

FORM B.

Serial number.	Name of candidate.	Address.	Particulars of qualification as a voter	Ward or Wards in which election is sought.	Signature of elector proposing.	Signature of elector seconding	Signature of eight electors supporting.	Serial number of candidate as a voter in the register of voters (Form A)	REMARKS.
1	2	3	4	5	6	7	8	9	10

N. B.—Columns 1 and 9 to be filled up in the Municipal Office.

FORM C.

Register of votes given at the poll in Ward of Municipality on the

Serial number as in Form A	Names of voters	NAMES OF CANDIDATES.				REMARKS.
		N. K. Dass	Abdul Kadir	N. N. Chatterjee.	S. N. Banerjee.	
1	2	3	4	5	6	7
1	Hari Dass ...		2	1	1	Two vacancies
2	Fakir Ali	

H. H. RISLEY,
Secy. to the Govt. of Bengal.

No. 818T.-M.—*The 13th September 1910.*—In exercise of the powers conferred by clauses (i) and (ii) of sub-section (1) of section 69 of the Bengal Municipal Act, 1884 (Bengal Act III of 1884), and by clauses (e) and (m) of section 138 of the Bengal Local Self-Government Act of 1885 (Bengal Act III of 1885), the Lieutenant-Governor is pleased to direct that the following rules for the preparation, submission and execution of projects for water-supply, sewerage or drainage by local authorities shall be substituted for the like rules published with Government Notification No. 1712M., dated the 7th July 1906, at pages 111 to 113, Part IB of the *Calcutta Gazette* of the 11th idem namely. —

**Rules for the preparation, submission and execution
of projects of water-supply, sewerage or
drainage by local authority.**

1. (1) Whenever a local authority desires to undertake a project for water-supply or sewerage or a comprehensive scheme of surface drainage, it shall first cause to be drawn up a sketch of the project roughly showing its scope and approximate cost.

(2) Such sketch may be drawn up either by the Sanitary Engineer at the special request of the local authority and with the approval of the Sanitary Board and on payment of the fees prescribed in Rule 8, or by any firm or person approved by the Sanitary Engineer.

(3) The Sanitary Engineer shall, in all cases, act as adviser of the local authority.

2. When the sketch of the project has been drawn up under Rule 1, and it is estimated to cost Rs 10,000 or more or in the case of an estimate of less than Rs. 10,000 if the financial assistance of Government is desired, the local authority shall submit it to the Sanitary Engineer who shall make such recommendations as he may think fit. After the approval of the Sanitary Engineer has been obtained, the sketch project shall be submitted by the local authority to the Municipal Department of Government, together with a statement wherein shall be shown the amount of

the funds available to meet the cost of the project, either from current revenue or by way of loan or from any other source.

In the case of schemes the total estimated cost of which is less than Rs. 10,000, not being part of a larger scheme and for which financial assistance from Government is not required, the sanction of Government need not be obtained, but if the local authorities so desire the scheme will be examined by the Sanitary Engineer.

3. In order to obtain administrative approval to the execution of the project the local authority shall satisfy Government—

(1) that the cost of maintenance of the projected work can be met by the local authority from revenue;

(2) that any loan required to meet the cost of the work can be repaid, together with the interest thereon, within the period that may be prescribed by the Government; and

(3) that the work can be done effectually in the manner and for the cost proposed.

4. When the administrative approval of Government has been obtained, and in no case before, the local authority may arrange for the preparation of detailed plans and estimates, and for this purpose may—

(a) cause the plans and estimates to be prepared by its own officers or by an officer specially appointed for the purpose and apply to the Sanitary Engineer for assistance in the selection and engagement of surveyors to carry out the work, or

(b) apply to the Sanitary Board for the services of the Sanitary Engineer, or

(c) apply to Government in the Public Works Department for the services of their officers; or

(d) apply to the District Board for the services of the District Engineer; or

- (e) with the previous sanction of the Sanitary Board, entrust the work to a private firm of established reputation.

In cases of (a), (c), (d) and (e), the plans and estimates while in course of preparation shall be subject to the examination and control of the Sanitary Engineer.

5. The plans and estimates shall, on completion, be forwarded in duplicate to the Sanitary Board, together with a full report on the financial aspect of the scheme and the state of public feeling in regard to it, and, if a loan is required, with an application in the prescribed form. In the case of drainage schemes the estimates must be submitted in Sanitary Board's Forms Nos. 21 and 22, copies of which may be obtained from the office of the Sanitary Engineer, and when the scheme has not been prepared in the Board's Office they shall be accompanied by full details of the calculations of the sizes and strength of the various works, and complete information as to the prices on which the estimates have been framed.

The Sanitary Board after examining the plans, estimates, report and application, shall submit them to the Municipal Department of Government with an expression of their opinion on the merits of the scheme as finally drawn up.

Construction.

6. Where the cost of the projected work is estimated to amount to Rs. 10,000 or more, an adequate provision for detailed engineering supervision shall be a condition precedent to the grant of sanction by the Government.

In the absence of special sanction to the contrary, the local authority shall agree to such one of the following conditions as may be considered suitable in each case —

- (a) that the work shall be carried out by the Public Works Department if that Department can undertake it in such cases an extra charge of 15 per cent on the

sanctioned estimates shall be made for supervision, unless the case is one of extraordinary difficulty, under which circumstances a higher charge may be imposed under the orders of Government, or

- (b) that arrangements shall be made with the District Board for the carrying out of the work under the supervision of the District Engineer and his staff; or
- (c) that the work shall be carried out under the supervision of an Engineer qualified for appointment as a District Engineer according to the rules under the Local Self-Government Act of 1885 (Beng. Act III of 1885) specially employed for the purpose; or
- (d) that the work shall be carried out by a private engineering firm of established reputation

Provided that the local authority shall not advertise for tenders or enter into any contract or agreement for the execution of any works in connection with schemes or parts of schemes which have been sanctioned by Government under conditions (b), (c) or (d) until the specification and form of tender for such contract have been examined and approved by the Sanitary Engineer. No tender or contract for any such work shall be accepted until it has been submitted to the Sanitary Board and they have approved the acceptance thereof,

and further provided that when the work is carried out under condition (d), it shall be supervised by an officer appointed for the purpose by the local authority with the approval of the Sanitary Board, and shall, while in progress, be periodically inspected by the Sanitary Engineer.

7. Where the estimated cost of works amounts to less than Rs. 10,000, the local authority shall report, for the information of the Commissioner of the Division the agency by which it is proposed to have the works carried out, and shall follow the instructions issued by him in the matter.

Fees.

8. The following fees shall be leviable by the Sanitary Board from local authorities for the work specified against each —

(a) a fee of two per cent. on the estimated cost (excluding cost of surveys) of all projects and schemes for which detailed estimates and drawings have been prepared by the Sanitary Engineer;

(b) a fee of one-half per cent. on the first Rs. 20 000, and one-quarter per cent. on the balance of the estimated cost of schemes and projects, the detailed plans and estimates of which are examined by the Sanitary Engineer;

(c) a fee of one-half per cent. on the first Rs. 20,000, and one-quarter per cent. on the balance (approximate) of the estimated cost of all rough schemes and projects, whether drawn up, or at the request of Government, examined, by the Sanitary Engineer.

9. The following rates, payable in advance may be charged by the Sanitary Board for the loan of sets of surveying instruments to Municipalities —

	Rs.
For a level and two staves	... 7 per mensem.
For a prismatic compass	... 3

VII

RULES FOR THE MANAGEMENT OF HOSPITALS AND DISPENSARIES.*

(Published under the Bengal Government Notification

No 138T.—Medl—The 7th June 1915)

PRELIMINARY.

IN these rules—

(a) "Local authority" means any body of persons for the time being invested by law with the control and administration of any matters within a specified local area. It includes a Joint-Com-

*Portions having no reference to municipalities have been omitted

mittee under section 30 and a Local Board under section 101 of Bengal Act III of 1885.

(b) " Local Fund " means any fund under the control or management of a Local authority.

CLASSIFICATION.

Classification of
Hospitals and Dis-
pensaries.

Rule. 1—Hospitals and dispensaries under Government supervision are divided into the following classes :—

Class I.—State—Public hospitals and dispensaries.

Class II.—State—Special hospitals and dispensaries.

(i)—Police.

(ii)—Forest and Surveys.

(iii)—Canals.

(iv)—Others.

Class III.—*Local Fund Hospitals and Dispensaries*—includes all institutions which are vested in local authorities, or guaranteed or maintained by local funds. The fact that such an institution is aided by private subscriptions or receives assistance from Government in the shape of part of the salary of the medical officer, grants of medicine or otherwise, should not be regarded as a reason for not classing it as a Local Fund Dispensary so long as its existence is ultimately dependent upon local funds.

Class IV.—*Private aided Hospitals and Dispensaries*—comprises institutions supported by private subscriptions or guarantee, but receiving aid from Government or local funds.

Class V.—*Private non-aided Hospitals and Dispensaries.*

* * *

Class VI.—*Railway Hospitals and Dispensaries.*

* * *

Opening and Closing of Dispensaries and conditions under which Government aid and Supervision will be given.

Rule 2.—A dispensary may be opened by a local authority with the sanction, general or special of the Commissioner, and on provision of the necessary funds in the annual budget, and it

Opening and closing
of Dispensaries.

may be closed by the same authority, with the same sanction. When thus opened or closed by a local authority, the fact shall be reported by the Civil Surgeon to the Inspector-General of Civil Hospitals, in order that the dispensary may be added to or struck off from the list in Class III. No dispensary in Class III, in which a Government medical subordinate is employed shall, however, be closed without the sanction of Government; and, in the case of a dispensary in Class IV or V, three months' notice shall be given to the District Magistrate and the Civil Surgeon before the dispensary is closed. All dispensaries maintained by local authorities with public funds entrusted to them by Government are subject to all the rules hereby laid down for the management of such institutions. * * * *

(i) Institutions in Class IV, which are in receipt of aid from Government or local funds, shall be subject to the rules laid down in this manual. * * * *

(ii) No dispensary should be removed from one place to another until the matter has been fully discussed and the Inspector-General of Civil Hospitals informed in sufficient time to enable him to express an opinion and to sanction or reject the proposal.

(iii) * * *

Rule 3—Applications for grants from Government in respect of any dispensary shall be submitted to Government through the Magistrate and the Commissioner.

Grants in aid by Government and Local authorities.

(i) The Governor in Council reserves the right to withdraw Government supervision or aid in any case, or at any time, when it may seem desirable to do so.

(ii) No grant may be made by a local authority in aid of any hospital or dispensary which has not received the recognition of Government and been classified under these rules. Grants-in-aid shall be made only in accordance with these rules.

Rule 4.—

Rule 5.—The Managing Committee or Manager or person or persons vested with the management of every hospital or dispensary under these rules, whether in Class I, Class II, Class III, Class IV or Class V, or Class VI shall submit to the Medical Department, through the Civil Surgeon of the District, such reports, returns and accounts as may be prescribed by the Surgeon-General from time to time. Such reports, returns, and accounts shall be in such forms, and be submitted on such dates, as may be prescribed. All books, registers, and forms which may be necessary for the preparation and submission of such reports, returns, and accounts will be supplied by Government free of cost.

Rule 6.—Every institution which is recognized by Government and brought under these rules is subject to inspection and supervision by the Commissioner of the Division, by the Civil authorities of the district, by the Civil Surgeon, by the administrative officers of the Medical Department, and by any other person who may be generally or specially appointed by the Commissioner of the Division in that behalf. No charge will be made for such inspection or supervision.

Rule 7.—Government aid to a hospital or dispensary will be conditional on the observance of due economy in the management of the dispensary funds. The Surgeon-General will bring to the notice of Government any instance in which he considers that such economy is not observed, and that the Government aid should be continued or withdrawn.

