

It is in fixing rules for the regulation of pasture grounds that the assistance of the agricultural community will be most useful. It has to be decided how the grounds are to be prepared for use, the extent to which each member of the community should contribute in labour, kind, and money to the work, what the conditions of use by members of the community and by outsiders should be, &c., &c. Then, of course, comes in work of all sorts in reference to sowing fodder crops for cattle, a subject scarcely touched at all in this country.

Thirdly, may be instanced the selection of seed. This opens up a very wide field for discussion, because the whole question of the seed advanced to the cultivator by his money-lender is intimately mixed up with it. Until the cultivator can be independent of the money-lender, or until the landlord accepts the position of advancing him seed, it is hardly to be expected that he will be able to get a very superior article. There seems no reason why the two subjects should not be considered together as one question. It involves the provision of a kind of cheap sieve to be used for separating the grain.

Fourthly, may be instanced the reclamation of waste ground by sowing babul trees upon it, or in any other manner. The reason why attempts in this direction generally fail seems to be that they (literally) are of too great surface and not sufficient depth. It is necessary to give a complete soil to each tree; that is, earth must be supplied in sufficient depth for the roots to find sustenance, however deep they penetrate. If one tree is planted

in this complete fashion, not only will it probably be a success, but it will lead to others being successfully planted alongside of it, because the decaying vegetation will produce a soil.

Fifthly, may be mentioned all sorts of appliances for irrigation. In this matter, again, discussions of a preliminary nature are necessary as to what are the needs of the country to which the appliances have to come. Wells, dams, tanks, and pumps and other machinery for bringing water to the ground will generally repay any amount of money spent on them.

Sixthly, all kinds of special and superior crops may be introduced with the greatest advantage. Such crops as indigo, sugar-cane, vegetables, special kinds of wheat and fodder, tobacco, &c., may be instanced.

Agricultural Exhibitions.

A most important stimulus to agricultural improvements in any district is to hold periodical exhibitions of produce. The time of year at which exhibitions should be held will vary in every district, but advantage should be taken of religious fairs and other gatherings, so as to ensure a large concourse of people. It is also very important to fix the date for an exhibition so long beforehand that it can be well advertised; a minimum period for this to be done is four months. Small inexpensive bilingual notice bills should be printed and distributed through Tahsildars among the villages and through District Officers in neighbouring districts. Special invitations should be sent to all persons in neighbouring districts

likely to take an interest in the show. Opportunity should be taken of the shows to forward the objects advocated in the next chapters. Full details as to the management of shows and instructions for the guidance of committees will be found in the Vernacular Code or Dastur-ul amal, published by the Department of Land Records and Agriculture with letter No. $\frac{A}{4541}$ of 1891.

In concluding this chapter it may be mentioned that the one great need of the agricultural community is to be saved from litigation. As a contribution to this object may be mentioned the introduction of counterfoil printed receipts for rent. These should be printed on paper of such a size that when the counterfoil is superimposed upon the receipt, or *vice versa*, the column for rupees fits exactly on to the corresponding column in the other half of the paper, and similarly for the annas and pies columns. The most ignorant cultivator can then register, with a pin or thorn, the exact amount of money he pays on each occasion, in such a manner that fraud would be impossible. If either party tried to vary the registered payment, the fraud would be detected, instantly, by repeating the process of superimposition.

CHAPTER 34.

CLASHING RELIGIOUS FESTIVALS.

1. The first thing to do is to find out the acknowledged heads of the rival communities and to be sure that they are really representative persons and able to control the masses.

2. Next these representative persons should be assembled in equal numbers and in an informal manner, and their attention called to the undermentioned principles of conduct :—

(a) Highly educated and respectable persons should remember that any exhibition of rancour or ill-feeling towards the followers of a rival religion only brings discredit on their own.

(b) By conciliation and yielding to the wishes of their opponents they really consult their own best interests instead of the reverse.

(c) On this occasion, therefore, Hindus should voluntarily renounce anything which may give offence to Mohamedans, and adopt any measures that may tend to their pleasure, and Mohamedans do the same for Hindus. *Each party must anticipate the demands of the other and yield them before they are even formulated.* This is all-important.

(d) By bearing these principles in mind each party will be able to perform their religious ceremonies, and enjoy their holiday, with the greatest amount of pleasure and satisfaction to themselves and others.

3. Having impressed the above-mentioned points upon the parties present they should then be directed to arrange a programme for the festival, having strict regard to the policy of conciliation enjoined.

4. When the programme has been arranged the heads of the rival communities should be directed to lay their decision before the masses, and obtain their consent to it, and report to a subsequent meeting whether they have

secured the adherence of the entire community to their views or not.

