

2. For some time past it has constantly been represented to me and come otherwise to my notice that great difficulties have arisen in some municipalities with regard to the working of the system of collection by commission on the collections. I need not dwell on the causes of the failure of the system, though I am inclined to think that a genuine effort has not been made in all cases to ensure its success. I have, at any rate, come to the conclusion that, as a matter of practical administration, it will be advisable not to insist on the enforcement of the system of collection of municipal taxes by commission (as compared with the system of fixed payment of salary to tax-collectors). I am willing, therefore, to allow municipalities to apply for a modification of the system of collection by commission, and to entertain such applications when supported by the District Magistrates. As the year 1898-99 has not far advanced, there is no objection to changes being introduced forthwith, when applied for, supported and sanctioned.

3. Whichever system is adopted, it is essential that the rules issued by Government under Notification No. 5472M., dated 13th December 1897, should be strictly observed. One of the most important of them is Rule 57 of Appendix A. This lays down that—

- (a) (read with Rule 42) the bills must be presented by the end of the first month of a quarter;
- (b) notices of demand must be served not later than the first day of the second month of the quarter;
- (c) warrants must be issued by the sixteenth day of the second month of the quarter.

The Rule admits of the tax-daroga getting the warrant served through the sarkars (Rule 58), and he will have ample time to get this done between the sixteenth day of the second month and the end of the third month of the quarter. Where the commission system is continued after the issue of this circular, the tax-collector can calculate and draw his commissions on all collections made by him, and the sarkars, whether by warrants or otherwise, during the quarter.

4. When the system of collection by commission is in force and a quarter has come to a close, all the unpaid bills

must be handed over by the tax-collector to the head clerk, who will have charge of them, prepare warrants, and make them over to bailiffs for service. All bailiffs are to be paid out of the warrant fees realised. The Vice-Chairman should be held responsible for the bailiffs working properly. The bailiffs should be required to keep daily register of collections in Form I. All collections made by the bailiffs are to be paid to the cashier; the receipts for municipal collections checked by the head clerk and accountant.

5. If a municipality, with the approval of the District Officer, desires to revert to the system of fixed pay to the Collecting Department, my sanction to the proposed establishment will be required. Whichever system is finally established, it is my duty to look to the results. In several municipalities in this Division the percentage of collections on the demand has been deplorably low, and I see no other alternative but to hold the tax-collector responsible for the result. It seems to me that the best way of enforcing some responsibility is to establish a system of a sliding scale of punishments and rewards. I have to request therefore that you will see that—

- (a) where the total collections\* of the year do not amount to 80 per cent. on the total demand, the tax-collector is to be fined a month's pay ; †
- (b) where they do not amount to 90 per cent.,\* he is to be fined half a month's pay ; †
- (c) where they amount to 90—95 per cent., he is to be neither punished nor rewarded ;
- (d) where they amount to over 95 per cent.,\* he is to receive a reward of half a month's pay ; †
- (e) where they amount to 98 per cent.\* and over, he is to receive a reward of a month's pay ; †

6. I trust that these instructions will be found clear, and will have the result of improving municipal collections.

---

\* Column 9 of Appendix D of the Annual Municipal Report.

† Or average monthly commission where the commission system is in force.

## MUNICIPAL DEPARTMENT.

**Municipal Circular No. 9M.**

*Calcutta, the 13th February 1903.*

FROM E. W. COLLIN, Esq.,

*Offg. Secretary to the Government of Bengal,*

TO ALL COMMISSIONERS OF DIVISIONS.

SIR,

It has been brought to the notice of Government that the rules prescribed under Government notification No. 636T.—M., dated 3rd October 1895 (copies of which were communicated to all Commissioners of Divisions with Circular No. 4 of the same date), for the preparation, submission, and execution of projects for water-supply or drainage by Municipalities and District Boards, have of late been frequently overlooked. The Lieutenant-Governor has therefore decided to republish the rules for general information with a view to prevent the recurrence of similar omissions. I am accordingly directed to forward, for your information and for communication to all District Officers, Municipalities and District Boards in your Division, copies of Notification No. 715M., of this date, republishing the rules *in extenso*, with certain modifications of which experience has suggested the necessity. These modifications are explained below.

2. Rule 2 has been amended so as to authorise local authorities to make their own arrangements for the employment of surveyors outside their own permanent staff, subject, however, to the approval of the Sanitary Engineer. Hitherto it has been incumbent on local authorities, where their permanent staff is insufficient for the purpose, to apply to the Sanitary Engineer for the appointment of surveyors. It may, however, be more convenient for the local authority concerned to procure its own temporary staff for the work and this procedure has now been authorised with the

necessary reservation of the Sanitary Engineer's. power of approval.

3. In rule 7, the words "in duplicate" have been inserted, in order to ensure the maintenance of a complete record in the office of the Sanitary Board. A duplicate set of plans and estimates is required for the use of the Sanitary Engineer when he inspects the works.

4. The rate of fees which the Sanitary Board are authorised to levy for work done in their office in connection with schemes for water-supply or drainage has already been published by the Board, with the approval of Government, in their Circular No. 5, dated 17th December 1892. The rates are now re-affirmed and republished for general information.

5. Clause (1) of rule 9 (*d*) has been so modified as to require the submission, for the consideration of the Sanitary Board, of all tenders received for any work, and also the deed of contract together with all documents attached thereto. Cases have occurred in which only the tender accepted by the local authority has been submitted to the Sanitary Board, thus rendering nugatory their advisory powers by preventing them from considering the comparative merits of all the tenders received.

---

### NOTIFICATION.

*No. 715M.—The 13th February 1903.*—It is hereby notified for general information that, in supersession of the rules prescribed under Government Circular No. 36M., dated 31st August 1894, and Government Notification No. 636T.—M., dated the 3rd October 1895, the Lieutenant-Governor has been pleased to make the following rules for the preparation, submission, and execution of projects for water-supply or drainage by local authorities under section 69, sub-sections (*i*) and (*ii*) of the Bengal Municipal Act, 1884, as amended up to date, and section 138, sub-sections (*c*) and (*m*) of the Bengal Local Self-Government Act, 1885 :—

1. When a local authority desire to undertake a project for water-supply or drainage, they should, in the first place, take measures to draw up a sketch of the project,



showing how it is to be carried out and what will be, roughly speaking, the approximate cost.

2. As regards the preliminary surveys required for the preparation of any project of water-supply or drainage, the local authority may either make their own arrangements for the employment of the necessary surveying staff, subject to the approval of the Sanitary Engineer, or may apply to the Sanitary Engineer to procure for them competent persons specially for the work. The Sanitary Engineer cannot himself ordinarily perform the work of making rough surveys, but he will act as the adviser of the local authority, and will, as far as practicable, engage surveyors for them if they desire it, and will, if instruments are available, lend them to local authorities on payment of the prescribed fee. If any maps of surveys are prepared in the Sanitary Board's office, a fee will be charged, fixed so as to cover, on an average, the actual expenses incurred.

NOTE.—The Sanitary Board have several sets of surveying instruments, which are available on loan to municipalities at the following rates per mensem :—

- (1) Rupees seven for a level and two staves.
- (2) „ three for a prismatic compass.
- (3) Rupee one for a chain.

3. When a sketch project has been drawn up, an application must be addressed to the Municipal Department of Government, accompanied by a statement of the approximate cost, and the funds available for meeting it, either from current revenue or by way of loan.

4. The proposal will be considered by the Municipal Department, and administrative sanction will be given if the Government is satisfied—

*First*—That the work projected is really required, and that the advantage to health, which it is expected to ensure, is commensurate with the probable cost.

*Second*—That the scheme is financially sound, *i.e.*, that the local authority can meet the cost from revenue or can arrange to repay the loan within 30 years at the prescribed rate of interest.

*Third*—That it is sound from an engineering point of view, *i.e.*, that the work can be done effectually in the manner and for the cost proposed.

5. The Sanitary Board will be consulted (if any doubt exist) on the first and third points before approval is given ; and if the rough or approximate estimate has not been furnished by the Sanitary Engineer, it will be checked by that officer.

6. When administrative sanction has been given, and in no case before, the local authority may arrange for the preparation of detailed plans and estimates, and in doing this may follow one or other of the following courses :—

- (a) the plans and estimates may be prepared by their own officers ;
- (b) application may be made to the Sanitary Engineer for assistance in the selection of competent surveyors to carry out the work ;
- (c) application may be made to the Sanitary Board for the services of the Sanitary Engineer ;
- (d) application may be made to the officers of the Public Works Department employed in the district or division for assistance and advice ;
- (e) with the previous sanction of the Sanitary Board, the work may be entrusted to a private firm of established reputation.

In cases (a), (b), and (c) the Sanitary Engineer or other officer appointed for the purpose may, with the sanction of the Sanitary Board, be required to examine and criticise the plans and estimates while in course of preparation.

In case (c), if funds are available, the Sanitary Engineer, with the sanction of the Sanitary Board, may be required to draw up the detailed plans and estimates of the schemes.

7. When the plans and estimates have been completed, they will be forwarded in duplicate to the Sanitary Board with a full report on the financial aspects of the scheme, and state of public feeling in regard to it, and, if a loan is needed, with an application in the prescribed form. The Sanitary Board will then submit the plans, report,

and application to the Municipal Department, with an expression of their opinion on the merits of the scheme as finally drawn up.

8. The following fees are leviable by the Sanitary Board from local bodies for the works specified below :—

(a) Two per cent. on the estimated cost of all drainage and water-works schemes for which detailed estimate and drawings are prepared.

This charge does not include the cost of survey, but is solely on account of work done in the Board's office.

(b) One-half per cent. on the first Rs. 20,000, and one quarter per cent. on the balance of the estimated cost, when only approximate estimates are prepared and no drawings are required.

This charge will apply when estimates furnished by municipalities are checked and examined. In the event of detailed plans and estimates being subsequently supplied, the full charge under (a) will be made in addition.

(c) Rupees five for all tracings (double elephant size) of surveys and levels or sections.

(d) Rupees three for tracings of all drawings, such as a bridge or culvert, etc.

