

etc. ; in printing houses it is known as the dollar rupee. Again, never use lbs. and lbs. The contractions for the pound of all the three weights are taken from the Latin *libra* and there being no s in its plural (*librae*) ; lb. and lb therefore have each to stand for both the singular and plural and are read out pound or pounds according to whether the figure attached to it signifies unity or severalty. The same rule should be observed in other similar matter. With the exception of R and lb, the other contraction referred to should always have a space, of a letter, between them and the figures to which connected.

Another very common mistake is writing spirits of wine for spirit of wine, methylated spirits for methylated spirit, rectified spirits for rectified spirit, spirits of nitre for spirit of nitre, etc. Never use the plural form unless referring to more than one variety. Write also 2-foot rule, 3-foot gauge, 70-lb. rail, 40-horsepower, 20-pr. guns, instead of 2 feet rule, 3 feet gauge, 70 lb. rail, 40 horse power, 20 pr. guns, etc. Prefer etc. to &c.

Unless you are treating of the derivation of words, prefer to divide your words according to pronunciation ; the principle being that the part of the word left at the end of the line should suggest the part carried over. Thus, where it can be got into the line, write minis-ter instead of min-ister, corre-spon-dence instead of corres-pond-ence, starva-tion for star-vation, divided for divid-ed, etc. Where the root comes in in dividing according to the rule just given, so much the better. Avoid dividing words pronounced as one syllable and especially small words of two syllables as changed, drowned, dipped, table, into, never, until, ally, etc., unless your lines are very short in measure.

If the copy consists or includes printed matter see that no divided word ends one page and commences the next. In fact this last point should not be allowed even in documents

that are issued in manuscript. Some authorities allow it between two facing pages, but it looks best not to have it.

Foreign words and abbreviations and the like that have through common use become anglicised should not be marked for in italics, such as, *ad loc.*, *aide-de-camp*, *à propos*, *bonâ fide*, *café*, *chargé d'affaires*, *débris*, *cf.*, *début*, *dépôt*, *dramatis personæ*, *e.g.*, *employé*, *ennui*, *et seq.*, *etc.*, *fête*, *grâti*s, *ibid.*, *i.e.*, *l.c.*, *literati*, *mancœuvre*, *per annum*, *per cent*, *primâ facie*, *protégé*, *q.v.*, *rendezvous*, *sc.*, *vice versâ*, *vide*, *viva voce*. In catalogue work where only a portion of the contents of the title-page of a book is quoted, or where a matter is only quoted in part, the *etc.* is put after in italics, in order to show that it is not a part of the original.

In giving an 'extract, that is, a quotation from another writer or speaker, write it as a separate paragraph, isolated between blank lines of about half of an inch in depth, and mark it to be printed in smaller size type than that in which the text is to be. If the text is to be in pica or larger type, then one remove smaller will suffice; if in small pica or smaller size type, then at least two removes away. In either of these cases the difference between the type is sufficient to distinguish an extract from the original matter, and it may or may not be enclosed within guillemets, that is, quotation marks or quotes as they are usually called. When the extract is to be in the same type as the text—but it is better not to have it so as it does not show out clear enough from the original matter, vide the examples following the next paragraph—do not fail to put it between quotes, and follow the same style uniformly throughout. In all cases the paragraphs of the extract matter must have the same indention as those of the text.

The quotes for the beginning of a quotation are the single and double inverted commas (thus, 'or ") and are called commencement quotes: those for the end of a quotation are the single

and double apostrophes (thus ' or ") and are known as end quotes. The alternate use of the double and single quotes helps to distinguish one quotation from another very clearly. Thus, if for the first or principal quotation double quotes are preferred and a quotation occurs within it, use single quotes for this second quotation ; and if a third extract comes within the latter, place it between double quotes, and so on :

*Examples.*

I. The rule for placing punctuation points at the end of a quotation is : "Place all the points belonging to the quotation, and the full-stop and comma in all cases, between the last word and the end quote of that quotation, and all other points after that end quote."

II. Dr. J. H. Murray, joint editor of the *New English Dictionary*, now under issue, says : "I protest strongly against the vulgar and unscholarly habit of omitting it (*e*) from 'abridgement,' 'acknowledgement,' 'judgement,' 'lodgement,' which is against all analogy, etymology and orthoepy, since elsewhere *g* is hard in English when not followed by *e* or *i*."

III. In your letter you also mention that the paymaster states he "is unable to corroborate the pay-clerk's statement that 'the Director's order was "not to pay any compensation money to the crew of the tug-boat 'Admiral.''"

This last is an extreme case, but serves as a good illustration. The quotes may also be used in the order of single quotes first, next double, then single again, but in whatever method they are first used, continue it for the remainder of the work. Thus :—

IV. A well-known authority on punctuation says : "The question to ask yourself is not "Am I pointing this passage

according to rule" but "Am I pointing it to bring out the meaning as clearly as possible?"

V. "Where a quotation consists of more than one paragraph or where it is desired to especially distinguish a quotation from the rest of the text, besides the quotes at the beginning and end, repeat the commence quotes at the beginning of all the turnover lines—as has been done to this paragraph."

When the exact words of another person or publication are not given but only the purport, do not put the matter into smaller type than the text type or enclose it within parentheses. Let it run on as one sentence, as—

VI. Recently, in one Notification the Government of India notified that to fine employes was illegal, and the practice was to be discontinued in Government departments. In a subsequent one it gave permission to fines being inflicted.

VII. The other day I read in one of the English newspapers that the biggest successes nowadays are the outcome of stealing other men's original ideas. That the smart men of to-day are those who know how to work others and get the credit for themselves, and that they are of the species Brainsucker.

In regard to the use of quotation marks the following remarks may be instructive. They form part of a vigorous protest made not so very many years ago against their abuse, in the columns of *Once a Week* :—

But now we come to the most painful part of the subject—that use of inverted commas which indicates the degeneracy of the language and the feebleness of its writers. Let it be remembered that we live in an age when nearly every man writes. But, unfortunately, the greater number of those who write do not know the English language, and use many words which either they have no right to use, or they are afraid of using. In the



olden time, when a man adopted a doubtful phrase—say a word too old, or a word too new, or any strange turn of words—he introduced it with a set apology as, So to speak, or, If I may be allowed the expression. But now the language has become so colloquial and full of slang that it would be ludicrous to introduce the apology as often as it would be necessary, and so the page is crowded with words in inverted commas, in which we can hear the writer saying to us distinctly, I know that this is not English, but never mind, it must do. Likewise if the word is a remarkable one, as incarnadine, these half-educated writers, remembering that it occurs in Shakspeare, and not being sure whether his authority has prevailed so far as to make it pass current, think it necessary to decorate it with commas, and if they should wish to speak of the rath primrose, they do not seem to understand that the English language, with all its wealth, is their heritage, and they put the old adjective into inverted commas, in token of the timidity with which they take possession of their inheritance. So, too, of every word and phrase which they can trace to a particular author, or to a particular occasion that gave it currency, they must needs touch it up with the commas to show they know whence it comes. . . .

Now, the state of things in literature which these inverted commas indicate is by no means to our glory. They indicate an epoch in literature, and if we look seriously into the matter, we shall see that these little commas, which now beset the pages of our literature, are a trifling sign of an immense fact. An age of inverted commas is essentially a degenerate one, and the inverted commas are the badge of our degeneracy. They imply two things chiefly—want of originality in thought, and want of grasp in language, with an infinite sense of borrowing and pilfering in both. They are the recognized sign of second-hand goods, and when they prevail in literature they necessarily mean that the power of originating has ebbed away, and that we are reduced to compilation. People can see that this is what they mean as regards the matter of thought; it may not so distinctly be seen that they imply a similar defect in the manner of expressing it—that is, in the language. Somebody has said of language that it is always best when it is like a pane of glass, so that you can see through it without thinking of the window. But a style fretted with inverted commas is a style afflicted with the vice of consciousness. It is a style in which the writer halts for words. He does not know what words are his by right of inheritance, as an Englishman, and what are not. He does not know his mother-tongue; he is obliged, in his weakness and

ignorance, to insult the noblest of all languages by eking it out with borrowed plumes.

When parenthetical sentences occur within each other, use the bracket and parenthesis, thus—

[*Vide* Civil Travelling Allowance Code (Provisional issue).]

When there is but one sentence or word then use the curves ( ).

Brackets, or crotchets as they are also called, should only be used when absolutely necessary as, for instance, in the example given. Their correct use is in cases where a word or more is interjected or rejected from any written matter: such as to supply something deficient; to add a query or criticism of some point; to rectify some error, else to show that the portion within it is not to be used or is of no use.

The branches and sections in many offices are lettered alphabetically, as a distinguishing mark, as A Branch, B Branch, C Branch, etc., and these marks are placed after the number given to a letter issued from a branch, in order to find the branch whence it was issued when a reference is made to it by the recipient. In such cases do not insert a full-stop after the distinguishing letter unless you wish to ornament it; write—

No. 102D, dated 1st June 1901. With reference to the Adjutant-General in India's letter No. 122A of 5th June 1901.

Do likewise in the case of regiments and batteries as:—

“A” Battery, “B” Brigade, Royal Horse Artillery; “C” Company, Bengal Sappers and Miners.

Also when referring to forms, as—

Comst. Transport form A, Army form B, etc.

But where the distinguishing letter is an abbreviation of a word, use the full-stop ; as,—

No. 203F., dated 2nd June 1901 (issued by Finance branch). With reference to Public Works Department resolution No. 304 R. T., dated 9th June 1901 (from the Railway Traffic branch) ; No. 80 A. T. of 12th June 1901 (the branch dealing with Army Transport).

Also, do not use the full-stop in such cases as the following :—

Ordinal numbers, as 1st, 2nd, 3rd, 16th, 31st ; nor with 4to, 8vo, 16mo, etc., denoting the sizes and pages of books, £, \$, lb and after the alphabetic headings **A, B, C, D**, etc., in indexes.

The following, taken from the *Standard Dictionary*, the only one that treats of it so fully, will help in deciding doubtful cases in the matter of abbreviations and contractions :—

An abbreviation is a shortening by any method ; a contraction is a reduction of size by the drawing together of the parts. A contraction of a word is made by omitting certain letters or syllables and bringing together the first and last letters or elements. An abbreviation may be made either by omitting certain portions from the interior or by cutting off a part ; a contraction is an abbreviation, but an abbreviation is not necessarily a contraction ; rec't for receipt, mdse for merchandise, and dr for debtor are contractions ; they are also abbreviations ; Am. for American is an abbreviation, but not a contraction.

The printing-house rule amounts to the same : An abbreviation is a short form of the word with a full-stop at the end of it ; a contraction is where anything else (apostrophes for instance) or nothing is used in the place of the omitted letters, and requires no full point. It should also be recollected that unless required to appear so in print, no word should be written in the copy in an abbreviated or contracted form.

When words are omitted in a paragraph, the omission should be indicated by four full-stops, or four asterisks if these latter are preferred, each a third of an inch apart from the other and from the words adjoining on either side. For one or more complete sentences use five, and when a whole paragraph or more is omitted, indicate it by a full line of full-stops (or asterisks), each one a third of an inch apart from the other. Unless this is done it will not be possible for the printer to distinguish whether marks for a few words, a whole sentence or a paragraph (or more) are required. When letters from a name have to be omitted, use either a dash (which in print should not be shorter than two ems of the type used) or as many stops or asterisks as there are letters left out.

The correct use of the full-stop in cases like those alluded to is so obvious that reference to it here would seem superfluous, were it not that scores of letters, both in manuscript and print, are daily sent out from Government offices in which the point has been wrongly used. And the same may be said in regard to the other matters referred to herein.

The following extract from a Resolution by the Government of India in the Home Department (No. 987—1013 of the 25th February 1901), contains the instructions in regard to the preparation of annual reports, and they may also be followed for other printed matter generally:—

15. There are a few minor matters in connection with the preparation of reports to which the Governor-General in Council desires to draw attention:—

(i) When maps are given it is convenient to place them at the beginning or end of the volume :

(iii) tables of statistics should not be printed sideways on a page unless distinct economy of space thereby results. The foolscap size lends

itself easily to the printing of tables with their heading across instead of along the length of the page :

(iv) pages of tabular matter are frequently printed with the columns left entirely or almost entirely blank. This is in almost all cases unnecessary. It can often be remedied by dispensing with columns seldom used, and sometimes by discontinuing or recasting the return :

(v) the number of pages fixed as the maximum limit of the report should be given on the page containing the table of contents :

(vii) cross references between the statistical tables and the paragraphs discussing them should be given by means of marginal entries on the paragraphs and, if possible, also on the tables themselves :

(viii) the directions of the Government of India that reports should be printed in solid pica and the extracted matter and appendices in small pica should be strictly followed.

To these instructions may be added that sub-head matter at the top of chapters is to be avoided as much as possible, and such matter put in instead as paragraph side heads, and side notes. In-cut notes are not to be used for the purpose.

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NOTE.—The object of this and the next chapter is not to teach the clerk the art of printing but to do his duty by sending out copy properly prepared for press, and to enable him to see that the print copy is correct as to the essential points. The information in both chapters has been acquired from various reliable sources.

## CHAPTER XXIII.

### PROOF-CORRECTING.

*Meaning of proof correcting—Corrections how made—Eye reading and what to observe—Breaklines—Dashlines—Bad spacing—Words of same kind or length—Divided words—Paragraphs how to end and begin pages—Space between paragraphs, etc.—The various notes, as also under-runners and runners—Copy-reading how done—Verbal errors—Outs, doubles, etc.—Uniformity imperative in a work—Correction marks commonly used—Specimens of Type.*

PROOF correcting, or reading as it is also called by the printer, is the detection and marking of typographical and other errors in print, by means of signs called (proof) readers' marks, or briefly marks. Errors in the body of the proof are indicated by marking them through, or otherwise, with the pen wherever they occur, and inserting in the margin the requisite signs to show how the faults should be rectified. In order to draw the compositor's attention, divide the matter vertically by the eye, and place the marks for each, legibly written, in the margin, in the same order and sequence as that in which the detected errors follow each other, and also right opposite the line containing those to which they refer.

It should not be forgotten that the compositor is supposed to ignore any marking done in the text unless the corresponding sign to it is also put in the margin: another rule is to encircle any instructions that have to be given on a proof, else the

compositor—the majority of whom do not understand the sense of what they have to set up—will in all probability put it into type, and not be held responsible.

Every proof should be given two readings, *viz.*, an eye-reading and a copy-reading.

The eye-reading should be undertaken first, and consists of personally glancing over the proof and checking pagination, marking all literal errors, errors in punctuation, orthography, mis-spelling of proper names, wrong fount and turned and inverted letters, erroneous indenting, and uniformity in the use of capital letters.

The last line of a paragraph—called a breakline in the printing office—should always contain enough letters so as to extend at least one letter beyond the indention of the paragraph following it; generally five letters will be found sufficient, but if more can be allowed, so much the better. A breakline only should consist of at least one whole word: a part of word only should never be permitted, except in very narrow measures, such as those of side notes and the like. Sufficient letters are necessary in order to prevent the ugly gap of white space which would otherwise appear. For the same reason the white space above and below a dashline which separates a letter, office note, etc., from the one following it (as is to be commonly seen in the printed Collections of the Government Proceedings) should always appear equal. The space is always reckoned according to whether the breakline of the uppermost letter, office note, etc., and the first line of the next one extend as far as the dividing rule, *i.e.*, the dashline. If it in neither case so extends, then the space should be reckoned from the second last line of the uppermost paragraph, and the second line, from the top, of the succeeding one. Where the line is only short in the case of one of the paragraphs, then the space on that side is reckoned from the line

preceding, or following, as the case may be, the line which is short. By these means the white space above and below a dividing rule will appear to be equal, and also to correspond as regards space wherever else the rule is used.

Never allow streaks of white space to run down or aslant a page, or to wind through print. Draw your pen through the most prominent of them, and if the whole page has to be so marked, write on the top of it, Re-space this page; or if only a paragraph or sentence or two has been marked, write a similar remark, opposite them, in the margin.

See that the spacing between words also appears equal. If it is not so, use the marks given at the end of this chapter. The only latitude permitted, when all other means fail, is to allow the spacing to graduate from either end of the line and become greater towards the centre; or where there are small words of one, two or three letters, to allow a little more space before and after each of them, in combination, if possible, with the first alternative.

If there be any means of preventing it, never allow two or more words of the same kind or length to lie above each other either at the beginning or end of lines, as the word the overlying another the below it; ing above another ing; word over ward, etc. Draw the compositor's attention to the defects by enclosing each set of such words within a rectangle, and put a larger cross-mark than for a battered or broken letter in the margin.

Never allow two or more divided words at the end of successive lines if it can be avoided. Such divisions can be readily noticed in the proof by the first part of each divided word being followed by a hyphen. Where this has occurred enclose them within a rectangle also, and put a large cross-mark in the margin as well. Mark for correction, by



transferring the letters, all divisions which leave less than two letters at the end of a line or less than three at the beginning of turnover lines.

Unless altogether unavoidable, and then not less than one full line should be permitted, never allow less than two full-length lines of the beginning of a paragraph or sentence to end a page, and similarly do not allow less than two full-length lines of the end of a paragraph to commence one.

Never allow a greater space between two paragraphs than between any two lines in the body of a paragraph. It is pure waste of paper—unless the work is to be an *édition de luxe*, else is of a technical or special nature, or a circular, booklet, leaflet, pamphlet and the like, the matter of which it is desired to spread out so as to make it appear lengthy, etc. Even in all these instances many printers consider the extra space as questionable. It is commonly marked for by clerks, because they are in the habit of allowing it in manuscript documents, where it is necessary in order to separate paragraphs distinctly from each other, but they seem to forget the difference between hand-writing and type. The only occasions in which the extra space is necessary are before and after an extract embodied in the text and, if desired, to isolate sub-divisions of a paragraph from the paragraphs above and below them, and likewise examples and illustrations.

See that shoulder notes are centred in their own measure, and are separated from the text by a clear space—at the least about one-tenth or one-twelfth of an inch. They should appear in small capitals of the type used for the text or, if these are too large, of that used for the in-cut notes, etc. Heavy face type (antique) is also suitable.

Where side or paragraph headings are used, the indention should be the same as that given to the ordinary paragraphs

of the work, and the type should be roman small capitals of the text type, else lower-case italic or lower-case antique; followed by a full-point and either a dashline one em in length or an em blank space.

The width of all in-cut notes should be uniformly alike and may be up to one-sixth, but it should never extend beyond one-half of the page, *i.e.*, of the paper. Where the note only contains the subject of a paragraph or sub-division of the work, it is generally shown in antique or small capital roman letters and the like. When it is of the nature of a footnote it should (like the footnote) be in two to four sizes smaller type than that used for the text. It should have equal space above and below it, of about twice the depth of the face, *i.e.*, of the capital letters used in it; and where the note takes up the full width allowed, the space on its inner side should be the same as that above and below. Where the note consists of only one line and cannot take up the full width, the space on either side will of course be greater; and at the same time it should be equal.

Where the paragraph turns out to be larger than the in-cut note by only one line, have this line overhanging it, from above: and in cases where there is also just enough of the paragraph left to allow the last line exceeding in length the width allowed for the note, see that it is set full out, *i.e.*, starts from the margin as a full-length line would. Should the last line not be of that length, set it back so that it will range at head<sup>1</sup> with the rest of the shortened lines preceding it.

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<sup>1</sup> At head alludes to the commencement of a line (turnover or otherwise), whether it consists of one letter, a word, or a figure or more. At end is the opposite counterpart to it, but instead of saying Range at end, when one or more lines are required to finish right up to the end of the measure, write End even or Make even, else use the reader's mark ¶ against it and ¶ in the margin.

When an in-cut note appears only as long as its paragraph, instead of letting it range beneath the first line of the paragraph (see the previous chapter) mark this latter line to be set back to the length of the other shortened lines, in order that it shall range opposite the first line of the note; and set back the last line similarly, so that, commencing with the top and ending with the last line, the note and text will range alongside each other, in double column order as it were.

If an in-cut note is altogether too large for its paragraph mark the latter to be given greater space between its lines, enough at least to spread them out and allow of the first and last lines ranging opposite the corresponding lines of the note. Else, mark the next paragraph (or more if needed) to be set back and placed beneath the short paragraph, until there are sufficient lines to enclose the note in the usual way, *i.e.*, a line ranging above and another below it. This is the best of the alternatives.

Another method, though the paragraph may be sufficiently large enough to completely enclose the in-cut note, is not to have the first line of the paragraph ranging above it, but to set it back and let the first line of the note range against it, as in the instance mentioned in the last paragraph but one above. This is the style favoured in the *Review of Reviews*, etc. If adopted, it must be followed throughout the work.

A side or marginal note has no indention either before its first or turnover lines, all the lines commencing alike. Keep the lines at their ends of unequal length rather than allow uneven spacing between any of the words. The space between it and the text should be about the same or a little less than the minimum given in the case of the shoulder note. In the case of a side note of one or two words on the outer margin of a left-hand page, this space may have to be greater in order to keep the note in line (at head) with those above or below it

and on the other pages. The rule for the selection of type for in-cut notes holds good here.

The lines so run out should not be extended quite the full length of the paragraph lines but be marked to be kept an em or

Should a side note happen to displace another below it, or be larger than its paragraph (as often occurs in the case of office notes) so as to have sufficient words left to make a line or more, each the full length of a line in the text, see that they are run out, commencing after the last line of text. This paragraph has such a note put to it as example.

two shorter, so as to distinguish the note and, as a further distinction, mark on the proof that a blank line of greater depth than that between the paragraph lines is to intervene between these and the first run-out line of the note. It should, of course, be remembered that the type for it will be smaller, viz., the same as that used for the rest of the side notes. Side notes set out in this style are called under-runners and are resorted to when other methods fail, such as those given in the case of in-cut notes. It prevents the unsightly, deep, white space which would otherwise have to appear between two paragraphs.

When, however, such a side note is of the nature of a footnote it can be allowed to displace another below it, and should be set out in the orthodox manner instead of as an under-runner, taking care to countermark it with reference marks or figures, along with the rest, with the text.

Do not confound under-runners with runners. The latter are merely figures or letters, placed at the commencement of lines, generally every fifth line, to indicate the order in which lines stand on a page, and are used to facilitate a line being readily found when quoted in correspondence, etc. The India Army Dress Regulations is an example. Runners are also used to indicate the position of some particular passage or passages in a writing. When more than one line has to be indicated a right or left brace, { or }, or both are used along with it.—See examples in the margins of this paragraph.

Footnotes should be ranged neatly one below the other, in line with the commencement of the lines of the text, or set half-diamondwise, the longest one being first, beneath it the second longest one and so on, with the shortest note last of all; or they can, if very short, either follow each other so as to make up full lines, or be arranged in two or more columns, side by side. In such cases adopt the style which suits your matter best. If a footnote is too long and would take up too much room on a page, divide it and mark the second half to be put on to the next page. The type should be lower-case of two to four sizes smaller than that used for the text.

