा.

(कायदे नंबर ६ ऑफ् १९२४, कलम २० याअन्वये
केलेला परवाना.)

परवाना.

१. ज्या इसमास परवाना देण्यांत आला असेल त्या

इसमाचे नांव—

२. गांव—

३. तालुका—

४. ज्या मुदतीपर्यंत परवाना व्यवहारोपयोगी आहे ती

मुदत

पर्यंत.

५. ज्या गांवी जाण्याची त्यास परवानगी दिली असेल

त्या गांवाचे नांव—

६. ज्या इसमाच्या वरील तो जात असेल त्या इसमाचे

नांव—

७. प्रवासाचे कारण—

८. मार्गांत ज्या ठिकाणी त्याने वडीं दिली पाहिजे

अशीं ठिकाणे—

९. ज्या एक किंवा अनेक वेळीं त्याने हजिरी दिली

पाहिजे ती वेळ किंवा त्या वेळा—

१०. ज्या अधिकाऱ्यासमोर त्याने हजिरी दिली पाहिजे

तो अधिकारी—

ताचीव

सन १९२६ .

परवाना देणाऱ्या अंमलदाराची सही.

Proceedings of the Settlement Committee for Juvenile Delinquents.

Case No.

Date of first hearing

Name of child

Year of birth

Caste

Place of birth

in

Settlement.

Child—

1. Complaint, date, circumstances

Notes on what the child says of the matter

Past and present physical condition of the child (where possible the child should be examined by the Settlement doctor and his opinion should be recorded here)

4. Mental condition of the child

5. (i) Education—

(a) If in school, present standard

(b) If left school, standard reached

(c) Age when ^{he} ~~she~~ started school

Report on attendance and ability

(ii) What does class master or mistress say about his character and ability ?

(a) Present employment and wages

7. (a) How does the child

what companions does

(b) Is the child *in custody of*
Captain say of him or her ?

8. *Character of child* (by any other member of the staff)

Family—

9. Are the child's mother and father alive ?
10. Family history and the number of convictions of each person of the family
11. Special physical or mental conditions of family, or near relatives (epilepsy, drunkenness, etc.)
12. Economic condition of the family occupation and wages of each member employed. Total family income, savings and debt ; who looks after the cooking and house. Is the house or hut clean and in repair ?
13. Is the child well treated in the family and is he obedient to his parents or guardians ?
14. What do the child's father and the mother say about the delinquency of the child ?
15. Finding and decision of the juvenile delinquent Settlement Committee

Date

16. Extension of period of probation (if any) or later proposals for placing the child in a Home because it has failed on probation, with reasons
17. C. T. S. O.'s remarks—
18. Entry of the Government order under section 17, Criminal Tribes Act (for cases placed in Children's Homes)
19. Final classification of case

Dated

(Signature of Committee)

Form of Bond required under the rules for the taking of securities from
the Officers of the Criminal Tribes Settlement Department.

(The Criminal Tribes Settlement Department)

(Rules, 1929.)

WHEREAS I,

of inhabitant
appointed to the office of have been
been called upon by the Criminal Tribes Settlement Officer (hereinafter referred to as the and have
Settlement Officer) to furnish security
for the due discharge of the trusts of the said Office, or of any other office to which I may
be hereafter appointed, and for the due account of all moneys, papers and other property
which shall come into my possession or control by reason of any such office; I hereby
bind myself to pay to the Secretary of State for India in Council the amount of any
loss or defalcation in my accounts, and to deliver up any papers or other property at
such time and to such person as shall be demanded by the Settlement Officer, and such
demand to be in writing and to be left at my office or place of residence and, in case
of my making default therein, I bind myself to forfeit to the Secretary of State for India
in Council, the sum of Rupees

Provided always that nothing herein contained nor the security hereby given shall be
deemed to limit my liability in respect of the matters aforesaid to the forfeiture of the
said sum of rupees only, and that, should that sum be insufficient to
recoup the Secretary of State for India in Council in full for any loss or damage sustained
by him in respect of the matters aforesaid, I agree to pay to him on demand such further
sum as shall be deemed by the Settlement Officer necessary, in addition to the said sum,
to cover such loss or damage as aforesaid.

Dated

193

FORM OF SECURITY.