Rule 8.—Every dispensary under Government supervision which has accommodation for in-patients shall admit all cases brought by the Police for examination and treatment.

Admission of Police cases, and post mortems

Appointment, Pay, Leave and Pension of Medical Officers.

Rule 10.—The local authority or Managing Committee vested with the control and administration of an institution in Class III, and the Managing Committee Manager or person or persons vested with the management of an institution in Class IV or V shall be entitled to appoint their own Medical Officer subject to the following conditions, *viz*,—

- (a) That he is a registered medical practitioner unless the special permission of Government is obtained to the appointment of an unregistered practitioner.
- (b) that he be not a dismissed servant of Government, or disqualified for his duties by age, infirmity or character, and
- (c) that in the event of misconduct, insolvency, or professional incompetence by reason of age or otherwise, being proved against him to the satisfaction of the Medical Department he be removed from his charge on the requisition of the Surgeon-General.

(i) Provided that, on the application of the local authority or Managing Committee of any such institution, the services of a Government Medical Officer may be lent to such institution, subject to these rules. In such cases the pay *plus* contribution towards pension and allowance for leave including privilege leave of an Assistant Surgeon will be assumed to be Rs. 230 per mensem, and the pay of a Sub Assistant Surgeon Rs. 52 and local authorities will be required to pay these sums into the treasury half-yearly in June and December, irrespective of the actual pay of the officer appointed.

Note.—In the case of dispensaries to which Medical Officers were lent before the 1st August 1913 the sums payable are Rs. 200 for an Assistant Surgeon and Rs. 57 for a Sub-Assistant Surgeon

(ii) Provided, also, that in the case of dispensaries situated at the head-quarters of districts or of subdivisions, the Medical Officer shall be a member of the Government service.

and shall, in all cases, possess such qualifications as may be declared to be necessary for such an appointment. The salary of a Medical Officer in charge of a dispensary at the head quarters of a sub-Division shall be as laid down in Rules 11 and 13.

Note—This rule does not preclude the local authority or the **Managing Committee or Manager** which appoints a Medical Officer to the charge of a dispensary vested in it from removing that officer with the approval of the Superintendent. It only vests the Surgeon general with power to secure the dismissal of a Medical Officer found to be incompetent.

Rule 11—In the case of a hospital or dispensary situated at the head quarters of a sub-division, the Government Medical Officer in charge of the sub-division will usually be in charge of the hospital or dispensary in addition to his other duties, and will receive from the Managers of the dispensary an additional allowance of Rs 10 a month if he is a Sub-Assistant Surgeon or Rs. 20 a month if he is an Assistant Surgeon.

(i) In case the officer sanctioned by Government for the medical charge of the subdivision is of the Sub Assistant Surgeon class, it will be open to the Managers to obtain the services of a Civil Assistant Surgeon on payment of the difference between the assumed pay of an Assistant Surgeon (Rs. 280) and the assumed pay of a Sub Assistant Surgeon (Rs 52) in addition to the dispensary Allowance.

Note—In the case of dispensaries which obtained the concession prior to the 1st August 1913, the difference is reckoned on an assumed pay of Rs 290 for an Assistant Surgeon and Rs 57 for a Sub Assistant Surgeon.

Rule 11A—In some subdivisions and Sadai Stations there are two Medical Officers, one an Assistant Surgeon and the other a sub-Assistant Surgeon. In the absence, other than merely temporary, of one of such officers, if the absentee's work is carried out by the remaining officer in addition to his own duties the latter will be granted an allowance at the rate of Rs 10 a month in the case of a Sub-Assistant Surgeon and Rs. 20 a month if a Civil Assistant Surgeon, such allowance being paid by the authority (Government or local body) responsible for the pay of the absentee.

Rule 12.—The Surgeon General may, at any time, for departmental or other reasons, remove or transfer any Government medical subordinate whose services have been lent to an institution in Class III, IV or V, and may appoint another medical subordinate to succeed him. In every such case, except as hereinafter provided, the transit pay and travelling allowances both of the officer transferred and of his successor shall be entirely paid by Government:

Provided, that, if any officer is removed or transferred at the request of the local authority or managing Committee or manager, the transit pay and travelling allowances both of the officer transferred and of his successor shall be entirely paid by the local authority or Managing Committee or Manager concerned. In such cases the local authority or managing Committee or Manager of institutions in Classes III, IV and V shall be required to give three months' previous notice of their intention.

Note.—The Transit pay and travelling allowance of a Government Medical Officer whose services are withdrawn from a Local Fund Dispensary at the request of the local authorities or the Managing Committee or Manager will in the first instance, be drawn from the local Government treasury and will subsequently be recovered by the Accountant General, Bengal, through the Collector of the District.

Rule 13.—The pay to which a Government medical subordinate in medical charge of any dispensary is entitled to only the pay of his grade, and no allowance in addition to his authorized pay can be granted by a local authority without the consent of Government.

Note.—Any application under this rule must be made through the District Magistrate, the Commissioner of the Division and the Surgeon General with the Government of Bengal.

Rule 14.—A Government medical subordinate appointed to the charge of a hospital or dispensary under these rules will retain his right to pension and leave allowances under the rules of the Civil Service Regulations.

Rule 15.—All applications for leave from Government medical subordinates must be submitted through the Application for leave and payment of allowances. Managing Committee or manager and the Civil Surgeon, to the Surgeon General who alone is authorized to grant the leave and to appoint a substitute, whose transit pay and travelling allowance will be paid by Government. The leave pay of Government medical officers in charge of hospitals or dispensaries in Classes III, IV and V proceeding on leave including privilege leave will be borne by Government.

Rule 16.—Medical officers in charge of hospitals and dispensaries in Class III, IV or V, who are not Leave of officers not in Government service in Government service shall be entitled to such leave as the local authority or Managing Committee or Manager may grant. provided that the leave or allowances during leave shall not exceed what would be admissible under the rules which apply to an officer paid from general revenues, and that in the case of an institution in Class III, if rules for the grant of leave have been framed by the local authority concerned, leave shall only be granted in accordance with such rules. The local authority or Managing Committee or Manager shall appoint a *locum tenens* duly qualified under rule 10 and shall provide for any expenditure that may be incurred on account of the pay of the Medical Officer while on leave, and the pay and travelling allowances, if any, of his *locum tenens*. In no case shall leave be granted to a medical officer (who is not in Government service) in charge of a dispensary without the cognizance of the Civil Surgeon of the district.

Medical Stores.

Rule 17.—The indents for medical stores for hospitals and dispensaries in Classes III, IV and V must be Indents for medical Stores. drawn up by the medical officer of the institution and be checked and passed by the Civil Surgeon before the stores are purchased. Such institutions shall make their own arrangements for the supply of medicines and medical stores.

N.B.—It may be advantageous to obtain medical stores excluding opium and quinine from Messrs. Burgoyne, Burbidges & Co., of London, tinctures and other

alcoholic preparations from Messrs. Smith Stanstreet & Co, of Calcutta, mineral acids from Messrs D. Waldie & Co., of Calcutta, cinchona febrifuge and quinine from Government Quinologist and castor-oil from the Rampur Boalia Central Jail and opium from the local treasury.

Management and Supervision.

Rule 20.—The management of hospitals and dispensaries under these rules shall be vested as follows :—
 Management in whom vested,

If the institution is in—

- (b) Class III—in the local authority with which the ultimate responsibility for its maintenance rests, or in a Managing Committee appointed by that authority subject to the veto of the Commissioner of the Division. Such Managing Committee may include persons who are not members of the local authority. The District Magistrate and the Civil Surgeon and the Sadar Subdivisional Officer shall be *ex officio* members of the Committee of the head quarters Hospital or Dispensary, and the Sub divisional Magistrate and the Sub-divisional Medical Officer shall be ex-officio members of the Committee of the Sub-divisional head-quarters Hospital or Dispensary. The members shall be notified by the Commissioner in the Calcutta Gazette.

The management of a Local Fund Hospital or Dispensary may be vested by the local authority in a Manager instead of a Managing Committee in places where the advices of an efficient Committee cannot be secured. Such Manager shall exercise in respect of the hospital or dispensary for which he is appointed the powers exercised by a Managing Committee under these rules or such powers, additional or otherwise, as may be delegated to him by the local authority.

- (c) Classes IV and V—in a Manager or Managing Committee to be nominated by proprietors or the supporters and approved by the Commissioner of the

Division : provided that no Committee shall be appointed for any institution which receives no aid from Government or local funds, unless the proprietors or chief supporters apply for such appointment.

- (i) No employe of the dispensary shall be eligible for appointment as a member of the Dispensary Committee. This prohibition does not, however, refer to Civil Surgeons or Subdivisional Medical Officers who are not employes of the dispensary.

Note —See orders in Government Resolution No 523T —M, dated the 2nd November 1899, regarding the constitution of committees for the management of local fund dispensaries and the allotment of funds to those Committees, and also the rules prescribed in Accountant General's Circular, No 263L.A. dated 18th August 1900, for the guidance of Managing Committee and local authorities in matters of accounts

Rule 21.—Every member of the Managing Committee appointed under the Rule 20, clauses (a) and (c) shall vacate his office at the end of three years from the date of his appointment as such member ; and every member of Managing Committee appointed under the Rule 20, clause (b), shall vacate his office when the term of office of the members of the local body by which the Committee is appointed expires

Provided that the term of office of the members of the Committee shall be held to include any period which may elapse between its expiration and the date of the first meeting of a new committee appointed to take its place.

- (i) Members of Managing Committees appointed under Rule 20 shall be eligible for reappointment after their term of three years expires.

Rule 22.—(2) A member of a committee appointed under Rule 20, clause (b), may at any time be removed (i) by resolution of the local body by which the committee was appointed, passed by majority of votes of the members of such body present at a meeting specially convened

Removal of members

for the purpose, or (ii), for any of the reasons for which a member of the local body might be removed from office by the authority empowered by law to remove such member.

(3) A Manager or a member of a Committee appointed under Rule 20, clause (c), may at any time be removed from office by the Commissioner of the Division, at the request of the proprietors or supporters or any of them, or by the Commissioner of his own motion for any of the reasons for which he might remove from office a Municipal Commissioner.

Rule 23.—If any member of the committee shall be unable to complete his full term of office, or shall avail himself of leave granted by the committee, the vacancy caused by his resignation or removal, or death or absence on leave, may be filled up by the appointment of another person, and the person so appointed shall fill such vacancy for the unexpired remainder of the term for which such member would otherwise have continued in office, or during his absence on leave, as the case may be.

Rule 24.—In cases falling under (b) and (c) of Rule 20, the Chairman and Managing Committee shall elect two of their Vice-Chairman number to be Chairman and Vice-Chairman respectively, and may also elect another of their number as Secretary.

Rule 25.—The Managing Committee shall hold meetings at such intervals as may be necessary, not being less than once a quarter, to enable them to exercise an efficient scrutiny over the accounts and to enquire into all matters affecting the welfare of the institution, one third of the total number of members shall be necessary to form a quorum at any meeting. The Managing Committee shall examine and pass the monthly accounts and shall keep a minute book in which their proceedings shall be recorded. The Dispensary accounts shall, however, be passed regularly each month by the Chairman of the Managing Committee, or in his absence by the Vice-Chairman or Secretary.

Rule 26.—The Managing Committee or the person or persons vested with the management of a dispensary in class IV or V shall be responsible for the management of the institution. It shall be their duty to see that the guaranteed and promised subscriptions are regularly collected. After defraying the current expenses of the institution, the balance at the end of month, if any, of the donations, subscriptions, and interest realized by the committee shall be deposited by them in the Post Office Savings Bank. When the amount at credit of the dispensary exceeds Rs. 200, the Comptroller-General shall ordinarily be asked to invest the whole or a part of it in Government securities. No other mode of investment will be allowed without previous sanction of Government.

