

managing committees for Primary Schools and in any other way that may further the cause of primary education.

74. Should a difference of opinion arise between the Board and the Inspector on any question connected with schools and officers under the Board, or should the Board omit to take action in any case when requested to do so by the Inspector, or should the Inspector disapprove of any action taken by the Board, the question shall be referred either by the Inspector or by the Board, through the District Officer to the Commissioner who will, if he thinks fit, take action under section 125 of the Act. The Commissioner's order on such reference shall be final as between the Inspector and the Board, unless a question of principle be involved, in which case, if the Inspector be dissatisfied with the Commissioner's order he may refer the matter to the Local Government through the Director of Public Instruction.

75. Correspondence between a District Board and the Director of Public Instruction shall pass through the District Officer and the Inspector except in cases otherwise provided for. In matters of exceptional importance or where more than one district is concerned correspondence between the the Director and District Boards shall also pass through the Commissioner.

PRESENT STATE OF THE SCHOOL.

(To be filled up if the School has been in existence for six months and upwards).

1883

Position.

Classes.	Average number of pupils during the last six months.	Fees charged in each class.	Average charges incurred monthly for the last six months.			Average monthly receipts for the last six months.						REMARKS			
			1st Teacher	Rs.	A.	P.	FROM PRIVATE SOURCES.	Rs.	A.	P.	Rs.		A.	P.	
1st ...			1st Teacher	...				FROM PRIVATE SOURCES.							
2nd ...			2nd											
3rd ...			3rd				Fees ..							
4th ...			4th				Subscriptions and							
5th ...			5th				Donations							
6th ...								Endowments							
7th ...															
8th ...															
								FROM PUBLIC SOURCES.							
								† Grant-in-aid from the District Board							
								Municipal grant							
								TOTAL FROM ALL SOURCES							
TOTAL ...			TOTAL	...				† Here enter number and date of order sanctioning existing grant, if any.							

Form B.

(In which sanction to grant shall be conveyed under rule 27.)

Office Memorandum of the District Board of

(1) A grant of Rs. _____ a month is sanctioned from the _____ 19
for the _____ school at _____ in thana _____

on the following conditions :—

(a) That Rs. _____ a month at least be regularly
contributed from private sources.

(b) That the following scale of expenditure be maintained :—

			Rs.	a.	p.
Head Teacher		
Second do.		
Third do.		
Fourth do.		
Fifth do.		

(2) The grant is payable every month.

(3) The monthly bill (in form C) must be sent to the District Board for payment, and must be accompanied by a certificate (in form D) that all amounts mentioned in this account as received and paid during the month have actually been so received and paid.

(4) The monthly bill and the certificate must be signed by the Secretary of the school.

(5) The bill is paid on the distinct understanding that the salaries and other charges certified by the Secretary to have been paid have actually been paid.

(6) Salaries for service in any month become due on the first day of the following month.

(7) The appointment and dismissal of every teacher shall be notified to the Board. No appointment shall be confirmed until it has received the sanction of the Board : and the Board shall have power to inquire into any case of the dismissal of a teacher. Notice of all appointments of Rs. 20 and upwards shall be forwarded to the Inspectors by the Board.

(8) The grant is liable to be reduced or withdrawn—

(a) if the payment of any teacher's salary is delayed for more than two months after it has become due,

(b) if the school is unfavourably reported on as regards the attendance or proficiency of the scholars ;

- (c) if the managers keep their accounts in a negligent and untrustworthy manner, or if they send up incorrect accounts, or if they fail to transmit punctually the periodical returns required by the Board or by the Department, or if the school-house is unfit for the purpose of the school, or is untidy, or dirty, or if the Board or the Department is otherwise dissatisfied with the management of the school ;
- (d) if the teachers are inefficient, or if they absent from duty otherwise than in accordance with the rules of the Department or of the Board, or if they keep the school registers in a negligent or untrustworthy manner.

(9) The number of holidays must not exceed the maximum prescribed by Government except under peculiar circumstances and with the sanction of the Board.

(10) Every new election to the Committee of Management must be notified to the Board under the signatures of the Secretary and of the members elected.

(11) Every change of Secretary must be notified to the Board under the signatures of the new Secretary and the members of the Committee of management.

(12) All receipts from whatever sources or for whatever purposes collected must be entered in the account book of the school, which will be open to inspection and examination by the inspecting officers of the Board, the Commissioner of the Division, the Magistrate of the district, the Subdivisional Officer, the Inspector of Schools, the Deputy Inspector and Sub-Inspectors of Schools.

(13) No part of the previous balance of a school may be spent without the sanction of the Board, except for payment of the sanctioned establishment, in order to make up any deficit in the private contributions in any particular month.

(14) No new building may be constructed for the school until the plan and estimates have been approved by the Board.

(15) The Board may claim a fair share of any balance at the credit of a school at the time of its abolition, as well as of the sale-proceeds of any school-house or furniture towards the erection, or repair, or purchase of which a grant may have been made by the Board.

OFFICE OF THE DISTRICT BOARD }
OF
the 19 }

Chairman

FORM D

(Vide Rule 27)

Monthly Abstract Account

.....School at.....Thana.....

For the month of.....19

RECEIPTS.

		Rs.	A.	P.	Rs.	A.	P.
Balance of previous account	...						
Fees and fines received during the month	...						
Subscriptions and donations received during the month	...						
Received from other local sources during the month	...						
Grant from the District Fund during the month (for)	...						
Grant from Municipal Fund during the month (for)	...						
Special grant received during the month (on account of)	...						
Advances from Secretary during the month	...						
Total of actual receipts during the month	...						

DISBURSEMENTS.

	I. Monthly charges specified in the grant			II. Charges falling due in the month			III. Amount actually paid during the month			Explanation of difference between columns I and II.
1	2			3			4			5
Head Teacher	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	
2nd "										
3rd "										
4th "										
5th "										
6th "										
7th "										
8th "										
9th "										
10th "										
Prizes										
Library										
Servant—Number										
Contingencies										
TOTAL										

Add outstanding dues (if any) from last account

TOTAL .. Ao

Bo

Outstanding dues (if any) from present account, namely, the difference between A and B.

Expenditure from special grants ...
Refund of Secretary's advance (See account for)

Rs.

Total of actual payments during the month
Balance in hand on the last day of the month

Paid on

Total ...

Secretary.

I declare that all the amounts mentioned in this account as received and paid during the month have actually been so received and paid.

Examined.

Dated.....

Secretary.

The.....

Head master.

Note 1. This account is to be for the month preceding that for which the accompanying grant-in-aid bill is drawn.

Note 2. It is to be an abstract of the actual receipts and disbursements during the month as entered in the cash account book.

Note 3. The Secretary will send this account in duplicate if required to do so by the Inspector.

Note 4. If the declaration at the foot of this account is falsely signed the Secretary is thereby rendered liable to all the penalties of clause 415 of the Penal Code.

FORM D—2

Abstract Register of Attendance

.....School at.....Thana.....

For the month of.....19

Class	Number on the roll	Average number present daily during the month	Rate of school fee	Amount of school fees due for the month	Admission fees and fines due	Outstanding from previous months	Total	Amount collected during the month	Amount outstanding	Remarks
1	2	3	4	5	6	7	8	9	10	11
				Rs. a. p.	Rs	Rs. a. p.	Rs. a. p.	Rs.	Rs	
1st Class										
2nd „										
3rd „										
4th „										
5th „										
6th „										
7th „										
8th „										
Total										

Hindus.....Percentage of attendance during the month of.....

Mahammadans.....Number of working days during the month of.....

Others.....

Secretary

FORM E.

(Vide Rule 58.)

Educational budget estimate of the District Board of
ending the 31st March 19

for the year

Receipts	Last year		Current year		En- suing year	Expenditure	Last year		Current year		En- suing year
	Estimate	Actuals	Sanctioned Estimate	Revised Estimate	Budget Estimate		Estimate	Actuals	Sanctioned Estimate	Revised Estimate	Budget Estimate Remarks
1	2	3	4	5	6	7	8	9	10	11	12 13
School fees of Board Schools—						I. Maintenance of Schools directly managed by the Board (Section II)					
(1) Middle Vernacular Schools ...						* Middle Vernacular Schools					
(2) Primary Schools						Masters ...					
(3) Other Schools...						Servants ...					
Contribution—						Contingencies					
(1) By private persons or associations ...						* Primary Schools					
(2) Municipal or other public bodies ...						Masters ...					
						Servants ...					
						Contingencies					
Fees realized from candidates at the Lower Primary Scholarship Examination—						† Other Schools					
						Masters ...					
						Servants ...					
						Contingencies					
Fees for the transfer of Lower Primary Scholarships ...						II Schools aided under the grant-in-aid rules (Section III)					

* Details for each school should be shown separately

Names of schools of each class, as well as monthly expenditure on each, should be shown separately.

Receipts	Last year		Current year		En- suing year	Ex; enditure	Last year		Current year		En- suing year
	Estimate	Actuals	Sanct oned Estimate	Revised Estimate	Budget Estimate		Estimate	Actuals	Sanctioned Estimate	Revised Estimate	Budget Estimate Remarks
1	2	3	4	5	6	7	8	9	10	11	12 13
Sale proceeds of books, furniture, etc						Middle vernacular Schools					
Income from endowments						Primary Schools					
Miscellaneous—						others Special grants for building, furniture, etc					
						III Stipendiary Schools (Section IV)					
						Stipends in boys' Schools					
						Stipends in girls Schools					
						IV Scholarships					
						(1) Lower Primary					
						(2) Others—					
						VI.					
						Miscellaneous					
						(1) Prizes ...					
						(2) Cost of Lower Primary Scholarship Examination					
						(3)					
						Miscellaneous Contingencies†					
TOTAL ...						TOTAL ...					

† Details under principal heads should be given.

NOTE A.—The amount appropriated from previous years surplus should be stated on the "Remarks" column.

NOTE B.—Minimum expenditure on Education as fixed by Government. Rs.

NOTE C.—Estimated ordinary income of the Board for the year to which the budget relates. Rs.

Chairman, District Board of

District Inspector of Schools.

FORM F.

(Vide Rule 58)

(As amended by Govt. Notification No. 4261 L. S. G.
dated 26th October 1921).

Comparison of proposed expenditure on Education with the standard
of expenditure laid down by Government.

Standard of expenditure.	Proposed expenditure.
1	2
Rs.	Rs.
1. Unexpended balance of the previous year.	1. Total of Educational budget.
2. Actual expenditure on Education in 1911-12.	2. Expenditure on educational buildings provided under 45—Civil Works.
3. Five per cent. of the local cesses for the penultimate year <i>i.e.</i>	3. Expenditure on Provident Fund and pensionary charges for educational officers.
4. Government grants made subsequently to the 1st April 1912. (Recurring grants or grants specially sanctioned for the year to which the budget relates.)	
Total ...	Total ...

Education—Supplementary Rules. Supplementary Instructions.

Bihar and Orissa Government Notification No 593 E, dated 23rd May 1919 :—The Lieutenant-Governor in Council is pleased to prescribe the following revised instructions to supplement the rules published under Notification No 196 E, dated the 19th April 1919. These instructions will take the place of those published under Notification No 1656 E, dated the 8th September 1915. They apply not only to District Boards but also, *mutatis mutandis*, to all other local bodies entrusted with the control of Middle and Primary schools. District Boards in Board areas, the District Committees in Singbhum and the Sonthal Parganas, the District Council in Sambalpur and District Officers in other areas may, in consultation with the Inspector of Schools, modify these instructions in points of detail to suit local circumstances but when it is desired to introduce a change inconsistent with the principles underlying the instructions, the approval of the Director of Public Instruction should be obtained. In cases where there is a difference of opinion between the District Board, District Committee, District Council or District Officer, as the case may be, on the one hand, and the Inspector of Schools on the other, the matter should be referred to the Director of Public Instruction.

1. Except when a grant is specially made by Government or other competent authority for some other purpose, the funds available for vernacular education may be devoted only to the following purposes :—

- (a) The maintenance of Board Middle Vernacular Schools for boys or Primary Schools or Maktabas.
- (b) The payment of grants-in-aid to committees or societies managing one or more recognized middle vernacular schools for boys, or primary schools or maktabas.
- (c) The payment of stipends to teachers of recognized primary schools or maktabas.
- (d) The payment of money order commission for sending the money due to the teachers, committees and societies referred to in (a), (b) and (c) above.
- (e) The payment of salaries of maid-servants for girls' schools.
- (f) The purchase of prize and library books.

Note—f. The following orders were issued by Government with regard to the purchase of toys and saris to be given as prizes to girls :—“I am directed to refer to

your letter No. L. A.—1773 dated the 31 January, 1924, in which you ask for definite orders of Government as to whether the charges incurred in the purchase of toys and saris to be given as prizes to girls reading in Upper Primary and Lower Primary schools, are admissible under rule 1 of the rules issued under Notification No. 593 E, dated the 23rd May, 1919.

In reply I am to say that under the preamble of the notification referred to District Board may, in consultation with the Inspector of Schools, modify the instructions in points of detail not involving any change of principles. In the present case, Government in the Ministry of Local Self-Government do not consider that the giving of saris and toys as prizes contravenes the principles underlying the instructions embodied in the notification (B and O Government letter No. 3720 L. S. G. dated the 26th March, 1924, to the Accountant General).

Note—2. Considerable amounts are spent on prizes, in the shape of books, sarees, toys etc., These articles are usually purchased by and stocked in the District Board's Office and the distribution is made through the Sub-Inspectors of Schools. This arrangement leaves room for leakage unless certificates of distribution of the article, are obtained both from the Sub-Inspectors and the Head Masters of the schools concerned showing the details of the articles distributed and compared with the District Boards' stock registers. (Para 16 of the annual report on the working of the Local Audit Department in Bihar and Orissa for the year 1917-18).

- (g) The acquisition of land for school sites, the construction or purchase of, and repairs, improvements or addition to, buildings for recognized middle vernacular schools for boys or primary schools or maktabas.

Note.—Government have decided that although the rules under the Local Self Government Act, published with Notification No. 196 E dated the 19th April 1919, and the corresponding rules in force in areas to which the Local Self-Government Act does not apply, do not expressly authorize expenditure on buildings for stipendiary schools, there is no objection to such expenditure provided that the local body concerned acquire the land on which the building stands, and take steps to ensure that the building remains its own property. In districts, however, where managed or aided schools exist, buildings should ordinarily be constructed for them in the first instance. (D. P. 1's Circular No. 25 dated the 8th August 1919).

Note 2.—Gurus of Primary schools should not be entrusted with money for the repairs of their schools. (B. and O Government No. 7250-54 M dated the 31st May 1915)

- (h) The purchase and repair of furniture and equipment for recognized middle vernacular schools for boys or for managed or aided primary schools or maktabas.
- (i) Miscellaneous charges, such as printing and the purchase of sewing materials.
- (j) The payment of Lower Primary Scholarships.
- (k) The payment of capitation allowances for teaching girls when there is no girls' school within two miles.

Note 1.—The Government is willing to give a further trial to the system of capitation allowances to teachers in boys' schools for each girl taught by them, but no such

allowance should be given when there is a separate school within two miles, and before the allowances are paid care must be taken to ascertain that the girls attend regularly and are genuine pupils. In the Director of Public Instruction's Circular No. 107 dated the 29th May 1906, it is stated that the rates of such grant should be left entirely to the discretion of District Boards. (B. and O. Government Resolution No. 1274 E dated the 2nd July 1915)

2. Every Board, aided or stipendiary school must provide instruction in the courses of study from time to time prescribed by the Director. English may not, without the special permission of the Director, be taught in any primary school for boys. It may however, be taught orally in Standard I and the higher classes of primary schools for girls if the Inspectress certifies that the teacher is competent.

Note :—As a result of a resolution passed by the Legislative Council Government have agreed.—

(1) that spinning should be introduced as a compulsory vocational subject for girls over ten years in all schools ;

(2) that it should be introduced as an optional subject in primary boys' schools for all children over ten years. In the latter instance, however, Government cannot supply the raw cotton which must be provided by parents or other persons living in the locality. (B and O. Government letter No 1301 E dated 4-4-1924, to all Chairman of District Boards and Municipalities).

3. In all Primary schools all children whose parents or guardians are not assessed to the chowkidari tax on account of poverty, or are registered under the Criminal Tribes Act. or are aboriginals who have never paid fees or are members of the untouchable castes as defined in article 1034 (9) of the Education Code, shall be excused fees.

In addition, 20 per cent of the remaining pupils, but not more, shall be permitted to read free. All other children shall pay fees. If there is a School Committee, the free pupils shall be chosen by it ; if not, they shall be selected by the teacher with the approval of the Sub-Inspector in charge of the circle. Where the panchayati system is in force, the Chairman of the District Board or the District Officer, as the case may be, may direct that the local panchayat shall be consulted. The rate of fees charged shall be clearly shown on a placard to be hung up in the school. (As amended by Government Notification No. 460 E. R dated 7. 8. 1923).