Centre notes may have their first lines ranging with the first lines of the text to which they refer, in the same manner as side notes, but it gives the page a neater appearance if they are placed equidistant from each other, with a similar space above and below the first and last ones. A centre note should not have any indentation, but should start with all its lines full out. The width of the lines may be from two to six pica ems, and sometimes more, if suitable. An eighteenth of an inch white space (which is about the same as that given by the thick leads used for the same purpose by printers) at the least generally isolates it on either side from its upright rules, and similarly these rules from the text. When there is need for it a greater space may be ordered. The rule as to type is the same as that for in-cut and side notes.

After having seen to all these matters, then proceed with the copy-reading. In this, the copy must be read out by a second person so that comparison with the proof can be effected. During this reading, verbal mistakes, outs (*i.e.*, omissions), doubles (*i.e.*, repetition of words), or other defects, or errors overlooked in the eye-reading should be marked for correction. In the eye-reading

the marginal marks should have been put as far apart as possible in order to have room to insert in proper sequence the correction marks necessitated by the errors, etc., brought to light in the copy-reading. If any mark cannot conveniently be got into its proper place, it should be put in the most convenient spot elsewhere in any one of the four margins, and connected to the place in the text requiring attention by means of a line. Care should be taken to avoid other corrections and marks, by running out the line clear of them, so that they may not all be mixed up and cause confusion. This last reading should be as thorough as possible, as less further proofs mean less further examination work, less delay in completion and less cost in printing.

Finally, maintain uniformity in regard to spelling, type, use of capitals and form generally. These are the main fundamental rules of good printing.

The following are the marks commonly used and chiefly needed. They are given with examples in order to explain themselves better. Specimens of the type usually used in book-work will be found below them.

#### MARKS COMMONLY USED AND CHIEFLY NEEDED.

1. Where a word is to be changed from small letters or small capitals to capitals, draw three lines under it and write *caps* in the margin, as—

*caps/*

Trust in God at all times

≡≡≡

*caps/*

Trust in God at all times

≡≡≡

} Trust GOD at all times.

2. To change a word from capitals or small letters to small capitals, make two lines under the word and write *sm. caps* opposite, as—

*sm. caps/*

Example is better than PRECEPT.

EXAMPLE is better than PRECEPT.

3. To change a word from capitals or small capitals to small letters, make one line under the word and write in the margin *l.c.*, for lower case, as—

*l.c./*

GREAT men are not } Great men are not always  
always WISE. } wise.

*l.c./*

4. Where a word has to be changed to italics, draw a line under it, and write *ital.* in the margin, as—

*ital/*

Books are true friends = Books are *true* friends.

5. Where a word has to be changed from italics to roman, draw a line under it and write *rom* opposite, as—

*rom/*

Courage is the salt of life = Courage is the salt of life.

6 To insert a word or letter, make a caret thus ^ at place where the word or letter is to be inserted and write it in the margin opposite, as—

*first/*

Order is heaven's ^ law = Order is heaven's first law.

*u/ i/*

Punctuality is the so ^ l of bus ^ ness.

Punctuality is the soul of business.

7. The manner of marking an omission or insertion is shown below. When the insertion is too long to be written in the side margin, it may

be written either at the top or bottom of the page—

marches on steadily through sunshine and shade, calm and storm, smiles and frowns; glad of favour but pressing on without it;

Steadiness of purpose gives dignity and honour to character. Men cannot but admire and respect the mind that, thankful for aid, but advancing nevertheless if it is not given; such men establish for themselves a character which secures both respect and honour.

Steadiness of purpose gives dignity and honour to character. Men cannot but admire and respect the mind that marches on steadily through sunshine and shade, calm and storm, smiles and frowns; glad of favour but pressing on without it; thankful for aid, but advancing nevertheless if it is not given; such men establish for themselves a character which secures both respect and honour.

8. To take away a superfluous letter, or word the pen is struck through it, and the Greek letter  $\delta$  (delta), put opposite, which signifies that the letter or word is to be deleted.

$\delta/$

Avoid all the games of chance.

Avoid all games of chance.

9. To transpose letters in a word, draw the pen under the letters and write them in their proper order in the margin, as—

$eti/$

Competition is the trade of life.

Competition is the trade of life.

10. When words are to be transposed, there are three methods of marking them, as—

$tr/$

(a)—Temperance to conduceth longevity.

Temperance conduceth to longevity.



tr/

(b) Bad principle is <sup>1</sup>than no <sup>2</sup>worse <sup>3</sup>principle.

Bad principle is worse than no principle.

tr/

(c) Hardship is <sup>2</sup>soil <sup>3</sup>proper for <sup>4</sup>the <sup>1</sup>manhood.

Hardship is the proper soil for manhood.

11. To insure a space between two words that have been wrongly joined together, make a caret between the words and correct thus—

$\frac{1}{H}$

A workinghand is worth gold.

A working hand is worth gold.

12. To put together the letters of a word that stand apart, the sign  $\subset$  (meaning close up) is used, as—

$\subset$

Idle $\subset$ ness is the parent of crime.

Idleness is the parent of crime.

13. To mark a paragraph, draw a crotchet in front of the word which is to commence the paragraph and write in the margin either *Break* or *N. P.*, or make the sign ¶, as—

Break/

N. P.

¶

Have the courage to discharge a debt while you have the money in your pocket. [Have the courage to confess ignorance whenever, or with regard to whatever subject, you really are uninformed. [Have the courage to speak to a poor friend in a threadbare coat, even in the street, and when a rich one is nigh. The effort is less than many take it to be, and the act is worthy of a king. [Have the courage to prefer propriety to fashion—one is but the abuse of the other.

Have the courage to discharge a debt while you have the money in your pocket.

Have the courage to confess ignorance whenever, or with regard to whatever subject, you really are uninformed

Have the courage to speak to a poor friend in a threadbare coat, even in the street, and when a rich one is nigh. The effort is less than many take it to be, and the act is worthy of a king.

Have the courage to prefer propriety to fashion—one is but the abuse of the other.

14. When a paragraph commences where it is not intended, connect the matter by a line, and write in the margin opposite *run on*, as—

Many persons never succeed in their undertakings from being too indolent to carry out their designs thoroughly.—

—There are others who fail regularly, because as soon as they find success within their reach, they grow indifferent and give over the attempt.

Many persons never succeed in their undertakings from being too indolent to carry out their designs thoroughly. There are others who fail regularly, because as soon as they find success within their reach, they grow indifferent and give over the attempt.

15. When one or more words have been struck out, and it is subsequently decided that they shall remain, make dots under them and write the word *stet* (let it stand) in the margin, as—

*stet/*

To swear is neither brave, polite or wise.

To swear is neither brave, polite or wise.

16. When rectangular or other black marks appear between words they show that the space quadrat is standing off its feet, or that an inverted letter has been used in place of it. To remedy this draw a line under it and make a cross-mark in the margin, as—

*{ x /*

Do not    be above your business.

Do not be above your business.

17. When a letter of a different size to that used, or of a different face, appears in a word, draw a line either through it, or under it, and write opposite *w.f.*, for wrong-fount, as—

*w.f.*

Poverty is no crime.

Poverty is no crime.

18. Where a wrong letter is inserted in a word, draw the pen through it, and make the right one opposite in the margin; in the same manner to change a word for another, cut out the word, writing the word to be substituted in the margin, as—

*o/*

Slyth shortens life.

Sloth shortens life.

*betters/*

Frequent the company of your ~~superiors~~.

Frequent the company of your betters.

19. To substitute a period, or a colon, for any other point, cut out the point, and make the period or colon in the margin. It is customary to encircle colons and full points, as—



Eat not to dullness *;* drink not to elevation<sup>!</sup>

Eat not to dullness : drink not to elevation.

20. When a letter is turned upside down, draw a line under it, and correct it thus—

Well be2n is half done.

Well begun is half done.

21. To substitute a comma for another point or for a letter put in by mistake, draw the pen through the wrong point or letter and make a comma in the margin opposite, as—

It ought to be a first principle in beginning life/  
to do with earnestness what we have got to do.

It ought to be a first principle in beginning lie to do with earnestness what we have got to do.

22. The mark for an indent is □, as—

Thoroughness and accuracy are two principal points to be aimed at in study.

Thoroughness and accuracy are two principal points to be aimed at in study.

23. To mark an apostrophe insert a care in the place where it is to be inserted, and correct as follows—

An honest man's the noblest work of God.

An honest man's the noblest work of God.

24. The marks for turned commas showing an extract are made in the following way :—

Business first, pleasure afterwards.

"Business first, pleasure afterwards."

25. When lines or words do not appear straight, they are put right in the following manner—

Youth is not the age of pleasure, we then expect too much and are therefore exposed to daily disappointments and mortifications. When we are a little older and have brought down our wishes to our experience, then we begin to enjoy ourselves.

Youth is not the age of pleasure, we then expect too much and are therefore exposed to daily disappointments and mortifications. When we are a little older, and have brought down our wishes to our experience, then we begin to enjoy ourselves.

*Specimens and names of sizes of type ordinarily used in bookwork.*

7 11 3 8 7 6 6 4 11 ROMAN.

PICA: Old style: *Capitals.*

A B C D E F G H I J K L M N. O P Q  
R S T U V W X Y Z

PICA: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V  
W X Y Z

PICA: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v  
w x y z

PICA: Old style: *Figures.*

1 2 3 4 5 6 7 8 9 0  
 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{5}$   $\frac{1}{6}$   $\frac{1}{7}$   $\frac{1}{8}$   $\frac{1}{9}$   $\frac{1}{10}$

PICA: Old style: *Superior figures.*

1 2 3 4 5 6 7 8 9 0

PICA: Old style: *Inferior figures.*

1 2 3 4 5 6 7 8 9 0

PICA: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q  
R S T U V W X Y Z

PICA: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V  
W X Y Z

*Specimens and names of sizes of type—(continued)*

## ROMAN—continued.

PICA : Modern or new style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v  
w x y z ■

PICA : Modern or new style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■  
 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{5}$   $\frac{1}{6}$   $\frac{1}{7}$   $\frac{1}{8}$   $\frac{1}{9}$  10 ■

PICA : Modern or new style : *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

PICA : Modern or new style : *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

## ITALIC.

PICA : Old style : *Capitals.*

A B C D E F G H I J K L M N O P Q  
R S T U V W X Y Z ■

PICA : Old style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v  
w x y z ■

PICA : Old style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

PICA : Modern or new style : *Capitals.*

A B C D E F G H I J K L M N O P Q  
R S T U V W X Y Z ■

*Specimens and names of sizes of type—(continued).*

## ITALIC—continued.

PICA : Modern or new style : *Lower-case.*

*a b c d e f g h i j k l m n o p q r s t u v*  
*w x y z* ■

PICA : Modern or new style : *Figures.*

*1 2 3 4 5 6 7 8 9 0* ■

## ROMAN.

SMALL PICA : Old style : *Capitals.*

*A B C D E F G H I J K L M N O P Q R S*  
*T U V W X Y Z* ■

SMALL PICA : Old style : *Small Capitals.*

*A B C D E F G H I J K L M N O P Q R S T U V*  
*W X Y Z* ■

SMALL PICA : Old style : *Lower-case.*

*a b c d e f g h i j k l m n o p q r s t u v w x y z* ■

SMALL PICA : Old style : *Figures.*

*1 2 3 4 5 6 7 8 9 0* ■  
*½ ⅓ ¼ ⅕ ⅙* ■

SMALL PICA : Modern or new style : *Capitals.*

*A B C D E F G H I J K L M N O P Q R S T*  
*U V W X Y Z* ■

SMALL PICA : Modern or new style : *Small Capitals.*

*A B C D E F G H I J K L M N O P Q R S T U V W X Y Z* ■

*Specimens and names of sizes of type—(continued).*ROMAN—*continued.*SMALL PICA : Modern or new style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

SMALL PICA : Modern or new style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{5}$   $\frac{1}{6}$   $\frac{1}{7}$   $\frac{1}{8}$   $\frac{1}{9}$   $\frac{1}{10}$  ■SMALL PICA : Modern or new style : *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

SMALL PICA : Modern or new style : *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

## ITALIC.

SMALL PICA : Old style : *Capitals.*A B C D E F G H I J K L M N O P Q R S T  
U V W X Y Z ■SMALL PICA : Old style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

SMALL PICA : Old style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

SMALL PICA : Modern or new style : *Capitals.*A B C D E F G H I J K L M N O P Q R S T U  
V W X Y Z ■SMALL PICA : Modern or new style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

SMALL PICA : Modern or new style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■



*Specimens and names of sizes of type—(continued).*

## ROMAN.

LONG PRIMER: Old style: *Capitals.*A B C D E F G H I J K L M N O P, Q R S  
T U V W X Y Z ■LONG PRIMER: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

LONG PRIMER: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

LONG PRIMER: Old style: *Figures.*1 2 3 4 5 6 7 8 9 0 ■  
 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{6}$   $\frac{1}{8}$  ■LONG PRIMER: Modern or new style: *Capitals.*A B C D E F G H I J K L M N O P Q R S T U  
V W X Y Z ■LONG PRIMER: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

LONG PRIMER: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

LONG PRIMER: Modern or new style: *Figures.*1 2 3 4 5 6 7 8 9 0 ■  
 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{5}$   $\frac{1}{6}$   $\frac{1}{7}$   $\frac{1}{8}$   $\frac{1}{9}$   $\frac{1}{10}$  ■LONG PRIMER: Modern or new style: *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

LONG PRIMER: Modern or new style: *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

*Specimens and names of sizes of type—(continued).*

## ITALIC.

LONG PRIMER: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U  
V W X Y Z ■

LONG PRIMER: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

LONG PRIMER: Old style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

LONG PRIMER: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V  
W X Y Z ■

LONG PRIMER: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

LONG PRIMER: Modern or new style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

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 ROMAN.
BOURGEOIS: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BOURGEOIS: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BOURGEOIS: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BOURGEOIS: Old style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■  
½ ⅓ ¼ ⅕ ⅙ ■

*Specimens and names of sizes of type—(continued).*

## ROMAN—continued.

BOURGEOIS: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BOURGEOIS: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BOURGEOIS: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BOURGEOIS: Modern or new style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{6}$   $\frac{1}{8}$  ■BOURGEOIS: Modern or new style: *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

BOURGEOIS: Modern or new style: *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

## ITALIC.

BOURGEOIS: Old style: *Capitals.*A B C D E F G H I J K L M N O P Q R S T U V  
W X Y Z ■BOURGEOIS: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BOURGEOIS: Old style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

BOURGEOIS: Modern or new style: *Capitals.*

A C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BOURGEOIS: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y ■

BOURGEOIS: Modern or new style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

*Specimens and names of sizes of type—(continued).*

## ROMAN.

BREVIER: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BREVIER: Old style: *Figures.*

1	2	3	4	5	6	7	8	9	0	■
$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{6}$	$\frac{1}{8}$						■

BREVIER: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BREVIER: Modern or new style: *Figures.*

1	2	3	4	5	6	7	8	9	0	■
$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{5}$	$\frac{1}{6}$	$\frac{1}{7}$	$\frac{1}{8}$	$\frac{1}{9}$	$\frac{1}{10}$	■	

BREVIER: Modern or new style: *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

BREVIER: Modern or new style: *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

*Specimens and names of sizes of type—(continued).*

## ITALIC.

BREVIER : Old style : *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER : Old style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BREVIER : Old style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

BREVIER : Modern or new style : *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

BREVIER : Modern or new style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

BREVIER : Modern or new style : *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

## ROMAN.

MINION : Old style : *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION : Old style : *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION : Old style : *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

MINION : Old style : *Figures.*1 2 3 4 5 6 7 8 9 0 ■  
½ ¼ ⅓ ⅔ ⅕ ■

*Specimens and names of sizes of type—(continued).*MINION: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

MINION: Modern or new style: *Figures.*

1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

MINION: Modern or new style: *Superior figures*

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

## ITALIC.

MINION: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

MINION: Old style: *Figures.*

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

MINION: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

MINION: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

MINION: Modern or new style: *Figures.*

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

*Specimens and names of sizes of type—(continued).*

## ROMAN.

NONPAREIL: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

NONPAREIL: Old style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{6}$   $\frac{1}{8}$  ■NONPAREIL: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Modern or new style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Modern style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

NONPAREIL: Modern or new style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■

 $\frac{1}{2}$   $\frac{1}{3}$   $\frac{1}{4}$   $\frac{1}{6}$   $\frac{1}{8}$   $\frac{1}{10}$  ■NONPAREIL: Modern style: *Superior figures.*

1 2 3 4 5 6 7 8 9 0 ■

NONPAREIL: Modern or new style: *Inferior figures.*

1 2 3 4 5 6 7 8 9 0 ■

*Specimens and names of sizes of type—(continued).*

## ITALIC.

NONPAREIL: Old style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Old style: *Small Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Old style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

NONPAREIL: Modern or new style: *Capitals.*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ■

NONPAREIL: Modern or new style: *Lower-case.*

a b c d e f g h i j k l m n o p q r s t u v w x y z ■

NONPAREIL: Modern or new style: *Figures.*

1 2 3 4 5 6 7 8 9 0 ■



## PART II.

### APPENDIX I.

#### ABBREVIATIONS OF TITLES, &c.

##### *Royal Titles, &c.*

H. B. M.	...	His Britannic Majesty.
H. E.	...	His Excellency.
H. G.	...	His Grace. ( <i>Title of a Duke.</i> )
H. H.	...	His Highness.
		His Honor.
		His Holiness. ( <i>Title of the Pope.</i> )
H. I. M.	...	His or Her Imperial Majesty.
H. M.	...	His or Her Majesty.
H. M. G. M.	...	His or Her Most Gracious Majesty.
H. R. H.	...	His or Her Royal Highness.
H. S. H.	...	His or Her Serene Highness.
Hon. or Hon'ble	...	Honourable.

##### *Orders of Knighthood, &c.*

Bart.	...	Baronet.
C. B.	...	Companion of the Order of the Bath.
K. C. B.	...	Knight Commander ditto.
G. C. B.	...	Knight Grand Cross ditto. [Empire.
C. I. E.	...	Companion of the Order of the Indian
K. C. I. E.	...	Knight Commander ditto.
G. C. I. E.	...	Knight Grand Commander ditto.
G. M. I. E.	...	Grand Master ditto. [George.
C. M. G.	...	Companion of the Order of St. Michael & St
K. C. M. G.	...	Knight Commander ditto.
G. C. M. G.	...	Knight Grand Cross ditto.

C. S. I.	...	Companion of the Order of the Star of India.
K. C. S. I.	...	Knight Commander ditto.
G. C. S. I.	...	Knight Grand Commander ditto.
G. M. S. I.	...	Grand Master ditto.
D. S. O.	...	Companion of the Distinguished Service Order.
K. C.	...	Knight of the Order of the Crescent.
K. G.	...	Knight of the Order of the Garter.
K. L. S. ( <i>Persian</i> )	...	Knight of the Order of the Lion and the Sun.
K. P.	...	Knight of the Order of St. Patrick.
K. S. F.	...	Knight of the Order of St. Ferdinand.
K. T.	...	Knight of the Order of the Thistle.
Kt.	...	Knight.

*University Degrees, Literary Societies, &c.*

B. A.	...	Bachelor of Arts.
M. A.	...	Master of Arts.
A. I. C. E.	...	Associate of the Institute of Civil Engineers.
M. I. C. E.	...	Member of the Institute of Civil Engineers.
B. C. E.	...	Bachelor in Civil Engineering.
L. C. E.	...	Licentiate in Civil Engineering.
B. D.	...	Bachelor of Divinity.
D. D.	...	Doctor of Divinity.
B. L. or LL. B.	...	Bachelor of Laws.
D. L. or LL. D.	...	Doctor of Laws.
B. Sc.	...	Bachelor of Sciences.
D. Sc.	...	Doctor of Sciences.
C. E.	...	Civil Engineer.
D. C. L.	...	Doctor of the Civil Law.
D. O. L.	...	Doctor of Oriental Learning.
F. L. S.	...	Fellow of the Linnean Society.
F. R. A. S.	...	Fellow of the Royal Asiatic Society.
F. R. C. S.	...	Fellow of the Royal College of Surgeons.
F. R. S.	...	Fellow of the Royal Society.
P. R. S.	...	President of the Royal Society.
F. R. G. S.	...	Fellow of the Royal Geographical Society
F. S. A.	...	Fellow of the Society of Arts.
L. D. S.	...	Licentiate in Dental Surgery.
L. M. S.	...	Licentiate in Medical Science.
L. R. C. P.	...	Licentiate of the Royal College of Preceptors.
M. R. C. P.	...	Member of the Royal College of Preceptors.
M. B.	...	Bachelor of Medicine.
M. D.	...	Doctor of Medicine.

Mus. B.	...	Bachelor of Music.	
Mus. Doc.	...	Doctor of Music.	[Surgeons.
M. R. C. V. S.	...	Member of the Royal College of Veterinary	
Ph. D.	...	Doctor of Philosophy.	
P. R. A.	...	President of the Royal Academy.	
R. A.	...	Royal Academician.	

*Miscellaneous.*

A. D. C.	...	Aide-de-Camp to the King.	
H. P.	...	Honorary Physician to the King.	
H. S.	...	Honorary Surgeon to the King.	
A. D. C.	...	Aide-de-Camp.	
C. J.	...	Chief Justice.	
C. S.	...	Civil Service.	
Dr.	...	Doctor.	
Eq.	...	Equerry to the King.	
Esq.	...	Esquire.	
J. P.	...	Justice of the Peace.	
V. C.	...	Victoria Cross.	
Magte.	...	Magistrate.	
Messrs. or MM.	...	Messieurs.	
M. P.	...	Member of Parliament.	
Mr.	...	Mister.	
Mrs.	...	Mistress.	[Order.]
O. C.	...	Order of the Capuchins. (Catholic Religious	
R. A.	...	Royal Artillery.	
R. E.	...	Royal Engineers.	
S. C.	...	Staff Corps.	
S. J.	...	Society of Jesus. (Catholic Religious Order.)	

ABBREVIATIONS, SIGNS AND SYMBOLS, FREQUENTLY USED  
IN WRITING.

ack. or ackge.	acknowledge.	comd.	... communicated.
ackg.	acknowledging	dept.	... department.
actg.	... acting.	enclo.	... enclosure.
bn. or btn.	battalion.	enclos.	... enclosures.
chap.	... chapter.	endg.	... ending.
cl.	... class.	Govt.	... Government.
cld. or ed.	... could.	Ld.	... Limited.
Co.	... Company.	offg.	... officiating.
comm.	... communication.	offr.	... officer.

## ABBREVIATIONS—(Continued.)

pp.	... pages or previous papers.*	saneg.	... sanctioning.
pd.	... paid.	sec.	... section.
payt.	... payment.	shld. or shd.	... should.
permt.	... permanent.	tempy.	... temporary.
P. T. O.	... please turn over.	wh.	... which.
refce.	... reference.	wld. or wd.	... would.
saned.	... sanctioned.	wks.	... works.
		viz.	... namely.

