

APPENDIX II—continued.

Description of case.	Period for which to be kept.	Time when period begins to run.
48. Appeals to Commissioners and Financial Commissioners	That prescribed for the original case.	...
N.B.—In offices of Commissioners and Financial Commissioner only.		
(2). <i>Kuliyát.</i>		
37. Suits by or against Government ...	Six years ...	As under Mauzawár.
42. Rakhs, grazing tax, and sajji	Three years.	Ditto.
43. Appropriation of land for public purposes of a temporary character.	Ditto ...	Ditto.
44 to 46	One year ...	Ditto.
47 and 48	That prescribed for the original case.	Ditto.
49. Security of Government Servants. Attestation and verification of —	Three years.	From date of cancelling security.
50. Complaints against Government servants.	Ditto ...	From date of final order.
51. Mutations of establishment	Ditto ...	Ditto.
52. Leaves of absence... ..	Ditto ...	Ditto.
53. Repairs and construction of public offices.	Ditto ...	From date of final adjustment of expenditure.
54. Translation of letters and orders. ...	Twelve years.	From date of translation.
55. Excise leases and securities	Three years.	From date of expiration of lease or recovery of balances then due.
56. Collection of Excise Revenue	Ditto ...	From date of recovery or remission of the amount due.
N.B.—57 and 58 should be omitted as purely Judicial Proceedings.		
59. Miscellaneous Sayer	Ditto ...	From date of recovery or remission of the amount due.
60. Licenses for manufacture of saltpetre ...	Three years.	From date of expiration of the license.
61. Cases under the Stamp Laws—Revenue proceedings only	Ditto ...	From date of final order, or of recovery of any sum found due to Government.

APPENDIX II—concluded.

Description of case.	Period for which to be kept.	Time when period begins to run.
62. Government dues in pauper suits. ...	Three years.	From date of recovery or remission.
63. Treasury cases in which Vernacular proceedings have been recorded, except those included in Appendix I.	Ditto ...	From death of pensioner in the case of proceedings relating to grant of life pensions; from date of repayment of deposits or adjustment of advances; from date of payment of sepoy's remittances; and, in other cases, from date of final order.
64. Prices current	Ditto ...	From date.
65. Meteorological Registers	Six years ...	From close of year.
67. <i>Nazul</i> and <i>Wakf</i> , except the cases included in Appendix I.	Three years.	From date of order.
68. Encamping-grounds, and supplies and carriage for troops.	One year ...	Ditto.
69. Contingent expenditure	Three years.	From date of adjustment.
72. Octroi... ..	Ditto ...	From date of recovery or remission of balances.
73. Assessed taxes, Imperial and Local. ...	Ditto ...	From date of recovery or remission.

APPENDIX III.

BOOKS OF RECORD AND REGISTERS TO BE PERMANENTLY PRESERVED.

All printed Vernacular books, pamphlets, and manuals furnished by Government, manuscript Circular orders, and rules of practice, to be kept in *Munshi Khanah*.

Registers of permanent utility, statistics of area, population, products, &c.

Annual Meteorological Statements.

Registers of Tenures paying revenue to Government, or of which the revenue is assigned, from the earliest period.

Tabulated Statements of former Settlements, including counterparts of English general statements for a tahsil or other tract.

Statements showing original and subsequent modifications of local subdivisions, and maps of such changes.

Registers of Mutations of Proprietors and Cultivators with rights of occupancy, and of Assignees of Land Revenue.

APPENDIX IV.

BOOKS OF RECORD AND REGISTERS TO BE DESTROYED AFTER THE LAPSE OF A SPECIFIED PERIOD.

Registers of Mutations of Patwáris, Lambardárs, and Chaukidárs ... After twelve years.

Annual Collection Statement of Takkavi Advances.

Do. do. do. of Excise.

Do. do. do. of Miscellaneous Revenue.

Statement of Sales of Stamps.

} After six years.

Treasurer's Cash Book, Vernacular Treasury accounts (under the old system).

Annual accounts kept by the Wásil Báki Navís under the old system.

} After six years.

Rent Rolls (and correspondence relating thereto) of fixed and fluctuating Land Revenue settlement.* after expiry of term of existing settlement and sanction of a revised

All other Registers and Vernacular accounts not included in Appendix III. } After three years.

E.—Inspection of Revenue Records and for grant of copies.

Rules quoted. 33. The rules regarding these subjects are contained in Punjab Government Notification No. 79 of 1st March 1888, which is here reprinted for facility of reference.

GAZETTE NOTIFICATION.

The 1st March 1888.

No. 79.—*Notification.*—In exercise of the powers conferred upon him by sub-section (3), Section 155, of the Punjab Land Revenue Act of 1887, and by sub-section (3), Section 106, of the Punjab Tenancy Act of 1887, the Hon'ble the Lieutenant-Governor is pleased to sanction the following Rules made by the Financial Commissioner under clause (d) of sub-section (1) of Section 155 of the former Act, and clause (d) sub-section (1) of Section 106 of the latter :—

Supplementary Rules under the Punjab Land Revenue Act and the Punjab Tenancy Act, 1887.

Rules regulating the procedure in cases where persons are entitled to inspect records of Revenue Officers or Revenue Courts, or to obtain copies of the same, and prescribing the fees in respect thereof.

I.—INSPECTIONS.

1. The following are the documents which may be inspected and of which copies may be granted :—

(a) Records of rights and annual records and maps, and any other record or proceedings framed under the Land Revenue Act.

(b) Records of Revenue Courts and of any proceedings under the Tenancy Act, or under any other Act pursuant to which a Revenue Officer has jurisdiction.

2. (i).—Inspections of records and cases that are not pending are subject to the control of the head of the office in which they are kept for custody.

(ii).—The inspection of pending cases is subject to the control of the Revenue Officer or Court before whom they are pending. And they shall not be inspected on a day fixed for the hearing thereof, except with the special permission of that Officer or Court. Ordinarily they are open to the inspection of the parties only and of their Pleaders or Agents.

3. The inspection of records shall be made at such time, in such place, and in the presence of such officials, as the head of the office, in the case of records of decided cases, and the presiding Revenue Officer, in the case of records of pending cases, may direct.

Time and place of inspection.

4. Application for inspection of records shall be made in writing on plain paper, and shall distinctly specify the record, inspection of which is desired.

Application for inspection.

The application shall be accompanied by the prescribed fee.

Fees.

5. (i).—The following fees shall be paid for inspection, viz. :—

	Rs. a. p.
For the first hour or part of an hour	1 0 0
For each subsequent hour or part of an hour	0 8 0

If more time than is covered by the fee paid with the application be occupied in the inspection, the balance shall be paid at the close of the inspection.

(ii).—The fee prescribed by this rule is not payable in respect of records sent for, and inspected by, a Revenue Court or Office on the application of a party in a suit or proceeding pending before it.

6. A separate application shall be made and a separate fee paid for each record, inspection of which is desired, unless the records are so closely connected that, in the opinion of the head of the office or presiding Revenue Officer, they may be regarded as one, in which case one application and one fee will suffice.

Separate application and separate fee for each record.

7. If any record for inspection, of which an order has been given, is incomplete or absent from the Record-Room, or, for any sufficient cause, not available for inspection, the head of the office or presiding Revenue Officer shall direct refund of the fee, and shall pass such order regarding future inspection as he may think right.

Refund of fees.

8. The copying of any document or paper of a record during inspection and the use of pen and ink are strictly prohibited. Pencil and paper may be used for the purpose of taking notes, but no mark shall be made on any record or paper inspected. Infringement or attempted infringement of this rule shall deprive the person infringing of the right of inspection.

Copying of documents prohibited.

9. Fees realized under these rules shall be credited to the Record Office Fund.

Appropriation of fees.

10. The Collector, and in offices of a higher class the head of the office, may, subject to Budget rules, appoint any establishment necessary for the inspection of records: provided the cost does not exceed the income derived from inspection fees.

Establishment.

11. Fees received in the offices of a place where there is a Government Treasury shall be paid daily into the Treasury, and fees received in all other offices shall be so paid in monthly, the intermediate custody being provided for by the presiding officer of the office.

Crediting of fees.

12. An account of income and expenditure shall be submitted in the prescribed form to the Financial Commissioner by Commissioners and Collectors with the annual Revenue Administration Report.

II.—COPIES AND COPYISTS.

(a).—Appointment, Remuneration and Control of Copyist.

13. Copyists in the English and Vernacular Departments shall be appointed by Collectors for all offices under their control, and in higher offices by the head of the office, the candidate's capability of writing fast and well being first tested. And only such a number shall be appointed as are absolutely required.

14. Each copyist will receive nine-tenths of the entire copying fee taken from the person demanding a copy: the remaining one-tenth shall be the remuneration of the Head Clerk of the English Office, Clerk of the Court or Record-keeper, as the case may be, whose duty it will be to see that the copy tallies with the original and is thoroughly well written. The practice of funding the copying fees and entertaining copyists on fixed salaries is forbidden.

Remuneration of copyists.

15. The affixing by a Head Clerk, Clerk of Court or Record-keeper, of his signature to a copy is a certificate that the official in question has personally satisfied himself of its accuracy after a personal comparison of the copy with the original.

Duties of Head Clerks and Superintendents attesting copies.

The payment to Head Clerks, Clerks of Court, and Record-keepers, sanctioned in Rule 14, is intended to remunerate those officials for the extra labor imposed upon them by this additional duty.

Penalty for bad copying.

16. In case of bad copying, the copyist shall prepare a fresh copy entirely at his own expense, stamps, &c., included.

Penalty for improperly appropriating copying fees.

17. Any Head Clerk, Clerk of Court or Superintendent, or other person, improperly appropriating any portion of the copyist's fees shall be liable to immediate dismissal.

(b).—Rules for disposal of applications for certified copies of Records.

18. (i).—A party to a suit or proceeding is entitled at any stage thereof to obtain copies of the record, including documents finally accepted as evidence.

(ii).—But a party who has been ordered to file a written statement is not entitled to inspect or take a copy of a written statement filed by another party until he has first filed his own.

19. (i).—A stranger to a suit or proceeding has no right to obtain copies of documents put in evidence, except with the consent of the person by whom they were produced.

(ii).—But, with the exception aforesaid, a stranger may, after a suit or proceeding has been decided, obtain copies of the rest of the record, or, for sufficient reason shown to the satisfaction of the presiding Revenue Officer, he may, with the same exception, be granted copies of any part of the record while the suit or proceeding is still pending.

20. Any person may obtain a copy of a record of rights, annual record or list of village cesses, or of the record of distribution of an assessment over the holdings of an estate, or of an entry in a Register of Mutations.

(c).—Rules for furnishing copies of Decrees, Judgments, or other Documents for the purposes of Record or Appeal.

One officer to receive applications.

21. At the head-quarters of each district an officer should be specially appointed to receive all applications for copies daily at a fixed hour.

Applications to be entered in a register.

22. Each application as received, after endorsement on it of the date of receipt, should be entered in a vernacular register of the form given in Appendix A, or such other form as the Financial Commissioner may approve.

Applications to be accompanied by a deposit in cash for copying fees. Stamps to be filed when copy is ready for delivery.

23. All applications for copies should invariably be accompanied by a deposit in cash sufficient to cover the fees chargeable under these rules. When not so accompanied, the application should be returned with instructions as to the amount of deposit required; and the date of return, with a note of the instructions given, should be entered on the application. The court-fee stamp, which the law requires to be affixed to the copy, should not be taken from the applicant until the copy is ready for delivery, but, at the time of receiving his application, the applicant should be informed that a court-fee stamp of the prescribed value will be required when the copy is ready for delivery, and that, unless it is furnished, the copy will not be delivered to him.

Copies to be written legibly and on the prescribed description of paper.

24. Every copy shall be written in a fair, legible hand upon paper of the prescribed pattern. When the copy is of an order in vernacular, it must be written in the *nastalik* style. Head Clerks, Clerks of Courts and Record-keepers are responsible that the copies which they attest are properly written on the prescribed kind of paper.

25. (i).—Every copy of the records mentioned in Rule 20 shall be commenced with a sufficient short description of the record, and with the name of the estate, tahsil, and district to which it relates.

(ii).—Every copy of a judgment or order of a Revenue Court or Officer shall be commenced with a heading containing the following information:—

- (a) the Court or Office by which the case was decided, giving the name and powers of the presiding officer; and in an appellate case the name and official designation of the officer whose order was appealed, and the date of that order;
- (b) the date of the institution of the suit, proceeding, or appeal as the case may be;
- (c) the name and description of the parties;
- (d) the subject-matter of the suit or proceeding, and the estate, tahsíl and district in which situate.

26. Copies of more than the judgment and decree or final order in a suit or proceeding will not be given unless specially applied for. Where, however, an Appellate Court has referred issues for trial to the Lower Court, a copy of the order of remand should be supplied, as well as the final order passed on receipt of the return to the remand.

Ordinarily copies of judgments and decrees only to be given for purposes of appeal.

27. In granting copies of judgments or orders for the purpose of appeal, the sheets of paper on which the copy is made should be stitched together in book form, and not attached one to the end of another so as to form a roll.

Sheets of paper containing copy to be stitched together in book form.

28. The copyist will present the copy when ready to the officer entrusted with the duty of receiving and admitting applications for copies. On receipt of the copy the applicant will be called, and, on his furnishing the necessary stamp, the copy will be delivered to him with any balance of the sum deposited for copying fees after the following points have been noted on the copy and in the register:—

Copyist how to act on completion of copy.

- (a) Date of presentation of application for copy.
- (b) Date of return for deposit of copying fees, if so returned.
- (c) Date of making the required deposit for copying fees.
- (d) Amount paid as copying fees.
- (e) Name of copyist.
- (f) Date when copy was ready for delivery.
- (g) Date of delivery of copy to applicant.

The register should be signed at the time of delivering the copy by the officer in charge.

29. Should the applicant not be present when first called to receive the copy, his name should be called on three successive days, and, if he fails to present himself within that period, his application should be filed, and the copy will not be given to him until a fresh application is made on a one-anna stamp.

Absence of applicant when called.

30. The cause of delay in preparing a copy beyond the third day from the date of application should invariably be noted on the copy, and should be certified by the Head Clerk of the English Office, Clerk of Court, or the Record-keeper according as the copy is in English or the Vernacular. In every office the officer charged with the duty of superintending the issue of copies should be careful to see that the prescribed period of three days is not exceeded, except in cases when it is really impracticable to supply the copy within that time.

Cause of delay in preparing copy to be explained.

31. It must be understood that these instructions apply to Vernacular as well as to English copies, and to copies taken out for the purpose of record as well as for appeal. The particulars required to be noted by Rule 28 should be endorsed in the Vernacular on Vernacular copies, and in English on English copies, by the persons making the copies.

Rules apply to Vernacular as well as to English copies.

32. (i). For every copy there will be charged a copying fee and a record office fee.

(ii). The Record Office fee will be a sum charged in addition to the copying fee, equal to one-fourth of its amount.

(iii). The following will be the scale of copying fees :—

ENGLISH COPIE .		Rs. a. p.
Scale of copying fees. Two hundred words and under 0 6 0
Every additional 100 words 0 2 0
VERNACULAR COPIES.		
Two hundred words and under 0 3 0
Every additional 100 words 0 1 0

These rates include the cost of the paper, which will be supplied by the copyist. For field maps, boundary maps, tabular work, &c., a special charge will be fixed by the officer granting the copy.

(iv). The Financial Commissioners desire it to be understood that this scale of fees is intended to show the maximum rates leviable, and that a lower scale may be fixed in any district if it is found possible to get really good copying done at a cheaper rate.

(v). The copying fees levied should be disposed of strictly in accordance with Rule 14. The Record Office fee will be credited to the Record Office Fund.