9. In the case of works estimated to cost Rs. 10,000 or more, the sanction of Government will be contingent on adequate provision being made for detailed engineering supervision. In the absence of special sanction to the contrary, the local authority must agree to such one of the following conditions as may be considered suitable in each case :—

(a) that the works shall be carried out by the Public Works Department if that Department can undertake them. In such cases an extra charge of 15 per cent. on the sanctioned estimate will be made for supervision, unless the case is one of extraordinary difficulty, in which case a

higher charge may be imposed by the orders of Government ; or

- (b) that arrangements shall be made with the District Board for the work to be carried out by the District Engineer and his staff ; or
- (c) that the works shall be carried out under the supervision of an Engineer specially employed for the purpose, who must hold a certificate of qualification as a District Engineer according to the rules under the Bengal Local Self-Government Act, III of 1885 ;
- (d) that the works shall be carried out by a private engineering firm of established reputation, subject to the conditions—
  - (1) that no contract for the execution of the work shall be entered into by the local authority until all the tenders received for the work have been considered by the Sanitary Board, and until the deed of contract with all documents attached thereto has been approved by the Board ; and
  - (2) that the works while in progress shall be periodically inspected by the Sanitary Engineer or other officer appointed for the purpose.

10. In the case of work costing less than Rs. 10,000, the local authority should report, for the information of the Commissioner of the Division, the agency by which they propose to have the works carried out, and should follow the instructions issued by him in the matter.

E. W. COLLIN,

*Offg. Secy. to the Govt. of Bengal.*

As a septic tank is an item of drainage works, fees may be levied by the Sanitary Board for the preparation of such schemes on the same scale as for drainage and water-supply projects.

(Letter No. 1449 T.—M., dated 29th June 1903 to Commsr. Presdy.)

In the case of schemes that may be satisfactorily carried out, the Government of India have authorized the Local Government to remit the Sanitary Engineer's fees (Muncl. Cir. No. 42M., dated 30th November 1903).

(Approved by Government order No. 3127S., dated 1st December 1903. to the Sanitary Board).

*Rules regarding the duties of the Secretary to the Sanitary Board and Sanitary Engineer, Bengal, approved by the Lieutenant-Governor.*

SECRETARY TO THE SANITARY BOARD, BENGAL.

1. The Secretary will arrange for all meetings of the Board, and will transact all the business of the Board. When meetings cannot conveniently be arranged for, files for disposal will be circulated by the Secretary to the Members of the Board in the following order :—

- (1) Sanitary Commissioner, Bengal.
- (2) { Chief Engineer, Bengal, Irrigation Branch.  
Chief Engineer, Bengal, Public Works Department.
- (3) The President of the Sanitary Board.

NOTE.—Water-supply and sewerage schemes will be dealt with by the Chief Engineer, Public Works Department, and surface drainage schemes by the Chief Engineer, Irrigation Department.

2. All purely formal and routine correspondence will be carried on by the Secretary on his own responsibility. In all other cases the Secretary will draft and issue the letters in accordance with the orders of the Board recorded in the minutes of its meetings, or recorded in the files which have been circulated. The drafts, however, of letters addressed to Government and those on matters of sanitary importance, must be approved by the President before the letters are issued.

3. In the case of letters referring to strictly technical questions, the approval of one of the Chief Engineers, or of the Sanitary Commissioner will be sufficient ; such letters will issue as from the Sanitary Board, the name of the member being mentioned in the margin.

4. The Secretary will be responsible for all payments made on account of office contingencies or made in accordance with the rules contained in the Public Works Department Code on duly sanctioned estimates.

## SANITARY ENGINEER.

5. The Sanitary Engineer will visit any Municipality which he is directed by the Sanitary Board to inspect, and will report wherein he considers it deficient in water, supply or drainage, and, if specially required to do so, he will append to his report a rough estimate of the cost of the works he recommends for the improvement of the sanitary condition of the Municipality. Copies of all such reports and rough estimates, when they have received the approval of the Sanitary Board, will be sent to the Government of Bengal in the Municipal Department, and will be communicated in the ordinary manner to the Commissioner of the Division, the Magistrate of the District and the Chairman of the Municipality.

6. With the approval of the Sanitary Board, and when asked by a Municipality to do so, the Sanitary Engineer will prepare detailed estimates and drawings for drainage or water-works schemes, for which funds are available, and to which administrative sanction has been granted. He will also submit to the Board, not later than the 15th January in each year, a statement of the fees earned during the previous year under the provisions of Notification No. 715M., dated the 13th February 1903.

7. The Sanitary Engineer will give advice on sanitary engineering points to all Municipalities when asked to do so.

8. The Sanitary Engineer is empowered to advise Municipalities as to the soundness of projects, and to approve the plans and estimates of works costing less than Rs. 10,000, without reference to the Sanitary Board. He may, however, refer such cases for the orders of the Board or of any member thereof if he considers it necessary to do so.

9. The Sanitary Engineer will, as far as possible, help Municipalities to obtain competent surveyors, but he will not accept any responsibility as to the correctness of the work done by the surveyors. When a survey of a Municipality is taken in hand, the Sanitary Engineer will instruct the Municipality concerned as to what information should be recorded with the plans.

10. The Sanitary Engineer will take charge of all mathematical or surveying instruments belonging to the .



Sanitary Board, and he will be responsible for the punctual recovery of all fees due to the Board by Municipalities to whom such instruments have been lent. In the event of there being continued delay in the payment of these fees, the Sanitary Engineer will bring the matter to the notice of the Magistrate of the District in which the Municipality is situated, and if the fees still remain unpaid, will report it for the orders of the Sanitary Board. Ordinarily no instruments will be handed over to a Municipality on loan until a sum of at least Rs. 32 has been deposited to cover the probable total amount of fees, and also any damage beyond fair wear and tear.

11. The Sanitary Engineer will inspect at least once a year, and more often if desired by the Sanitary Board to do so, all Municipal water-supply systems, and he will submit reports on the conditions of such works to the Sanitary Board. He will also prescribe the forms, statements, and registers to be kept up by the Superintendents of pumping stations in order to enable him to see that the works are being properly looked after and worked in an efficient manner.

12. The Sanitary Engineer will scrutinize and, when necessary, offer any suggestions he may think fit on the budgets framed by Municipalities for the maintenance of their drainage and water-supply works, when such budgets are forwarded to him by the Commissioner of a Division.

---

## MUNICIPAL DEPARTMENT.

---

### **Municipal.**

---

*Calcutta, the 15th January, 1901.*

#### RESOLUTION—No. 193M.

THE means by which municipalities should be enabled to obtain the assistance of a competent engineer in carrying out important municipal works, and the terms upon which such assistance should be given them, have given

rise to frequent difficulties in cases where municipalities have undertaken special works different in magnitude or character from those with which they are ordinarily concerned. The routine duties of a Bengal municipality are not such as to require the permanent service of a highly-qualified engineer, and such engineering duties as they usually undertake are discharged either by a municipal engineer on a moderate salary and of proportionately moderate qualifications, or in the case of the less important municipalities by officers of the overseer class, from whom only an elementary knowledge of engineering can be expected. This arrangement is the natural and indeed the only possible one ; and, on the whole, it provides in a satisfactory manner for the ordinary requirements of a municipality. It entails, however, the unavoidable defect that when a municipality desires to undertake a work of any considerable importance, such as a water-supply scheme or an extensive drainage system, it is compelled to employ an engineer from outside. In some instances, a private firm has been employed to do the work. In these cases, the terms of the employment are settled by mutual agreement, and no difficulty has arisen. More frequently, however, the Municipality has desired to avail itself of the services of the Engineer staff of the District Board, and cases which have come to notice render it desirable to define the circumstances in which the employment of this agency is permissible, and the conditions to which it is subject.

2. It must be borne in mind that, under Article 88, Civil Service Regulations, all municipalities are entitled to the gratuitous advice and services of officers of the Public Works Department, provided that these can be given without detriment to the public service. Rules have also been laid down by the Government of India to fix the remuneration to be allowed to officers of the Public Works Department, for work done for municipalities and other public bodies which is of too extensive a character to be done as a part of their regular duties.

3. The Lieutenant-Governor has, therefore, decided that the relations between municipalities and District Engineers, and the procedure to be adopted by the former .

in obtaining professional assistance for engineering works, shall in future be regulated by the following principles :—

- (1) Municipalities should rely upon their own staff for ordinary engineering work. They should not look to the District Engineer for general supervision, which will be exercised, as far as possible, by the officers of the Public Works Department, but should apply to the District Engineer only for specific advice or assistance.
- (2) When a municipality requires professional advice or assistance for any work which is too large or too difficult for its own engineering staff or on which an outside opinion is desired, application should, in the first instance, be made to Government for the services of an officer of the Public Works Department. If the services of such an officer are available, the terms on which they will be given will be fixed by Government under Articles 88 and 91, Civil Service Regulations.
- (3) If the services of an officer of the Public Works Department are not available, the municipality may apply to the District Board for the services of the District Engineer. If the District Board considers that the District Engineer can do what is required without detriment to the discharge of his own duties, it may sanction his employment by the municipality, subject to such conditions as may, under the two succeeding rules apply to the particular case.
- (4) If the estimated cost of the work shall exceed Rs. 10,000 (exclusive of cost of land and of any special establishment likely to be required for executing it), the municipality shall pay the District Board as follows :—
  - (a) For the survey (if necessary) and for the preparation of detailed plans and estimates of projects,  $2\frac{1}{2}$  per cent. on the estimated cost as defined above, provided that the plans and estimates are approved by the Inspector of Works or Superintending

Engineer. Of this, the District Engineer, who prepared the projects, may receive not more than  $1\frac{1}{2}$  per cent. with the concurrence of the Inspector of Works or Superintending Engineer.

- (b) For working drawings and supervision of construction,  $2\frac{1}{2}$  per cent. on the cost as above. Of this, the District Engineer may receive not more than  $1\frac{1}{2}$  per cent. with the concurrence of the Inspector of Works or Superintending Engineer.
- (5) If the estimate does not exceed Rs. 10,000 (exclusive of land and special establishment), no payment shall be made by the municipality to the District Board, or by the District Board to the District Engineer.
- (6) In the case of all works the estimated cost of which exceeds Rs. 10,000, the previous sanction of Government shall be required as to the amount of the fee to be paid by the District Board to the District Engineer.

4. Under these rules District Engineers, in consideration of being permitted to receive special remuneration for large works, are expected to give their professional advice and assistance in minor matters, and in the case of works falling below the prescribed minimum without charge.

---

### MUNICIPAL.

---

*Darjeeling, the 8th June 190.*

RESOLUTION No. 765T.—M.