4. No Board school may be established, nor may aid or a stipend be given, in respect of any school, unless the District Inspector of Schools certifies that there is no previously existing school within two miles of it which adequately supplies the needs of the locality.

Note :—(1) Not more than 80 pupils can be efficiently taught by one teacher. If therefore the average attendance in a school exceeds 30, a second teacher should be appointed or an additional school should be opened.

(2) This rule does not apply to girl's schools or infant schools.

5. No Board school may be established; nor may aid or a stipend be given, in respect of any school unless the building in which it is held, whether belonging to or lent to the school, has been certified by the District Inspector or the Sub-Inspector to be free from serious objection on sanitary grounds.

6. Every Board, aided or stipendiary school, is required to possess such maps, teaching appliances and furniture as the Director may prescribe as the minimum equipment for schools of its class.

7. The time-table of the school must be approved by the Sub-Inspector in charge of the circle, or other authority selected by the Chairman of the District Board, District Committee or District Council or the District Officer, as the case may be, and must be hung up in the school.

Note. Committees, or societies in charge of a number of schools in one district may approach the Chairman or District Officer, if they so desire, for permission to sanction the time-tables for their own schools.

8. Every school must have an attendance register, an admission register, a visitor's book, a record of transfer certificates received and issued and, where fees are charged, an account book, each of which must be kept in the prescribed form.

9. The teacher must submit quarterly a statement showing the number of pupils on the rolls and the daily attendance for each month of the past quarter, to the Sub-Inspector in charge of the circle within three days of the commencement of each quarter.

10. The teacher must observe the transfer and other rules of the Department.

11. Proper arrangements must be made to ensure discipline and to see that the pupils are regular in their attendance.

12. A copy of these rules in the vernacular must be hung up in every school.

13. The number of holidays must not exceed 45 days in a year, exclusive of Sundays, the King-Emperor's Birthday and the Darbar day, except in backward areas where the limit may be raised to 60 days with the special sanction of the Director. In primary boarding schools the limit is 60 days in a year. A copy of the list of holidays approved by the District Inspector of Schools, or other authority selected by the Chairman or District Officer, as the case may be, must be hung up in each school.

14. Casual leave up to a maximum of 10 days in a year may be granted to a teacher by the Sub-Inspector in the case of the stipendiary schools, by the Secretaries of School Committees in the case of aided schools, and by the District Inspector in the case of Board Schools. In stipendiary schools all other leave should be without allowances. The fine for absence without leave may appropriately be two days' stipend for each day of absence.

15. Those schools in each circle have a prior claim to aid or stipends, of which the teachers have passed through a training school or have passed the upper primary or some higher examination. The state of the school building and the quality of the teaching appliances should also be taken into consideration.

16. The aid or stipend given to any school will be withdrawn if the average number of pupils in attendance during the preceding six months has been less than 15 in the case of a lower primary school, or 25 in the case of an upper primary school, and the average attendance less than 60 per. cent. due allowance being made for the sowing and harvesting seasons. This rule does not at present apply to girls' schools, nor to boys' schools for aboriginals or other backward races.

17. Except in municipalities, all payments to teachers will be made by means of postal money orders.

18. The Sub-Inspector in charge of each area will prepare within a week of the end of each quarter the bills for all the schools in his circle and will submit them at once to the local body concerned. Bills for committees or societies which have schools in the circles of more than one Sub-Inspector will be prepared by the District Inspector of Schools. The passed bills with money order forms filled in and money order commission in cash will be given to the treasury officer who will certify that the amount has been credited to the post-office and pass on the money order forms to the Postmaster for issue.

Note. No separate allotments from District Funds should be placed at the disposal of the Sub-Inspectors of schools but bills should be presented by them at the District Board's Office for payment. Sufficient details must be given in respect of the outlay incurred in the distribution of prize books etc. to the primary schools. (Government Circular No. 24 L. S. G. dated the 7th April 1910).

19. Members of District and Local Boards should inspect primary schools as often as possible.

Note. The Local Government in the Education Department have issued orders authorising certain officers to award prizes when visiting educational institutions.

Amongst others, Inspectors and Inspectresses of Schools have been authorised to award prizes up to a total sum of Rs. 350- a year subject to the following maxima :—

At a middle school	Rs 5-
At a large primary school ..	Rs. 3
At a small school	Rs 2-

Government desire that the local bodies should make a small budget provision for award of prizes at schools by the Chairman of the District Board or Municipality. The award of prizes in these cases should be confined to primary and boys' middle vernacular schools and the scale should not exceed that prescribed above for Inspectors and Inspectresses of Schools. (Bihar and Orissa Government No 8638-42- M, dated the 1st July 1915).

Rules for the grant of educational concessions to the children of Indian Soldiers.

1. The rules below will apply to the children (boys and girls) of all men of whatever rank, whether combatants or non-combatants who have since the 4th August 1914, died while on the active list duty or become permanently incapacitated owing to wounds or disease contracted while on the active list.

2. A list of all such persons in the form below, showing their place of residence, will be sent by the Officers Commanding depots and units to the Collector of each district in Bihar and Orissa for disposal under these rules. The Secretary to the Provincial Recruitment Board also from time to time will forward to the District Officers concerned such notices of casualties as are sent to him by the Central Casualty Bureau at Simla.

3. The Collector on receipt of the information will ascertain and record the names and ages of all children under 16 years of age of the men mentioned in the list (due regard being had in the case of girls to any objection to the recording of names,) and, subject to proviso (iii) of rule 4, will communicate to their guardians a certificate for each child stating that he or she is entitled to the benefit of these rules.

4. Any child producing such a certificate before the head of an educational institution will be entitled—

- (a) in the Infant and Lower Primary classes to free education and an annual allowance of Rs. 5 for books which will be paid in two half-yearly instalments, one on joining school (or in January if the child is already at school) and the other in July of each year ;
- (b) to a scholarship of the value of Rs. 3 a month in the Upper Primary classes, and Rs. 4 a month in the Middle classes which will carry with it the privilege of free tuition. The

Scholarships will be tenable in Middle schools and in the Upper Primary and Middle classes of High Schools ;

- (c) to free tuition in the High School classes of Government schools and in Government Colleges. If further assistance is required by pupils in the High School or College stage individual cases will be considered separately on their own merits.
- (d) When the pupil resides in a hostel and the amount of the scholarship indicated above does not cover hostel charges, an additional monthly allowance will be given at the rate of Rs. 5 in a Primary or Middle school, Rs. 6 in a High School and Rs. 8 in a College.

Provided that—

- (i) a concession or scholarship under these rules may be withdrawn, if, in the opinion of the head of the institution concerned, the progress of the pupil is inadequate or his conduct unsatisfactory ;
- (ii) no scholarship will be given to a pupil who has not passed such tests as may be prescribed for entry into the class for which the scholarship is given ; and
- (iii) concessions or scholarships will not be open to children who up to the age of 10 have not attended any school.

5. Government will not interfere with the discretion of the guardians as to the institution to which the child should be sent.

6. Government anticipate that the local bodies will be prepared to meet the cost of the annual allowances for books referred to in rule 4 (a) but if in any year the cost incurred on this account by any local body is more than it can afford, Government will be prepared to reimburse it partially or wholly as may be necessary.

7. The concession of free tuition referred to in rule 4 (b) and (c) holds good only in Government schools and colleges, but the authorities of aided schools and colleges are requested to give similar concessions if their circumstances permit.

8. It will be open to the officer commanding any military unit to address the Collector concerned for information regarding the education of the children of any man of his unit coming under the category described in rule 1 above, and the Collector will give such information as is possible in reply to such enquiries. (B. and O. Govt. No. 603-07E. dated 26. 5. 1919, and D. P. I. B. and O's. Cir. No. 7 dated 14. 4. 19.)

FORM.

1. Name and father's name and caste.
2. Unit and rank and number.
- 3 Division in India to which attached.
4. Whether (a) died or (b) permanently incapacitated owing to wounds or disease while on the active list since August the 4th, 1914.
5. Residence, village, thana, district and province.

Subsequently the following orders were issued :—

"I am directed to refer to Mr. Russell's letter No. 603-07 dated the 26th May 1919, regarding the grant of educational concessions to the children of the Indian Soldiers. It has been represented that these orders do not permit a contribution towards the boarding expenses of children attending Lower Primary schools but that in some of the sparsely populated tracts, such as the Sonthal Parganas, students do not live sufficiently near to a Lower Primary school to attend it daily and hence require an allowance to meet these expenses. The Lieutenant-Governor in Council considers that an allowance is needed in these circumstances and is pleased to direct that boarding stipends up to Rs. 4 a month may be granted in cases in which it is certified by the District Officer that the child does not live sufficiently near a Lower Primary school to attend daily and the grant is recommended by him. The charge should be borne by the District Boards or District Councils according to the means at their disposal, it being open for them to apply for reimbursement partially or wholly as allowed in paragraph 6 of the enclosure to Mr Fawcus' Circular No. 7 dated the 7th April 1919 forwarded with Government letter cited above (Bihar and Orissa Government letter No. 2288-92 R, dated 27th November 1920.)

PART VII.

Rules for the management of the Hospitals and Dispensaries under the supervision of Government of Bihar and Orissa.

In exercise of the powers conferred by clause (ii) of section 69 B of the Bengal Municipal Act, 1884 (Bengal Act III of 1884). and clause (k) of section 138 of the Bengal Local Self-Government Act 1885 (Bengal Act III of 1885), and in supersession of all previous notification under either or both of those clauses, issued by the Government of Bengal and the

Government of Bihar and Orissa, the Lieutenant-Governor in Council is pleased to make the following rules for the establishment and the management under the said Acts of hospitals and dispensaries under the supervision of the Government of Bihar and Orissa. (Bihar and Orissa Govt. Notification No. 20551 M, dated 13. 12. 1918.)

Preliminary.

In these rules—

- (a) "Local Authority" means any body or 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.
- (c) "Dispensary or Hospital" means an institution for the medical treatment of sick persons and includes a travelling dispensary, which is organized on a regular and permanent basis and for which statistics are maintained and returns submitted in the proper forms

Classification.

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

Class I. State :—	} These include all institutions maintained by Provincial Funds and under Government management. (The fact that an institution possesses endowments or receives contributions from local funds or private subscriptions should not be regarded as a reason for not classing it as "State", so long as Provincial and Imperial Funds are ultimately responsible for all the charges connected with it).
Public Hospitals and Dispensaries.	
Class II. State :—	
Special Hospitals and Dispensaries.	
(i) Police.	
(ii) Forests and Surveys	} Class I. "Public" are State dispensaries which are opened to the poorer classes of the public.
(iii) Canals.	
(iv) Others.	

Class II :—"Special" are State dispensaries which serve only a special section of the public, as indicated in the sub-classification attached.

Class III :—*Local Fund Hospitals and Dispensaries*—includes all institutions which are vested in local authorities, or guaranteed or maintained by local funds. The fact that such an institution is aided by private

subscriptions or receives assistance from Government in the shape of part of the salary of the Medical Officer, grants of medicines or otherwise, should not be regarded as a reason for not classing it as a Local Fund dispensary so long as its existence is ultimately dependent upon local funds.

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

Class V :—*Private non-aided Hospitals and Dispensaries*—comprises institutions maintained entirely at the cost of private individuals or associations. The fact that Government supplies superior inspection or registers and forms should not be regarded as reason for not treating it as a private non-aided dispensary.

Class VI :—*Railway Hospitals and Dispensaries*—comprises all railway institutions, whether maintained by State Railways or others.

Opening and closing of Dispensaries and conditions under which Government aid and supervision granted.

2. A dispensary may be opened by a local authority with the sanction, general or special, of the Commissioner of the Division, 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 III. No dispensary in class III in which a Government medical subordinate is employed shall, however, be closed without the sanction of Government, and in the case of a dispensary in class IV or V, three months' notice shall be given to the District Magistrate and the Civil Surgeon before the dispensary is closed. All dispensaries maintained by local authorities with public funds entrusted to them by Government are subject to all the rules hereby laid down for the management of such institutions. Whenever a dispensary under class IV or class V is opened or closed by a private individual, the fact shall be reported by the Civil Surgeon to the Inspector-General of Civil Hospitals.

- (i) Institutions in class IV, which are in receipt of aid from Government or local funds, shall be subject to these rules. Private non-aided dispensaries shall not be brought under the supervision of Government except at the request of those who are responsible for their maintenance. When the

Inspector-General of Civil Hospitals approves of their being brought under Government supervision, they shall be placed in class V and be subject to such of these rules as are applicable to them.

(ii) Whenever a new dispensary is opened, whether it is a State or local fund dispensary, or when a private dispensary is proposed to be placed under Government supervision, the Civil Surgeon of the district should furnish the Inspector-General of Civil Hospitals with information on the following points :—

- (a) Allotment made under the different heads of expenditure for the maintenance of the dispensary.
- (b) A copy of the Divisional Commissioner's order sanctioning the establishment of the dispensary, unless it is a State or a private one.
- (c) A plan of the building in which the dispensary is or will be located.
- (d) A list of the proposed equipment of the dispensary.

Note :—In his Circular No. 29 dated the 20th April 1918, the Inspector-General of Civil Hospitals, Bihar and Orissa, recommended that all mufassil dispensaries whether maintained by District Boards or others should possess the following books for the use of the Medical Officers in charge :—

1. Elements of Practical Medicine, Latest Edition, by A. H. Carter.
- A Manual of Medicine by T. K. Monro
2. A Manual of Surgery for students and practitioners by W. Rose and A. Carless.
3. A short Practice of Midwifery by H. Jellett.
4. Dictionary of Treatment by Sir William Whitla.
5. Cholera and its treatment by Lt. Col. Sir Leonard Rogers, I. M. S.
6. A Treatise on Materia Medica and Therapeutics by Rai Bahadur Rakhal Das Ghosh, Edited by B. H. Deare.
7. A Hand-book of the Diseases of the Eye and their Treatment by Sir H. R. Swanzy and L. Werner.
8. A Surgical Hand-book of Practitioners by F. M. Caird and C. W. Cathcart
9. Tropical Diseases by Sir Patrick Manson.

(e) The authority mainly responsible for its maintenance and the class in which it is proposed to place with.

(f) The name and qualifications of the Medical Officer whom it is proposed to appoint as laid down in Rule 10.

(iii) No dispensary should be removed from one place to another until the matter has been fully discussed and the

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Inspector-General of Civil Hospitals, informed in sufficient time to enable him to express an opinion and to sanction or reject the proposal.

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

- (i) The Lieutenant-Governor in Council reserves the right to withdraw Government supervision or aid in any case, or at any time, when it may seem desirable to do so.
- (ii) No grant may be made by a local authority in aid of any hospital or dispensary which has not received the recognition of Government and been classified under these rules. Grants-in-aid shall be made only in accordance with these rules

4. A guarantee bond in the form appended to these rules 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 IV or V as a condition precedent to their obtaining assistance from Government in money or in any other way.

5. The Managing Committee or Manager or person or persons vested with the management of every hospital or dispensary under these rules 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 on indent submitted through the Civil Surgeon.

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 persons who may be generally or specially appointed by the Commissioner of the Division or the Inspector-General of Civil Hospitals in that behalf. No charge shall be made for such inspection or supervision.

Note 1.—Local bodies are not authorised to provide for any establishment and stationery etc., for the Civil Surgeon. It has been decided by Government that all such charges should be met from Government Funds and therefore require the previous

sanction of Government (Bihar & Orissa Government letter No : 10600 M dated the 30th July 1918 and para. 11 of the Annual Report on the working of the Local Audit Department in Bihar and Orissa for the year 1918-19).

Note 2.—The cost of stamps and stationeries used by the Civil Surgeons in the correspondence they carry on in connection with dispensaries maintained from Local Funds should be met from the contract contingent grant of the Medical Department. The Local Funds concerned should not be asked to pay for the same (Bihar and Orissa Government letter No : 8903 M, dated 3rd July 1916).

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, reporting whether in his opinion the Government aid should be continued or withdrawn.

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

Appointment, Pay, Leave and Pension of Medical Officers.

9. The Medical Officer of every institution in class I or II shall be a member of the Government service, and shall be appointed by the Inspector-General of Civil Hospitals.

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

- (a) that he is a registered medical practitioner, unless the special permission of Government is obtained to the appointment of an unregistered practitioner,
- (b) that he is 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.

Note 1.—This rule does not preclude the Local Authority or the Managing Committee or Manager which appoints a Medical Officer to the charge of a dispensary

vested in it from removing that officer with the approval of the Superintendent. It only vests the Inspector-General of Civil Hospitals with power to secure the dismissal of a medical officer found to be incompetent.