We,
hereby declare ourselves as Sureties for the abovesaid

that he shall do and perform all that he has above undertaken to do and perform, and
in case of his making default therein we hereby bind ourselves to forfeit to the Secretary
of State for India in Council the sum of rupees, in which the
abovesaid has bound himself,
or such smaller sum as shall be deemed sufficient by the Settlement Officer,
to cover any loss or damage which
the Government may sustain by reason of such default

Dated

193

Criminal Tribes Settlement Officer.

FORM OF LEASE FOR THE GRANT OF SITES IN THE
FREE COLONY AT UMEDPUR (SHOLAPUR).

परिशिष्ट "अ".

वरांच्या अथवा झोंपड्यांच्या जागांसाठी पट्ट्याचा नमुना.

सोलापूर जिल्ह्याच्या तालुक्यांतील
गांवांतील खाली वर्णन केलेली घरठाणाची जागा (ज्यास यांत यापुढे "सदरहू
जागा" असे म्हटले आहे)

सोलापूर जिल्ह्याच्या तालुक्यांतील गांवांना अथवा गांवाचे रहिवाशी

(१)

(२)

यास (यांस) [यास (यांस) यांत पुढे "सदरहू पट्ट्याने घेणारा (घेणारे)"
असे म्हटले आहे], त्या जागेवर घर किंवा झोंपडी बांधण्याचे कारणासाठी
सन १८७९ चा मुंबईचा जमीनमहसुलाचा कायदा याच्या उरावांस व त्याअन्वये
वेळोवेळी अंमलांत असणाऱ्या कानूंस व खालील शर्तीस पात्र राहून यावरून
निरंतर पट्ट्याने दिली आहे, त्या शर्ती येणेप्रमाणे:—

(१) सदरहू पट्ट्याने घेणारा (घेणारे) त्याचे (त्यांचे) वारस व असैन यांनी
सदरहू जमिनीसंबंधाने कायदेशीर रीतीने देणे असलेला जमीनमहसूल
(असल्यास) वेळोवेळी दिला पाहिजे. तसेच सदरहू पट्ट्याने घेणारा
(घेणारे) त्याचे (त्यांचे), वारस व असैन यांनी सदरहू जागेसाठी
मुईभाडे म्हणून ची रक्कम (दर स च्या
दराने असलेली) पासून सुरू होणाऱ्या वर्षांच्या मुदतीपर्यंत
दरवर्षी दिली पाहिजे, आणि त्यानंतर कायदेशीर अधिकारी वेळोवेळी
ठरविल अशा आणखी मुदतीपर्यंत असे मुईभाडे दिले पाहिजे.

(२) या पट्ट्याच्या तारखासून वर्षांच्या आंत सदरहू जागेवर कायमची
एक इमारत किंवा एकापेक्षा अधिक इमारती बांधल्या पाहिजेत.

(३) सदरहू पट्ट्याने घेणारा (घेणारे) त्याचे (त्यांचे), वारस अथवा असैन
यांनी सोलापूरच्या कलेक्टराच्या (ज्यास यांत यापुढे 'सदरहू कलेक्टर'
असे म्हटले आहे) अथवा तो ज्या दुसऱ्या कोणत्याहि अंमलदारास हा
अधिकार सौंपून देई त्याच्या आगाऊ लेखी मंजूरीवांचून सदरहू जागा
अथवा तिचा कोणताहि भाग कोणत्याहि वेळी पट्ट्याने देतां कामा नये,
गहाण देतां नये, भिक्तां कामा नये अथवा इतर कोणत्याहि रीतीने
त्यावर कसलाहि बोजा चढवितां कामा नये.

(४) हा पट्टा दिल्याच्या तारखेपासून वर्षांच्या आंत जर, सदरहू पट्ट्याने घेणारावर (घेणारांवर) अथवा त्याच्या (त्यांच्या) वारसांवर किंवा सदरहू पट्ट्याने घेणारा (घेणारे) अथवा त्याचे (त्यांचे) वारस याच्या (यांच्या), त्याबरोबर (त्यांच्याबरोबर) एकत्र राहणाऱ्या कोणत्याहि पुरुषसंततीवर हिंदुस्थानचा अपराध्यांस शिक्षा करण्याविषयी कायदा याच्या बाबी १२ व १७ यांअन्वये शिक्षा होण्याजोग्या एकाद्या अपरा- वाच्या शाबितीचा ठराव होईल आणि सहा महिन्यांपेक्षां कमी नाही इतक्या मुदतीची कैदेची शिक्षा त्यांस देण्यांत येईल तर सदरहू जागा व तिच्यावर बांधलेल्या सर्व इमारती आणि तिच्याशी संबंध असलेले सर्व हक्क व हितसंबंध सदरहू कलेक्टराच्या अथवा तो ज्या दुसऱ्या कोणत्याहि अंमलदाराला हा अधिकार सौंपून देईल त्याच्या मर्जीप्रमाणें व हुकुमां- अन्वये सरकारदाखल करण्याचा अधिकार आहे आणि सरकारदाखल करण्यासंबंधाचा असा हुकूम अखेरचा असेल.