*Christian Names.*

Alex.	... Alexander.	Ju.	... John. [than.
Bob.	... Robert.	Jno.	... John or Jona-
Chas.	... Charles.	Jos.	... Joseph.
Jas.	... James.	Pat.	... Patrick.
Ed.	... Edward.	Tnos.	... Thomas.
Hy.	... Henry.	Wm.	... William.

*Provinces and Places.*

B. or Beng.	... Bengal.	M. or Mad.	... Madras.
Bo. or Bom.	... Bombay.	N.-W. P.	... North-West Pro-
C. I.	... Central India.		vinces.
C. P.	... Central Provinces.	Punj.	... Punjab.
L. B.	... Lower Burma.	Presdey.	... Presidency.
L. P.	... Lower Provinces.	U. B.	... Upper Burma.

*Months and Dates.*

Jan.	... January.	Sept.	... September.
Feb.	... February.	Oct.	... October.
Mar.	... March.	Nov.	... November.
Apr.	... April.	Dec.	... December.
Aug.	... August.		

It is usual however to give the number of the month; as, 3/3, 92 =  
3rd March 1892; 4/8/92 = 4th August 1892.

inst. ... instant, that is, of the current month.  
idem. ... the same, that is, of the same month.  
prox. ... proximo, that is, of the next month.  
ult. ... ultimo, that is, of the last preceding month.

\* This latter term is usually used when ordering Reference Clerks to put up the previous correspondence referring to a letter or case.

*Army Rank.*

Adj't	...	... Adjutant.
Capt.	...	... Captain.
C.-in-C.	...	... Commander-in-Chief.
Col.	...	... Colonel.
Corpl.	...	... Corporal.
Genl.	...	... General.
Lee.-Corpl.	...	... Lance-Corporal.
Lt. or Lieut.	...	... Lieutenant.
Lt.-Col. or Lieut.-Col.	...	... Lieutenant-Colonel.
Lt.-Genl. or Lieut.-Genl.	...	... Lieutenant-General.
Maj.	...	... Major.
Maj.-Genl.	...	... Major-General.
N. C. O.	...	... Non-Commissioned Officer.
O. C.	...	... Officer Commanding.
Pte.	...	... Private.
Sergt.	...	... Sergeant.

*The Medical Services.*

I. M. S.	...	... Indian Medical Service.
R. A. M. C.	...	... Royal Army Medical Corps.
I. S. M. D.	...	... Indian Subordinate Medical Department.

*Indian Nursing Service.*

Lady Supt.	...	... Lady Superintendent.
Actg. Supt.	...	... Acting Superintendent.

*Railway Officials.*

A. L. O.	...	... Assistant Locomotive Superintendent.
A. S. M.	...	... Assistant Station Master.
C. G. E.	...	... Carriage Examiner.
D. T. S.	...	... District Traffic Superintendent.
D. L. O.	...	... District Locomotive Superintendent.
F. O.	...	... Loco Foreman.
Loco.	...	... Locomotive Superintendent.
Mgr.	...	... Manager.
P. W. I.	...	... Permanent-way Inspector.
R. En.	...	... Resident Engineer.
S. K.	...	... Store-keeper.
S. S. K.	...	... Sub-Store-Keeper.

S. M.	... Station Master.
Traffic	... Traffic Superintendent.
T. I.	... Traffic Inspector.

*Indian Railways.*

E. I. R.	... East Indian Railway.
G. I. P. R.	... Great Indian Peninsula Railway.
B. B. C. I. R.	... Bombay, Baroda and Central India Railway.
O. & R. R.	... Oudh and Rohilkund Railway.
I. M. R.	... Indian Midland Railway.
N.-W. R.	... North-Western Railway.
E. B. S. R.	... Eastern Bengal State Railway.
B. & N.-W. R.	... Bengal and North-Western Railway.
D. & H. R.	... Darjeeling and Himalayan Railway.
D. & K. R.	... Delhi and Kalka Railway.
B. N. R.	... Bengal-Nagpur Railway.
S. M. R.	... South Mahratta Railway.
M. R.	... Madras Railway.
S. I. R.	... South Indian Railway.
B. C. R.	... Bengal Central Railway.
B. S. R.	... Burma States Railway.
C. G. R.	... Ceylon Government Railway.

*Officers and Members of an Office Establishment.*

Acct.	... Accountant.
A. S.	... Assistant Superintendent.
Asst.	... Assistant.
Asst. Secy.	... Assistant Secretary.
Audr.	... Auditor.
C. C.	... Chief Clerk.
C. S.	... Chief Superintendent.
Clk.	... Clerk.
Des.	... Despatch.
Exr.	... Examiner.
H. M.	... Honorable Member.
Ref. Clk.	... Reference Clerk.
Regr.	... Registrar.
Supdt. or Supt.	... Superintendent.
S. A. S.	... Sub-Assistant Superintendent.
Secy.	... Secretary.
U. Secy.	... Under-Secretary.

## ASTRONOMICAL SIGNS.

*Moon's Phases.*

●	New Moon.	○	Full Moon.
☾	First Quarter.	☾	Last Quarter.

*Aspects and Nodes.*

☉	Conjunction.	△	Trine.
☿	Quadrature.	♊	Descending Node.
*	Ascending Node.	♋	or ○ Quintile.
*	Sextile.	♌	Opposition.

*Mathematical Signs.*

+	Plus, add, or more.
-	Minus, less.
×	Multiplied by, times, into.
± or ∓	Plus or Minus, and Minus or Plus.
÷ or ∴	Divided by.
=	Equal to.
>	Greater than.
<	Less than.
≡	The difference between.
∝	Varies; is proportional to.
∴	Is to; the ratio of.
∴	As, equal.
∴	Minus the arithmetical ratio of. (Used to indicate arithmetical proportion.)
∴	Equal.
∞	Infinity.
0	Infinitesimal.
<	Angle.
∧	Angle between.
⊥	Right Angle.
⊥	Perpendicular.
∥	Parallel.
∠	Equiangular.
⊙	Circle circumference.
⌒	Arc of a circle.
Δ	Triangle.
□	Square.
[ ]	Rectangular.
√	Root.
—	Vinculum.
[ ] or { }	Brackets.
( )	Parenthesis.
	Bar.

*Medical Signs.*

R	Recipe.	℥	a dram.
ā or āā	of each like quantity.	ʒ	a scruple.
℔	a pound.	ss.	semis or half.
℥	an ounce.	gr.	a grain.
p.	particula: a small part.		



- p. æq.* (*partes æquales*) equal part.  
*q. s.* (*quantum sufficit*) as much as sufficient.  
*q. p.* (*quantum placet*) as much as you please.  
*s. a.* (*secundum artem*) according to art.

*Commercial Signs.*

£	pound sterling.	a/c	account-current.
ℓ	or / shilling.	Re.	rupee.
\$	dollar.	Rs	rupees.
%	per cent.	A., As., or Ans.	annas.
@	at.	P.	pie.
℥	per.	Md.	maund.
lb	pound.	cwt.	a hundredweight.
		cent.	a hundred.

## APPENDIX II.

## DESIGNATIONS OF STATE OFFICIALS AND NAMES OF DEPARTMENTS.

A. G. G.	... Agent, Governor-General.
A. G. P. W. D.	... Accountant-General, Public Works Department.
A. V. D.	... Army Veterinary Department.
A. Q. M. G.	... Assistant Quarter-Master-General.
Acct.-Genl.	... Accountant-General.
Adj.-Genl.	... Adjutant-General.
Admr.-Genl.	... Administrator-General.
Adm. Med. Offr.	... Administrative Medical Officer.
Adv.	... Advocate.
Adv.-Genl.	... Advocate-General.
Audr.	... Auditor.
Andr.-Gl.	... Auditor-General.
C. Audr.	... Chief Auditor.
C. J.	... Chief Justice.
C. C. or Ch. Comr.	... Chief Commissioner.
Cant. Magte.	... Cantonment Magistrate.
Chem. Exr.	... Chemical Examiner.
Comdt.	... Commandant.
Comr.	... Commissioner.
Compr.-Gl.	... Comptroller-General.
Comy.-Gl.	... Commissary-General.

Constg. Engr.	... Consulting Engineer.
Contr.	... Controller.
Contr. Mily. Accts.	... Controller of Military Accounts.
D. G. O.	... Director-General of Ordnance in India.
D. G. P. O.	... Director-General of the Post Office of India.
D. G. R.	... Director-General of Railways.
D. G. T.	... Director-General of Telegraphs.
Dy. Comr.	... Deputy Commissioner.
Dir. or Dtr.	... Director.
E. A. C.	... Extra Assistant Commissioner.
Engr.	... Engineer.
Exr.	... Examiner.
Exr. Comst. Accts.	... Examiner of Commissariat Accounts
Exr. Mar. Accts.	... Examiner of Marine Accounts.
Exr. Ordnce. Accts.	... Examiner of Ordnance Accounts.
Exr. P. W. Accts.	... Examiner of Public Works Accounts.
Exr. Ry. Accts.	... Examiner of Railway Accounts.
Exr. Tel. Accts.	... Examiner of Telegraph Accounts.
F. O.	... Foreign Office.
Fincl. Dept. or Dept. of F. & C.	... Department of Finance and Commerce.
Fort Comdt.	... Fort Commandant.
G. G.	... Governor-General.
G. G. in C.	... Governor-General in Council.
G. T. D.	... Government Telegraph Department.
Gar. Instr.	... Garrison Instructor.
Govt. Solr.	... Government Solicitor.
G. O. C. Bde.	... General Officer Commanding Brigade.
G. O. C. Dist.	... General Officer Commanding District.
G. O. C. Dn.	... General Officer Commanding Division.
H. D.	... Home Department.
Insp. Vet. Surg.	... Inspecting Veterinary Surgeon.
J. A. G.	... Judge Advocate-General.
Judl. Comr.	... Judicial Commissioner.
L. G.	... Lieutenant-Governor.
Leg. Rembr.	... Legal Remembrancer.
M. D. or Mily. Dept.	... Military Department.
Mgr.	... Manager.
Mily. Secy.	... Military Secretary.
P. M. O.	... Principal Medical Officer.
P. S.	... Private Secretary.

P. V. S.	... Principal Veterinary Surgeon.
P. W. D.	... Public Works Department.
Presdcy. Magto.	... Presidency Magistrate.
Press Comr.	... Press Commissioner.
Q. M. G.	... Quarter-Master-General.
R. & A. Dept.	... Revenue and Agricultural Department.
Remt. Agt.	... Remount Agent.
Resdt.	... Resident.
S. S. O.	... Station Staff Officer.
S. D. O. or Sub-Divl. Offr.	... Sub-Divisional Officer.
Sess. J.	... Sessions Judge.
Supdg. Engr.	... Superintending Engineer.
Treasy.	... Treasury.
Treasy. Offr.	... Treasury Officer.

## APPENDIX III.

\* LIST OF FRENCH AND LATIN WORDS AND PHRASES IN COMMON USE, WITH THEIR PRONUNCIATION AND EXPLANATION.

*French Words.*

Aid-de-camp ( <i>aid-de-côg</i> )	... Assistant to a General.
Antique ( <i>an-téék</i> )	... Ancient, or antiquity.
Apropos ( <i>ap-ro-pó</i> )	... To the purpose; seasonably, or by-the-by.
Belles lettres ( <i>bell-letter</i> )	... Polite literature.
Bon mot ( <i>bon-mó</i> )	... Piece of wit.
Bon ton ( <i>bon-tong</i> )	... Fashion.
Carte blanche ( <i>cart-blansh</i> )	... Unconditional terms.
Ci devant ( <i>see-de-vang</i> )	... Formerly.
Comme il faut ( <i>com-e-fá</i> )	... As it should be.
Con amore ( <i>con-a-mó-re</i> )	... Gladly.
Corps ( <i>coré</i> )	... Body.
Coup de grace ( <i>coo-de-gráss</i> )	... Finishing stroke.
Coup de main ( <i>coo-de-máin</i> )	... Sudden enterprise.
Coup d'œil ( <i>coo-deíl</i> )	... A rapid glance of the eye.
Début ( <i>da-boo</i> )	... Beginning.
Dénouement ( <i>da-noo-mong</i> )	... Finishing, or winding up.
Dernier ressort ( <i>dern-yaurres-sór</i> )	... A last resource.
Dépôt ( <i>da-pá</i> )	... Store or magazine.

Dien et mon droit ( <i>dew-a-mon drwaur</i> )	...	God and my right.
Double entendre ( <i>doo-ble on-tong-der</i> )	...	Double meaning.
Douceur ( <i>doo-seur</i> )	...	Present or bribe.
Eclat ( <i>ec-lâ</i> )	...	Splendour.
En masse ( <i>an-mâss</i> )	...	In a mass.
En passant ( <i>an-pas-sang</i> )	...	By the way.
Entrée ( <i>an-trây</i> )	...	Entrance.
Façon de parler	...	Manner of speaking.
Faux pas ( <i>fo-pa</i> )	...	Fault, or misconduct.
Honi soit qui mal y pense ( <i>ho-nee swau kee mâle panss</i> )	...	Evil be to him who evil thinks.
Ich dien ( <i>ik dem</i> )	...	I serve.
Mâl à propos ( <i>mal-ap-ro-po</i> )	...	Unseasonable, or unseasonably.
Mauvaise honte ( <i>mo-vaiz honte</i> )	...	False modesty.
Nom de guerre ( <i>nong de giâir</i> )	...	A war name.
Nom de plume ( <i>nong de plooni</i> )	...	A pen name, or pseudonym.
Nonchalance ( <i>non-shal-ance</i> )	...	Indifference.
Perdue ( <i>per-due</i> )	...	Concealed.
Sang froid ( <i>sang-froau</i> )	...	Coolness.
Sans ( <i>sang</i> )	...	Without.
Savant ( <i>savang</i> )	...	A learned man.
Soi-disant ( <i>swau-dée-zang</i> )	...	Pretended.
Tapis ( <i>tap-ee</i> )	...	Carpet.
Tête-à-tête ( <i>tait-a-tâit</i> )	...	Face to face.

### Latin Words.

Ad arbit'rium	...	At pleasure.
Ad infin'itum	...	Without end.
Ad lib'itum	...	At pleasure.
Ad referend'um	...	For consideration.
Ad valorem	...	According to value.
A fortióri	...	With stronger reason.
Alias	...	Otherwise.
Al'ibi	...	Elsewhere, or proof of having been elsewhere.
Al'ma Mater	...	University.
Ang'lice	...	In English.
A posterióri	...	From a latter reason, or behind.
A priori	...	From a prior reason, or before.

Appropos	...	... Appropriate
Arcana	...	... Secrets.
Arcanum	...	... Secret.
Argumentum ad hominem	...	... Personal argument.
Bona fide	...	... In reality.
Cum multis aliis...	...	... With many others.
Cum privilegio	...	... With privilege.
De facto	...	... In fact.
Déi grátia	...	... By the grace or favour of God.
De jure	...	... By right.
Désun cætera	...	... The rest is wanting.
Dramatis personæ	...	... Characters represented.
Durante beneplácito	...	... During pleasure.
Durante vita	...	... During life.
Ergo	...	... Therefore.
Errata	...	... Errors.
Ex	...	... Late; as, ex-minister means the late minister.
Ex officio	...	... In virtue of office.
Ex parte	...	... On the part; one side.
Fac simile	...	... Exact copy, or resemblance.
Félo de se	...	... Suicide.
Fiat	...	... Let it be done, or made.
Finis	...	... End.
Grátis	...	... For nothing.
Ibidem	...	... At the same place (in a book.)
Idem	...	... The same.
Id est	...	... That is.
Imprimatur	...	... Let it be printed.
In primis	...	... In the first place.
In forma pauperis	...	... As a pauper or poor person.
In commen'dam	...	... For a time.
In propria persona	...	... In one's own person.
In statu quo	...	... In the former state.
Inter alia	...	... Among others.
In terrórem	...	... By way of warning.
Ipse dixit	...	... He himself said.
Ipso facto	...	... In the fact itself.
Item	...	... Also, or article.
Jure divino	...	... By divine right.
Lócum ténens	...	... Deputy.
Magna Charta ( <i>Kar'ta</i> )	...	... The great Charter of England.

Multum in par'vo	...	Much in a little.
Ne plus ul'tra	...	Nothing further, the uttermost point.
Nólens vólens	...	Willing or not willing.
Omnes	...	All.
Onus	...	Burden.
Per se	...	Alone, or by itself.
Pro bóno pú'blico...	...	For the public benefit.
Pro and con	...	For and against.
Pro for'ma	...	For form's sake.
Pro tanto	...	As far as it goes.
Pro tem'pore	...	For the time, or for a time.
Quo an'imo	...	Intention.
Quoad hoc	...	To this extent.
Quon'dam	...	Formerly.
Rex	...	King.
Sem'per eádem, or Sem'per ídem	...	Always the same.
Seriatim	...	In regular order.
Sine díe	...	Without a day being fixed.
Sine qua non	...	Indispensable requisite or condition.
Súi gen'eris	...	Singular, of its own kind.
Tría jun'cta in únc	...	Three joined in one.
U'na vóce	...	Unanimously.
Vade mécum	...	Constant companion.
Ver'sus	...	Against.
Via	...	By or in the way of.
Vice	...	In the room of.
Více ver'sá	...	The reverse.
Vide	...	See.
Vulgo	...	Commonly.

## PART III.

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### EXERCISES IN REGISTERING AND DOCKETING LETTERS AND PRÉCIS-WRITING.

REGISTERING.—Register in the form given on page 25, each of the Letters given in these Exercises, leaving the columns for General Number and Remarks blank.

DOCKETING.—Docket each of the Single Letters given in these Exercises, giving in each case—

1. The Name or Designation of the Office or Person who sent the Letter.
2. The Number of the Letter.
3. The Date of the Letter.
4. The Subject or Abstract.

PRÉCIS-WRITING.—Make a Précis of the correspondence contained in the Series A, B, and C respectively.

1. Separate, as shown on page
2. Continuous, as shown on page

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### SINGLE LETTERS.

#### *Exercise 1.*

No. 332, dated Simla, the 31st October 1882.

From—The Government of India,

To—Her Majesty's Secretary of State for India.

WE have the honour to transmit for your Lordship's consideration a copy of the correspondence cited in the annexed list on the

subject of the Grant of Fees to the President, Members, Secretary and Assessors of the Civil and Military Examination Committee at Bombay.

2. The fee paid for each sitting of the Committee to the President, Members, and Secretary is Rs. 15 each per diem, while that paid to the Assessors is Rs. 10 each per diem. It will be observed from the report submitted by the Bombay Government, with their letter of the 15th August last, that in the year 1881 one hundred and sixty-one officers were examined at a total cost of Rs. 8,610, representing an average expenditure of rather more than Rs. 53 per head. As this expenditure appears to us to be excessive, we have requested the Bombay Government to consider whether it is not susceptible of reduction, and we have indicated the direction in which some economy might be effected. At the same time we have informed the Government of Bombay that we can only approve of the payment of these fees on the understanding that the Committee is a genuine working body, every member of which is fully qualified as an examiner, and from this point of view we have suggested that the members should in future be chosen solely on account of their linguistic attainments, and should ordinarily not be Government servants. In the meantime, as the daily fee of Rs. 15 to each member of the Committee for each sitting on the Examination Committee makes a considerable addition to the annual emoluments of such of them as may be in the service of Government, we would ask your Lordship, pending the carrying out of the reforms suggested, to sanction the present arrangement which has been in existence for several years past.

3. We would add that pending the issue of final orders on the whole question, we have authorised the continuance of the payment to Government servants, who may be appointed as Assessors, of the fee of Rs. 10 each per diem, when required to attend the meetings of the Committee; but we have suggested that the Assessors should, as a rule, be chosen from outside the public service.



*Exercise 2.*

Dated Calcutta, the 30th May 1882.

From—Messrs. Schroder, Smidt and Co., Calcutta,

To—The Secretary to the Government of Bengal, General and Revenue Departments.

As the oldest and at the same time large importers of kerosine oil in this city, we take the liberty of addressing you on a question which is of the highest importance to us as well as the trade in general.

You will be aware that a large quantity of dangerous petroleum has been imported (some 2,00,000 cases) in the following vessels, "Viscount," "Ross Dhu," "Tintern Abbey" and "Celtic Monarch." Part of the oil has been discharged in spite of the provisions of the Petroleum Act, 1881, which say under paragraph 6: "all dangerous petroleum which is kept at any place after seven days from the date on which it is imported, shall be contained in vessels which shall bear an indelible mark or a label in conspicuous characters stating the nature of the contents thereof." No such precautions with regard to the safe keeping of the oil have been taken. This circumstance, as well as the fact that the importers of the cargo *ex* "Tintern Abbey" have given notice to the buyers that the oil had passed Government requirements and would be delivered under contract, necessitates our making enquiries whether any dangerous petroleum can really be sold for burning purposes, although the Act distinctly says it cannot.

We have always been of opinion that an Imperial Act like the Petroleum Act, 1888, could not be arbitrarily set aside, and acting in good faith that the Government which passed the law would protect the interests of those who act up to it, and would guard all interested as well as the public in general against any infringements, we invariably imported oil of a superior quality and at a high price, although we were fully aware from information received from our American correspondents, several months ago, that other Calcutta firms were about to import an inferior quality of oil at lower cost. This our

information proved to be true, and it now appears that by an appeal *ad miseri cordiam* the importers want to induce Government to repeal the existing law.

If this repeal should be granted, the public would be put into a state of unsafety, which must be doubly felt after the heavy conflagrations which have been raging in Calcutta during the present year. Moreover, Government would severely and undeservedly punish those who have been doing their best to act in accordance with the Petroleum Bill. The loss which our firm would sustain in case the market is allowed to be flooded with inferior oil cannot be estimated below Rs. 50,000. Our protesting against any measures which are in opposition to our interests might be considered selfish; but where it is a question of serious and undeserved loss, it simply means acting in self-defence, and we confidently trust Government will protect us from such a heavy blow.

We shall feel greatly obliged if you would either tell us that no repeal and modification of the existing Act, which would involve losses to our firm, are contemplated, or in case steps to this effect have already been taken, if you would put this petition before Government with a view to avoid an unjust administration of law.

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*Exercise 3.*

Dated Benares, the 14th July 1879.

To the Right Honourable the Governor-General of India.

The humble petition of Doorga Pershad,  
resident of the City of Benares,

RESPECTFULLY SHEWETH,—That your Lordship's humble Memorialist addressed a petition to your Excellency under date the 3rd March 1878, praying for the unconditional pardon of his father, Gunesh Pooree, a convict in the Straits Settlements.

2. That the petition in question was disallowed under orders (No. 985) issued from the Home Department on the 30th of July 1878.

3. That your humble Memorialist in again venturing to address your Lordship on the same subject does so in the earnest expectation that on the present occasion his prayer will not be refused.