(i) Provided that, on the application of the local authority or managing committee of any such institution, the services of a Government Medical Officer may be lent to such institution, subject to these rules. In such cases the pay of a Sub Assistant Surgeon will be assumed to be Rs. 109/- a month. Local authorities shall be required to pay this sum into the treasury half-yearly in June and December, irrespective of the actual pay of the officer appointed. (As amended by Bihar and Orissa Government Notification No : 4782 L. S. G. dated 28th November 1921, and Notification No : 8131 L. S. G. dated 1-9-1923.)

(ii) Provided, also that in the case of dispensaries situated at the head quarters of districts or of subdivisions, the medical officer shall be a member of the Government service, and shall, in all cases, possess such qualifications as may be declared to be necessary for such an appointment. The salary of a medical officer in charge of a dispensary at the head quarters of a sub-division shall be as laid down in rules 11 and 13.

Note 1 :—A local body cannot inflict punishment on a Government Hospital Assistant whose services might have been lent to that body. Such power must remain with the Inspector-General of Civil Hospitals (Bengal Government Circular No 2-Medical dated 9th January 1893).

Note 2 :—The Sanitary conference which met at Ranchi on August 26 and 27th 1913, recommended that the District Boards ought to give the medical officers in charge of their dispensaries at least the same pay as that given to Sub-Assistant Surgeon under Government. In para 2 of the Government Resolution No 10378 dated the 27th September 1913 on the above proceedings it is stated—"The increase recommended by the conference in the pay of the medical officers employed by District Boards appears very desirable."

Subsequently Government issued the following orders while revising the pay of the Sub-Assistant Surgeons under Government :—

They (Government in the Ministry of Local Self-Government) are therefore pleased to sanction a time scale of pay of Rs. 75 rising by annual increments of Rs. 5, to Rs. 100 and thereafter by biennial increments of Rs. 5 to Rs. 140. There will be two selection grades consisting of two per cent and ten per cent respectively of the service, the first selection grade being on Rs. 180 and the second on Rs. 160. Promotion to these selection grades should be made strictly by merit and not by seniority.

In connection with the question of the revision of pay Government have also considered whether it is necessary to retain all the numerous allowances which are at present given to Sub-Assistant Surgeons. Of these allowances the Sub-Assistant Surgeons are entitled to the following :—

allowance, the medico-legal allowance and the allowances given to teachers at the medical schools are definitely given for increased work and increased responsibility and the Local Government have decided that these allowances should be retained. In addition to these allowances the Sub-Assistant Surgeons in charge of Sub-Divisional dispensaries receive a dispensary allowance of Rs 10 a month. As this allowance is only given at Sub-divisional dispensaries some anomalies are created as in many cases the work at a Sub-divisional dispensary is in no way heavier than at dispensaries in other places. These allowances are paid by the local bodies who are responsible for the dispensary concerned but Government consider that they should in future, be abolished.

House rent allowances will continue to be given as at present and as far as possible, Sub-Assistant Surgeons will be provided with free quarters.

Government further observe that there are in the cadre of Sub-Assistant Surgeons a large number of posts which might suitably be held by medical officers employed directly under district boards or other local bodies. Out of a total number of 133 sanctioned appointments exclusive of the leave reserve of 25 per cent, 40 appointments are shown in the distribution list of sanctioned appointments as being in class B. *i. e.* posts which need not be held by Sub-Assistant Surgeons in Government service. Though recoveries are made in some cases from the local bodies concerned to meet the pay and pension charges of these officers, Government consider that it is desirable that these posts should as far as possible, be removed from Government service. If this is done, the district boards or local bodies by whom they are employed will be able to appoint their own officers and will be able to fix the pay according to local conditions, such as the expenses of living and the amount of private practice which the medical officer is likely to obtain. (Paras 3, 4, 6 and 7 of the B. & O. Government letter No 6035 L. S. G dated 4.12.22 to the I. G. of Civil Hospitals, B. & O.)

Note 3 :—The Government of Bengal issued the following orders as to the power of Inspector-General of Civil Hospitals to punish local native doctors in charge of class III A Dispensaries.—

“With reference to your letter No. 4772 dated the 14th May 1895, regarding your powers to punish local native doctors in charge of class III A dispensaries, I am directed to say that although the case of class III-A dispensaries is not expressly referred to in the Government order No 1230 P, dated the 31st March 1891, it is really governed by the principle affirmed in paragraph 2 of that letter. If a medical officer not in Government service, employed by a local body can only be removed by that body, on your requisition, it follows that in case of dispensaries under class III-A the connection of which with Government is limited to inspection, you would have to proceed through the proprietor of the Dispensary”. (Bengal Government letter No. 112 T. M. Dated the 4th June, 1895)

11. In the case of a hospital or dispensary situated at the headquarters of a Sub-division, the Government Medical Officer in charge of the Sub-division will usually be in charge of the hospital or dispensary in addition to his other duties, and will receive from the Managers of the dispensary an additional allowance of Rs. 20 a month, if he is an Assistant Surgeon. This allowance shall count towards leave

and pension allowances and the local bodies concerned shall be required to pay in the case of assistant surgeon, an additional contribution for leave and pension charges at the rate of Rs. 5/- a month over and above the dispensary allowance of Rs. 20/- a month. The local authorities shall be required to pay these sums into the treasury half yearly in June and December every year.

The allowance will in the first instance, be paid by Government from the general revenues and then recouped from the local funds with necessary contribution (As amended by Govt. Notification No. 8131 L. S. G. dated 1923.)

Note 1 :—The dispensary allowance of Rs. 10/- a month allowed to sub-assistant surgeons in charge of sub-divisional dispensaries should be discontinued from the 1st March 1923, the date from which the scheme for the revision of pay of this class of officers has been given effect to (Govt. letter No. 6200 L. S. G. dated 11. 6. 23, to the I. G. of Civil Hospitals, Bihar and Orissa);

Note 2 :—The following resolution was issued by Government with regard to the realisation of contribution from local bodies for the services of assistant surgeons employed at district and sub-divisional head quarters —

" At all district headquarters assistant surgeons are employed and are in charge of the local fund hospitals. They are also required to do a considerable amount of work for Government, e. g., to examine and give evidence in medico-legal cases, to attend Government servants, and in the absence of the Civil Surgeon to hold charge of the jail and to carry out his other duties. Though the assistant surgeon works partly for the local body and partly for Government his average pay including leave and pension charges is recovered from the local fund. Up till 1914 the municipalities concerned paid in full the contribution fixed for the services of the assistant surgeons; in that year owing to an increase in the pay of assistant surgeons the rate of contribution rose from Rs. 200 to Rs. 290 a month but as some municipalities protested against this increased contribution and represented their inability to pay, Government sanctioned a reduction in the rate in some cases and a total remission in others.

2. At sub-divisional headquarters either assistant or sub-assistant surgeons are employed and as at district headquarters are required to do medical work on behalf of Government as well as to hold charge of the local fund hospital. The work done on behalf of Government is even more important and responsible than that performed by the assistant surgeon at the district headquarters, for the sub-divisional medical officer is wholly responsible for the medico-legal work of the sub-division and for treating Government officers; he is also, if of the rank of assistant surgeon, superintendent of the sub-ordinate jail or if of the rank of sub-assistant surgeon, deputy superintendent. So long ago as 1884 Government undertook to maintain a medical officer at each sub-divisional headquarters primarily in the interest of their own work, classified all sub-divisions according to the importance of Government work and placed in charge either of assistant surgeons or sub-assistant surgeons. At the same time the local bodies were allowed to employ officers of higher rank if they agreed to pay the difference between the pay of the officer sanctioned for the post and the pay of the officer actually employed, and some local bodies who availed themselves of this option now pay as a

contribution to Government the difference between the pay of an assistant surgeon and a sub-assistant surgeon. In 1914 Government decided to increase the number of assistant surgeons employed at subdivisional headquarters and with the consent of the local bodies concerned appointed assistant surgeons in place of sub-assistant surgeons at eight sub divisions on condition that the local body concerned paid one-third of the difference between the pay of an assistant surgeon and of a sub-assistant surgeon. Numerous anomalies have thus arisen in regard to the rates of contributions payable for medical officers. In some cases Government bear the whole cost of an assistant surgeon; in other cases the local body bears the whole difference between the pay of an assistant surgeon and a sub-assistant surgeon while in other cases the local body pay only one-third of the difference.

3. The rates of pay fixed for the assistant surgeons in the Provincial Civil Medical Service having been raised with effect from the 1st April, 1920, it was necessary to increase the rates of contribution payable by local bodies for assistant surgeons employed at district and sub-divisional headquarters and with effect from the 1st April 1921, the contributions payable for assistant surgeons at district headquarters were raised from Rs. 280 and Rs. 290 a month to Rs. 425 and Rs. 439 a month, while a corresponding increase was made in the contributions payable for assistant surgeons at sub-divisional headquarters. As in 1914 the increase in the rate of contribution led to representations from the local bodies concerned, who have pointed out that these high rates would lead to a reduction in the funds available for the maintenance of the hospitals and in some cases have applied for permission to employ their own medical officers.

4. In view of these representations Government in the Ministry of Local Self-Government have reconsidered the question, and have decided that with effect from the 1st April 1923 the system of realizing contributions from local bodies for the services of assistant surgeons employed at district and sub divisional headquarters shall be abolished and that in future Government will in all cases bear the whole cost of the pay and leave allowances of these officers. The remission of these contributions has the effect of making a considerable subsidy to the municipalities and district boards responsible for the maintenance of these hospitals, as the total amount remitted amounts to nearly Rs. 1,00,000. Government trust that the funds made available in this way will be used for the improvement of the hospitals and the further development of medical relief in rural areas and that municipalities and district boards will continue to spend the amount of these contributions on these objects.

* 5. This subsidy having been given to the local authorities responsible for the maintenance of these hospitals, Government have decided to discontinue the small annual grants made at present to the hospitals and dispensaries shown in the list annexed (not reproduced) for the supply of medicines to those Government servants who are entitled to a free supply. In future these hospitals will be required to supply medicine free to Government servants without receiving any grant from Government. (B. & O. Government Resolution No. 5234 L. S. G. dated 9-5-23).

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 III, IV, V or VI and may appoint another medical subordinate to

succeed him. In every such case, except as hereinafter provided, the transit pay and travelling allowances both of the officer transferred and of his successor shall be entirely paid by Government.

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

Note. The transit pay and travelling allowances of a Government Medical Officer whose services are withdrawn from a Local Fund Dispensary at the request of the local authority or the Managing Committee or Manager will, in the first instance, be drawn from the local Government Treasury and will subsequently be recovered by the Accountant General, Bihar and Orissa, through the Collector of the district.

13. No allowance in addition to his authorised pay can be granted by a local authority without the consent of Government, to a Government medical subordinate.

Note:—Any application under this rule must be made through the District Magistrate, the Commissioner of the Division, and the Inspector-General of Civil Hospitals.

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.

15. All applications for leave from Government medical subordinates must be submitted through the Managing Committee or Manager and the Civil Surgeon to the Inspector-General of Civil Hospitals, who alone is authorised to grant the leave and to appoint a substitute, whose transit pay and travelling allowance will be paid by Government. The leave allowances of Government Medical Officers in charge of hospitals or dispensaries in classes III, IV, V and VI proceeding on leave, including privilege leave, will be borne by Government.

16. Medical officers in charge of hospitals and dispensaries in class III, IV, or V who are not in Government service, shall be entitled to such leave as the local authority or Managing Committee or Manager may grant: Provided that the leave or allowances during leave shall not exceed what would be admissible under the rules which apply to an officer paid from general revenues, and that in the case of an institution in class III, if rules for the grant of leave have been framed by the local authority concerned, leave shall only be granted in accordance with such

rules. The local authority or Managing Committee or Manager shall appoint a *locum-tenens* duly qualified under Rule 10, and shall provide for any expenditure that may be incurred on account of the pay of the Medical Officer while on leave, and the pay and travelling allowances, if any, of his *locum-tenens*. In no case shall leave be granted to a Medical Officer (who is not in Government service) in charge of a dispensary without the cognizance of the Civil Surgeon of the district.

Note :—There is nothing to prevent a Medical Officer while on leave, from engagement in private practice, though the rules would forbid him from entering the employment of any institution (India Government No 2348 C. S. R. Dated 10th April 1912).

MEDICAL STORES.

17. The indents for medical and surgical stores for hospitals and dispensaries in class III, IV, V or VI 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.

N. B.—It may be advantageous to obtain medical stores excluding opium and quinine from Messrs Burgoyne, Burbidges and Co of London, Tinctures and other alcoholic preparations from Messrs Smith, Stanistreet & Co., Messrs B. K. Paul & Co., Dr. K. C. Bose of Calcutta and from Messrs D. Waldie and Co. of Konnagar, Mineral acids from Messrs D. Waldie and Co of Calcutta, Cinchona febrifuge and quinine from the Government Quinologist, Castor oil from the Rampur Boalia Central Jail and opium from the local treasury.

18. Medical and Surgical stores will be supplied to State hospitals and dispensaries from the Government Medical Stores Department; but the indent must be checked and countersigned by the Civil Surgeon. It will, however, be in the discretion of the Inspector-General of Civil Hospitals to sanction or disallow any demand.

19. Medical and Surgical stores to be supplied from the Medical Store Department shall be indented for annually. To enable the Civil Surgeons to submit it punctually on the prescribed date to the Inspector-General of Civil Hospitals, the annual indent should be submitted by the Medical Officers in charge of the institutions concerned to the Civil Surgeons on the date fixed by the latter.

MANAGEMENT AND SUPERVISION.

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

If the institution is in—

(a) Classes I & II—in such officer, person or persons as Government may direct.

Each State institution shall have a local committee or a Board of trustees in respect of funds, if any, which may be raised for the benefit of the institution and used directly for its benefit. The Civil Surgeon shall be a member of the Committee. If the institution be at a station outside the head quarters the medical officer of the hospital shall also be a member (Government Notification No. 2192 L. S. G., dated 17-3-1922).

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

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

Note. The following orders were issued by the Government of Bengal on the question of constitution of committees for the management of Local Fund Dispensaries and the allotment of funds to those committees :—

"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 (new class III) there has been on the contrary a serious falling off. This class comprises all institutions which are maintained primarily by local authorities such as District Boards or Municipalities but which also receive aid from private subscriptions. In these institutions there has been an undeniable tendency for subscriptions to decline ; and the decline is specially marked in 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 purposes for which they are intended, but merely to relieving the finances of the local authority in question. It has been noticed that in consequence of this falling off in subscriptions it has in many cases been impossible to provide patients with those comforts which make a hospital what it should be, and to which charitable persons would specially 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 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 at the expenses 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 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 the expenditure on charitable objects and expenditure on ordinary municipal administration is, for the reasons already given, sufficiently obvious; and the following method of effecting this object is the one which has commended itself to Government:—

(1) The appointment of a managing committee for class II (new class III) dispensaries should be made a general rule; and such committees should meet more regularly than is always the case at present.

(2) The distinction between the dispensary committee and the local authority should be made as clear as possible by the inclusion in the former of gentlemen who are not members of the latter.

(3) The Civil Surgeon should be a member of every committee, and in Sub-Divisions the Sub-Divisional 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 to use their powers of control in seeing that the various local bodies contribute liberally and according to the means to the cause of medical charity. (Bengal Government Municipal Department Resolution No. 523 T. M dated the 2nd November 1899).

- (c) Classes IV & V :—In a Manager or Managing Committee to be nominated by the proprietors or supporters and approved by the Commissioner of the Division; provided that no committee shall be appointed for any institution which receives no aid from Government or Local Funds, unless the proprietors or chief supporters apply for such appointments.

No employee of the dispensary shall be eligible for appointment as a member of the Dispensary Committee. This prohibition does not, however, refer to Civil Surgeons or Sub-Divisional Medical Officers who are not employees of the dispensary.

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

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

Members of Managing Committees appointed under rule 20 shall be eligible for reappointment after their term of three years expires.

22. (1) A member of a Committee appointed under rule 20, clause (a), may at any time be removed from office by the Commissioner of the Division.

(2) A member of a Committee appointed under rule 20, clause (b), may at any time be removed (i) by resolution of the local body* by which the Committee was appointed, passed by a majority of votes of the

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

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

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

24. In cases falling under classes (b) and (c) of rule 20, 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.

25. The Managing Committee shall hold meetings at such intervals as may be necessary, not being less than once a quarter, to enable them to exercise an efficient scrutiny over the accounts and to enquire into all matters affecting the welfare of the institution.

One-third of the total number of members shall be necessary to form a quorum at any meeting. The Managing Committee shall examine and pass the monthly accounts and shall keep a minute book in which their proceedings shall be recorded. The dispensary accounts shall, however, be passed regularly each month by the Chairman of the Managing Committee or in his absence by the Vice-Chairman or Secretary.

