

If the sender is a military officer, his rank and corps may be stated in addition to his official designation, but honorary titles, degrees, etc., are omitted. Thus the entry—

I have the honour to be

Sir,

Your most obedient servant,

HENRY JAMES, COL., R.E.,

*Secretary to the Government of India*

would be correct, but not—

I have the honour to be,

Sir,

Your most obedient servant,

HENRY JAMES, COL., C.S.I.,

*Secretary to the Government of India.*

The copying clerk should be careful to leave sufficient space for the signature of the officer.

In letters and notices issuing from a Government of India Secretariat, the name of the particular Secretariat or Department is not given with the official designation of the writer or sender in the subscription; as—

*Secretary to the Government of India*

*Legislative Department.*

but simply the designation, as—

*Secretary to the Government of India.*

All fair copies of letters and other documents, such as memoranda or statements intended for despatch, are compared with their drafts or originals before being sent for signature, and must bear the initials of the examiner, in some offices of both the copying clerk and the examiner, as vouching their correctness. These initials are usually placed below the official designation

in the subscription. After the letters have been signed, they are sent to the despatcher, who numbers, dates and despatches them.

The following is a sample fair copy of a letter as required to be made previous to its submission for signature :—

*Margin*

*Heading or Super-  
scription.*

No.

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND COMMERCE.

Calcutta, the February 1892.

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,  
Public Works Department.

*Form of Address.* SIR,

With reference to the correspondence ending with your letter quoted in the margin, recommending No. 4421 G, dated 18th January 1892. Mr. H. R. Harrison for an appointment in the lowest grade of Enrolled Officers of this department, I am directed to request the favour of your intimating whether Mr. Harrison—

*Paragraph.*

*Marginal  
Reference.*

*Sub-paragraphs.*

- (1) has passed the Public Works Department Subordinate Accounts Examination; and if so, in what year :
- (2) is still under 25 years of age :
- (3) was employed some time in the year 1890 in the Office of the Superintendent in charge of the Dacca Division of the Telegraph Department; and, if so, the reason for his having left it.

*Paragraph.*

2. The favour of a very early reply is requested.

I have the honour to be,

Sir,

Your most obedient servant,

Offg. Under-Secy. to the Govt. of India.

*Subscription or ter-  
mination.*

*Initials of Copying Clerk.*

A. B.

*Examiner.*

C. D.

## MEMORANDA.

*How copied.—The Heading—Text—Signature and official designation of the sender—Name or official designation of the addressee—Sample fair copy of a Memorandum.*

Memoranda are copied on half or quarter sheet of foolscap, as may be sufficient. The heading of a Memorandum consists of the—

Number.

Name of Office or Department.

Place and Date of Despatch.

Next follows the text, with the signature and official designation of the sender. The name or official designation of the addressee is written to the right below the signature of the writer. Below is a sample fair copy of a Memorandum :—

HEADING—*Military Department.*

No. 227.

GOVERNMENT OF INDIA.

MILITARY DEPARTMENT.

*Fort William, the 12th February 1892.*

OFFICE MEMORANDUM.

Mr. R. Dobson is informed in reply to his application dated the 1st February 1892, for employment in this department, that there are no vacancies at present, and that his application should be made in the usual way through the Home Department, which makes all appointments of successful candidates to office.

A. B.,

*Asst. Secretary to the Govt. of India.*

## ENDORSEMENTS.

*When used—Examples of Endorsements used when forwarding a copy of a letter—Form when an original letter is to be forwarded.*

When a letter or a copy of it is to be forwarded to a third party for compliance of a request contained therein, for information, or for guidance, without any further explanation, remarks or opinion being required on it by the forwarding office, it is usual to do so by means of an endorsement which, in the case of a copy, may be written either (a) above or (b) below it, thus—

(a)

The following is forwarded to the Accountant-General, Bengal, for information.

A. B.,

*Under-Secretary to the Govt. of India.*

(b)

Copy forwarded to the Accountant-General for information.

A. B.,

*Under-Secretary to the Govt. of India*

In the case of (a) the heading of the letter is altered and put in a running form, as follows :—

Copy of a letter, No. 218, dated the 22nd November 1892, from the Quarter-Master General in India, to the Director-General of Ordnance in India.

Or—

Copy of a letter from the Quarter-Master General in India, to the Director-General of Ordnance in India, No. 218, dated the 22nd November 1892.

The text of the letter only is given.

For (b), the copy of the letter is made in the usual way, i.e. in the same form as it is made for the addressee, the letters *Sd.* being put before the signature of the sender, which is written.