4. That in placing this solicitation your humble Memorialist would respectfully submit that his father, Gunesh Pooree, is almost a *septuagenarian* now and considerably debilitated not only by age, but also by *asthma*—a malady which is as persistent in its adherence to the system it attacks as it is distressing in nature.

5. That the assertion of your Lordship's Memorialist in respect to his father's age will be borne out by the latter's personal appearance as depicted in the accompanying photograph, which your Memorialist humbly submits for your Lordship's inspection.

6. That the age and infirmities of your Memorialist's father offer but little prospect of his continuing for very long in this world; and as the best portion of his life has been spent in exile, it will be an act of graceful consideration to permit him to pass the few remaining years of his existence in the bosom of his family and under the skies of his native land.

7. That your Memorialist's aged mother, whose earthly happiness was completely shattered by the calamity that befell her husband, my father, was for a short time cheered by the prospect of being, by the clemency of the Government, remitted in the sunset of her life to the unfortunate partner of her youth, but all her hopes were dashed to the ground when she became acquainted with the verdict contained in the Government order above quoted.

8. That your Memorialist does now, as a filial duty which he owes to both his parents, fervently implore your Lordship to have pity on their respective condition, and to grant an unconditional pardon to his father who, your Memorialist earnestly assures your Lordship, will not only be sincerely grateful for the consideration, but at the same time so regulate his conduct as to be beyond the reach of censure.

9. That if the boon sought is graciously granted, your Lordship's humble Memorialist shall, as in duty bound, ever pray.

DOORGA PERSHAD.

*Exercise 4.*

*Extract from the Proceedings of the Government of India, in the Department of Finance and Commerce, No. 4493, dated Simla, the 25th October 1882.*

Read the undermentioned correspondence :—

Memorandum from Director-General of Post Offices, No. 51, dated 2nd June 1882.

Letter from the Military Department, to the Director of the Indian Marine, No. 798, dated 14th July 1882.

Letter from the Director of the Indian Marine, to the Military Department, No. 4285, dated 19th September 1882.

Letter to the Director-General of Post Offices, No. 4268, dated 11th October 1882.

RESOLUTION.—Under the existing contract with Government for the maintenance of steam communication in Indian waters, the British India Steam Navigation Company enjoys an almost exclusive monopoly of the conveyance of mails and Government stores and passengers from one Indian port to another, and a large subsidy is annually paid to the Company for the service. One of the objects of the present contract was the encouragement of interportal trade. Desirable as this encouragement may have been in the early stages of the trade of the country, the time has now arrived when the profitable existence of steam communication between most Indian ports is possible without Government support, and existing arrangements are not only a source of expense to Government, but may tend to retard the development of other steam-ship companies. The Governor-General in Council has therefore resolved to terminate the existing contract on 30th April 1884, and to make any new arrangements that may thereafter be found necessary the subject of open competition. The Director-General of Post Offices has accordingly been instructed to communicate this decision of Government to the Managing Agents of the British India Steam Navigation Company.

2. The existing lines of steam communication, which are described in the list appended to this Resolution, are maintained either for postal or for military and political reasons or on general grounds.

3. The Governor-General in Council is of opinion that for postal and political purposes there may be certain lines for the regular maintenance of which it would be expedient to enter into contracts and even to pay moderate subsidies, but that it will not be necessary to enter into any contract for the maintenance of any lines of steam communication on merely general grounds, or to pay any subsidy for the conveyance of troops, Government stores, and passengers to and from any Indian port. For such services it will be advantageous to have recourse to the local freight market as occasion arises. His Excellency in Council is further of opinion that a separate contract should be entered into in respect of each line maintained for postal or political purposes, and that the payment of subsidy should be confined to as few lines as possible. By such arrangements His Excellency in Council hopes that in future the total amount of annual subsidy will be considerably less than it has been in the past, while the charges for freight and for Government passengers will be reduced to a minimum.

4. Before arrangements are made for inviting tenders for any future contract the Government of India, however, considers it desirable to settle what lines of steam communication should be maintained, and if necessary subsidised, for postal and political reasons.\* In this view His Excellency in Council requests to be favoured with the advice of the Local Governments and Officers concerned with as little delay as possible, in order to enable the Government of India to complete all preliminary arrangements before the end of December next.

ORDERED, that a copy of the foregoing Resolution be forwarded to the Governments of Bengal, Bombay and Madras; to the Chief Commissioner of British Burma and to the Director-General of the Post Office of India, for the purpose indicated in paragraph 4.

ORDERED also, that the Resolution be communicated for further consideration to the Military Department, Foreign Department, Home Department, Revenue and Agricultural Department, Public Works Department.

\* The original papers received from the Military Department are herewith reprinted, copies having been sent for record.

*Exercise 5.*

*Resolution of the Government of India in the Financial Department,  
No. 3570, dated the 19th September 1884.*

With the approval of the Secretary of State for India, the Governor-General in Council is pleased to determine, in supersession of the Resolutions No. 684, dated 31st January 1870, and No. 2811, dated 3rd September 1881, that the selection of the officers for employment in the Assay Department shall be made in the following manner :—

- I.—As directed in Resolution No. 124, dated 12th May 1876, commissioned officers only shall, as a general rule, be appointed substantively to the Assay Department.
- II.—No officers shall be appointed substantively to the Assay Department without producing the following four certificates after practical examination :—
  - (1) Of attendance at a three-months' practical course of Inorganic Chemistry (qualitative only) at the Normal School of Science, London.
  - (2) Of attendance at a three-months' practical course of Metallurgy at the Royal School of Mines, specially with reference to the assaying of gold and silver and their alloys.
  - (3) Of attendance for a month at the Assay Laboratory of the Royal Mint, London, permission to attend the Mint being previously obtained from Her Majesty's Secretary of State for India.

The above courses not to be taken out simultaneously, but to occupy seven months in all.

- (4) A certificate from the Head Assayer of the Royal Mint as to the candidate's ability to assay the precious metals, to be tested by practical examination.

III.—The certificates, when obtained, should be forwarded by the officer to Her Majesty's Secretary of State for India, who will then inform the Government of India whether the officer is *pro tanto* qualified for the Assay Department, subject to completion of his qualification by at-

tendance at the Assay Office Laboratory at Calcutta or Bombay for a certain probationary period.

IV — Whenever a want of candidates eligible for admission to the Assay Department is foreseen, the Government may permit a selected officer to attend at the Laboratory of the Assay Master at Bombay or Calcutta for a period not exceeding six months in order to prepare himself for a prescribed examination. During this period of probation the full salary of the office he may happen to hold at the time, subject to a minimum of Rs. 450 a month, and in addition the presidency house-rent of his rank, will be granted to him. At the expiry of the term of probation, the probationer will be examined by the Assay Master of the Mint to which he is attached, the examination being framed so as to test the practical familiarity of the probationer with the ordinary work of an Indian Assay Laboratory, and with the duties expected of an Assay Officer attached to a mint, and his knowledge generally of the methods of assaying both gold and silver, and particularly of the method of assaying silver which is peculiar to the Indian Mints. Certain alloys should be given to the probationer, and report on their fineness required according to such methods of assay as may be stipulated at the discretion of the Assay Master, and it must be a condition that the whole of the manipulating details shall be conducted by the probationer with his own hands. The ability of the probationer to prepare pure gold and silver for assay check purposes should also be carefully ascertained. An officer who has so passed the prescribed local examination only may, at the discretion of the Government of India, be employed temporarily in the Assay Department. The period of such employment, however, is not to exceed twelve months at one time, unless under very special circumstances, and with the sanction of the Secretary of State.

V.—The Governor-General in Council desires it to be understood that the mere successful result of the examination thus prescribed, or of any other, will not entitle the probationer to appointment to the Assay Department. The Assay Master under whom he is employed should report confidentially to Government his opinion as to the aptitude and general (apart from mere technical) fitness of the probationer for the position of an Assay officer. A similar report will be required also in the case of officers who have obtained the certificates referred to in clauses II and III.

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*Exercise 6.*

Dated Calcutta, the 22nd June 1886.

From—The Secretary to the Calcutta Trades Association,  
To—The Secretary to the Finance Committee.

I AM desired to acknowledge the receipt of your circular No. 2, dated 24th March, inviting the Committee of this Association to furnish any advice and information which they may be in a position to afford on the questions now under the consideration of the Finance Committee.

2. It is obvious that the subjects referred to in your circular can only be imperfectly known to a strictly non-official community, such as that represented by the Calcutta Trades Association, but the Association would beg to offer a few suggestions on some of the various topics which have been from time to time subjects of consideration.

3. The most important, and at the same time practicable, measure of economy, in the opinion of the Committee of the Association, lies, in the restriction, within proper limits, of the annual removal not only of the Government of India but of the other Presidency and local Governments, to the several hill sanitarium. This annual migration has grown within recent years to an enormous and unnecessary extent, creating in the cost of travelling expenses alone a burden which the country should not under any circumstances



be called upon to bear, and which in its present financial condition is, the Committee consider, nothing short of a cruel injustice.

4. This removal has entailed on the country the sinking of an enormous amount of money in duplicate Public Offices which are alternately in the Capitals and Hill Sanitaria unoccupied to a great extent for a portion of each year.

5. And it is not alone on the score of expense that the Committee of the Association desire to take exception to this annual derangement of settled government: each transfer from plains to hills, and *vice versa*, entails fully a month's loss of the work of practically the whole staff of each department, during which time public business must suffer very seriously, and on this account, apart altogether from the financial aspect of the question, the removal cannot be too strongly deprecated.

6. The Committee of the Association do not urge that His Excellency the Viceroy and the heads of the various local Governments should remain in the plains during the few trying months of the year: but the fact to which they particularly wish to draw the attention of your Committee is, that there is absolutely no necessity that the practice of proceeding to the Hill Stations should be followed by the heads of all the various departments of Government, and by the greater portion of the subordinate working staff of those departments.

7. The abolition of the separate military commands in the Presidencies of Madras and Bombay having been most strongly recommended by Sir Ashley Eden's Army Commission, must naturally suggest itself to your Committee as a reform that pre-eminently calls for adoption at the present time. The Committee of the Association are at a loss to understand why a change so strongly advised and supported by all the best authorities, and so heartily accepted by the Government of India, should still be deferred, for, while it is admitted that this step would materially increase the efficiency and mobility of the army, it is beyond question that it would, at the same time, effect a very considerable saving in Government expenditure. I am therefore to express a hope that the Finance Committee will strongly support this very desirable reform.

8. The reduction of the Governorships of the Presidencies of Madras and Bombay to the status of that of Bengal appears to the Committee of the Association to be a step which may also be reasonably urged at the present time. It is difficult to see what substantial reasons could be given for the retention of these Governments on their present footing and scale of establishment, when it is borne in mind that both the population and the territorial area of either presidency is considerably smaller than that of the lower provinces of Bengal. It is not impossible for the Committee of the Association to assess with any degree of accuracy the saving which would be effected were this reform carried out, but it may safely be assumed that the financial gain would be considerable, while at the same time the administration of those parts of the Empire could presumably be carried on with the same degree of success that is attained in the other provinces, and with a more direct control in the hands of the Supreme Government.

9. The maintenance of the Kidderpore Dockyard is a subject which, the Committee consider, also calls for consideration. Much work is done there which the Committee submit does not come within the province of a State Department, and is never undertaken by the State Dockyards in England, but is there left entirely to private enterprise. It cannot be urged that the work which is carried out at the Kidderpore Dockyard could not be done equally well by private firms, and therefore it appears to the Committee that a very large and expensive establishment is unnecessarily maintained.

10. The Committee would also recommend for serious consideration the whole system of Printing for Government. If the history of the various Government Presses were to be traced back for over 20 years, and the increase of expenditure carefully noted, the figures would, the Committee believe, prove startling, while, in the opinion of the Committee, it is more than questionable whether efficiency could be said to be at all increased thereby. Some steps towards economy appear to have been taken by abolishing the small Printing Establishments attached to subordinate offices, but the present system still allows the Heads of Departments to print an immense number of reports and statistics which are not likely ever to be

referred to. The Committee think that the whole system of printing, and the question of what should be printed at Government expense, requires careful attention.

11. The question of the supply of stores for the public service appears to be one to which the attention of the Finance Committee may very reasonably be drawn: the orders of the Government of India on the subject are very clearly laid down in their Resolution No. 185 of 10th January 1883, but I am desired to state that it is the opinion of the Committee of the Association that, while the Government of India were evidently actuated by a desire to secure economy in this important matter by the issuing of that order, it is beyond question that in many cases the end in view has been entirely defeated.

12. It is perhaps at the present time the necessary course to obtain from England all stores of a special nature for special works in this country; but it would be the more economical system to endeavour to procure all ordinary requirements, whether of European or indigenous manufacture, by purchase in the country by means of tender.

13. Under the present orders of Government, all stores which cannot be manufactured in India must be indented for on the Store Department of the India Office, and full particulars, with specifications and plans, when such are necessary, must be prepared and forwarded.

14. The delays that occur in the execution of these indents in England are too well known to call for more than a passing reference; while the indents are based on an average of the previous three years' requirements, and have to be prepared a long time in advance, it follows that heavy demands are made for stores which may never be required, and in addition to these ordinary yearly indents, the Committee understand that a large reserve stock is kept in many of the departments. It hardly needs pointing out that stocks kept on such a vast scale must in the end prove exceedingly costly in interest on capital, deterioration, and obsolete patterns, ending in surplusage being sold off by auction at a great loss.

15. The stores received by merchants to meet general demands are imported in moderate quantities frequently renewed, thus keeping abreast of the demand, while they also insure that the latest productions are placed at the disposal of their constituents. The incidental charges are also very closely scrutinized and kept at the lowest point. The Committee of the Association contend that the stores obtained by indent are not in reality cheaper than those purchased locally would be, if, in making a comparison, there were added to the original cost the expense of the establishment of the Store department of the Secretary of State, the packing, shipping freight, and insurance, landing and forwarding charges, and loss by exchange.

16. In the event of any particular stores, not of Indian manufacture, being required, no matter how urgently, the orders of Government, I am to point out, preclude their being purchased in any other way than by Indent on the India Office, even though they could be obtained of European manufacture, locally, at the time. It is within the knowledge of the Association that these stringent orders have caused considerable delay and inconvenience, even to the extent of the entire stoppage of works in progress. Were the system adopted of calling for tenders locally for all stores not of especial nature, the Committee of the Association are confident that the change would result in a considerable saving both of time and money to Government.

17. In proof of the accuracy of this statement, I am desired to mention that when the requirements of the Stationery Department of the Government of India were obtained in this manner during the years 1880-81 and 1881-82, not only were the stores so supplied admittedly more in accordance with requirements, but a considerable saving was effected. So urgent and peremptory, however, were the orders of the Secretary of State to abolish the system that although tenders for a third year's supplies had been called for, they could not be received or considered by the department.

18. It may be urged that, as the local resources of the country would not be equal to meeting the needs of Government, serious loss and inconvenience would ensue, but were the Government to

make its requirements publicly known in good time, enabling tenders to be submitted by local and English firms and manufacturers alike, this Association can with confidence assert that the Government would find its requirements fully met, at, as already stated, a considerable saving of public money as well as of time.

19. Earnestly commending these suggestions to the favourable consideration of your Committee.

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*Exercise 7.*

*Resolution by the Government of India in the Department of Finance and Commerce, No. 792, dated 6th May 1884.*

The question of the expediency of establishing in India an independent appropriation audit to supplement the existing departmental audit, was raised by the Committee appointed in 1880 by the Secretary of State for India, to enquire into the system of military account and estimate in India. This question was connected rather with the general system of accounts in India than with that of the military accounts; but as the matter had come to the notice of the Committee, they submitted recommendations on the subject to the Secretary of State. The Committee were not unanimous in opinion, but the recommendation made in the body of their report was to the effect that the appropriation audit should be made by the Comptroller-General.

As a complete audit in detail of every charge against the vouchers was effected by the local and departmental account officers, and as abstract statements of the results of this departmental audit were submitted month by month to the Comptroller-General, the Committee were of opinion that the Comptroller-General should carry out the appropriation audit from the materials thus supplied to him, and that he should be required to submit an annual comparison and report to the Governor-General in Council.

In reply to the objection that by reason of his being entrusted with certain executive and administrative functions, the Comptroller-General could not be regarded as an altogether independent auditor, it was observed that, owing to the circumstances of the country, the

Comptroller-General did not, like the Auditor-General in England, audit the accounts with vouchers, but could only exercise the functions of appropriation auditor by reviewing the results after examination of the materials received from his Sub-Accounts, and for this purpose it was considered that the office of Comptroller-General as at that time established, was sufficiently independent.

2. In forwarding the report of the Committee to the Government of India, the Secretary of State requested that the Comptroller-General should be instructed to prepare annually a report comparing the accounts of each year with the estimates for that year and with the accounts of the preceding year, with explanations of any important variations; the report to be considered by the Government of India and forwarded with such remarks as might seem necessary to the Secretary of State for India. At the same time the Secretary of State requested an expression of the opinion of the Government of India regarding the expediency of delegating the duty of conducting the appropriation audit to the Comptroller-General, or to another officer free from all administrative functions.

The recommendations which were made in the first instance by the Government of India involved the appointment of a separate and independent Auditor-General with a staff of subordinate auditors at a total cost of rather more than one and-a-half lakhs of rupees per annum. On further consideration, however, doubts were felt regarding the applicability to India of the principle which regulates the appointment of an Auditor-General in England. In the United Kingdom the supplies are annually voted by Parliament, which exercises a very jealous control over the Executive Government in the disposal of those supplies, and requires that an officer, independent of the Executive Government, shall report to it whether the law has been in all cases observed, and the moneys distributed according to the intention of the House of Commons. In India the case is different, as the allotment of supplies is made by the Governor-General in Council, and it is, primarily, for his satisfaction that an appropriation audit is needed, in order that he may have brought before him in a clear and precise manner any deviations which have occurred in the expenditure of the year from the original intentions of the Budget.

It was evident that this object could be attained without the appointment of an officer independent of the Government of India, and without incurring the considerable expenditure involved in the appointment of a separate officer : as the report was to be made to, and for the information of, the Governor-General in Council, there was no object to be gained by the appointment of an officer who would be wholly independent of the Government of India.

3. On reconsideration of the whole subject, and with reference to the wishes of Her Majesty's Secretary of State for India, the Government of India finally recommended, and the Secretary of State sanctioned, the following arrangements :—

I.—The appropriation audit should be made by the Comptroller-General, who, in order to give due prominence to his special duties of audit, should be designated Comptroller and Auditor-General.

II.—The Comptroller-General should be relieved of the executive work which he performed in his capacity of Accountant-General in respect of the treasuries classed under "India."

III.—The Comptroller-General should be authorised to undertake a test audit in any of the offices of Account and Audit under the Government of India whenever he deemed it desirable to do so.

IV.—An addition should be made to the staff of the Comptroller-General to enable him to carry out the above duties.

V.—The various Accountants-General (including those of the Military and Public Works Departments) or heads of Departments of Audit and Account should be required to submit annually an appropriation audit report to the Auditor-General, who would compile his report from the materials supplied to him and forward it to the Government of India.

4. In pursuance of these arrangements, the Governor-General in Council is now pleased to formally appoint the Comptroller-General to be Comptroller and Auditor-General, and to direct that

each Accountant-General, including in the term the Military and Public Works Accountants-General, and each head of a separate Audit Department, shall prepare and forward to the Comptroller and Auditor-General each year an appropriation audit report of the Province or Department of which he compiles the accounts.

Two officers have already been appointed to Class I of the Enrolled List of the Financial Department, of whom one, under the title of Comptroller of Indian Treasuries, will have charge of the duties connected with the treasuries immediately under the Government of India. the examination and audit of the daily cash transactions of the Government with the Bank of Bengal at Calcutta, the accounts and expenditure by offices and establishments serving directly under the Government of India, and the accounts of interest of the Public Debt.

The second of these officers, under the title of Deputy Auditor General, and the former Inspector of Local Accounts, who will now receive the same title of Deputy Auditor-General, will be employed on the duties of test-audit and inspection.

5. The offices and account of the Controllers of Military Accounts (including their Examiners), of the Examiners of Public Works Accounts (including Telegraph), and of the Comptroller to the Post Office, have already been declared to be open to the inspection of the Comptroller-General and his inspecting officers, and similar authority is now delegated to the Auditor-General and his staff. The Comptroller and Auditor-General, in person, or by his Deputies, is not merely entitled to inspect the offices and accounts in question, but also to make a test audit of so much of the accounts of any office as he may consider necessary; and the auditing or inspecting officer is entitled to enter any branch of the office, to call for any documents, and to ask for any information he may require for the purposes of his audit or inspection, and it will be the duty of the heads of all departments to supply such information and to afford every reasonable facility for making a test audit.

The arrangements indicated in these last paragraphs have in fact already been brought into operation, and the offices of the Controller



of Military Accounts, Bengal, and of the Accountant-General, Madras, have already been audited.

6. The following duties will remain with the Comptroller and Auditor-General, in addition to his general duty of supervising and directing the work of the Civil Accountants-General and Comptrollers :—

- (1) Compilation of the Central Accounts, both monthly and yearly.
- (2) Compilation of estimates and comparison of current facts therewith.
- (3) Appropriation audit.
- (4) Audit and inspection of all offices of Account.
- (5) Management of the Paper Currency Department.
- (6) Control of *personnel* of Civil Department of Account.
- (7) Resource—that is, the providing of money both by increasing the balances as a whole and by transferring them to the points whence they are required.
- (8) Management of the Public Debt, now including Stock Notes.
- (9) Accounts of the District Savings Banks.
- (10) Adjustment of accounts of Guaranteed Railways.
- (11) Account with London and with the Colonies.
- (12) Management of Reserve Treasuries and of the Bank balances.
- (13) Central accounts and custody of securities held in trust by Government officers.
- (14) General direction of coinage and mint operations.
- (15) Verifications of deposit, advance, and other debt balances.
- (16) Collection of mutual accounts of accounting officers.
- (17) Audit of such accounts as Administrator-General's and other Law Officers', and Emigration Agencies and Colonies.
- (18) The accounts of the Forest Department.
- (19) Examination of accounts of Service Funds.

*Exercise 8.*

No. 973, dated Lahore, 26th November 1885.

From—C. L. TUPPER, Esq., Officiating Secretary to the Government of Punjab and its Dependencies,

To—A. MACKENZIE, Esq., Secretary to the Government of India, Home Department.

I AM desired to address the Government of India regarding certain changes that the Lieutenant-Governor has been obliged to introduce in the system of Civil Divisional Courts as established under the Punjab Courts Act of 1884, and certain alterations proposed in the number of Sessions Courts at present existing in the Province. After mature consultation with the Judges of the Chief Court, His Honor is convinced that the arrangements below detailed are imperatively called for in the public interests, and he hopes that the sanction of the Government of India, where necessary to give effect to them, may be communicated at an early date.