With a view to reduce the maintenance charges of the water-works in the mufassal, and at the same time to ensure that they shall be kept up in proper order, the Sanitary Board suggested the appointment of a travelling Inspector of Machinery, whose duty it would be to examine the various water-works once a month and remedy any defects

found in the mechanical details. The cost of the Inspector was estimated at Rs. 6,000 a year, which it was proposed to charge to the several Municipalities whose water-works he visited in proportion to their income. This proposal was referred to the several Municipalities concerned, it being observed that any measures adopted would, for the present be of an experimental character and be abandoned, if found unsuccessful. The Municipalities who were to contribute the bulk of the expenditure having disapproved the proposed arrangement, the scheme fell through, and the Sanitary Board were asked to devise another workable scheme. The Board accordingly submitted a copy of a letter from Messrs. James Simpson & Co., Limited, in which they agreed to

	Rs.
Howrah	200
Bhagalpur	200
Berhampore	160
Burdwan	150
Arrah	175
Dacca	220
Mymensingh	180

Total ... 1,285

undertake the work of examining the machinery connected with the several water-works in this Province twice a year for the total sum of Rs. 1,285, inclusive of travelling charges, to be distributed in the manner shown in the margin. This scheme has been referred to the several Municipalities concerned and has been accepted by

them. The Lieutenant-Governor is now pleased to accord sanction to the arrangement, and to direct that no further inspection of the engines or machinery by any other authority on payment of fees shall be necessary. The duties to be performed by the Engineer of the firm in connection with the examination of the water-works will be to make one inspection annually of all cylinders, pistons, pump-chambers, plungers, glands, steam and water valves, connecting rods, bearings, and brasses, &c. Each engine must be examined both internally and under steam, necessitating two visits annually, and the results of each examination recorded in the accompanying form. In the case of water-works in places where the Boiler Act is not in force, the Engineer will also examine and test the boilers. The inspection reports will be forwarded direct to the Sanitary Engineer, Bengal, for disposal.

---

## RULES FOR THE MANAGEMENT OF WATER- WORKS UNDER THE SUPERVISION OF THE GOVERNMENT OF BENGAL.

1. The management of the Water-supply system of any Municipality shall, if the Commissioners at a meeting so decide, be vested in a Managing Committee, to be called the Water-works Committee, consisting of the District Magistrate, the Civil Surgeon, the Executive Engineer (or if there is no Executive Engineer then the District Engineer), together with the Chairman of the Municipality, and two other members to be elected from among their own body by the Municipal Commissioners :

Provided that in the case of Joint-committees constituted under section 30 of Bengal Act III of 1885 (The Bengal Local Self-Government Act), one Member will be elected by the District Board and one by the Municipal Commissioners.

2. The Water-works Committee (hereinafter called the Committee) shall act as the agents of the Municipal Commissioners, or Joint-committee as the case may be, in all matters relating to the administration of the water-supply of the Municipality, and shall for this purpose exercise all the powers vested in the Municipal Commissioners by the Bengal Municipal Act, III of 1884, provided that the Committee do not act in opposition to or in contravention of any order passed by the Commissioners at a meeting, and do not exercise any power which is directed by the law to be exercised by the Commissioners at a meeting :

Provided also that all orders or processes of a compulsory nature shall be issued under the authority and signature of the Chairman of the Municipality or of the Vice-Chairman under authority delegated to him by the Chairman under section 45 of the Bengal Municipal Act, 1884.

3. The Committee shall meet at least once a month, and shall scrutinize the accounts, the copies of all statements submitted to the Sanitary Engineer during the preceding month, and enquire into all matters connected with the water-supply of the Municipality. They shall examine and pass the monthly accounts, and shall keep a minute-book in which their proceedings shall be recorded.



4. The Committee shall be responsible for the proper application of the Water-supply funds. It shall be their duty to bring to the notice of the Municipal Commissioners any instances in which the water-rates are irregularly collected or are insufficient for carrying out the purposes of Part VII of Act III of 1884 (The Bengal Municipal Act).

5. The Committee shall frame the annual budget of income and expenditure on account of the Water-works and shall submit it to the Sanitary Engineer for any remarks he may consider necessary. The budget as framed together with the Sanitary Engineer's remarks shall be forwarded by the Committee to the Chairman of the Municipality for incorporation in the Municipal Budget.

6. The Chairman of the Municipality shall, at the end of each month, prepare a statement of the accounts of the Water-supply funds, which he shall submit to the Committee, at their next meeting.

7. The Sanitary Engineer shall scrutinize the expenditure and accounts of the Committee and shall call their attention to any irregularity or other circumstance which, in his opinion, deserves notice. The Committee shall be bound to consider all communications from the Sanitary Engineer and afford him full information. In all professional matters the Committee will be guided by the advice of the Sanitary Engineer, but if any difference of opinion on general questions arises between him and the Committee, a reference shall be made to the Sanitary Board.

8. The Sanitary Engineer, Bengal, shall exercise complete professional control over the Superintendent of the Pumping Station.

9. The Sanitary Engineer will visit the Water-works not less than once a year and submit a report thereon to the Sanitary Board. The Committee shall arrange for the proper inspection of the boilers and pumping machinery not less than twice a year, but the Inspectors must be approved by the Sanitary Board, and their reports will be submitted in Sanitary Engineer's Form No. 6 (Appendix A) to the Sanitary Engineer and by him to the Sanitary Board.

10. Until all points raised in the reports of the Sanitary Engineer and the Inspector of Machinery have been disposed

of, the Committee will submit to the Chairman of the Municipality for transmission through the District Magistrate to the Sanitary Board, a monthly progress-report showing how far effect has been given to the recommendations made in the Reports.

11. The Committee shall cause to be kept at the Pumping Station :—

- (a) A stock account in Sanitary Engineer's Form No. 2 (Appendix A), showing the daily transactions in coal, and engine-room stores ;
- (b) An Engine-room Log in Sanitary Engineer's Form No. 4 (Appendix A) ;
- (c) A Filter-bed Log in Sanitary Engineer's Form No. 5 (Appendix A) ;

and such other forms as the Sanitary Engineer may from time to time prescribe.

These forms shall be written up daily by the Superintendent and shall be available at all times for inspecting officers and the Visiting Members of the Committee.

12. The Committee shall submit to the Sanitary Engineer not later than the 10th of each month :—

- (a) A monthly Abstract of Work done by the Pumping Machinery in Sanitary Engineer's Form No. 3 (Appendix A) ;
- (b) A report showing the thickness of fine sand in the filters in Sanitary Engineer's Form No. 8 (Appendix A) ;

and such other information as the Sanitary Engineer may from time to time prescribe.

13. The Committee shall cause the following to be submitted to the Sanitary Engineer not less than once a month :—

- (a) Indicator diagrams from each engine in Sanitary Engineer's Form No. 1 (Appendix A). The diagrams should be accompanied by a copy of the Engine-Room Log (Form No. 4) for the day on which they are taken ;

- (b) A report on the bacteriological examination of the water dealt with at the Pumping Station in Sanitary Engineer's Form No. 7 (Appendix A). Whenever the bacterial colonies are counted by the Civil Surgeon, the report should be countersigned by that officer. This report should be accompanied by a copy of the Filter-bed Log (Form No. 5) for the day on which the tubes were inoculated ;

and such other information as the Sanitary Engineer may from time to time prescribe.

14. It shall be the duty of the Committee to see that the rules for working Filter-beds of Water-works in Bengal (Appendix B) are properly attended to by the Superintendent of the Pumping Station. In cases where, owing to the design of the works, the rules cannot be carried out, the matter should be referred to the Sanitary Board for orders.

15. Two members of the Committee shall be appointed in rotation to be visitors, for the month, of the Pumping Station. It shall be their duty to enquire whether these rules are being attended to in all respects and to bring any matters they consider worthy of notice before the Committee.

16. A Visitors' Book shall be kept at the Pumping Station in which will be recorded the visitor's remarks. A copy of these remarks shall be forwarded, on the day of entry, to the Sanitary Engineer who will, if he thinks fit, transmit it with his remarks to the Sanitary Board. The final orders of the Sanitary Board or Sanitary Engineer shall be entered in the Visitors' Book.

17. An extract from the proceedings of each meeting of the Committee shall be promptly forwarded to the Sanitary Engineer who may, if he thinks fit, and shall, if the Committee so desire, submit it with his remarks to the Sanitary Board.

---

[SANY. ENGR.'S FORM No. 1.]

## APPENDIX A.

## DETAILS OF DIAGRAM.

Name of Station\_\_\_\_\_

Date when taken\_\_\_\_\_

Distinguishing letter of Engine\_\_\_\_\_

Cut off\_\_\_\_\_

Diameter of Cylinder\_\_\_\_\_

Diameter of Piston Rod\_\_\_\_\_

Nett area of Piston\_\_\_\_\_

Length of Stroke\_\_\_\_\_

Revolutions per minute\_\_\_\_\_

Top or bottom\_\_\_\_\_

Pressure by Steam Gauge\_\_\_\_\_

Temperature of Condenser\_\_\_\_\_

Vacuum on Gauge\_\_\_\_\_

Pressure on Pumps\_\_\_\_\_

Indicated **I-P** High\_\_\_\_\_

" " Low\_\_\_\_\_

Total Indicated **I-P**\_\_\_\_\_

Consumption of Coal per hour\_\_\_\_\_

" " per Indicated **I-P** per hour\_\_\_\_\_

Name of Coal used\_\_\_\_\_

Quality of ditto\_\_\_\_\_

Scale of Indicator\_\_\_\_\_







[SANY. ENGR.'S FORM NO. 3.]

## APPENDIX A.

## WATER-WORKS.

*Abstract of work done by Pumping Machinery for the month of* \_\_\_\_\_ *190* .

	Number of hours pumps at work.	Average lift, including suction & friction.	Total quantity of water pumped in gallons.	Total work done in foot-pounds.	Total quantity and name of coal. Cwts.	REMARKS.
Unfiltered-water pumps.						
Filtered-water pumps.						

*Superintendent.*

[SANY. ENGR.'S FORM NO. 4.]

## APPENDIX A.

## WATER-WORKS.

Engine at work.	HOURS WORKED.		Counter when engine started.	Counter when engine stopped.	Total revolutions made.	PRESSURE ON PUMPS.		Average pressure on pumps.	Total gallons pumped.	Total work in foot gallons.	Work in foot gallons per minute.	BOILERS AT WORK.			Coal in cwts.	REMARKS.
	From	To				Hour.	Feet.					1	2	3		
A																
B																
C																

*Superintendent.*

*Dated* \_\_\_\_\_ *190* .