Note.—Any modification of the original arrangements which may be thought necessary, after sounding the views and feelings of the masses, should be given effect to at this second meeting by mutual agreement.

5. At this second meeting the heads of the rival communities should be required to give in lists of the names of any individuals of their respective followings, whom they find unwilling to submit to their guidance, and likely to produce unpleasantness. It need hardly be stated that these persons must be rendered powerless for evil by the action of the authorities.

6. The heads of the community must be made clearly to understand that they will be held responsible for the conduct of all persons not included in these lists; it should be, therefore, carefully impressed upon them that they should thoroughly “feel the pulse of popular feeling” and make quite certain that they can guarantee the people being under their control.

Note.—The directions necessary for carrying out points 5 and 6 should, of course, be given at the first meeting

7. During the actual processions or other ceremonies, the Police should be kept as much in the background as possible; they should be made thoroughly to understand the programme drawn up by the parties, and should be directed to ensure adherence to it, while at the same time not seeming to take any active part. In order to carry out this principle, it will be best for the Police to remonstrate, in a conciliatory manner, with any individual acting contrary to the programme; and should he persist in

doing so, to take him, with as little show of force as possible, before the nearest Magistrate for orders.

NOTE 1.—It is believed that the foregoing arrangements will ensure the following most desirable results :—

1. The various ceremonies will be conducted with enjoyment to all concerned, and the vexatious interference of the authorities and constant fear of perhaps undeserved punishment will be avoided.

2. Only those persons who are really evilly disposed will be treated as such, because they will be pointed out by the people themselves, and the unmerited disgrace of respectable persons, dragged into disrepute by others whose proceedings they do not really approve, will be obviated.

NOTE 2.—It would appear that the following principles should be borne in mind by Government officials in approaching this subject :—

1. No pains should be spared in inducing the leaders of the community to adopt the conciliatory attitude referred to in para. 2. In carrying out this work it may be necessary to converse with each individual in private, and the result of such an interview may possibly be that certain individuals have to be degraded from the position of respected leaders and relegated to the category referred to in para. 5. But before adopting such an extreme course, it would be well to see if the common sense of his compeers cannot induce an obstructive individual to change his attitude.

2. All interference on the part of authority in the arrangements themselves is to be avoided, if possible, though of course the common sense of the people will

naturally induce them to respect existing customs as far as possible.

3. If the people cannot agree among themselves, it will be better to prohibit the festivals altogether.

CHAPTER 35.

SOCIAL REFORM.

Reform societies usually exist, in most districts, in the form of literary clubs. The diffusion of general culture which these clubs may be expected to effect will doubtless have a great indirect effect in bringing about reforms, but there seems no reason why specific efforts should not take place under the auspices of these clubs. The following suggestions for their efforts are offered :—

1. The control of indiscriminate charity.—A committee should be found sufficiently large to catalogue the whole of the mendicants in a place. They should be divided into three classes : First, those who are able to work ; secondly, those who are unable to work, but have relatives who ought to support them ; thirdly, those who are unable to work and are absolutely alone in the world. The third class alone are the proper recipients of charity, and to them it should be extended in the shape of support for life, and not occasional help ; for the first class work should be provided, and in the case of the second, pressure should be put upon the relatives to support them.

2. Reduction of the scale of expenditure, on occasions of rejoicing and mourning—Each tribe or caste should

be induced to fix scales of expenses for marriages, funerals, and other ceremonies according to their own customs and traditions. They should also be induced to declare whether variation should follow a sliding scale according to income, or be restricted to fixed amounts in definite classes, say, three (rich, moderately rich, and poor). A committee may be formed at headquarters to stimulate, regulate, and record the doings of these local bodies. Three different systems of record might be adopted by the central body. First, it should record the decisions of the caste punchayats, the scale of expenses arrived at by them, and the names of as many influential persons as possible who have agreed to abide by those decisions ; secondly, it should record the actual expenses incurred under each item by those who have agreed to the decisions of the punchayats, noting whether those decisions have been found workable in actual practice ; thirdly, the names of all persons about to engage in ceremonies might be recorded, and means sought to give them assistance in adhering to a reasonable scale. For this purpose every village or cluster of villages in a district ought to have a punchayat of reference, to whom application may be made for assistance in persuading refractory individuals to agree to reasonable terms, &c., &c.