Rule 27.—In the case of institutions in Class III, the endowment funds and subsequent investments, which must be made in Government securities, shall be held in the custody of the Accountant-General apart from the assets of the local fund. Small sums available for investment should be placed in the Government Savings Bank. The securities must not be sold, and these invested funds must not be appropriated or used in any way without the sanction of Government.

Note.—See orders in Government Resolution No. 523T.M., dated the 2nd November 1898, regarding the constitution of Committees for the management of Local Fund dispensaries and the allotment of fund to those Committees, and also the rules prescribed in Accountant-General's Circular No 263L.A., dated the 18th August 1900, for the guidance of Managing Committees and local authorities in matters of account.

Rule 28.—Dispensaries in Class III are subdivided for purposes of account into two classes: Class IIIA—Dispensaries for which separate banking accounts are allowed to be opened in the treasury with the sanction of Government; and Class IIIB—Dispensaries for which separate accounts are not allowed at the treasury, but the funds of which are kept under the direct control of the Local authority.

(a) CLASS IIIA — DISPENSARIES

(1) (a) The Managing Committee shall annually prepare a budget estimate of the probable income and expenditure of the dispensary for the ensuing financial year arranged according to the headings given in Statement H of the Annual Return (B C. M. D. Form No. 22) and submit it for approval to the local authority on a date fixed by that authority

(b) No expenditure under any head in excess of the amount sanctioned in the budget estimates shall be incurred by the Dispensary Committee, if it is found necessary to meet excess expenditure under any one head either from anticipated savings under another, or from increased receipts from subscriptions or other special sources or the accumulated balance, an application for re-appropriation or an additional budget grant, as the case may be, with a clear explanation of the necessity for additional expenditure shall be submitted to local authority, but the expenditure proposed should not be incurred before receipt of their orders.

(2) All subscriptions and donations shall be collected by the Managing Committee, and shall be paid into the treasury for credit to the Dispensary Fund. The income from endowments and investments shall, however, be realised by the local authority, and shall be remitted by it to the treasury for credit to the Dispensary Fund, and advice being sent at the same time to the Managing Committee. If any cheques for remittance orders are received, they should be sent intact to the treasury for *per contra* credit to the Dispensary Fund.

(3) All claims should be discharged either by payments from the imprest placed by the Committee in the hands of the Medical Officers in charge, or by cheques drawn by the Secretary or the Chairman upon the treasury in favour of the actual payees. The imprest in the hands of the Medical Officer shall not ordinarily exceed Rs. 50 in the case of

sadar dispensaries, and Rs. 25 in the case of other dispensaries

If it is necessary for the local authority to make a contribution to supplement the dispensary funds, such contribution should be paid in quarterly instalments on the first day of each quarter by cheques which should be made payable by transfer to the credit of the dispensary account in the treasury, intimation at the same time being sent to the Secretary or Chairman of the Committee. These amounts will be credited in the cash-book of the Managing Committee as contribution from the local authority by *per contra* debit as remitted to the treasury. The entry in the cash-book shall, however, not be made until the treasury chalan is received.

(4) The Managing Committee shall keep a cash-book in B. C. M. D. Form No. 7 in which shall be entered all receipts and payments with necessary details as soon as the transactions occur. The cheque on which the imprest in the hands of the Medical Officer is drawn, should be charged off as an advance, and the imprest should be recouped from time to time by presentations of bills supported by the payees' receipts to the Secretary. The amount of each reconcement should always exceed Rs 10. The cash-book should be closed every month, and a memorandum recorded reconciling the balance with that shown in the pass-book. Care should be taken not to mix up final payments with advances which should be clearly shown as such. The payment vouchers should be carefully preserved for production at the time of audit.

The transactions of the Dispensary Fund with the treasury will be shown in a pass-book, which will be supplied gratis by the treasury. The pass-book shall be closed and balanced at the end of every month. It shall be examined by the Secretary of the Committee every time that it is received back from the treasury, to see that all the transactions have been duly entered therein. At the close of every month the treasury officer will prepare a memorandum showing the opening balances, monthly receipts and pay-

ments and the closing balances of the several dispensary funds banking with the treasury, and enter this memorandum in the pass-books of the local authority to which the dispensaries belong to enable it to verify the balances.

(5) Dispensary establishments paid from funds vested in the local authority should be sanctioned in the same way, as other establishments under that authority, but temporary appointments or other special charges if paid out of subscriptions and donations may be created by the Managing Committee without such sanction, provided there is provision in the budget.

(6) The dispensary accounts will be annually audited by Examiner of Local Accounts.

(b) CLASS IIIB—DISPENSARIES.

(1) The Managing Committee shall annually prepare a budget estimate of the probable income and expenditure of the dispensary for the ensuing financial year arranged according to the headings given in annual statement (B. C. M. D. Form No. 22) and submit it to the local authority on a date fixed by that authority. No expenditure shall be incurred in excess of the amounts sanctioned by the Commissioner, unless his previous sanction has been obtained to either a re-appropriation of grants or an additional grant obtained through the local authority.

(2) As regards these dispensaries, the interest on the investments will be accounted for by the local authority direct. But all donations and subscriptions will be collected by the Managing Committee and paid into the Savings Bank at the Post Office. The account shall be in the name of the Chairman or Secretary of the Committee. The whole amount collected shall be sent in tact to the Savings Bank. Amounts required for expenditure may be withdrawn according to requirements; but there shall be in support of each payment a duly voucher bill passed by either the Chairman or Secretary, and the total expen-

Preparation of dispensary budget.
Method of keeping accounts where funds are under direct control of local authority.

diture under any head in the budget shall not be exceeded without the sanction of the local authority. The dispensary Committee shall maintain a subscription register in **B. C. M. D. Form No. 6** in which the initials or signature of the donor must be taken. The collections of the month shall be totalled from this register or the Savings Bank Pass-book and the total entered on the receipt side of the cash-book (**B. C. M. D. form No. 8**). Interest allowed by the Post Office shall be shown against "Miscellaneous."

(3) All claims in respect of these institutions shall be either paid from the imprest in the hands of the medical officer in charge or discharged by the local authority concerned on bill duly passed by the Managing Committee by issue of cheques upon the treasury. The Medical Officer shall from time to time present bills in recoupment of his imprest supported by payees' receipts. Payments met by withdrawal from the Savings Bank or by cheque from the parent local body shall be entered on the payment side of the cash book (**B. C. M. D. Form No. 8**) in the appropriate column.

Payments met out of the imprest shall be recorded in the Imprest Register (**B. C. M. D. Form No. 60**) charges to be ultimately recouped by the local body shall be entered in the appropriate column under the heading "payable by Local Body," and charges to be recouped by withdrawals from Savings Bank shall be entered in the appropriate column under the heading "Payable from Savings Bank," whenever the imprest runs low and always at the end of the month, two recoupment bills will be prepared—one for payment by the local body and one for withdrawal from the Savings Bank. The vouchers appertaining to the former shall be submitted with the bill to the local body. The totals under each column of the Imprest Register will be entered in the corresponding column of the cash book when the recoupment bills are cashed.

(4) The Managing Committee shall by the 4th of each month submit a copy of the cash book for the previous month, with all vouchers, to the local body for verification and incorporation in their account.

(5) The amount of monthly subscriptions guaranteed by the local people when starting the dispensary shall be paid to the local body every month. The payment shall be entered in column 16 of the payment side of the cash book and shall also be entered on the receipt side against the head "Guaranteed subscription paid to local body," a corresponding deduction being made under the head receipts."

Rule 29.—The Civil Surgeon shall be the Superintendent of every hospital and dispensary in his district which is classified under these rules, and shall exercise complete professional control over the medical officer in immediate charge.

Civil Surgeon to be Superintendent.

Rule 30.—The Superintendent shall scrutinize the expenditure and accounts of every hospital and dispensary in his district, and shall call the attention of the managing body to any irregularity or other circumstance which, in his opinion, deserves notice. The managing body shall be bound to consider any communication from the Superintendent, to afford him full information as to the conduct of the medical officer in charge, and all other matters affecting the welfare of the sick and the management of the institution. In all professional matters the decision of the Superintendent will be final; but if any difference of opinion arises between him and the managing body regarding any non-professional matter affecting the management of the institution, a reference must be made to the Surgeon General or to Government for a decision.

* * * *

Rule 33.—The Managing Committee or Manager of every hospital or dispensary shall cause to be kept at the institution—

Record of work and of accounts to be kept by Managing Committee.

- (a) a record of the work done, showing day by day the number of patients treated, the affections for which they were treated, and in important cases, some ac-

count of the symptoms, the treatment, progress, and the result.

(b) a record of the accounts of the institution.

These shall be written up daily by the medical officer in charge, and shall be open at all time to the inspection of inspecting officers.

The medical officer shall write up all other books and records prescribed under these rules, and, in any case in which this is not done, the reasons should be stated in the inspection report of the Superintendent.

Rule 34.—An extract from the proceedings of each meeting of the Managing Committee and of the local authority, so far as they relate to hospitals and dispensaries, shall be promptly forwarded to the Superintendent, who may, if he thinks fit, and shall, if the Managing Committee so desire, submit it with his remarks to the Surgeon General.

Submission of extract of proceedings to Superintendent.

Rule 35.—A visitors' book shall be kept in every hospital and dispensary, in which will be recorded the remarks of visitors. A copy of these remarks shall be forwarded, within twenty-four hours to the Superintendent, who will, if necessary, transmit it with his remarks to the Surgeon-General within three days of its receipt in his office.

Visitors' book.

General.

Rule 37.—The Managing Committee or Manager shall prescribe the hours of attendance (which shall not be less than four hours in the morning and two hours in the afternoon) within which the medical officer must be present at the dispensary. He must also give attention to urgent cases at other hours.

Hours of attendance

The hours of attendance shall be clearly stated in a notice posted in some conspicuous part of the dispensary.

Rule 38. Any person attending at charitable dispensary is entitled to receive advice and medicines free of charge; the medical officer should impress upon any person who is not poor

the duty of subscribing to the dispensary or paying for the medicines supplied to him, and should bring to the notice of the Committee or Manager any cases in which the privilege is abused.

Rule 38.—(i) The diet charges in medico-legal cases sent by the police should be recovered from the Magistrate and met from the contingent grants.

Rule 39.—No medicines shall be issued from the dispensary stock to any one who does not receive treatment at the dispensary either as an indoor or outdoor patient.

*Exception (i).—*At dispensaries which receive a contribution from Government for the supply of medicines and medical stores to Government servants, these stores shall be supplied from the dispensary stock free of charge to such Government servants as are entitled to receive them

*Exception (ii).—*At dispensaries which receive a contribution from Government for the supply of medicines and medical stores for the treatment of sick prisoners in Subsidiary Jails these stores should be supplied from the dispensary stock free of charge. Medical appliances from such dispensaries shall also be given on loan when required temporarily for the use of sick prisoners.

Rule 40.—Where special accommodation has been provided for paying patients, fees may be levied according to a scale previously sanctioned in that behalf by the Managing Committee or Manager.

Rule 41.—The medical officer in charge of a dispensary has the privilege of engaging in private practice, provided it does not interfere with his attendance at the dispensary during the hours prescribed in rule 37, or in any other way with his dispensary work.

Rule 42.—No medical officer in charge of a hospital or dispensary or any compounder, dresser, or other servant of such institution, shall have any interest in a private dispensary or druggist's shop. In places where there is no approved druggist's shop or private dispensary, a Medical Officer may, with the consent of the Civil Surgeon and the Managing Committee or Manager keep a private supply of medicine for the use of his private patients.