26. The Managing Committee or Manager or the person or persons vested with the management of a dispensary in class IV or V shall be responsible for the management of the 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 donation, subscriptions, and interests realised by the Committee shall be deposited by them in the Post Office Savings Bank. When the amount at credit of the dispensary exceeds Rs. 200 the Comptroller-General shall ordinarily be asked to invest the whole or part of it in Government securities. No

other mode of investment will be allowed without the previous sanction of Government. The proprietors of dispensaries in class V may however, adopt any form of investment so far as the funds of their institution are concerned.

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

28. These rules may be called the Account Rules for dispensaries in Class III or Local Fund dispensaries. (Bihar and Orissa Government Notification No. 3050—M dated the 8th December 1920).

Constitution of Dispensary Fund.

(1) A separate Dispensary Fund shall be maintained for each dispensary made up of.—

(1). Contributions from.—

(a) Provincial Funds, and

(b) Local Funds.

(2) Subscriptions and donations including those for special objects.

(3) Interest on securities and deposits.

(4) Miscellaneous receipts (including sale of securities).

(5) Advances.

Application of Dispensary Fund.

(2) The Dispensary Fund shall be applicable to the following objects :—

(i) Salaries and travelling allowances of establishment.

(ii) Medical and surgical stores.

(iii) Diet of patients.

(iv) Construction and repairs of buildings.

(v) Miscellaneous expenses including contributions to the Provident Fund established for the dispensary employees, contingencies, etc.

(vi) Advances,

- (3) The balances of the Dispensary Fund shall not be utilized for any purpose other than the establishment and maintenance of the dispensaries to which they belong. The Managing Committee shall constantly scrutinize the revenues of the fund and the expenditure that is incurred out of it.

Classification.

(4) Dispensaries in Class III are sub-divided for purposes of accounts into two classes.

- (a) Class III—A Dispensaries, the funds of which are lodged in a Government Treasury or Sub-Treasury.
 (b) Class III—B Dispensaries, the funds of which are lodged in the Post Office Savings Bank.

General.

(5) All accounts and registers shall be kept in English. All books of account and registers shall be substantially bound and paged before being brought into use and no accounts shall be prepared on loose sheets or in loosely bound volumes. All corrections and alterations in accounts shall be neatly made in red ink and attested by the initials of the Chairman or Secretary. Similarly, all alterations and corrections in a voucher shall be attested by the payee. Erasures shall on no account be permitted in registers, statements, vouchers or accounts of any description.

Receipts.

(6) All subscriptions and donations shall be collected by the Managing Committee and shall be paid either into the Treasury or into the Savings Bank for credit to the Dispensary Fund. The collections shall be remitted *in full* and not less often than once a week.

Note 1.—Under the Post Office Savings Bank Rules this will be a public account and may be opened by Secretaries, Treasurers or Managers of the funds of any dispensary with the previous sanction of the Post-Master-General. Such accounts must be designated by name indicating the objects to which the money is devoted, as A—pore Dispensary Fund, and information must be given in writing the object and source of income of the fund. In every case in which the holder of such an account other than an account held by an officer of Government in his official capacity, is changed, a fresh declaration must be filled up. No public account may have at any time more than Rs. 10,000 at its credit exclusive of interest for the current year, and no interest will be credited on any sum in excess of Rs. 10,000. The amount of withdrawal within a calendar month from a public account is limited to Rs. 1,000, unless the person who holds the account gives notice to the Post Office at which the account stands of his intention to make additional withdrawals. The notice must specify the amount to be withdrawn and be given one month in advance by means

of an ordinary letter addressed to the Post Master which should specify the date on which it is intended to make the withdrawal, and if it is intended to withdraw the amount in two or more instalments, specific information must be given in the notice as to the number of instalments and the amount and date of withdrawal of each instalment. (Rule 42 of the Post Office Savings Bank Rules).

Note 2 :—The used up copies of the Savings Bank Pass Book should always be called for from the Postal authorities and kept for record in the local offices as it is absolutely necessary that the details of remittances to and withdrawals from the Savings Bank should be checked in audit with those shown in the accounts (Examiner of L. A. B. & O's Circular No LA-1301-1417 dated 28 11 23 to all Chairmen of District Boards and Municipalities)

(7). The register for the record of donations and subscriptions shall be kept in B. and O. C. M. D. Form No 6. Columns 11 and 12 of the Form shall be filled up by the officer who makes the remittance. The register shall be put up before the monthly meeting of the Managing Committee who will see that subscriptions etc., are promptly realised and credited in the Dispensary Fund. Irrecoverable items of subscriptions and donations shall not be written off without the sanction of the Committee.

In B and O. C. M. D. Form No 6 for column "Date of remittance to Treasury" substitute :—

Remittance to Treasury or Bank.

Chalan No	Date.
11	12

(8). Separate receipts need not be granted to the donors or subscribers unless they ask for them and in the latter case receipts in Form No 11 may be granted.

(9). Contributions or subscriptions received for special objects shall not be utilized for the general purposes of the Dispensary Fund. A separate account in Form No 10 shall be kept of the expenditure incurred from such receipts.

(10). The income from the endowments and investments shall be realized by the controlling Managing Committee and remitted to the Treasury for credit to the account of the Dispensary Fund.

If any cheques for remittance orders are received, they shall be sent *intact* to the treasury for *per contra* credit to the Dispensary Fund.

(11) The periodical contributions payable by the local authorities shall be paid by cheques to be drawn in favour of the Chairman or Secretary of the Managing Committee and credited by transfer to the ledger account of the dispensary kept at the treasury.

(12) In the case of dispensaries in Class III-B, *i.e.* those banking with the Post Office, the periodical contributions and the interest on the investments shall be sent by the local authority direct to the Managing Committee of the dispensary concerned.

(13) Miscellaneous receipts consist of the sale proceeds of stores, fees from paying patients, rent of lands, etc. For every payment a receipt in Form No 11 shall be granted. The receipts shall be duplicated by means of carbon and shall be bound in books of 100 or 50 pages each. A certificate as to the number of pages contained in each book shall be recorded on the cover by the Secretary of the Managing Committee.

(14) The following registers, accounts and forms shall be maintained in the office of the Managing Committee in addition to those prescribed in the Dispensary Manual. Any modification of these forms shall only be made under the orders of Government :—

- (1) Budget Estimate.
- (2) Chalan (Same as District Board Form No II).
- (3) Cash Book.
- (4) Register of Permanent Advance Accounts (same as District Board Form No XIII).
- (5) Voucher of recoupment (same as District Board Form No XIV.)
- (6) Monthly Account.
- (7) Diet Slip.
- (8) Separate account of grants, etc., for special objects.
- (9) Miscellaneous receipts.
- (10) Stock Register (Municipal Form No XLVIII may be adopted).
- (11) Service Books (same as District Board Form No XX).
- (12) Advance Ledger (same as District Board Form No XV).
- (13) Provident Fund Ledger
- (14) Provident Fund Abstract of balances (vide B & O Government Notification No 1375 M. R. dated 8-10-21.)

Note.—On a reference being made regarding the supply of forms to the dispensaries by the District Board under the rules published with the Government Notification No. 3050 M dated 8-12-20, the Examiner of Local Accounts B. & O. in his letter No. L A—172 dated 27-5 1921 issued the following instructions.—

"With reference to your No. 420 dated the 3rd May, 1921, regarding the supply of forms and registers required for District Board dispensaries, I have the honour to say that the old practice (viz. supply of forms by the District Board) may continue".

(15) A budget estimate in form No. 1 showing the probable receipts and expenditure of the Dispensary Fund under all heads during the ensuing financial year shall be prepared by the Managing Committee and submitted to the Commissioner of the Division through the local authority on a date fixed by that authority. The local authority shall check the figures against the heads "Local Fund contributions" and "Interest on Investments" and if the figures are correct forward the estimate to the Commissioner. On receipt of the Commissioner's order approving the estimates, the local authority shall forward them to the Managing Committee concerned.

Note.—Government subsequently issued the following orders with regard to the budget estimates of dispensaries under Municipalities and District Boards:—

"I am directed by Government in the Ministry of Local Self-Government to invite your attention to Government order No. 2154—58 L. S. G. R., dated the 19th July, 1923, and No. 4548—52 L. S. G. R., dated the 24th October, 1923, with regard to the budget estimates of the Municipalities and the District Boards in the province and to say with reference to your letter No. 2957 dated the 18th August, 1923, that the general procedure laid down therein in respect of the budget estimates of the local bodies should be observed with regard to the budget estimates of the dispensaries maintained by such local bodies. * * * (B. & O. Government letter No 9984—88 L. S. G., dated 15-11-23).

B and O Government letter No 2154—58 L. S. G. R., dated 197-23 to all Commissioners.—

"I am directed to invite your attention to section 73 (3) of the Bihar and Orissa Municipal Act, 1922, which directs that copies of budget estimates as sanctioned by the Commissioners shall be submitted forthwith to the Local Government, or to such authority as the Local Government may direct. Government in the Ministry of Local Self-Government do not consider it necessary that copies of the budget estimates should be submitted direct to them in the first instance. They are therefore pleased to direct that copies of all budget estimates should be forwarded by the Municipal Commissioners to the District Officer. It will be the duty of the District Officer to examine the budgets submitted to him and—

- (a) bring to the notice of Government any important point of which Government should be aware; e. g., that the Municipality was rapidly going bankrupt; or was misappending the grants given to it by Government for specific purposes; and
- (b) to distribute extracts showing details of the income and expenditure under the heads "Education" and "Medical" to the local officers concerned; viz., in the case of the educational budget to the Divisional Inspector of Schools and in the case of the medical budget to the Civil

Surgeon. The Inspector of Schools or the Civil Surgeon would bring to the notice of the Director of Public Instruction or the Inspector-General of Civil Hospitals (as the case may be) any points on which he considered that these budgets were defective and the latter, if need be, would take the orders of Government.

It must be clearly understood that these orders are not intended to increase the powers of control to be exercised by the District Magistrates over Municipalities, and that his powers remain as defined in the Act. His duty is limited in this respect to bring to the notice of Government, through the usual channel, any points of importance which he notices in the budget estimates.

N.B. The Bihar and Orissa Government letter No 3548—52 L. S. G. R. dated the 24th October, 1923, has been reproduced under Section 48 of the Local Self-Government Act.

(16). The Budget estimates shall be framed so as to provide for an adequate working balance throughout the year and for an adequate closing balance. The Commissioner shall decide what constitutes an adequate working and closing balance and his decision shall be final.

(17). The budget shall be accompanied by explanatory notes showing, wherever necessary, how the figures have been arrived at, and especially explaining any new and important item of receipt or expenditure; and when any new charge requires the sanction of the superior authority by a copy of the order of sanction.

(18). For fixed charges, an explanatory note should be appended to the budget, showing the full sanctioned scale, the number and designation of employee, rate of pay, etc..

(19). No expenditure under any head in excess of the amount sanctioned by the the Commissioner of the Division on the budget estimates shall be incurred by the Managing Committee. But excess expenditure under any one head may be met either from anticipated savings under another or from increased receipts from subscriptions from other special sources or from the accumulated balance; but in the last case the previous sanction of the Commissioner should be obtained.

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

Dispensaries in Class III-A.

(21.) The dispensary funds shall be lodged in the Government treasury or Sub-treasury, as the case may be.

Note :—Local fund dispensary balances can be allowed to be withdrawn from Government Treasuries for investment elsewhere with the previous sanction of Government in each case provided that timely notice is given to the Accountant-General, Bihar and Orissa, before any such balances are so withdrawn. (B & O Govt. Notification No. 1327 L. S. G. R. dated 15. 7. 22).

(22) All money received on account of the dispensary fund shall be remitted intact to the treasury as often as can be conveniently managed and shall on no account be appropriated towards expenditure.

(23) All money paid into the treasury to the credit of the dispensary fund, whether by servants of the dispensary or other shall be accompanied by a chalan in the appended form No II. This chalan shall be in triplicate. The first part shall be retained by the treasury office, the second part shall be returned on the same day to the dispensary and the third part shall be delivered to the person paying the money.

(24). The transactions of the dispensary fund shall be shown in a Pass-book which shall be supplied gratis by the treasury. It is not a dispensary fund account book but is simply a copy of the account kept in the treasury of the money paid into the credit of and disbursed on account of the dispensary fund, and must, therefore, always be written up only by the treasury establishment by whom the original account is kept. No entries or marks shall in any circumstances, be made in the Pass-book by any one connected with the dispensary.

(25). The Pass-book shall be closed and balanced at the end of every month and shall be taken back from the treasury to see that all transactions have been duly entered therein.

Payment of claims.

(26). For the payment of petty charges the Medical Officer in charge shall be granted a permanent advance which shall not ordinarily exceed Rs. 50—in the case of Sadar dispensaries and Rs. 25—in the case of other dispensaries.

(27). Payment of not more than Rs 20/ shall be made from the permanent advance provided that no charge on account of the salary of an employee of the dispensary shall be made otherwise than as provided in rule 28 below. The Managing Committee shall decide what classes of charges may be met from the permanent advance.

Cheques.

(28). All payments exceeding Rs. 20/ shall be made by cheque unless there are special circumstances rendering payments in cash desirable ; provided that all payments of sums above Rs. 10/ on account of salaries of the employees of the dispensary shall be made by cheque.

(29). Cheque books will be supplied by the treasury officer only and no other form shall be used. The cheque books and counterfoils of used cheques shall be kept in the personal custody of the Chairman or the Secretary.

(30). All cheques shall be signed either by the Chairman or by the Secretary. On receipt of a cheque book from the treasury, the officer to whom the duty of signing cheques is allotted shall count the cheques and shall record on the back of the cheque book that "This cheque book contains...forms".

(31). No cheque shall be signed unless required for immediate delivery to the person to whom the money is actually due, nor until the bill, which it will discharge, has been presented in a complete form, examined and passed for payment in accordance with rules.

(32). Every cheque shall be drawn in English in favour of the person to whom the money is actually due. Payment shall not be made to any other person except on production of a written authority from the creditor to receive it on his behalf. This rule does not apply to cheques issued (a) for a sum of money distributable as pay or wages among a number of dispensary employees or (b) for recouping the permanent advance, or (c) for a sum of money due to a person residing outside the district where the treasury with which the dispensary bank is situated. In such cases the cheque shall be drawn in favour of the Chairman or the Secretary who will in case (d) cash the cheque himself and forward the sum by half notes and stamps in registered covers or by money orders to the payee.

(33). Whenever money is paid to persons who are illiterate and unable to sign their names in acknowledgment, the payee shall make his mark; the fact of the payment shall be certified to by the officer who pays and by witness of respectability.

(34). The amount of every cheque shall be written in words, as well as in figures both on the cheque itself and on the counterfoil and the counterfoil shall be initialled by the Chairman or the Secretary when he signs the cheque. The word "only" shall always be inserted after the amount written in words in the body of the cheque.

(35). When a signed cheque is cancelled it shall be en faced or stamped "Cancelled" by the Chairman or Secretary and shall be destroyed as soon as the accounts for the month in which the cheque was drawn have been passed by the Managing Committee. The fact of cancellation shall be noted in red ink under the initials of the drawer of

the cheque upon the counterfoil and also across the passing orders which has been enfaced on the voucher.

(36). If the cheque is cancelled in the month of issue before the cash book has been closed, all that is necessary is to strike out the entry in red ink under initials of the drawer of the cheque. If, however, the cash book has been closed and the correction is made in the same year the cheque shall be removed from the list of outstanding cheques and the amount credited in the cash book as a miscellaneous receipt, "Deduct" entries being at the same time made in the classification columns of the cash book under that head in the head of expenditure to which it was originally charged.

(37). In rare instances it may happen that a cheque is cancelled after the accounts of the year had been completed and submitted. In this case the cheque shall be removed from the list of outstanding cheques and the amount shall only be entered in the cash book as a miscellaneous receipt.

(38). The cheques are current for three months only. After the expiration of that period, payment will be refused at the treasury and the person in whose favour the cheque was drawn will therefore have to bring it back to be redated. No fresh cheque should be issued; lapsed cheque shall simply be redated and the alteration initialled by the official whose duty it would be to sign the cheque. A note of the fact of redating shall be entered in the cash book against the original transaction. The alteration will in no way affect the accounts and no further entries shall be made.

VOUCHERS

(39). Every bill or other claim for payment shall, in the first instance, be checked and examined by the dispensary clerk or the officer who is charged with the keeping of the accounts and after he has certified it to be in order, the order for payment shall be passed by the Chairman or the Secretary; the order shall run thus:—

"Pay Rupees.....only" (Rs.....)", the amount being written in words as well as in figures. If payment is to be made by cheque the Chairman or the Secretary shall cause the bill to be endorsed with the words "Paid by cheque No :....." and shall then sign the endorsement, and cause the cheque to be drawn out, signed and issued.

(40). The payee or the person taking delivery of the cheque on his behalf shall give a dated acknowledgment or the receipt thereof on that bill.