*Example (a).*

No. 261 S.E.

GOVERNMENT OF INDIA.

MILITARY DEPARTMENT.

*Simla, the 27th September 1892.*

The following is forwarded to the Quarter-Master General in India for information.

A. B.,

*Secretary to the Govt. of India.*

Copy of a letter, No. 260 S.E., dated the 27th September 1892, from the Secretary to the Government of India, Military Department, to the Adjutant-General in India.

I am directed to acknowledge the receipt of your letter No. 4474B, dated the 19th September 1892, and in reply to state that the Government of India approve of the Goorkha recruits now at the Khurpa Tal Depôt being sent at once to the regiments requiring recruits to complete their sanctioned establishment.

*Example (b).*

No. 260 S.E.

GOVERNMENT OF INDIA.

MILITARY DEPARTMENT.

*Simla, the 27th September 1892.*

To

THE ADJUTANT-GENERAL IN INDIA.

SIR,

I am directed to acknowledge the receipt of your letter No. 4474B, dated the 19th September 1892, and in reply to state that the Government of India approve of the Goorkha recruits now at the Khurpa Tal Depôt being sent at once to the regiments requiring recruits to complete their sanctioned establishment.

I have, etc.,

(Sd.) A. B.,

*Secretary to the Govt. of India.*

Copy forwarded to the Quarter-Master General in India for information.

A. B.,

*Secretary to the Govt. of India.*

When an original letter is to be forwarded, the endorsement is written below it in some form as under :—

Forwarded, in original, to the Superintendent of Stationery, Calcutta, for favour of compliance.

A. B.,

*Assistant Secy. to the Govt. of India.*

## CONCLUDING HINTS.

*Division of words—Blank spaces at the end of a line—Matters to be avoided—Blank lines—Preparing Manuscript for Press.*

In fair copying letters, etc., it frequently happens that a portion of a word only can be written at the end of a line, the rest of the word having to be carried on to the next line. When this is done care should be taken to divide the word according to its syllables: thus, supposing the word to be "system," and that there is only room in the line for "sy:" this course must be abandoned, as the word can only be divided sys-tem. Words of one syllable therefore cannot be divided. When a word is divided, a hyphen should be inserted at the end of the first portion of the word, and there should always be two or three letters to carry on to the next line. When a blank space exists at the end of a line, and the next word or portion of it cannot be fitted into it, the practice is to fill the gap by a curved line, thus "—"

A careful copyist will endeavour to fit in his words evenly in each line, that is, he will avoid having too many gaps or blank spaces at the end of the lines or having too many words divided. The letters should be distinctly formed and the words not written too close to each other so as to give the lines a cramped appearance. Space of not less than half an inch should be kept between the full point at the end of a sentence and the first word of the next. Above all, the paper should be free from smudges and erasures.

When writing on white foolscap a "black-line," *i.e.*, a sheet of paper containing thickly ruled black ink lines, is usually placed under the paper to help the clerk to write straight. In the case of blue or thick paper, when a black-line cannot be used, faint pencil lines may be ruled across the paper for the same purpose, the lines being neatly erased after writing.

In preparing manuscript for the Press only one side of the paper should be written on.

CHAPTER XIV.

DESPATCH DIARY—DESPATCHING.

*Despatch Diary corresponding book to the Receipt Diary—Its form—Explanation of its columns—Branch Letters affixed to Numbers—The Despatch Book—Its form—Procedure after a draft has been fair copied until the despatch of its fair copy—Issues sent to the Taked or Reminder Clerk—Enclosures—Addressing official covers or envelopes—Franking covers—Service Postage Labels—Extract from rule in Postal Guide referring to official envelopes—Registered Letters—Covers may contain one or more letters addressed to the same person—Confidential Letters—Packages and Parcels for the Secretary of State—Reason for official covers being made wide.*

As the Receipt Diary is a record of the letters received in a Branch, so the Despatch Diary is a register of the letters issued from it.

The form of the Despatch Diary varies in the different Offices, but the one usually used in a Secretariat is somewhat as follows:—

No.	Date.	Date of despatch.	To whom addressed.	Diary No.	Abstract of subject.	RECORD REFERENCES.			Remarks.
						Part.	Month	Number.	
(1) 822	(2) Oct. 30	(3) 30-10	(4) Fincl. Dept. ...	(5) 476	(6) Forwards Pension papers of Mr. C. Williams.	(— 7 —)	...	.....	(8) 6 Enclos.