2. On the introduction of the Punjab Courts Act XVIII of 1884 on November 1st of last year, seven Civil Divisional Courts were created, consisting of two Judges to each Court; while the Courts of Sessions remained, as formerly, ten in number. By this arrangement it was hoped that the Civil and Criminal business of the Divisional and Sessions Courts would be satisfactorily disposed of. In April of this year the Judges of the Chief Court informed the Government that the number of Civil appeals pending before the Divisional Judges had increased from 4,548 on December 1st, 1884, to 5,588 on March 1st, 1885, while at the commencement of the following month

\* From Registrar, Chief Court, No. 1217, dated April 6th, 1885.

From Registrar, Chief Court, No. 1856, dated June 3rd, 1885.

the number rose to 5,823.\* As the statistics of the work of the Court appeared by that time to have become practically normal, the inference was irresistible that the Judges of the Divisional Courts were unable satisfactorily to cope with the number of appeals instituted. A most serious block had occurred; and, inasmuch as the total decisions up to the end of April amounted to 3,453, or an average of

575-5 per month, it was clear that the Divisional Courts had already about ten months' work in hand for disposal over and above future institutions, and that measures of relief were absolutely indispensable. The Judges of the Chief Court were therefore asked to offer suggestions with a view to effecting the more rapid despatch of the

\*Punjab Government letter No. 436 S., dated June 24th, 1885, to Chief Court.

appellate work of the Civil Divisional Courts.\* In reply the Judges suggested, as alternative courses, either that the number of Civil Divisional Courts cis-Indus should be increased by the splitting of each of the five existing Courts into two, and the appointment of only one Judge to each division so created, the bench system being discontinued, or that an additional Judge should be appointed to each of the existing cis-Indus divisions for a period of six months as a temporary method of disposing of the accumulations of arrears. If by this agency the pending cases could be cleared off, it was thought possible that in the future the Divisional benches might be able to satisfactorily dispose of all fresh institutions.

3. The Lieutenant-Governor was inclined from the first to think with reference to the above proposals that the best solution of the difficulty would be the splitting up of each of the cis-Indus Divisions into two, a single Judge being appointed to each Division. But he wished the whole matter to be thoroughly discussed before coming to a final conclusion as the permanent arrangements which should be made for the appellate work of the courts other than those of District and Subordinate Judges. The Judges of the Chief Court were therefore addressed again in my letter No. 877 S, dated the 4th August 1885, which stated the three modes of meeting the difficulty which the Lieutenant-Governor was prepared to consider,—*viz.*, the appointment (1) of two more Judges of the Chief Court itself, or (2) of five more Divisional Judges to be natives of India, or (3) of five more Divisional Judges to be Covenanted Officers. It is not necessary to enter upon the details of these suggestions or the reasons for them, because they have been given up, and other arrangements, to which all are agreed, actually brought into operation. Reference has been made to them merely to show that the subject has received the detailed and careful consideration which its importance merits. The cheap-

cost of these schemes would have cost not less than Rs. 81,488 a year. It will be seen from separate correspondence which is about to be submitted to the Government of India that the permanent addition of a fourth Judge to the Chief Court is necessary under any circumstances and is recommended on independent grounds.

4. The Judges of the Chief Court, after consulting the Judges of the Divisional Benches, and conferring personally with the Lieutenant-Governor, finally held that, whatever merits the Bench system may possess, it is unsuited to the present state of judicial business in this province; and they recommended the breaking up of the Branches at the earliest date practicable, and the substitution of thirteen Civil Divisions with a single Judge to each. By this arrangement it appeared that the present staff of Judges would be able to cope with the work ordinarily coming before the Divisional Courts. But to reduce this work to a normal standard, the Judges considered that it

From Registrar, Chief Court, No. 8 C., dated September 3rd, 1885.

would still be necessary to provide temporary assistance to enable the Courts to dispose of the accumulation of the arrears.\*

5. These views (which have, however, since been slightly modified in regard to the number of Divisional Judges required) were generally accepted by Sir C. Aitchison, and the Judges of the Chief Court were asked to make detailed proposals as to the permanent organization which appeared necessary in order to enable the Divisional Courts to cope with the work, and also in respect of the temporary measures required for disposing of the arrears of Civil appeals which had accumulated in the Courts. The recommendation of the Judges, which will be found in the Registrar's letter No. 11 C., dated September 18th, 1885, did not appear to the Lieutenant-Governor to be satisfactory in all details, and various objections were unofficially brought to the notice of the Judges. The result has been that, after further discussion with the learned Judges and with the first Financial Commissioner, a complete scheme has now been prepared, which will, His Honor believes, permanently remedy the defects in the present system of Divisional Courts, and temporarily supply the assistance needed to relieve the public of the inconvenience and delays to which they have been subjected.

8. The details of the complete scheme are contained in my letters No. 1725, dated October 15th, 1885, and No. 841, dated the 30th idem, to the address of the Registrar of the Chief Court. As is pointed out in paragraph 5 of the first of these communications, the principles which the Lieutenant-Governor has kept in view are, first, and above all, the convenience of the people, who should have, as far as possible, but one place of resort for all divisional appellate business, Civil, Criminal or Revenue; secondly, the observance, as far as may be, of the boundaries of the present Revenue Divisions; thirdly, the association of districts which belonged before the reorganization to the same Civil and Revenue Division; fourthly, the equalization of the work in the various Courts; and lastly, the location of the Courts themselves at places where litigants may be expected to find friends or to have established business relations.

7. The details of the permanent scheme are fully shown in Statement A appended to my letter of the 15th October above cited, to the Registrar of the Chief Court. They are the partition of the whole Province into the following fourteen Civil and thirteen Sessions Divisions:—

*Civil Divisions.*

- |                |                 |
|----------------|-----------------|
| 1. Delhi.      | 8. Sialkot.     |
| 2. Umballa.    | 9. Lahore.      |
| 3. Jullundur.  | 10. Mooltan.    |
| 4. Hoshiarpur. | 11. Jhelum.     |
| 5. Ferozepore. | 12. Rawalpindi. |
| 6. Amritsar.   | 13. Derajat.    |
| 7. Gurdaspur.  | 14. Peshawar.   |

The Sessions Divisions will be the same, with the exception that Amritsar and Gurdaspur will constitute but one Division, the junior Judge being appointed a Joint Sessions Judge to assist his colleague.

8. So far as the reorganization of the Civil Divisional Courts depends upon the provisions of the Punjab Courts Act, the Lieutenant-Governor, under Section 18 of that Act, is competent to divide the territories under his administration as he may think fit. It is also within his competence, under Section 14 of the same enactment, to decide whether there shall be one Judge of each Divisional

Court or more. The alteration of the limits of Sessions Divisions (which is necessary in the cases of Mooltan and the Derajat) can also be effected by the Local Government under Section 7 of the Code of Criminal Procedure. All this has therefore been done ; but the alterations of the number of Sessions Divisions (which have yet to be carried out) require the previous sanction of the Governor-General in Council under the terms of the same section of that Code.

9. The temporary arrangements for disposing of the arrears of cases now pending in the Divisional Courts consists of the establishment of 17 Civil Divisions and 15 Sessions Divisions cis-Indus, leaving the existing arrangements in the trans-Indus Divisions unchanged, except by the abolition of the Bench system and the substitution of one Judge in each Court for two. Full details are given in Statement B of the letter to the Chief Court. The principle observed has been to lay down first what shall be the permanent Divisions, and then, where necessary, to split them in two for the time being until the arrears shall have been disposed of. This, it is anticipated, will take, with one Judge to each Court, six months from the date of the introduction of the new arrangements, which, where practicable, came into force with effect from the 16th instant.

10. The appointments to all these Courts, permanent and temporary, have been made. It has been argued that the Lieutenant-Governor has power to appoint the six temporary additional Divisional Judges for a period of six months without reference to the Government of India, because under Clause (1) of Section 57 of the Pay and Acting Allowance Code an officer, no matter what his salary, may be deputed on special duty by the Local Government for a period not exceeding six months, provided that the cost of deputation is defrayed by Provincial funds ; and he may further be permitted by the Local Government to draw the pay or salary which but for his deputation he would have continued to draw, with a deputation allowance in addition, which must not exceed one-fifth of his salary, of Rs. 10 a day. Thus it may be technically within the competence of the Lieutenant-Governor to appoint officers on special duty as Additional Judges to clear off the arrears of the

Divisional Courts : and whenever the salary of the Additional Judge might amount to Rs. 1,500 per mensem, he might be allowed, under the orders of the Local Government, a deputation allowance of Rs. 300 a month, his emoluments thus being brought up to the level of those of a substantive 3rd grade Divisional Judge.

11. In some cases, however, the salary of the officer appointed is less than Rs. 1,500 per mensem, and in these cases it would under any circumstances have been necessary to ask the sanction of the Government of India to fix specially the remuneration to be allowed. Moreover, it does not seem to the Lieutenant-Governor that however clear the technical position may be, it is the intention of the provisions of the Pay and Acting Allowance Code in regard to the deputation of officers on special duty to cover a question like the present, nor could the framers of the Code have meant the principle to be applied on such an extensive scale. Sir C. Aitchison therefore prefers to ask the Government of India for sanction to the six temporary appointments which are absolutely necessary, unless justice is to be grievously delayed, to the great injury of the people ; and he would propose that the emoluments of the officers so appointed to be Divisional Judges be regulated by the rule that they shall draw whatever salary they would have drawn if in the ordinary course they had been appointed to officiate as Divisional Judges of the 3rd grade in the Commission. The appointments are, however, all outside the regular line of the Commission ; and Sir Charles Aitchison has considered it only fair and reasonable to confer two of them on Uncovenanted Officers. In view of the urgency of the case, every day's delay inflicting additional hardship on litigants whose cases are unavoidably deferred, he has made all the appointments in anticipation of approval and in exercise of the power which the wording of the Pay and Acting Allowance Code appears to give him.

12. A question which remains for the consideration of the Government of India is that of the permanent appointment of a fourteenth Divisional Judge. Under the scheme for the reorganization of the Punjab Commission thirteen Divisional Judgeships were sanctioned, but when the permanent arrangements now contemplated

were being worked out in consultation with the Judges and the First Financial Commissioner, it was found that no satisfactory distribution of districts could be made with reference to the estimated amount of work for disposal, unless it was decided to appoint a fourteenth Judge. Practically one of the six temporary Judgeships now arranged for must be retained as a permanent appointment. It would be tedious to explain at length the steps which led to this conclusion. It is sufficient to say that in the endeavour to avoid this consequence the Judges of the Chief Court at one time proposed that four confessedly over-weighted courts should be habitually relieved by wholesale transfers of cases under section 25 of the Code of Civil Procedure—a use of the section to which the Lieutenant-Governor is sure that the Legislature never intended it should be put; while later on in the discussions it was in contemplation to allot different Tahsils of certain Districts to different Civil Divisions, an arrangement open to many obvious objections, and to this, amongst others, namely, that wherever adopted it would place the District Judge under two masters in the shape of two Divisional Judges not constituting a bench. The difficulty was, with a staff of only thirteen permanent Judges, to give each such a fair share of the probable income of work as should prevent fresh arrears accumulating. Every expedient that could be thought of for surmounting this difficulty seemed open to one conclusive objection or another; and the Lieutenant-Governor has considered the appointment of a fourteenth Judge far preferable to systematically straining the law as to the transfer of cases and to entailing upon litigants and witnesses the hardships of uncertainty as to the courts in which the suits affecting them will be heard. I am to add that the fourteenth Judge will be a peripatetic officer in the sense that he will be liable to be moved from time to time in order to give relief to over-burdened courts. At present the appointment is assigned to the Civil Division of Gurdaspur; but if some other Division required temporary relief, the Gurdaspur and Amritsar Divisions might be temporarily amalgamated under one Judge, and the second Judge transferred to the Division where the court was in need of assistance. This would occasion no inconvenience to the people



as the Amritsar and Gurdaspur Judges will both sit at Amritsar. Exact equality in the distribution of work being impossible, the Lieutenant-Governor would effect the adjustment by from time to time transferring a Judge instead of transferring the cases. For this purpose one additional Judge is indispensable as a permanency.

13. The remuneration of the fourteenth Judge is a separate question. For six months at all events this will be solved if the proposal made above in paragraph 11 is accepted, because the additional Judge would receive for that interval the same salary as if he had been appointed to officiate as a Divisional Judge in the line of the Commission. On the expiry of the six months the pay should be permanently fixed. If the Government of India is willing even to this extent to re-open the case of the Uncovenanted Service under the reorganization scheme which has been represented in my letter No. 2792, dated 25th November 1885, it might be arranged that this appointment should be reserved as a prize for that service and the pay fixed accordingly at Rs. 1,550 per mensem, or a little more than the pay of a District Judge of the first grade. This is what the Lieutenant-Governor would prefer on general grounds connected with the position of the Uncovenanted Service, which need not be re-stated here, as well as for obvious reasons of economy. But if this proposal cannot be accepted, the simplest plan would be to add another appointment to the third or lowest grade of Divisional Judges on Rs. 1,800 per mensem. I am, therefore, to recommend that one or other of these two proposals be accepted.

14. Briefly, the matters which are referred for the sanction of the Government of India, and where necessary of the Secretary of State, are these—

I.—The temporary appointment of six additional Judges for six months or such shorter period as may in each case be found necessary, each additional Judge being allowed the same remuneration as he would have received if he had been appointed to officiate as Divisional Judge, 3rd grade, in the line of the Commission

II.—The permanent appointment of a fourteenth Divisional Judge on a salary of Rs. 1,550 or Rs. 1,800 a month, as may be decided.

III.—The alteration, permanent and temporary, of the number of Sessions Divisions.

15. Of these matters only the third calls for any further remark. As the Code of Criminal Procedure is under amendment, the Lieutenant-Governor would suggest that local Governments be enabled to alter the numbers of Sessions Divisions as they can at present alter the limits and practically produce the same result (though with some inconveniences) by such alterations combined with the appointment (which is within their power) of Additional or Joint Sessions Judges. All this is matter of jurisdiction and powers and does not depend upon financial authority. The sanction required by rule for new appointments is an entirely distinct thing.

16. Such an amendment of the Code would fully meet the requirements here under consideration, but it may not be possible to effect it at any very early date. Meanwhile, the Lieutenant-Governor would ask permission to alter the number of the Sessions Divisions from ten to thirteen, as a permanent arrangement, and from ten to seventeen or any less number that may from time to time be required as a temporary measure, until the block in the Divisional Courts has been removed. Draft notifications marked (1) and (2), giving effect to these proposals, are enclosed. It will be understood that no temporary division will be maintained when once the work has been reduced to manageable compass: and, on the other hand, that until the arrears are disposed of, it may be necessary to vary the temporary adjustments of jurisdiction to some extent to ensure sufficient relief to the courts.

18. A list of enclosures is annexed.

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## SERIES OF LETTERS.

## A

BILL TO AMEND THE LAW RELATING TO BANKRUPTCY  
AND INSOLVENCY IN BRITISH INDIA.

## (1)

*From E. Stack, Esq., Officiating Secretary to Chief Commissioner Assam, to Secretary to Government of India, Legislative Department, No. 1047, dated 7th June 1885.*

In reply to your letter No. 1045, dated the 17th June 1885, I am directed to say that the Chief Commissioner thinks it unnecessary to offer any remarks on the Bill to amend and consolidate the Law of Bankruptcy and Insolvency, as the proposed Act, is not likely to be wanted in this Province.

## (2)

*From A. Martindale, Esq., Secretary to Chief Commissioner, Coorg, to Secretary to Government of India, Legislative Department No. 610-70, dated 3rd July 1885.*

I am directed to acknowledge the receipt of your letter No. 1046 dated the 17th June 1885, forwarding, for an expression of the Chief Commissioner's opinion, a Draft Bill to amend the Law relating to Bankruptcy and Insolvency in British India, with draft statement of Objects and Reasons.

2. In reply, I am to say that, so far as the Officiating Chief Commissioner is able to judge, the Bill seems suited to the circumstances of the places to which it is proposed to apply it in the event of its becoming law.

## (3)

*From the Government Solicitor, Madras, to Chief Secretary to Government, Madras, No. 261, dated 27th July 1885.*

*Abstract.—Forwarding the following opinion of the Advocate-General, dated 27th July 1885 :—*

*Opinion.*

With reference to the order of Government, Judicial Department dated the 30th June 1885, No. 1722, have the honour to make the following observations upon the Bill to amend and consolidate the Law of Bankruptcy and Insolvency in British India.

2. From sections 5 and 7 read in conjunction with section 82 it appears that the provisions of the Bill are not applicable to up-country traders not having a place of business in one of the towns named in section 82. Now, as there must be many instances of traders, European and Native, so circumstanced, for whom, in the event of their failure, the machinery of this Bill would be more fitted than that of the Procedure Code, I would suggest that an exceptional jurisdiction should be given to the High Court in such cases. The jurisdiction might be limited by reference to the amount of the debts and to the proportion of the creditors not residing within the jurisdiction of the Court to which the debtor would ordinarily be subject.

3. With a view to the common case of the wealthy member of a firm keeping in the back-ground, and allowing a comparative pauper, in whose name the business has been carried on, to file his petition and schedule, I would suggest that the debtor be expressly required to disclose the name of his partners, and that concealment of the existence of partners should be made penal. This disclosure is required in the case which section 102 is designed to serve. Where proceedings are taken in the name of a firm under that section, I apprehend that only the persons named as members of the firm could obtain their discharge. All who desire to obtain their discharge as members of a firm would thus, in their own interest, take care that their names were disclosed. It is not clear, therefore, why, for the case to which section 102 applies, provision for the disclosure of partners names should be made, and why it should not be extended to all cases indifferently.

4. Unless I have misunderstood the Bill, it seems that the secured creditor may, notwithstanding that the property was vested in a trustee under the Act, still proceed to realize his security. If this is so, I would ask why he is not protected against the operation of section 40.

5. I would suggest, too, that the phrase "secured creditor" which is used in section 8 (2), in section 33, and in the rules, should also be used in section 39.

(Sd.) H. H. SHEPARD,

*Acting Advocate-General*

(4)

*From Lieut.-Colonel Sir E. R. C. Bradford, Chief Commissioner, Ajmere-Merwara, to Secretary to Government of India, Legislative Department, No. 807, dated 29th July 1885.*

I have the honour to acknowledge the receipt of your letter No. 1047, dated the 17th of May 1885, forwarding copies of the papers noted on the margin, and in reply to state that I have no observation to offer on the provisions of the Draft Bill.

Draft Bill to amend the law of Bankruptcy and Insolvency in British India, with draft statement of Objects and Reasons.

(5)

*From T. G. Walker, Esq., Registrar, Chief Court, Punjab, to Officiating Secretary to Government, Punjab, No. 2582, dated 13th August 1885.*

In reply to your letter No. 664S, dated 13th July 1885, forwarding, for the opinion of the Judges, a copy of a Draft Bill to amend and consolidate the Law of Bankruptcy and Insolvency in British India, I am desirous to say that, as it is proposed to limit the application of the Bill to the Presidency towns and certain other commercial centres, the Judges have no remarks to offer on the Bill.

(6)

*From R. L. Upton, Esq., Solicitor to Government of India, to Officiating Under-Secretary to Government, Bengal, No. 1096, dated 3rd September 1885.*

Referring to your No. 1336½ J.D., of the 8th ultimo, I have the honour to forward you herewith a copy of the Hon'ble the Advocate-General's opinion on the subject therein referred to.

*Opinion.*

There can be no doubt that the present Insolvent Act is antiquated and requires to be replaced by fresh legislation. The statement of Objects and Reasons very clearly and fully explains the grounds on which the proposed change in the present Insolvent Laws are rested, and deals in an exhaustive manner with the principles which are to be followed in framing a new Bankruptcy Act. I agree in the main with the Objects and Reasons, and I think it advisable

that legislation here should be supported by an Act of Parliament.

The provisions of the Draft Bill are principally taken from the English Bankruptcy Act, 1863, with certain necessary modifications.

The English Bankruptcy Act is the outcome of an extended experience of years, and has, I think, been properly adopted as a model for the proposed legislation. I have doubts whether the provisions in the English statute in relation to composition or scheme arrangement, which have been embodied in the present Draft Act, will be found useful or of any practical benefit in this country.

With regard to jurisdiction, I think that up-country traders, who have had large commercial transactions, and whose state would be more satisfactorily administered in a Bankruptcy Court, should be allowed to petition the Bankruptcy Court of the presidency in which they have carried on business, and such Court should be vested with powers to adjudicate such persons bankrupt on their own petition if it thinks fit, the powers to adjudicate being discretionary, to exercise according to the circumstances of the case. The objection to such a procedure would naturally be that it would be a hardship upon creditors living at a distance to follow the proceedings in a Bankruptcy Court; but such a hardship must often occur where a debtor carrying on business in Calcutta is adjudicated by the High Court of Calcutta, and has creditors up-country as well as in the different Presidencies.

(Sd.) G. C. PAUL,  
*Advocate-General.*

(7)

*From J. A. Boyson, Esq., Chairman, Chamber of Commerce, Madras, to Chief Secretary to Government, Madras, dated 9th September 1885.*

I have the honour to acknowledge receipt of the Proceedings of Government, Judicial Department, 30th June, No. 1722, and the accompanying copies of the Draft Bill of the Government of India to amend the Law on Bankruptcy and Insolvency in British India.

2. The Chamber observes that this Bill is not designed to be of general application throughout British India, but will for the

present affect only the Presidency towns and a few commercial centres in India and Burma, the number of which the Government reserves the right to increase.

3. It has been ascertained by the Chamber that the present Insolvency Law in India ( 11 and 12 Vic. Cap. 2 ) came into operation on the 1st August 1848. Since that time there have been no alterations in the Law in India, whilst in England the following five Acts have been passed :—

- (1) The Bankrupt Law Consolidation Act, 1849 (12 and 13 Vic. Cap. 106).
- (2) The Bankruptcy Act, 1854 (17 and 18 Vic. Cap. 119).
- (3) The Bankruptcy Act, 1861 (24 and 25 Vic. Cap. 134).
- (4) The Bankruptcy Act, 1869 (39 and 33 Vic. Cap. 71).
- (5) The Bankruptcy Act, 1883 (46 and 47 Vic. Cap. 52).

4. The present Indian Bankruptcy Bill has been prepared on the lines of the English Bankruptcy Act of 1883, which, as mentioned in the Statement of Objects and Reasons, embodies the accumulated experience of the thirty-five years which have elapsed since the passing of the Indian Insolvency Act. As the Chamber cannot claim to have any practical experience of the working of the English Act, it would be presumptuous on its part to criticise the details of the present Bill. It may suffice, therefore, to point out one or two matters which might be provided for in an Indian Insolvency Act, but of which no notice is taken in the Bill.

5. There should, the Chamber considers, be only one Insolvency Law administered in the three Presidency towns and in Rangoon, Moulmein, Akyab, Bassein, and such towns as the Act may be eventually extended to, and it is suggested that Chapter XX of the Civil Procedure Code should not apply to any courts in those towns which have jurisdiction to administer the proposed new law.