33. The officer in charge of the copying department should daily examine the register of applications for copies, and he will be responsible that the Court fees on copies are duly entered in the prescribed register. The Collector should occasionally inspect the register. The register will be in the form given in Appendix B, or in such other form as the Financial Commissioner may approve.

34. The officer attesting copies must, before issue, cancel the court-fee labels affixed to them by punching out a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed. As an additional precaution, the signature of the attesting officer, with the date, should be written across the label and upon the paper on either side of it.

35. Whenever an application is made for a copy of a document in a case in which the files are before the Financial Commissioner, the application should be forwarded to the Financial Commissioner for disposal.

36. The provisions of these rules shall be read subject to any directions restricting the grant of copies that may be contained in any Act of the Legislature ; nor do they in any case authorize the inspection of or the granting of copies of official correspondence.

(441)

[Administrative.
No. 42.**Appendix A.***Register of applications for copies.*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Name of applicant.	Name of officer who passed the order of which copy is required.	Number of case and names of parties.	Nature of case.	Date of decision.	Date on which application for copy was preferred.	Date of return for deposit of copying fees, if so returned.	Date of furnishing the requisite deposit	Date when copy was ready for delivery.	Date on which copy was supplied.	Name of copyist.	Number of words.	Amount of copyist's fees.	Record Office fees.
														REMARKS.

Appendix B.*Daily Register of Court Fees realized in the Court and Office of the*

1	2	3	4	5	6
Date.	Process fees.	Amount realized under Act VII of 1870, Schedule I, Articles I to 9, inclusive.	Amount realized under Schedule II.	Total.	REMARKS.
	Rs. A.	Rs. A.	Rs. A.	Rs. A.	

F.—Income of Record Office Fund and expenditure therefrom.

Sources of income.

34. The income of the Record Office Fund is derived from fees (*see* para. 33), from sale of waste paper (*see* para. 28), from sale of obsolete books, and from Miscellaneous receipts (*see* para. 36).

Authorized heads of expenditure.

35. The Fund shall be applied as follows :—

(a). To defray expenses incurred in the destruction of ephemeral and useless records. ^{Cir. XXIII, 1871.}

(b). To purchase furniture, stationery and other articles intended for the use and improvement of the Record-Room.

(c). To pay temporary establishments entertained for the destruction of useless records and the arrangement of other records.

(d). The rules under which expenditure is incurred for Revenue Contingencies will apply to expenditure from the Record Office Fund, and an annual account of income and expenditure must be forwarded at the end of the financial year to the Financial Commissioner.

(e). Ordinary contingent charges connected with Record-Rooms, such as cost of bastahs, book-binding, stationery, &c., should be defrayed from the district allotment for Revenue Contingencies. Only extraordinary charges are properly debitable to the Record Office Fund. ^{C. M. 3206, 1875.}

Classification of receipts.

36. The present classification of Revenue Record-Room receipts is as follows :—

(a). Fees for inspection and search of records.

(b). Fees for copies of records.

(c). Sale proceeds of waste paper.

(d). Miscellaneous Revenue Record-Room Receipts.

No. 43.—Libraries.

A.—Arrangement, &c., of Books in the Libraries of Commissioners, Collectors, and Outpost Officers.

Cir. 30, 1869.

1. The Head Clerk of the office shall be responsible for the preservation of the office library, and shall take a receipt for every book, map, &c., given out. He shall prepare a catalogue of all books, maps, &c., now in the library, in the form annexed. Every officer, on taking charge of an office, shall report that he has compared the library with the list, and finds it correct, and the books, &c., satisfactorily kept. No officer shall be authorized to take away with him, on transfer to another station, any of the books, circulars, maps, &c., of a library.

Rules for management of Libraries.

FORM.

*Catalogue of Books, Maps, &c., in the Office of the*_____

[illegible]

Classification.

2. The books in all libraries, and the entries in all catalogues, should be *classed* according to subjects in some convenient way, such as—

Cir. 6, 1933.

Law Books.—Acts, Manuals, Circulars, &c., of the Judicial Department.

Revenue Text-Books and Circulars.

Revenue Reports.

Settlement Reports.

Government Administration Reports.

Reports of Punjab Departments.

Reports of other Governments.

Manuals and Handbooks of various Departments.

Reports on special subjects. Works on Trade, Agriculture, Manufactures.

Directories, Civil Lists, Postal Guides, and the like.

Miscellaneous.

Proper arrangement will facilitate the checking of the catalogue, and the removal, from time to time, of such books as have become obsolete.

Books to be kept.

3. The following books should, as a rule, be kept:—

(a). Works belonging to an imperial series, such as the Annals of Indian Administration.

(b). Memoirs of the Geological and Archæological Surveys.

(c). Statistical and descriptive works and reports on special subjects (as distinguished from ordinary annual reports).

(d). All Settlement Reports, including those of other Provinces.

(e). Administration Reports of the Punjab Government (the entire series extant).

(f). Civil, Criminal and Revenue Reports (the entire series).

(g). Reports of other Punjab Departments for seven years at least (or for longer periods if desired).

(h). Reports on Census, Income Tax, License Tax, Octroi and Statistics of permanent value.

(i). All volumes of Regulations and Acts.

4. The following books may generally be sold as waste paper, viz.— Books which may be sold as waste paper.

(a). All Manuals about leave, pensions, acting allowances, travelling allowances which are superseded by the Financial Codes in force, and all Treasury Manuals superseded by the Civil Account Code. But one copy of each edition of the Financial Codes and Civil Service Regulations must always be preserved.

(b). All Postal Guides, Directories, Almanacs, Civil Lists, more than two years old.

(c). All Administration Reports and Departmental Reports of other Provinces, except those for the last five years.

(d). All reports relating to the

Dispensary	} Department,
Vaccine	
Sanitary	
Jail	
Registration	
Horse-breeding	

except those for the last seven years.

5. Books and publications of the kind last described may be sold, in the local market, by the order of Commissioners and Collectors. With regard to books in the first-mentioned class, it is requested that Commissioners and Collectors, if they find they have not room for all the books which, in accordance with the provisions of this Circular, ought to be kept, and desire to get rid of any of them, will first submit a list of such books to the Financial Commissioner's office for orders, in case the Financial Commissioner may wish to have them sent up to the Government Book Depot. Disposal of spare copies, &c., of books which should be kept.

Spare copies of volumes of the Financial Commissioner's Circulars may be sent to the Financial Commissioner's Office.

6. The income realized from the sale of obsolete books and publications will be credited to the Record Office Fund. Income from sale.

B.—Applications for permission to purchase books, and sanction required.

Cirs. 3, 1885,
and 43, 1886, and
C. M. 8366, 1886.

7. The general rules concerning the supply of books, &c., will be found in Government of India (Financial subject. Rules on the subject.

Department) Resolutions Nos. 2980 of 25th August 1884,
and 207 of 15th April 1886, printed below :—

No. 2980.

GOVERNMENT OF INDIA,—DEPARTMENT OF FINANCE AND COMMERCE.

ACCOUNT AND FINANCE.

Stores.

RESOLUTION.

Simla, the 25th August 1884.

READ again the following papers, viz :—

Resolution No. 2359, dated 30th August 1872 (Expenditure Proceedings, October 1872, Nos. 1—4).

Resolution No. 2367, dated 16th November 1875 (Expenditure Proceedings, December 1875, No. 1).

Resolution No. 1359, dated 1st July 1878 (Account Proceedings, December 1878, Nos. 877—884).

Resolution No. 1548, dated 9th July 1879 (Account Proceedings, July 1879, Nos. 516—519).

Resolution No. 185, dated 10th January 1883, paragraphs 13 to 19 (Account Proceedings January 1883, Nos. 3—6).

RESOLUTION.—The rules for regulating the purchase of books and newspapers or other periodical publications at the public expense are now contained in various orders and circulars, some of which are of old date and apt to be overlooked. It has therefore been considered desirable to consolidate them, and the rules in the succeeding paragraphs should in future guide all such purchases.

2. These rules apply to books or newspapers purchased at the cost of the Imperial and Provincial Revenues and of Incorporated Local Funds, but not to those purchased on account of Excluded Local Funds.

3. Books and newspapers or other periodical publications, whether published in or out of India, shall not be purchased or subscribed for at the public expense by any public officer without the previous sanction of the Local Government, or, in the case of officers under the Government of India, of the Department to which the officer is subordinate.

4. Books for regimental schools regimental and prison libraries, and military offices will, so far as the requisitions are in accordance with the rules in force in the Military Department, be bought under the orders of the Government of India in the Military Department for the Bengal Army, and of the Governments of Madras and Bombay for the armies in those Presidencies.

5. Books for the Educational Department should be obtained under the present rules and usage of the several Local Governments concerned.

6. The officers of the Account Department are enjoined to require proof of such sanction before admitting charges of this character.

7. Government does not undertake to supply books and newspapers indiscriminately, and supplies must be confined to what is found actually necessary for the public service independently of the desire of officers for improvement on subjects connected with their duties. Purchases of hand-books, manuals, practical guides, and the like, should be rarely, if ever, made for executive officers, but mainly for officers charged, among other duties, with important deliberative duties of advising Government on special or important subjects.

8. Commentaries or annotations on Acts of the Legislature will in no case be supplied by Government.

9. Directories and works of a cognate character can only be allowed under special circumstances where there may be evident inconvenience to the public service if they are not at hand for reference.

10. Official publications issued in India, such as the Postal Guide, the Civil Lists, the Codes of the Financial or Public Works Departments, the Army Lists, &c., are to be supplied only under instructions from the Local Governments or Departments of the Government of India. No payment should be required for books of this class.

11. Official publications* (other than Parliamentary papers) published in England, should

* The following are not to be considered official publications :—
Acts of Parliament (except Mutiny Acts which the Secretary of State will supply).

London Gazette.
War Office Army List.
British Postal Guide.
British Code List.
Royal Navy List.
Mercantile Navy List.

be procured by the Departments of the Government of India, and by the Local Governments and Administrations requiring them for their own use and for the use of the officers subordinate to them, by indents forwarded to the address of the Assistant Under Secretary of State for India; the revenues (Imperial, Provincial, or Local) to which the cost is chargeable, and, if Imperial, the head of account or grant to which it is debitable, being specified in the requisition.

12. Parliamentary papers required for departments and officers elsewhere than in the Presidencies of Madras and Bombay will be supplied as published by the Secretary of State to the Home Department of the Government of India under the terms of his Despatch No. 5, dated 13th January 1876. All communications regarding their distribution should be made to the Secretary to the Government of India in the Home Department.

13. Parliamentary papers required by the Governments of Madras and Bombay should be obtained direct from the Secretary of State.

14. All books and periodicals procured for any office should be registered or filed, and must not be permanently removed from the office for which they were intended.

15. Payments for books, newspapers and periodicals procured from abroad should by preference be made in India either through an agent or a bank on bills drawn by the supplier. When this is not practicable, the remittance should be made invariably through the Local Accountant-General and the accounting officers of the Military and Public Works Departments, who should be responsible for the purchase of bills.

GOVERNMENT OF INDIA,—DEPARTMENT OF FINANCE AND COMMERCE.

ACCOUNTS AND FINANCE.Stores.

Simla, the 15th April 1886.

Read again—

Financial Resolution No. 2980, dated the 25th August 1884, prescribing the rules for regulating the purchase at the public expense of books and newspapers or other periodical publications.

Read also—

Letter from the Government of the Punjab, No. 458, dated the 18th February 1886, requesting that the rule regarding the purchase of commentaries or annotations on Acts of the Legislature may be so modified as to empower the Local Government to sanction the purchase of such books in special cases.

RESOLUTION.—In modification of the ruling laid down in paragraph 8 of the Resolution read above, the Governor-General in Council is pleased to restore to Local Governments and Administrations the power which they formerly possessed of sanctioning the purchase at the public expense of commentaries or annotations on Acts of the Legislature when they consider such purchase desirable in the interest of good administration.

2. The Government of India requests, however, that Local Governments and Administrations will carefully consider in each case whether such works should be purchased at the cost of the State, or whether they are not such as an officer should provide at his own expense in order to maintain his efficiency.

List of books
of which Finan-
cial Commis-
sioner can
sanction pur-
chase.

8. The Local Government, in its letter No. 734 of C. M. 29, 1888, 30th April 1888, has delegated to the Financial Commissioners the power of sanctioning purchase by Revenue Officers of certain books subject to Budget provision in each case. The following table gives a list of the books in question and of the offices for which the Financial Commissioners may sanction purchase of each. When it is proposed to purchase a Hindustani Dictionary, the name of the author and the edition and price should be stated in the application. By Financial Commissioner's letter No. 2002 of 27th March 1889, all Commissioners, Deputy Commissioners, and Settlement Officers were authorized to purchase copies of the new edition of Rivaz's Acts, subject to Budget provision, without reference to the Financial Commissioner's Office.

List of Books considered necessary for the use of Revenue and Executive Officers in the Punjab.

NAME OF BOOK.	Each Settlement Officer.	Each English-speaking Extra Assistant Commissioner.	Each Assistant Commissioner.	Each Deputy Commissioner.	Each Commissioner.	Remarks by the Financial Commissioner.
* Rivaz's Acts	1	1	1	1	2	
* All subsequent Acts and Rules applicable to the Punjab.	1	1	1	1	2	
* Criminal Procedure Code, Prinsep or Agnew and Henderson.	1	
* Indian Penal Code, Mayne	1	
* Civil Procedure Code, Broughton or O'Kinealy	1	
* Punjab Judicial Circulars	1	1	
* Punjab Record	1	2	
* Digest of Punjab Record, Rivaz	1	1	
* Limitation Act, Rivaz	1	1	
* Registration Act, Rivaz	1	1	
Hutchinson's Index	1	1	1	
* Tapper's Punjab Customary Law, and the Tribal Codes.	1	1	
* Spitta's Manual of Law	1	1	
* Mayne's Hindu Law and Usage	1	1	
Public Works Department Code	1	1	
Civil Account Code, both Volumes	1	1	1	
Civil Service Regulations	1	1	1	
Travelling Allowance Code	1	1	1	
Income Tax Manual	2	1	

N.B.—The books marked with an asterisk are also in the Chief Court List.

List of Books—concluded.

NAME OF BOOK.	Each Settlement Officer.	Each English-speaking Assistant Commissioner.	Each Assistant Commissioner.	Each Deputy Commissioner.	Each Commissioner.	Remarks by the Financial Commissioner.
Registration Manual...	1	1	
Stamp Manual	2	1	
Forest Code	1	1	1	
Barkley's Directions to Revenue Officers ...	1	1	1	1	1	
Financial Commissioner's Circulars ...	1	2	2	
Patwári and Kánúngo Rules	1	1	1	2	2	
and						
Related Pamphlets	1	1	
Punjab Government and Financial Commissioner's printed Selections.	1	
Last Settlement Reports of Districts ...	1 (a)	2 (b)	1 (a)	(a) Of each district in Punjab.
Assessment Reports	1	1	
Annual and other Reports dealing with Revenue and cognate subjects.	1	1	1	(b) Two of his own district, and one of each district in Division.
Indian Famine Commission Report	1	1	
Internal and External Trade Reports	1	1	
Series of Monographs on Punjab Manufactures.	1	1	
Census Report	1	1	
District Gazetteer	1	1 (c)	1 (c)	(c) Of each district of Province.
Punjab Products, Baden-Powell	1	1	
Punjab Manufactures, Baden-Powell	1	1	
Land Tenures of India, Baden-Powell ...	1	1	1	
Griffin's Rájas	1	1	
Griffin's Chiefs	1	1	
Aitchison's Treaties	1	1	
Hallen's Cattle Disease	1	1	1	
Wace's Wheat	1	1	1	
Stewart's Punjab Plants	1	1	
Ribbentrop's Hints on Arboriculture	1	1	
Duthie's Illustrations of Cereals, &c. ...	1	1	1	
Hindustáni Dictionary	1	1	1	
Thacker's Bengal Directory	1	1	
Army Regulations	1 (d)	1	(d) For districts containing cantonments.
Map of India	1	1	
Map of Punjab	1	2	2	
Divisional Map	1	
District Map	1	1	1	2	1 (e)	(e) Of each district in Division.
Route Book	1	1	

C.—Miscellaneous Orders.