Column (1) shows the number of the letter issued. Two columns for dates are given, *viz.*, (2) the date of the letter, and (3) that of its actual despatch. The latter is necessary as it frequently happens that a letter is not despatched on the same day as it is dated. In column (4) the name of the person or department to whom the letter is addressed is given. Column (5) shows the diary number of the receipt letter to which the one issued is a reply. Column (6) contains the subject. Column (7) shows the record references of the letter, and in column (8) are entered the number of spare copies or enclosures sent with the letter and any other remarks.

In order to distinguish between the letters issuing from the different Branches of an office, letters are attached to the numbers, usually the initial letter of the Branch itself. Thus supposing there are three branches A, B and C in an office, all the letters issued from Branch A will have the branch letter attached to their numbers, as No. 429A, similarly those issuing from Branch B will have the letter B affixed to their numbers, as No. 237B, and so in the case of letters issued from Branch C.

After a draft has been fair copied and examined, the Examiner of the Copying Branch sends the fair copy for signature, while the draft itself with its file or bundle is sent to the Despatching Clerk, who keeps the letter until he receives the fair copy duly signed. A number and date are then put on to the fair copy, which same number and date are likewise entered on the draft, after which the former is despatched to the addressee, while the draft, with its bundle, is sent to its Branch for entry in the Branch Despatch Diary.

The Despatch Clerk has a General Despatch Book for numbering all the letters issued from the office. This Despatch Book is kept in some simple form as the following :—

No.	Date.	Date of Despatch.	Addressee.	Subject.	Remarks.

The Numbers run in consecutive order, commencing from the beginning of the official year. The Despatch Clerk must be careful, however, in each case to affix the proper Branch letter to the Numbers.

Sometimes, as in the case of the General Register, the column for the date is omitted, it being written across the page as a heading, in red ink each day. The date of despatch is the date on which the letter is actually issued from the office. In the next column is entered the name or designation of the addressee, *i.e.*, the person, company or department to whom the letter is addressed.

The Subject and Remarks columns are filled in the same way as those of the General Register.

After the entry of an issue letter in the Despatch Diary, if a reply is called for or expected, it is sent to the Takeed Clerk, who notes it in his Takeed or Reminder Register. The case is then kept in the Branch, where it lies with the rest of the suspense cases until a reply is received.

When enclosures are to be forwarded with a letter, it is the duty of the Despatcher to see that they are complete.

It is also the business of the Despatcher to write out the addresses on the envelopes. In addressing official envelopes and covers care should be taken to write the words "On his

**Majesty's Service" on them.** The name or official designation of the addressee should be clearly written, and the Number of the letter, with the number of enclosures (if any) enclosed with it, also given, as—

No. 329A with 4 Enclos.

The Despatcher is also required to sign his name in full and write his official designation in the left hand bottom corner of the cover. This is called "franking" the cover. All official letters are required to be franked, as otherwise they are treated and charged for by the Post Office as private letters.

Service Postage Labels must be used. These are inscribed with the letters "On H. M. S." Only the Postal and Telegraph Departments are not required to affix any postage stamps or labels to the covers of their letters.

The following extract from Rule 374, Section X, of the Postal Guide, refers to official envelopes:—

The stamps must be supported by the superscription on the cover "On His Majesty's Service," under the full signature and official designation of the Government officer who sends the article, or of the Head Clerk or Superintendent of his office, or other responsible officer to whom the duty of despatching is confided. The particular officer who signs the cover must enter in full *his own* official designation in

order that his individual responsibility may be enforced in cases of doubt or fraud.

The superscription and signature should be entered in the form marginally given. Service stamps affixed to an article without the above superscription will not be recognised by the Post Office in payment of postage.

(a)—Postmasters are allowed to recognise abbreviated designations, provided they are generally known. But no official can claim the recognition of an abbreviation, the rule being that the designation shall be entered in full.

*On His Majesty's Service.*

Service  
Stamp.

*(Here enter address.)*

*(Signature of Sender.)*

*(Official Designation.)*

of the Government officer who sends the article, or of the Head Clerk or Superintendent of his office, or other responsible officer to whom the duty of despatching is confided. The particular officer who signs the cover must enter in full *his own* official designation in

(b)—Postmasters are allowed to recognise fac-simile impressions of signatures, *i.e.*, signatures impressed by stamps; but public officers who use such stamps are expected to make arrangements for their proper custody and use; and if there be any reason to suspect the misuse of such stamps or the absence of proper precautions against their misuse, Postmasters may decline to recognise the stamp impression and require strict adherence to the rule. Lithographed impressions of signatures, as well as printed names, cannot be recognised in lieu of signatures; fac-simile impressions by means of stamps used under proper precautions being the only substitute for actual signature which can be recognised.