3. The establishment of Temperance Associations may be encouraged.

4. The delicate subject of female education may be taken up, but extreme caution is necessary if success is desired.

5. The question of the licensing of medical practitioners and of the shops at which drugs are sold may be discussed.

6. Sanitation may be discussed, and practical methods of procedure sought for.

7. Moral, technical, and physical training in schools, with practical methods of introduction, may be discussed.

8. The question of keeping the vernacular languages pure, from the injudicious mixture of English and other words, may be taken up.

9. Early marriages and kindred subjects have not been mentioned, but of course can be taken up if success seems probable.

CHAPTER 36.

GENERAL PRINCIPLES AND CONCLUSION.

IN concluding this little work, a few words may be hazarded on the difficult question of the possibility or impossibility of laying down any general principles of civil administration. Even the loudest-voiced of those who affirm the impossibility of such a task, would probably be prepared to admit that there are certain broad principles which must underlie all successful administration. The duties of a Government may, perhaps, be defined as the preservation of public order and health, the protection of the weak against the strong, and the refusal, as a rule, to interfere with the freedom of action of the governed, unless necessary in the interests of these cardinal principles. In fact, it cannot be too emphatically

laid down that all interference with the freedom of human action is of the nature of an evil, and should, therefore, be reduced to a minimum.

It follows that all experimental and ornamental administration, *fads* of all sorts, in fact, are to be avoided and denounced. This conclusion will possibly furnish critics with an argument against the publication of this book, and especially against this chapter being allowed to see the light. But a little reflection will show the fallacious nature of reasoning like this.

If the machine of Government is to work smoothly it must work mechanically; that is, the occasions on which imperfect individual intellect has to operate must be reduced to a minimum. And yet so constituted is human nature, that, if you looked into the hearts of most persons succeeding to a position of high administrative power, you would probably find them looking forward to it principally as a field for the exercise of this "imperfect individual intellect," if you found no lower motives at work there!

It would take too much space to give the whole chain of argument, but the obvious corollary is that all administration should be reduced as much as possible to routine and rule. The only precaution necessary is that it should be clearly understood that the rules are intended only to apply to ordinary matters, and that they are subject to modification should occasion arise.

The usual and most specious objection to this "Reign of Law" is that, by destroying individuality of action, it destroys the personal influence of the ruler.

But this again is an argument unable to bear close examination. There is no chance of self-effacement of this kind destroying personal influence. On the contrary, it will tend to increase the respect of the whole subordinate staff for a chief who voluntarily relinquishes power (or rather refrains from its exercise) in favour of principle, and induce them to a certain extent to follow in his steps. Of course personal influence has to be safeguarded by inflexible adherence to principle.

Having decided, then, that everything susceptible of such treatment should be reduced to rule, it remains to consider the principles which should guide the administrator in the numerous cases for which no rule can be laid down ; and it should be noted here that these cases are really so numerous that no one can justly complain of his individuality being fettered by codifying, so to speak, that portion of his work which can be so treated. On the contrary, he will find his work so shortened by the codifying process, that he will be able to give to those matters which he must decide himself, the time and thought really necessary for coming to a proper decision about them.

What then are the principles which should be borne in mind in approaching the purely individual portion of administrative work ? Most thinkers would lay stress upon the importance of *experience*, but even here caution is necessary. No single man's experience, however lengthy, can be an absolutely safe guide for action. It may have been of a singularly one-sided description, even supposing that its results are not coloured by the

observer's subjectivity. True: if the individual can compare his experiences with that of a number of others, he will have a good chance of coming to a satisfactory conclusion; and this brings us to the first and most important principle among those which seem to admit of being laid down as axioms of administrative philosophy. But the best way of presenting these will be, perhaps, in tabular form.

First.—Never, as a rule, do anything new which has not stood the test of experience. For a young administrator, at least, it will be generally best to allow precedent to be the guide. Under such circumstances the question is, What has been done in the past?

Secondly.—If called upon to inaugurate a new line of action, have a profound distrust of your own ideas as to how the work should be carried out. This self-distrust, it need hardly be added, is not necessarily to be proclaimed upon the house-tops; it is sufficient to feel it. Therefore—

° *Thirdly.*—Obtain the ideas of as large a number of persons as possible as to the advisability of the course you propose to pursue, and the results which will probably flow from it. Here again it is not necessary, if you are a diplomatist, to allow the idea to get abroad that you distrust your own opinion. You should let the persons whose intelligence you tap, imagine they are being cross-examined, instead of being consulted.

Fourthly.—Consider the staff at your command and reflect if the evil to be counteracted, or the good to be gained, is commensurate with the friction which may

result from the unintelligent way in which your intentions may be carried out.