6. It seems to the Chamber desirable that the High Court should have jurisdiction in Insolvency matters over European British subjects within the presidency of such High Court. Hitherto the Madras High Court has held that European British subjects residing in the Madras Presidency were entitled to petition the Court for the

benefit of the Act. It is contemplated by the proposed Act to give jurisdiction only in cases where the debtor is in prison within the local limits of the High Court, or has, within a year before the date of the presentation of the petition, ordinarily resided or had a place of business within those limits. A European merchant up country would, therefore, have to be arrested, and put into the civil gaol before he could obtain the benefit of the Act.

7. The omission of section 116(2) of the English Act, 1883, from the present Bill, is deprecated by the Chamber. The section is as follows: "No Registrar or Official Receiver, or other officer attached to any Court having jurisdiction in Bankruptcy, shall, during his continuance in office, either directly or indirectly, by himself, his clerk, or partner, act as Solicitor in any proceedings in Bankruptcy, or in any prosecution of a debtor by order of the Court, and if he does so act, he shall be liable to be dismissed from office." The Chamber is assured that experience has proved in England that this is a desirable clause.

8. I am further to suggest for consideration that some provision should be made to prevent proceedings in bankruptcy against a debtor continuing in two Courts at the same time. For instance, last year, in the High Court at Madras, a debtor was adjudicated an insolvent on the petition of a creditor; on the following day the debtor filed his petition in the High Court at Bombay, and insolvency proceedings have been going on ever since in both Courts. This must be an additional expense to all parties and prove most inconvenient, for both Courts have concurrent jurisdiction and claim the right to wind up the affairs of the insolvent. Section 85 of the proposed Act does not meet a case of this sort, for it only deals with the transfer of proceedings from the High Court of a province to itself, or to any other Court appointed in the province under section 82.

9. It has been objected to the Bill that it is unsuitable to Madras, because the cases of a large majority of insolvents in this city are of a petty nature, involving no intricate points of law or any points that the existing law, with a few amendments, could not amply meet. But as the Chamber could not reasonably ask for special legislation for this Presidency, and as it approves of the



great advance that it is proposed to take in the direction of a clearly defined bankruptcy law for the trading centres of the whole country, it trusts that the Bill may become law since it seems to the Chamber to be a very complete measure.

(8)

*From E. P. Henderson, Esq., Government Advocate, Punjab, to Officiating Secretary to Government, Punjab, No. 370 A. D., dated 21st September 1885.*

I have the honour to acknowledge your letter No. 665-S. of 13th July last, forwarding for opinion Draft Bill to amend the Law of Bankruptcy and Insolvency in British India.

2. I observe that the Act only constitutes by its direct operation four Courts of Bankruptcy, namely, the High Courts of Judicature at Calcutta, Madras and Bombay, and the Court of the Recorder of Rangoon. I also observe that while power is taken to confer upon Local Governments authority, with the previous sanction of the Governor-General in Council, to constitute other Courts of Bankruptcy, in the territories administered by them, the Insolvency sections of the Punjab Laws Act (1872) have not been repealed.

3. As, moreover, I am now, and have been for some time past, much pressed with important references, I trust that I may be permitted to refrain from discussing in detail a measure which is not intended to apply to this Province, and which appears to me to be far too advanced and technical for the state of things prevailing here.

(9)

*From G. C. Sconce, Esq., Officiating Chief Judge, Court of Small Causes, Calcutta, to Chief Secretary to Government, Bengal, No. 68, dated 2nd October 1885.*

With reference to letter No. 2964, dated 9th September 1885, from the Under-Secretary to the Government of Bengal, calling my attention to No. 1342J.D., dated 8th July 1885, I have the honour, after consultation with my colleagues, to say that we believe that the provisions of the Draft Bill to amend and consolidate the Law of Bankruptcy and Insolvency in British India are calculated to be of great benefit to the country.

We also approve of section 88, which empowers the High Court, from time to time, to direct that a Judge of the Small Cause Court shall deal with matters therein mentioned ; but we do not consider it would be beneficial to deprive a Judge of the Small Cause Court of the power to exercise in matters relating to bankruptcy and insolvency such authority as he has in the exercise of his ordinary jurisdiction under section 83 of the Presidency Small Cause Courts Act, 1882, to punish for contempt.

His Honour the Lieutenant-Governor is already aware that the Judges of this Court are unable, in the existing state of the files, to cope with the mass of business which comes before them. Any addition to the ordinary business will necessarily occasion further arrears.

(10)

*From T. T. Allen, Esq., Superintendent and Remembrancer of Legal Affairs, Bengal, to Chief Secretary to Government, Bengal, No. 901, dated 9th November 1885.*

In reply to your Office No. 1337 J.D., dated 8th July last, I have the honour to say that the Draft Indian Bankruptcy Bill is applicable to the presidency towns, where at present a similar law is administered by the High Court in its original jurisdiction. As I have no knowledge or experience of the working of the existing law, I am unable to form an opinion as to the necessity for or improvements effected by this Bill.

2. As to the mofussil, I consider the present Bill utterly and entirely unsuitable ; but as there appears to be no intention to make it current there, this is no detracton from its merits.

(11)

*From J. R. Fitzgerald, Esq., Secretary (for Berar) to Resident, Hyderabad, to Secretary to Government of India, Legislative Department, No. 570G, dated 7th December 1885.*

I am directed to acknowledge the receipt of your letter No. 1048, dated the 17th June, forwarding for the opinion of the Resident at Hyderabad a Draft Bill to amend the Law of Bankruptcy and Insolvency in British India.

2. In reply, I am to inform you that, as the operation of the Bill is by paragraph 11 of the Statement of Objects and Reasons expressly and closely limited to certain sea-port towns and commercial centres, of which none exist in the Hyderabad Assigned Districts, Mr. Cordery has no observations to offer in the matter.

## B

### ESTABLISHMENT OF SIX GOVERNMENT SCHOLARSHIPS IN ENGLAND FOR NATIVES OF INDIA.

(1)

No.  $\frac{1}{45-57}$ .

*Extract from the Proceedings of the Government of India, in the Home Department (Education), dated Calcutta, the 12th February 1886.*

Read again the following papers:—

Home Dept. Resolution, No. 360, dated 30th June 1868.

Ditto ditto, No. 525-32, dated 18th January 1870.

Letter from Mr. Monier Williams, dated 14th January 1884.

Despatch to Her Majesty's Secretary of State for India, No. 2, dated 4th March 1884.

Despatch from Her Majesty's Secretary of State for India, No. 52, dated 19th June 1884.

Despatch to Her Majesty's Secretary of State for India, No. 9, dated 20th October 1884.

Despatch from Her Majesty's Secretary of State for India, No. 20, dated 12th February 1885.

Despatch to Her Majesty's Secretary of State for India, No. 4, dated 4th July 1885.

Read also—

Despatch from Her Majesty's Secretary of State for India, No. 104, dated 22nd October 1885.

## RESOLUTION.

In Home Department Resolution No. 360, dated 30th June 1868, a scheme was promulgated for the creation of a certain number of Government scholarships tenable in England by natives of India. It was explained that the object of creating the scholarships was to encourage natives of India to resort more freely to England for the purpose of perfecting their education, and of studying for the various learned professions, or for the Civil and other services in India. In a subsequent Resolution, dated 18th January 1870, the circumstances were set forth under which it had been determined to hold this scheme in abeyance. For some time past the Government of India has been in communication with Her Majesty's Secretary of State regarding the re-establishment of a limited number of Government scholarships tenable in England by natives of India, and the Governor-General in Council is glad to be able now to announce that it has been decided to bring into immediate operation a scheme, which, it is hoped, will have the effect of offering a certain measure of encouragement to the youth of this country to proceed to England for the purpose of completing their education, either at the University of Oxford or at the University of Cambridge.

2. Six scholarships, the cost of which will be defrayed by the Government of India, will be at once established, tenable in England by persons who are natives of India within the meaning of section 6 of the Statute 33 Vic., Cap. 3. The scholarships will be placed at the disposal of the Universities of Calcutta, Bombay, Madras and the Punjab in rotation, one scholarship being given to each of the first two Universities during the present year (1886), and one scholarship to each of the last two during the next year (1887). In allotting the scholarships in future years, the same order will be observed.

3. Each scholarship will entitle the holder to an allowance not exceeding £200 per annum, payable from the date of his arrival in England, and will be tenable for three years. No candidate should be more than 21 years of age. Each candidate to whom a scholarship may be awarded, will be required to proceed to England within a reasonable period from the date of his selection, and to reside there

for a period of three years, unless compelled to return sooner by ill-health.

4. Each scholar will be entitled to receive a sum of £100 of passage money, and a similar sum will be payable within one month before his actual return to India, if he should complete the full period of three years' residence, or be compelled by sickness to return before the completion of that period.

5. It is intended to reserve to the scholars the power of selecting, once for all, the course of study to be followed by them in England. Each scholar will be required to bind himself by a written engagement to submit to such regulations as may, from time to time, be framed by Her Majesty's Secretary of State for the guidance of the scholars.

6. If any scholar, not being disabled by sickness, fails to complete a residence of three years in England, or is guilty of gross misconduct or disregard of the orders of Her Majesty's Secretary of State, he will, at the discretion of the Secretary of State, forfeit his scholarship, and further be liable to refund the sum of £100 drawn by him as passage money.

7. It will be opened to each University to consider whether a special examination should be held for the election of the scholars, or whether the election should be made on the results of its ordinary examinations. If special examinations are held, the regulations which the University concerned may propose to lay down in regard thereto, should be submitted for the previous approval of the Government of India, the necessary arrangements for the conduct of the examinations being made under the orders of the University authorities. It is, however, desirable that the examinations should be held at such a time (probably not later than the month of June in each year) as will afford the successful candidates a sufficient interval to complete their arrangements and to reach England before the opening of the October term at the Universities of Oxford or Cambridge, to one of which Universities the scholarship-holders will be required to proceed. The candidates for the special examinations, when such examinations are held, must be young men of proved ability,

and will be selected by the Vice-Chancellor on the report of the Syndicate or governing body, who will, in their turn, be guided by the opinion of the Professors and Examiners. The candidates for these examinations, or the persons elected as scholarship-holders on the results of the ordinary University examinations, must in all cases be graduates of the University under 21 years of age, who are willing, with the consent of their families, to proceed to England in order to complete a University education, and will be required to satisfy the Vice-Chancellor as to their good conduct, knowledge of the English language, and physical capacity to undergo the course of life and study which they will have to follow in England. The tenure of the scholarships will be strictly dependent on good conduct in England, and will be conditional on satisfactory progress being made in study.

8. The Governor-General in Council desires to take this opportunity of expressing his acknowledgments to Mr. Monier Williams, Boden Professor of Sanskrit in the University of Oxford; with whom the present scheme originated, and who has always taken a deep interest in any measures designed to promote the educational progress of natives of India.

ORDER.—Ordered, that a copy of this Resolution be forwarded to the Governments of Madras, Bombay, and the Punjab, for information and communication to the authorities of the Universities concerned.

Ordered also, that a copy be forwarded to the Governments of Bengal and the North-Western Provinces and Oudh, the Chief Commissioners of the Central Provinces, British Burmah, Assam and Coorg, and the Resident at Hyderabad, for information; and to the Registrar of the Calcutta University, for information and guidance.

Ordered further, that a copy be forwarded to the Department of Finance for information, and that the Resolution be published in the Supplement to the *Gazette of India*.

(Sd.) F. C. DAUKES,

*For Secretary to the Government of India.*

(2)

No.  $\frac{9}{269-281}$ 

*Extract from the Proceedings of the Government of India, in the Home Department (Education), under date Simla, the 23rd August 1886.*

**Read again—**

Home Department Resolution No.  $\frac{1}{45-57}$ , dated the 12th February 1886, on the subject of the creation of certain Government Scholarships tenable in England by natives of India.

**Read the undermentioned papers :—**

Memorials presented to the Government of India by the Central National Muhammadan Association at Calcutta, and by the Hooghly and Midnapore Branches of that Association.

Letter from the Registrar of the Calcutta University, No. 482, dated 14th April 1886.

Letter from the Registrar of the Calcutta University, No. 156, dated 20th May 1886.

Letter from the Registrar of the Calcutta University, No. 706, dated 29th July 1886.

**Read also—**

Despatch from Her Majesty's Secretary of State, No. 37 Public (Educational), dated 13th May 1886.

#### RESOLUTION.

In Home Department Resolution, dated the 12th February 1886 cited in the preamble which announced the establishment of six State scholarships of the value of £200 each per annum, tenable for three years in England by persons who are natives of India with in the meaning of section 6 of the Statute 33 vic. Cap. 3, it was laid down *inter alia* that no candidate for these scholarships should be more than 21 years of age. It was further provided in paragraphs 4 and 6 of the Resolution—

- (1) That each scholar would be entitled to receive a sum of £100 for passage money, and that a similar sum would be payable within one month before his actual return

to India, if he should complete the full period of three years' residence, or be compelled by sickness to return before the completion of that period ; and

- (2) That if any scholar, not being disabled by sickness, failed to complete a residence of three years in England, or was guilty of gross misconduct, or disregard of the orders of Her Majesty's Secretary of State, he would, at the discretion of the Secretary of State, forfeit his scholarship, and further be liable to refund the sum of £100 drawn by him as passage money.

2. As regards the age limit fixed by the Resolution of 12th February last, representations have been received by the Government of India to the effect that the result of prescribing a maximum limit of 21 years will practically involve the exclusion of Muhammadan youths from participation in the benefits of the scholarships in question. The Governor-General in Council has now, after careful consideration and consultation with the authorities of the Calcutta University, resolved to raise the age limit. It is accordingly notified that the maximum limit of age for all classes of candidates for these scholarships shall be 22 years instead of 21 years as prescribed in paragraph 3 of the Resolution above cited.

3. In accordance with directions from Her Majesty's Secretary of State, the Governor-General in Council further announces that, in modification of the orders contained in paragraphs 4 and 6 of the Resolution of 12th February 1886—

- (1) Each scholar shall be provided with a free passage to and from England instead of with a sum of £100 as passage-money for each journey ; and
- (2) If any scholar, not being disabled by sickness, fails to complete a residence of three years in England, or is guilty of gross misconduct or disregard of the orders of Her Majesty's Secretary of State, he will, at the discretion of the Secretary of State, forfeit his scholarship, and will also be liable to refund the amount representing the cost of his free passage to England



**ORDER.**—Ordered, that a copy of this Resolution be forwarded to the Governments of Madras, Bombay, and the Punjab for information and communication to the authorities of the Universities concerned.

Ordered also, that a copy be forwarded to the Governments of Bengal and the North-Western Provinces and Oudh, the Chief Commissioners of the Central Provinces, Burmah, Assam and Coorg, and the Resident at Hyderabad for information; and to the Registrar of the Calcutta University for information and guidance.

Ordered further, that a copy be forwarded to the Department of Finance for information, and that the Resolution be published in the Supplement to the *Gazette of India*.

(Sd.) A. P. MACDONNELL,

*Offg. Secretary to the Government of India.*

(3)

No.  $\frac{1}{57-69}$

*Extract from the Proceedings of the Government of India in the Home Department (Education), under date Calcutta, the 11th March 1887.*

Read again, the undermentioned papers on the subject of the creation of certain Government scholarships tenable in England by natives of India :—

Home Department Resolution, Nos.  $\frac{1}{45-57}$  and  $\frac{9}{279-281}$ , dated 12th February and 23rd August 1886, respectively.

Despatch to Her Majesty's Secretary of State, No. 7, dated 11th September 1886.

Telegram from Secretary of State, dated 22nd September 1886.

Read also—

Despatch from the Secretary of State, No. 128, dated 16th December 1886.

#### RESOLUTION.

By Home Department Resolution, dated 12th February 1886, cited in the preamble, it was announced that six State scholarships of the value of £200 each per annum, tenable for three years in England by persons who are natives of India within the meaning of

section 6 of the Statute 33 Vic. Cap. 3, would be placed at the disposal of the Universities of Calcutta, Bombay, Madras, and the Punjab in rotation, one scholarship being given to each of the first two Universities during 1886, and one scholarship to each of the last two during 1887. The Government of India at the same time directed that, in the event of any special examinations being considered necessary for the election of scholars, the examination should be held at such a time (not later than the month of June in each year) as would afford the successful candidates a sufficient interval to complete their arrangements, and to reach England before the opening of the October term at the University of Oxford or Cambridge, to one of which Universities the scholarship-holders would be required to proceed. The Government of India subsequently announced, with the approval of Her Majesty's Secretary of State, that the stipend of each scholarship-holder would be paid quarterly at the end of each quarter, and it was further directed that the scholars should be instructed to report themselves to the India Office on arrival in England.

2. One scholarship was last year placed at the disposal of each of the Universities of Calcutta and Bombay. It appears that the scholar selected by the latter University, although he arrived in England in time for the October term, did not report himself at the India Office until the very latest moment, *viz.* the 12th of October, while the candidate selected by the former University was, owing to unavoidable causes, unable to proceed to England in time for the October term. Both the scholars, moreover, arrived in England without any formal papers for the India Office. In bringing these facts to the notice of the Government of India, Her Majesty's Secretary of State has pointed out that, in future, candidates selected for the scholarships in question should report themselves at the India Office before the commencement of the October term. His Lordship also considers it very important that details as to the manner in which the scholars were selected, as to the probable date of their arrival in England, and as to the choice of studies and University, should reach the India Office before they arrive. The Governor-General in Council desires that the Punjab Government and the Registrar of the

Calcutta University will invariably arrange that this information may be supplied to the Government of India in time to enable it to comply with the requirements of the Secretary of State in the matter.

In the case of scholars selected by the Universities at Madras and Bombay, the necessary report to the India Office should be made by the Local Governments.

3. As the payment of the scholarship allowance in monthly instalments, and in advance, is likely to prove more convenient to the scholars, and to be in other respects preferable to quarterly payments, Her Majesty's Secretary of State has directed its adoption as a rule.

4. In conclusion, the Governor-General in Council deems it expedient to point out, that while the scholarship allowance of £200 a year is sufficient to cover the necessary expenses of College life at Oxford or Cambridge, it is very desirable, if not absolutely necessary, that scholars should have some small private resource of their own to enable them to meet expenses in the vacation, and other general expenses, which are scarcely avoidable. His Excellency in Council wishes this to be clearly explained to every candidate for the scholarship, and desires Local Governments to bring prominently to the notice of all institutions interested in the matter, the fact that it is impossible for the holders of these scholarships to live with comfort in England without some private resources wherewith to supplement their scholarship allowance.

ORDER.—Ordered, that a copy of this Resolution be forwarded to the Governments of Madras, Bombay, and Punjab for information, and communication to the authorities of the Universities concerned.

Ordered also, that a copy be forwarded to the Governments of Bengal and the North-Western Provinces and Oudh, the Chief Commissioners of the Central Provinces, Burmah, Assam and Coorg, and the Resident at Hyderabad, for information; and to the Registrar of the Calcutta University for information and guidance.

Ordered further, that a copy be forwarded to the Department of Finance for information, and that the Resolution be published in the Supplement to the *Gazette of India*.

(Sd.) A. P. MACDONNELL,

*Offg. Secretary to the Government of India.*

## C

## CREATION OF ANGLO-INDIAN REGIMENTS.

## (1)

*From the Secretary, Eurasian and Anglo-Indian Association, to the Secretary to the Government of India, Military Department, No. 129, dated Calcutta, 10th May 1879.*

The discussion in the public press on Major Grey's scheme for raising Eurasian corps having again directed public attention to a subject of considerable importance, in the successful treatment of which by the Government there is believed by many thoughtful persons to lie the true solution of a serious social and political difficulty, I am directed by the Board of the Association respectfully to solicit your attention to their letter of the 20th May last, and to ask whether the Government does not consider the present a most favourable opportunity for the establishment of Eurasian corps.

2. The Board is collecting, and trusts, before the close of the month, to be able to submit to the Government, statistics showing approximately the numerical strength of the class of Eurasians from whom recruits for regiments could be drawn.

3. The Board have no doubt that the financial arguments in favour of such a scheme have already received careful attention from the Government, but there can be no impropriety in referring here to the argument in favour of Eurasian recruits that can be drawn from the alleged fact that every British soldier costs the State £100 before he lands in India. Taking 500 as the average strength of a British regiment, we have an expenditure of £50,000 per regiment, apart from the passage back, and the heavier casualties of English lives which would be saved to the State in every case in which a Eurasian corps could be raised to do the work of an English one.

4. The Board consider it unnecessary to offer any remarks on the soldierly qualities of Eurasians; but if any evidence on the subject be desired, the Board will be happy to be allowed to submit conclusive testimony from the published opinions of high military authorities.

## (2)

*From the Secretary to Government of India, Military Department, to the Secretary, Board of Direction, Anglo-Indian Association Calcutta, No. 682 S.-C., dated Simla, 9th August 1879.*

I am directed to acknowledge the receipt of your letters marginally\* noted enquiring whether the Government is prepared to give any encouragement to a scheme for the formation of a Eurasian regiment, and that the Board of Direction of the Eurasian Association is prepared to obtain statistics through its local Committees, which are now to be found in many important centres throughout India.

\* 6th June 1878.  
10th May 1879.

2. In reply, I am to state that, before further consideration of the matter, the Right Hon'ble the Governor-General in Council would be glad to be informed what strength there is forthcoming from the Eurasian community of the country for the purpose.

3. I am therefore to request that the Board of Direction will furnish the Government of India with a return showing the number of Eurasians capable of bearing arms, and who, in the opinion of the Board, would be willing to take service.

4. I am to add that in the event of such a scheme being favourably considered, although the organization and conditions of service of a Eurasian corps would not follow those of a British regiment, a moderate but sufficient rate of pay, free kit, suitable barracks or huts, and a local head-quarters would probably be allowed.

## (3)

*From the Secretary, Eurasian and Anglo-Indian Association, to the Secretary to Government of India, Military Department, No. 203, dated Calcutta, 24th September 1879.*

In reply to your letter of the 9th ultimo, Miscellaneous No. 682S.C., I am directed to say that not having succeeded in obtaining satisfactory returns from the local branches of this Association, the Board have fallen back on the returns of the last general census for the information required by the Government. They have been able to ascertain that the total male Eurasian population of India, capable

of bearing arms, that is, between the ages of 18 and 35 years, amounts to 11,000. Herewith they submit a statement regarding the Eurasian population of British India, to which they beg to draw your attention.

2. Under the circumstances, the Board feel justified in saying that materials exist for the formation of three regiments. They take leave to point out that success, in their opinion, will mainly depend on the views on this subject which they believe to be entertained by the community being met by the Government in a fair and considerate spirit.