Books for
Extra Asst.
Commr. in
Settlements
and Extra Tah-
sildárs.

9. The following books shall be kept in the offices of all Extra Assistant Commissioners in Settlements and of Extra Tahsildárs :—

Cir. 44, 1885,
and C. M. 26,
1889.

- (1) A copy of all books and Acts prescribed for the Tahsildárs' Examination.
- (2) Complete files as far as possible of the *Vernacular Punjab Gazette*, *Ganj-i-shaigán* and *Tarjuma Punjab Record*. The price of the last named is Rs. 7-8-0 per annum.

A register of all these books should be kept up in the office of each Extra Assistant Commissioner in Settlement and each Extra Tahsildár, and care should be taken that, at the close of Settlement operations, all the books entered in the registers, together with the registers, are duly transferred.

Books lost
replaced at ex-
pense of pre-
siding officer.

'Indian Agri-
culturist.'

10. Books lost from any office must be replaced at the expense of the presiding officer of that office.

11. The Punjab Government has directed the Manager of the "*Indian Agriculturist*," Calcutta, to supply one copy of that publication to each Commissioner and Collector in the Province direct, and all Commissioners and Collectors should provide in their Budgets for the subscription to the periodical, which amounts to Rs. 14 per annum.

C. M. 2703,
1885.

Indents for
Judicial books.

12. Indents for Judicial books not mentioned in the list in para. 8 should be sent, not to the Financial Commissioner but to the Chief Court.

Cir. 17, 1872.

Supply of
maps, etc., by
Survey of In-
dia Department.

13. The following are the rules for the supply of maps and for the execution of Lithographic or Photographic work on the Public service, or on payment, by the Survey of India Department :—

C. M. 2629,
1886.

Supply of Printed Maps.

1. The Map Record and Issue Office, Calcutta, supplies printed maps from stock on book debit on the public service. It also arranges for the colouring and mounting of maps when required, but work of this description must be paid for in cash, as well as charges for packing cases, carriage and postage.

2. Maps can be also obtained from the abovementioned office on payment prepaid, as well as from the following Local Agents, who, however, have no authority to issue maps on the public service :—

ALLAHABAD—Curator of Government Books.

AHMEDABAD—Huzoor Deputy Collector.

LAHORE—Curator of Government Books.

MADRAS—Messrs. Higginbotham & Co.

NAGPUR—Curator of Government Books.

POONA—Supd. Govt. Photozincographic Dept.

RAJKOT—Mr. Narainji Sunderji.

RANGOON—Curator of Government Books.

SIMLA—Messrs. Williams & Co.

3. All applications for maps on the public service should be made to the Assistant Surveyor-General, in charge of the Map Record and Issue Office, 13, Wood Street, Calcutta, and should give full particulars as to the kind of map and its scale, and any other information that will guide this office in knowing exactly what is required.

4. The mode of transit and address or station to which the maps are to be sent should invariably be specified.

5. Indent forms for maps on the public service can be obtained from the Assistant Surveyor-General, in charge of the Surveyor-General's Office.

6. List of all newly published maps are periodically notified in the *Gazettes of India* and Local Governments.

Requisitions for Lithographic or Photographic Work.

7. The Lithographic and Photographic Offices at Calcutta reproduce maps, plans and drawings by lithography and by photography on book-debit on the public service, and on cash payment in certain special cases only. The Trigonometrical Branch Office at Dehra Dun does not, as a rule, undertake work for other Departments.

8. As a rule, drawings in line can be reproduced by photozincography if suitably drawn in accordance with instructions, which may be obtained on application to the Assistant Surveyor-General, Photographic Office, No. 1, Wood Street, Calcutta. Coloured and other drawings unsuitable for photozincography must be lithographed, but the cost is considerably greater.

9. Photographs, if required in large numbers, can be cheaply reproduced by the photocollotype and heliogravure processes from suitable negatives.

10. All applications for Lithographic or Photographic work on the public service should, if possible, be submitted in the following form, which is not required in duplicate. Blank forms may be obtained on application to the Assistant Surveyor-General, Surveyor-General's Office :—

INDENT No. _____ on the ^{LITHOGRAPHIC}_{PHOTOGRAPHIC} OFFICE, S. I. DEPT., for _____
to be reproduced by _____ for the use of _____
Dated _____ 18 _____

DESCRIPTION OF MAP OR DRAWING.	Number of origi- nal sheets.	Scale.	Scale of repro- duction.	Number of copies required.	Quality and size of paper to be printed on.	Purpose for which required.	How and where to be despatch- ed and other special instruc- tions.
							The address, which should be affixed to the parcels or cases, to be distinctly given in full. Abbreviations some- times lead to mistakes.

I do hereby certify that the maps, &c., specified in this indent are indispensably necessary, to the best of my knowledge and belief, after the most careful examination.

Recommended.

Countersignature of approving authority.

Signature of Indenting Officer,
with designation of appointment in full.

11. All necessary information as to the scale of reproduction, number of copies required, quality and size of paper, mode of transit, and address to which proofs and printed copies are to be despatched, should be shown on the face of the indent and not in a covering letter, unless more explanation is required than can be given on the face of the indent.

12. All indents must be duly approved and countersigned by the heads of departments or the Government under which indenting officers may be serving, before they can be supplied viz. :—

Survey of India Department, Trigonometrical Branch,	} by Deputy Surveyor-General, {	
Survey of India Department, Topographical Branch	} „ Deputy Surveyor-General, {	or by Surveyor-General;
Survey of India Department, Revenue Branch	} „ Deputy Surveyor-General, }	
Settlement Department	„ Boards of Revenue;	
Public Works Department	„ Superintending Engineers or higher authorities;	
Military Works Department	„ Superintending Engineers or higher authorities;	
Telegraph Department	„ Director-General of Telegraphs;	
Marine Department	„ Superintendent of Marine;	
Quartermaster-General's Department and all Military indents	} „ Quartermaster-General of the Army;	
All other Civil Officers or Military Officers in Civil employ	{ „ Secretary to Governments under which serving, or Secretary to Board of Revenue;	
Forest Department	{ „ Provincial Conservators or Superintendent, Forest Survey;	
Meteorological Department	„ Meteorological Reporter to Government of India;	
Archæological Survey	„ Director of Archæological Survey;	
Geological Survey	„ Director of the Geological Survey of India;	

and they should be addressed to the Assistant Surveyor-General, in charge of the Lithographic and Photographic Offices, Calcutta, at No. 1, Camac Street, and No. 1, Wood Street, respectively.

13. Lithographic and Photographic work will be undertaken on behalf of Municipalities, Port Trusts, Railway Companies, the Trustees, Indian Museum, and other quasi-official bodies for cash payment on indents in the form prescribed above. Private work cannot be undertaken except in very special cases, when it cannot possibly be done otherwise, and when the office can take it up without inconvenience. On such work an extra charge of 10 per cent. will be made over and above the usual rates. In all cases where cash payment is required, an estimate will be given and the amount must be remitted before the work can be put in hand.

14. As a rule, maps and drawings reproduced by lithography or photography are not coloured, but, in special cases where colouring is essential, it can be arranged for on cash payment, as prescribed under Rule 1. Packing and transit charges must also be paid by indentors.

15. To enable the indenting officer, as well as the officer who countersigns and finally passes an indent, to know the cost involved thereby, the average ordinary price of each description of work executed in the Lithographic or Photographic Offices is given in the annexed list.

16. Indents should be regulated, not according to what an officer would like to have, but by what is absolutely necessary. It is in all cases an economy to have maps and drawings reproduced on as small a scale as possible.

*Scale of charges for work executed at the Photographic and Lithographic Offices,
Survey of India Department. Photographic Work.*

	32" × 24"	30" × 24"	24" × 17"	22" × 20"	22" × 18"	22" × 16"	20" × 18"	20" × 15"	18" × 16"	17" × 14"	16" × 13"	15" × 12"	12" × 10"	10" × 8"	8½" × 6" and smaller.
Negatives and Transparencies ...	9 08	12 51	12 60	05 12	5 85	8 58	8 56	6 54	4 50	04 12	4 84	8 44	4 40	0	...
Photo-Transfer Prints* ...	6 12	6 12	4 12	5 04	12 48	8 44	8 44	6 44	4 44	03 12	3 83	4 38	0
Silver Prints, Albuminized paper	4 04	04 04	03 03	03 02	8 20	01 12	1 40	12 40	12 0	8	...
Do. plain paper...	3 12	3 12	3 12	2 14	2 14	2 61	1 14	1 10	1 20	10 0	...
Cyanotype Prints	3 03	03 03	02 02	02 01	12 18	1 81	4 10	0 0	9 0

* Additional Photo-Transfer Prints will be charged for at same rates.

Photo-Collotype and Heliogravure Printing.

As the data for founding a complete scale of charges are not yet available, work by these processes will be charged for at a fair valuation of the time, labour and materials expended, *plus* the usual percentage of 20 per cent.

Lithographic Drawing.

For drawing per 100 square inches, or about the size of a half sheet of foolscap :—

	Rs.	as.	p.
1st Class—Close intricate work on stone and superior style of Chalk Drawings ...	90	0	0
2nd Class—Close intricate work on transfer paper with or without hills, fairly close work on stone and ordinary Chalk Drawings ...	50	0	0
3rd Class—Fairly open work on transfer paper and open work on stone...	20	0	0
4th Class—Containing little detail on transfer paper, but required to be well drawn ...	12	0	0
5th Class—Open sketchy maps and diagrams on tracing transfer paper ...	5	0	0

Color stones will be charged at one of the above rates according to the amount of work.

Lithographic and Zincographic Printing.

For printing per 100 pulls in black and for each color on the following sizes of paper.

	Antiquarian, 54" x 31"	Double Imperial, 44" x 30"	Double Elephant, 40" x 27"	Double Royal, 40" x 25"	Atlas, 34" x 26"	Imperial, 30" x 22"	Super Royal, 1/2 Double Elephant, Double Foolscap.	Half Imperial, 22" x 25"	Half Super Royal.	Foolscap.	Atlas 4-to.	Imperial.	Super Royal 4-to.	Foolscap Folio.	Super Royal 8 vo.
Transferring, proving, and corrections*	7 0 5	0 5	0 5	0 5	0 4	8 4	8 4	0 †	4 0 †	3 0 †	3 0 †	3 0 †	2 8 †	2 8 †	2 0 †
Printing per 100 pulls ...	10 0 7	8 7	8 7	8 6	0 6	0 5	0 †	5 0 †	4 0 †	4 0 †	4 0 †	4 0 †	3 0 †	3 0 †	2 0 †

* For each subsequent proof half the above rates will be charged.

† Add Re. 1 for each additional transfer on the plate or stone.

‡ Add Re. 1 per 100 pulls for each additional lay on the plate or stone.

The price of paper varies according to size and quality, and will be charged at invoice rates.

20 per cent. should be added to the total cost of work by the above rates, to cover profit and loss and incidental charges.

10 pulls to be charged as 25 pulls, over 10 and less than 50 as 50 pulls, and over 50 and under 100 as 100 pulls. Machine printing will be charged for at half the above rates.

No. 44.—Stores and Stationery.

Collectors' indents submitted through Commissioners to Supdt., Stationery.

i. The duty of consolidating the stationery indents of certain officers (*viz*, Collectors of Districts, the Government Advocate and the Superintendents of Lunatic Asylums) was entrusted to the Financial Commissioner by the Government orders quoted in the margin. But, as the Provincial consolidated indent was subsequently abolished by the Government of India, district indents are now, with the sanction of the Local Government, submitted by Commissioners direct to the Superintendent of Stationery, instead of through the Financial Commissioner's Office as formerly.

Cir. 41, 1877.

Cir. 53, 1889.

Cir. 41, 1877.

2. Commissioners also submit their own stationery indents direct to the Superintendent of Stationery, Calcutta. Commissioner's own indents.

Punjab Govt. Circular No. 10, dated 24th March 1877.

3. The Commissioners, who have Settlement Officers subordinate to them, will include the requirements of these officers in their own indents, submitting duplicate indents from the Settlement Officers direct to Calcutta. Settlement Officers' indents.

The instructions contained in this circular for the preparation of stationery indents in general will apply also to those prepared by Settlement Officers.

4. The indents of Collectors must include the requirements of every branch of their own offices (e. g., judicial, revenue, general, &c.), and also the requirements of Judges of Small Cause Courts, Cantonment Magistrates and Civil Surgeons, but must not include those of Police officers. Branches included in Collectors' indents.

Para. 8 of Govt. of India No. 3675, dated 30th Sept. 1875, with Punjab Govt. Circular No. 58, dated 1st Novr. 1875.

5. In preparing indents the following points should be carefully attended to.* The figures showing receipts, expenditure and balances must represent actual facts ascertained from the stationery account book, which should be maintained in every office. It will be seen from Rule XXVII of the Stationery Rules that the Superintendent of Stationery is entitled to inspect these books. Points to be attended to in preparation of indents.

6. The opening balance (column 2 of the Indent Form) will represent the quantity of stationery that was in store on the date of the preparation of the last indent. Ditto.

The quantity received during the year (column 3) shows the supplies received on the last annual indent and subsequent supplementary indents which have been complied with previous to the date of preparing the new indent.

The balance in hand (column 5) will represent the stationery in hand on the date the indent is prepared, on which date stock should be taken.

Column 6, consumption of the past 12 months, must be ascertained from the stationery accounts, which must be closed, balances struck, and new indents prepared on the date fixed in accordance with para. 10 of this Circular. If a full year has in any case not elapsed since the preparation of the previous indent, still the consumption of the 12 months preceding the preparation of the new indent must be shown.

Great care must be taken in filling in column 7 (amount now indented for) so as to provide for actual

* Paras. 4 and 5 of a letter No. 1, dated 18th June 1878, from the Superintendent of Stationery, Calcutta, to the Secretary to the Financial Commissioner (published with Circular 45 of 1878) are also useful for guidance.

requirements, and to avoid excessive stocks and supplementary indents.

In estimating requirements with reference to consumption, the stock in hand must be taken into account.

Where a fixed scale is prescribed, regard must likewise be had to the stock in hand and the consumption of the past 12 months, as well as to the scale. The scale is intended merely as a limit which must at no time be exceeded.

In taking stock, therefore, the articles in use and still serviceable should be taken into account, and new articles should not be indented for, over and over again, merely because the scale allows them.

Fixed scales.

7. The following are the items for which a scale is prescribed :—

1. Blotting Paper...	...	12 sheets per man per annum.
2. Black Ink Powders	...	4 bundles per man per annum.
3. Red ditto	...	1 Ditto ditto.
4. Pencils, Lead	...	4 per man per annum.
5. Do., Colored	...	3 to heads of offices per annum.
6. India-rubber	...	1 piece per man for 2 years.
7. Rulers, round	...	1 for every 6 men once for all.
8. Do. flat	...	1 for each office do.
9. Pens, as follows :—	...	Quills, Nibs, Magnum Bonnms.
Correspondence Clerks	...	120 or 60 or 20.
Accountants and Auditors	...	96 or 48 or 12.
Inferior Clerks	...	48 or 24 or 8.
10. Holders	...	1 to every gross of nibs.
11. Wooden Ink-stands	...	1 to each man once for all.
12. Ink-pots, Glass	...	2 for 3 years for each man.
13. Do. screw top	...	1 for heads of departments for 3 years.
14. Penknives, single-bladed	...	1 for 2 years for each man.
15. Erasers...	...	1 for 3 years for each man.
16. Hones and Strops	...	1 for each office for 3 years.
17. Paper-cutters	...	1 to each man once for all.
18. Scissors, large	...	1 pair of each to each office per annum.
19. Paper Weights	...	2 for each man once for all.