Fifthly.—Find out what the effect of your measures has really been on the people, and, if evil has resulted, *be strong enough to be weak* (or risk the charge of weakness), and unhesitatingly rescind your own orders. You may be the more willing to change the rules because they are of your own making; for

Sixthly.—You should always loyally carry out the measures of your predecessors, if possible, and avoid that undignified and reprehensible contempt for anything originated by another, which so often destroys the confidence of the people in their rulers.

Seventhly.—To carry out the fifth principle it is necessary to have free and unreserved intercourse with all sorts and conditions of men, and to court their free and unreserved criticisms on your official acts. This brings us from maxims of theoretical to those of a practical nature. But before proceeding to consider these we may add a few more to our first category.

Eighthly.—Determine to see everything with your own eyes, and accept nothing at second hand.

Ninthly.—Test the motives of your intended acts, and be quite sure that no personal considerations enter into them.

Tenthly.—Never act in a hurry, and remember that, while judicious action at the right time is not to be undervalued, “masterly inactivity” is, as a rule, far more useful:

Eleventhly.—Never waste time in fighting; and

Twelfthly.—Remember that, as a rule, to choose the proper person to do a thing is more useful than to do it oneself.

Thirteenthly.—Gain the hearts of your subordinates by consulting their personal wishes and feelings, whenever consistent with the interests of the public service.

Fourteenthly.—Be extremely cautious how you appoint, or recommend the appointment of, a personal friend or favourite to the service ; and avoid, at all costs, the idea getting abroad that you have sacrificed the claims of local candidates to those of such persons.

Fifteenthly.—In order fully to carry out the eleventh principle learn to view, with perfect equanimity, the reversal of your orders, or opposition to your views, by superior authority. An officer who has the good of the community really at heart, will feel satisfaction rather than annoyance in the reflection that any injustice or mischief caused by his own imperfect judgment can be corrected by control from above. The time wasted by some officers in fighting for what is really a personal matter, but which they persuade themselves into viewing as one of principle, is truly lamentable.

Sixteenthly.—Let perfection be your constant, though always unattainable, ideal ; and

Seventeenthly.—Try to diffuse a spirit of thoroughness into the whole administration by exhaustive and exegetic labour on at least a few items of every branch of business.

We now come to the practical methods which a local administrator can adopt to carry out the above principles.

These resolve themselves into devices for bringing the ruler into close personal contact with the ruled, and with his subordinates, with the double object of influencing them through his individuality, and of modifying his action and opinions by an intimate knowledge of theirs.

A District Officer has to aim at combining two opposite and apparently (but not really) incompatible things, a maximum of accessibility to the public without losing the dignity of his office. It does not conduce to the latter end for an officer to be continually allowing himself to be way-laid in the streets, as some do, with the object of cultivating accessibility to the public, nor does it do to run into the opposite extreme of being invisible except upon certain days, a custom which is much disliked by the respectable members of society. To avoid the evils of both extremes, the best plan seems to be, to be accessible for a few minutes at least every day to visitors of position, but to have a set day on which any person, without distinction of any kind, can claim a private interview. It is probable that no principle laid down in the preceding pages will meet with more opposition than this one; it will be said to savour of espionage, to be un-English, and subjected to various similar criticisms. But without some such system, it is impossible efficiently to govern an oriental country. Of course, the utmost discretion is required as to what people are to be encouraged to say, and the answers to be given to them. Of course too complaints should not be encouraged, but at the same time every one should feel at liberty to disclose anything in his mind. On the whole, the best attitude to take up in reference to com-

plaints, which are certain to follow in the train of "unreserved intercourse," seems as follows :—Put off your informant in a careless sort of manner, and tell him, if you like, that should the person he complains of be dismissed the service, he could only be replaced by some one who would probably be as bad, and might be worse. Complainants may also be informed that these private interviews are intended for the discovery of matters affecting the public, and that matters affecting individuals must be brought to notice through the usual channels. Another way of reassuring a hypothetical complainant, while giving him to understand that his complaints can be taken no notice of *as brought*, is, as follows :—Explain to your informant that if any action is taken in consequence of what he says, he will incur the lasting hostility of those whose delinquencies he has brought to light : *you* may be removed from his neighbourhood to-morrow, but enemies made like this he will have always with him. At the same time should you hear the same official complained of by a number of persons consecutively, you may take your own method of putting matters straight without letting it be known who has complained ; and this you may tell your informants if it seems desirable to set their minds at ease. One very effective method of putting things straight, without resorting to drastic measures, is to send for the persons complained of without letting the reason of their being sent for transpire. If you question them intelligently in private, you will usually be able to find out, from the demeanour of the accused persons, whether the accusations are true or not. If the accusations appear true, warn

the officials concerned that they must not be repeated. This will generally have the happiest effect, and put the matter straight in the most effective manner possible.