(c)—For official Gazettes in open covers, posted in large numbers by the office of publication, a printed name may be substituted for the signature.

Letters containing remittances or valuable papers are required to be registered; when wax-cloth is used for the purpose of protecting the papers from damp, &c., the wax-cloth should be used as an inside cover, the outer cover being, as usual, of paper.

A cover may contain two or more letters, up to the limit of weight permitted by the Post Office, addressed to the same official or person. In such cases the Numbers of each of the letters are to be stated on the cover.

When the letter to be forwarded is of a confidential nature it should be addressed to the addressee by name and not merely by his designation. With the exception of the Number of the letter enclosed, no other information regarding it is shown in the cover. In some offices it is customary in such cases to put the letter into a cover marked "Confidential," which cover is again enclosed in another one which is addressed in the usual way.

Bulky documents over 40 tolas are posted by Parcel Post.

Packages and Parcels intended for the Office of the Secretary of State for India are forwarded to the Agent for Government Consignments, who transmits them direct to England.

Official envelopes or covers are purposely made wider and larger than is absolutely required for the size of the documents to be enclosed therein, so that all risk of their being mutilated by the strain of being tied up in bundles when in the hands of the Post Office may be done away with, and also that the enclosures may easily be abstracted on arrival by tearing off the end of the cover.

## CHAPTER XV.

### SPECIAL PROCEDURE.

INTER-DEPARTMENTAL CORRESPONDENCE OR UNOFFICIAL REFERENCES—CONFIDENTIAL CASES—CASES FOR THE GOVERNOR-GENERAL'S COUNCIL AND INTERPELLATION QUESTIONS.

*When unofficial references are exchanged—Original file to be sent in such cases—Unofficial references to subordinate departments—Cases when such references are prohibited—Notes by the department consulted—Procedure when difference of opinion exists—Drafting orders on unofficial cases—Supply of copy of correspondence and orders to departments consulted—Confidential cases—By whom dealt with—Supply of particulars for official record—Custody—Procedure in regard to cases for the Governor-General's Council—Interpellation questions.*

UNOFFICIAL references are exchanged between the several departments of the same Government in all cases where an opinion, note, concurrence in the orders proposed to be passed, or supplementary information is desired or consultation needed, but when papers are being sent for record, disposal or further action they must be transmitted officially.

In the case of an unofficial reference the original file of notes and papers are sent, but any documents or notes not intended to be seen outside the department should be removed.

Unofficial references are also made to subordinate departments when an expression of opinion or advice, or supplementary information is needed; but care should be taken to remove from the file papers which under rule should not be seen by the latter department: and no papers containing reflections on the officers of a particular department should, in any case, be sent unofficially to that department.

Again, if the conduct, emoluments or allowances of an officer is under discussion, the original file should not be sent to him or the head of his department for note. In such cases further details should be called for either officially or by means of demi-official correspondence.

Matters which require the sanction of a particular department should not, as a rule, be referred to it unofficially, but such cases conducted officially.

Unofficial references from outside departments are to be treated as urgent, and the notes of the consulted department should be written on separate sheets, except in cases of a routine nature, such as requisitions for papers, replies to reminders, etc., when the notes can be written on the forwarding sheet.

If the case has been already fully stated in the notes of the department of origin, the department consulted is not required to repeat them in its notes, which should be strictly confined to the specific point or points in respect of which the reference has been made. If there is a difference of opinion between the two departments, in lieu of further noting a personal discussion should be held, by which some unanimity of opinion should be arrived at.

If a file is received from an outside department treating of a matter which should be dealt with by the department referred to, the latter department is required to draft the orders for issue by the department to which the file belongs.

Unofficial references must not be quoted in official correspondence, but in order that the departments consulted may have a record of the decision or orders passed on the case, the department of origin is required to furnish the former with a copy of the same.

In fact, labels, indicating that copies of the correspondence and the orders thereon are needed, are supplied in all Secretariat offices, and which the department consulted affixes to the file when returning it as notifying the Department of origin of its desire to be furnished with these papers.