(९) सदरहू जागा म्युनिसिपल हद्दींत समाविष्ट करण्यांत येई त्यावेळेपर्यंत;—

(१) सदरहू पट्ट्याने घेणारा (घेणारे), त्याचे (त्यांचे) वारस व असैन ह्यांनी, (१) ल्या शर्तीअन्वये व्याधयाच्या भुईभाड्याशिवाय आणखी, उमेदपूर वसाहतीच्या अधिकाऱ्यांस, त्यांनी केलेल्या दिवाबत्तीच्या व आरोग्यविषयक व्यवस्थेबद्दल दरमहा बारा आणे (०-१२-०) दिले पाहिजेत:

मात्र असें ठरविण्यांत येत आहे कीं, जर सदरहू पट्ट्याने घेणारा (घेणारे) त्याचे (त्यांचे) वारस व असैन, सदरहू जागेत राहणारी, ९ ते १३ वर्षांच्या दरम्यानच्या वयाचीं सर्व मुलें, मान्य करण्यांत आलेल्या कोणत्याहि ढालेंत नियमितपणें पाठविण्यांस चुकेल (~~चुकती~~) किंवा हयगय करील (करतील) तर अशा रीतीने व्यावृत्ती रकम एक रुपया चार आण्यापर्यंत (रु. १-४-०) वाढविणें सदरहू अधिकाऱ्यांण कायदेशीर असेल, अशा रीतीने कसूर किंवा हयगय झाली आहे किंवा नाही यासंबंधांतिल सदरहू अधिकाऱ्यांनी दिलेल निर्णय अखेरचा व बंधनकारक असेल.

(२) सदरहू जागेवर कोणतीहि इमारत बांधणें तें किंवा तींत कोणतीहि वाढ करणें ती, अशी इमारत किंवा वाढ यांबाबतचे नकाशे (प्लान), सदरहू अधिकाऱ्यांकडून मंजूर करण्यांत येई तोंपर्यंत बांधतां किंवा अशा कामां नये.

या पट्ट्यांत उल्लेख केलेल्या घटनांच्या जागेच्या चतुःसीमा खालीलप्रमाणे आहेत:—

उत्तरेस—

दक्षिणेस—

पूर्वेस—

व

पश्चिमेस—

आणि तिचा आकार व मोजमाप खालीलप्रमाणे आहे:—

हा पट्टा हिंदुस्थानचे सेक्रेटरी ऑफ स्टेट-इन्-कौन्सिल यांच्या वतीने मुंबईचे गव्हर्नर-इन्-कौन्सिल यांच्या हुकुमावरून सोलापूरच्या कलेक्टराच्या सहीशिक्र्या-निशीं आज तारीख माहे सन १९३ रोजीं दिला असे.



चा कलेक्टर.

यांच्या समक्ष.

हा पट्टा त्यांत सांगितलेल्या अटींवर व शर्तींवर

यांनीं यावरून स्वीकारला आहे.

यांच्या समक्ष.

APPENDIX B

(Rule 6)

Notice under Section 3 of the Criminal Tribes Act, 1924 (VI of 1924)

To

of

WHEREAS by Government Notification in the Home Department No. dated the 193 , published at page of Part I of the *Bombay Government Gazette* of the 193 , the of tribe of District has been declared to be a criminal tribe for the purposes of the Criminal Tribes Act, 1924 (VI of 1924), the aforesaid member (s) of the said criminal tribe is/are hereby called upon--

(1) to appear before at

on the at a.m.
p.m.

(2) to give to that officer such information as may be necessary to enable him to make a register under Section 4 of the said Act, and

(3) to allow ^{his}/_{their} finger impression to be recorded.

Dated 193 .

District Magistrate.