But if this accessibility to "all sorts and conditions of men" is practised in a discreet and intelligent manner, it will generally keep matters straight without anything else being done. The manner in which this intercourse may be most effectually carried out in the camping season has been described in Chapter 14, section 8, and, as above mentioned, during the rest of the year the only feasible plan seems a kind of *Darbar* at short intervals, say, once a week. The system ought to be carried down through all ranks of the service, as far as officers in charge of police-stations. For the last named kind of official it is essential that he should infuse such confidence into his informants that they should know that nothing they tell him will ever be made public without their full sanction and approval. To beget this kind of confidence is, of course, of vital importance to all concerned.

Intercourse with subordinates filling responsible positions, such as Tahsildars and superior Police officers, should be as free and unreserved as that with the people, or else a very one-sided idea of things will be obtained. Subordinates of the lower grades, however, should not, as a rule, be permitted to approach otherwise than through their immediate superior, or consequences detrimental to discipline may ensue. In his intercourse with his subordinates an officer should endeavour to infuse his own individuality into them, and among other lessons of a high standard of duty may be mentioned that of recognising

the superiority of a good name to all earthly possessions. No pains should be spared in explaining to all persons, whether official or non-official, what they find hard to be understood in the relations of rulers and ruled, and of impressing upon them, both by word and deed, the idea that the policy of Government is founded upon "that righteousness which exalteth a nation."

THE END

APPENDIX I.

SUPPLEMENTAL AND RECAPITULATORY QUESTIONS ON DISTRICT ADMINISTRATION.

Establishment.

1. Is there a graded list of officials from which promotions have been made ?
2. Have the claims of Tahsils and other subordinate offices been remembered in promotions ?
3. Is there a faithful record of faults committed by officials ?
4. Is there a list of candidates, and are appointments made from it ?
5. How many relatives of officials have been appointed within the last year, and have they been transferred to other Districts ?
6. Have the registers of all Ahalmads been inspected, and with what results ?
7. Within what period has the work of each Kurkamin been inspected, and what notice has been taken of irregularities found ?
8. Do the Revenue and Judicial Superintendents regularly inspect the work of subordinates, or are they allowed to degenerate into Peshkars ?

English Office.

9. Is the correspondence properly classified and readily traceable ?

10. Is the weeding complete ?

11. What is the oldest pending reference, and what is the cause of delay ?

12. How often is the office inspected, and by whom ?

Treasury.

13. What complaints have been made by the Accountant-General against the Treasury, and have the defects pointed out been remedied ?

14. Is the daily audit faithfully carried out, *i.e.*, by checking all entries in the cash book by Tahsil Siahas, schedules and payment vouchers, deducting from the cash book balance those in Sub-Treasuries, and agreeing the balance thus obtained with that shown in the Treasurer's books ?

Vernacular Record Room.

15. Is the current work disposed of daily, *i.e.*, are all misls received in the Record Room posted in appropriate registers, and included in the proper Bastas ?

16. What guarantee is there that records are promptly deposited by all Departmental Clerks ?

17. Is the weeding complete, and are weeders kept to their proper duties, or made to act as assistants to the Record-keeper ?

18. Are there any arrears in the Copying Department, and if so, what is the cause of them ?

19. How often has the Record Room been inspected, and by whom ?

Department of Land Records and Agriculture.

20. Has the Sadar Kanungo a thorough knowledge of the work of all subordinate Kanungos ?

21. Are there arrears in any Registrar Kanungo's office, and if so, what is the cause of them ?

22. Is the register of proprietary mutations for the whole District fairly correct ?

23. Are Supervisor Kanungos employed upon any but their own duties ?

24. In how many Patwaris' circles has work been inspected within the last year, and do the results show progress or retrogression ?

25. Is the Department in charge of a special officer, and if so, what progress has he made in eliminating bad Patwaris ?

26. Is the work of inspection of Patwaris' papers intelligently divided among the officers performing it ?

27. Who inspects the Patwaris' School, and can really efficient instruction in surveying be obtained there ?

28. Have Patwaris intelligible abstracts of laws which concern them and the village community, and do they instruct cultivators as to their legal rights ?

Nazarat.

29. Who inspects the Nazir's accounts and checks his charges ?

30. Are sums received by Money Order, &c., for delivery to individuals, kept with the Nazir, or elsewhere ? And are they all registered ?

Registration.