(41). If payment is to be made from the permanent advance the procedure laid down in rules 48 to 50 shall be adopted.

CASH BOOK.

(42). The cash book of the dispensary shall be kept in Form No 3. The receipt entries in this book shall be made from the duplicate chalans mentioned in rule 23. The date of receipt to be shown in the cash book shall be the date on which the chalan is received by the treasury. The payment side of the cash book shall be posted from the details of the vouchers and of the cheque drawn. The amount of each cheque shall be entered as soon as the cheque is signed.

(43). The cash book shall be balanced on the last working day of every month and signed by the Chairman or Secretary in token of the correctness of every entry made therein. The balance brought out shall be stated both in words and figures and shall agree with the balance shown in the treasury Pass book thus ;—

Balance as per cash book
Add :—Cheques uncashed

				Rs.	a.	p.
No.	dated		
No.	dated			

(a) The account of sub-treasuries are generally closed 3 or 4 days before the end of the month and in such cases there will be discrepancies	(a) Deduct value of chalans credited in the cash book but not appearing in the Pass book.
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Balance as per Pass book.

(44) When any payment is made either in cash from the permanent advance or by cheque it shall immediately be entered in the accounts of the dispensary. In the former case it shall be entered in the permanent advance accounts (Form No 4) and in the latter case in the Cash Book (Form No 3).

(45). Every payment made either by cheque or in cash shall be covered by a receipt, duly stamped in all cases of payment of Rs. 20 or more, signed by the person to whom the money is due and to whom it has been paid. A receipt signed by another person for the creditor is invalid.

(46). Bills and vouchers which have been paid by cheque shall be numbered consecutively for the year in the order of payment and shall be pasted in a guard file.

(47). But sub-vouchers which have been paid in cash out of the permanent advance shall be separately filed together with the recoupment voucher covering them. A memorandum, instead of this voucher, shall be pasted into the guard file mentioned above, as below :—

Voucher No.....dated.....for Rs ...in recoupment of the Medical Officer's or Secretary's permanent advance, will be found in the separate file.

Permanent Advance.

(48). On first receiving or taking charge of the permanent advance and on the first working day of each year the Medical Officer in charge shall sign an acknowledgment in these terms on the first page of the account :—"I acknowledge to have in my possession a permanent advance of Rs.....(Rs) which sum is due from me to the Managing Committee and I am personally accountable for the amount". The permanent advance when first drawn shall be charged in the cash book to the head "Advance" but its recoupment shall be debited to the heads of service concerned. It need not be repaid at the end of each year.

(49). The Medical Officer in charge shall make payments from his permanent advance from time to time as may be required and for each payment he shall obtain and hold a bill receipted by the payee or in the case of petty expenses, a written detailed statement of the sum spent.

(50). These bills or statements shall be numbered consecutively, encased or stampad "paid in cash" and entered in the Register in Form No. 4, the classification of the charges being carefully entered in the columns provided for the purpose. The permanent advance may be recouped whenever necessary, and it must always be recouped on the last working day except when the expenditure falls below Rs. 10 for which no cheques can be drawn upon the treasury. The recoupment shall always be in full of expenditure from the last recoupment to date, so that the balance in hand after the recoupment will always be full amount of the advance. The procedure of recoupment is as follows :—

The Medical Officer shall compare the sub-vouchers with the entries in the permanent advance account ; he shall deface them by stamping them "Cancelled", so that they cannot be used again. He shall total and initial the column "Amount of sub-voucher" and also the amount in the classification columns the cross total of which should agree with

the total of the column "Amount of sub-voucher" and shall rule a red ink line across the page, immediately above which in the last two columns the number, date and amount of the voucher for recoupment shall be shown. The voucher for the recoupment shall be drawn out in Form No 5 and it shall be enfaced with the usual payment order. A cheque for the amount shall then be issued in favour of the holder of the permanent advance (Medical Officer in charge) who shall initial the entries in the recoupment columns.

Bills.

(51) Bills for salaries, travelling allowances and contingent charges shall be drawn up in forms in use in the office of the controlling local authority.

(52) Bills for the diet of the medico-legal cases shall be made out monthly from the diet register B. and O. C. M. D. Form No 5. The bill shall be drawn up in two parts the second (outer) part shall be submitted to the Magistrate for payment, the first part being retained as office copy. In the case of dispensaries in class IIIA the bill shall be made payable by transfer to the credit of the Dispensary Fund while "in the case of dispensaries in class IIIB the amount of the bill when realized shall be immediately credited in the Cash Book, the date of realization being noted in the office copy of the bill as well as in the Cash Book.

(53) Articles required for the diet of patients may be obtained on credit. When it is decided to adopt this method tenders shall be invited by the Managing Committee at the commencement of each official year or at such other intervals as may be deemed desirable by the Managing Committee for all articles required for the use of the dispensary according to samples furnished by the Committee and all such articles shall be obtained on indents in the diet slip (Form No 7), which should be checked with the contractor's bills before the payment is made. The diet slip shall be written over carbon paper so that two copies may be made simultaneously, one for the hospital record and the other for the contractor.

Abstract Registers of Receipts and Expenditure

(54). A monthly account in Form No. 6 shall be compiled from the Abstract Registers and shall be submitted by the Secretary every month to the controlling local authority on such date as that authority may fix. (As amended by the B. and O. Govt. Notification No. 1375 M. R. dated the 8th October 1921).

Advances.

(55) Payments of advances shall be discouraged as far as possible. If the grant of advances is unavoidable, a ledger should be maintained in Form No. 12 for watching the adjustment of the advances.

Provident Fund.

(56) If a Provident Fund has been established for the dispensary employees, the rules applicable to the controlling local authority in regard to this matter shall be followed. A Provident Fund ledger and an abstract of balances should be maintained by the dispensary in Forms Nos. 13 and 14. (As amended by B. & O. Govt. Notification No. 1375 M.R. dated 8. 10. 1921.)

Note. The Examiner of Local Accounts B. & O. issued the following instructions with regard to the remittance of the Provident Fund balance of a subscriber when he is transferred from one dispensary to another :—

"It has been represented to me that under the new dispensary rules difficulties are being experienced by some District Boards in the matter of remitting the Provident Fund balance of a subscriber when he is transferred from one dispensary to another. After due consideration of the views invited on the subject from some of the chairmen of the District Boards and from the Local Auditors I am of opinion that the Provident Fund money at the credit of an employee should be sent by money order when he is transferred from one dispensary to another, the cost of remittance of the money being met out of the Dispensary Fund" (Examiner of L.A. B. & O's. No. 4A 206 dated 22.5.1922.)

Service Books.

(57) A Service Book in District Board Form No XX printed in English and the vernacular shall be supplied at his own cost to every employee holding a substantive appointment on the permanent establishment of a dispensary. It shall be kept in the custody of the Chairman, whose signature as well as that of the employee's on the first page shall be attested every five years. The service book is a contemporary record of the employee's official life including leave of every description, every period of suspension from employment, and every other interruption of service, with full details of its duration. Every entry relating thereto shall be written across the page and attested by the Chairman or the Secretary.

Stock Register.

(58) A Stock Register in Form No 10 shall be maintained. All articles of stock other than the medical stores and instruments shall be entered in it. The stock shall be verified by the Secretary once a year and he shall record a certificate to that effect in the Stock Register. The sanction of the Dispensary Committee shall be obtained whenever any article is written off the Register as sold, as unserviceable or otherwise disposed of.

Construction and Repair works.

(59) In the case of the construction and repair of dispensary buildings, etc., the rules applicable to the controlling local authority regarding estimates, contracts, measurement of works, etc., shall be observed. The work shall be executed under the orders of the controlling local authority and the subsidiary accounts relating to the works shall be kept in the office of that authority.

(60) 1. The bills shall be forwarded by the controlling local authority to the Managing Committee for payment. In the case of the

final bill no payment shall be made unless a certificate regarding the satisfactory execution of the work has been recorded on the bill by the Chairman or the Secretary of the Managing Committee.

Note. The charges on account of construction and repair of District Board dispensary buildings will not now be paid by the District Board directly and therefore the question of their classification in the District Board accounts does not arise. The allotment paid by the District Board is to be charged in the District Board accounts against the head "24-Medical-Hospitals and Dispensaries" (Examiner of Local Accounts, Bihar and Orissa's No L. A. 241 dated the 18th June. 1921.)

ii. In the case of dispensaries under the control of District Boards the bills for the construction and repairs of dispensary buildings as well as for the supply of medicines may, for the sake of convenience, be paid direct by District Boards. If this procedure is adopted copies of such bills shall be forwarded to the Managing Committee for incorporation in their accounts and the amount paid by the District Board shall be shown in the dispensary accounts as a receipt on account of allotment from the District Fund with corresponding entry in the expenditure side under the appropriate head (vide Government Notification No. 5720 L.S.G. dated 25. 5. 1923.)

Dispensaries in Class III B.

(61) All the rules applicable to class III-A dispensaries will apply *mutatis mutandis* to class III-B dispensaries also, except those relating to the transactions with the treasury, *viz*, cheques, chalang, pass book, etc., The Cash-Book of this class of dispensaries shall be maintained in Form 3A. All money received shall be forthwith entered in the Cash-Book and shall be remitted to the Post Office at earliest opportunity. All payments shall be made either from the permanent advance referred to in Rule 26, or by withdrawing money from the Savings Bank. The receipts shall never be appropriated towards expenditure.

Audit.

(62) The Dispensary accounts shall be audited annually by the Examiner of Local Accounts. At the time of audit the Chairman or the Secretary shall cause to be produced all accounts registers and subsidiary paper which may be called for by the Audit Officer for purpose of audit. Any explanation called for by the Auditor for the settlement of any discrepancy or for the elucidation of facts shall also be immediately furnished to him.

(63) The Audit Report shall be sent by the Accountant-General to the Chairman of Dispensary Committee concerned, copies of the report being sent at the same time to the Commissioner of the Division, the Inspector-General of Civil Hospitals, the Civil Surgeon of the district and the controlling local authority. A reply showing the action which has been taken or which it is proposed to take on the report which shall be in the form of a letter shall be sent by the Managing Committee to the Examiner of Local Accounts direct within three months of the date of receipt of the report.

Embezzlement.

(64) Whenever any loss of money including stock or stores by embezzlement, theft or otherwise, is discovered, the fact shall be promptly

reported by the Chairman of the Managing Committee to the Examiner of Local Accounts and to the Commissioner of the Division through the Magistrate of the district. When the matter has been fully enquired into he shall submit a further and complete report showing the total extent of the loss and the steps taken to recover the amount and punish the offenders, if any, and to prevent the recurrence of similar losses.

(65) No loss by defalcation, theft, or otherwise, shall be written off from the accounts without the sanction of the Commissioner of the Division. When the amount of the loss exceeds Rs. 500 or when the loss is due to any defect in the system of accounts, collection, etc., the sanction of Government will be necessary.

(66) At the end of each quarter the receipts of such dispensaries as are affiliated to District Boards, except the receipts from the Boards themselves, should be incorporated in the accounts of the Boards by crediting them as "Dispensary Receipts" and debiting them *per contra* as payment on account of "Hospitals and Dispensaries".

Note.—In case there is no Managing Committee references in the rules will be taken as far as possible, and subject to any special arrangements sanctioned by the local body, as applicable to the person or persons in whom the general administration of the dispensary is vested.

(67) i. In the case of District Board dispensaries situated at such distance from a Treasury or Post Office as to cause inconvenience to the Managing Committee in lodging their funds in a Treasury or Savings Bank, there will be no separate Dispensary Fund and the accounts of the dispensaries will be incorporated in the accounts of the District Board.

ii. All claims in respect of these dispensaries shall be paid from the interest in the hands of the Medical Officer in charge, or from the money collected locally or discharged by the District Board on bills duly passed by the Managing Committee by issue of cheques upon the Treasury.

iii. Instead of paying subscriptions, donations, etc., received locally, into a Treasury or Post Office Savings Bank, as required in rule 6 and 22 of these rules, the Managing Committee may appropriate them for the current expenses of the dispensary, and shall submit to the District Board every month a detailed account of the receipts and the expenditure incurred out of them. The account will be submitted in such form and on such date as may be prescribed by the District Board.

iv. The accounts will be incorporated in the accounts of the District Board and if there is any balance in the hands of the Dispensary Committee, it will be deducted from the cash book balance of the District Board at the time of effecting monthly agreement with the Pass Book balance.

v. In other respects the provisions of the foregoing rules shall be followed as far as possible.

(Vide B. & O. Govt. Notification No. 6039 L. S. G., Dated 4-12-22)

BUDGET.

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Form No. 1

Receipts.	Actuals of 19.	Sanctioned estimate of	Budget estimate of	Expenditure.	Actuals of	Sanctioned estimate of	Budget estimate of
1	2	3	4	5	6	7	8
Opening balance ...				Salaries and travelling allowances of establish- ment ...			
Contribution from—				Medical and surgical stores ...			
(a) Provincial Funds				Diet of patients ...			
(b) Local Funds ...				Construction and repairs of buildings ...			
Subscriptions and dona- tion including those for special objects ...				Miscellaneous ...			
Interest on securities and deposits ...				Total ...			
Miscellaneous including sale of securities ...				Closing Balance ...			
Total ...				Grand total ...			
Grand Total ...							

Dispensary Account, Rules.

No. _____

No. _____

No. _____

ORIGINAL CHALAN.

of
B. & O., dated 192 .

তারিখ সন ১৯২ সাল।

On what account, কি বাবৎ।	Amount. টাকা।
Total Rupees. ... মোট টাকা। ...	
Bank ...	
per ...	
Total Rupees ...	

DUPLICATE CHALAN.

Accountant's No. of
Treasury, B. & O., dated 192 .

তারিখ সন ১৯২ সাল।

By whom brought, কাহার দ্বারা কং।	On what account, কি বাবৎ।	Amount, টাকা।
	Total Rupees. ... মোট টাকা। ...	
Notes as on back ...		
পুণ্ডের লিখিত নোট ...		
Silver and Copper ...		
রৌপ্য ...		
Total Rupees ...		
মবলগ টাকা ...		

TRIPLICATE CHALAN.

Accountant's No. of
Treasury, B. & O., dated

তারিখ

By whom brought, কাহার দ্বারা কং।	On what account, কি বাবৎ।
	Total Rupees. ... মোট টাকা। ...
Notes as on back ...	
পুণ্ডের লিখিত নোট ...	
Silver and Copper ...	
রৌপ্য ...	
Total Rupees ...	
মবলগ টাকা ...	

Number of Notes. নোটের নম্বর।	Amount. টাকা।

Number of Notes. নোটের নম্বর।	Amount. টাকা।

Number of Notes. নোটের নম্বর।

Classified Cash Book.

FORM No. 3A.

RECEIPTS.										PAYMENTS.									
Date.	Particulars of receipts.	Amount of each item.	Total of each remittance to the Post Office.	CLASSIFICATION.						Particulars of payments.	Voucher number.	Amount of each Voucher.	Total withdrawn from the Post Office.	Date of withdrawal from the Post Office.	CLASSIFICATION.				
				Contributions from		Subscriptions and donations.	Interest on securities and deposits.	Miscellaneous including sale of securities.	Salary and travelling allowance.						Medical and surgical stores.	Diet of patients.	Construction and repair of buildings.	Miscellaneous.	
1	2	3	4	5	6					7	8	9	10	11					12

Form No. 5.

D. B, Form No. XIV.

*Voucher for recoupment of Chairman's Permanent
Advance Account.*

No.*Date*

Numbers of sub-vouchers covered by this recoupment.

Date when expenditure was incurred ...	}	From
		To
Amount of this voucher	}	Rupees
		Rs.

Received contents and certified that I have compared the entries in the Permanent advance account with the sub-vouchers and have cancelled the latter so that they cannot be used again.

Chairman

Classification of the charges covered by this voucher.

HEAD.	AMOUNT.
Total ...	

Form No. 6.

Abstract account of.....Dispensary for the month of.....

30

Heads of receipts.	Budget allotment.	Receipts during the month.	Progressive total of receipts up to the end of the month.	Heads of payment.	Budget allotment.	Payment.	Progressive total of expenditure to the end of the month.	Remarks.
1	2	3	4	5	6	7	8	9
Contributions from (a) Provincial Funds (b) Local Funds Subscriptions and donations including those for special objects. Interest on securities and deposits. Miscellaneous.	Rs.	Rs.	Rs.	Salaries and travelling allowance of establishment. Medical and Surgical stores. Diet of patients. Construction and repair of buildings. Miscellaneous.	Rs.	Rs.	Rs.	
Opening Balance				Total Closing balance				
Grand total				Grand total				

Dispensary Account Rules.

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Secretary

Diet Slip.

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Form No 7.

Date.....
 Number of patients treated.....
 Men.....
 Women.....
 Male children.....
 Female children.....
 Total.....