Rule 43.—Sub-Assistant Surgeons employed in sanctioned appointments, whether under Government or local bodies, will be granted by the authorities paying their salaries free quarters or house-rent in lieu thereof, provided that such quarters are approved and are at a convenient distance from the scene of officers' duties. In respect of Sub-Assistant Surgeon, who do not hold any sanctioned appointments, freequarters, or house-rent allowance in lieu thereof may be granted with the sanction of Local Government subject to the condition that the amount of the allowance shall in no case exceed the rent actually paid by the Sub-Assistant Surgeon concerned.

Rule 47.—(i) No building for the accommodation of a dispensary or hospital in Classes I, II, III, IV and V shall be constructed, and no extension of such building involving an alteration of the structural design shall be made, until the plan of such building or extension has been approved by the Surgeon-General with the Government of Bengal. An extension or alteration involving no change of design shall be approved by the Civil Surgeon.

(ii) In the construction of new dispensaries the standard plan should ordinarily be followed. If it is desired in exceptional cases to deviate therefrom the alternative proposals which are submitted should be fully justified. If in-patients are to be accommodated, provision should be made for at least 90 superficial and

1,200 cubic feet of space for each patient, and the beds should be so placed that the patients will not be obliged to sleep in a draught of air. In isolation wards for infectious cases, 120 feet of superficial space should be allowed to each patient. The beds of all in-door hospitals should be placed so as to have a window or door on each side.

(iii) Every project for the construction of a new hospital or dispensary shall be accompanied by a site plan showing the situation of the proposed building with reference to adjacent buildings, the various features of the surroundings of the proposed site, the prevailing direction of the wind, and all other matters capable of graphic delineation which may have influenced the selection. If the site is on land liable to be flooded, the highest flood level should be shown with reference to the general level of the site.

All proposals, either for the construction of new hospital buildings or for the alteration of existing buildings, shall further be accompanied by line plans, drawn to scale, showing the dimensions of each room, the purpose for which it is designed and (if an in-door hospital) the position of each bed. The points of the compass should be clearly indicated upon such plans.

(iv) When it is desired to initiate any project for the construction of a new, or the alteration of an existing, hospital or dispensary, the selection of a site and the details of the plans shall first be considered by a Committee to be constituted in the following manner. Any subsequent proposals to modify the original plans and specifications shall be referred to the same Committee:—

Committees for
the consideration of
sites and plans.

(b) *Institutions in Class III—Constitution of Committee.*

The District Officer President.
„ Civil Surgeon
„ District or Municipal Engineer
A representative of the Local Fund concerned } Members.

After decision as to the location of the proposed hospital or dispensary, and as to the funds which can be made available for the project, the Local Body concerned should move the District Officer to convene the Committee. The Engineer concerned should frame the necessary plans and estimates in accordance with the decision of the Committee, and the proceedings of the Committee, after consideration by the local body, should be forwarded to the Civil Surgeon for transmission to the Surgeon-General.

(c) *Institutions in Class IV or V—Constitutions of Committee.*

The District Officer	President.
„ Civil Surgeon	} Members.
„ Engineer who will be entrusted with the construction of the building.				
„ proprietor or his representative			...	

The private person or association, desirous of executing the project, should inform the District Officer of its proposed location and of the funds available, and should move him to convene the Committee. The Engineer concerned should frame the necessary plans and estimates in accordance with the decision of the Committee, and the proceedings of the Committee, after consideration by the private person or association concerned, should be forwarded to the Civil Surgeon for transmission to the Surgeon-General.

Rule 48.—In the case of institutions in Class III, IV or V,

Execution of repairs to local fund or private institutions.	repairs to the dispensary buildings shall be executed by, and be chargeable to, the local authority or Managing Committee, as the case may be.
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Rule 49.—Menial servants will be appointed and discharged

Appointment and discharge of Compounders, Dressers and menial servants	by the Medical Officer in charge subject to the approval of the Managing Committee of the institution. Compounders and Dressers will be appointed and be liable to removal by the Managing Committee, subject to the approval of the Superintendent.
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Rule 50.—All compounders appointed to dispensaries in Classes I, II and III after the 1st April 1897 must hold certificates to compounders *under section 252 of Bengal Municipal Act, III of 1884, * * * * * and will draw pay at the rate of Rs. 15 rising by biennial increments of Rs. 1 to Rs. 20. Compounders already employed in such dispensaries will be entitled to draw pay at the above rate on obtaining such certificates.

(i) In selected cases the pay may, with the approval of the Surgeon-General in the cases of Class III institutions and with the sanction of Government in the cases of Classes I and II institutions be fixed at any other rate subject to a maximum of Rs. 25: provided that if it be incremental it shall ordinarily rise by biennial increments of Rs. 1 and attain the maximum in ten years.

(ii) The Surgeon-General is empowered to cancel the certificate of any compounder proved to have made a serious mistake in the dispensing of a medicine either through ignorance or carelessness.

(iii) Compounders should not, except in very exceptional cases, be placed in charge of dispensaries and even then only for a very short period. Whenever a compounder is placed in charge of a dispensary the fact should immediately be reported to the Surgeon-General.

(iv) Compounders attached to indoor dispensaries will be entitled to free quarters which must be provided for them by the dispensary authorities.

Rule 51.—The employment of apprentices is prohibited, except in hospitals and dispensaries the Superintendents of which are authorized by the Surgeon-General to receive and train candidates for the compounder class. The number of such apprentices

Prohibition of employment of apprentices in certain cases.

*See Appendix B, Bengal Dispensary Manual

in an institution should be limited to two, but may be increased with the sanction of the Surgeon-General.

Rule 52.—Whole-time dispensary servants must not be employed in the private service of the medical officer, or of the members of the Managing Committee.

Prohibition of private employment of dispensary servants.

Books and Forms.

Rule 54.—The following books and forms are required to be kept up by the medical officer at hospitals and dispensaries brought under these rules* :—

Books and forms to be kept up by the Medical Officer.

- (1) Diary and Register of indoor patients (Form I.)
- (2) Register of operations (Form II)
- (3) Bed-head ticket (Form III.) This should be written up daily and be filed, so as to preserve a concise history of the case and treatment.
- (4) A case-book for recording all special or important cases (Blank Book.)
- (5) A clinical chart of temperature, pulse, and respiration in Form IV. This should be posted into the case-book against the patient's case.
- (6) Register of out patients (Form V.)
- (7) Ticket for out-door patients (Form VI.)
- (8) A book of copies of certificates given in police and medicolegal cases (Form VII.)
- (9) Copies of report on post-mortem and medicolegal examinations and of those used in despatching viscera to the Chemical Examiner should be kept in the prescribed printed forms and filed in separate file books for reference.
- (10) Monthly returns of in and out-patients (B. C. M. D Forms No. 26, 27, and 28) These should be kept up to date for the more easy and accurate prepara-

*See Appendix B, Bengal Dispensary Manual.

tion of the annual return. A copy should be submitted to the Civil Surgeon soon after the close of the month.

- (11) Monthly bill in detail of establishment, diet, and contingencies. These are to be prepared by the Medical Officer in charge, and sent for examination, counter-signature, and payment to the Secretary or Manager. In all cases in which there is expenditure for establishment, diet, or any other charges to be paid by Government, the bills of such expenditure are to be kept separate from the private accounts of the charity.
- (12) A bill book for copies of all the dispensary bills (Blank Book.)
- (13) A daily account or cash-book showing actual receipts and expenditure in detail (Blank Book). This is to be kept by the Medical Officer and the account totalled up at the end of each month.
- (14) A diet-book in B. C. M. D. Form 5. This is required only in dispensaries in which there are in-patients.
- (15) A stock ledger of surgical instruments and appliances (B. C. M. D. Form No. 48)
- (16) A stock ledger of medicines (B. C. M. D. Form 47).
- (17) Annual indent for European medicines and instruments required for State Hospitals and Dispensaries (B. C. M. D. Form 13). This is to be submitted to the Civil Surgeon in printed form and in quadruplicate.
- (18) Emergent indent for European medicines and instruments required for State Hospitals and Dispensaries (B. C. M. D. Form 14). This is to be submitted to the Civil Surgeon in printed form and quadruplicate.
- (19) Form XVII shows a list of medicines that may ordinarily be indented for from the Government Medical Store.
- (20) Form XVIII shows a list of the principal articles of the *Materia Medica* which are procurable in bazars.

- (19) Annual indent forms (B. C. M. D. Form 16)
- (20) Annual returns (B. C. M. D. Forms 18, 19, 20, 21, 22, 23, 24, and 25). These should be sent in the printed form and in duplicate, in the first week of January, to the Civil Surgeon for check, and for the transmission of one of the copies to the Surgeon-General not later than the 10th January
- (21) A season monthly register of vaccination for use in dispensaries to which vaccinators are attached. This form can be obtained from the Superintendent, to whom a copy duly filled up should be submitted every month for incorporation in his monthly return to be submitted to the Sanitary Commissioner.
- (22) A visitors' book For this a simple blank book will suffice
- (23) A blank book for copies of all letters and circulars received, of which the originals cannot be retained.
- (24) A blank book for copying all letters despatched.
- (25) A book-cover for filing all circulars and other letters

Books and forms
to be kept up by the
Secretary or Managers

Rule 55.—The following books and forms are required to be kept up by the Secretary or Manager of a dispensary —

- (1) Account of the Receipt and Payment of Municipal Dispensary prescribed in Rule 104 of the Municipal Account Rules.
- (2) A statement of accounts in B C. M. D. form 22 (statement H) to be submitted by the Secretary or Manager monthly to the Superintendent A copy of the same should also be laid before the managing body at their meetings and another copy should be sent to the Magistrate
- (3) An Imprest Register for class III B—Dispensary (B. C. M. D. Form 60).
- (4) Annual account of invested capital in Form 22 (statement J) should be submitted to the Superintendent for his information in the first week of January.

- (5) A cash book of class IIIA Dispensary Fund (B. C. M. D. Form 7) to be kept by the Managing Committee or Manager in accordance with the instructions contained in rule 28.
- (6) A cash book of class IIIB—Dispensary Fund (B. C. M. D. Form 8) to be kept by the dispensary committee or Manager in accordance with the instructions contained in Rule 28.
- (7) A subscription register for dispensary (B. C. M. D. Form 6).
- (8) Receipt (Counter-foil book) for subscriptions (B. C. M. D. Form 4)
- (9) A dispensary property book (Blank Book)
- (10) A committee book for recording the proceedings of each meeting of the managing body (Blank Book).

Rule 56.—The following reports and returns are required to be submitted by the Superintendent to the
Reports and re- turns. Surgeon-General, Bengal.—

- (1) Annual return of Government Assistant Surgeons and Civil Sub-Assistant Surgeons (B. C. M. D. Form 30).
- (2) Annual confidential report of Government Assistant Surgeons and Civil Sub-Assistant Surgeons (B. C. M. D. Form 31).
- (3) Inspection report of a dispensary (B. C. M. D. Form 29).
- (4) Annual report on the working of a dispensary (B. C. M. D. Form 50).

**CONSTITUTION OF COMMITTEES FOR THE
MANAGEMENT OF LOCAL FUND DISPENSARIES
AND THE ALLOTMENT OF FUNDS TO
THOSE COMMITTEES.**

No. 523T.—M., Darjeeling, dated the 2nd November 1899.

RESOLUTION—By the Government of Bengal, Municipal Department.