Articles not allowed to be excluded.

8. Care should be taken that articles not allowed by the stationery office are excluded from the indent.

Indents apply to year beginning 1st March.

9. The indents should show the stationery required for 1 year, from 1st March following the date of preparation of the indent, as that is the time the annual supplies are usually received from Calcutta. It should therefore be calculated how much of stock in hand on date of preparation of the indent is likely to be in hand on 1st March, and the balance to make up a year's supply should be indented for with a slight margin on the safe side.

Date of submission of indents.

10. As the indents are due in Calcutta by the 1st January, Commissioners should arrange for their transmission so as to reach the Superintendent of Stationery by that date.

11. In Appendix A below will be found the Rules for the Supply of Stores from the Stationery Department. Rules, etc., appended.
 C. M. 7953, 1885. Appendix B contains orders regarding the circumstances under which officers are authorized to correspond direct with the Home authorities on matters relating to stationery.

Cir. 11, 1878. 12. With reference to Rule XXVII, relating to the proper custody and use of Government stationery and the keeping up of a stock book of supplies received and issued, Commissioners should take the opportunity of their periodical inspection of Treasuries to see that these rules are carefully complied with in the English offices of districts. Commissioners to see when on tour that stationery rules are complied with.

Cir. VIII, 1873. 13. The question having been raised as to whether the fixed allowance for stationery prescribed by Punjab Government Circular No. 4, dated 25th January 1865, was intended to cover all charges for binding of printed Books, Gazettes, Circulars, &c., which Rule VIII of the Stationery Rules requires should be met from this provision, it was ruled by Government that it was intended that the fixed allowance should cover all charges for Book-binding in English offices; but that binding materials such as millboards, leather, marble paper, &c., can be obtained gratis from the Government Stationery Depot at Calcutta. All officers are therefore requested to see that these instructions are strictly acted up to. Book-binding to be charged to fixed allowance for stationery.

Cir. 1, 1879. 14. A considerable quantity of paper can be recovered from disused registers and account books, and brought into use. In some cases the paper should be separated and used in the same way as the ordinary stock. In others it is considered best to restore the registers themselves to use, so as to obviate the inconvenience of taking them to pieces and the cost of re-binding. On this point Collectors will exercise their discretion. These instructions apply to both English and Vernacular Registers and Account Books. Papers in disused register.

15. Instructions regarding the supply of stationery for business connected with Wards' estates will be found in the Circular on the Court of Wards. Court of Wards' stationery.

Cir. 37, 1878. 16. By Government of India, Department of Finance and Commerce, Resolution No. 986 of 21st February 1877, stationery is supplied free to Provincial Services and to those Local Funds only which, under the practice prevailing in 1870-71, were supplied without charge from the district indents. Municipal Committees must make their own arrangements for procuring any stationery they may require. Provincial Services and Local Funds.

Purchase of
candles locally.

17. In Punjab Government endorsement No. 2991, C. M. 8972, dated 28th November 1884, to the Junior Secretary to the Financial Commissioner, it was ruled that it is not necessary to apply for sanction to the purchase in the local market of candles for revenue officers.

Mathematical Instruments.

18. The rules for the supply of Mathematical Instruments will be found in Part II of the *Gazette of India* for April 9th, 1887. C. M. 21, 1887.

Preparation of Records. Size and quality of paper.

19. With the previous sanction of the Local Government, the Financial Commissioners issued, in September 1889, instructions for the preparations of Revenue Judicial Records, and the size and quality of paper to be used in all Revenue Courts and Offices. (See Appendix C.) Cir. 44, 1889.

Appendix A.

RULES FOR THE SUPPLY OF STORES FROM THE GOVERNMENT STATIONERY DEPARTMENT.

(In supersession of those published in the Supplement to the Calcutta Gazette of the 7th Decr. 1864).

I. The indents from public officers upon the Stationery Office are to be drawn out by indenting officers, and supplied by the Superintendent according to the scale approved by Government, and in conformity with the following rules:—

Rules for Public Officers indenting upon the Superintendent of Stationery.

II. The following officers are authorized to indent upon the Government Stationery Office.

All officers in charge of independent offices, whose appointments are published in the *Government Gazette*. Also the following officers:—

Administrator-General.

Master and Registrar.

Clerk of the Crown and Prothonotary.

Sworn Clerk.

Receiver.

Chief Interpreter.

Clerks to the Judges.

Crier.

Coroner.

Taxing Officer.

Chief Clerk of Insolvent Court.

Sheriff of Calcutta.

Commanders of Government Vessels.

Officers specially authorized to draw supplies of stationery from this store.

NOTE.—All public officers, not authorized to indent on the Stationery Office, may be supplied with stationery by the Superintendent at a charge of 5 per cent. above the cost of the articles supplied.

III. It will be the duty of the Superintendent to scrutinize all indents, and to disallow whatever items may appear to be unnecessary or extravagant. He will, therefore, check the kinds and qualities, as well as the quantities, of stationery indented for—

1st.—By comparison of the stock consumed in each office with the consumption in previous years, and with the expenditure in kindred offices.

2nd.—By comparison with the number of clerks using stationery.

IV. In cases of markedly unequal expenditure of stationery by two offices of the same kind, and nearly equal strength, the Superintendent will call for special returns from those offices for the ensuing year, showing the amount of business done by them respectively, whether in judgments, letters, accounts, or other returns.

V. Indents for stationery are to be made only in the printed forms to be supplied by the Superintendent, and which have been approved by Government. Presidency and mofussil offices will be supplied with separate forms of indent with reference to their respective requirements.

VI. Offices which are supplied with stationery are divided into twelve classes.* Each officer will send his annual indent so as to reach the Superintendent by the first day of the month named in the subjoined list. The supplies will then be despatched in the course of the month named, and should be calculated to come into use on the 1st of next month but one, by which time they will have reached their destination.

January.—Punjab Provinces, Divisions beyond the Sutlej and Umballa.

February.—Delhi and Jhānsi Divisions and Rājputāna.

March.—Rohilkand, Agra and Meerut Divisions.

April.—Allahabad Division and Mirzapur.

May.—Benares Division, except Mirzapur and Oudh.

June.—Patna, Bhāgalpur and Rājshahi Divisions, except the district of Rājshahi.

July.—Dacca and Assam Divisions.

August.—Calcutta offices, viz., those belonging to the Judicial, Revenue, Financial, Public Works, Telegraph and Post Office Departments.

September.—Calcutta offices, viz., the Secretariat offices, and those belonging to the Military, Ecclesiastical and Marine Departments, and all not included in the foregoing

October.—Burmah, Straits' Settlements, Tenasserim, Arracan and the Chittagong Divisions.

November.—Naddia and Burdwān Divisions, and the Rājshahi District (Rāmpur Bauliah).

December.—Chota Nāgpore, Kattak and Haiderabad.

All officers are expected to pay special attention to this rule, and to bear in mind that extra or emergent indents can never be complied with unless accompanied by most satisfactory explanations.

VII. To mofussil offices no English paper of a larger or more expensive kind than machine made foolscap will ordinarily be supplied. The use of this, moreover, is to be restricted to the record of judgments, by the heads of offices, and the fair copies of letters and reports. For drafting purposes, for bills, and for the record of depositions, &c., German paper of two sizes will be issued. The accounts and figured statements, for which the larger and more expensive kinds of paper have heretofore been used, will, where possible, be reduced to foolscap size, and in other cases they will be prepared in printed forms of double foolscap printing paper. For books, however, and registers, forming permanent records, officers may indent for more durable paper when they deem such to be essentially necessary. All officers, whether in the presidency or the mofussil, indenting for the larger kinds of English paper, will, at the same time, specify the purposes for which it is required.

VIII. For all vernacular work in mofussil offices only country paper is to be used, and each office will provide itself with this out of the fixed contract allowance sanctioned by Government. This fixed allowance is also to cover the cost of the undermentioned items of expenditure—

Country Ink,
Stamping Ink,
Stamping Inkstand,
Twine,
Thread,
Country Pens,
Book-binding,
Lac for sealing,
Talc for Native Colors,
Vinegar,

Glue,
Paste,
Pounce,
Sand,
Sand Pots,
Country Envelopes,
Repairing Scissors, &c.,
Pins,
Oil for Lights,

and generally all petty stores which are not obtained from the Stationery Office.

It is to be borne in mind that no bills will, on any pretext whatever, be admitted or passed by the Superintendent of Stationery.

IX. *Miscellaneous Stores.*—Indents for packing and coloured paper, with other articles of occasional use, will be complied with only under special circumstances, to be fully explained. Blotting paper will be allowed at the rate of twelve sheets per man per annum.

Indents for marble paper, paste-boards and mill-boards for binding must contain statements of the number of books to be bound each year. Pens, pencils, pen-knives and hones will be allowed on the scale entered in the form of indent.

X. Indents for English bound books must each be accompanied by a specification of the purpose for which each book is required; and it will be in the discretion of the Superintendent of Stationery to comply with, or modify the demands, with reference to the necessity of the case. When it appears that printed forms will answer the purpose as well as a book, the former will be supplied in lieu of the latter.

XI. *Form Indents.*—Indents for forms are in all cases to be submitted to the Superintendent of Stationery through the Head of the Department to which the indenting officer belongs.

These indents are to be made only in the forms supplied by the Superintendent of Stationery. They will be *separate* from the stationery indents, but they should be submitted at the same time, *vide* Rule VI.

XII. Indents for forms will be subject to the same kind of check as stationery indents by the Superintendent, with reference to the amount of business done in each office, the quantity expended and in balance, and the annual consumption in cognate offices.

XIII. All new forms will require the sanction of the various central offices in the different seats of Government and Administrations, each form to bear a distinguishing number, and patterns of all forms to be lodged with the Superintendent of Stationery.

XIV. The Superintendent of Stationery will, in communication with the Heads of Central Offices, determine the qualities and sizes of paper adapted to the several kinds of forms.

XV. The printing of forms will, as a general rule, be executed at one Central Press on the requisition of the Superintendent of Stationery, who will, with each requisition, forward the proper supply of paper.

The rule, however, will not interfere with Rule XVI.

XVI. In the North-Western Provinces, the Punjab, Oudh, and British Burmah, the Head of Offices are allowed the option of drawing their supplies of printed forms from local presses, if they can be had cheaper than from Calcutta.

XVII. The Superintendent of Stationery will have the sole custody of all printed forms, regulating from time to time the quantities of the several kinds of forms to be kept in store.

Instruction to Officers receiving Supplies.

XVIII. The Superintendent of Stationery will advise the indenting officer when and how his supply of stationery is despatched, noting particularly the address (which will be copied from the label on the indent) to which it is consigned. Should there be any error in the address so notified, or should the despatch not reach its destination in due course, the indenting officer must take such steps as may be necessary for the correction of the error in the address, and for securing the receipt of the supply despatched, communicating at the same time with the Superintendent of Stationery, if he considers it necessary.

XIX. On arrival of the supply, the indenting officer should have the packages placed in a dry and properly protected place, prior to their being opened and counted out, as soon as can conveniently be done.

XX. The packages must be carefully opened, and their contents counted out in the presence of the Head of the Indenting Office, who is required to watch the process, certifying the same at the foot of receipt. The receipt must then be signed, and immediately transmitted to the Superintendent, with a detail of such articles as ought to be in the case according to the list received from the Superintendent, but which are not found in it. The transmission of the receipt must not be delayed pending the reference to the Stationery Office regarding such short receipts, which will form the subject of a separate correspondence.

XXI. Officers who have Covenanted Assistants may employ those Assistants to supervise the unpacking and counting of the supply, and in the Government Secretariats, Boards, and High Courts, this duty may be performed by the Registrars or Head Assistants. In all other offices, in case of the absence on duty of the head of the office, or other sufficient cause, the packages may be opened by the Head Clerk or principal Uncovenanted Assistant. In all these cases, the certificate must be signed by the person who opens the packages, and countersigned by the Head of the Office.

XXII. Complaints as to quality of supplies received should be accompanied by one average sample of the article complained of, duly attested by complaining officer, as being part of the supply furnished by the Stationery Office on such a date, and the marks on the articles or covering of the packages should be carefully ascertained and reported. To prevent fraudulent substitution of other than the Government supplies, these complaints can only be admitted when preferred within seven days of the opening of the cases. Complaints of good articles being damaged in transit should be accompanied by the officer's opinion and the grounds of it as to whether the damage was caused by bad soldering, careless packing, or from maltreatment of the package in the cost office, steamer, or other mode of conveyance.

XXIII. On receiving an indent from an office at the Presidency, the Superintendent will fix a day for the delivery of the stationery—Tuesdays and Fridays being expressly set aside for the delivery of stationery to Presidency offices. At the time fixed, an Assistant from the Indenting Office will attend at the Stationery Office to take charge of the supplies. Objections must be made before the supplies leave the office, and bottles, baskets, &c., belonging to the Stationery Office, must be returned.

Adjustment of short receipts.

XXIV. The liabilities for short receipts will be adjusted as follows:—

The Superintendent of Stationery will submit to the Board annually a statement of short receipts, classed under three heads, A, B, and C.

The value of trifling deficiencies, contingent upon excusable accident, will be included in A, and passed by the Board to be written off to profit and loss in the accounts of the Superintendent.

The liability for short receipts, where the supplies are certified to have been opened and duly examined in the presence of the Head of the Office, will come under head B, and will rest with the Superintendent of Stationery and his employés.

For the value of short receipts, where the provisions of these rules shall not have been strictly observed, which will be shown under head C, the receiving officer will be held responsible.

XXV. The above statements, with Board's orders on them, will then be sent to the Accountant's Office for adjustment.

In cases where the Stationery Office is held responsible, the amount will stand at the personal debit of the Superintendent until recovered by him from the party responsible to him.

When the indenting officer is held liable, as under head C, an extract from the statement will be sent to the Military Auditor General or Accountant's Offices, as the case may be, with a view to the necessary steps being taken for the recovery of the amount, under the general rules in force in those offices for the recovery of other dues to Government.

XXVI. Whenever the receiving officer may have reason to consider that the packing or transport of the cases has been improperly or carelessly performed, he is required to intimate the same, whether actual injury has resulted or not, to the Superintendent of Stationery, mentioning the reasons for his opinion, with suggestions for future prevention. The Superintendent will take steps to obviate a recurrence of the neglect pointed out.

Prevention of abuses.

XXVII. Care must be taken by the head of every office to prevent the use of the Government stationery in any other than the public service. The stores of stationery should be placed in charge (under lock and key) of a responsible Writer or Assistant in the office. A book (which is to be sent, when required for inspection, to the Superintendent) is to be kept by him of all issues of stationery in the form prescribed, and supplied by the Stationery Office; and such issues are to be acknowledged in it by the signature (in initials) of the Officer or Assistant who takes the article. Any abuse, apparent to the Assistant in charge of the Stationery, is to be brought to the immediate notice of the head of the office.

XXVIII. Packing cases received from the Stationery Office are to be sold, and the proceeds credited to the Superintendent of Stationery in the cash accounts of the office—the amount so credited being communicated to the Superintendent.

XXIX. It will be the duty of the Superintendent of Stationery to bring to the notice of the Board of Revenue, for the orders of Government, any serious instance of neglect or breach of these rules.

Appendix B.

No. 3512.

Resolution of the Government of India, Department of Finance and Commerce (Accounts and Finance—Stores,) dated Simla, the 16th October 1885.

RESOLUTION.—By the Resolution No. 185, dated 10th January 1883, paragraphs 8 and 9, indents for stores from England are required to be forwarded through the various Local Governments and Administrations and the Departments of the Government of India. The same course

is adopted in conducting all subsequent correspondence connected with the indents, and delay in the supply of the stores is often caused in consequence of the different hands through which correspondence on details must now pass.