Full diet.....
 Half diet.....
 Half without milk.....
 Milk.....
 Spoon.....
 Own.....
 Total.....

Dispensary Account Rules.

	Rate per month	Quantity required	Cost
			Rs. a. p.
Rice.....			
Dal (Arhar).....			
Dal (Masur).....			
etc., etc.....			
Total.....			

Total (in words).....

Medical Officer.

Form No. 9.

MISCELLANEOUS RECEIPTS.

238

No.....

No.....

Dated.....

Received from.....

Received from.....

on account of.....

the sum of Rs.

.....

.....

.....

on account of.....

.....

Rupees (in words)

Rs. A. P.

Rs. A. P.

Dated

Secretary.

Secretary.

Form No. 10.

Stock and Store Register of the.....

Name of article.....

Balance.	Received.			Total.	Issued.			Balance.	Signature of verifying officer.
	Date	Number and date of Voucher for purchase.	Number of articles.		Date.	Purpose for which issued.	Number of articles.		
1	2	3	4	5	6	7	8	9	10

Dispensary Account Rules.

Form No. 11.

SERVICE BOOK.

(Opening page).

1. Name
2. Race
3. Residence
4. Father's name and residence
5. Date of birth by the Christian era as nearly as can be ascertained.
6. Exact height by measurement
7. Personal marks of identification
8. Signature of officer whose services are herein recorded*
9. Signature of the Chairman of the*

* N.B. These two signatures should be renewed or re-attested at least every five years.

(Second page).

Appoint- ment.	Whether substantive, permanent, acting or temporary.	If acting here state substantive appointment	Pay.	Acting allow- ance	Date of appoint- ment.	Signature of officer whose services are herein recorded.
1	2	3	4	5	6	7

(Third page)

Signature and designa- tion of Chairman or attesting officer.	Date of termination of appoint- ment.	Reason of termination (such as promo- tion, transfer dismissal etc).	Leave taken, nature and duration.	Signature and designa- tion of Chairman or attesting officer.	Reference to any recorded punishment or censure or praise of the officer.
1	2	3	4	5	6

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Name.....

Advances made.					Advances recovered.					
Date.	Purpose.	Number of Voucher.	Amount.	Total.	Date.	Whether in cash or by work bill.	No. of item in pass book if recovered in cash or number of voucher if adjusted by work bill.	Amount.	Total.	Debit balance after each transactions.
1	2	3	4	5	6	7	8	9	10	11

Dispensary Account Rules.

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

29A. Civil Surgeons are required to visit the Sadr Hospitals daily while in the station at suitable hours. They are held primarily responsible for the proper performance of medical duties of the institution. Their duty in visiting the hospitals is not merely to supervise generally the proceedings of their subordinates, but to take a principal and active part in the business of the institution, to examine cases, to ascertain the progress and closely scrutinize the treatment of them and to perform or assist in performing such surgical operations as may be requisite. (Govt. Notification No. 3032. M. dated 8. 12. 20.)

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

31. The Superintendent shall visit each dispensary in his district not less often than once a quarter, except by special dispensation from the Inspector-General of Civil Hospitals, and shall prepare and submit promptly to the Inspector-General of Civil Hospitals through the District Magistrate inspection reports in B. & O. C. M. D. Form No. 29. The Sadr hospital should be visited by the Civil Surgeon daily when he is at head quarters at a fixed hour which should be notified throughout the district so that patients who wish to consult him may know exactly when they can do so.

Note 1. Zenana hospitals should not be inspected by the Civil Surgeons, but only by the Inspector-General of Civil Hospitals, due regard being paid to *parda* and by the Joint Secretary of the Central Committee of the Dufferin Fund who has offered to make careful inspection of such hospitals on any lines suggested by the Inspector-General and to send to him a formal report on their conditions. (Bihar and Orissa Government letter No. 6692. M. dated the 18th May, 1918)

Note 2. The Civil Surgeons are not entitled to any fees for inspection of private dispensaries (Bengal Government Circular No. 24. dated the 18th March, 1904).

32. The Superintendent shall furnish an annual report of working of the hospitals and dispensaries in his district to the Inspector-General of Civil Hospitals in B. & O. C. M. D. Form No. 50 and annual returns in accordance with B. & O. C. M. D. Forms Nos. 18, 19, 20, 21 and 22.

33. The Managing Committee or Manager of every hospital and 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 or Dispensary or Hospital clerk shall write up all other books and records prescribed under these rules, and, in any case, in which this is not done, the reasons should be stated in the inspection report of the Superintendent.

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

35. A visitors' book shall be kept in every hospital and dispensary in which will be recorded the remarks of the visitors. A copy of these remarks will be forwarded within twenty-four hours 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.

36. 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.

Note 1:—The following orders were issued by Government with regard to the treatment of venereal diseases by doctors in charge of District Board Dispensaries:—

"I am directed to address you on the subject of the treatment of venereal diseases. During recent years great progress has been made in the treatment of these diseases chiefly by means of intravenous injections of arsenical compounds, and Government have placed funds at the disposal of the Inspector-General of Civil Hospitals for the purchase of the necessary drugs and apparatus required for this form of treatment. As the treatment cannot be given except by experienced doctors, grants for the purchase of these drugs have only been given to Civil Surgeons for hospitals at district headquarters, but it is proposed now to give grants so that the treatment may be available also at those subdivisional hospitals at which assistant surgeons are employed. In view of the suffering caused by these diseases, it is desirable that persons suffering from them should avail themselves of this new method of treatment to as freely as possible, and the committee in charge of hospitals at which the new method of treatment is available should make the fact widely known. The drugs used for the treatment are however, expensive and the hospital committee should consider in consultation with the Civil Surgeon the desirability of realizing fees for treatment from all who can afford to pay.

2. I am at the same time to suggest that district boards should consider in consultation with Civil Surgeon whether there are any doctors in charge of district-board dispensaries who are competent to give the new method of treatment by intravenous injections of arsenical compounds. The board should be guided on this point entirely by the opinion of the Civil Surgeon, as there is considerable risk involved if the treatment is administered by inexperienced persons. If the Civil Surgeon considers that any doctor is competent to do the work, it is suggested that the District Board should purchase the necessary drugs and apparatus and recover the cost by levying a fee from all persons taking the treatment." (Govt. letter No. 160—237 L. S. G. R. dated 11. 5. 1923 to all chairman of District Boards and Municipalities)

Note 2 :—With a view to give the best facilities available in the Sadar hospitals of the districts for the treatment of the eye diseases, the District Boards are being instructed to direct their medical officers in the dispensaries under their control to send up cataract cases to district hospitals, for treatment (Para 2 of Govt. letter No. 8392 L. S. G. dated 17. 9. 23 to the Honorary Joint Secretary to the Committee of the National Conference of the workers for the blind, copy circulated with I. G. of Civil Hospitals, B & Os, Circular No 62, dated 30. 10. 23).

Note 3. Government issued the following orders with regard to the entertainment of trained *Dais* in hospitals and dispensaries :—

"I am directed by Government in the Ministry of Local Self-Government to say

"That this Council recommends to the Government to take early steps to provide the rural dispensaries in each district with a trained *dai*."

that a resolution, as noted on the margin, was passed at the meeting of the Bihar and Orissa Legislative Council held on the 31st January 1922. I am to commend this resolution for consideration by the members of the District Board, as the importance of having a

trained *dai* in each hospital and dispensary in the district to assist in medical work among the women and children must be recognized. Such an officer would be of great assistance in the maternity work in the area around the dispensary, and in view of the importance of this branch of medical relief it is hoped that the matter will receive the earnest attention and co operation of the members of the Board. It is recognized that there may be difficulty about the supply of trained *dais*, but it should be possible where there are lady doctors at headquarter hospitals to train

suitable women and send them to outlying dispensaries. If they cannot be trained in one district they may possibly be obtained from the adjoining district or they could be advertised for. The Hon'ble Minister trusts that every endeavour will be made to obtain good and suitable women. In the annual report on the working of the Board for current year a paragraph should be added showing what the Board have decided to do in this connection and how far their efforts to carry out the recommendations of the Council have been successful. (Govt. letter No. 854-73-L. S. G. R. dated 4. 7. 22 to Chairmen of all District Boards).

Note 4.—Where this can be arranged without interfering with their ordinary work, the medical officers in charge of dispensaries should be deputed to visit the local markets on market day and also some of the larger villages in their neighbourhood; the days on which each village will be visited should be fixed and notified beforehand. (B.G. Circular No. 32 Medl. dated the 17th November 1905).

Note 5.—Under Article 1066 of the Civil Service Regulations, Government have permitted the medical officers in charge of District Board dispensaries, when required to visit local markets and the neighbouring villages on market days to distribute medicines, to draw the allowances admissible under Chapter L II (*i. e.* mileage allowance for journeys by road, railway or river) for the whole period of any absence from headquarters on such duty, on condition that no daily allowance is drawn for such period, the charge being met from the District Fund. The bills on account of these allowances should be carefully scrutinized by controlling officers under Article 1161 (a) of the Civil Service Regulations so as to prevent any abuse of this concession. (B.G. Circular No. 19 Medl. dated the 28th March 1907).

37. The Managing Committee or Manager shall prescribe the hours of attendance (which shall not be less than four hours in the morning and two hours in the afternoon) within which the Medical Officer must be present at the dispensary. He must also give attention to urgent cases at other hours. Where a medical officer is required to look after the sanitation of the surrounding villages the hour of attendance may be fixed by the District Board. (As amended by Govt Notification No. 6938 L. S. G. dated 27. 12. 22).

Note :—Special attention should be given to the immediate admission and treatment of urgent cases in hospitals and for this purpose, one or other staff should constantly be present. A regular duty roster should be kept and hung up in a conspicuous place of the hospital showing the duty of each person during day and night. (Inspector-General, Civil Hospitals Bengal's No. 58 dated the 10th September, 1907).

38. Any person attending 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 or Manager any cases in which the privilege is abused.

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

39. 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 (i)—Medicine should be supplied from the dispensary stock free of charge to such Government servants as are entitled to receive them (As amended by Govt. Notification No. 8131 L. S. G. dated 1 9. 23).

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

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

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

Note :—The following orders were issued by Government with regard to the attendance by medical officers employed by local bodies on Government Officers :—

"I am directed to invite a reference to the correspondence resting with your letter.....on the subject of attendance by medical officers employed by local bodies on Government Officers who are entitled to free medical attendance.

2. In view of the liberal assistance given by Government to District Boards for medical relief in rural areas in the form of recurring grants distributed according to the less income and population of the districts, Government in the Ministry of Local Self-Government are pleased to lay down as a condition of the grants that local bodies should require the medical officer in charge of a dispensary maintained or aided by them to attend free of charge Government servants residing in the town or village in which the dispensary is situated. This will apply to Government servants whether on duty or on leave, but not to their wives and families for attendance on whom fees may be charged (B & O Govt. letter No. 3730-34 L. S. G. dated 25. 3. 1924 to Commissioners of Divisions).

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

43. Sub-Assistant Surgeons employed in sanctioned appointments, whether under Government or local bodies, will be granted by the authorities paying their salaries free quarters or house rent in lieu thereof, provided that such quarters are approved and are at a convenient distance from the scene of the officers' duties. In respect of Sub-Assistant Surgeons who do not hold any sanctioned appointments, free quarters or house rent in lieu thereof may be granted with the sanction of the Inspector-General of Civil Hospitals, subject to the condition that the amount of the allowance shall in no case exceed Rs. 10 a month or the rent actually paid by the Sub-Assistant Surgeon concerned, whichever is less. Application for house rent allowance exceeding Rs. 10 a month must be submitted to the Local Government for orders. Similar allowances may, with the same sanction, be granted to Local Indian Doctors employed in charge of hospitals and dispensaries.

Note :—The Assistant Surgeons are not entitled to get any house allowance, for although Government recognize the necessity of providing these officers with free house accommodation at the dispensaries, the grant of an allowance is not considered necessary. (Examiner of Local Accounts' Circular No. L. A. 284 dated the 13th February, 1908 and B. G. No. 308 Medl dated the 27th May 1911, as amended by B. & O. Govt. No. 12821 dated the 16th September 1918).

44. In dispensaries in which there are house-patients, a bed head ticket in the prescribed form (vide B & O. C. M. D. Form No 9) shall be hung over the bed of each in-patient.

Note—1. It is desirable that in all large dispensaries separate pauper wards should be established (B. G. Circular No. 1 Medl. dated the 7th January 1907).

Note—2. It should be made a rule that prostitutes should never, unless this is quite unavoidable, be put in the same room with the respectable women and children. As a means to this end the Inspector-General of Civil Hospitals suggests the addition of an extra room to the existing female wards for the reception of prostitutes, where the available accommodation is insufficient to effect the desired separation. In the existing female wards in many hospitals there is accommodation enough to render possible an adaptation which will provide for the object in view, and in such cases an additional room may not be necessary. In these hospitals if there are more than one room in the female ward, one of them may be reserved for the reception of the prostitutes and if there is only one room in the ward and that a large one, it may be partitioned off to ensure the separation among the two classes. The question of a contribution towards the construction of an extra room where it is necessary will receive the consideration of Government if local endeavours fail to meet the required expenditure. (Inspector General of Civil Hospitals, Bihar and Orissa's Circular No. 65 dated the 3rd June, 1915).

Note—3. While accommodation for the families of patients already exists at some of the Sadar hospitals, this is generally intended for well-to-do classes, and there is no similar provision for the relatives and friends of the lower classes. In the opinion of His Honour in Council, the latter is an object to which District Boards and Muni-

cialities might well devote some part of their funds when available. (B. & O. Govt No 1266—70 M dated the 28th January 1916).

Note—4. It is the general practice in the hospitals and dispensaries of the province to provide free diet for the attendants of indigent patients and Government recognise the charge as a proper one on the dispensary funds. (B. & O. Govt. No. 18157 M dated the 22nd October. 1918).

45. Medicines and instruments shall be kept under lock and key, except small quantities of the articles in daily use during the attendance of patients. The Medical Officer in charge shall be responsible for all stores and stock.

46. Poisons should be stocked in special bottles and kept under separate lock and key which should remain in the custody of the Medical Officer in charge of the dispensary; the doses in which these drugs are usually administered internally should be legibly written on a conspicuous label. A list of poisons should be hung up in the almirah specially reserved for the custody of such drugs.

46A. Every preparation containing cocaine issued on a prescription from a dispensary under Government supervision shall have marked on the label the total quantity and percentage of cocaine in the preparation as issued from the dispensary.

Every prescription for a preparation containing cocaine shall be filed separately and also clearly copied separately into a register called the "Cocaine Ledger" (Form G.), and every copy shall have added to each a statement showing the total quantity and percentage of cocaine in the amount of made up medicine issued on the prescription.

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

(ii) In the construction of new dispensaries the standard plan should ordinarily be followed. If it is desired in exceptional cases to deviate therefrom, the alternative proposals which are submitted should be fully justified. If in-patients are to be accommodated, provision should be made for at least 90 superficial and 1200 cubic ft. of space for each patient, and the beds should be so placed that the patients will not be

obliged to sleep in a draught of air. In isolation wards for infectious cases, 120ft. of superficial space should be allowed to each patient. The beds of all indoor hospitals should be placed so as to have a window or door on each side.

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

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

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

- (a) Institutions in classes I & II—Constitution of Committee.

The District Officer.....President.

The Civil Surgeon.

The Executive Engineer

}.....Members.

In outlying stations these officers, on their own responsibility may nominate subordinates to take their places. The Committee will be convened by the District Officer at the request of the Executive Engineer. If the officers of the Committee are unable to agree as to the site proposed, the case should be referred for the decision of the Commissioner, a note of any objections made being attached to the proceedings of the Committee. The Officers of the Public Works Department will be guided by the procedure prescribed in the Bengal Government Public Works Department Circular No : 2 B dated the 21st January 1907.

- (b) Institutions in class III - - Constitution of Committee :
- | | | |
|---|-------|------------|
| The District Officer | | President. |
| The Civil Surgeon | | |
| The District or Municipal Engineer. | | Members. |
| A representative of the Local Fund concerned. | | |

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

- (c) Institutions in class IV or V - - Constitution of Committee
- | | | |
|---|-------|------------|
| The District Officer. | | President. |
| The Civil Surgeon. | | |
| The Engineer who will be entrusted with construction of the building. | | Members. |
| The proprietor or his representative. | | |

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

Every plan should, before submission to the Inspector-General of Civil Hospitals be countersigned by the Civil Surgeon or the Superintendent in taken of his approval.

48. In the case of institutions in class III, IV, or V, repairs to the dispensary buildings shall be executed by, and be chargeable to, the local authority or the Managing Committee or Manager, as the case may be.

49. Menial servants will be appointed and discharged by the Medical Officer in charge subject to the approval of the Managing Committee or

Manager of the institution. Compounders and Dressers will be appointed and be liable to removal by the Managing Committee or Manager, subject to the approval of the Superintendent. Leave shall not be granted to Compounders or Dressers without the approval of the Superintendent.