READ—

Circular No. 29 Medl., dated the 22nd April 1899, addressed to all Commissioners of Divisions and their replies on the subject of subscriptions to Charitable Dispensaries

It has for some time past been the subject of remark, and the special attention of Government has been recently drawn to the fact that while there has been of late years a large increase in the total amount of subscriptions to charitable dispensaries, the increase has not extended to all classes of dispensaries alike, and that in the case of dispensaries in class II (now class III) there has been on the contrary a serious falling off. This class comprises all institutions which are maintained primarily by local authorities such as District Boards or Municipalities, but which also receive aid from private subscriptions. In these institutions there has been an undeniable tendency for subscriptions to decline, and the decline is specially marked in case where the dispensary has been up to a certain point maintained exclusively by private subscriptions and has then been transferred to the management of a local authority. In such cases the transfer from private to public management seems to have given rise to an idea on the part of subscribers that the maintenance of the dispensary is thenceforth a matter for public rather than for private charity and that any subscriptions which may be given will be devoted, not to the special purposes for which they are intended but merely to relieving the finances of the local authority in question. It has been noticed that in consequence of this falling off in subscriptions it has in many cases been impossible to provide patients with those comforts which make a hospital what it should be, and to which charitable persons would especially wish to see their subscriptions devoted. It is regrettable that the flowing tide of private charity, which has on the whole made a substantial advance in recent years, should in this particular instance have been checked and it is most desirable that a means of removing this check should be found.

2. With this object proposals have recently been made that Civil Surgeons should be empowered to collect special subscriptions, apart from those at present collected by the local authority, and to utilise the money so raised exclusively on the provision of additional comforts for the patients, as distinguished from the necessary general expenditure of the institution. This proposal, however, is open to the objection that its effect would be to create a second subscription list which would probably prove to be not a supplement but rival to the existing one, and would be filled mainly at the expense of the latter. It is doubtful whether the result would be an increase in the total amount of donations, and it is certain that the transfer of subscriptions from the regular to the special list would mean the imposition of a serious additional burden on those local bodies which, while themselves contributing liberally to the support of the dispensaries under their control, are to a considerable extent dependent on private subscriptions for assistance in maintaining them.

3. The importance, however, of making as clear a distinction as possible between expenditure on charitable objects and expenditure on ordinary municipal administration is for the reasons already given sufficiently obvious; and the following method of effecting this object is the one which has commended itself to Government:—

- (1) The appointment of a Managing Committee for class II (new class III) dispensaries should be made a general rule; and such Committees should meet more regularly than is always the case at present.
- (2) The distinction between the Dispensary Committee and the local authority should be made as clear as possible by the inclusion in the former of gentlemen who are not members of the latter
- (3) The Civil Surgeon should be a member of every Committee, and in subdivisions the Subdivisional Officer should also be a member.
- (4) To this Committee the local authority should make an annual allotment which will be fixed for a period of

three years, and at the end of that time will be subject to revision. The amount of the allotment should in the first instance be fixed with regard to the expenditure actually incurred by the local authority in maintaining the dispensary in question during the three preceding years.

It will then rest with the Managing Committee to supplement the income thus assured to them by raising subscriptions to such an extent as will enable them to make their dispensary one which shall be not merely a medical poor-house, but an institution in which contributors may be able to take a pride, and to which patients may resort with the assurance that they will be provided with every reasonable comfort which they may require. Of these subscriptions the dispensary will receive the full benefit during the three years' term. Donations and subscriptions which are given for a special purpose should invariably be applied solely for that purpose.

4. In many cases subscriptions to dispensaries under the control of local authorities are already on a satisfactory footing, and in such cases it will not be necessary to make any change in the existing system. The Lieutenant-Governor, however, is of opinion that the more complete the separation between charitable and municipal administration, the greater will be the encouragement to private liberality. He looks to Commissioners of Divisions to urge this separation wherever it appears necessary, and to use their powers of control in seeing that the various local bodies contribute liberally and according to the means at their disposal to the cause of medical charity.

**RULES FOR THE GUIDANCE OF MANAGING
COMMITTEES AND LOCAL AUTHORITIES IN MATTERS
OF ACCOUNTS.**

Circular No. 263L A., dated Calcutta, the 18th August 1900.

From—J. C. E. BRANSON, Esq.,

Accountant-General, Bengal.

To —All Chairmen of Municipalities and District Boards
in Bengal.

REFERRING to the Resolution by the Government of Bengal, Municipal Department, No. 523 I—M., dated the 9th November 1899, by which it was directed that Class II (new class III) dispensaries, which are maintained primarily by Local authorities, such as District Boards or Municipalities, but which also receive aid from private subscriptions, should, as a general rule be transferred to the management of independent Managing Committees, a fixed allotment being annually made from the funds of the Local authority for a specific term, I have the honour to prescribe the following rules relating to matters of account for the guidance of Managing Committees and Local authorities.—

1. No change should be made in accounts of Local authorities in consequence of the aforesaid orders their only care should be to prevent any disbursements from the funds in excess of the fixed annual allotment made for a dispensary by the aid of a *pro forma* account of the transactions of the dispensary, which is hereinafter prescribed.

2. All donations and subscriptions should be collected by the Managing Committee and remitted by them by the usual *challans* in triplicate to the treasury or Bank where the funds of the Local authority are lodged, for credit to other accounts of the Local authority.

3. All charges on account of the dispensary should be drawn on bills passed for payment by the Managing Committee, or by the Chairman on their authority; and the passed bills should

(As amended by
notification No.
3556 Medl., dated
22nd December 1902)

be presented for payment at the office of the Local authority, where cheques will be issued in favour of the actual payees and receipts taken from them. Cheques in recompense of the permanent advance to be made to the Chairman for petty contingent charges of the dispensary as well as cheques in payment of establishment bills should be drawn in favour of the Chairman. All vouchers should be permanently retained in the office of the Local authority in support of the payments.

4. The Managing Committee should keep a *pro forma* ^{*Vide Form No. XXIX} account of the dispensary in the form annexed,* in which will be shown on the receipt side—

(i) the annual allotment, and

(ii) the donations and subscriptions collected by them supported by the duplicate *challans*,

and on the expenditure side the bills passed by them for payment by the Local authority, classified in the same details in which the dispensary charges are classified in the accounts of the Local authority (In the accounts, however, of the Local authority, only the actual receipts and charges should be shown)

5. A copy of the above account should be submitted by the 3rd of the succeeding month to the Local authority and checked in the office of the Local authority, where the blank columns showing the number and date of cheques should be filled up. In order that there may be no discrepancies between the accounts of the Managing Committee and the Local authority no bills should be passed for payment towards the end of the month for which cheques cannot be issued in the same month.

6. So long as there is a balance in favour of the dispensary, cheques should continue to be issued in payment bills passed by the Managing Committee, but as soon as the balance is exhausted, no further payments should be made.

7. The closing balance in the *pro forma* account of each year should be carried forward to the accounts of the next year.

8. In order that the Managing Committee may not run the risk of overdrawing their account, they should, in the beginning of each year, prepare a budget showing the allotment and the estimated collections, together with any accrued surplus, and the expenditure which they can expect to meet therefrom.

9. The Managing Committee should for their own information keep a register of the bills passed by them in such detail as may be considered necessary.

10. They should also maintain the register of subscriptions in the prescribed form.

11. All orders of the Managing Committee relative to establishment and other charges and the subscription register should be transmitted to the Local authority for examination by the Local Auditor when he audits the accounts of the Local authority.

12. The Managing Committee should observe all financial rules of Government, e.g. rules relating to leave and acting allowances, travelling allowances, contingent expenditure and the like.

VIII.

MODEL RULES.

FOR MUNICIPALITIES UNDER SECTION 351A, ACT III (B.C.) OF 1884,
AS AMENDED BY ACT IV (B.C.) OF 1894.

(a) *The time and place of their meetings, the business to be transacted at meetings, and the manner in which notice of meetings shall be given.*

Rule 1.—An ordinary meeting of the Commissioners shall be held on the day * of every month. Provided that if the day of any month falls on a gazetted holiday, or if for any other reason it is deemed inconvenient, the Chairman may fix another day for the ordinary meeting.

* e.g. "first Monday," "last Saturday."

Rule 2.—Meetings shall be held at the office of the Commissioners, or at such place as the Chairman may from time to time determine.

Rule 3.—Notices of motions, accompanied by *verbatim* drafts, must be sent to the Chairman, or, in the case of there being a Secretary, to the Secretary, in time to be included in the list of business for the next meeting. Notices received too late shall be inserted in the list of business of the next succeeding meeting.

Rule 4.—A notice book shall be kept by the of the Commissioners, in which all notices of motions shall be entered. All such notices shall be dated and numbered as received.

Rule 5.—At least one week's notice of all meetings shall be given to every Commissioner.

Rule 6.—The notices shall set forth clearly and fully the business to be transacted at the meeting, and no business other than that so stated shall be transacted, except with the consent of all the Commissioners present.

Rule 7.—The notice shall be sent by post or by such other method as may be convenient. Provided that if a local newspaper be published in the Municipality, the Commissioners, by a resolution duly passed, may decide that the publication of a general notice in the newspaper in question shall be sufficient.

(b) *The conduct of proceedings at meetings, the due record of all debates and discussions and the adjournment of meetings*

ORDER OF BUSINESS.

Rule 8.—At ordinary meetings, the business shall be conducted in the following order —

[a] The minutes of the last ordinary meetings, and of any special meeting held since, shall be read, and if approved as correctly entered, shall be signed by the Chairman of such meeting.

[b] Business postponed from the last ordinary meeting shall be considered

[c] A progress report of works shall be laid before the Commissioners.

[d] Letters and reports of Committees shall be read, and accounts and statements, shall be considered and passed.

[e] Motions of which due notice has been given to be discussed.

Rule 9.—At a special meeting, only the business for which the meeting was called shall be considered. Provided that, with the consent of all the Commissioners present, any other business may be considered.

Rule 10.—In the event of any objection being raised to the manner in which any resolution has been recorded, the Chairman shall decide the question after reference to the original draft of the resolution, and if he finds the minute to be inaccurate, shall make the necessary correction in the minute book.

Rule 11.—Unless by permission of the majority of the meeting, all subjects shall be discussed in the order in which they appear in the notice paper.

OF QUESTION.

Rule 11A.—Any Commissioner who has given notice to the Secretary two clear days before the day of meeting may, before other business commences, ask a question or questions of the President relating to the affairs of the Municipality. The questioner may briefly explain his question when putting it, and it shall be at the discretion of the President to explain his answer; but no debate shall be allowed on any question. The President shall, when he thinks it advisable, have the answer to such question printed and laid before the meeting.

OF MOTIONS AND AMENDMENTS.

Rule 12.—Every motion or amendment duly moved must be seconded, and until seconded, no debate thereon can take place.

Rule 13.—Every motion or amendment duly made and seconded, and pressed to a division, shall be reduced to writing and signed by the proposer and seconder before being put to the

vote. Every such resolution or amendment shall be recorded in full in the proceedings, together with the number and names of voters for and against it.

Rule 14.—Every amendment shall be so worded as to be capable of making an intelligible sentence either alone or in its proper place in an original motion, as the case may be, provided that no amendment can merely negative the original motion.

Rule 15—The President of the meeting may, for reasons to be recorded in writing and entered in the minutes of the proceedings —

[a] rule that a motion or amendment is illegal or out of order, and

[b] make such alterations in a motion or amendment as shall in his opinion render it legal and in order ;
and may in case [a] refuse to put the motion or amendment to the meeting, and in case [b] refuse to put the motion or amendment to the meeting, unless and until the proposer and seconder accept and sign the alterations so made.

And the decision of the President shall be final

Rule 16.—After a motion has been moved and seconded, an amendment may be moved at any stage of the debate thereon.

Rule 17—On the discussion being concluded, in the event of several amendments having been proposed, the President shall put the last amendment to the vote first, if it is negatived, he shall put the last preceding amendment, and lastly, the first amendment ; and if all the amendments are lost, the original proposition shall be put to the vote.

Rule 18.—When a motion or an amendment has been put from the chair, and been declared by the President to be duly carried, no further proposals for amending the motion or amendment can be entertained.

OF THE RIGHT TO SPEAK.

Rule 19.—The President may require members to stand when they address the meeting.