Confidential cases are dealt with in the office only by the Registrar and the Superintendent of the Branch concerned or by the former alone. If any record of such cases are needed for the registers, the particulars are entered from slips furnished by the Registrar or Superintendent dealing with the papers, but the information on such slips should be of a very general nature, just sufficient to trace the papers without disclosing the exact purport of their contents. Confidential cases are sent in double covers. The inner cover contains the personal address of the officer concerned and superscribed with the word 'Confidential,' while the outer cover contains the usual official address with no mark or token indicative of the contents or their confidential nature. All confidential papers are kept in the custody of the Registrar or Branch Superintendent in closed boxes or almirahs, and are not to be recorded with the office records until they have ceased to be confidential.

When a case is ordered to be circulated and brought up in Council it is required to be circulated to the Honourable Members in order of seniority, except that the Member in charge of the Department concerned sees it last.

Six days previous to the date fixed by the Council, a notice of the case is circulated among the several Members to each

of whom a separate printed set of the essential papers and notes are supplied, those for the Governor-General being sent to His Excellency's Private Secretary.

Three days before the date of the meeting a précis of the facts and opinions recorded on the case and the points requiring decision is drawn up by the Branch concerned. This statement is printed on papers headed 'Council Case.'

The utmost promptness and despatch is to be observed in the printing of the papers and their circulation.

All Acts of Council require the Viceroy's signature and must be signed by him before they are valid.

Questions proposed to be asked in Council by Members of the Legislative Council are received in the Department concerned through the Legislative Department.

If the question is permitted, which permission is given when satisfied that the question may be answered conformably with public interests, a draft reply is put up by the Branch of the Department concerned, and after approval by the Honourable Member in charge (in important cases also by the Governor-General), it is sent to the Legislative Department for print of both question and answer.

Copies of the latter are supplied to Departments concerned by the latter Department and on receipt circulated, if it is of general significance to all Local Governments and Administrations, or if it is only of local application to the particular Government or Administration concerned. The Legislative Department supplies copies of these questions and answers to the newspapers.

## CHAPTER XVI.

### HOME CORRESPONDENCE.

*How conducted—To whom addressed—From whom received—Governments of Bombay and Madras—Difference in form between a letter and a despatch—Form—Use of the expressions 'us' and 'we'—In reporting to Secretary of State one subject to be dealt with in a single despatch but several letters may be replied to altogether—Structure of a despatch—Approval of despatches—Procedure in regard to receive despatches—Special Docket—Perusal and Circulation—Submission—When copies are received—Procedure in regard to Despatches for issue—To be printed—Affixing of Number and Date—Signatures—Minimum signatures essential—Procedure when a Member objects to sign—Time usually allotted for circulation for signature—To contain pencil note to effect whether approved and by whom—To be despatched in packets—Transmission of duplicates—Procedure after despatch of an important telegram—Publication of Despatches in the Gazette—Letters to the Under-Secretary of State—Registers of Home Correspondence—Forms of Despatches sent to and received from the Secretary of State.*

THE Home correspondence of the Government of India is conducted by means of despatches and telegrams.

Despatches are addressed to the Secretary of State and despatches received from the India Office are signed by the Secretary of State.

The Governments of Bombay and Madras also correspond on some matters direct with the Secretary of State.

A despatch from Government differs from a letter only in so far that it is written in the first person plural and is signed by the several Members of the Government instead of a single official.

The same care as to clearness and brevity of expression is required to be observed in the drafting of despatches as of other important letters: and instead of the phrase "Governor-General in Council" used in letters in allusion to the supreme authority in India the words "we" and "us" are employed in despatches. These expressions, however, are not to be used in connection with trivial matters but reserved for use only in important matters.

The Government of India always confine themselves to one subject in reporting to the Secretary of State, but several letters are sometimes replied to together.

A despatch should commence with a reference to the previous correspondence and a brief statement of the subject matter. Facts and arguments should then be set forth, then the comments or views of the Government, and finally the point or points requiring sanction or approval.

Drafts of Despatches require the approval of the Honourable Member in charge, and, if of importance, also of the Governor-General. The same rule applies to telegrams to the Secretary of State.

On receipt of despatches from the Secretary of State they are first checked with the packet lists and then distributed to the Branches concerned for entry in the Diary and File Registers.

Each despatch is then docketed, the special form provided being used, and the entries carefully, neatly and legibly written. The despatches are then submitted for perusal by the Secretary.

Deputy, Under and Assistant Secretaries and then circulated to the Executive Members of Council and His Excellency the Governor or Governor-General, as the case may be. In the case of despatches received by the Government of India they are first circulated to the Member of Council in charge of the Department, then to the Governor-General, and finally to the other Members of Council.