3. Before stating what, in the opinion of the Board, is indispensable to secure the success of the scheme, I am to solicit your attention to the advantages which would result from the substitution however partially carried out, of Anglo-Indian corps for British regiments. The Board, in their letter of the 10th May 1879, have already dwelt on the initial saving of Rs. 1,000 per man which would thus be secured, and to the further saving from the fewer casualties of Eurasian life. But in addition to these, the first saving would be doubled in the average period of the return home of the short service men after Indian duty, and it would be repeated on every recurrence of that period. Any calculation which fairly contrasted the continuous service of a local corps of Anglo-Indian soldiers with the broken periods of service given by rapid instalments of short term men, would show what an enormous saving the mere substitution of one class for the other would ensure.

4. The political advantage of opening up, by an organised system of recruiting, a source of supply of thoroughly reliable local troops, which the State could fully utilise in all emergencies, has no doubt already been considered.

5. The first condition which the Board think indispensable is, that no race distinction be attached to the proposed regiments, they being recruited from Eurasians as well as from all classes of Europeans resident in India, option being also given to British soldiers of regiments ordered home, but wishing to remain in the country, to volunteer on such terms of service as the Government may think fit to lay down. The Board feel strongly that any attempt to treat

Anglo-Indian regiments as Sepoy corps would result in failure, or only attract a class of men who would finally bring discredit on the experiment.

6. The next consideration is, that the same pay and allowances as those given to British troops be given to the proposed corps. Though the suggestions may at first sight not recommend itself to Government, the Board take leave to point out that the habits of living of Anglo-Indians and Eurasians are similar to those of Europeans, their requirements nearly the same, and any invidious distinction drawn between the new corps and British troops would keep away the best elements of the Anglo-Indian community. They beg to urge that such considerate treatment will not result in any excessive charge to the revenues of the country, and that there would still be a large initial saving periodically recurring, apart from that of home transport charges.

7. Should the Government deem it absolutely necessary to rule that the new corps make their own arrangements for messing, the Board, though they fear that any such proposal would be highly unpopular, yet, viewing the matter in the abstract, do not apprehend there would be any insurmountable obstacle in the way, provided the pay and allowances were so adjusted as to meet the steadily increasing dearness of articles of food, and to offer a sufficient inducement for good men to enlist—and provided also suitable provision was made for the wives and children of men, on a scale not dissimilar to that now in force for British regiments.

8. The third consideration which the Board has to press on the Government is, that accommodation similar, or nearly similar, to that provided for British troops should be supplied to the new corps. The Board do not suppose that it is the intention of Government to put these troops on a par with sepoy regiments. Any attempt of this sort would ruin every corps on which the experiment was made.

9. It may not be inappropriate to point out how suitable the Anglo-Indian is for a light cavalry trooper. Having mostly a slender build he makes a light weight on the saddle, and is, as it were, adapted by nature for the ordinary charger of the country, and would seem to possess some of the most suitable qualities for the formation

of light cavalry. The experience gained from the Lahore Light Horse would most probably support these suggestions.

10. While submitting these remarks for the consideration of the Government, the Board respectfully urge that if any distinctions are found to be absolutely necessary between British and Local corps, these distinctions should be kept wholly free of race differences, and, if possible, be restricted to messing arrangements, and in no case be extended to accommodation.

*Statistical Returns of the Eurasian Population throughout British India, exclusive of British Burmah, with reference to males capable of bearing arms.*

Year of census.	Divisions by Local Government.	Males between 18 & 35 years.	Total Males.	Total Females.	Total population.	REMARKS.
1871	Madras Presidency ..	4,944	18,091	13,350	26,450	
1872	Bombay do. ..	790	1,864	1,587	4,226	<i>Vide Note (a)</i>
1872	N.-W. Provinces ..	504	1,213	1,488	2,701	
1868	Punjab ..	631	1,727	1,652	3,379	<i>Vide Note (b)</i>
1869	Oudh ..	184	490	495	985	<i>Vide Note (c)</i>
1872	Bengal and Assam ..	3,790			20,279	
1872	Central Provinces ..	252			1,852	<i>Vide Note (d)</i>
1871	Mysore ..	545			2,019	
	<b>Grand Total ..</b>	<b>11,640</b>			<b>62,295</b>	

#### NOTES.

- (a) **Bombay.**—The total 4,226 includes 775 from railways, returned without distinction of sex.
- (b) **Punjab.**—These figures are taken from Appendix A. to General Statement No. I of Census Returns, but they do not tally with those of General Statement No. III.
- (c) **Oudh.**—Para. 231 of Census Report shows that the total of population given above is much below the reality, many Eurasians having returned themselves as Europeans.
- (d) **Central Provinces.**—Para. 54 of the Census Report says that it would appear that many Eurasians were included among Europeans.



## REMARKS.

1. This Statement is compiled from the last Census Returns, and comprises the Eurasian population of British India exclusive of British Burmah.

2. The Indo-Portuguese element in the Bombay Presidency amounting to 28,168, is not included in the figures given of Eurasians in that Presidency. The Bombay Census Returns enter these two classes separately, and it has been thought prudent not to amalgamate them here. A certain proportion of the Indo-Portuguese of Bombay, are to all intents and purposes Eurasians, say about 10,000, while the great majority are Goanese migrating to Bombay in quest of employment as domestic servants, cooks, butlers, ayahs, &c. This latter element could, under no circumstances, be reckoned with the Eurasian population of India.

\*3. The totals of males and females for each division or Province in columns 4 and 5 are given wherever the returns supply them. But they cannot be given for Bengal, the Central Provinces and Mysore, as all Christians are classed together in the sex table

4. The figures in column 3 need some explanation. The total for Madras, 4,944, shows the actual male population in 1879 between the ages of 18 and 35 years. It has been possible to calculate this total from the age table for Eurasians, which is given separately, full and complete. But age tables for Eurasians in the other provinces are not given separately; they are either classified under the general head Christians, comprising Europeans, and sometimes even Native Christians, or Christians and "others" (than Hindus and Mahomedans), are clubbed together. The age totals for the other provinces have been calculated on the proportion of the actuals supplied by the Madras returns. The position of the Eurasian community being normal throughout India, it does not seem safe to take the total supplied by Madras, containing as it does the largest number of Eurasians, as a sufficient ratio of proportion for the rest of India.

(4)

*From the Secretary, Eurasian and Anglo-Indian Association,  
to Secretary to Government of India, Military Department,  
No. 75, dated Calcutta, the 6th October 1883.*

IN continuation of my letter No. 203, dated 24th September 1879, on the subject of the formation of Anglo-Indian regiments, I am directed by the Board of this Association, with reference to the growing interest and importance of the subject, to submit the following further representation regarding it for the consideration of the Government of India.

2. The Board are aware that economic considerations will take precedence over all others in any practical discussion on this subject, and accordingly invite attention to the following remarks regarding the quality and cost of the material of which local regiments must be formed. Major O. Barnes, Commandant of the late Lahore Light Horse, offered this evidence about Eurasian soldiers in the *Pioneer* newspaper:—"The instances in which they have not behaved well are rare. As for their strength, I may mention that, in the games where they always took part with British soldiery, they very fairly held their own \* \* \* As for their intelligence, I think there was no Eurasian in the regiment who could not read and write, and their docility was so marked that there was seldom a regimental defaulter among them. As non-commissioned officers, they were strict and reliable, and compared well with British non-commissioned officers. It is not fair to compare them with native troops; they are altogether a superior class, better educated, and far more trustworthy." The Government are aware that, although different opinions have existed among military men about various classes of Eurasians, the language quoted above does not contain the only, or the strongest, evidence from qualified authorities, regarding the class of men from whom Eurasian soldiers should be recruited. The evidence on the subject of cost, though less direct, is hardly less convincing. In their letter No. 129, dated 10th May 1879, the Board invited attention to the acknowledged fact that every British soldier costs the State £100 before he lands in India, and pointed out that this initial

loss of £50,000 in a regiment of 500 men was heightened by the heavier casualties of English, as compared with domiciled Anglo-Indian and Eurasian, life, and by the return passage-money of invalided or returning soldiers. From the figures given in the Statement I, submitted herewith, and taken from the Army Medical Department Report for 1880, Vol. XXII, it will be seen that in that year the death-rate of British troops in India was higher than in any other foreign command, being 24·6 per mille against a death-rate of 7·1 per mille in the United Kingdom itself. The secret of the high Indian death-rate is partly explained by the extraordinary proportion of admissions to hospital, the number largely exceeding the proportion of admissions in any other place in the world garrisoned by British troops. But the real loss is not shown in the mere death-rate; for, adding the 1,498 men invalided and sent home and the 1,072 discharged as invalids to the 1,236 who actually died in hospitals, we have a total of 3,806, which raises the actual loss from the mere death-rate of 24·6 per mille to a composite loss-rate of 75 per mille. That the figures of the year 1880 do not tell in an exceptionally unfavourable way against the British soldier may be seen from the figures taken from the same source in Statement II. for the ten years from 1870 to 1879, from which it will be seen that the death-rate for India was 19·2 per mille and the composite loss-rate was 77·6. The Board do not desire to strain these figures in any way, and are well aware that in the very small number of local troops whom it would be possible, in the first instance at all events, to raise, only a small proportion of the advantage here sketched out could at once be derived. But the principle for which they respectfully contend is that local recruiting may be safely carried further than is generally supposed, and that, so far as it may be wisely carried, it will secure good soldiers to the State at a saving which may correctly be described as enormous. The real significance of the comparisons drawn above is accentuated in Statement III. showing the various rates of mortality among soldiers grouped together according to their ages. In every group but the last two, containing soldiers of an age at which there can be few, if any, fresh arrivals, the death-rate of the year 1880 exceeds that of the average death-rate of the

previous ten years. It is generally understood that the decimation which goes on amongst fresh arrivals, in the early years of their acclimatisation, represents a heavier bill of mortality than the ordinary casualties among acclimatised men; and the double inference from the figures here referred to would seem to be not only that the men now brought out to India as soldiers may on the whole be of less robust physique, from year to year, but also that under the exigencies of the short-service system, men acclimatised to this country are, in the ordinary course, sent away on the expiration of their Indian term, and a constant stream of fresh arrivals is subjected afresh to the process of acclimatisation (with its incidental decimation), from which the country does not derive the advantage for which it pays. The Board do not venture to offer any opinion either for or against this system of military provision, but they humbly submit that that portion of the constantly recurring loss, however small, which can easily be prevented by the recruitment of Anglo-Indian soldiers, can no longer be considered necessary in the sense of being unavoidable.

3. Until actual experiment is made, and all doubt about the sufficiency of a supply of suitable recruits is removed in the only satisfactory way, opinions offered on the point may be thought theoretical; but as this thought has not prevented speculation on the paucity of material existing in India for local European regiments, the Board may be allowed to call attention to facts suggesting a different conclusion. As times have changed, and the pressure of population has increased, the struggle for employment has been growing yearly more severe; and as room is not made, if room exists, for the occupation of young men who annually leave schools in large numbers, it is a fair inference that a better class of persons than those who made up the Eurasian corps of 1857 would be available for an Anglo-Indian regiment, which held out proper inducements to the right class of men.

4. The belief that the Eurasian corps was disbanded on independent political grounds, apart from its cost and efficiency, and, at any rate, without any kind of compensation, may make it difficult or impossible for the Government now to secure good recruits,

unless, in addition to inducements such as those suggested below, some kind of assurance is given that the State is in earnest about the experiment, and intends to persevere with it for some reasonable period considered sufficient by competent authorities to test such an experiment, and that the regiment raised will not be disbanded, except on account of misconduct on the part of the men, without some reasonable bonus to young men of character and ability, who may be induced to give up other spheres of labour in the hope of advancing in this one. If the deferred-pay bonus of the short service British soldier has increased the popularity of the British Army, without infringing any economic rule, it may be feasible to grant the Anglo-Indian soldier a contingent increase to his pay to be drawn only in the lump on the termination of his services, if they were dispensed with before 10 years. This quit payment should be worth 10 years' purchase of the nominal increase in any case.

5. It is urged that all regiments now raised should be called "Anglo-Indian," and attached permanently to India, having their own traditions to make and preserve their own *esprit de corps*; and open (subject to the necessary professional limitations) to all domiciled Englishmen, Anglo-Indians and Eurasians of social respectability and good character, who may possess the necessary physique. Though the community as a whole have recognised the force of the economic consideration, pointing to the reduction of the pay of persons secured on the spot, as compared with persons brought from a distance, it may be well to realize that the argument based on these considerations is to some extent counteracted by the quality of the service rendered by the best class of local European soldiers, and the large saving effected by the circumstance of their being recruited in India; no class of Anglo-Indian or Eurasians, whom it will be worth the while of the State to enlist, will consent to serve on native pay or to be treated as native sepoys; and the Board, with all deference, repeat the assurance previously urged that experiments carried on in neglect of this warning can only result in failure. To the arguments already advanced against any such course this one may now be added. If the Anglo-Indian soldier renders better service than the native, and as good service

as the imported European, to refuse to employ him on a salary at all like that of the European soldier, merely because he is held to be in some respects not equal to that soldier, and although his employment will lead to a large saving without any increased risk, were surely to pay heavily for a vested sentiment.

6. There is a larger proportion than many who have not closely studied the subject may be aware, of healthy young men in public offices who, if they had any choice, would not take to sedentary occupation, long hours, and what is at times distasteful work, on salaries of 30 and 40 rupees, with no particular prospects, if more congenial employment offered. Such employment might be found in a local army, for, from the circumstance of their descent and their surroundings, domiciled Anglo-Indians have martial tastes, a fact proved by the services rendered in the Mutiny of 1857, by numerous extemporised soldiers as well as by the popularity of Volunteer Corps subsequently, not only among hard-worked men but also among lads in school.

7. Real advantage might accrue to the State from a careful fostering of the military spirit of the community by encouraging the growth of Cadet Companies of Volunteers in all public schools. The fact that this suggestion does not seem to be borne out by the experience of semi-military schools, which educate soldiers' sons, but seldom contribute a second generation of soldiers to the army, may find its true explanation in the artificial system of education hitherto in vogue, which, under the combined effect of a natural desire to rise in the social scale, and the easy opportunities sometimes offered of doing so, has diverted the sons of soldiers into civil occupation. It is desirable to distinguish carefully between those in whom military tastes, from whatever cause, and whether wisely or unwisely, have not been kept alive, and those in whom such tastes apparently exist. Good training schools might supply some military wants of the day, the remoter consequences of which have not been clearly understood. They could hardly help meeting some obvious public wants.

8. Numbers of persons who now devote many leisure hours to volunteering duties are employed on small salaries in public and

private offices, and it is at least conceivable, having regard to what is advanced above, that proper inducements might prompt those of them whom it might be desirable to influence, to exchange their mode of occupation. Those who have taxed Anglo-Indian youth with want of vigor and backbone have never perhaps read the true meaning of hours taken from the frivolous pursuits which tempt young men in resourceless Indian cities, and devoted to the business of Indian volunteers. The Board do not desire in the least degree to exaggerate, but there can be no need to under-estimate, any strain which such work may involve in this country.

9. In the final acceptance by the community of any scheme which may be placed before the public by the Government, much must depend on the inducements held out to young men to join. The experience of European countries, where a conscription has been in force, has shown that it is an advantage to a country to subject its aggregate military talent to the sifting test of unrestricted competition within the limits within which absolute loyalty can be counted on. The conditions of English society in India may possibly not render unreserved competition desirable, but the Board respectfully urge that, in a society made up for the most part of representatives of the English middle classes, no consideration worth a serious thought could stand in the way of the throwing open of a suitable number of commissions to men who won them from the ranks. Any objection which might be advanced against this proposal, on the supposition of its being revolutionary, may well be treated as fanciful, since, in the first place, the proposal is urged not only or chiefly as a means of advancing Anglo-Indians beyond the social status, but as a means of enticing into the army men of a stamp that in any other country in the world would naturally hold a position now legitimately asked for on their behalf. It can be no exaggeration to say that a century of British occupation has, by whatever means and through whatever processes, brought into existence in India a class of domiciled Anglo-Indians and Eurasians, many of whom without presumption may lay claim to the respectability of character and personal culture which are associated with the title of gentlemen. Even though, however, the

proposal resulted in the social elevation of deserving men, it may be simply pleaded that the men on behalf of whom the boon is asked have proved themselves worthy of it.

10. What may be a suitable proportion of prizes in such a force as that now speculatively considered, is a question on which military experts may perhaps claim an exclusive verdict, and to such a claim all non-professional persons will naturally defer; but inasmuch as the question has its social and political, as well as its purely technical, aspects, the Board respectfully submit that any proportion which fell short of securing five commissions in a regiment of five hundred men—the proportion being raised for a smaller corps, or lowered for a large one—would run the risk of being regarded as a mockery. The Board have little hesitation in saying that it would be insufficient. Doubtless, however, at first starting, the officers would need to be selected entirely from the British Army, unless an occasional Anglo-Indian volunteer officer of experience and promise afforded the Government a good opportunity of gracefully impressing the community with a sense of its earnestness and sincerity in making the experiment.

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**DRAFTING.**—Put into the form of an official draft or endorsement so much of the following orders as you think necessary to convey their substance and intention, leaving addresses, numbers, and dates blank. (See pages 70 and 71.)

#### I.

This gentleman's letter may be acknowledged. His book seems an useful one and is likely to find a ready sale among ship officers; but as the Director of the Indian Marine does not recommend it, the Government cannot purchase copies for the use of its Marine Offices. The book may be returned.

#### II.

This reference from the Public Works Department, about half daily allowances, cannot be answered until we get a reply to



our No. 4120 of 7th July 1888, to the Accountant-General, on the same subject. It is now six weeks since that the letter issued, and this reference seems urgent. Better send a reminder.

## III.

Sanction the temporary establishment asked for by the Manager; but as sanctions for such establishments cannot extend beyond the official year, it can only be given from the 1st September (the date asked) to end of February. The Manager may be told, however, that he may renew the application should he find it necessary to do so.

## IV.

The report forwarded with this letter is a most useful compilation. Acknowledge it with thanks, adding that when it is printed the Government will be glad to receive fifty copies.

## V.

The Director does not recommend the repairs being carried out, and furthermore considers the estimate capable of reduction; hence return both the plan and estimate to the Superintendent, telling him the above as the reasons for doing so.

## VI.

The Superintendent seems anxious to prosecute the zemindar for having ill-treated his peon and unlawfully confined him. The correspondence, however, shows that the peon was not altogether free from blame.

Better tell the Superintendent to consult the local Deputy Magistrate on the matter and act on his advice.

## VII.

The Punjab Government ask sanction to the appointment of a librarian, but the salary proposed (Rs. 200-10-250) appears somewhat excessive. The duties of a Secretariat Librarian are not exceptionally responsible or important, nor do they require

any special technical knowledge. Enquire whether the post could not be efficiently filled by a clerk on a lower rate of pay.

#### VIII.

Submit the Administration Report with a covering letter to P. W. D., India. Say that the delay in its submission is due to the many changes which had to be made in it in consequence of the orders contained in their letter No. 273 G, dated 22nd March 1887.

#### IX.

Please write a D.O. to the Superintendent, Government Printing, asking him to hasten the copies of the Report, as the Hon'ble Member wishes to have them at once. The print-order was given him on the 3rd instant, or nearly two weeks ago.

#### X.

It is the standing order of Government that letters should be sent through the proper channel. Please return the application to the Inspector, with a memo. telling him so. Send copies to his District Superintendent.

#### XI.

Inform the Superintendent that as the journey made by him on 17th August 1888 did not exceed five miles from his headquarters, the Comptroller was quite right in disallowing the charge. It is to be regretted that the latter did not quote the ruling when making the objection, as probably it would have saved this reference and so avoided an useless correspondence. It had better be pointed out now, Rule 19 of C. T. A. C., Provl. Issue. A copy may be sent to the Comptroller, who might be asked to be careful in future to always quote the Code ruling when disallowing a charge.

#### XII.

Accept this clerk's resignation. No certificate, however, can be given him as he has not served a year in the office.

## XIII.

Forward this letter in original to the District Superintendent of Police of N— for report. If the statements made in it are true (which I hope not) they reflect great discredit on the conduct of the Police of the N— district. Draw attention to paragraph 2 of the letter, where the petitioner states that he sent an appeal on the 22nd of last month through the D. S. addressed to this office. Ask for the return of the letter.

## XIV.

We cannot interfere in this matter. If Mr. Richards desires compensation for the damages sustained by him by the appropriation of his land by the Railway authorities, he should refer to the Law Courts. Please tell him so.

## XV.

This letter may be acknowledged, and the Bengal Government asked to convey the thanks of the Imperial Government to the Bengal Chamber of Commerce for their Report, which is indeed a most excellent one.

## XVI.

This man is a perfect nuisance. This is the fifth letter from him regarding the vacant post in this office, and I cannot see any reason why he should be specially selected by us from among the list of passed candidates. He is low on the list, there being 13 others shown above him. Please refer him (by memo.) to our previous communication, telling him that all appointments to vacant clerkships in his office are made through the Home Department, adding that any further application to this office in this matter is unnecessary and will not be acknowledged.

## XVII.

Inform Mrs. Rose that the Director-General has read with deep sympathy the several letters received from her and will forward her letter of 21st September 1888 to the Government of India.

Sir Donald Wilson is willing to believe all that is represented in John Godfrey's favour, but he feels bound to remember the notoriety and extent of the frauds committed by him, nor can it be forgotten that of the ten years of his sentence only one-fifth has elapsed. He cannot undertake the responsibility of recommending any mitigation in the case. It is peculiarly a question for the Supreme Government to decide; and if they should think it right at some future period to remit a portion of the sentence, Sir Donald Wilson, as a private individual, will be glad to know of the decision.

#### XVIII.

The Inspector-General writes in general terms of the inefficiency of Mr. Percival, and does not give any special case or circumstance in proof of his statements. If he is at all dissatisfied with that officer, and desires his removal, he ought to make specific charges against him, which Mr. Percival should have the opportunity of rebutting. Please point this out. State also that the Government of India cannot permit Mr. Percival to retire on a medical certificate without the production of such a document; but if he is removed from the service on the ground of inefficiency, the Inspector-General may recommend him for the grant of a compassionate allowance in consideration of his former good services, which recommendation the Government of India will be prepared to consider and forward, if approved, to the Secretary of State for sanction.

#### XIX.

This question refers to the Chittagong Hill Tracts Police Force. The average pay, viz., Rs. 10 per mensem, allowed to the naiks and privates, is not, in the Lieutenant-Governor's opinion, too high. The men employed in the Chittagong Hill Tracts Police are almost all Ghoorkhas. Good local recruits are not to be had. The work of the Hill Tracts Police is hard and the ser-

vice unpopular. At most of the Police stations provisions are not procurable at all, and where they are to be had they are very dear. Government has fixed the rate for local unskilled labour (jungle cutting and the like) at 5 annas a day, or Rs. 9-6 a month, so that the pay of the police is very little better than that of a cooly. Even with the present pay the police force of the Chittagong Hill Tracts is with difficulty kept up to its proper strength, as the climate is most deadly. No comparison can fairly be made with the Assam Frontier Police. In Assam the force is composed mostly of local men, and food obtainable cheaper than in the Hill Tracts of Chittagong. Moreover, the men of the Assam Frontier Police are on the borders of civilization and are not in the heart of a wild country, like the men of the Chittagong Frontier are.