Rule 20.—The member who first rises to address the meeting shall be entitled to be heard first, and should more than one member rise to address the meeting at the same time, the order of precedence shall be determined by the President.

Rule 21.—Any member shall be at liberty to call the attention of the President to a point of order, even when a member is speaking. On a point of order being raised, the member addressing the meeting shall resume his seat until the question has been decided by the President. After the decision of the President, the same point of order cannot be raised again. Except as provided by this rule, no member shall interrupt a speaker in possession of the meeting.

Rule 22.—Except as provided in the last preceding rule, no member shall speak except to move or second a motion or amendment, or to support or oppose a motion or amendment which has been duly moved and seconded

Rule 23.—A speaker, who has exhausted his right to speak on an original motion, may speak on any amendment being moved, as that raises a new question

Rule 24.—The mover of a motion or amendment shall in all cases have a right of reply, but otherwise no member shall speak, more than once on the same motion or amendment, unless in explanation of some part of the original speech

OF PROTESTS OR DISSENTS

Rule 25.—Protests must be limited to a concise and definite statement of the motives which prompted the votes of members who voted in the minority on a given question.

Rule 26.—Protests must be handed to the Chairman before the conclusion of the meeting at which the resolution protested against was passed.

Rule 27.—Protests duly made shall be appended to and published with the minutes

OF ADJOURNMENTS.

Rule 28.—It shall be competent to any member to move the adjournment of the debate or of the meeting in a speech not exceeding five minutes in duration

Rule 29.—When a motion for the adjournment of the meeting or of a debate is made, it shall be seconded without a speech, and put by the Chairman to the vote without debate or amendment.

Rule 30.—No motion for adjournment of the meeting or of a debate shall be admissible which proposes an adjournment beyond the next ordinary meeting.

ADJOURNED MEETINGS

Rule 31.—An adjourned meeting is not competent to transact any business save that which the original meeting left unfinished.

Rule 32.—An adjourned meeting, being merely a continuation of the original meeting, does not require any fresh notice.

MISCELLANEOUS

Rule 33.—Unless not less than two-thirds of the Commissioners consent by signing a requisition, no subject once finally disposed of can be reconsidered within six months

Rule 34.—When any business, of which notice has not been given, is considered at a meeting, the decision recorded or resolution adopted at such meeting shall be of no effect unless and until it is confirmed at the next succeeding ordinary meeting, or a special meeting called expressly for the purpose

Rule 35.—For the purpose of taking into consideration business involving many details, the meeting may resolve itself into a Committee of the whole body. When this has been determined on, the rule prohibiting any person from speaking more than once on the same question shall be deemed suspended until the meeting resumes

Rule 36.—When a motion or amendment is put to the vote, the President or Secretary shall record against it, *first*, the names of members voting for it, and *then* the names of those voting against it

Rule 37.—Voting by proxy is prohibited; and no member may vote upon any motion or amendment unless he be present in person at the time when it is put to the vote.

Rule 38.—The minutes shall contain a brief abstract of the discussion preceding each resolution.

Rule 39.—A copy of the minutes of the proceedings of any meeting of the Commissioners shall be supplied to every Commissioner who may apply for it. An abstract of the minutes shall be affixed in some conspicuous spot accessible to the public at the place of meeting of the Commissioners.

ELECTION OF CHAIRMAN OR VICE-CHAIRMAN.

Rule 40.—At a meeting called to elect a Chairman, the Commissioners shall first proceed to elect a President of the meeting. Such President shall not be a candidate for the office of Chairman.

Rule 41.—If the number of votes for two Commissioners proposed as President of the meeting is equal, the selection of one of them shall be decided by lot.

Rule 42.—The Chairman and Vice-Chairman shall be elected, after such discussion as may be necessary, by each Commissioner handing to the President a signed voting-paper containing the name of the person for whom he votes; the President also voting similarly.

Rule 43.—The President, as soon as all the voting-papers have been delivered to him, shall openly produce and read them, and count the votes.

Rule 44.—The candidate for whom there is the largest number of votes shall be declared by the President to be, and thereupon shall be, elected. In case of equality of votes the President shall give the casting vote.

(c) The custody of the common seal

45.—The common seal shall remain in the custody of the Chairman. Provided that if a Secretary has been appointed, the

Chairman may, by a written order delegate the custody of the seal to the Secretary.

(d) The division of duties among the Commissioners, and the powers to be exercised by Sub-Committees or members to whom particular duties are assigned.

DIVISION OF DUTIES AMONG THE COMMISSIONERS.

Rule 46.—The Commissioners may, from time to time, appoint out of their number such and so many Committees, either of a general or special nature, and consisting of such number of persons as they think fit, for any purposes which, in their opinion, can be conveniently regulated and managed by means of such Committees, but the acts of every such Committee shall be submitted to the Commissioners for their approval.

Rule 47.—The members of the General Committees shall hold office for one year only, but shall be eligible for re-appointment.

Rule 48.—Save in the case of illness, a member of a General Committee who, without the previous permission of the Commissioners shall fail to attend six consecutive meetings of such Committee, shall thereby cease to be a member, and the Committee shall apply to the Commissioners to appoint another member in his place.

Rule 49.—The Commissioners may, from time to time, delegate to one or more of their members the duty of inspecting any work which is being carried out under their orders or any institution under their control and management.

PROCEEDINGS OF COMMITTEES.

Rule 50.—A Committee may meet and adjourn as it thinks proper.

Rule 51.—The quorum of a Committee shall be three members.

Rule 52.—A Committee may elect a Chairman of its meetings.

Rule 53.—If no Chairman is elected, or if the Chairman elected is not present at the time for holding any meeting, the members present shall choose one of their number to be Chairman.

Rule 54.—Every question at a meeting shall be determined by a majority of the votes of the members present and voting on that question.

Rule 55.—In case of an equal division of votes, the Chairman shall have a second or casting vote.

(e) *The persons by whom receipts shall be granted for money received under this Act.*

(This matter may be left to the Account Rule)

(f) *The duties, appointment, leave, suspension, and removal of the officers and servants of the Board.*

Rule 56.—The Chairman may suspend any officer or servant of the Commissioners for misconduct or incompetence. Provided that in every case in which the officer's salary exceeds twenty rupees per mensem, the matter shall be laid before the Commissioners at their next ordinary meeting.

Rule 57.—Casual leave for a period not exceeding seven days at any one time, or 15 days in 12 months, and leave on medical certificate for any period not exceeding a month, may be granted by the Chairman with or without pay and with or without the appointment of a substitute, to any officer or servant of the Commissioners.

Rule 58.—All other leave must be granted by the Commissioners at a meeting, provided that the leave and leave allowances granted to any employe of the Municipality shall in no case exceed that or those to which he would be entitled, if he were a Government servant

Note.—The appointment and removal of officers and servants are provided for in the Act, and rules may be dispensed with. As to the duties of municipal servants, they vary so much in different municipalities that it is not desirable to deal with them in a set of model rules. Each Municipality can make its own rules, if they are needed.

IX

LOCAL SELF-GOVERNMENT, CIRCULAR NO 16 L. S. G.

Calcutta, the 19th March, 1903.

From—H. C. WOODMAN, Esq.,

Under-Secretary to the Government of Bengal.

To—All Commissioners of Divisions.

SIR,

In continuation of Government Circular No. 19T.—M., dated 1st October 1892, in which the principles were explained on which Government would be prepared to consider the proposal of Municipalities and District Boards for the extension of the Provident Fund system to all superior servants and for the framing of pension and gratuity rules for servants in inferior employ, I am directed to forward for the guidance of the local bodies concerned, a set of model rules which have been framed by Government to give effect to those recommendations.

2. I am to request that any proposals which the Municipalities or District Boards in your Division may desire to make may be considered in the light of these model rules, which, in respect of the grant of pensions and gratuities to inferior servants, have been framed in accordance with the corresponding provisions in the Civil Service Regulations relating to Government servants with regard to the extension of the Provident Fund system to all servants whose pay exceeds Rs. 10, a slight amendment only of the existing Provident Fund rules is required, which amendment is shown in the second portion of the enclosure to this letter.

MODEL RULES FOR DISTRICT BOARDS AND
MUNICIPALITIES.

A.—Pension and Gratuity Rules for inferior Servants.

I.—Service on pay not exceeding Rs. 10 is inferior service.

II.—The service of an inferior servant counts after the age of 16 years.

III.—An inferior servant counts periods of authorised leave, but not exceeding five years in his whole service.

IV.—An officer whose service has been for some time inferior and for some time superior will count the period of his inferior service towards pension or gratuity on the scale shown in Rule V. On his admission to superior service, he will be required to contribute towards the Provident Fund in accordance with the provisions of the rules of that Fund.

No pension or gratuity for the inferior service, can, however, be claimed until the officer actually retires from service.

V.—Compensation or invalid gratuity will be granted to inferior servants at the following rates.—

After a service of less than	5 yrs.	Nil.
"	"	not less than 5 yrs., but less than 10	"	3 months' pay.	"
"	"	"	"	10	"
"	"	"	"	15	"
"	"	"	"	20	"
"	"	"	"	30	"

Compensation or invalid pension, equivalent to half pay, but exceeding Rs. 4 a month, will be granted after a service of not less than 30 years. If the pay of an officer has been reduced during the last three years of his service otherwise than as a penalty, his gratuity or pension may be calculated upon the average of his pay during the last three years of his service.

VI.—A compensation pension or gratuity is awarded to an officer discharged from service because on a reduction of establishment his appointment is abolished and other suitable employment cannot be found for him. An appointment the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this rule.

VII.—An invalid pension or gratuity is awarded on his retirement from service to an officer who by bodily and mental infirmity is permanently incapacitated for further service.

VIII.—Inferior servants are not entitled to either superannuation or retiring pension.

IX.—The record of service, the preparation of service-books, and the procedure to be adopted in dealing with applications for pension and payment of pensions shall be in accordance with the rules prescribed for the Government servants in the Civil Service Regulations

B.—Provident Fund Rules.

The model rules as framed by Government and circulated with Government circular No. 83M., dated the 8th July 1898 with the following amendment of rule 1 —

For the words "whose salary is not less than Rs. 15" in the definition of "servant" in Rule 1 (b) of the Provident Fund Rules, substitute "whose salary exceeds Rs. 10".

X.

MODEL BYE-LAWS.

UNDER SECTION 350, ACT III [B.C.] of 1884, AS AMENDED
BY ACT IV [B.C.] of 1894

Definitions.

In these bye-laws, terms which have been defined in section 6 of the Act, shall be held to have the meanings assigned to them in that section

The term "Cattle" is to be interpreted in accordance with the definition given in section 3 of the Cattle Trespass Act (I of 1871.)

The penalty for the infringement of any bye-law shall be a fine not exceeding the amount stated at the foot thereof, and in the case of a bye-law creating a continuing offence, a further penalty not exceeding the amount stated to be the daily fine, each day after written notice of the offence from the Commissioners.

Regulating traffic and for the prevention of obstructions and encroachments and of nuisances on or near roads.

1. Except on bright moonlight nights, no person shall, between dusk and dawn, drive any carriage not carrying two conspicuous lights, or any cart, elephant or camel not carrying one conspicu-

ous light, or convey any palanquin not carrying one conspicuous light.

Fine, Rs. 10.

Note.—The bye-laws marked with an asterisk are suitable for the more advanced municipalities only.

Municipalities are not bound to adopt these in supersession of those already in force. If these bye laws or any like them are adopted, those now in force will have first to be cancelled under the last paragraph of section 351 of the Act. Any variations made by a municipality from the model should be explained when the bye-laws are submitted for sanction of the Local Government.

2. No person shall drive any cart laden with bamboos, planks or other materials of a similar character on any road unaccompanied by some other person.

Fine, Rs. 5.