50. (I) Every Compounder appointed after 10th April 1897 to a hospital or a dispensary in classes I, II, III, IV or V must hold a certificate under the rules framed by the Local Government in this behalf under Section 252 of the Bengal Municipal Act III of 1884.

(II) Qualified Compounders employed in hospitals and dispensaries in classes I and II shall draw pay at the rate of Rs. 20/- a month rising by annual increments of one rupee to Rs. 40/- a month. The pay of those employed in hospitals and dispensaries other than those included in classes I and II will be fixed by the local authorities having regard to their resources, the work to be done and the local conditions of employment.

(III) Compounders attached to in-door hospitals will be entitled to free quarters which must be provided for them by the hospital authorities. (vide B. & O. Govt. Notification No. 2195 L. S. G. R. dated 10.8.22)

Note 1.--The intention of this rule is to compel the dispensary authorities to provide free quarters to compounders but Government recognise that there may be existing indoor dispensaries in which such quarters are not provided and where it is not possible for the dispensary authority to construct quarters at once. In such cases the dispensary authorities should take steps to provide quarters as soon as possible, but it is not the intention of Government that they should be unable to grant house-rent allowance to their compounders pending the construction of quarters. In future objections should not be taken in audit to the payment of house-rent allowance to compounders and other dispensary servants. (Bihar & Orissa Government letter No. 12821 M. dated 16th September 1918 to the Examiner of Local Accounts).

50A. The Inspector-General of Civil Hospitals is empowered to cancel the certificate of any compounder proved to have committed a serious mistake in the dispensing of a drug either through ignorance or carelessness.

50B. Except in very exceptional cases and even then for a very short period only, no compounder shall be placed in charge of a dispensary. On such an occasion, a compounder is only permitted to render first aid for the immediate relief of a patient or to repeat medicines previously prescribed by the Medical Officer. He shall not on any account prescribe for patients on his responsibility. Whenever a Compounder is unavoidably placed in charge of a dispensary with the sanction of the Civil Surgeon the fact should immediately be reported to the Inspector-General of Civil Hospitals.

51. The employment of apprentice compounders is prohibited, except in hospitals and dispensaries the Superintendents of which are authorised by the Inspector-General of Civil Hospitals to receive and train candidates for examination. The number of such apprentices in an institution should ordinarily be limited to two, but may be increased with the sanction of the Inspector-General of Civil Hospitals.

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

53. Articles of clothing which are not infected and other movable property belonging to deceased house patients, should unless, in the case of Indian patients to whom section 54 of Act II of 1874 does not apply, there are heirs to whom the property may be made over, be sent through the police to the local Munsiff 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 authority to report the date 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 movable property left by the deceased until the friends or relations 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 authority 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 person, 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.

BOOKS AND FORMS.

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

- (1) Diary and Register of indoor patients (B. & O. C.M.D. Form 1.)
- (2) Register of operations (B. & O. C. M. D. Form 3).
- (3) Bed-head ticket (B. & O. C. M. D. Form 9). This should be written up daily and be filed, so as to preserve a concise history of the case and treatment.

(4) A case book for recording all special or important cases. (blank book).

(5) A clinical chart of temperature, pulse, and respiration in B. & O. C. M. D. Form 51. These should be posted into the case book against the patient's case.

(6) Register of out-patients (B. & O. C. M. D. Form 2).

(7) Ticket for out-door patients (B. & O. C. M. D. Forms 10, 10A and 10B).

(8) A book of copies of certificates given in police and medico-legal cases.

(9) Copies of reports on post-mortem and medico-legal examinations and of those used in despatching viscera to the Chemical Examiner should be kept in the prescribed printed forms and filed in separate file books for reference.

(10) Monthly returns of in and out patients (B. & O. C. M. D. Forms 26, 27 and 28). These should be kept up-to-date for the more easy and accurate preparation of the annual return. A copy should be submitted to the Civil Surgeon soon after the close of the month.

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

(12) A bill book for copies of all the dispensary bills (Blank book).

(13) A daily account of cash book showing actual receipts and expenditure in detail (Blank book). This is to be kept by the Medical Officer, and the account totalled up at the end of each month.

(14) A diet book in B. & O. C. M. D. Form 5. This is required only in dispensaries in which there are in-patients.

Note.—The daily rate of diet allowance of patients in Government hospitals and dispensaries is eight annas for Europeans and four annas for natives. This scale should be taken as a guide to the maximum expenditure and not as a calculation for the purposes of ordinary expenditure. (Article 237 (26) of the B. & O. Treasury Manual).

(15) A stock ledger of surgical instruments and appliances (B. & O. C. M. D. Form 43).

(16) A stock ledger of medicines (B. & O. C. M. D. Form 47).

(17) Annual indent for European medicines and instruments required for State hospitals and dispensaries (B. & O. C. M. D. Form 13). This is to be submitted to the Civil Surgeon in printed form and in quadruplicate.

(18) Emergent indent for European medicines and instruments required for State hospitals and dispensaries (D. G., I. M. S. Form No. 4). This is to be submitted to the Civil Surgeon in printed form and in quadruplicate.

(19) Annual indent for forms (B. & O. Non-Standard Schedule X, Forms Department Form No. 36).

(20) Annual returns (B & O. C.M.D. Forms 18, 19, 20, 21, 22, 23, 24, and 25). These should be sent in the printed form and in duplicate, in the first week of January, to the Civil Surgeon for check and for their transmission of one of the copies to the Inspector-General of Civil Hospitals not later than the 15th January.

Note :—Instructions for filling up the annual statement of H and J. (Inspector-General of Civil Hospitals, Bengal's Circular No. 88 dated 5th December 1910.)

(1) The amount fixed under rule 10 of the Dispensary Manual as contributions towards the pay, pension and leave allowances of Government Medical Officers lent to Local bodies, should be shown in column 13 of the statement as expenditure on account of their salaries. The practice of showing in this column the officers' actual grade pay in cases in which it happens to be in excess of the fixed contribution rate, and showing in column 4, the excess as a Government contribution towards the salary is misleading and should be discontinued.

(If) When under special orders of Government a hospital or dispensary, has entirely or partially been exempted from paying the fixed contribution for its medical officer the full contribution rate referred to in rule 1 should be shown in column 13 as expenditure on account of its salary and the same amount should be shown in column 4 on the income side as Government contribution towards it in cases in which full exemption has been granted. In cases in which partial exemption has been granted, the difference between the full contribution rate and the reduced rate recovered as contribution should be shown in column 4.

(III) In the sub divisional dispensaries where an assistant surgeon has been appointed at the request of the local body in the place of the sub-assistant surgeon allotted to the Sub Division, the difference between the contribution rates of the two classes plus the dispensary allowance should be shown in column 13.

(IV) If in any case, a dispensary has, under orders of Government, wholly or partially been exempted from paying the difference referred to in rule 3, the amount so exempted should be shown in column 4 on the income side as contribution from Government.

N. B. - In cases falling under rules II, III, and IV of these rules, the number and date of the Government orders should be quoted in the remarks column of the statement.

(21) A season monthly register of vaccination for use in dispensaries to which vaccinators are attached. This form can be obtained from the Superintendent, to whom a copy duly filled up should be submitted every month for incorporation in his monthly return to be submitted to the Sanitary Commissioner.

(22) A Visitor's Book. For this purpose a simple blank book will suffice.

(23) A blank book for copies of all letters and circulars received, of which the originals cannot be retained.

(24) A blank book for copying all letters despatched.

(25) A book cover for filing all circulars and other letters.

(26) Weekly statement of diseases for use by travelling dispensary (B. & O. C. M. D. Form 11).

(27) Bound book of passes for patients despatched by travelling dispensary to head quarters for treatment (B. & O. C. M. D. Form 12.)

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

(I) Account of the receipts and payments of Municipal dispensaries prescribed in rule 104 of the Municipal Account Rule.

(II) A statement of accounts in B. & O. C. M. D. Form 22 (Statement H), to be submitted by the Secretary or Manager monthly to the Superintendent. A copy of the same should also be laid before the Managing body at their meeting and another copy should be sent to the Magistrate.

(III) A monthly *Proforma* account for class III B Dispensary (B & O. C. M. D. Form 60)

(IV) An annual account of invested capital in form 22 (Statement J) should be submitted to the Superintendent for his information in the first week of January.

(V) A Cash book of class III A Dispensary Fund (B. & O. C. M. D. Form 7) to be kept by the Managing Committee or Manager in accordance with the instructions contained in rule 28.

(VI) A Cash book of class III B Dispensary Fund (B. & O. C. M. D. Form 8) to be kept by the Dispensary Committee or Manager in accordance with the instructions contained in rule 28.

(VII) A subscription register for dispensary (B. & O. C. M. D. Form 6).

(VIII) Receipt (Counterfoil book) for subscriptions (B. & O. C. M. D. Form 4).

(IX) A Dispensary property book (Blank book)

(X) A Committee book for recording the proceedings of each meeting of the Managing body, (Blank book)

56. The following reports and returns are required to be submitted by the Superintendent to the Inspector-General of Civil Hospitals, Bihar and Orissa :—

(I) Annual confidential report of Civil Assistant Surgeons and Sub-Assistant Surgeons (P. & O. C. M. D. Form 31).

(II) Inspection report of a dispensary (B. & O. C. M. D. Form 29).

(III) Annual report on the working of a dispensary (B & O C. M. D. Form 50).

FORM G.

Cocaine Ledger.

(See rule 46-A)

Serial number of prescription.	Date of prescription.	Name of patient with his address in full and number in hospital Register if entered or if issued for hospital use. State whether in or out-patient, dressing department, or operating room etc.,	Prescription in full with quantities of drugs.	Total quantity of percentage of cocaine in the medicine dispensed.
1	2	3	4	5

Form of Guarantee under Rule 4 of the Dispensary Rules

Know all men by these presents that we are held and firmly bound to the Secretary of State for India in Council in the sum of one thousand rupees to be paid to him, his successors or assigns for which payment to be well and truly made we bind ourselves and each of us and the heirs, executors, administrators, and representatives of us and each of us and every of them jointly and severally firmly by these presents sealed with our seals dated this day of one thousand nine hundred and

Whereas a dispensary has been established at _____ and the Government of Bihar and Orissa has been requested to aid the same as a dispensary of the _____ class pursuant to the revised rules for the grant of Government aid to charitable hospitals and dispensaries in the Province of Bihar and Orissa which the said Government of Bihar and Orissa has consented to do upon security being given that the local income from private subscriptions of the said dispensary shall amount to not less than _____ rupees per mensem and the above bounden

thereupon agreed to execute the above written Bond or Obligation subject to the condition hereafter contained. Now the condition of the above written Bond or Obligation is such that if the local income from private subscriptions of the said dispensary shall amount to not less than the sum of rupees _____ per mensem or if in case the said local income shall be less than that sum the above bounden _____ or one of them, their or one of their heirs, executors, administrators or representatives do and shall monthly and every month pay to the Committee of Management or Treasurer or other officers or officer of the said dispensary for the time being authorised to receive the income thereof such a sum of money as with the said private subscriptions will cause the said local income to amount to not less than the sum of _____ rupees per mensem and if the said _____ or one of them, their or one of their heirs, executors, administrators or representatives do and shall from time to time and at all times hereafter save harmless and keep indemnified the said Secretary of State for India in Council and his successors and assigns and his and their officers and servants and their and every of their estate and effects whatsoever from and against all losses and expenses which shall or may be paid, suffered sustained or incurred by him or them for or by reason or on account of any deficiency or falling off of the said local income of the said dispensary whereby it shall be reduced below the monthly sum of _____ rupees . . . Then the above written Bond or Obligation shall be void otherwise the same shall be and remain in full force and virtue.

Provided that the above bounden _____ or one of them, their or one of their heirs, executors, administrators or representatives desiring at any time hereafter to be released from the above written Bond or Obligation may with the consent of the Government of Bihar and Orissa withdraw on giving notice of such desire to the said Government of Bihar and Orissa through the local Magistrate or Commissioner and to other parties to this Bond (if any) three months beforehand.

TRAVELLING DISPENSARIES.

1. Steps should be taken by District Boards to establish Travelling Dispensaries wherever the local conditions are such as to make them the most suitable form for the provision of medical relief in the interior. (B & O Govt No 13058M, dated the 26th November 1914).

Note: The establishment of floating dispensaries in river districts should be encouraged, the movements of such dispensaries being regulated according to a fixed programme. (B. G. Circular No 32 Medl, dated the 17th November, 1905).

2. Travelling Dispensaries should be treated as class III dispensaries of a permanent character and their returns should be included in the annual dispensary report (B & O Govt No 9072 M, dated the 4th July 1916).

3. When suitable opportunity offers, the Deputy Sanitary Commissioners should inspect the Travelling Dispensaries in their respective circles. It is, however, not intended that the inspections by the Deputy Sanitary Commissioners should replace those prescribed by rule 31 of the Dispensary Manual. (B & O Govt No 10549 M, dated the 8th August 1916).

4. The following note has been drawn up by the Sanitary Commissioner, Bihar and Orissa, giving a full description on which Travelling Dispensaries should be organised. He will give any further information that may be required by the District Boards (Sanitary Commissioner, Bihar & Orissa's No 8483-87-4T-1-14 dated 28th December 1914).

Purposes for which the Dispensaries are intended to be used.

(1) Travelling Dispensaries are essentially for use during epidemics and they have been specially equipped for the purpose of bringing relief quickly to the people in places which fixed dispensaries cannot reach. During outbreaks of infectious disease in the mufassil the presence of a trained and resourceful medical officer with a few simple medicines ready to hand which he knows how to make use of, can do a vast amount of good work and where he shows tact and sympathy and willingness to make himself useful his presence is very much appreciated by the people as soon as their instinctive suspicion of any new idea has been overcome. But apart from their special use during epidemics these dispensaries can be used to treat such cases as are usually seen in outdoor dispensary practice when touring from village to village and in this way they become the means of introducing European medicines and methods of treatment into places where they have not been known before. The medical officers of

these dispensaries can also render useful service by installing into the villagers a few simple sanitary principles in connection with the preservation of their water supply from pollution and the prevention of such diseases as malaria, cholera, tuberculosis, plague and many minor ailments. He will also be able to keep the District Officers informed of the occurrence of local epidemics which might otherwise pass unnoticed and of sanitary defects which require attention in the villages he visits.

Qualification and duties of the Medical Officer.

(2) From what has been said above, it will be evident that the success of the travelling dispensaries depends very much on the qualifications of the medical officers in charge of them who must be very carefully selected. Not only should they be men of considerable physical energy to withstand the fatigue of camp life, but they must also have had two or three years' previous experience of medical practice. Recently qualified medical men are not as a rule suited to this class of work.

Equipment of the Dispensaries.

(3) The essentials of a travelling dispensary should be *compactness, lightness and mobility* so that it may be capable of being moved rapidly from one place to another by means of conveyance which happens to be available at the moment and its equipment has been organised with these ends in view. A list of the outfit which is considered essential will be found in Appendix A. It is not meant to be complete. There are many useful drugs and instruments suitable for the treatment of special cases, which have been omitted because of keeping the weight down as low as possible to avoid increasing the difficulty of transport; but it will be found on careful examination that there are very few cases which are seen in ordinary outdoor dispensary practice in India which cannot be treated. The only special apparatus provided is that required for the transfusion of cholera cases and that required for anti-plague inoculation. The latter may be omitted from the equipment of dispensaries which are to work in districts where the disease does not exist. It must be understood that the cases requiring a serious operation or a long course of medicine cannot be treated in dispensaries of this description. When they are met with, they should be given temporary relief and should then be sent to the nearest hospital.

Medicines.

(4) All the medical preparations have been chosen with reference to their utility, their cheapness and their keeping properties. For instance,

such drugs as *chrysophanic acid* and *iodide of potassium* have been excluded. They are both very expensive. The latter is not much used except in cases requiring prolonged treatment and for the former nitrate of mercury ointment has been substituted, as it is much cheaper and in most cases equally efficacious. For the same reasons the purgative drugs have been limited to one generally useful bed-pill and to sulphate of magnesia. Fluid drugs except concentrated tincture of iodine have been excluded from the list on account of their bulk and of the liability of the bottles to be broken in transit.

All the preparations are ready made-up so as to avoid compounding as far as possible and all superfluous and alternative remedies have been excluded. *Hypodermic preparations* though they are ideal in view of their lightness and compactness have been omitted, as they are not considered suitable for this class of work. The "tabloids" and "soloids" and the concentrated tincture of iodine are special preparations of Burroughs Wellcome and Co., and some of them have been compounded specially for use in a tropical climate. The quantity noted against each item in column 2 represents that which should be provided for a dispensary which treats about 300 patients a month. In column 3 are mentioned the units into which it has been found convenient to pack the drugs for transport. This mode of packing assists materially in keeping the drugs fresh.