2. In view to the acceleration of the supply of stores required for the public service in India, the Governor-General in Council is pleased to authorise Indenting Officers in India to correspond direct with the Director-General of Stores at the India Office in all matters of detail connected with the supply of the articles required by them. It must be clearly understood that such correspondence is to be restricted to giving or seeking information connected with entries in indents, such as would not properly require a reference to the Local Government or the Secretary of State for India in Council.

Appendix C.

(1.) The instructions conveyed in Chief Court's Circular CX of the volume of Judicial Circulars (3rd edition), regarding the use of the standard pattern water-marked petition paper supplied by the Superintendent of Stationery, Calcutta, should be strictly followed in Revenue Courts and Offices. All copies of Revenue documents and all applications and petitions should be written on this paper, and copyists and petition-writers should be required to comply with this direction. The paper is to be used and kept flat at its full size (13½" × 8½").

Petition paper to be used for all copies, petitions and applications.

(2.) The official foolscap half-sheet, which is very nearly the same size as the petition paper alluded to in the last paragraph, should be used for all English portions of the record, and should also be kept flat.

Official foolscap paper.

(3.) All Revenue forms which are in the English language are supplied on paper of the size of half a sheet of foolscap, but forms which are in the vernacular and are obtained locally vary considerably in regard to size; they should in future be printed on paper of the size of the standard petition paper, or of a quarter sheet of standard Jail paper, as may be most convenient. The Inspector-General of Prisons will settle with the Commissioners of Divisions the most convenient arrangements for the lithographing, binding, &c., of vernacular revenue forms.

Vernacular forms to be printed on paper of uniform size.

(4.) The Government have sanctioned the use of country milled paper at Rs. 4-3-2 per ream for the autograph records of officers who do not write their records in English and for all forms and registers.*

Use of country milled paper.

(5.) The remainder of the vernacular portion of the record should be written on "B" quality paper as supplied by the Jail Department folded to quarter sheet (13" × 10"). The Local Government has sanctioned the proposal to alter the size of this paper from a sheet of 26" × 20" to a sheet of 27" × 17", so that a quarter sheet of the Jail paper will be as nearly as possible of the same size as a half sheet of ordinary foolscap and the standard pattern petition paper; meanwhile the quarter sheet of Jail paper, measuring 13" × 10", which has hitherto been supplied and is the nearest approach to uniformity which can be obtained, should be used. It is, of course, open to Revenue Officers to have the width of the quarter sheet cut down in their own offices to 8½" before use. This would secure almost the same size as that of the papers mentioned above, which average 13½" × 8½", but would involve some waste of paper.

"B" quality paper to be used for vernacular portion of Record.

(6.) It does not necessarily follow that the size here prescribed for vernacular records will involve an expenditure of a larger quantity of paper, as indices and many other papers now in use for vernacular files are already of the size now prescribed; and in some offices the plan proposed here is already followed more or less generally. For depositions and parwānas and similar documents a somewhat larger quantity of paper will, perhaps, be used (as these are now usually written on ½th sheet of Jail paper), unless attention is paid to the instructions given below, and economy is insisted on. It appears to the Financial Commissioners that at the present time much paper is wasted in preparing vernacular records, as, for instance, where a double sheet is placed on the file with only one out of four sides containing any written matter; and in giving a separate

Economy to be exercised in the use of paper.

* Government has sanctioned the purchase of country milled paper in the local market; but this permission is not to be understood as authorizing the purchase of country paper in the market when it is required for purposes other than those for which the use of milled paper was sanctioned by Punjab Government letter No. 154 Home (Jails) of 12th April 1889 to the Registrar, Chief Court. (Punjab Government letter No. 2558, dated 11th December 1889. Financial Commissioner's Circular No. 3 of 1890.)

sheet to each deposition in petty cases. If Revenue Officers will devote attention to the matter, there can be little doubt that any extra quantity of paper required will be counterbalanced by economy in use. Whole reams of paper are often wasted in registers which are made with a much larger number of pages than is required for the year's entries to be made in them, and in many instances the surplus pages are entirely wasted. Revenue Officers will doubtless discover for themselves many directions in which paper is at present unnecessarily wasted. Assuming, however, that some extra quantity of paper will be required, the extra cost will be more than met by the use of paper of the "B" standard quality supplied by the Jail Department at a cost of Rs. 6-8-0 per ream, and the country milled paper now used for records of rights which costs Rs. 4-3-2 per ream. Paper of the "A" standard quality costs Rs. 3-4-0 per ream more than that of "B" quality, and, as the "B" quality is very nearly as good for writing purposes as the "A" quality, and is so much cheaper and less bulky, the use of the latter should be discontinued.

Advantages to be gained by adopting a uniform size.

(7) The advantages which it is hoped will be gained by adopting a uniform size for all records may be briefly described as being—

- (a) facilitating reference to the papers (which can be kept in book form), including the English Record, the "A" Vernacular file and the "B" Vernacular file;
- (b) saving space in the Record Room by making the files into compact and even blocks instead of being kept in loose and ill-shaped bundles;
- (c) protecting the records from injury from constant use and while in transit, as papers of one size are less easily frayed at the edges by being tied and untied, and are less liable to get folded, torn and damaged in general use.

Many other advantages might be mentioned, but the above are sufficient, the Financial Commissioners believe, to ensure an intelligent and hearty co-operation on the part of all officers in carrying out a much needed reform in the direction of improving the records of Revenue Courts. No doubt Munshis prefer writing on smaller sheets than those prescribed, as they generally write with the paper held in the left hand; but, if a pad or desk is used for writing upon, no inconvenience will be felt. Petition-writers and others find no difficulty in writing on the standard paper, and indeed all the older records of the Courts in the North-Western Provinces and elsewhere were written on sheets of large size.

Instructions as to the introduction of the change of system.

(8) The following further instructions should be acted upon in giving effect to the provisions of this Circular:—

- (a) The change of system should be introduced gradually so as to allow existing files to be disposed of and stocks of forms and paper now in hand to be used up.
- (b) All Revenue Officers should arrange so as to introduce the new system into their offices as soon as convenient, but not later, if possible, than 1st October 1889, and should report when this has been done.

Instructions to prevent waste.

(9) In order to prevent waste and injury and to improve the vernacular records, attention should be paid to the following matters:—

- (a) In all cases, depositions of witnesses should be written continuously instead of on separate sheets, a clear space of 3 or 4 inches being left between the end of one and the beginning of the next deposition (if on the same sheet).
- (b) The practice of writing orders and other matters across the top and along the sides of a page should be discontinued.
- (c) In all vernacular proceedings an eighth margin should be left on each side of the paper, so that writing should not be obliterated by fraying at the edges.
- (d) Files in use in Revenue offices should be placed between stiff wooden or card-board protectors, of the size of the standard file, when tied together, so that the strain of the cloth or other covering, or of the string or tape, does not fall on the papers within. It is not intended that the file of each case should be placed between stiff covers; all that is necessary is to tie each file with broad tape or nawar instead of string, but each bundle of files should, until packed away in the Record Room, be kept between stiff covers to prevent fraying, folding, &c.
- (e) English records and papers should be placed at their full size in envelopes of the size of the file.
- (f) Exhibits should be folded to as nearly as possible the same size and placed in envelopes of the size of the file.

No. 45.—Government Litigation.

Rules for the conduct of suits to which Government or its officers, in their official capacity, are parties.

1. Appendix A, being a copy of Notification No. 962½, Cir. 62, 1885, dated the 25th November 1885, with corrections to date, contains revised rules for the conduct of suits to which Government or its officers, in their official capacity, are parties, or in which Government has an interest. Appendix B., containing a copy of Punjab Government Circular No. 31 of the same date, draws attention to certain points in the Rules.

Power of Deputy Commissioner to act for Government.

2. Appendix C. contains a subsequent Notification No. 1037, dated the 16th December 1885, under which the Deputy Commissioner, or, in his absence, the Senior Assistant Commissioner or Extra Assistant Commissioner, is empowered to act for Government in judicial proceedings when required to do so by the Financial Commissioner or the Government Advocate.

Rules for Privy Council litigation.

3. In Appendix D. will be found the Rules prepared by the Government Advocate and approved by the Punjab Government in 1874-75 for litigation before the Privy Council to which Government is a party. Cir. 4, 1875.

Pauper suits.

4. Attention is drawn to Rule No. 8, in Appendix A, which makes the Deputy Commissioner a Government Pleader for the purposes of Section 419 of the Code of Civil Procedure. This also (under the definition of Government Pleader in Section 2 of the Code) makes it necessary for Civil Courts (acting under Section 408 of the Code) to send notices to the Deputy Commissioner in regard to certain proceedings on applications to sue *in forma pauperis*. Usually no action need be taken on such notices in regard to litigation in which Government is not a party. In most cases it is sufficient to leave the decision on the application to the discretion of the Civil Court concerned without any appearance on behalf of Government. Cir. XXXI, 1877.

References to be made direct to Financial Commissioner.

5. References regarding litigation to which Government is a party will be made by Deputy Commissioners direct to the Financial Commissioner, and not through Commissioners. Cir. 62, 1885.

Court of Ward's suits.

6. Paragraph 27 of the rules framed under Section 38 of the Punjab Laws Act (IV. of 1872) provides that "no suit exceeding Rs. 500 in value shall be instituted on behalf of a Ward's estate without the sanction of the Financial Commissioner, and the rules for Government suits shall apply to the institution or defence of suits on account of such estates." With reference to this rule, it is explained that the rules regarding Government

litigation will apply *mutatis mutandis*, the place of the Government Advocate being ordinarily taken by a legal adviser, who should generally be selected from the local bar, the costs of such advice being debited to the Ward's estate.

Cir. 21, 1888.

7. It is the duty of a Deputy Commissioner, when he receives notice of suit under Section 424 of the Civil Procedure Code, in a case connected with district administration and under his control, to proceed at once to make enquiries and to satisfy himself of the justice or injustice of the claim; but it is not uncommon to find Deputy Commissioners allowing the whole period between service of notice and service of summons to pass without taking any steps whatever. And it has not infrequently happened that cases have been reported to the Financial Commissioner for orders for the first time within a very few days of the date fixed by the Court for the hearing of the case. Local officers will be held responsible that cases are reported in good time, so that the Financial Commissioner may be able to consider the facts, and to consult the Government Advocate, if necessary, before issuing orders for defence or otherwise.

Early action
to be taken on
notice of suit.

Cir. VII., 1879.

8. The following instructions shall be observed as to the manner in which the Government is to be represented in suits brought against it as a co-defendant, under Section 45 of the Land Revenue Act, 1887.

Suits under
Sec. 45 of the
L. R. Act, 1887.

(i) The rules in Part D. of Appendix A. shall apply.

(ii) On the receipt of the summons from the Civil Court, the Deputy Commissioner will ordinarily apply to the Financial Commissioner for leave to appoint the Tahsil Kánúngo to appear as the representative of the Government at the hearing of the suit. The duties which will devolve upon the Kánúngo as the representative of Government will be—

- (1) To produce the entries in the Settlement records and in the previous and subsequent annual papers, so far as they may be material.
- (2) To state, if required by the Court, the circumstances under which these entries were made, so far as they are within his own knowledge.
- (3) To state the facts of the possession of the rights in issue, so far as they are known to him. Unless specially instructed by the Deputy Commissioner, he is to abstain from any further interference in the case, and he is to entirely refrain from advancing any argument as to the merits of the dispute between the other parties.

to the suit. It will, of course, be within the power of the Court to put such further questions to the Kánúngo as it may think proper, whether on its own motion, or on that of the parties to the suit. The discharge of the above duties by the Kánúngo will not ordinarily involve more than one appearance in Court on his part.

(iii) The above procedure will suffice for the representation of Government in the great mass of suits in which it is made co-defendant under this section; and in which the only interest of Government is that the Court should be fully informed as to the character and effect of the entries, and of the method in which they were made, so that the chance of an erroneous decree being made from imperfect information on these subjects may be guarded against. But it will occasionally be found at the hearing of the suit that Government is further interested in the decision of the case, as owner of subsidiary rights in the subject-matter of the suit or as the guardian of public interests. In such cases it will be at the discretion of the Deputy-Commissioner to take such other measures as in his judgment may appear necessary.

Appendix A.

Notification of the Government of the Punjab, No. 962½, dated the 25th November 1885.

In supersession of Punjab Government Notification No. 7957 of the 19th November 1874, circulated with Financial Commissioner's Book Circular No. XX—46 of the same date, the following Revised Rules connected with suits by or against Government or public officers, together with revised instructions concerning references to the Government Advocate in matters not provided for by the rules prescribed by Government affecting magisterial officers are published for information:—

PART I.—REFERENCES TO THE GOVERNMENT ADVOCATE.

Who may refer legal questions to Government Advocate.

1. References on legal questions are to be submitted to the Government Advocate by or through the following officers only:—

The Financial Commissioner, Punjab ;
The Secretary to Government, Civil Department ;
The Secretary to Government, Public Works Department ;
The Secretary to Government, Military Department ;
The Director, North-Western Railway ;*
The Joint Secretary, Irrigation Department ; and
All Heads of Departments.

Special cases.

2. In special cases other officers are authorized to communicate direct with the Government Advocate, but this must only be done on one of the following grounds:—

First, where the matter is urgent and communication through the usual channels would be prejudicial to the interests of Government ;

* As amended by *Punjab Government Gazette* Notification No. 824, dated 14th August 1886. (Financial Commissioner's Circular No. 54 of 1886.)

Secondly, where the matter is connected with any suit or other judicial proceeding in which the Government Advocate is already engaged ;

Thirdly, on a reference from the Government Advocate ;

Fourthly, under Rule 36.

3. Save as provided in Rule 2, all legal questions which officers other than those specified in Rule 1 desire to refer to the Government Advocate shall, as at present, be submitted to the Financial Commissioner, by whom the opinion of the Government Advocate will be obtained thereupon, if necessary.

Usual procedure for other officers than those specified in Rule 1.
Questions which may not be referred to the Government Advocate.

4. Legal questions arising before judicial officers as such shall not be referred by them to the Government Advocate.

PART II.—SUITS, &c.

A.—General Rules.

5. In these rules "suit" means a suit by or against Government or public officers, in their official capacity, or which is brought or defended by public officers at the public expense, and includes an appeal and any civil judicial proceeding in which Government or a public officer, in his official capacity, is a party or has any interest.

6. The Financial Commissioner has general charge of all suits. He is entitled to call for explanations, reports, &c., from all officers of Government in connection with Government cases.

7. The special rules of procedure relating to suits are contained in Chapter XXVII, of the Code of Civil Procedure (Act XIV of 1882), to which the attention of all officers is particularly directed.

Government Pleader.

8. The Deputy Commissioner in each district is the Government Pleader for the purpose of Section 419 of the Code of Civil Procedure.

Adjournments.

9. In connection with Section 420, Judicial Circular XIII.* of the Chief Court should be referred to.

10. Whenever immediate action is necessary in connection with a suit in order to prevent injury to Government or to the officer concerned, it shall be competent to the Deputy Commissioner, or, in his absence from headquarters, the Senior Assistant Commissioner or Extra Assistant Commissioner there present, to take the said action without previous sanction. But in such cases the Deputy Commissioner shall immediately comply with these rules, and a full explanation shall be submitted to the Financial Commissioner through the person in charge of the case (if any) of the circumstances which rendered the unusual procedure necessary.

All the rules herein contained shall be deemed subject to this exception.

11. When once any legal business has been placed by the Financial Commissioner in the hands of the Government Advocate or of any other person to conduct it, no further action whatever relating to it shall be taken by the officer at whose instance the business is undertaken, *except in communication with and under the advice of such person.*

All communications with opposite party to be without prejudice.