3. No person shall drive any carriage or cart laden with bamboos, planks or other materials of a similar character exceeding twelve feet in length and projecting beyond such carriage or cart on any road after dark and before dawn.

Fine, Rs. 5.

4. No person shall, without the general or special permission of the Commissioners in writing, take an elephant or camel along any road.

Fine, Rs. 20.

5. No person shall allow any elephant in his charge to go over any bridge on any road unless it be of arched masonry.

Fine, Rs. 25.

6. No driver shall drive, or have in his charge on any road more than one carriage or cart, except in the case of two carts, one of which is securely fastened to the preceding cart.

Fine, Rs. 5.

7. No owner of any carriage shall allow it to be driven on any road by a driver under fourteen years of age.

Fine, Rs. 10.

8. No person shall take or drive any carriage or cart over a road or part of a road temporarily closed under section 201 of Act III [B.C.] of 1884.

Fine, Rs. 20.

* 9. No person shall drive a cart laden with bricks, stones, or other materials of a similar character, on any road unless such bricks, stones or other materials are so secured that they cannot fall on the road.

Fine, Rs. 5

10. No person driving a cart or carriage on any road shall *contravene* the rule of the road. He shall, when passing another vehicle coming from the opposite direction, keep to the left, and when overtaking another vehicle keep to the right.

Fine, Rs. 10.

* 11. No person shall wilfully ride or drive or lead any cattle upon any foot-path or causeway made or set apart for the use of foot-passengers.

Fine, Rs. 10.

12. No person shall break in horses on any road not set apart for such purpose

Fine, Rs. 10

* 13 No person shall convey bamboos or timber on the backs of animals in such a way that any portion of such bamboos or timber touch the ground

Fine, Rs. 5.

* 14. No person shall set up a stall over any public drain or upon any culvert, bridge or platform over a public drain adjoining any road.

Fine, Rs. 20.

* 15. No person shall let off any firearms, bombs, fire-works, or fire-balloons on or within one hundred yards of any road without the permission of the Commissioners in writing.

Fine, Rs. 25.

16. No person shall slaughter any animal or clean any carcass on or within sight of any road.

Fine, Rs. 10

17. No person shall commit a nuisance by ~~saing~~ himself in or by the side of or near to any road.

Fine, Rs. 5.

18. No person shall convey sewage or offensive matter by any road, otherwise than in a closely covered receptacle, of such description and pattern as shall be prescribed from time to time by the Commissioners at a meeting, and between such hours as the Commissioners at a meeting from time to time prescribe.

Fine, Rs. 10

19. No person shall remove any turf, or cut grass from any road or from the slopes thereof

Fine Rs 5.

20. No person shall plant a tree on any road without the permission of the Commissioners in writing

Fine, Rs 5

21. No person shall sleep on any road so as to obstruct traffic.

Fine, Rs. 5

Regulating the use of, and the prevention of nuisances in regard to, public water-supply, bathing and washing places, rivers, streams, channels, tanks and wells.

22. No person shall ease himself at the side of, or throw, deposit, or discharge any rubbish, sewage, or offensive matter into any river, stream, channel, drain, or tank

Fine, Rs 10.

23. No adult male person shall bathe at a bathing-place, or bathing ghat, which by an order of the Commissioners at a meeting, has been reserved for women.

Fine, Rs 10

24 No person shall bathe or wash clothes, utensils, or any other article, within a distance of ten feet from the lowest platform of any public well.

Fine, Rs 10

25. No person cleansing any channel or tank shall leave the weeds taken therefrom on the slopes or banks of the same, but shall remove them altogether within three days.

Fine, Rs. 10.

Of the supply of drinking water

26. No person shall use any stand-pipes or fountains, belonging to the Commissioners, for purposes other than drawing water for drinking on the spot, or for carrying away for domestic purposes, except with the permission of the Commissioners, and under such conditions as they from time to time may fix.

Fine, Rs. 25.

27. No person shall use any public drinking trough except for watering cattle.

Fine, Rs. 10

Regulating the disposal of sewage offensive matter, carcasses of animals, and rubbish, and the management of privies, drains, cess-pools, and sewers

28. Every person within whose premises any animals may die shall, within six hours after its death, or if death occurs at night, within six hours after sunrise, either remove at his own expense the carcass to such place as may be set apart by the Commissioners for the reception of such carcasses, or report the death to the Conservancy Overseer of the Ward within which such premises may be situated

Fine, Rs. 25.

29. Every owner or occupier of any house, land, or premises from which sewage or offensive matter is not removed by such owners or occupier, shall give free access to the servants of the municipality for the removal of such sewage or offensive matter within such hours as may have been fixed by the Commissioners.

Fine Rs. 10.

Regulating cremation and burials and the disposal of corpses.

30. No person shall bury, or cause to be buried, any corpse in any burial-ground in a grave constructed of masonry, in such

a manner that the top of the coffin, or the body when no coffin is used, shall be at a less depth than six feet from the surface.

Fine, Rs. 25.

31. No person shall bury, or cause to be buried, in any burial-ground any corpse in a grave not constructed of masonry which shall be less than six feet deep.

Fine, Rs. 20.

32. No person shall build or dig, or cause to be built or dug any grave in a burial-ground at a distance of less than three feet from any other existing grave.

Fine, Rs. 20.

*33. No person shall build or dig, or cause to be built or dug, a grave in any burial place in any other line than that marked out by the Commissioners

Fine, Rs 10

34. No grave once used shall be opened for the burial of another body without the permission of the Commissioners in writing.

Fine, Rs. 20.

35. Every person who shall convey or cause to be conveyed any corpse to any burning-ground, shall burn, or cause the same to be burnt, within six hours after its arrival at the said burning-ground.

Fine, Rs 20

36. Any one burning, or causing to be burnt, any corpse at any burning-ground or burning-ghat, shall cause the same to be completely reduced to ashes, and shall likewise cause the clothes or other article brought with such corpse to be reduced to ashes.

Fine, Rs. 10.

37. No person shall convey a corpse or part of a corpse through any road, unless it be decently covered and totally concealed from view.

Fine, Rs 10

38. No person while conveying any corpse shall, except for the purpose of ordinary relief, deposit it on or near any road.

Fine, Rs. 10.

*39. Without the consent of the Commissioners, no person shall dispose of any corpse otherwise than by burying or burning it.

Fine, Rs. 20.

*For preventing nuisances affecting the public
health, safety and convenience.*

*40. No person shall perform any office of nature in any place outside private premises, other than such as may have been appointed by the Commissioners. provided that such places have been appointed by the Commissioners.

Fine, Rs. 5.

*41. No person shall abandon or let loose, or allow to get loose, any diseased or worn out cattle within the limits of the municipality.

Fine, Rs. 10.

*42. No person shall picket animals, or collect carts, or form any encampment, on any public ground not set apart for such purposes without the permission of the Commissioners.

Fine, Rs. 10.

43. No person shall retain or sell the clothes found on dead bodies of persons who have died from small-pox or cholera.

Fine, Rs. 20.

XI.

Municipalities in Bengal.

NAME OF DISTRICT.	Serial number of Municipality.	Name of Municipality	Number of Commissioners.
1	2	3	4
BURDWAN DIVISION.			
Burdwan ...	1	Burdwan ...	22
	2	Kalna ...	15
	3	Katwa ...	12
	4	Dainhat ...	13
	5	Raniganj ...	12
	6	Asinsol ...	12
Birbhum ...	7	Suri ...	16
Bankura ...	8	Bankura ...	12
	9	Vishnupur ...	12
	10	Sonamukhi ...	9
Midnapore...	11	Midnapore ...	18
	12	Famluk ...	12
	13	Ghatil ...	15
	14	Chandarkona ...	12
	15	Rampbanpur ...	9
	16	Kharpai ...	9
	17	Kharar ...	15
Hooghly ...	18	Hooghly-Chinsura ...	18
	19	Serampore ..	18
	20	Uttarpara ...	12
	21	Baidyabati ...	12
	22	Bhadreswai ...	12
	23	Kotrung ...	9
	24	Bansberia ...	9
	25	Arambagh ...	10
Howrah ...	26	Howrah ...	30
	27	Bally	21

NAME OF DIVISION.	Serial number of Municipality.	Name of Municipality.	Number of Commissioners.
1	2	3	4
PRESIDENCY DIVISION.			
24-Parganas	28	Cossipore-Chitpur ...	12
	29	Manicktola ...	12
	30	Baranagore ...	12
	31	Kamarhati ...	10
	32	South Suburban ...	10
	33	Tollyganj ...	9
	34	Garden Reach ...	12
	35	Raipur ...	12
	36	Baruipur ...	9
	37	Jainagar ...	12
	38	South Dum-Dum ...	9
	39	North Ditto ...	9
	40	South Barrackpore ...	12
	41	Panibati ...	10
	42	Titaghar ...	10
	43	North Barrackpore ...	12
	44	Garulia ...	10
	45	Baraset ...	12
	46	Naihati ...	9
	47	Halishahar ...	12
Nadia	48	Bhatpara ...	12
	49	Goberdanga ...	9
	50	Basirhat ...	12
	51	Baduria ...	12
	52	Taki ...	9
	53	Budge-Budge ...	9
	54	Krishnagar ...	21
	55	Santipur ...	10
Murshidabad	56	Ranaghat ...	12
	57	Nadia ...	12
	58	Kushtia ...	12
	59	Kumarkhali ...	12
	60	Meherpur ...	9
	61	Birnagar ...	12
Murshidabad	62	Chakdah ...	12
	63	Berhampore ...	25
	64	Murshidabad ...	12
	65	Azimganj ...	12
Murshidabad	66	Jangipur ...	12
	67	Kandi ...	11

NAME OF DIVISION.	Serial number of Municipality.	Name of Municipality.	Number of Commissioners.
1	2	3	4

PRESIDENCY DIVISION—*continued.*

Jessore ...	{	68	Jessore ...	18
		69	Kotechandpur ...	9
		70	Maheshpur ...	16
Khulna ...	{	71	Khulna ...	15
		72	Satkhira ..	12
		73	Debhata ...	12

PATNA DIVISION.

Patna ...	{	74	Patna ...	31
		75	Barh ...	9
		76	Bihar ...	12
		77	Dinapore ...	19
		78	Khagole ...	9
Gaya ...	{	79	Gaya ...	25
		80	Tikari ...	12
		81	Daudnagar ...	13
Shahabad ...	{	82	Arrah ...	18
		83	Jagadispur ...	9
		84	Buxar ...	13
		85	Dumraon ...	9
		86	Bhabua ...	10
		87	Sasaram ...	22

TIRHUT DIVISION.

Saran ...	{	88	Chapra ...	18
		89	Revelganj ...	12
		90	Siwan ...	10
Champaran ...	{	91	Motihari ...	13
		92	Bettiah ...	13
Muzaffarpur ...	{	93	Muzaffarpur ...	19
		94	Hazipur ...	13
		95	Lalganj ...	11
		96	Sitamarhi ...	12

NAME OF DISTRICT.	Serial number of Municipality.	Name of Municipality.	Number of Commissioners.
1	2	3	4

TIRHUT DIVISION—*continued.*

Darbhanga	...	97	Darbhangā	22
		98	Madhubani	16
		99	Roserah	14
		100	Samastipur	9

BHAGALPUR DIVISION.

Monghyr	101	Monghyr	19
		102	Jamalpur	18
Bhagalpur	103	Bhagalpur	22
		104	Colgong	12
Purnea	105	Purnea	19
		106	Kishanganj	13
		107	Katihar	12
Darjeeling	108	Darjeeling	25
		109	Kurseong	12
Sonthal Parganas	...	110	Deoghur	16
		111	Sahibganj	9
		112	Dumka	10

ORISSA DIVISION.

Cuttack	113	Cuttack	18
		114	Jajpur	12
		115	Kendrapara	12
Balasore	116	Balasore	18
Puri	117	Puri	15
Sambalpur	...	118	Sambalpur	16

CHOTA NAGPUR DIVISION.