On return after circulation the despatch is to be put up and submitted in the usual manner. If copies of the despatch have also been received, the copies are to be put up before awaiting the return of the original from circulation, but when copies have not been received and the matter is of urgency or importance a copy is to be made in the office prior to the circulation of the original and the former submitted at once with the case.

No delay in the circulation and submission of despatches is to be allowed, and in the case of despatches received in a Department referring to matters dealt with in another Department they are to be immediately transferred to the Department concerned without registration, the latter Department dealing with it exactly as in the case of despatches received direct.

In the case of a despatch to the Secretary of State after the manuscript draft has been approved, it is sent to press for proof, and on the latter being finally passed is numbered and dated before actual print.

Despatches are numbered in annual series separate from other correspondence, and the date to be affixed is that on which the post for the English Mail by which they are intended to be sent leaves.

Despatches are signed by all the Members of the Government inclusive of the Governor or Governor-General, and are circulated for this purpose first to the Member of Council

in charge of the Department concerned, then to the other Members, and finally to the Governor or Governor-General.

(In the case of the Government of India, the order of signatures is first the Governor-General, next the Commander-in-Chief, and then the Executive Members in order of seniority of appointment.) A printed slip is usually affixed indicating this order and serves as a guidance in the affixing of signatures in their proper places. In the case of absent Members their signatures are of course omitted, but the rule is that no despatch from the Government of India is to be ordinarily posted unless it contains at least three signatures, including that of the Governor-General. In the event of a Member objecting to sign, the circulation of the despatch is to be suspended and the whole case submitted for orders.

The ordinary rule is to circulate despatches for signature a full week before the mail by which they are intended to be posted, so as to give sufficient time to the Honorable Members to study the matter, but in urgent cases this rule is waived, and it is even provided that if a despatch cannot be signed in time for the mail, and is of a very urgent nature, an advance copy may be sent to the Under-Secretary of State or one of the Departmental Secretaries of the India Office.

When a despatch is sent for signature a pencil note is to be made as to whether it has been approved or not and by whom. If it has not been approved by the Governor-General or any of the Members the file is to be also circulated.

Despatches and letters for the India Office are made up into packets, each containing a list of contents, which list is signed by the Registrar. Duplicate and spare copies of despatches are required to be sent by the succeeding mail, but if the case is an important one, the spare copies are to be sent along with the original despatch.

When an official telegram is addressed to the Secretary of State on any important matter, the telegram must be followed by a despatch issued by earliest available mail, containing not only a post copy of the issued telegram but full explanations on the subject.

The publication of despatches in the *Gazette of India* can only be done with the sanction of the Viceroy.

In minor cases in lieu of despatches to the Secretary of State, communications are addressed to the Under-Secretary of State for India. Thus papers without any comment or expression of opinion by the Government sent merely for information and purely routine and unimportant matters, such as indents for stores, postal copies of unimportant telegrams, correspondence regarding the sale or supply of books are sent to the Under-Secretary of State.

Account Officers forwarding duplicates of last pay certificates of officers proceeded on leave to England address them to the Under-Secretary of State.

In each Secretariat special registers are maintained for correspondence exchanged with the Secretary of State.

These are (1) Register of despatches received. (2) Register of despatches sent. (3) Register of telegrams both received and sent, and (4) Register of letters to the Under-Secretary of State.

Appended are forms of despatches sent to and received from the Secretary of State.

No. 33 (*External*), dated Fort William, the 1st April 1890.

To

THE RIGHT HON'BLE VISCOUNT CROSS, G.C.B.,

*Her Majesty's Secretary of State for India.*

MY LORD,

With reference to Your Lordship's despatches marginally noted, regarding authentication of documents to be used for the purpose of obtaining extradition from the United States of America, we have the honour to forward, for Your Lordship's information, the forms of certificate which appear to us best suited for adoption, in British India.

No. 29 (Judicial), dated the 19th September 1889.  
No. 129 (Public), dated the 21st November 1889.

2. These forms necessarily differ slightly from those received with Your Lordship's despatches above mentioned, and we shall be glad to be informed whether they will be accepted as sufficient by the Courts of the United States of America.

We have the honour to be,

My Lord,

Your Lordship's most humble, obedient servants,

(*Sd.*) LANSDOWNE.

„ A. R. SCOBLE.

„ C. A. ELLIOTT.

„ P. P. HUTCHINS.

„ D. BARBOUR.