[SANY. ENGR.'S FORM NO. 5.]

## APPENDIX A.

## WATER-WORKS.

Filter Bed Log for the

of

190 .

Number of filter bed.	Hour.	Depth of fine sand.	Level of water in filter bed.	Level of water in filter well.	Filtration head.	NUMBER OF TURNS OPEN.		Depth of water in clear-water reservoir.	REMARKS.
						Inlet valve.	Outlet valve.		

## Notes.

1. All gauges should be read every two hours at least and also, whenever it is necessary to open, close or alter the inlet or outlet valves.

2. All levels to be referred to the bottom of the filter bed, i.e., the zero of the gauge to be on the floor of the filter bed.

3. In the column of remarks should be entered an account of repairs, etc., done to the filter beds, such as scraping, or renewal of filtering medium, number of cubic feet of sand removed from a filter bed, and the quantity washed, etc.

Superintendent.

SANY. ENGR.'S FORM No. 6.]

## APPENDIX A.

Report on an examination of the Boilers, Engines and Pumps of the  
Works, made by  
on the

Water-

## BOILERS.

1. Description of boilers, giving maker's name and date of erection.  
Give grate area and calculated horse-power.

2. When and by whom last examined :—

- (a) If examined by an Inspector of Steam-boilers under Act III (B.C.) of 1879, give name of Inspector and number and date of last certificate.  
(b) Note working pressures previous to last examination ; and, if any reduction in pressure was made by the Inspector, state how much, and why such reduction was made.

*Note.—If the boilers are working under certificates granted by an Inspector under Act II (B.C.) of 1879, questions 3, 4, 5 and 6 need not be answered.*

3. Have you examined the boilers internally and externally ; if so, with what result ; Give thickness of scale, if any, and state whether you had it removed.

4. Did you test the boilers by hydraulic pressure ; if so, up to what pressure ?

Did you ascertain that the steam-gauge was correct, and that the steam relief-valve was in working order, and not over-weighted before applying the hydraulic test ?

5. What working pressures do you now recommend ?

## BOILERS—continued.

6. Have you examined all the boiler-fittings, such as safety-valves, feed water-pipe, blow-off cocks, steam, and water-gauges, &c., &c.? State if they are all in good working order, and if not, what is required to make them so?

*Note.*—The safety-valves should not be weighted to more than 10lbs. (preferably 5lbs.) above the working pressure.

7. Are the boilers blown out regularly, and safety-valves lifted to ensure their not sticking; and is a record kept of the dates on which this has been done since the last inspection?

8. Is the floor of the boiler-house kept dry and in good order?

- (a) Where are the ashes slaked?
- (b) When was soot last removed from the flues?
- (c) Are the flues free from moisture during the rainy season?

9. State which of the following are available for filling the boiler, and which is generally used—

- (a) Feed-pump on engine.
- (b) Donkey-pump.
- (c) Injector.
- (d) Cold water pressure from the mains.

10. State average fuel consumption since last report giving the percentage of ashes and kind of fuel used.

If coal be used, give name of colliery from whence obtained.

11. General remarks.

*Note.*—Any repairs that have been done in the boiler-house, since last inspection, should be recorded here.

## ENGINES.

12. Description of Engines, noting also maker's name, date of erection, diameters of cylinders, and length of stroke.

13. When and by whom last examined?

14. Did you examine the interiors of the cylinders, and if so, with what result?

15. Did you examine the steam-valves, and if so, with what result?

16. Did you take any indicator diagrams? If so, attach to this report a set worked out, with full particulars noted:—

(a) State whether you consider the valves are properly set for the most economical working of the engine.

(b) State whether you consider the indicator diagrams are satisfactory or not, and whether any difference in them is apparent. If so, what, in your opinion, has caused the difference?

17. Are all stuffing boxes and glands kept properly packed, and steam-pipes free from leaks?

18. What vacuum is generally maintained?

## ENGINES—concluded.

19. Is the air-pump in good order?  
Give temperature of its discharges.

*Note.*—The temperature should not exceed 115°.

20. Are the lubricants in use of good and suitable quality, and is a sufficiently large supply of all stores kept in hand?

21. General remarks.

*Note.*—All repairs, however slight, that have been carried out since last report, should be mentioned here.

## PUMPS.

22. Description of pumps, noting also diameters of buckets or plungers, length of stroke, number and size of valves.

23. Did you examine all buckets and plungers, and if so, with what result?

24. What do you consider is the percentage of "slip"?

(a) What do you find the mechanical efficiency of the engine?

25. Were the pumps working smoothly, evenly and without noise, or banging of valves?



## PUMPS—concluded.

26. Are the air-vessels kept properly charged with air?

(a) State means of doing so.

27. General remarks.

*Note.—All repairs that have been carried out since last report should be mentioned here.*

## GENERAL.

28. Is the Staff at the Pumping Station sufficient, and the health of the employes generally good?

29. General remarks.

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

*Rank* \_\_\_\_\_

[SANY. ENGR.'S FORM No. 7.]

## APPENDIX A.

\_\_\_\_\_  
WATER-WORKS.*Report on bacteriological examination of water.*

SOURCE OF SAMPLE.	Date of inoculating tubes.	Date of counting colonies.	Number of colonies counted.	REMARKS.
River .. .. .				
Settling tank No. ____ after ____ hour's settlement ..				
Filter-well No. 1 .. .. .				
" " 2 .. .. .				
" " 3 .. .. .				
Standpost at ____ miles from				
pumping station ... ..				

Dated \_\_\_\_\_ 190 .

*Superintendent.*

N.B.—This form should always be accompanied by Sanitary Engineer's Form No. 5.

[SANY. ENGR.'S FORM No. 8.]

## APPENDIX A.

\_\_\_\_\_  
WATER-WORKS.

CERTIFIED that I measured the depth of fine sand in each of the filters on the dates noted against each and found it to be as follows :—

FILTER.	Date.	Depth.
No. 1 .. .. .		
No. 1 .. .. .		
No. 2 .. .. .		
No. 2 .. .. .		

*Chairman.**Superintendent.*

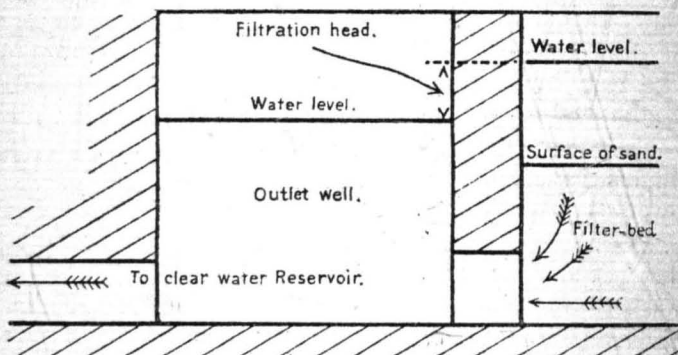
## APPENDIX B.

RULES FOR WORKING FILTER-BEDS OF  
WATER-WORKS IN BENGAL.

(Revised by order of the Sanitary Board, Bengal,  
26th May 1896).

1. The depth of water above the surface of the sand in a filter-bed should never be allowed to exceed two feet ; care should be taken always to maintain this depth of water as long as filtration is in progress, and for this purpose gauges should be painted on the side walls of the filter-beds.

2. The water collecting in the drains of a filter-bed



is usually discharged into a small masonry well called the *outlet-well*, from whence it passes through a sluice into the clear-water reservoir ; the difference of level between the surface of the water in the filter-bed and that in the outlet-well is called the *filtration head* ; the rough sketch in the margin explains this clearly. The *filtration head* should not under ordinary circumstances exceed *six inches*, but in cases of emergency it may be allowed to reach as much as twelve inches. Full reasons for allowing the filtration head to exceed six inches should be recorded in the filter-bed log-book.

3. The interiors of outlet-wells should be painted white, and gauges should be painted on the side walls, so that the filtration head may be accurately recorded.

4. Readings of all gauges should be taken every two hours while the filters are at work, and recorded carefully in the log-book (Sanitary Engineer's Form No. 5) or in any other form approved by the Sanitary Engineer.

5. Filter-beds should not be worked continuously, but the surface of the filtering material should be exposed to the air for at least eight hours out of the twenty-four, so as to enable the air to penetrate and so oxidize any organic matter deposited in the interstices of the filtering material by the unfiltered water. Filter-beds should, preferably, be run dry at night time only.

6. Filter-beds should *not* be charged from below or by admitting water upwards on to the surface of the sand. When a filter-bed is to be brought into work, the outlet valve should be kept closed until the depth of water on top of the sand remains at the limit prescribed in rule 1, *i.e.*, two feet, care should be taken not to disturb the surface of the sand by admitting water too rapidly at first.

7. Sand that has been scraped from the surfaces of filter-beds should be left exposed to the air for six or seven days before it is washed and replaced in the filter-beds.

8. The fine sand in a filter-bed should never be reduced by scraping to a less depth than 12 inches. When sand washers are available, the fine sand should be brought up to its correct thickness after every third scraping, so that the rate of flow through the filtering material may be kept as uniform as possible.

9. The filtering material and brick drains should be entirely removed from the filter basin once every four years. The pebbles, or broken stone and the coarse sand may be replaced, provided they have been thoroughly exposed to the air while the brick drains are being laid; they should be spread out in thin layers and turned over with spades at least once a day. The fine sand should be entirely renewed. When a filter-bed has been reconstructed and charged, the filtered water flowing from it should be allowed to run to waste for at least 48 hours.

10. Water should not be allowed to remain in settling tanks longer than is necessary for the deposition of suspended mineral matter, such as clay, sand, etc. Whenever the water of the source of supply is sufficiently clear, it may be pumped direct into the filter-beds, or if the intermittent character of the flow causes damage to the surface of the filtering material, the water may be passed through the settling tanks at a low level without being allowed to stagnate.

L. P. SHIRRES,

*Secy. to the Govt. of Bengal.*

---

REVISED MODEL BYE-LAWS UNDER SECTION  
350, ACT III (B. C.) OF 1884, AS AMENDED  
BY ACT IV (B. C.) OF 1894.

GOVERNMENT CIRCULAR NO. 17M., DATED THE 20TH  
MARCH 1896.

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

*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, for each day after written notice of the offence from the Commissioner.

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

Fine, Rs. 10.