Hazaribagh	...	119	Hazaribagh	15
		120	Chatra	16
		121	Giridih	9

NAME OF DISTRICT.	Serial number of Muni- cipality.	Name of Municipality.	Number of Commis- sioners.
1	2	3	4
Ranchi ...	122	Ranchi ...	16
...	123	Lohardaga ...	11
Palamau ...	124	Daltonganj ...	10
Manbhum ..	125	Purulia ..	19
...	126	Jhalda ...	9
...	127	Raghunathpur	10
Singbhum ...	128	Chaibassa .	12

*Model Rules for the grant to private premises of house-connections for domestic purposes in connection with a filtered water supply.**

—:0:—

1. So long as the Commissioners deem it practicable and consistent, with the maintenance of an efficient water supply they may allow any owner or occupier of a masonry building paying a water-rate imposed under the provisions of part VII of the Bengal Municipal Act 1884, on the annual value of such building, when such annual value is not less than Rs to lay down communication-pipes from the service-pipes of the Commissioners for the purpose of leading water to such building for domestic purposes only, subject to the following rules and conditions.

2. The owner or occupier of any masonry building requiring water to be laid on to such building for domestic purposes, or requiring any addition or alteration to an existing water-supply, must apply for the same on a printed form to be supplied free of cost at the municipal office

3. A fee of Rs. must be paid to the Commissioners by such owner or occupier for each building connection before any work is commenced, such fee to be in addition to all other costs and charges imposed under these rules

4. Each building must have a separate connection, and extensions from the communication pipe of one building to another shall not be permitted.

5. The owner or occupier of the building, in respect of which the connection is required, must pay the entire cost of the connection, including the supply and fixing of the fittings referred to in rule 7, and must also pay the cost of such alterations in or repairs to, roads, drains, sewers, gas or water-mains or pipes, and the cost of such other works as may be necessitated by, or result from, the work of making such connection.

* Framed by the Local Government and circulated for the guidance of Municipalities with Circular No 30 M—the 1st April 1911, to be adopted as a standard for making house connection rules

6. (1) The work required may, at the option of the Commissioners, either be carried out by the Commissioners themselves at the expense of the owner or occupier of the building in respect of which the work is required, or may be carried out by a person or firm employed by such owner or occupier and approved by the Commissioners.

(2) The work must be done under the supervision of an officer appointed by the Commissioners in this behalf, and no connection must be made with the municipal water-main except at such time as may be appointed, and in such position as may be selected, by an authorised municipal officer.

7. A building connection shall comprise the following parts or fittings:—

- (a) a brass or gun-metal ferrule inserted in the main supply pipe ;
- (b) a galvanized iron communication-pipe from the ferrule to the meter ,
- (c) a stop-cock and its surface-box ;
- (d) a meter ,
- (e) service pipes from the stop-cock to the taps , and
- (f) taps

8. (1) All the fittings referred to in rule 7 shall be exact duplicates of standard samples kept in the office of the Commissioners, and approved by them in meeting.

(2) All fittings shall be inspected and tested and stamped by an officer of the municipality before being fixed.

(3) If any owner or occupier shall desire to adopt any fitting of a pattern different from the standard patterns, he must present such fitting for the approval of the Chairman, and any fittings so presented may, if considered satisfactory by the Chairman be stamped, and samples thereof may be purchased and placed, among the standard fittings.

9. The size of the ferrule referred to in clause (a) of rule 7 shall be decided by the Commissioners, but its diameter shall not differ from that of the communication-pipe referred to in clause (b) of that rule by more than $\frac{1}{4}$ inch.

10. (1) The diameter of the communication-pipe shall be determined with regard to the average pressure in the main supply-pipe at the point nearest the building for which a connection is required, and to the quantity of water to be supplied.

(2) The diameter of the communication-pipe shall be such that it will be capable of delivering the estimated daily supply in six hours.

(3) The building connection, when fitted in position, must be capable of standing a pressure of feet, and no water shall be supplied until this test has been applied by the Commissioners.

11. (1) On every communication-pipe a brass or gun-metal stop-cock having the same waterway as such pipe shall be placed as near as practicable to the point where that pipe enters the building to be supplied.

(2) The stop-cock shall be built in a brick chamber provided with a cast iron surface cover-box so designed that it can be locked, and the key of this box shall remain under the control of the Chairman.

(3) The stop-cock shall be capable of adjustment so that the supply to the building may be regulated thereby.

12. (1) The meter shall be placed as near to the stop-cock as possible and in a position where it can be conveniently examined.

(2) The meter must be fixed in a brick chamber covered over with a cast-iron surface-box of approved pattern.

(3) Subject to the provisions of rule 13, no meter must be touched or interfered with in any way except with the permission of the Chairman.

13 The Commissioners shall depute an authorised person to read every meter not less than once a quarter, and shall give notice to the occupier at least twenty-four hours before the reading is recorded.

14. (1) Every owner or occupier of any building in respect of which a connection has been made under these rules shall be entitled to a supply of gallons of water per quarter

for each rupee paid by him as water rate in respect of such building.

(2) For all water in excess of the amount allowed under sub-rule (1) such owner or occupier shall be charged quarterly as follows :—

Annas per 1000
gallons.

- (a) For any excess quantity of water not exceeding one-half of the amount of the free allowance.
- (b) For any excess quantity of water exceeding one-half of the amount of the free allowance, but not exceeding the amount of the free allowance.
- (c) For any excess quantity of water exceeding the amount of the free allowance, but not exceeding twice that amount.
- (d) For any excess quantity of water exceeding twice the amount of the free allowance.

15. If the owner or occupier of any building which is supplied with water under these rules shall refuse or neglect to pay any of the fees or charges imposed in accordance with these rules for a space of fourteen days after he has been served with a notice of demand for the same, the Commissioners may, at any time after the expiration of that period, and without further notice, disconnect any pipe forming part of the connection made in respect of such building, and may recover the cost of disconnecting such pipe from such owner or occupier:

Provided that the disconnection of such pipe shall not relieve any person from any liabilities which he may have incurred under these rules.

16. (1) Every tap shall be of the same size as the pipe to which it is attached, and shall be of brass and of the pattern

known as screw-down. Every tap shall be at least three feet above the road level.

(2) The number of taps in a building shall be fixed in accordance with the annual valuation of such building as follows :—

Annual valuation of building.				No. of taps.
Rs.	Rs.			
Under 300	1
From 300 to 499			...	2
From 500 to 1,500		3
Above 1,500	4

A P P E N D I X

CONNECTED ACTS.

CONNECTED ACTS.

I

THE EPIDEMIC DISEASES ACT.

INDIA ACT No. III of 1897.

Whereas it is expedient to provide for the better prevention of the spread of dangerous epidemic diseases; It is hereby enacted as follows:—

Short title, extent and commencement. 1. (1) This Act may be called the Epidemic Diseases Act, 1897.

(2) It extends to the whole of British India (inclusive of Upper Burma, British Baluchistan, the Santal Parganas and the Pargana of Spiti); and

(3) It shall come into force at once.

2. (1) When at any time the Governor-General in Council is satisfied that India or any part thereof is visited by, or threatened with, an outbreak of any dangerous epidemic disease, the Governor-General in Council, if he thinks that the ordinary provisions of the law for the time being in force are insufficient for the purpose, may take or require or empower any person to take such measures and, by public notice, prescribe such temporary regulations to be observed by the public or by any person or class of persons as he shall deem necessary to prevent the outbreak of such disease or the spread thereof, and may determine in what manner and by whom any expenses incurred (including compensation if any) shall be defrayed.

(2) In particular and without prejudice to the generality of the foregoing provisions, the Governor-General in Council may take measures and prescribe regulations for—

(a) The inspection of any ship or vessel leaving, or arriving at, any port in British India and such detention

thereof, or of any person intending to sail therein or arriving thereby as may be necessary ; and

- (b) the inspection of persons travelling by railway or otherwise and the segregation, in hospital, temporary accommodation or otherwise, of persons suspected by the inspecting officer of being infected with any such disease.

(3) The Governor-General in Council may, by general or special order, direct that all or any of the powers conferred by this Act may also be exercised by any Local Government with respect to the territories administered by it.

See re : *Nagappa v. Thevan*, I. L. R. 38 Mad. 602.

Penalty.

3. Any person disobeying any regulation or order made under this Act shall be deemed to have committed an offence punishable under section 188 of XLV. of 1860. the Indian Penal Code.

4. No suit or other legal proceeding shall lie against any person for anything done or in good faith intended to be done under this Act.

Protection to persons acting under Act.

II.

LOCAL AUTHORITIES LOAN ACTS.

INDIA ACT NO. IX OF 1914.

PASSED BY THE GOVERNOR GENERAL OF INDIA IN COUNCIL.

(Received the assent of the Governor General on the 28th February, 1914.)

An Act to consolidate and amend the law relating to the grant of loans to Local Authorities.

WHEREAS it is expedient to consolidate and amend the law relating to the borrowing powers of local authorities ; It is hereby enacted as follows:—

Preamble.

Short title and
extent.

1 (1) This Act may be called the Local
Authorities Loans Act, 1914.

(2) It extends to the whole of British India, including the
Sonthal Parganas.

2. In this Act, "local authority" means any person legally
entitled to the control or management of any
Definitions. local or municipal fund, or legally entitled to
impose any cess, rate, duty or tax within any local area ;

"funds", used with reference to any local authority, includes
any local or municipal fund to the control or management of
which such authority is legally entitled, and any cess, rate, duty
or tax which such authority is legally entitled to impose, and any
property vested in such authority ,

"prescribed" means prescribed by rules made under this
Act ; and

"work" includes a survey, whether incidental to any other
work or not.

3. (1) A local authority may, subject to the prescribed con-
Borrowing powers ditions, borrow on the security of its funds or
of local authorities. any portion thereof for any of the following
purposes, namely :—

- (i) the carrying out of any works which it is legally autho-
rized to carry out,
- (ii) the giving of relief and the establishment and main-
tenance of relief works in times of famine or scarcity,
- (iii) the prevention of the outbreak or spread of any
dangerous epidemic disease,
- (iv) any measures which may be connected with or ancillary
to any purposes specified in clauses (ii) and (iii),
- (v) the repayment of money previously borrowed in accord-
ance with law :

Provided that nothing in clause (v) shall be deemed to em-
power a local authority to fix a period for the repayment of any
money borrowed thereunder which, when the period fixed for the
re-payment of the money previously borrowed is taken into account,

will exceed the maximum period fixed for the re-payment of a loan by or under any enactment for the time being in force.

(2) Nothing in this section shall be deemed to authorize any local authority—

- (a) to borrow or spend money for any purpose for which, under the law for the time being in force, it is not authorized to apply its funds, or
- (b) to borrow money by means of the issue of bills or promissory notes payable within any period not exceeding twelve months.

Power to Governor General in Council to make rules

4. (1) The Governor General in Council may make rules consistent with this Act as to—

- (i) the nature of the funds on the security of which money may be borrowed;
- (ii) the works for which money may be borrowed;
- (iii) the manner of making applications for permission to borrow money;
- (iv) the inquiries to be made in relation to such loans, and the manner of conducting such inquiries;
- (v) the cases and the forms in which particulars of applications and proceedings, and orders thereon, shall be published;
- (vi) the cases in which the Local Government may make loans without the previous sanction of the Governor General in Council, and the cases in which such previous sanction must be obtained;
- (vii) the cases in which the Local Government may authorize local authorities to take loans from persons other than the Local Government and the cases in which the previous sanction of the Governor General in Council must be obtained to such loans;
- (viii) the manner of recording and enforcing the conditions on which money is to be borrowed;
- (ix) the manner and time of making or raising loans;