*Form of Certificate.*

I— — — — — Consul-General for the United States in Calcutta, hereby certify that the annexed paper being— — — — — (*here state what the papers are*) proposed to be used upon an appli-

casion for the extradition from the United States, of \_\_\_\_\_ charged with the crime of \_\_\_\_\_ alleged to have been committed in \_\_\_\_\_ are properly and legally authenticated \_\_\_\_\_ so as to entitle them to be received in evidence for similar purposes by the tribunals of \_\_\_\_\_ as required by the Act of Congress of August 3rd, 1882.

*Draft Certificate.*

In forwarding the annexed papers to be used in support of an application for the surrender from the United States, of \_\_\_\_\_ charged with the crime of \_\_\_\_\_ committed in British India, I hereby certify that, to the best of my knowledge and belief, the signatures ("A. B.") on the warrant of arrest, and on the information and depositions on which the warrant was granted, are the signatures of \_\_\_\_\_ a Magistrate in British India, having authority to issue and receive the same, and I further certify that such documents so signed by a Magistrate having jurisdiction in the place where the same were issued and taken and authenticated by a Secretary to Government and sealed with his official seal, would be received in evidence for similar purposes in the tribunals of British India.

*Secretary to the Government of India.*

*No. 25 (Judicial), dated India Office, London, the  
19th June 1890.*

To

HIS EXCELLENCY THE MOST HONOURABLE  
THE GOVERNOR-GENERAL OF INDIA IN  
COUNCIL.

MY LORD MARQUIS,

With reference to your Despatch No. 33 in the Foreign  
(External) Department, dated the 1st April last, I transmit, for  
the information of Your Excellency in Council, copy of a

despatch from Her Majesty's Minister  
dated 16th May 1890. at Washington, with its enclosure, stat-  
ing that the United States Government approve the forms of  
certificate proposed by you for adoption in British India regard-  
ing the authentication of documents in extradition cases.

I have the honour to be,

My Lord Marquis,

Your Lordship's most humble, obedient servant,

(Sd.) CROSS

## CHAPTER XVII.

### RECORDING.

*When a case is to be recorded—Procedure in minor Offices—In Secretariats—Classification of recorded papers—A Proceedings—B Proceedings—C Proceedings—Filed Papers—Deposited Papers—What each kind comprises—Parts of an A Proceedings—Contents of Cover—Form—Explanation of Entries—The Table of Contents—What it contains—The Notes—How to be edited—What to be excised—What to be incorporated—Heading of Notes—Printing of names of Secretariat Officers, Members of Council and the Governor-General—Initials of Clerks—The Correspondence—Form—Demi-official Correspondence—Sample A Proceedings—B and C Proceedings, File and Deposit Papers—How made up—Form of covers for each.*

AFTER a case has been finally disposed of, *i.e.*, when no further action on it is needed, it is recorded. In minor offices this merely means that the file or bundle of papers is transferred to the Record Room, where it lies with the rest of the records or disposed cases of the office, until either a reference is made to it, or it is wanted to serve as a precedent for another similar case.

In Secretariat Offices, however, after a case is completed, it is, previous to its transfer to the Record Room, re-arranged and converted into what is termed a *Proceedings*, *i.e.*, a portion the finished work of the office.

Recorded papers are classified into either—

<i>A</i> Proceedings.	Filed Papers.
<i>B</i> Proceedings.	Deposited Papers.
<i>C</i> Proceedings.	

*A* Proceedings comprises all important cases, *i.e.*, in which important questions have been discussed or orders establishing precedents issued or important instructions or rulings given as well as all correspondence with the Secretary of State.

*B* Proceedings include cases of minor importance, returns and correspondence not likely to be needed after a lapse of ten years, while *C* Proceedings contain all unimportant cases and correspondence also of an ephemeral nature not likely to be required for reference after five years.

Filed papers include all such as are not essential for record in Proceedings, such as purely routine or trivial correspondence and unimportant notes, while papers for 'deposit' are such as do not appertain to any current file and cannot form part of the notes to any Proceedings.

#### A Proceedings.

The several parts of an *A* Proceedings are—

- I. The Cover.
- II. The Table of Contents.
- III. The Notes.
- IV. The Correspondence.

The Cover contains—

- (a) The year in which recorded.
- (b) Designation of the Government (*e.g.*, Government of India, etc.).
- (c) Name of Department (*e.g.*, Home Department, Foreign Department, etc.).
- (d) Subject-heading under which dealt with.