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 footpath 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, fireworks, 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 easing 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 may 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 animal 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 owner 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 cremations 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 articles 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, or 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.

---

*Circulated with Sanitary Board's Circular No. 53,  
dated 27th January 1904.*

### MODEL RULES AS TO PRIVATE PRIVIES AND URINALS.

(APPROVED BY THE SANITARY BOARD, BENGAL,  
ON 18TH MARCH 1899.)

[ See Act III of 1884, Sections 241 and 350 (c). ]

1. (1) No privy shall be placed in the space required by this Act to be left at the back of a building—

(a) unless the total height of the privy does not exceed eleven feet, and

(b) unless there is a space of at least four feet between the nearest wall and the service aperture of the privy.

(2) No privy situated in, or adjacent to, a building shall be placed at a distance of less than—

(a) six feet from any other building which is a public building, or

(b) four feet from any other building which is, or is likely to be used as a dwelling-place, or as a place in which any person is, or is intended to be, employed in any manufacture, trade or business.

2. No privy shall be placed on any upper floor of a building.

3. (1) If there is no convenient access from a street to any privy, the Commissioners may, if they think fit, by written notice, require the owner of the privy to form a passage giving access to the privy from the street.

(2) Every notice served under sub-rule (1), must require that such passage be formed at ground-level, but not less than four feet wide, and be provided with a suitable door, and must inform the said owner that the passage may, at his option, be either open to the sky or covered in.

4. Models and type-plans of privies and urinals approved by the Commissioners, with estimates of the cost of constructing privies and urinals in accordance therewith, shall be kept in the Municipal office, and shall be open to inspection by any person at all reasonable times without charge; but no person shall be bound to construct any privy or urinal in accordance with any such model or type-plan if the same be constructed in accordance with the other rules contained herein.

5. (1) A drain must be provided for every privy and every urinal.

(2) Such drain must be constructed of some impervious material, and must connect the floor of the privy or urinal—

(a) with a drain communicating with a Municipal drain or sewer, or

(b) if permitted by the Commissioners, with an impervious cesspool, the contents of which can be removed either by hand or by flow, after filtration.

6. (1) The floor of every privy and urinal—

(a) must, if the Commissioners in any case so direct, be made of one of the following materials to be selected by the owner of the privy or urinal, that is to say, glazed tiles, artificial stone or cement, or

(b) if no such direction is given, must be made of thoroughly well-burnt earthen tiles or bricks.

plastered, and not merely pointed, with cement, and

(c) must be in every part at a height of not less than six inches above the level of the surface of the ground adjoining the privy or urinal.

(2) The floor of every privy and every urinal must have a fall or inclination of at least half an inch to the foot towards the drain prescribed by Rule 5; and the platform must be similarly sloped towards the aperture.

7. The walls and the roof (if any) of every privy and urinal shall be made of such materials as Walls and roof. may be approved by the Commissioners : Provided that—

(a) in the case of privies, the entire surface of the walls below the platform shall either be rendered in cement or be made as prescribed in clause (a) or clause (b) of Rule 6.

8. The platform of every privy or urinal must either be plastered with cement or be made of Platform. some water-tight non-absorbent material as prescribed in Rule 6.

9. Every privy or urinal situated in, or adjacent to, a building must have an opening, of not less than three square feet in area in one of the walls of the privy, as near the top of the wall as may be practicable and communicating directly with the open air. Ventilation of privies in, or adjacent to, buildings.

10.\* Every privy must be constructed in accordance with the following provisions—

(a) the space beneath the platform of the privy must be of such dimensions as to admit of one or two movable receptacles for sewage of a capacity not exceeding one cubic foot, being placed and fitted beneath the platform in such manner and position as will effectually prevent the deposit, otherwise than in such receptacle, of any sewage falling or thrown through the aperture of the platform ; Regulation of service privies constructed for use in combination with a movable receptacle for sewage.

- (b) the privy must be so constructed as to afford adequate access to the said space for the purposes of cleansing such space and of placing therein and removing therefrom proper receptacles for sewage ;
- (c) the said receptacles must be water-tight, and must be made of metal if their capacity is over half a cubic foot or of well-tarred earthenware or glazed stone-ware if their capacity is less than half a cubic foot ;
- (d) the door for the insertion and removal of the receptacles must be made so as to completely cover the aperture.

11. If any privy or urinal erected or re-erected after the passing of these rules is so constructed as to contravene any of the provisions of these Rules, the Commissioners may, by written notice, whether or not the offender be prosecuted under the Municipal Act before a Magistrate, require—

Enforcement of the foregoing rules in the case of future privies or urinals.

- (a) the occupier of the building to which the privy or urinal belongs, or
- (b) (if the privy or urinal does not belong to a building) the owner of the land on which the privy or urinal stands,

to make such alterations as may be specified in the notice with the object of bringing the privy or urinal into conformity with the said provisions.

\* The Sanitary Board would also draw attention to Rule 10 drafted as follows. This is the most approved system:—

10. Every privy must be constructed in accordance with the following provisions—

- (a) the platform must be provided with two apertures so arranged that solid and liquid excreta can fall into separate receptacles placed underneath, as provided in the following paragraphs ;
- (b) the space beneath the platform of the privy must be of such dimensions as to admit of two movable receptacles for solid and liquid excreta, each of a capacity not exceeding one cubic foot, being



- placed and fitted beneath the platform in such manner and position as will effectually prevent the deposit, otherwise than in such receptacles, of any sewage falling or thrown through the apertures of the platform ;
- (c) the privy must be so constructed as to afford adequate access to the said space for the purposes of cleansing such space and of placing therein and removing therefrom proper receptacles for sewage ;
- (d) the said receptacles must be water-tight, and must be made of metal if their capacity is over half a cubic foot or of well-tarred earthenware or glazed stone-ware if their capacity is less than half a cubic foot ;
- (e) the door for the insertion and removal of the receptacles must be made so as to completely cover the aperture.

A. E. SILK,

*Secretary, Sanitary Board, Bengal.*

---

## MODEL RULES FOR THE MANAGEMENT OF A PROVIDENT FUND.

### 1. In the following rules :—

- (a) Salary means monthly salary, and does not include travelling or personal allowances.
- (b) Servant includes every non-pensionable employé holding a substantive appointment under the Municipality, and whose salary exceeds Rs. 10. [See Govt. Notification No. 16 L. S. C., dated 19-3-03.] Provided that an officer officiating in an office which is vacant, or the permanent incumbent of which does not draw any part of the pay or count service, may, if he is confirmed without interruption in his service, be allowed to join the Provident Fund with retrospective effect from the date of his joining the officiating service. The monthly subscriptions to the fund shall not in such a case be less than 10 per cent.

on the salary of the officer till all arrear subscriptions are paid up.

(c) "Depositor" means a servant on whose behalf a deposit is made under these rules.

(d) "Interest" means the interest which is paid on a deposit at a Government Savings Bank under the rules in force for such institutions.

II. Every servant shall be required to subscribe at the rate of  $6\frac{1}{4}$  per cent., or one anna in the rupee, on his salary to a Provident Fund, of which an account will be opened at the Post Office Savings Bank. This deduction shall be made by the Municipality upon every salary bill presented, and the net salary only shall be paid to the servant. In making this deduction fractions of a rupee of salary should be omitted.

III. It shall be competent to the Municipality to make a contribution to the deposit account of each servant equal to, but not exceeding, one-half of the deduction made from his salary under the preceding rule; provided that if the total of the contributions shown in the bill on which a remittance is made to the Savings Bank contains a fraction of an anna, it shall be increased to the next highest anna by an addition to the bill of the difference between this fraction and unity. These provisional increases in the contribution will be shown in the abstract of balances until adjusted at the close of the year (*see* Rules VIII and IX below), but they will not appear in the depositor's ledger accounts.

IV. The deductions under Rule II and the contributions under Rule III shall be paid to the Postmaster for credit to the account of the Provident Fund in the Savings Bank. The payment of the deduction shall be debited in the accounts to the same head as the salary, and the contributions shall be charged to the service head "Miscellaneous" sub-head "Provident Fund Contributions." The remittances to the Savings Bank should, whenever possible, be made between the 1st and 4th of each month, in order that interest may accrue for the month of deposit.

V. The deposits and contributions with interest thereon at the credit of any servant may be withdrawn—

(i) on the decease of depositor, when the amount shall be paid to his legal heirs.



As soon as any sum remitted to the Savings Bank under Rule IV is credited by the Postmaster in the pass-book, the portion creditable to each depositor shall be entered in the ledger on the page set apart for his account. The totals of column 6 of this ledger will be proved with the total balance of the pass-book monthly by means of an abstract of balances in the following form :—

Serial number.	Name.	Appointment.	BALANCES AS SHOWN IN COLUMN 6 OF DEPOSITOR' LEDGER.												
			April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March, without interest.	March, with interest.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		Total ..													
		Add—Temporary Increases to contributions under Rule III and fractions unadjusted at close of the year under Rule IX ..													
		Deduct—Interest on accounts closed during the year under Rules V and VI ..													
		Total in pass-book ..													

The "add" and "deduct" entries will not appear in the column "March, with interest."

IX. Calculation of the interest due on each account shall be made yearly according to the Post Office Savings Bank rule as follows :—

"Interest will be allowed for each calendar month on the lowest balance at credit of an account between the close of the fourth day and the end of the month : provided that interest shall only be calculated at the rate of three pias a month on every complete sum of six rupees."

The yearly interest thus calculated shall be added to the principal in column 6 of the Provident Fund ledgers. These balances shall then be posted in the column "March, with interest," of the abstract prescribed in Rule VIII, and as soon after the 15th of June as the interest is added by the post office to the principal of the fund, the balance of the pass-book shall similarly be entered in this column of the abstract. "Provided that when a servant dies or ceases to be a servant of the Municipality, the calculation of interest due on his account, and the necessary addition to the principal in column 6 of his ledger account, will be made forthwith on receipt of an application from him or his heirs, as the case may be, for the amount due." The difference between the total of the ledger balances (excluding the adjustments shown at the foot of the abstract) and the balance of the fund shown in the pass-book, shall be withdrawn from the savings bank and be credited as a miscellaneous receipt. If, however, the difference contains a fraction of an anna, or if the total difference is less than 4 annas, this fraction or sum shall be left in the savings bank for adjustment at the close of the following year. When the balances have been thus compared and adjusted, the ledger account for the next year shall be opened, and a copy of his ledger account for the past year, signed by the Vice-Chairman, shall be given to each depositor.