It is not intended that the whole of the equipment should be carried round with the dispensary as this would involve a very considerable and unnecessary addition to its weight. The main stock should be stored in the Civil Surgeon's office from which the medical officer can draw from time to time according to his requirements.

The most convenient method of carrying the medicines and the small articles of equipment is in panniers of the military field hospital type. They are made of cane covered of varnished canvass and are bound with leather at the edges. Inside these panniers are compartments made of wood which are fitted with zinc containers to hold the drugs. Until the arrangements for the supply of these panniers are complete the equipment should be packed up in two strong wooden boxes. Each box should be $2' \times 1' - 6'' \times 1' - 6''$ in size. Inside each a wooden tray $6''$ deep should be fitted. In one box the tray should be divided up into a number of small compartments (24) to hold the bottles which contain the dry drugs, and in the other it should be divided into compartments of different shapes to hold such articles as the pocket dressing case, scissors, syringes, tooth forceps, etc. The bottom of one of the boxes should be divided up into compartments of larger size for the more bulky drugs such as

quinine and sulphate of magnesia, ointments and the carbolic acid and the bottom of the other box should be arranged to hold such articles as dressing trays, basins and dressings. If the articles are packed carefully and are limited to those mentioned in the list the two boxes of the size stated will be found sufficient to contain them all. A third box of smaller dimensions $1'-4" \times 1'-4" \times 1'$ should also be made to carry the stationery, registers and literature.

Sundries.

(5) In section 4 of the Appendix A a list of sundries will be found some of which require comment.

(a) Tentage :—The medical officer and the menials of the dispensary should either be provided with tents or temporary sheds should be erected for them at certain predetermined halting places along the route. It is not practicable to leave it to the medical officer to make his own arrangements for lodging in the thana or the school house or to rely on the villagers finding him accommodation in their own houses. Spare huts which are suitable for the dispensary are rarely found and strong objections are sometimes raised by the owners to having a crowd of sick around their houses especially during epidemics. It is, therefore preferable from all points of view to provide the medical officer with his own accommodation.

(b) Transport:—Although the dispensary is so arranged that it can on an emergency be carried by coolies, it is usually convenient to convey it from one stage to another by bullock cart. The equipment which has to be carried about not only includes the panniers or boxes, the tents, the table and chairs and the other equipment proper to the dispensary but also the personal baggage, the cooking utensils and the bedding of the medical officer and the menials. The difficulty of finding carts which can be hired locally in the mufassil is sometimes considerable and the villagers are usually very unwilling to lend their private carts for the purpose even on liberal payment. Local assistance cannot therefore be relied upon to move the dispensary from one place to another and a bullock cart should be hired for the purpose at the beginning of each tour.

(c) On reference to the paragraph on the "Routine working of the dispensary" it will be seen that the medical officer is

expected to visit the villages within two or three miles of his camp every day. To enable him to do this and to cover the ground rapidly and to take an attendant and some drugs with him, an *ekka* and pony should be provided. A conveyance of this description increases the range of activity of the medical officer very greatly and it also enables him to attend emergent cases at a distance which it would otherwise be very difficult for him to do. A bicycle is of little use for mufassil work.

- (d) An almirah is required at head quarters in which to keep the main stock of medicines and other articles of equipment separately.
- (e) A small hand bag should be provided in which a few bottles containing medicines can be placed and in which the medical officer can carry his stethoscope, pocket dressing case and a few dressings.
- (f) It should also be borne in mind that, owing to the conditions under which the establishment of these dispensaries have to live, they run a greater risk than usual of catching cholera, or malaria. Such articles as water bottles and mosquito nets should therefore be provided and the necessity of taking quinine as a prophylactic during the feverish season of the year should be insisted upon.

Establishment.

(6) The establishment of a travelling dispensary should consist of a medical officer and two *khalasis*.

- (a) The Medical Officer :—From the remarks which have been made already it will be understood that great importance is attached to the selection of a suitable medical officer. He must be a man who has had some experience of medical practice and he must also have good physique. It is suggested in the case of dispensaries working under District Boards that he should be made a member of the District Board Medical and Sanitary service which would enable him to more easily interchangeable with other medical officers in case of an emergency than he would be if he were working independently and it also gives him a prospect of ultimately holding charge of one of the District Board permanent dispensaries as he rises in the service.

It is essential that the medical officer of a travelling dispensary should be well paid so as to make it worthwhile for a thoroughly well qualified man to accept the post and keep it. His pay should be the equivalent of that of a medical officer of a permanent dispensary of the same length of service and he should be given a local allowance of 50 per. cent. extra. He should also be given fixed travelling allowance either at the rate of Rs 25 a month or at the rate of Rs 15 a month, if he is provided with an *ekka* and a pony free of cost.

Before taking up his appointment he should be required to undergo a course of training in epidemiology and in the treatment of cholera and the technique of anti-plague inoculation.

In consideration of his having to live apart from his family while in the mufassil he should be given special casual leave for fourteen days at the end of each tour and he should also be allowed to leave his dispensary and come into head quarters for two days once a month to draw his pay and replenish his stock of medicines.

- (b) Menials :- Two *Khalasis* are required, one to guard the dispensary in the absence of the medical officer and the other to drive the *ekka* and pony. Their pay should be Rs 8 a month and Rs 2 allowance should be given to the senior man when he has learnt the first element of dressings and can help the medical officer in his work.
- (c) Fifteen rupees a month should be allowed for contingent expenditure which should include the cost of feeding the *ekka* pony, and the money to pay the expenses of indigent patients who are sent to headquarters for treatment.

Routine work of the Dispensary.

(7) Before sending the dispensary into the mufassil a tour extending over a period of three or four months should be arranged. The route should be chosen in a part of the district which is not covered by a permanent dispensary and which is yet easily accessible from head-quarters so that the work can be inspected at all seasons of the year. The tour should be well advertized beforehand through the police and through the Revenue Officers and all the local authorities should be instructed to give the medical officer their assistance. Halting places should be fixed along the route about ten or fifteen miles apart and the length of the stay at each place should vary according to its size and importance, but it should not as a rule be less than a fortnight.

On his first arrival at a camp the medical officer should attend the *chankidari* parade at the nearest police station so as to make his presence

known and he should fix days with the *chaukidars* on which to visit the villages in their beat. He should also attend the village *hats*.

The daily routine duty of the medical officer should be to see the patients who come for treatment in the forenoons and in the afternoons to visit one or more of the villages in the neighbourhood. On these latter occasions he should first place himself in touch with the local representative of the *Panchayat* to enquire from him about the existence of any local outbreak of disease. He should then ask to see all the sick people, and inspect the water-supply and drainage of the village, and whenever a suitable opportunity occurs, talk to the people in a friendly way about the causes of cholera, small-pox, plague, etc. and explain to them the means by which they can be prevented.

Another very useful work which the medical officer can do is to search for cases requiring operation and when possible send them into head-quarters with a letter of introduction to the Civil Surgeon. For this purpose a small advance of money should be given him to pay the expenses of the journey for those who cannot afford to do so for themselves.

At the end of the tour the medical officer should return to head-quarters to refit the dispensary and he should then be allowed to take fortnight's casual leave. He should afterwards return to work and travel over the same route again and on this occasion as he will be better known than he was at first he will have greater opportunities of doing useful work.

At the end of a year the dispensary should be moved to another area.

REGISTERS AND RETURNS.

(8) In Appendix B will be found a list of specimens of the Registers and Returns which the medical officer should be required to keep. Their number and size have been cut down as low as possible owing to the limited space which is available for them. The following are essential :—

(i) A Stock Register.—This has been specially designed to meet the requirements of the travelling dispensaries. It should be kept at head quarters in the almirah with the main stock of medicines in the Civil Surgeon's office. The medical officer of the dispensary should be held responsible for it and he should make all the entries in it in his own hand writing.

(ii) Daily Register of patients.—This register has been designed so that the medical officer can carry it about with him in his hand bag during his daily round of visits to the villages. The column for the

names of the patients has been omitted as the numbers on the outdoor tickets are sufficient for reference.

(iii) Out patients' tickets.

(iv) Weekly summary statement of work.—This statement should be prepared in duplicate from the entries in the Daily Register. One copy should be submitted to the Civil Surgeon and from it the annual return will be compiled. The other should be kept by the medical officer.

(v) Daily Diary.—In this diary the medical officer should make rough notes of his daily tour and of the work which he does, also notes of any specially insanitary conditions which he finds in the villages he visits and which require attention and other points of interest with regard to local diseases, patients sent for operation, etc. The pages of the diary should be in duplicate, and every alternate page should be perforated so that it can be removed and sent to the Civil Surgeon each week with the weekly statement of sick. A copying pencil or stylographic pen and sheets of carbon paper should be provided.

(vi) A Form of Pass.—This should be printed on coloured paper and is to be given to patients who are sent to head-quarters for treatment.

APPENDIX A.

Equipment of a Travelling Dispensary.

Names.	Estimated annual supply.	Mode of packing.	
1	2	3	4
1. Drugs.			
(a) From B. W. & Co.			
"Tabloid" Compressed Lint plain	5 doz. packets	2 oz. packets	
" Absorbent cotton ...	Ditto	2 " "	
" Double Cyanide cotton	3 doz. packets	1 " "	
" Double Cyanide Gauze	1 doz. packets	3 yards "	
(b) From local supply—			
Adhesive rubber plaster ...	10 spools		Each spool to contain 5 yards 1 inch wide.

APPENDIX A—Contd.

Names.	Estimated annual supply.	Mode of packing.	
1	2	3	4
Glass syringes... 2 oz. Capacity.	6		
" " 1 oz. " ...	6		
Enema syringe ...	1		
Ear syringe ...	1		
Measure Glass (4 oz capacity) ...	1		
(a) From B. W. & Co.			
"Tabloid" Opium ... gr 1	600	Bottles of 100	
" Lead with Opium " 4	600	" " 100	
" Ipecacuanha with Squill gr 4	4,000	" " 100	
" Calomel Compound " 4	2,000	" " 100	
" Stimulant Plague (1) ...	4,000	" " 100	(1) Special
" Amonium Carbonate gr 3	4,000	" " 100	Prescription—
" Dover powder ... " 5	4,000	" " 100	Camphor gr. $\frac{1}{2}$
" Boric Acid ... " 5	8,000	" " 100	Opium " $\frac{1}{2}$
" Grey powder ... " 2	1,000	" " 100	Capsicum " $\frac{1}{2}$
" "Xaxa" ... " 5	1,000	" " 100	Asafetida " $\frac{1}{2}$
" Tonic (2) ... " 5	1,000	" " 100	Pepper " $\frac{1}{2}$
" Potassium Perman- ganate (3) ... " 2	600	" " 100	(2) Special
" Soda-Mint ... " 4	2,000	" " 100	Prescription—
" Santonin and calomel "	1,000	" " 100	Cascara gr. $\frac{1}{2}$
"Soloid" Calcium Chloride Compound ...	2 doz. tubes	Tubes of 12	Gentian " $\frac{1}{2}$
" Carbohc acid ... " 5	2 doz. tubes	Tubes of 25	Ferri et Am- mon Citrate gr. ii
Concentrated tincture of Iodine ...	1 doz. bottles	Bottles of 4 oz.	Quinine Sulph gr. i
(b) From Local Supply.			
Ungt. Hydrarg Oxidi Flavi ...	4 lbs.	Tins of 1 lb.	
" Hydrarg Nitratis dil ...	8 "	Ditto	
" Sulphurici ...	12 "	Ditto	
" Zinci oxidi ...	8 "	Ditto	
" Acidi Borici ...	8 "	Ditto	
Bor-Iodoform ...	2 "	Bottles of 8 oz.	
Methylated Spirit ...	2 gallons	Bottles of 1 qt.	
Sulphate of Magnesia ...	40 lbs.	Tins of 1 lb.	
Permanganate of Potash ...	20 lbs.	Ditto	
Sulphate of Copper ...	4 sticks	

(3) Keratin coated.

APPENDIX A—Contd.

Names.	Estimated Annual Supply.	Mode of packing	
1	2	3	4
Belladonna Plaster	6 tins	Each to contain 1 yard of plaster 7 inches wide.	
Sulphate of Quinine gr. 4	100 boxes	"Treatments"	
II. Medical and Surgical Appliances.			
(a) From B. W. & Co.			
"Tabloid" Compressed Lint plain	5 doz.		
" Absorbent Cotton ...	packets Ditto	2 oz. packets Ditto	
" Double Cyanide Cotton	3 doz.		
" Double Cyanide Gauze...	packets 1 Ditto	1 oz. packets 3 yards	
(b) From Local Supply—			
Adhesive rubber plaster ...	10 spools	Each spool	
Glass syringes 2 oz. capacity	6 "	to contain 5 yards 1 inch wide.	
Glass Syringes 1 oz. capacity ...	6 "		
Enema Syringe	1 "		
Ear Syringe	1 "		
Measure Glass (4 oz. capacity) ...	1 "		
Tin Dredger	1 "		
Dressing Tray (Kidney shape) ...	1 "		
Spare bottle for Carbolic lotion			
(20 oz. capacity) ...	1 "		
Enamelled Basins 16" diam	1 "		
Enamelled Basins 10" diam ...	1 "		
Iron Funnel	1 "		
Aluminium Degchi with cover			
(2 seers capacity) ...	1 "		
Aluminium Dish for Carbolic			
lotion	1 "		
Primus Stove	1 "		
Shop Scissors	1 "		
Pocket knife (large)	1 "		
Tin-opener	1 "		

APPENDIX—A—Contd.

				Estimated annual supply.	
Cork Screw	1	
String	1 ball	
Bolus Spatulas	2	
Wedgewood slab	1	
Pliers	1	
III Instruments.					
Pocket Dressing case	1	
Spencer Well's Forceps	2	
Syme's Lancet	1	
German Silver Catheter, No. 8	1	
Universal tooth Forceps	1	
Ear Speculum	1	
Clinical Thermometers	2	
Suture Needleless (Assorted)	6	
Carbolised Catgut Ligatures	1 bottle	
Silk worm Gut Sutures	2 bottles	
Trocar and Canula (a) Hydrocele	1	
(b) Ascites	1	
Cholera Transfusion apparatus	1	
Plague inoculation apparatus	1	
IV Sundries.					
Kabul Tent with bath room	1	
Servant's pal	1	
Ekka	1	
Pony	1	
Almirah	1	
Panniers	2	
Wooden box for stationery	1	
Padlocks	3	
Camp table	1	
Camp chairs	2	
Water bottles (Felt Cover)	1	
Hand bag	1	
Hurricane Lanterns	2	
Galvanized Iron bucket	1	
Blanket	1	
Mosquito nets	2	
Soap box	1	
Soap	1 dozen cakes.	
Towels	2 dozens.	
Nail brush	1	
Leather cover for basin to hold soap case, brush and towel etc.	1	

APPENDIX B.

Statement of Registers and Returns for a Travelling Dispensary.

Serial No.		Estimate for one year.	
1	2	3	4
1	Stock Register ...	2 books of 50 pages each. (As amended by Govt. No. 9072 M. dated the 4th July 1916) ...	B & O Forms Schedule No. IX (Form No. 47) This may also be used as a ledger for other articles necessary changes being made in the headings. (Vide B & O Govt. No. 9072M, D/ 4. 7. 16).
2	Daily Register of patients ...	50 books of 50 pages each. ...	Quarto size (10" by 8") Form No. 2 of B & O Forms schedule No IX Register of out-patients.
3	Out door patient tickets ...	4,000 forms ...	Form No 10 of do
4	Weekly statement of work ...	120 forms ...	
5	Daily Diary ..	50 books of 200 pages each ...	Octavo size blank books, alternate leaves perforated (carbon paper and copying pencils)
6	Passes for patients sent to head-quarters for treatment...	5 books of 100 pages each ...	To be printed on coloured paper.
7	Monthly return of diseases of out-patients ...		Form No 28 of B & O. C. M. D. Forms schedule No. IX. (Prescribed in Govt. No. 9072M D/ 4. 7. 16).

APPENDIX B.—*Contd.*
Form No. 1—Stock Register.

Form No. 1—Stock Register.

[illegible]

Form No. 6. Passes for Patients sent to Head-quarters for Treatment.

No. Camp.....
 Date.....

To
 The Civil Surgeon

Sir,

I have the honour to send.....
 a resident of.....for treatment in Hospital.

He is thought to be suffering from

I have the honour to be,
 Sir,

Your most obedient Servant,

Medical officer of Travelling Dispensary.

No. Camp.....
 Date.....

To
 The Civil Surgeon

Sir,

I have the honour to send.....
 a resident of for treatment in Hospital.

He is thought to be suffering from.....

I have the honour to be,
 Sir,

Your most obedient Servant.

Medical officer of Travelling Dispensary.