31. Are all Registration Offices regularly inspected by the District staff, and the results forwarded to the Inspector-General ?

32. Are attesting witnesses professional ?

33. Are documents properly impounded when required by the Stamp Act ?

Tahsils.

34. Have all the Tahsil Offices been inspected by the District Officer, Pargana Officer, Sadar Kanungo, Stamp Officer, &c. ?

35. For what length of time has each Tahsildar been in his Tahsil ?

36. Do all Tahsildars make regular tours, or only go out for special objects ?

37. Are enquiries conducted on the spot, or by summoning parties to the Tahsil ?

38. Are the Tahsildars accessible to the people of their jurisdictions, and do they obtain trustworthy information as to what is going on beneath the surface of things ?

39. Is there a bungalow at all Tahsils ?

40. What system is there of securing prompt replies to orders for enquiries, &c., from Tahsils ?

Pounds.

41. Have all pounds been inspected during the last cold season, and with what results ?

42. Are new pounds required in the District, and, if so, are there any deficit ones which should be moved to other places ?

Arboriculture.

43. What roads have been planted with trees, and what remain to be done ?

44. Who is in charge of the Department ?

45. Is the income increasing ?

Arms Act.

46. Is the number of exemptions and licenses above or below the Provincial Standard?

47. Are the inspections required by the Act thoroughly carried out?

Camp Work.

48. What special duties were performed last year by each officer on tour?

49. Do officers in camp find out and settle disputes in villages and thus prevent litigation?

Camp Supply.

50. Are there any rules in force for supplies to camps?

Communications.

51. Are there any thoroughly reliable contractors in the District, and, if not, could they be imported?

52. Is road-mending begun immediately the rains cease, and is the money spent for the permanent benefit of the people?

53. Are bridges and culverts protected by wooden posts or iron rails?

54. Are protruding stones in metalled roads hammered down to the level of the surface?

55. What rules are there for irrigation channels crossing roads?

Court of Wards.

56. What official supervision is there of Court of Wards work, and are there any estates which ought to be released, or others which ought to be taken under the Court's superintendence?

57. What estates have gone in for agricultural improvements, and with what results ?

Criminal Classes.

58. Is there a book of Badmashes ?

59. Have all the leaders of criminal gangs in the District been run in ; if not, why not ?

60. Are there any professional bails in the District, and is their security accepted for bad characters ?

Education.

61. Is the District properly provided with schools, and its superior schools with boarding-houses ?

62. Does the Inspector of the Circle examine all schools every year ?

Excise.

63. Has the Excise Officer an intelligent grasp of the administration ?

64. Is revenue, consumption, and illicit sale on the increase or decrease, with causes ?

Fairs.

65. What arrangements have been made for fairs ?

66. Has serious crime been prevented ?

67. Have any accidents taken place at the fairs ?

Police.

68. Are reports by the police in nuisance cases and others of a miscellaneous nature (rarely, if ever, made *bonâ fide*) too readily attended to ?

69. Are such reports by subordinate officers absolutely prohibited ?

70. Are petty thefts sent up to swell convictions ?

71. Are the Police circles too large ?

72. Do the statistics of serious crime compare favourably with those of other Districts, where the circumstances are similar ?

Dispensaries.

73. Are the finances in a satisfactory condition ?

74. Are there complaints of paucity of medicines at the dispensaries ; if so, is the real cause the omission to use the medicines provided ?

Judicial Work.

75. Do Criminal Courts aim at settling the matters at issue, or do their decisions open a door to future litigation ?

76. Are tenants' legal rights generally respected ?

77. Is the number of petty cases abnormally large, and are they sent to the Police for inquiry ?

78. Are Amins allowed to classify soils or value property in partition cases ?

Vaccination.

79. Has the Native Superintendent his subordinates well in hand ?

80. Do the District Officers keep vaccinators with their camps ?

81. Have all villages been visited by a vaccinator within the last two years ?

Female Practitioners.

82. Is the District supporting a female medical pupil at any Medical College ?

83. Has there been any attempt to train midwives ?

Municipalities.

84. Is there a proper proportion between income and expenditure ?

85. Are balances unnecessarily hoarded and obvious requirements of the towns neglected ?

86. Are the Heads of the various departments efficient and well spoken of ?

87. What criticisms have been passed on the administration by superior authority, and have they been attended to ?

Sanitation.

88. Is well cleaning habitually attended to ?

89. Is there a sanitary note book, and is it kept up to date ?

Stamps.

90. Is the income under every head of stamp up to the standard of other Districts, where circumstances are similar ?

Takavi.