X. No voluntary deposits from servants will be credited to the Provident Fund.

XI. Servants are not eligible to subscribe to the Provident Fund while absent on leave other than privilege leave.

XII. On a depositor leaving the service, his account shall be closed, and unless the amount at his credit be withdrawn within a certain period, *viz.*—

for balances of Rs. 10 and under, one year,

for balances over Rs. 10, three years,

it shall be written off as a dead account, and repaid only under the orders of the Commissioner of the Division.

XIII. When accounts become "dead" they must be removed from the Provident Fund ledger and be credited in the cash-book as a miscellaneous receipt, the money being drawn out of the Savings Bank. On an amount being thus written off, it should be entered in a "dead account" register in which subsequent repayments shall be noted in order to avoid a double payment.

## MUNICIPAL DEPARTMENT.

## LOCAL SELF-GOVERNMENT.

Circular No. 16L.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 1902, in which the principles were explained on which Government would be prepared to consider the proposals 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 of 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 years,	Nil.
"	"	not less than 5 years,	but less than 10	"	3 months' pay.
"	"	"	10	"	4
"	"	"	15	"	5
"	"	"	20	"	6

Compensation or invalid pension, equivalent to half pay, but not 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 or 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 pensions and payment of pensions shall be in accordance with the rules prescribed for 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.”*

## NOTIFICATION.

*The 5th January 1892.*—It is hereby notified for general information that the Lieutenant-Governor has been pleased to make the following rules for the establishment and maintenance of hospitals and dispensaries by local authorities, under section 69, clause (6) of Bengal Act III of 1884, and section 138, clause (k) of Bengal Act III of 1885, in supersession of all existing rules under these two sections. These rules also include rules for the management of hospitals and dispensaries under Government supervision, which supersede those forming part of the Dispensary Manual, issued with the Government of Bengal Notification, dated the 2nd September 1886.

H. H. RISLEY,

*Offg. Secy. to the Govt. of Bengal.*

RULES FOR THE MANAGEMENT OF HOSPITALS  
AND DISPENSARIES UNDER THE SUPER-  
VISION OF THE GOVERNMENT OF BENGAL.

## 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-Committee 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.

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

CLASS I.—*State hospitals and dispensaries* maintained by Provincial Funds and under Government management. (The fact that an institution is possessed of endowments, or receives contributions from local funds or private subscriptions, does not remove it from this category so long as Provincial Funds are practically responsible for all the charges connected with it.)

CLASS II.—*Local Fund hospitals and dispensaries* under the control and administration of local authorities (*i.e.*, District Boards, Local Boards, and Municipal Committees), 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, does not remove it from this category so long as its existence is practically dependent upon local funds.]

CLASS III.—*Private hospitals and dispensaries.* This class is subdivided into—

(A)—Institutions maintained entirely at the cost of private individuals or associations or from private endowments. [The fact that Government supplies superior inspection or registers does not remove an institution from this category.]

(B)—Institutions supported by private subscriptions or endowments, but receiving aid from Government or local funds.

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 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 II. No dispensary in Class II 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 III, three months' notice shall be given 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. Whenever a dispensary under Class III is opened or closed by a private individual, the fact shall be reported by the Civil Surgeon to the Inspector-General of Civil Hospitals. If it is desired that such institution shall be brought under the supervision and inspection of Government officers, or if it receives aid in any way (other than grant of forms and registers free of cost) from Government or local funds, it shall be brought on to the Government list, but not otherwise. If brought on to the Government list, it shall be subject to these rules.

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

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

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 on lyin accordance with these rules.

RULE 4.—A guarantee bond for the maintenance of a dispensary for a given period may, if thought necessary, be

required from the intending supporters of an institution in Class III as a condition precedent to their obtaining assistance from Government in money or in any other way.

RULE 5.—The Managing Committee of every hospital or dispensary under these rules, whether in Class I, Class II, or Class III, shall submit to the Medical Department, through the Civil Surgeon of the District, such reports, returns, and accounts as may be prescribed by the Inspector-General of Civil Hospitals 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 recognised 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 Inspector-General of Civil Hospitals 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 these rules, which has accommodation for in-patients, shall admit all cases brought by the police for examination and treatment: and shall provide facilities for *post mortem* examinations being conducted in such cases. At headquarters of subdivisions, where a special provision of medicines is made for Government servants, these medicines shall be separately stored and dispensed to Government servants in the dispensary and by its establishment.

By Circular No. 12 T.—M, dated 15th July 1902, to Commissioners, Government has, in the case of dispensaries at headquarters of

districts or subdivisions, where the managers have accepted the offer of an annual grant from Government instead, abolished this special provision or "Civil Store" and requires the dispensaries to supply medicines and instruments free of charge to the Government servants employed there.

#### APPOINTMENT, PAY, LEAVE AND PENSION OF MEDICAL OFFICERS.

**RULE 9.**—The medical officer of every institution in Class I of these rules shall be a member of the Government service, and shall be appointed by the Inspector-General of Civil Hospitals.

**RULE 10.\***—The local authority, or Managing Committee, vested with the control and administration of an institution in Class II, and the Managing Committee of an institution in Class III, shall be entitled to appoint their own medical officer, subject to the following conditions, *viz.*—

- (a) that he be a duly qualified medical man, licensed or certified by a recognised medical college or school, his license or diploma being subject to examination and approval by the Inspector-General of Civil Hospitals ;
- (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 Inspector-General of Civil Hospitals :

[ 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 the rules laid down in this Manual. In such cases, the pay of an Assistant-Surgeon will be assumed to be Rs. 150 per mensem, and that of a Civil Hospital Assistant Rs. 38, and local authorities will be required to pay these sums into the Treasury half-yearly, in June and

---

\* Government Order No. 1001 Medl., dated 21st February 1898.

December, irrespective of the actual pay of the officer appointed.

By Circular No. 377T.M., dated 18th October 1899, the Bengal Government has increased the sum payable in respect of an Assistant-surgeon to Rs. 210-14.

Provided, also, that in the case of dispensaries situated at the headquarters 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 headquarters of a subdivision shall be as laid down in Rule 11.

**RULE 11.\***—In the case of a hospital or dispensary situated at the headquarters of a subdivision, the Government medical officer in charge of the subdivision 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 Civil Hospital Assistant, or Rs. 20 a month if he is an Assistant-Surgeon. In case the officer sanctioned by Government for the medical charge of the subdivision is of the Civil Hospital Assistant class, it will be open to the Managers to obtain the services of a Civil Assistant-Surgeon on payment of the difference between the average pay of an Assistant-Surgeon (Rs. 150) and the average pay of a Civil Hospital Assistant (Rs. 38), in addition to the dispensary allowance.

**RULE 12.**—The Inspector-General of Civil Hospitals 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 II or III, 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 transferred at the request of the local authority or Managing Committee, 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 concerned.

---

\* Government Order No. 1001 Medl., dated 21st February 1898.



RULE 13.—The pay to which a Government medical subordinate in medical charge of any dispensary is entitled is only the pay of his grade, and no allowance in excess of his authorized pay can be granted by a local authority without the consent of “*Government*.” (Cir. 2040T. M., dated 16th October, 1900).

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 Managing Committee and the Civil Surgeon, to the Inspector-General of Civil Hospitals, Bengal, 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 II and III, proceeding on leave, will be borne by the local authority or Managing Committee of the dispensary when the leave is privilege leave, and in other cases by Government.”

RULE 16.—Medical officers in charge of hospitals or dispensaries in Class II or Class III, who are not in Government service, shall be entitled to such leave as the local authority or Managing Committee 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 II, 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 shall appoint a *locum tenens* duly qualified under Rule 9, 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*.

RULE 17 of the Dispensary Rules is cancelled. (*Vide* Notification No. 3022 Medl., dated the 21st July 1896.)

#### MEDICAL STORES.

RULE 18.—The indents for medical stores for hospitals and dispensaries in Classes II and III must be 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. Cinchona febrifuge and quinine can, however, at the option of the managing body, be obtained from the Government Quinologist direct on payment.

RULE 19.—Medical stores will be supplied to State hospitals and dispensaries from the Government Medical Store Department ; but the indent must be checked and countersigned by the Civil Surgeon, and the supply will ordinarily be confined to the articles specified in the list given in Appendix B, Form XV. It will, however, be in the discretion of the Inspector-General of Civil Hospitals to sanction or disallow any demand.

RULE 20.—Medical stores to be supplied from the Medical Store Department must be indented for annually, and the annual indent must be submitted on the date fixed by the Civil Surgeon, to enable him to submit the combined indent for his district punctually on the date fixed by the Inspector-General of Civil Hospitals, Bengal.

#### MANAGEMENT AND SUPERVISION.

RULE 21.—The management of hospitals and dispensaries under these rules shall be vested as follows :—

If the institution is in—

- (a) Class I—in such officer, person or persons as Government may direct.
- (b) Class II—in the local authority which provides the major portion of the funds from which the institution is maintained, 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 members shall be notified by the Commissioner in the *Calcutta Gazette*, and the Committee shall exercise in respect of the hospital or dispensary for which it is appointed such powers as may be delegated to it by the local authority.

(c) Class III—in a Manager or Managing Committee to be nominated by the supporters and approved by the Commissioner of the Division : provided that no Committee shall be appointed for any institution in this class, which receives no aid from Government or local funds, unless the proprietors or chief supporters apply for such appointment.

No medical officer and no employé of the dispensary shall be eligible for appointment as a member of the Dispensary Committee. (Bengal Government Notification No. 291 Medl., dated 18th January, 1902.)

“NOTE.—(See orders in Government Resolution No. 525 T. M., dated the 2nd November 1899, at Appendix E, regarding the constitution of Committees for the management of Class II dispensaries, and the allotment of funds to those Committees and also the rules prescribed in Accountant-General's Circular No. 263 L. A., dated 18th August 1900, for the guidance of Managing Committees and local authorities in matters of accounts.”

Government Medical Department Notification No. 943 T.—M., dated 19th June 1902.

RULE 22.—In cases failing under (b) and (c) of Rule 21, the local authority or the Managing Committee shall elect two of their number to be Chairman and Vice-Chairman respectively, and may also elect another of their number as Secretary.

RULE 23.—The Managing Committee shall meet at least once a quarter, and shall scrutinize the accounts and enquire into all matters affecting the welfare of the institution. They shall examine and pass the monthly accounts, and shall keep a minute-book in which their proceedings shall be recorded.