12. All communications to the opposite party on the subject of matters in respect of which it is anticipated that a suit is likely to ensue shall be headed "Without Prejudice,"—and, if oral, shall be stated to be so.

13. When a suit is to be heard, some responsible officer of the Department concerned thoroughly conversant with the facts of the case, shall, if the person conducting it on behalf of Government deem it necessary, be deputed to be present to instruct as to the truth concerning matters which arise unexpectedly, and to direct attention to any documents or other evidence that may become important at each stage of the case.

14. Except with the previous sanction of the Financial Commissioner, no copies of documents in the possession of Government shall be supplied to any person with whom there is a likelihood of any suit arising.

* No. XV in the third Edition.

When notice to produce documents in the charge of a Head of Department is received by him, he shall consider whether they include communications made in official confidence, the production of which would be injurious to the public interest. To the production of such documents he shall object, as falling within the principles of Section 124 of the Indian Evidence Act.

All correspondence and all Resolutions of Government on the subject of suits are strictly confidential. No officer shall grant copies of any such documents during the pendency of the suit, and no such copies shall be granted at any time after the final decision of the suit without the previous sanction of the Head of the Department.

Departmental responsibility to assist throughout the case.

15. Prompt attention shall be paid by the Department or officer concerned to all communications during the course of a suit received from the person appointed by Government to conduct it.

B.—Suits, &c., by Government.

Financial Commissioner's previous sanction necessary to all suits by Government.

*16. No suit on behalf of Government shall be instituted, except—

(1) by order of the Local Government, or (2) with the previous sanction of the Financial Commissioner: provided that

(a) Cantonment Committees shall be competent to institute and conduct any suit for the sums not exceeding Rs. 50 due to them, without the previous sanction of the Local Government or of the Financial Commissioner in cases where (1) the determination of a principle is not involved, and (2) no legal difficulty is anticipated; and

(b) Superintendents of Jails may similarly institute and conduct any suit for the recovery of debts due to Jail manufactories, provided that (1) the consent of the Inspector-General of Prisons has been previously obtained, and (2) the subject-matter of the suit does not exceed Rs. 50.

In all such cases a power-of-attorney signed by the Financial Commissioner must be obtained authorising some person to sue on behalf of Government.

Procedure when an officer considers a suit necessary. Contents of his report.

17. Any officer who considers that a suit should be instituted on behalf of Government shall submit a clear and detailed report through the ordinary channel of communication to the Head of his Department showing—

- (a) the circumstances which, in his opinion, render the institution of the suit necessary, and precisely when and where they each occurred;
- (b) the relief sought;
- (c) the subject of the claim;
- (d) the steps which have been taken to obtain satisfaction of the claim without bringing a suit;
- (e) the pleas or objections, if any, which have been urged by the proposed defendant against the claim;
- (f) the evidence, both oral and documentary, which is believed to be obtainable, and which it is proposed to adduce in support of the claim;
- (g) whether the documents (if any) referred to in (f) are registered or not;
- (h) whether or not the circumstances of the person against whom it is proposed to institute the suit are such as to render it likely that execution will be obtained of any decree that may be given against him;
- (i) the evidence, both oral and documentary, which, so far as is known, the proposed defendant will be able, and is likely, to adduce in his defence;
- (j) whether the documents (if any) referred to in (i) are registered or not;
- (k) any other facts which the officer considers material, *e. g.*, whether there are any special reasons for the institution of the suit apart from the amount actually claimed; whether other similar claims will hinge upon its decision, or the like.

18. Copies of all documents referred to in Rule 17 (f) and (i), and of all correspondence and written proceedings, whether in English or in the Vernacular (together with translations in the latter case), connected with the proposed suit, should accompany the report with an exact list of the same.

* As amended by Punjab Government Gazette Notification No. 335, dated 23rd March 1886 (Financial Commissioner's Circular 22 of 1885.) Also see Government of India, Public Works Department No. 290 R.-E., of 2nd May 1882, which empowers Heads of State Railways to defend simple suits not exceeding Rs. 2,500 in amount, and No. 14 R.-E., of 9th January 1883, similarly empowering Engineers-in-Chief.

19. When for any reason it is thought necessary to forward in original any of the documents referred to in Rule 17 (f) or (i), (1) copies examined by the officer submitting the report shall be kept by him, and (2) the report shall be forwarded under registered cover.

Precautions when original documents sent.

20. The copies submitted shall be absolutely complete in all respects, reproducing every particular contained in the originals whether of a formal nature or not; and the officer forwarding them shall personally satisfy himself on this point.

Copies to be full and exact.

Maps and plans.

21. Where a map or plan would contribute to a proper understanding of the claim, this shall also be submitted.

22. No suit shall be instituted on behalf of Government except in the last resort, when all other means of obtaining satisfaction have failed. None shall therefore be recommended for institution until the proposed defendant has had ample opportunity given to him of stating his view of the case and of coming to some agreement for the settlement of the Government claim.

Suits to be filed in the last resort only.

23. When the subject of the proposed suit is connected with District administration, and belongs to no particular Department, the report required by Rule 17 shall be prepared by the Deputy Commissioner, and shall be submitted by him to the Financial Commissioner. When the proposed suit is connected with any particular Department, and the report is submitted as above provided, the Head of the Department concerned shall transmit it to the Financial Commissioner direct.

By whom report to be submitted to Financial Commissioner.

24. In each case the officer submitting the report to the Financial Commissioner shall satisfy himself before forwarding it that these rules have been fully complied with, and shall also fully and clearly state his own opinion on the proposed suit, with his reasons for the same.

Submitting officer to examine report and state his own opinion.

25. Should further information, whether in the form of a supplementary report or otherwise, be called for by the Financial Commissioner or by the Government Advocate, it shall be supplied as promptly as possible, and conformably to these rules so far as they are applicable.

Further information to be promptly supplied, if called for.

Financial Commissioner will issue orders regarding institution.

26. The Financial Commissioner will decide whether the proposed suit shall be brought or not, and, if the decision be in the affirmative, he shall make arrangements for its management.

C.—Suits, &c., by Public Officers.*

No suits to be instituted by public officers except with the sanction of Government.

27. The sanction of the Local Government shall be obtained before any public officer has recourse to the Courts for the vindication of his public acts, or of his character as a public functionary.

28. When a public officer considers that a suit should be instituted for the vindication of his public acts or of his character as a public functionary, he shall submit a report conformably to the directions contained in Rule 17.

Procedure when an officer deems a suit necessary.

29. The Financial Commissioner will forward the report, together with his opinion, to the Local Government for orders as to whether the suit (1) shall or shall not be brought; and (2) if brought, shall be conducted at the public expense or at that of the officer concerned.

Orders of Government to be obtained by Financial Commissioner.

30. If sanction be given by the Local Government to the conduct of the suit at the public expense, the Financial Commissioner shall arrange therefor. If such sanction be not given, the officer concerned shall be informed accordingly, when, if the institution of the suit has been sanctioned by the Local Government, he shall be at liberty to make his own arrangements in connection therewith.

Action thereupon.

D.—Suits, &c., against Government.

31. After receipt of notice of suit (see Section 424 of the Code of Civil Procedure) it is incumbent on all officers of Government to make all reasonable attempts to bring about an amicable adjustment of the case on the principle that no private person having a just claim against Government should be compelled to resort to litigation to enforce it. Subject to this understanding, the following rules have been framed.

Notice of action under Section 424 of Act XIV. of 1882, Object thereof, and correlative obligation on all public officers.

* Vide Punjab Government No. 612, dated 3rd April 1889, issuing revised instructions in supersession of those contained in para. 2 of Punjab Government Circular No. 1 of 24th January 1889.

32. If the notice of suit is served on the Deputy Commissioner, he shall, if the matter is connected with District administration and within his control, proceed as provided in Rule 35, and, if the matter is connected with a Department not within his control, as, for example, the Irrigation Department, State Railway, and the like, forward it at once *in original* to the Head of the Department concerned.

If the notice is served on a Secretary to the Local Government or on any officer not prescribed under Section 424 of the Civil Procedure Code, he shall forward it at once *in original* to the Deputy Commissioner or Head of the Department as the case may be.

33. The date and manner of service or receipt of the notice of action shall forthwith be endorsed on it by the officer on whom it is served and to whom it is forwarded, or, if he is absent, by the Head of the Office at which it is left or received, and the said endorsement shall be signed and dated by the officer himself or by the head of his office if he is absent. Under no circumstances shall any notice of action, on whomever it is served, be returned in original to the person by whom it is given.

Copy of notice to be kept when original forwarded.

34. An attested copy of the notice, and of the endorsement thereon, shall be kept when the original is forwarded by the officer on whom it is served.

35. The Deputy Commissioner, or the Head of the Department concerned, on receiving any such notice shall give the matter in question his immediate and most careful attention, generally, and with special reference to Rule 31.

36. If the officer concerned is in doubt at this stage as to any legal point, he should submit the case to the Government Advocate for opinion. Every endeavour must be made to dispose of the matter within the period of two months from the delivery of the notice allowed by the Code of Civil Procedure before the threatened action can be instituted. If, however, this is not accomplished and the suit is filed, the officer concerned, while at the same time proceeding as hereinafter directed, shall nevertheless comply with the directions contained in this and the preceding rule as speedily as may be, but subject always to the provisions of Rule 11.

37. If the threatened action is known to be groundless, or one which must undoubtedly be defended, if brought, no communication need be made to the person by whom the notice was given; but the officer concerned shall at once proceed to collect the information and papers, which will be afterwards required under Rules 45 and 46.

38. When the officer concerned (after obtaining the advice of the Government Advocate, if necessary) is clearly of opinion that a certain portion, though not the whole, of the amount claimed is due, but the suit has not yet been instituted, he should formally tender that sum to the claimant, *without* requiring him to give in return a receipt in full of all demands. When a suit has actually been instituted, no payments whatever shall be made except into Court, and through the person in charge of the case for Government. In making a tender under this rule the officer concerned should inform the opposite party that, if the tender be declined, the fact of its having been made will be brought to the knowledge of the Court.

39. When a suit against Government has been filed, the summons must, in this Province, be served on the Deputy Commissioner of the district, who is the only person empowered by Government to receive service of processes in such cases. If the summons in such a suit be directed to any other officer, whether he be the Head of the Department concerned, or not, he should, in endorsing and returning it, inform the Court by letter that he is not empowered under Section 419 of the Code of Civil Procedure to receive service on behalf of Government. He should in no way recognize the service as effectual, *e. g.*, by applying for an adjournment; nor need he attend at the Court to the prejudice of his legitimate duties.

40. When the summons has been duly served on the Deputy Commissioner, and a date less than two months distant has been fixed for the first hearing of the suit, he shall at once supply to the Court under Section 420 of the Code of Civil Procedure for an extension of the time to not less than two months, and in support of his application shall quote Chief Court Judicial Circular XIII.* The Deputy Commissioner shall, in any case, apply for certified copies (a) of the plaint (where only a concise statement of it has been received with the summons); (b) of all documents filed with the plaint together with the list of the same prescribed by the Chief Court; (c) of any list of further documents relied on (referred to in Section 59 of the Code of Civil Procedure) filed

with the plaintiff. If the Court decline to grant an extension of time applied for, the Deputy Commissioner shall forward, as soon as possible, direct, a special report to the Financial Commissioner, or, in emergent cases, to the Government Advocate direct, in order that steps may be taken to protect the interests of Government.

Deputy Commissioner's next step if suit be in his own Department.

41. If the suit is one connected with District administration, the Deputy Commissioner shall, on receipt of the copies referred to in Rule 40, act as prescribed by Rules 44—48.

42. If the suit is Deputy Commissioner's next step if suit be in another Department.

one connected with any particular Department, the Deputy Commissioner shall, as soon as the copies referred to in Rule 40 have been obtained, forthwith forward them, together with the summons (which, as provided by Section 65 of the Code of Civil Procedure, shall be accompanied by a copy of the plaintiff or a concise statement of its contents), with the date of the receipt of the summons by him noted on the back thereof, to the Head of the Department concerned, who shall act as prescribed by Rules 44—48.

In last case Deputy Commissioner to state whether notice of action received by him or not.

43. In complying with Rule 42, the Deputy Commissioner, if he has received no notice of action under Section 424, shall be particular to mention this fact.

44. If no notice of action has been received (whether by service on the Deputy Commissioner or on a Secretary to the Local Government), the Deputy Commissioner or the Head of the Department concerned (as the case may be) shall immediately, on receipt of the summons, copies, &c., as aforesaid, forward the same with a brief report to that effect to the Financial Commissioner, by whom arrangements will be made for the defence of suit under Section 424, in order that the opportunity of investigating and endeavouring to settle the claim out of Court, granted to Government by the Legislature as before explained, may be secured.

45. If notice of action (whether it appear to be an adequate notice or not) has been received, the Deputy Commissioner or the Head of the Department concerned shall proceed to collect, with the least practicable delay, if this has not already been done under Rules 35—37, all the information regarding the facts of the case which he can procure.

Report of officer concerned what to contain.

46. He shall, then, as soon as possible, submit to the Financial Commissioner the following documents, together with an exact list of the same :—

- (a) The notice of action with a translation of the same (when it is in the Vernacular), the summons, and the copy of the plaintiff.
 - (b) A translation of the plaintiff (where it is in the Vernacular) into English, on half margin, each statement therein being marked with a letter (A, B, &c.), and notes being added in the margin stating whether each statement of fact therein is correct or not, and, if not, in what respect it is not so. When the requisite explanation cannot be thus compressed, reference should be made to a paragraph of an accompanying statement in which the matter should be fully discussed.
 - (c) The copies of documents and lists of documents (if any) filed with the plaintiff, and translations of the same, if in the Vernacular.
 - (d) Copies of all other documents procurable, which are believed to bear on the case either for the plaintiff or the defendant, with translations of the same, if in the Vernacular, together with as accurate a description as may be of other documents (if any) believed to be relevant, but of which the contents cannot be precisely ascertained except through the Court.
 - (e) All the correspondence and written proceedings, whether in English or in the Vernacular (with translations of the latter), connected with the subject of the suit.
- These documents shall be accompanied by a clear and detailed report including—
- (f) A full statement (1) of the circumstances which led to the suit, mentioning precisely when and where they each occurred; (2) of the course which it is proposed to adopt, namely, whether to admit, compromise, or defend the suit, and of the reasons for the same.
 - (g) If it is proposed to defend the suit, a memorandum of the proposed defence also on half margin, showing clearly and fully how each of the allegations in the plaintiff is to be met, and the evidence which it is proposed to adduce for that purpose.

The report should also show—

- (h) Whether the documents referred to in (c) and (d) are registered or not.
- (i) The matters required by Rule 17 (d), (e), (h) *mutatis mutandis*.
- (j) The date fixed by the Court for the first hearing.

Rules 19, 20, 21 to apply. 47. The provisions of Rules 19, 20, and 21 shall apply, *mutatis mutandis*, to reports submitted under Rule 46.

Rules 25 and 26 also to apply. 48. The provisions of Rule 25 relating to suits brought by Government shall apply to suits brought against it; also, *mutatis mutandis*, Rule 26.

E.—Suits, &c., against Public Officers.

49. When the officer considers that the suit should be defended at the public expense, the directions contained in Rules 19, 20, 25, 31, 33, 34, 35, 36, 37, 40 Notice of action necessary. Procedure to be observed. (substituting Section 423 for Section 420 therein), 44, 45, and 46 must be observed so far as they are applicable.

50. The Financial Commissioner will forward the report, submitted to him as hereinbefore provided, together with his opinion, to the Local Government for Orders of Government to be obtained by Financial Commissioner. orders as to whether the suit shall be defended at the public expense, or whether the officer concerned shall be left to take such measures in the case at his own expense as he shall think fit.