91. What portion of the District is properly supplied with wells ?

92. Do Tahsildars receive applications for advances, and do they stimulate land improvement within their jurisdictions ?

Act XX Towns.

93. Are the assessments revised on the spot by Pargana Officers ?

Lunatics.

94. Are the rules as to lunatics understood, and where are they detained ?

Nazul.

95. Is Nazul property in the special charge of any officer, and are the accounts kept in English ?

Crops.

96. On what principles are calculations of outturn based ?

Revenue.

97. Are there any over-assessed estates in the District ?

Sales.

98. Who superintends sales, and what efforts are made to obtain proper prices ?

Weights and Measures.

99. Are there any District Orders as to weights and measures ?

Agricultural Improvements.

100. Is there a District Agricultural Association, and, if so, what subjects has it taken up ?

101. Have any practical improvements in agriculture been introduced ?

102. Are agricultural exhibitions held ?

103. Are printed receipts for rent in use in the District ?

Social Reform.

104. Is there any organised system of charity ?

105. Have any reforms in marriage customs been introduced ?

Famine and Calamity.

106. Has the list of famine relief works been tested, and does it include the raising of all roads in the District which require the process ?

107. Is there any Poor House in the District ?

108. Are there any reserve pastures for cattle in the District ?

109. Are there any over-assessed estates in the District ?

Income-Tax.

110. Have any assesseees been sold up for arrears of income-tax ?

111. Is the District assessment on a level with that of others, where the conditions are the same ?

APPENDIX 2A.

FORM FOR LIST OF OFFICIALS.

CLASS I.—English Clerks.

CLASS II — Vernacular Clerks arranged according to the Departments mentioned in Chapter I, page 13.

Serail No	Name of Incumbent.	Caste.	Age.	Residence	Rate of pay.	Date of service	Examination that has been passed.	Any special ability	Any relative in the district, with occupation and rank.	Place of service	Opinion of Officers.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE. I.—Officials on unpensionable posts, if selected for promotion, to appear first on the list of the grade immediately below that to which their salary entitles them.

in Northern India.

APPENDIX 2B.

FORM FOR LIST OF CANDIDATES.

N.B.—The names of all passed candidates will appear in Section 2 of every class, from which all ordinary appointments will be made according to places on the list.

1	2	3	4	5	6	7	8	9	10	11	12
Name of candidate and date on which entered.	Age.	Caste.	Parentage.	Residence.	Social status.	Relation in District.	Result of examination in fitness for court work.	Details as to support during apprenticeship.	Property in District and out of District.	Opinion of officers.	REMARKS

CLASS I.—Special candidates.

CLASS IA.—Candidates for employments in the English office.

CLASS II.—Serving or have served.

Section 1.—Passed Entrance examination.

Section 2.—Passed Middle class examination.

CLASS III.—Responsible apprentices.

Section 1.—Passed Entrance examination.

Section 2.—Passed Middle class examination.

Section 3.—Passed no examination.

CLASS IV.—Irresponsible candidates

Section 1.—Passed Entrance examination.

Section 2.—Passed Middle class examination.

Section 3.—Passed no examination.

CLASS V.—Candidates not attending office.

APPENDIX 2C.
STATEMENT No. P I.
Detail of cultivated lands.

Description or holding.	Gowhand.	Dumat I.	Dumat II.	Mattiar.	Bhur.	Dhankar.	Total.	REMARKS.
Sir khudkasht ...								
Sir held by under-tenants ...								
Rent-free tenants ...								
Tenants at fixed rates								
Ex-proprietary tenants								
Tenants with rights of occupancy ...								
Tenants at will ...								
Non-resident tenants...								
Groves ...								
TOTAL ...								

STATEMENT No. P II.
Detail of uncultivated lands.

Description.	AREA.			Possession.	REMARKS.
	Held by proprietors in common.	Held by proprietors in severalty.	Held by tenants.		
Old fallow ...					
New fallow ...					
Forest ...					
Commons ...					
Tanks ...					
Jhils ...					
Rivers and streams					
Granaries ...					
Gravayards ...					
Kunkar quarries ...					
Burning ghats ...					
Roads ...					
Barren ...					

GLOSSARY.