RULE 24.—The Managing Committee shall be responsible for the management of the funds 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 the 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 should ordinarily be asked to invest the whole or a part of it in Government securities. No other mode of investment will be allowed without the previous sanction of Government.

RULE 25.—*Omitted by Govt. order No. 2021. Medl., dated 27th July 1903.*

RULE 26.—In the case of institutions in Class II, the endowments and subsequent investments, which must be made in Government securities, shall be held in the custody of the Comptroller-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. 4523 T.—M., dated the 2nd November 1899, at Appendix “E, regarding the constitution of Committees for the “management of Class II dispensaries and the allotment “of funds to these Committees, and also the rules prescribed in Accountant-General’s Circular No. 643 L.—A. “dated 18th August 1900, for the guidance of Managing “Committees, and local authorities in matters of account.] (Notification No. 943T.—M., dated 19th June 1902.)

The same sanction is required to items of expenditure proposed by the Managing Committee as would be required if the management was directly exercised by the Municipality, *i.e.*, all expenditure must be included in the Budget Estimate of the Municipality and sanctioned by the Commissioner. (*Bengal Government Medical Department No. 137 T.—M., dated 8th May 1901 to Commissioner of Patna.*)

RULE 26A.—Dispensaries in Class II are subdivided for purposes of account into two classes: Class II A—Dispensaries for which separate banking accounts are allowed to be opened in the Treasury with the sanction of Government, and Class II B—Dispensaries for which separate accounts are not allowed at the Treasury, but the funds of which are left under the direct control of the local authority.

(a) *Class IIA—Dispensaries.*

(1) 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 realized by the local authority, and shall be remitted by it to the Treasury for credit to the Dispensary Fund, an advice being sent at the same time to the Managing Committee. If any

cheques or remittance orders are received, they should be sent intact to the Treasury for *per contra* credit to the Dispensary Fund.

All claims should be discharged either by payments from the imprest placed by the Committee in the hands of the Medical Officer in charge or by cheques drawn by the Secretary or the president upon the Treasury in favour of the actual payees. The imprest in the hands of the Medical Officer shall not ordinarily exceed Rs. 25.

(2) 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. 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.

(3) The Managing Committee shall keep a cash-book in Form No. IX.—A, in which shall be entered all receipts and payments with necessary details as soon as the transactions occur. The cash-book should be closed every month, and a memorandum recorded reconciling the balance with that shown in the pass-book. A copy of the monthly account supported by vouchers for the payments made and signed by the President of the Committee shall be forward to the office of the local authority before the 5th of the succeeding month for incorporation in their accounts.

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 should 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 payments 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.

(b) *Class IIB—Dispensaries.*

(1) 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 office of the Local authority and there accounted for in the usual way.

(2) 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 bills duly passed by the Managing Committee, by issue of cheques upon the Treasury.

(3) The Managing Committee shall keep a monthly account showing all transactions of the dispensary, including the contributions payable by the local authority, and forward a copy of this account to the local authority at the end of every month for comparison with the account kept at the office of the local authority concerned.

---

## Form No. IX—A.

*Cash book of class II.—A—Dispensary Fund.*

[illegible]

**RULE 27.**—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.

**RULE 28.**—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 Inspector-General of Civil Hospitals or to Government for a decision.

**RULE 29.**—The Superintendent shall visit each dispensary in his district not less than four times annually, except by special dispensation from the Inspector-General of Civil Hospitals, and shall prepare and submit promptly to the Inspector-General of Civil Hospitals inspection reports in Form XXVI given in Appendix D.

**RULE 30.**—The Superintendent shall furnish an annual report of the working of the hospitals and dispensaries in his district to the Inspector-General of Civil Hospitals, according to the scheme given in Appendix C, and annual returns in accordance with the forms annexed.

**RULE 31.**—The Managing Committee of every hospital or dispensary shall cause to be kept at the institution—

- (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 account 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 times to the inspection of inspecting officers.

The medical officer shall write up all other book 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 32.—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 Inspector-General of Civil Hospitals.

RULE 33.—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, on the day of entry, to the Superintendent, who will, if necessary, transmit it with his remarks to the Inspector-General of Civil Hospitals within three days of its receipt in his office.

#### GENERAL.

RULE 34.—The medical officer in charge of a hospital or dispensary is responsible for the proper treatment of the sick, and this duty shall not on any account be delegated to a subordinate ; he is also responsible for all matters connected with the comfort and well-being of the patients and for the proper working of the dispensary establishment.

RULE 35.—The managing Committee 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.

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

RULE 36.—Any person attending at a charitable dispensary is entitled to receive advice and medicines free of charge ; but 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 any cases in which the privilege is abused.

**RULE 37.**—No medicines shall be issued from the dispensary stock to any one who does not receive treatment at the dispensary either as an in-door or out-door patient.

*Exception.*—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. (*Notification No. 1860 T. M., Medical, dated 19th February 1902.*)

**RULE 38.**—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.

**RULE 39.**—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 35, or in any other way with his dispensary work.

**RULE 40.**—“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, keep a private supply of medicine for the use of his private patients.”

**RULE 41.**—Civil Hospital Assistants in charge of charitable hospitals and dispensaries are entitled to free quarters or to house-rent in lieu thereof, and quarters should, as a rule, be provided for them near the hospital or dispensary. Where quarters are provided, the Civil Hospital Assistant must live in them, but where this is not the case, he will be granted house-rent at the rate of Rs. 5 per mensem. The obligation to provide quarters or to pay house-rent will be met in each case by the authority responsible for the maintenance and management of the institutions, that is to say, in the case of institutions in Class I by Government; in the

case of institutions in Class II from local funds, and in the case of those in Class III by the owners or Managing Committees. Before granting an allowance in lieu of quarters the authority concerned must satisfy itself that the quarters occupied by the Civil Hospital Assistant are within a convenient distance of the dispensary. If quarters are not available near the dispensary, it will be the duty of the authority to build suitable quarters without avoidable delay.

RULE 42.—In dispensaries in which there are house-patients, a bed-head ticket in the prescribed form shall be hung over the bed of each in-patient.

RULE 43.—Medicines and instruments shall be kept under lock and key, except small quantities of the articles in daily use during the attendance of patients.

RULE 44.—Poisons must be kept under separate lock and key.

RULE 45.—No building for the location of a dispensary or hospital in Classes I, II and III, and no extension of such building, "involving an alteration of the structural design" shall be constructed by the local authority or manager until the plan of such building or extension shall have been approved by the Civil Surgeon "and the Inspector-General of Civil Hospitals, Bengal. Any extension or alteration involving no change of design shall be approved by the Civil Surgeon." (*Circular No. 12, Med., dated 3rd March 1900*). If in-patients are to be accommodated, each patient should have at least 60 superficial and 810 cubic feet of space, and the beds should be so placed that the patients will not be obliged to sleep in a draught of air.

RULE 46.—In the case of institutions in Class II or Class III, repairs to the dispensary buildings shall be executed by, and be chargeable to, the local authority or Managing Committee as the case may be.

RULE 47.—Menial servants will be appointed and discharged by the Managing Committee of the institution. Compounders and dressers will also be appointed and be liable to removal by the Managing Committee subject to the approval of the Superintendent.

RULE 47A.—All compounders appointed to dispensaries in Classes I and II after the 1st April 1897 must hold

certificates under the rules for the grant of certificates to compounders under section 252 of the Bengal Municipal Act, III of 1884, and section 368 of the Calcutta Municipal Consolidation Act, II of 1888, and will draw pay at the rate of Rs. 10, rising by biennial increments of Re. 1 to Rs. 15. Compounders already employed in such dispensaries will be entitled to draw pay at the above rate on obtaining such certificates (*vide* Notification No. 4841Med., dated the 15th December 1896).

RULE 48.—Dispensary servants must not be employed in the private service of the medical officer.

RULE 49.—The employment of apprentices is prohibited, except in hospitals and dispensaries, the Superintendents of which are authorised by the Inspector-General of Civil Hospitals, Bengal, to receive and train candidates for the compounder class (*vide* Notification No. 4841Med., dated the 15th December 1896).

RULE 50.—Articles of clothing which are not infected, and other moveable property belonging to deceased house-patients, should, unless, in the case of native patients to whom section 64 of Act II of 1874 does not apply, there be heirs to whom the property may be made over, be sent through the police to the local Munsif or District Judge for disposal under the provisions of Regulation V of 1799.

In the case of European or other patients to whom section 64 of Act II of 1874 applies, there is no obligation on the hospital authorities to report the death to the Judge or to send to him the property of the deceased. It may be taken away by the relations or friends of the deceased, if there are any present. If not, the hospital authorities may keep any moveable property left by the deceased, until the relations or friends of the deceased can take them away. If no application is made within six months, the articles may be sent to the District Judge with a report of the death of the deceased. In making over such property or allowing such property to be taken away, the hospital authorities will exercise due care and caution and will advise the parties that they are not legally entitled to possession of these until they have complied with the provisions of law on the subject of the effects of deceased persons, and that they are permitted to remove the property at their own risk.

A receipt for the goods should be taken in a register to be kept for the purpose or on a separate paper which should be filed. (*Notification No. 205 Medl., dated the 17th January 1903*).

#### BOOKS AND FORMS.

RULE 51.—The following books and forms are required to be kept up by the medical officer at hospitals and dispensaries brought under these rules (*see Appendix B.*):—

1. Diary and register of in-door 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. It is advisable also to keep a case-book for recording all special or important cases.

4. Register of out-patients (Form IV.)
5. Ticket for out-door patients (Form V.)
6. A book of copies of certificates given in police and medico-legal cases (Form VI.)
7. A blank book for record of *post mortem* examinations, medico-legal or otherwise, and for keeping detailed records of wounds or other police cases. Instead of a book being kept up, a copy of Form VII, which is to be used when despatching viscera to the Chemical Examiner, may be filed as a record of medico-legal *post mortem* examinations.

8. Monthly return of in and out-patients (Form VIII). This should be prepared and submitted to the Civil Surgeon soon after the close of the month, and a copy should be kept in a book for the more easy and accurate preparation of the annual return.

9. Monthly bill in detail of establishment, diet, and contingencies (Form IX). These are to be prepared by the medical officer in charge and sent for examination, counter-signature, and payment to the Secretary or Managers. In all cases in which there is expenditure for establishment, diet, or any other charge to be paid by Government, the bills of such expenditure are to be kept separate from the private accounts of the charity.