The Government of India may be informed accordingly.

## XX.

I would forward the correspondence that has just taken place to the North-Western Provinces, with the other papers, and say that the Government of India attaches such importance to both the points in question that it would desire to see an attempt made to secure them by instituting proceedings in the High Court limited to the matter of the appointment of trustees, unless, indeed, the Counsel, who will have the actual conduct of the proceedings on behalf of Government, should prove decidedly opposed to such a course. I make this latter reservation because in this country of all places it is a hazardous thing to set an Advocate to argue a case against his own judgment. It is not only that he does it badly, but the fact that he is arguing against his own opinion becomes known all over the place, and this acts and reacts in various ways.

I would add, in writing to the North-Western Provinces, that it is presumed the only consequence of failure would be that the

Government might have to pay costs; and that as both points lie on the surface of the case, and could be readily disposed of at one short sitting, the costs could scarcely be large.

## XXI.

This really raises a very important question, and it was only very imperfectly considered in 1881. The main point is whether registering officers have, or should have, under the law, the power of refusing to register documents which are obviously against *bonos mores* or public policy; *e.g.*, contracts for slavery or prostitution. The law gives no power of rejection, but query what would happen if the registering officers under executive instructions declined to accept such documents? The Civil Courts would probably refuse to order registrations, as they would certainly refuse to give effect to such contracts when registered.

On the one hand, we have the difficulty of allowing an option to officers who would very likely exercise their discretion unwisely; on the other, we have the serious evil of allowing people to suppose that contracts of this nature having the stamp of the registering officers are legally binding when they are not, and when such a supposition is likely to have very bad results.

It seems to me that the subject might well be referred to Local Governments for opinion independently of any other points on which the Act may require amendment. I am far from being able myself to express a decided opinion as to which set of considerations ought to prevail, and it will require a good deal of enquiry as to the frequency of such contracts and the intelligence of the officers who would have to decide the point, to come to a correct conclusion on the subject.

## XXII.

Please see Home Department letter of July 2nd (white slip). A perusal of these papers cannot fail, I think, to leave the

impression that this man, Lachmi Pershad, was the victim of a malicious and scandalous outrage perpetrated in the name of the law by the officers of the law. There is not one officer concerned, from the Deputy Commissioner and the Extra Assistant Commissioner to the Havildar and the Jailor, who are not more or less open to blame and suspicion. It is difficult to say with whom the blame most clearly lies, but this much, I think, can without fear of error be asserted, that the Havildar and the Jailor, are clearly guilty of malicious abuse of authority. Their object probably was to extort money from this rich tradesman whom the Deputy Commissioner, through an erroneous judgment, had delivered over into their hands.

The Extra Assistant Commissioner's connexion with the affair is very suspicious, but I cannot satisfy myself that the case is stronger than suspicion against him.

It is not to the interests of decent administration that a case like this should go unpunished, and I would recommend that the Havildar and the Jailor be dismissed, while I would severely censure the Deputy Commissioner and Extra Assistant Commissioner. The District Superintendent's views of his duty (see his letter No. 996 of 20th September 1884) might be animadverted upon.

\* \* \* 28-10-86.

It is very difficult to deal with such a case as this at such a distance of time and from the scene. I observe that the District

\* We may hope the punishment was adequate.

Superintendent of Police was directed to punish\* the Havildar, who, however, had an erroneous practice to refer to as his defence. I think the proceedings in the Jail were worse, but it is hard to apportion the blame between the Extra Assistant Commissioner and the Jailor. It would appear from letter No. 196 of the Superintendent of the Jail, that the ankle-ring was according

to practice, but not the hair-cutting, in the case of simple imprisonment. I think that as the general conclusion was that there was malice, prompt and exemplary punishment should have been administered; and we may say that the Government of India looks upon the Jail proceedings, for which the responsibility rests between the Jailor and Superintendent (Extra Assistant Commissioner.) with extreme disapproval.\*

\* And that the Jailor at any rate should not escape without punishment.

The Deputy Commissioner's conduct and the District Superintendent's view of his duty may also be animadverted on.

\* \* \* 29-10-86.

### XXIII.

We may perhaps forward a copy of Mr. Hunter's letter of the 25th May to the Secretary of State, with an expression of general concurrence in the views expressed by him. It is clear that the abbreviated edition of the Imperial Gazetteer will be far more complete than the abridged edition of Thornton, and that it

.\*The abridged edition of Thornton is in fact little more than a geographical index.

is being carried out on a principle\* very different from that adopted in the case of the latter, and it may be hoped that there will be no undue competition between the

two publications, especially as the abridged edition of the Imperial Gazetteer will certainly not be published before the middle of 1887, possibly not so soon. Further, the condensation of five volumes of the Imperial Gazetteer is said to be well advanced, and this, coupled with the fact that Government has already paid Rs. 3,000 to Mr. Hunter for the work, affords an additional reason for not stopping it now. The reply therefore to the enquiry made by the Secretary of State appears to be that there is no reason to suppose that the issue of the abridged edition of Thornton will interfere to any material extent with the sale of Mr. Hunter's condensed edition of the Imperial Gazetteer, and



that, it is not necessary or desirable on this account to defer the preparation and publication of the latter.

We might agree to the arrangements reported in Mr. Hunter's letter of the 22nd May, on the understanding that they do not involve any increased expenditure beyond what is provided in his budget.

\* \* \* 2-6-86.

Mr. Hunter's letter seems to me to establish beyond question that "Thornton" should not be taken as a substitute for his abridgment. And I think the Government of India should emphatically express its opinion in favour of the prosecution of Mr. Hunter's work, on which much money has been already spent; and which I understand is not far off completion.

\* \* \* 3-6-88.

I entirely agree.

\* \* \* 4-6-88.

#### XXIV.

I do not think it necessary to consider the exact nature and extent of the petitioner's rights over the ferry to which this case relates. Indeed, I could not come to any conclusion on this point on the materials now before us. It is clear from the papers that the petitioner has certain private rights, greater or less; and this being the case, I am clearly of opinion, not only that the Bombay Government had no power to declare this ferry under section 2 of the Bombay Act II of 1868 to be a public ferry, without making compensation to the petitioner, but that they had no right to declare the ferry to be a public ferry at all.

2. It is a well established principle in the construction of Statutes that private rights cannot be taken away, or even hampered by mere implication from the language used in a Statute (see Harcastle on the Construction of Statutory Law, p. 49), or, to put the rule in another form, Statutes which encroach on the rights of the subject receive a strict construction (see Maxwell on

the Interpretation of Statutes, p. 257). In the present case there is nothing in section 2, or in the other provision of the Bombay Act II of 1868, which would lead one to infer that that Act was intended to affect ferries over which private rights existed in any way. The language of section 2 is perfectly general, and may be given "its full effect to by being held to apply only to those ferries over which there are no private rights.

3. Further, the fact that the Act nowhere provides for compensation to persons whose private rights may be affected under it is in itself a very strong argument that the Act did not intend to deal with such rights. This point was brought out very clearly in the judgments in the case of *Wells vs. London, Tilbury and Southend Railway*, 10 L. R. 5 Ch. Div., p. 126. In that case the plaintiffs were entitled to a private right of way by a level crossing over the defendants' line, an Act was obtained by the defendants extinguishing all rights of way in, over, or affecting certain footways numbered in a particular plan, and of which the roadway of the plaintiffs was one. The Act made no provision for compensation. It was held by the Court of Appeal, affirming the decision of Malins, V. C., that upon the true construction of the Act, it did not interfere with private rights of way but only with public rights of footway. In delivering judgment, James, L. J., said: "This" (the fact that the Act made no provision for compensation) "is a strong reason for holding that private rights were not intended to be affected, and there is nothing in the Act of Parliament which compels us to suppose that the Legislature intended to commit the injustice of taking them away without compensation." And Brammell, J. A., said—

"But we may well approach the construction of an Act of Parliament of this kind in the belief that it was not intended to confiscate a private right, for this would be a simple case of confiscation, and we ought not to suppose that this was intended by the Legislature or sought for by the Railway Company. The Statute recites that it is

'expedient' that the rights of way therein mentioned should be extinguished. But it is certainly not expedient that a private right should be taken away without making compensation. The Legislature, in an Act providing for the execution of public works, never takes away the slightest private right without providing compensation for it, and the general recital that it is expedient that the works should be done is never supposed to mean that, in order to carry them out, a man is to be deprived of his private rights without compensation."

4. This case was, it will be observed, a much stronger one than the present, for the Act purported in terms to extinguish the right of way over the particular roadway in question. Nevertheless the Court held that, as that roadway was a *private* roadway, all the others to which the Act referred being public, the Act did not affect it. Here we have simply a general provision empowering the Local Government to declare "what ferries within the Presidency of Bombay shall be deemed public ferries," and we may therefore the more readily hold that this provision does not extend to private ferries.

5. In this connection it may not be out of place to notice that when the Indian Legislature has wished to give power to declare private ferries to be public ones, it has not only provided for claims for compensation, but specially provided for private ferries by name (see Act XVII of 1878, section 4, clause (b), and 5).

6. It seems to me, therefore, that the action of the Bombay Government in this matter has been illegal, and that the petitioner is entitled both to compensation for the loss he has sustained through the action of Government, and to restitution of the rights with respect to the ferry (whatever there may be) which he possessed at the time when Government purported to declare the ferry a public one.

\* \* \* 30-11-83.

I quite agree that, assuming the memorialist to have had as he appears to have had) some sort of private right of ferry,

there is no power to interfere with it given by Bombay Act II of 1868.

Seeing that the memorialist has his remedy in the civil court, I doubt whether any authoritative interference from the Government of India is called for ; but it might be well to hint to the Bombay Government that the position taken up by them is questionable from a legal point of view.

\* \* \* 10-12-83.

I am of opinion that there is no power under section 2 of the Bombay Act II of 1868 to destroy a private right. A hint to this effect, with reasons, might be given to the Bombay Government.

\* \* \* 11-12-83.

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INDEXING.—Index, as fully as possible, the following subject headings (see pages 109-110):—

1. Grant of an Invalid Pension to Babu Soshee Bhusan Bose, M.A., Headmaster, Howrah Zillah School.
2. Reduction of the Simla Allowances.
3. Rules for the Regulation of Clerical Appointments in the Imperial Secretariats and Attached Offices.
4. Threatened Hostilities in Shwebo, Upper Burma, March 1888.
5. Grant of Special Pensions to the Officers of the Civil Account Department.
6. Re-distribution of the Military Commands in India.
7. Indent for Stationery, 1889-90.
8. Grant of Honoraria to the Examiners; Clerical Examination, 1887, negatived.
9. Re-appropriations of Budget Grants, 1887.
10. Construction of out-offices, Viceregal Lodge, Simla.

11. Administration Report, Survey of India Department, 1887.

12. Classified List and Distribution Return, Government Telegraph Department, 1886.

13. Appointment of the Rev. R. M. Smallwood, M.A., D.D., to the See of Calcutta.

14. List of Junior Chaplains on the Bengal Establishment, 1888.

15. Appointment of Sir John East, K.C.B.I., C.I.E., as an Ordinary Member of the Viceroy's Council.

16. Proceedings of a General Meeting of the European and Eurasian Inhabitants of Calcutta for the purpose of presenting a Farewell Address to H. E. the Marquis of Dufferin and Ava.

17. The Most Eminent Order of the Indian Empire.

18. Extension of the Income Tax Act to Upper Burma.

19. Principals and Professors of all Government Colleges declared Gazetted Officers.

20. Abolition of the post of Standing Counsel in the High Court, Calcutta.

# INDEX.

<b>A.</b>	<i>Page.</i>
A Proceedings	144
Abbreviations	108, 225
Abstract of Current Papers	49
Accuracy essential in docketing	39
Acting Allowances	170
Acts of Council require Vice-roy's signature	134
Address of official letters	117
Ad-interim replies	97
Advertisements	203
Ambiguous Phrases	111
Annual Returns and Reports	91
— Instructions in regard to preparation of	226
— Noting on	91
Anonymous Communications	167
Applications for extra or temporary establishments	90
Applying for other appointment	165
Appointment to Lower Division of Secretariat Clerical Service without examination	6
Army Head-Quarters Offices	169
Army in India, Composition of	171

<b>B.</b>	
B Proceedings	144
Board of Revenue. Scale of Office Establishment of	26
Book. Parts of a	199
Brackets or Crotchets	224

	<i>Page.</i>
Break-line	229
Budget	171

<b>C.</b>	
C Proceedings	144
Calendar month	172
Capitals, Method of marking	236
— Use of	215
Cash Imprest	172
Cashier, Duties of	192
Casual Leave	179
Centre Notes	204
Certificates, Check of	91
— to accompany application for permission to appear at Secretariat Clerical Examination	4
Circular Letters	101
Circulation of Secretary of State's Despatches	137
Civil Account Department	172
Clause	94
— to sub-paragraph	209
Compound words and decomposites	218
Comptroller of Postal Accounts	182
Confidential Cases	133
— Labels	29
Continuous Precis, Sample Form	83
Contractions	108
'Copy' for Press	197
Copyists, Duties of	191

	<i>Page.</i>
Correction Marks ...	236
Council Cases ..	133
—— of Secretary of State	182
Covers opened by Registrar or Chief Clerk ...	29

**D.**

Demi-officials ...	106
Deposited Papers ...	144
Deputy Postmasters-General...	182
Despatch Diary. Form of ...	125
Despatcher. Duties of ...	191
Despatches ...	136
—— Publication of, in Gazette ...	139
Diarists. Duties of ...	190
Diary Numbers ...	35
Director of Public Instruction, Bengal. Scale of Office Establishment of ...	25
Director-General, Indian Medical Service. Office Establishment of ...	21
—— Ordinance in India. Office Establishment of ...	19
—— Post Office of India. Office Establishment of ...	20
—— Telegraphs. Office. Establishment of ...	20
Dismissed persons. Re-employment of ...	168
Divided words ...	230
Divulging Information ...	161
Docket. Object of ...	39
Docketing. Accuracy essential in ...	39
—— Examples in ...	43
Doubles ...	235
Drafts. To be based on the notes ...	95
—— to be clear and brief	94

	<i>Page.</i>
Drafts of Despatches to be approved by Member in charge and if important also by Governor-General ...	136
Drafting. Definition of term	93

**E.**

"Early" labels or slips ...	29
Enclosures ...	96
Endorsements ...	106
—— How copied ...	122
Examination Leave ...	179
Examiner, Copying Branch. Duties of ...	191
Extraordinary Leave ...	177
Eye-reading ...	229

**F.**

Facing Pages ...	200
Fair copies to be initialled by Examiner ...	119
File Number ...	48
—— System ...	47
Filed Papers ...	144
Finance and Commerce Department. Branches of Public Business transacted in ...	11
—— Office Establishment...	14
Financial and Municipal Departments, Bengal Secretariat. Scale of Office Establishment of ...	23
Foot-notes ...	204
Foreign Department ...	14
—— Branches of Public Business transacted in ...	12
Forest Department ...	173
Form of Application for permission to appear at Secretariat Clerical Examination	4
—— of Despatch to Secretary of State ...	140

Form of Receipt Diary ...	34
Forms for beginning letters ...	98
Franking Covers ...	128
Furlough ...	177

**G.**

Gazette Notification. Mode of quoting ...	95
Gazetted Officers ...	174
General and Revenue Departments, Bengal Secretariat. Scale of Office Establishment of ...	22
General Despatch Book ...	127
— Register ...	30
— Number ...	30
Governor-General. Extent of designation ...	109
Government of India. Definition of term ...	174
Governments. When used in plural and singular sense ...	109

**H.**

Harsh language ...	111
Heading of Letter ...	113
Hindustani words. Use of ...	95
High Court Judges. Mode of reference to ...	110
Hints on drafting ...	110
— Précis Writing ...	77
Holidays ...	163
Home Correspondence ...	135
Home Department. Branches of Public business transacted in ...	12
— Office Establishment ...	15
Honorary Rank ...	96

**I.**

'I have the honour' and 'I am directed.' Uses of ...	97
Immediate Labels ...	29

Increase of Establishment. Proposals for. Noting on ...	89
Increments ...	175
In-cut Notes ...	204
— Width of ...	232
Indent. Meaning when used as a correction mark ...	205
— Method of marking ...	242
Indention ...	205
Index ...	201
— Numbers ...	69
Infectious diseases ...	163
Inspectors of Post Offices ...	182
Inspector-General of Civil Hospitals, Bengal. Scale of Office Establishment of ...	24
— of Jails, Bengal. Scale of Office Establishment of ...	25
— of Police, Bengal. Scale of Office establishment of ...	26
Initials of Office Assistants. Mode of inserting in Proceedings ...	148
Issues ...	29
Italics. Method of marking ...	237

**J.**

Judicial, Political and Appointment Departments, Bengal Secretariat. Scale of Office Establishment of ...	23
Judges, Punjab Chief Court. Mode of reference to ...	110

**K.**

Key-words used in Docketing. 'Kindly' and 'oblige.' Uses of terms ...	41
	180

**L.**

Labels ...	26
------------	----



	Page.		Page.
Leave and Pension cases.		Numbers of enclosed letters to	
Noting on ... ..	89	be stated on envelope or	
—on Medical Certificate	176	cover ... ..	129
—on Private Affairs ..	176		
Leaves admissible to Clerks ...	176	<b>O.</b>	
Legislative Department.		Obedience to orders ... ..	160
Branches of Public Business		Office Superintendents. Duties	
transacted in ... ..	12	of ... ..	190
— Office Establishment	15	Offices. Taking up employment	
Lending or borrowing money	164	in other ... ..	166
Letter. To contain one subject		—to which the Secretariat	
only ... ..	97	Examination Rules apply ...	7
Letters. Addressing of ... ..	96	Officiating Officers ... ..	96
Letter-headings. Sample		Official Envelopes ..	130
forms ... ..	115	— Year. How denoted	108
Linked Files ... ..	86	Officials. References to ... ..	96
Local Administrations ... ..	180	Omission. Method of mark-	
— Governments ... ..	180	ing ... ..	237
— Governments and Ad-			
ministrations. Mode of re-		<b>P.</b>	
ference to Heads of ...	109	Packages and Parcels for	
		Secretary of State. Mode	
		of transmission ... ..	129
		Paragraph ... ..	94
		— Method of marking	239
<b>M.</b>		Paranthetic sentence ... ..	224
Marginal reference ... ..	118	Pay ... ..	181
Margins ... ..	112	Pensions. Noting on ... ..	89
Medical Certificates ... ..	91	Personal titles ... ..	110
Memoranda. Copying of ...	121	— not affixed to mere	
Military (and Marine) Depart-		official designations only ...	110
ment. Branches of Public		Place and date of despatch ...	113
business transacted in ...	13	Postal Department ... ..	181
— Office Establishment	16	Post copies of telegrams to	
Ministerial Officer ... ..	180	Secretary of State ... ..	139
		Precedents ... ..	88
<b>N.</b>		Precis and Precis-writing.	
Native of India ... ..	180	Definition of ... ..	75
Newspaper Correspondent ...	167	Presidency Postmasters ... ..	182
Note Forms ... ..	49	Press. Connection with ... ..	167
— Structure of ... ..	87	Printer's imprint ... ..	203
Notes and Orders. Sample ...	50	Printing of names of officials	
Notifications ... ..	104	in Proceedings. Mode of ...	147
Noting. Definition of term ...	84	Privilege Leave ... ..	178
Numbering of paragraphs and			
sub-paragraphs ... ..	117		

	Page.		Page.
Progressive Pay ... ..	181	Resort to Insolvent Court ...	164
Proof-correcting ... ..	228	Revenue and Agricultural	
Public Works Department,		Department. Branches of	
India. Branches of Public		Public Business transacted	
business transacted in ...	13	in ... ..	13
— Office Establishment ...	16	— Office Establishment ...	17
Public Works, Railway, Irriga-		Routine Notes ... ..	87
tion and Marine Depart-		— slip... ..	67
ments, Bengal Secretariat.		Runners ... ..	234
Scale of Office Establishment			
of ... ..	24	<b>S.</b>	
Punctuation. Rules for ...	221	Salary ... ..	181
		— Bills ... ..	182
<b>Q.</b>		Sample fair copy of letter ...	120
Questions asked in Council ...	134	— Register sheet ... ..	32
		— Receipt Diary ... ..	37
		Secretariat Clerical Service	
<b>R.</b>		Rules ... ..	1-9
Receipts ... ..	29	Secretary of State ... ..	182
Receipt Diary ... ..	34	Separate Précis. Example of ...	182
Reference Clerks. Duties of ...	100	Service Books ... ..	183
Referencing. Definition of		— Postage Labels ... ..	128, 183
term ... ..	71	Shoulder Notes ... ..	203
Register of Despatches receiv-		Side Note ... ..	203
ed ... ..	139	— or paragraph headings ...	203
— Letters to Under-Sec-		Signatures to Despatches ...	137
retary of State ... ..	139	'Solicit'. Use of term ... ..	108
— Telegrams to and from		Space between words. Method	
Secretary of State ... ..	139	of marking ... ..	239
Registrars of Secretariats are		Spelling ... ..	218
gazetted officers ... ..	13	State Telegrams ... ..	186
Registrar or Chief Clerks.		Statements. Check of ... ..	88
Duties of ... ..	188	Statistical Tables. Printing of	226
Registration of Letters ... ..	129	Subordinate Executive Service	184
Registry Clerks. Duties of ...	190	Sub-clause ... ..	94
Regular attendance ... ..	162	Sub-paragraph ... ..	94, 299
Removal of names from List of		Sub-titles ... ..	200
passed candidates, Secre-		Subject-headings of Files ...	47
ariat Clerical Service ... ..	50	Subjects of Examination,	
Resolutions ... ..	104	Secretariat Clerical Service ...	3
— Mode of quoting ... ..	95	'Submit' and 'Forward.' Use	
— (official) issued only		of ... ..	97
by Governments ... ..	102	Subordinate Judicial Service	185

	Page.		Page.
Subscription to letter ...	118	Under-runners ...	234
Subsidiary Leave ...	177	Uniformity in Capitals and	
Survey of India ...	185	Spelling ...	212
Superior figures ...	204	Unofficial references ...	131
		"Urgent" labels or slips ...	29
<b>T.</b>			
Table of Contents ...	147	<b>V.</b>	
Telegraph Department ...	187	Viceroy. Title when used ...	109
Text of letter ...	117		
Text on body of a Book ...	200	<b>W.</b>	
Thagi and Deceit Office		Wrong-founts. Method of	
Establishment ...	21	marking ...	241
Transfers of Charge. Check of	90		
Travelling Bills. Check of ...	90	<b>X.</b>	
Typists. Duties of ...	191	X Labels ...	29
Type specimens ...	243		

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