51. All officers are reminded that as they must *prima facie* be prepared to personally defend themselves in respects of their acts when alleged to be illegal, it rests with them to satisfy the Local Government that they have used every effort to prevent litigation; also that the acts complained of were done (if done at all) with due care and attention, and under circumstances justifying the defence of the suit at the public expense. In their own interests, therefore, it is incumbent on them to observe the provisions of these rules, where applicable to their case, as accurately and promptly as possible.

52. If the defence of the suit at the public expense is sanctioned by the Local Government, the Financial Commissioner shall arrange therefor. If such sanction is not given, the officer concerned shall be informed accordingly and will be at liberty to make his own arrangements in connection therewith.

F.—Appeals, &c., by Government or on behalf of Public Officers.

53. When any suit has been decided wholly or partially against Government or the officer concerned and the person who conducted it for Government or for the said officer, or, if it was conducted by a private practitioner specially retained by Government for the purpose, when the Deputy Commissioner, or the Head of the Department (or, if the case concerns more than one Department, the Head of any such Department), or the officer concerned (as the case may be), is of opinion, on a perusal of the copies of the judgment and decree or other final order of the Court, supplied to him as hereinafter provided, that an appeal (or, in unappealable cases, an application for revision) should be referred, or that a review of judgment should be applied for, he shall, as soon as possible, prepare a report to that effect, showing the grounds of his opinion, and shall submit it to the Financial Commissioner, together with the said copies, and (if he deem it necessary for a proper decision of the matter) with copies of the evidence and of all exhibits not previously submitted at an earlier stage, and also with a draft on half margin of the grounds on which he considers that the appeal or application should be based. If the copies of the evidence and exhibits could not be procured without considerable delay, the report shall not be detained pending their receipt, the period within which appeals and applications may be filed being limited by law. If he considers that no appeal or application should be made, he shall submit a report accompanied as aforesaid to that effect.

Report to be submitted by or through Government Advocate with his opinion.

54. When the Government or the officer concerned was not represented in Court by the Government Advocate, the report referred to in the last preceding rule shall be submitted through him, together with his opinion thereupon.

Financial Commissioner will issue orders in the matter.

55. The Financial Commissioner will decide whether an appeal or application should be preferred or not, and, if so, he will arrange as to the person by whom it shall be undertaken.

G.—Appeals, &c., by the opposite party.

56. If an appeal, or an application for revision, or for review of judgment, be preferred by the opposite party in any suit, the person who conducted it for Government or for the officer concerned shall, on receiving notice thereof, take such measures as in his judgment may be necessary for defending the case in the Appellate or other Court. It shall not be necessary to apply for fresh instructions from the Financial Commissioner, except in cases of doubt or difficulty, or unless it appear that, for any reason, the appeal or application ought not to be opposed, in which case the procedure laid down in Rules 53 and 54 shall be observed, and the Financial Commissioner will issue instructions. If the suit was conducted by a private practitioner, specially retained by Government for the purpose, the Deputy Commissioner, or the Head of the Department (or of each Department), or the officer concerned (as the case may be), shall submit a report as provided by Rules 53 and 54, and the Financial Commissioner will issue instructions.

H.—Appeals to the Privy Council.

Appeals to Her Majesty in Council.

57. Appeals to Her Majesty in Council will be dealt with, under the special orders of the Financial Commissioner, by the Government Advocate.

I.—Intervention.

58. If it appear advisable to a Deputy Commissioner, or to the Head of any Department, on the representation of any subordinate officer, or otherwise, to intervene in any suit to which the Government has not been made a party, an application for a postponement of the case shall, if necessary, be made to the Court by or through the Deputy Commissioner of the District in which the Court has jurisdiction. The Deputy Commissioner or other officer concerned shall then submit a full report to the Financial Commissioner, showing clearly his reasons for considering such intervention necessary, and in particular stating how the decision of the suit is likely, in his opinion, to affect the interests of Government.

Financial Commissioner will issue orders in the matter.

59. The Financial Commissioner will decide whether the Government shall intervene or not, and, if so, will arrange as to the person by whom the necessary action shall be taken.

60. If the Financial Commissioner decide that it is necessary to intervene, and the Government be made a party to the suit, all the rules for the conduct of Government suits shall, so far as may be, be deemed applicable to the case.

When intervention ordered, all these rules to be deemed applicable.

K.—Copies of Judgments, &c.

61. Immediately on the termination of any suit, a copy of the judgment and decree, or other final order of the Court, shall be procured through the Deputy Commissioner without delay by the person who conducted it for Government, or for the officer concerned. If the suit was conducted by a private practitioner especially retained for that purpose by Government, and related to a matter connected with any particular Department or Departments not within the control of the Deputy Commissioner, or was connected with a public officer, the Head of the Department (or of each Department or the officer concerned, as the case may be), shall forthwith apply to the Deputy Commissioner for the said copies, and these shall be furnished to him or them (as the case may be) by the Deputy Commissioner as soon as possible.

L.—Report of Result of Suits, &c.

62. The person who, under the last preceding rule, receives the copies therein specified shall immediately submit a report of the result of the suit for the information of the Financial Commissioner. This report shall be submitted through the Government Advocate. When the result is adverse to Government, and will involve a disbursement of public money, the report should state when the money will be required, to enable the Financial Commissioner to make arrangements accordingly.*

* Financial Commissioner's No. 2542, of 2nd May 1876, to Government Advocate.

M.—Execution of Decrees.

63. Whenever it has been determined not to contest further a decision which is either wholly or partly adverse to Government, the Deputy Commissioner, or other officer concerned, shall at once, in consultation with the Government Advocate, pay into the Court whose duty it is to execute the decree all moneys payable under the decree, care being taken that the decree is fully satisfied within the time fixed for that purpose under Section 429 of the Civil Procedure Code.

Where the decree is against a public officer, in respect of an act purporting to be done by him in his official capacity, it will rest with him to satisfy the same within the time so fixed.

64. Immediately on a decree being given in favor of Government, or of a public officer, when the suit has been brought or defended at the public expense, the Deputy Commissioner or other officer concerned shall proceed, in consultation with the Government Advocate, to take steps for the recovery of costs and of the amount, if any, decreed, unless for special reasons (which he should report to the Government Advocate for the orders of the Financial Commissioner), he deems it undesirable that any such steps should be taken, or that they should be taken immediately.

65. If an appeal is instituted, and the execution of the decree is stayed by order of the Court, the interval before the decision of the appeal should be made use of in making inquiries as to the property of the judgment-debtor.

66. When the officer concerned is not the Deputy Commissioner, or a subordinate of the Deputy Commissioner, he may apply to the Deputy Commissioner to assist him in prosecuting the necessary inquiries as to the property of the judgment-debtor.

67. The provisions of Section 545 of the Civil Procedure Code are ordinarily sufficient to prevent any fraudulent disposal of property by the judgment-debtor during the time gained by an appeal: but the Deputy Commissioner or other officer concerned, in consultation with the Deputy Commissioner, shall see that the security taken by the Court is sufficient, petitioning the Court to be allowed to execute the decree at once if he considers that the security offered is not valid or sufficient.

68. If such application be refused, the Deputy Commissioner, or other officer, in consultation as aforesaid, shall endeavour to keep a watch on the property of the debtor, so as to prevent any fraudulent alienation or concealment of it.

* 69. Deputy Commissioners shall send to the Government Advocate on the 1st January, 1st July, and 1st October in each year, a quarterly return in the following form showing the progress made in realizing amounts due under decrees to Government in the districts to which they are respectively appointed.

* The dates for the submission of these returns were altered by Financial Commissioner's Circular Memo. No. 50 of 1888 to 1st January, 1st April and 1st July. No return is prescribed for the quarter ending 30th September, as the figures for that period are merged in the annual return submitted in connection with the Revenue Report. In Circular Memo. No. 5 of 1889 it was directed that proceedings in a Civil Court under the Land Acquisition Act, 1870, to which Government might be a party, should be included in these returns.

All such items to be denoted as on account of "Law charges."

All recoveries to be credited to the Department concerned.

When money has been advanced from other sources, the earliest opportunity is to be taken to adjust such advances.

Procedure when Pleaders or other agents not connected with Government are employed.

75. All such items, whether sanctioned separately or included in contingent bills, will be denoted as on account of "Law charges" of the Department concerned.

76. All recoveries made, whether on account of the principal sum sued for or costs, will be credited to the Department concerned.

77. In urgent cases where money may have been advanced from other sources, the earliest opportunity should be taken for adjusting such advances in accordance with these rules.

78. When it is necessary to employ Pleaders or other agents not connected with Government, special arrangements as to their remuneration must be made in each case under sanction of the Financial Commissioner.

O.—Returns.

79. The statistics of Government litigation will be compiled in the Government Advocate's office, and will be submitted to the Financial Commissioner for incorporation with the Annual Revenue Report. Deputy Commissioners will furnish annual statements through Commissioners. These should reach the Government Advocate's office not later than 1st May.* Information connected with the suits of other Departments will be incorporated in Deputy Commissioners' statements, and the officers concerned will furnish them to Deputy Commissioners accordingly.

Returns to be rendered by Deputy Commissioners.

80. † The Annual Returns rendered by the Deputy Commissioners will be the following, and will be in the same form as at present :—

(1). Statement of Civil suits to which Government was a party, showing names of litigants, cause of action, and result of suit and appeal, if any.

(2). Detailed statement of outstanding decrees, passed in favor of Government during the year, showing realizations and outstandings.

(3). Detailed account showing expenditure and receipts in Government suits. Each suit will be shown separately in this statement, and not merely the totals, both as regards receipts and disbursements.

In addition to the above, a quarterly detailed statement of outstanding decrees will be furnished by Deputy Commissioners to the Government Advocate for the first three quarters of the official year, as directed in Rule 69.

P.—Miscellaneous.

81. In the case of suits instituted by or against Government in Revenue or Settlement Courts, the functions assigned in these rules to the Financial Commissioner will devolve on the Secretary to Government, to whom accordingly all references and communications directed in the above rules to be made to the Financial Commissioner should be addressed.

Suits in the Settlement Department or on the Revenue side.

82. Cases which are referred to the Civil Courts under Section 51 of the Land Acquisition Act, X. of 1870, need not, as a general rule, be referred under the foregoing rules to the Financial Commissioner through the Government Advocate for orders, but the Government Advocate may be consulted in the usual manner on any points that may arise in respect of such cases involving legal doubts or difficulties.

Land Acquisition cases.

* Now 15th October (Financial Commissioner's Circular Letter No. 4643, dated 2nd August 1889).

† By Financial Commissioner's Circular Memo. No. 5 of 1889 it was directed that proceedings in a Civil Court under the Land Acquisition Act, 1870, to which Government might be a party, should be included in all Statements of Government Litigation.

Appendix B.

Circular of the Punjab Government in the Home (Judicial) Department No. 31, dated the 25th November 1885.

The accompanying notification containing revised rules for the conduct of suits to which Government or its officers in their official capacity are parties, or in which Government has an interest, is circulated for information and guidance in supersession of all previous orders on the subject.

2. The attention of all officers is drawn to Rule 15 of the Rules printed below. It frequently happens that further information or evidence is required after legal proceedings have begun in order to meet the defence or otherwise. The responsibility of complying with requisitions of this kind rests absolutely with the officer whose departmental or official interests are involved. It must be distinctly understood that the duty of supplying the person in charge of the case with the evidence and explanations which, in his opinion, are necessary, so far as the circumstances admit, rests exclusively with those on whose behalf he is acting. Officers are apt to suppose that, when a dispute which arose in their own Department has been put in the hands of the legal advisers of Government, or other selected officer, their responsibility, as regards the settlement of it, is at an end. This is the exact reverse of the truth, and the Lieutenant-Governor expects this fact to be borne in mind.

3. The special attention of all officers is also drawn to Rule 31, which enunciates the principle that no person having a just claim against Government should be compelled to resort to litigation to enforce it, and directs all officers of Government to make all reasonable attempts to bring about amicable adjustments of disputes. The object of the notice of suit prescribed by Section 424 of the Civil Procedure Code is to allow ample time for inquiry into and settlement of all just claims against Government, and the Lieutenant-Governor expects all officers to make the best use of the opportunity of equitably and amicably adjusting such claims given by this provision of the law.

4. The attention of Cantonment Magistrates is invited to the proviso to Rule 16, which empowers Cantonment Committees in certain cases to institute suits without the previous sanction of the Local Government or of the Financial Commissioner. Cantonment Committees have no corporate existence, and cannot sue or be sued in their own name. All suits, therefore, that such Committees may elect to institute must be brought in the name of the Secretary of State for India (as provided by Section 416 of Act XIV of 1882), and in each case the person suing on behalf of Government must obtain power-of-attorney signed by the Financial Commissioner, Punjab.

Appendix C.

Notification of the Punjab Government No. 1037, dated the 15th December 1885.

No. 1037—*Notification.*—Under the provisions of Section 417, Civil Procedure Code, the Honorable the Lieutenant-Governor is pleased to authorise all Deputy Commissioners in the Punjab to act *ex-officio* for Government in respect of all judicial proceedings by or against the Government in which they may receive instructions from the Financial Commissioner or the Government Advocate.

2. In the absence of the Deputy Commissioner from head-quarters, the Senior Assistant or Extra Assistant Commissioner there present is hereby authorized to exercise the power hereby conferred on the Deputy Commissioner.

Appendix D.

Rules for the conduct of Government Civil Suits in appeal before the Privy Council.

When a decision adverse to Government has been given by the Chief Court of the Punjab in a civil suit or appeal to which Government is a party and from which an appeal lies to Her Majesty in Council, the Government Advocate will procure copies of the final judgment and such other portions of the record as he may think necessary to a clear understanding of the final decision, and will forward them to the Financial Commissioner, together with an expression of his opinion as to whether an appeal to the Privy Council is advisable, and the grounds of his opinion. If his opinion is in favor of appeal he shall also prepare and forward a draft of the petition of appeal to be presented to the Court under Section 7 of Act VI of 1874.

2. It shall rest with the Financial Commissioner to decide, in communication with the Department concerned, whether an appeal ought to be preferred. If an appeal be determined on, an application, accompanied by such documents as may be considered necessary, will be submitted by the Financial Commissioner to the Government for sanction to the institution of the appeal.

3. When the sanction of Government has been received, it shall be the duty of the Government Advocate to take, and cause to be taken, all the measures preliminary to, and necessary for, the admission of the appeal; and, upon its submission, to take such measures as are permitted by the rules made by the Chief Court under Act VI of 1874, with a view to prompt preparation of a complete and well arranged and clearly indexed transcript record of the case under appeal, together with full and clear indices to the same.

4. It will also be the duty of the Government Advocate to prepare, if practicable, before the transcription of the record has been completed, a statement embodying the facts of the case under appeal and the principal points on which the Government should, in his opinion, rely, adding such observations upon the past conduct of the case, and upon the judgments and orders passed in the case, as shall conduce to a clear understanding by the agents and counsel employed for the Home Government of the case, as it has been represented on behalf of Government in the Indian Courts.

5. This statement shall be printed at the Government Press, Lahore, and copies will be forwarded, through the Financial Commissioner, to the Secretary to Government, with a view to their transmission to the Secretary of State for India in Council.

6. Upon receipt of notice from the Registrar of the Chief Court, under the rules for the time being in force, that the transcript record has been despatched to the Registrar of the Privy Council, the Government Advocate shall forthwith communicate to the Solicitor to the Secretary of State for India in Council the fact that the record has been despatched, and the date of its despatch.

7. In cases in the Settlement Department in which the final decision has been given by the Financial Commissioner in the exercise of his special jurisdiction, and is against the Government the duties assigned in these rules to the Financial Commissioner shall be performed by the Secretary to Government in the Civil Department, and the rules applicable to appeals in Civil cases shall apply, *mutatis mutandis*, to appeals in Settlement cases.