10. A bill-book for copies of all the dispensary bills.
11. A daily account or cash-book showing actual receipts and expenditure in detail. This is to be kept by the medical officer, and the account totalled up at the end of each month.
12. A diet book in Form X. This is required only in dispensaries in which there are in-patients.
13. Monthly return of medical subordinates and hospital servants, including acquittance-roll (Form XI). This is to be sent monthly to the Superintendent.
14. A stock ledger of medicines (Form XII.)
15. Annual indent for European medicines and instruments (Form XIII). This is to be submitted to the Civil Surgeon in printed form and in duplicate.
16. Emergent indent for European medicines and instruments (Form XIV). This is to be submitted to the Civil Surgeon in printed form and in duplicate.
17. Form XV shows a list of medicines that may ordinarily be indented for from the Government Medical Store.
18. Form XVI shows a list of the principal articles of the materia medica which are procurable in bazars.
19. Annual indent for Forms (Form XVII).
20. Annual returns (Form XVIII). 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 Inspector General of Civil Hospitals not later than the 10th January.
21. Operations are to be entered in the annual return in accordance with the classification given in list XIX.
22. A season monthly register of vaccination for use in dispensaries to which vaccinators are attached (Form XX). 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.

23. Annual report of vaccination. This is to be submitted to the Superintendent in Form XXI for incorporation in his general report to be sent to the Sanitary Commissioner.

24. A visitors' book. For this a simple blank book will suffice.

25. A blank book for copies of all letters and circulars received.

26. A blank book for copying all letters despatched.

27. A book-cover for filing all circulars and other letters.

RULE 52.—The following books and forms are required to be kept up by the Secretary or Managers (*see* Appendix C.) :—

1. A monthly statement of accounts (Form XXII) to be submitted by the Secretary or managers monthly to the Superintendent. A copy of the same should also be laid before the managing body at their monthly meetings, and another copy should be sent to the Magistrate.

2. An annual return of accounts in the same form should be submitted to the Superintendent for his information in the first week of January.

3. A subscription and donation book (Form XXIII).

4. A dispensary property book.

5. A committee book for recording the proceedings of each meeting of the managing body.

RULE 53.—The following reports and returns are required to be submitted by the Superintendent (*see* Appendix D.) :—

1. Annual return of Government Assistant-Surgeons and Civil Hospital Assistants (XXIV).

2. Annual confidential report of Government Assistant Surgeons and Civil Hospital Assistants (Form XXV).

3. Inspection report of a dispensary (Form XXVI).

4. Annual report on the working of a dispensary (Form XXVII).



## MUNICIPAL DEPARTMENT.

## MEDICAL.

*Darjeeling, the 2nd November 1899.*

RESOLUTION—No. 523T—M.

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 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 especially marked in cases 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 purpose 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 a 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 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.

Circular No.  $\frac{L. A.}{263}$  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. 523T.—M., dated the 9th November 1899, by which it was directed that class II

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 their funds in excess of the fixed annual allotment made for a dispensary, by the aid of a *pro formâ* 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 the 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 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 recoupment 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 formâ* 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 *challan* ;

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 of 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 formâ* 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 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.

*Pro formâ account of*

*Dispensary for the Month of*

*190*

[ Referred to in paragraph 4. ]

APPENDIX.] ACCOUNT RULES FOR DISPENSARIES.

513

C, BMM

33

RECEIPTS.				DISBURSEMENTS.						
				Rs. A. P.	(Here show the charges classified in the detail adopted in the accounts of the Local authority.)	CURRENT MONTH.			To end of preceding month.	Total.
						Number of bill.	Cheque.	Amount.		
Balance in the beginning of the year .. .. .						Number.	Date.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Allotment for the year .. .. .										
Receipts to the end of the previous month.										
Donations .. .. .				Rs. A. P.						
Subscriptions .. .. .										
Miscellaneous .. .. .										
Receipts in current month.										
Number of chalan.		Date.								
		Donations .. ..								
		Subscriptions .. ..								
		Miscellaneous .. ..								
Total Receipts .. ..										
GRAND TOTAL .. ..										
					Total Charges .. ..					
					Closing Balance at end of month					
					GRAND TOTAL .. ..					

## RULES FOR THE GRANT OF CERTIFICATES TO COMPOUNDERS.

*No. 4042 Medl.*—*The 2nd November 1896.*—In exercise of the powers conferred by section 252 of the Bengal Municipal Act (III of 1884), and section 368 of the Calcutta Municipal Consolidation Act (II of 1888), respectively, the Lieutenant-Governor is pleased to make the following rules for the grant of certificates to compounders :—

1. The word “drugs,” as used in these rules, has the same meaning as in section 252 of the said Bengal Municipal Act, or section 368 of the said Calcutta Municipal Consolidation Act, as the case may be.

2. A certificate may be granted to any person who—

Grant of certificates  
to Compounders with-  
out examination.

(a) has passed the first M. B. or first L. M. S. Examination of the Calcutta University, or

(b) has passed the Calcutta Medical College Examination for Military Medical pupils, or

(c) has passed the Military Medical Examination for hospital apprentices, or the Military Medical Examination for hospital assistants, or

(d) possesses a license, granted by any Government Vernacular Medical School, to practise medicine, or

(e) possesses a certificate, license or diploma granted by—

(i) any Medical School, College, Corporation, University or Pharmaceutical Society in Great Britain, Ireland or any British Possession which is recognised by the General Medical Council of Great Britain and Ireland, or

(ii) any foreign School or Society which may, from time to time, be approved in this behalf by the Inspector-General of Civil Hospitals, Bengal,

declaring such person to be fit to be entrusted with the duties of compounding, mixing, preparing, dispensing and selling



drugs in any shop or place registered in pursuance either of section 252 of the said Bengal Municipal Act, or of section 368 of the said Calcutta Municipal Consolidation Act.

3. A certificate may, subject to the conditions herein-  
Grant of certificates to Compounders after examination. after prescribed, be granted to any person declaring him to be fit to be entrusted with the duties of compounding, mixing, preparing, dispensing and selling drugs in any shop or place as aforesaid.

4. No certificate shall be granted under Rule 3 to any  
Candidates to pass examination. person unless he has passed an examination held under these rules.

Examinations where to be held. 5. (1) Such examinations shall be held—

- (a) at the Campbell Medical School, Calcutta,
- (b) at the Temple Medical School, Patna,
- (c) at the Dacca Medical School, Dacca,
- (d) at the Orissa Medical School, Cuttack, and
- (e) for students of the class established for apprentice compounders in the hospital of the Church of Scotland Mission, Kalimpong, at a place at the head-quarters of the district of Darjeeling to be appointed by the Civil Surgeon of Darjeeling.

(2) Students of the class established for apprentice compounders in the hospital of the Dublin University Mission, Hazaribagh, may be examined either at the Campbell Medical School, Calcutta, or at the Temple Medical School, Patna.

“(3) The students of the class established for apprentice compounders in the dispensary and hospital of the Ranaghat Medical Mission, at Ranaghat, may be examined at the Campbell Medical School, Calcutta.”—(*Notification No. 2846 Medl., the 9th May 1898.*)

6. Such examinations shall be held on such days, in  
Examinations when to be held. the months of April and October in each year, as may be appointed by the Superintendent of the School or the Civil Surgeon of Darjeeling, is the case may be, by notification in the *Calcutta Gazette*.

Committee of  
Examiners.

7. Such examinations shall be conducted by a Committee constituted as follows, that is to say :—

At each of the schools mentioned in sub-clauses (a), (b), (c), and (d) of Rule 5. {

*President.*

The Superintendent of the School.

*Members.*

Two Teachers of the School.

At the place appointed under sub-clause (e) of Rule 5. {

*President.*

The Civil Surgeon of Darjeeling.

*Members.*

The Resident Medical Officer at the Eden Sanitarium.

The Civil Hospital Assistant attached to the Darjeeling Charitable Dispensary.

8. The subjects for examination shall be Materia Medica ; Pharmacy ; reading in English, and writing from dictation in English, prescriptions and labels for prescriptions ; and compounding, mixing, preparing and dispensing drugs.

Subjects for  
examination.

Certificate of training and certificate of age and previous education to be produced.

9. No person shall be admitted to an examination held under these rules unless he produces a certificate of training and a certificate of age and previous education.

Contents of certificate of training.

10. The certificate of training required by Rule 9 must state either—

(1) that the holder thereof—

(a) has attended regularly for one year or more the class established for apprentice compounders in the Campbell Medical School, Calcutta ; the Temple Medical School, Patna ; the Dacca Medical School, Dacca ; the Orissa Medical School, Cuttack ; the Hospital of the Church of Scotland Mission, Kalimpong, Darjeeling, "the dispensary and hospital of the Ranaghat Medical Mission" (Notification No. 2846 Medl., the 9th May 1898), or the Hospital of

the Dublin University Mission, Hazaribagh, as the case may be, and

- (b) has received instruction in *Materia Medica*; in Practical Pharmacy; in reading in English, and writing from dictation in English, prescriptions and labels for prescriptions; and in compounding, mixing, preparing and dispensing drugs, and
  - (c) has acquired a sufficient knowledge of *Materia Medica* and Pharmacy, and can accurately dispense prescriptions in English, or
- (2) that the holder thereof—
- (i) has served for three years as an apprentice compounder in some Chemist's or Druggist's establishment recognised for this purpose by the Inspector-General of Civil Hospitals, Bengal, or in some hospital or charitable dispensary under the management or supervision of the Government, in which the said Inspector-General has authorised the reception of persons for the purpose of being trained as compounders, and
  - (ii) has acquired a sufficient knowledge of *Materia Medica* and Pharmacy, and can accurately dispense prescriptions in English.

11. The certificate of age and previous education required by Rule 9 must be one granted at the time when the holder thereof was received into the school, hospital, establishment or dispensary mentioned in Rule 10, and must state that he was then not less than seventeen years of age, and had a sufficient knowledge of Arithmetic and English to read and understand prescriptions and to write directions on labels.

Contents of certificate of age and previous education.

12. Notwithstanding anything in Rule 9—

- (a) any person who has, for seven years preceding the publication of these rules in the *Calcutta Gazette*, acted as Compounder in any shop or place of the kind referred to in section 252 of the said Bengal Municipal Act, or section 368.

Certain persons exempted from producing such certificates.