<i>Name.</i>			<i>Description.</i>
Abadi Village site.
Ahalmad Departmental clerk.
Almira A chest or book case.
Amin Official conducting a local enquiry.
Anna Sixteenth part of a rupee.
Arzirsai Notice of remittance.
Assami Tenant.
Assamiwar Held by tenants or assamis.
Babul The <i>accacia Arabica</i> tree.
Bahikhata Ledger.
Bania Flour-seller or petty shop-keeper.
Basta Bundle of records.
Berunazsiaha Money not credited in the public accounts.
Bhang An intoxicating drug made of hemp.
Bhusa Chaff.
Bigha About two-thirds ($\frac{2}{3}$) of an acre.
Biswa* One-twentieth ($\frac{1}{20}$) part of a bigha.
Biswansi One-twentieth ($\frac{1}{20}$) part of a biswa.
Chakbat Compact.
Chalan Notice of remittance.
Chandu A preparation of opium for smoking.
Chapraisi Messenger.
Chasas An intoxicating drug made of hemp.
Chaukidar Village watchman.
Chaupal Landed proprietor's office in a village.
Chik Bamboo blind.

<i>Name</i>			<i>Description.</i>
Chittack One sixteenth ($\frac{1}{16}$) part of a dear or $\frac{1}{16}$ th of a pound.
Cooly Day labourer.
C. Cr. P. Code of Criminal Procedure.
Dakhila Receipt.
Dakhilabahi Receipt register.
Darbar A public reception.
Dastak Writ of demand.
Deputy Inspector of Schools Departmental official in charge of district schools.
District Board Elected committee for Local Government.
Fasli (year) Agricultural year.
Ganja An intoxicating drug.
Ghara Earthenware water pot.
Ghat A bathing or landing place.
Handi An earthenware bowl.
Hindi The indigenous vernacular of Upper India.
Jamabandi Rent roll.
Jamadar Officer of peons or messengers
Jinswar See Khasra Jinswar.
Kabulist Counterpart of a lease.
Kabzulwasul Acquittance roll.
Kankar Nodular limestone.
Karbi Straw.
Kharif Autumn harvest.
Kharijaz sizha Sums outside the public accounts.
Khasra Field register.
Khasrajinswar Crop outturn register.
Khatiuni Abstract of account.

	<i>Name.</i>		<i>Description.</i>
Khetbat Sub-division of fields
Khewat Register of proprietors.
Kist Instalment
Kos A measure of distance about two miles.
Kulliat General, miscellaneous.
Lambardar Representative of revenue payers
Lota Brass drinking pot
Madak A preparation of opium for smoking.
Malguzar Land revenue payer.
Mali Gardener.
Malkhana Store-room.
Maund A measure of weight containing eighty (80) lbs.
Mauzali (mouza) Village.
Mazkuri Extra messenger.
Milan Sum, correspondence
Misl A record
Mislband File register
Moharrir Clerk.
Monsoon Rainy season.
Muafi An estate on which the land revenue is remitted.
Muafidar Holder of revenue free estate.
Muhal Estate under separate engagement for revenue.
Muhalwar According to muhals
Mukhtarnama Power-of-attorney.
Munsarim Office superintendent.
Munshikhana Vernacular office.
Mutation Change of proprietor's name in register
Naib Assistant.
Nathies Separate bundles of records.
Nazarat Office of Nazir.
Nazir Office Superintendent.

	<i>Name.</i>	<i>Description.</i>
Nazul Immovable property of Government (strictly in a political sense).
Occupancy Exemption from liability to ejectment.
Pakka (pacca or pukka)		... Solid masonry or stone.
Panchayat Committee or council of five.
Parwana (purwana) Official order.
Patwari Village accountant.
Peon Messenger.
Peshkar (paishkar) A head vernacular writer or clerk.
Pie Twelfth ($\frac{1}{12}$) part of an anna.
Punch (panch) Assessor.
Rabi Spring harvest.
Rawanna Pass.
Registrar Kanungo Keeper of pargana registers.
Roznamcha Diary.
Sadar (sadr or sudder)		... Head-quarters office.
Sadar kanungo Superintendent of kanungos.
Sajra Field map.
Schedules Heads of account.
Seer A measure of weight containing two (2) lbs
Sewai Miscellaneous item of income.
Siaha Sub-treasury account sheet.
Siaha navis Sub treasury vernacular accountant.
Singhara An edible water nut.
Sir Land in special cultivating possession of proprietor.
Supervisor Kanungo Superintendent of patwaris.
Tahsil A sub-division of a district
Tahsildar The officer in charge of a tahsil.
Tahvildar Sub-treasurer.

	<i>Name.</i>		<i>Description.</i>
Takavi State loans for agricultural improvements.
Talbana Process fees.
Tari (toddy) An " intoxicating drink made from palm trees
Terai Low-lying lands.
Thana Police-station.
Urdu The vernacular of India subsequent to the Mohamadan conquest.
Wasilbaki navis Land revenue accountant.
Zamindar Landholder.

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