8. When an appeal to the Privy Council has been preferred by the opposite party against a decision of the Chief Court or Financial Commissioner in favor of the Government, the Government Advocate, after receipt of the usual notice from the Chief Court or Financial Commissioner shall apply to the Financial Commissioner, or, in Settlement cases, to the Secretary to Government, for instructions as to the defence of the appeal on the part of Government. In all other respects the foregoing rules shall apply, so far as may be to such cases, except that it will not ordinarily be necessary for the Financial Commissioner to obtain the sanction of Government to defend the appeal.

9. All costs incurred in connection with the proceedings in a Government suit subsequent to its final decision by the Chief Court or Financial Commissioner, and relating to the appeal from such decision to the Privy Council, shall be chargeable to the Department concerned, in the same way as the costs of the original suit.

10. All communications made under the foregoing rules by and between officers of the Punjab Government shall be regarded and treated as confidential.

No. 46.—Troops.*A.—Carriage and Supplies.*

Cir. 18, 1887.

Attention is invited to the appended extracts from the Army Regulations referred to. Inland Transport Regulations issued by His Excellency the Commander-in-Chief in India, laying down the rules which are to be observed by troops on the line of march in their relations with the Civil authorities.

Cir. 6, 1890.

2. The attention of Collectors is specially invited to the paragraphs in these extracts numbered 156 and 176. Indents for supplies should be confined to the articles therein laid down; and, of these articles, firewood, earthen pots, forage and straw should be made over wholesale to the Regimental chowdri or other person entrusted by the Commanding Officer with the duty of detailing them to the Officers and men. Under para. 156 of the annexed rules, the Civil Officer's duty of supply is strictly limited to certain stated articles, and it follows that it is also his duty to certify the value of those articles. The Military Department has instructed all Military Accounts Officers to dispense with market price quotations in the case of all articles, other than those for which, under the Transport Regulations, they are expressly entitled to demand such quotations; and Collectors should decline to furnish price currents or to give any information regarding prices in the case of such articles. The Civil authorities are not in a position to certify prices other than those of a few main raw provisions; and, when the list is indefinitely extended, a Civil Officer has no real power to check the reports of his subordinates, and a door is opened for very considerable laxity of practice, if not for corrupt collusion, between the Military Supply Agents and the Chowdri and petty officials.

Supplies and
Price Lists to
be confined to
stated articles.

3. The following are the price currents which Collectors have to supply at encamping-grounds to the Commissariat Department:—

Orders as to
Price Lists sup-
plied.

Paragraph 155, Army Regulations, India, Volume X, Part II, and Note III of Appendix XI.

I.—Price currents in Commissariat Form 145 of purchases for British troops at encamping-grounds which are paid for by the State.

II.—Price currents in Commissariat Transport Form 16

Paragraph 158, Army Regulations, India, Volume X, Part II.

of grain at encamping-grounds with quantity purchased for public cattle proceeding with troops.

III.—Price currents in Commissariat Transport Form 16

No. $\frac{2}{266}$ of 11th May 1875, from Government of India, Agriculture and Commerce Department.

of fodder at encamping-grounds with quantity purchased for elephants proceeding with or without troops. For this the authority is a letter addressed* in 1875 to the Local Governments.

Duties in connection with Civil Authorities.

13. General Officers Commanding Districts will, on receipt of the annual relief circular from the Quartermaster-General, or of any order for movement of troops by route march, inform the Civil authorities of the routes by which troops will march, in order that all wells at the encamping-grounds on the roads to be traversed may be thoroughly cleaned out before the movements commence.

Cleaning of wells.
Cleanliness of encamping-grounds.
14. The established encamping-grounds when not occupied are kept clean and free from jungle growth, and generally in order, by the local Subordinate Civil officer under the orders of the Civil Officer of the district. The latter should be addressed without delay when there is a subject of complaint.

15. On the receipt of an order to march and of the route by which the corps is to proceed, the Commanding Officer is to report to the Civil or Political authorities of the districts through which he is to pass the probable date of arrival within their respective jurisdictions (giving the strength of the corps, proposed halting places, and intended date of arrival at each), in order that they may issue the necessary instructions to the Police to afford every assistance in their power to facilitate the march of the troops. The Commanding Officer will at the same time notify to the Civil Officers concerned the probable periods of arrival at rivers or nullahs intersecting the march, where boats or temporary bridges may be required for crossing the troops and the baggage attached to them.

16. Whenever a Civil Officer, whether British or Native, is deputed to accompany corps or detachments through the several districts along the line of march, Commanding Officers are required to bear in mind that, though attached to the troops in a magisterial capacity, his presence does not relieve them of their responsibility for the discipline of their men and the protection of the people from exaction and outrage, which still remains single and absolute; and that they are bound to take all military precautions for the maintenance of order and the prevention of irregularities.

17. The Civil Officer is appointed for the purpose of adjudicating on the spot on disputes occurring between the soldiery and the people, and on the claims of cart-men or others, temporarily attached to the troops by Civil authority, for discharge from their engagements and due satisfaction of their wages. The Commanding Officer should daily see the Civil Officer, and ascertain the complaints made, and the claims or disputes remaining unadjusted.

18. Commanding Officers will report direct to the District Civil authorities any instances of neglect or inattention on the part of the Police or other local subordinates of the Civil powers; but they are not to interfere with them in the exercise of their duty, or to use any authority whatever over them. All reports of this kind are to be noted in the next movement report.

19. To prevent misunderstanding as to the extent to which the watch and ward of regimental camps devolves on the local police deputed to accompany troops on the march, the Police Officer in charge is required, under the Police Regulations, to present the Officer in Command of the troops with a printed copy of the rules in force in the Province, defining the duties of the Police on such occasions.

20. Civil and Police authorities of districts through which troops may pass are requested to report to the next military station on their line of march any irregularities committed by the troops, such as maltreatment of villagers, assaulting the Police, and other acts of misconduct which may call for punishment, in view to prompt inquiry being instituted on the troops arriving at the station, unless the case can be definitely settled on the spot, which is to be done in all cases, when it is possible, by the Officer Commanding the party.

21. Commanding Officers will concert with the Civil Officers of the district and the Civil Officers on the spot for the closing by them, according to the regulations of the Province, of all places of sale of spirituous liquors on, or adjacent to, the line of march whilst British troops are passing by, or are encamped in, the vicinity; they will also make any other arrangements at, or near, the camp ground for the prevention of the unauthorised sale of liquor to their men as may be considered necessary, posting a guard when deemed advisable. District Civil Officers will, on receiving intimation of the march of British troops, give due notice to the local Native Civil authorities.

Duties on the line of March.

25. Whenever an officer is proceeding through any part of British territory or within the limits of a Foreign State, either on the Public service or on his private affairs, and may be in need of assistance to enable him or any detachment under his command to prosecute the journey, he should apply to the proper authorities; the seizure of articles of supply, or the impressment of men or carriage, by officers, soldiers, or their retainers being under all circumstances most strictly prohibited. He should consider it his paramount duty not only to refrain himself, but also to restrain those under his command from committing any irregularities, as the payment of hire or compensation will not justify the use of violence or other unauthorised measures, nor save him from the consequences of the breach of the regulations on this subject.

31. Officers Commanding are required to adopt every means in their power to prevent injury being done to telegraph wires or posts by the soldiers and camp-followers under their command. They are also required to take measures for the prevention of injury to trees on road-sides or at encamping-grounds, and of trespass on Government forest preserves or of damage to them.

34. Cultivated lands must not be occupied for the encampment of troops without absolute necessity. When crops are injured or destroyed from an unavoidable encroachment of a camp, or by the march of troops, compensation is to be paid on the spot to the owner by an officer of the Quartermaster-General's Department attached to the Force, or, on occasions of the movement of single corps, by the Quartermaster of the Regiment. The compensation is to be paid in concert with the Civil Officer (British or Native) attached to the camp or in its vicinity. Such advances as may be required to meet the above object will be made by the Commissariat Officer or Agent attached to the troops in camp, under the written authority of the Commanding Officer. A statement of all such payments, prepared according to the form given in Appendix I, and accompanied by the requisite receipts and vouchers and by a duly attested contingent bill, is to be sent to the General Officer Commanding, who will countersign and return it for transmission to the department by which the money was advanced.

42. Officers Commanding corps or detachments, or in charge of convoys or stores, who may experience delay or difficulties from the state of the roads, or the want of supplies, or of boats or ferries, should report the circumstance as directed in paragraph 19.

44. When village guides may be required, application is to be made for them to the headman of the place. The number demanded is to be restricted as much as possible, and the men are not to be required to carry any burthens. Whenever guides are employed with troops, they are to be paid at the rate of one pice or three pies per mile, should there be no local rate of a different amount.

50. Detachments of native troops, proceeding along routes where Tahsildárs are stationed, are to be warned that these have instructions, as Deputy Magistrates, to investigate all complaints which may be preferred against travellers; and that they must be particular in abstaining from the commission of any irregularities against the villagers or others.

51. They must also be instructed that they are not entitled to the gratuitous service of *buttiárá*s in the serais, but must pay the same as other travellers for any accommodation they may require.

Conservancy and Sanitation.

58. The latrines and trenches are to be thoroughly filled in by the regimental sweepers and *bildárs* before the rear-guard leaves the ground. The officer on duty with the rear-guard will report to the Commanding Officer that this duty has been done.

60. On the breaking up of a camp, the Commanding Officer will place himself in direct communication with the Tahsildár, or responsible local functionary, to arrange for effectual measures being adopted by the native local authorities for thoroughly sweeping and cleaning the whole of the ground occupied, and for burning or removing to a distance all collections of stable litter or refuse which may not have been previously burned or buried, so as to make the ground perfectly fit for re-occupation by any troops marching by the same route.

Precautions to avoid cholera.

62. Officers are strictly enjoined never, under any circumstances, to encamp upon ground where cholera has shown itself in a preceding corps or detachment.

Carriage.

96. As a rule, the officers of the Commissariat Department are to supply all carriage needed by troops on the march, making their own arrangements, if possible, but applying to the Civil authorities for such assistance as they need. The following regulations are to be strictly adhered to whenever it may be necessary to apply to the Civil authorities for carriage :—

- (a) Commanding Officers are required to comply with any special regulations for the supply and relief of carriage of the several provinces or districts in which the troops are about to move, and cause them to be strictly acted up to by all under their authority. These special regulations are detailed in Appendix V.
- (b) All requisitions on the Civil authorities for carriage must be forwarded in writing. District Officers are forbidden to supply carriage on verbal orders: in cases of emergency, when the applicant may not have the means at hand for preparing requisitions, they will furnish printed forms and the necessary writing materials.
- (c) Not less than fifteen days' notice (in districts where carriage is scarce a much longer notice is necessary) is to be given to the District Officer or Political Agent of the quantity and description of carriage required, and whenever it is known that carts are obtainable with great difficulty or not procurable, the requisitions should show the number of camels that will be required in lieu. The requisitions should be accompanied by a copy of the route enumerating the halting-places; and an intimation of the *precise* date on which carriage will be required should also be forwarded with them.
- (d) The requisition for the carriage required for that portion of the men's baggage for the conveyance of which Government is responsible must be invariably distinct from the requisition for the carriage required for the rest of the men's baggage and for that of the officers. Each requisition must state distinctly whether the charges for the carriage demanded will be paid by the State or by the troops themselves, so that there may be no question as to the quarter from which payment is to be claimed.
- (e) The District Officer shall make arrangements for the supply of carriage with chowdries or contractors, who shall be responsible for its proper quality, and for the good conduct of the parties in charge of it. The chowdries should not be allowed to use badges or other signs of office, or to seize carriage: they should be, as much as possible, the representative men of the classes who nominate them, and interference in their nomination or deposition should be avoided as much as possible.
- (f) The District Officer shall also arrange for the relief of the carriage at the stages ordered in the Carriage Rules of the Province, or at stations determined on at the time of engagement; and he will forward the requisition or a copy of it to the Civil Officer of the district at the next station, to enable him to make such timely preparations as will prevent delay or impediment to the public service. He will also inform the officer making the demand that such has been done; but, failing the receipt of such intimation, the latter should satisfy himself on the point, by application to the Civil Officer previous to marching. Except in cases of emergency, such as the breaking down of carriage, the death of cattle, &c., carriage is not to be exchanged except at the regular stations; but this rule is not intended to prohibit the discharge of carriage at any intermediate point with the consent of the owner.
- (g) Carriage is to be hired to a convenient stage in the adjoining district, beyond which it is not to be taken without the written consent of the owners, unless the Civil Officer of that district shall certify that a relief cannot be furnished.
- (h) The Local Governments will fix the rates of hire, back hire, demurrage, chowdries, fees, &c., to be allowed in each district for the different kinds of carriage procurable there; and a District Officer, when making over carriage to the Commanding Officer, is to be careful to deliver to him, in writing, a full statement of above particulars, and of the weight to be carried by each cart, boat, or beast. Should this information not be received, Commanding Officers must apply for it, in order that no misunderstanding may exist on these very important points.

- (i) When necessary, the District Officer is to advance half the hire on engaging the carriage. The Commanding Officer of the troops is responsible that this is repaid to the Civil Officer, and that the full balance is discharged in due course.

97. The Commissariat will make any advance required by the owners or drivers of carriage procured by that Department for the public and private use of officers and troops, will repay any advances made by Civil Officers, and settle all claims on account of public carriage supplied for the use of Regiments of British Cavalry and Infantry, and Batteries of Royal Artillery.

98. Commanding Officers are responsible that the carriage is not overladen; that the beasts are not overdriven; that the cartmen and parties in charge are properly treated; and are further enjoined to take measures which will prevent the ill-treatment of baggage animals, when such are made over for the carriage of Regiments: as, in cases of deaths resulting from injuries inflicted by soldiers or regimental followers, Government will not bear the cost of compensation to the owners.

105. If the Commanding Officer has any complaint to make regarding the carriage, or the behaviour of the men in charge, he should address the District Officer of the first station that he reaches, who will afford every legal redress in his power. On the other hand, District Officers are responsible to Government that the local carriage rules are fairly adhered to, and, if they fail in inducing adherence to them, they should at once report the matter for the orders of superior authority.

106. On the occasion of the discharge or exchange of carriage, the Commanding Officer should require the certificate of the Quartermaster that every cart and camel man and coolie has been duly paid up in full. This certificate should then at once be communicated to the Civil authority, British or Native, accompanying the troops, who should be requested to verify its correctness by appeal to the parties paid, and then to append his countersignature as a voucher: such certificates should be in duplicate, one copy being retained by the Regiment, and the other sent to the Civil Officer of the district concerned.

108. A passport (*parwana*) in English and the vernacular, signed and sealed by the District Officer, is to be given to each person in charge of carriage. The carriage protected by this document shall not be liable to seizure on the way home for the use of troops unless they are marching in the direction of the owner's house.

110. Officers or soldiers who may require additional carriage at the period of a general relief for the transport of their baggage or families are invariably to make their own arrangements, in which they will be aided by Cantonment Magistrates, whose duty it is to facilitate the movements of troops and of individuals by furnishing carriage at as low a rate as may be consistent with justice to the owners.

112. Carriage of any description employed for purposes connected with the Public Works is as liable to be pressed for the use of troops as carriage employed by private individuals.

Appendix V.

[Referred to in Section 1, paragraph 96, clause a].

Special Rules for the supply of carriage to Troops marching.

E.—THROUGH THE PUNJAB.

I.—If possible, not less than 15 days' notice is to be given to the District Officer of the quantity and description of carriage required. As in the Pesháwar, Ráwalpindi, Mooltan and Deraját Divisions, carts are either not procurable at all, or obtained with difficulty; requisitions for carriage submitted to any District Officer in these divisions should invariably specify the number of camels that are required in case carts are not procurable.