Entries (a), (b) and (c) hardly need explanation. Supposing in the year 1900 a case is to be recorded regarding Railway Stores in the Public Works Department, the entries would be written as follows:—

1900.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

*Railway Stores—A.*

The Month is that in which the case is actually recorded. For instance, supposing a case, which commenced some time in August 1900, is not finally disposed of and consequently not able to be recorded till March 1901, the latter month and year would be shown. The Proceedings Numbers are those which are given to each of the official letters in the file. Enclosures have no separate Proceedings Numbers affixed to them, but endorsements, which are treated as letters, have separate numbers. Proceedings Numbers are consecutive and are commenced anew each month. Thus, supposing that in the first case recorded within a certain month there are five letters, these would be numbered consecutively from 1 to 5, and on the cover they would accordingly be shown as Nos. 1 to 5.

If, in the next case recorded in that same month there are fourteen letters, the Numbers shown on those Proceedings would be 6 to 19, and so on.

The Subject is the subject-heading or abstract of the File which is recorded, as—

“Treaty with the Amir of Kabul, 1900.”

“Grant of Special Pensions to Peons of the Office of the Private Secretary to the Viceroy.” &c.

In the columns under the heading *Previous Proceedings* are entered all references to previous Proceedings, which contain any matter relevant to the one under consideration ; while if at any future time other references should occur which bear any relation to these Proceedings, they would be similarly entered under the heading of *Later Proceedings*.

The Table of Contents contains a brief summary with number and date of the contents of the letters received and issued on the subject of the case and recorded with—

- (a) the Proceedings Number given to each letter received and issued, and .
- (b) a reference to the page or pages of the volume on which the letter is to be found.

The Notes are those which passed on the case. Notes are however to be carefully edited before printing, and all unimportant matters, such as referring to the routine progress of the case, should be excised. On the other hand any important notes or orders passed on proofs or routine note forms out of the original notes must be incorporated with them. *Précés* of letters are not ordinarily printed with the notes, and if a note can be shortened or cut down or substituted by a brief explanation showing the cause of the case at the particular stage this should be done.

The Notes are headed with the subject-heading Month, Year and Number of the Proceedings, while the particular Proceedings Number of the letter referred to is inserted in the margin against the commencing line of the notes appertaining to it.

The names of the Governor-General, Members of Council and Secretariat officers are printed in full on the right hand side at the foot of the notes written by them, but in the case of

the Governor-Governor and Honourable Members the letters after the first letter of the surname are enclosed in brackets so as to distinguish them from the names of the Secretariat officers. Thus

C. RAVENSHAWE.

22-2-1900

would imply that the writer is a Secretariat officer as a Secretary, Deputy, Under or Assistant Secretary, whereas

C. R[AVENSHAWE.] 22-2-1900

would imply that the writer was a Member of Council or the Governor-General. The initials (not names) of Office Assistants are printed below their notes on the left hand side as

C. R. 22-2-1900

but in cases where a note by a Clerk is vouched for by the signature of an officer it is not necessary in printing to shew the former's initials, the officer's name being sufficient.

The Correspondence is arranged according to the dates of the letters, but in converse order to the latter's arrangement in the the file, *viz.*, the first or earliest letter is put first, and the others in the descending order of their dates.

In the first line the Number and Date of the Letter is stated. The Proceedings Number is put in the right hand side margin opposite to this, while below the names of the sender and the addressee are given, as—

No. 21.

No. 234, dated 3rd September 1891.

From—The Government of India, Foreign Department.

To—The Resident, Hyderabad.

The text only of the letter is given.

\*Demi-official Correspondence are either inserted among the notes or separately filed. If however it is desirable to include them in the proceedings with the correspondence they are to be altered to official form.

On pages 150 to 155 will be found an example of an A Proceedings. The case taken is the one contained in Chapter VIII. The student will observe the alteration in form the case has undergone in its conversion into A Proceedings.



*Table of Contents.*

Progs. No.	Letters, etc., and subjects.	Page.
33	Letter from Mr. F. R. Browne, Clerk, United Service Club, Simla, dated 6th August 1900, applying for vacant post in Class V (Rs. 80 to Rs. 110).	
34	Memorandum to Mr. F. R. Browne, Clerk, United Service Club, Simla, No. 1580 G., dated 9th August 1900, informing him that as he has not passed the Govt. Clerical Test his application cannot be entertained.	
35	Memorandum to Home Department, Government of India, No. 1581G, dated 9th August 1900, requesting that a passed candidate be appointed to fill the vacant post in Class V.	
36	Memorandum from Home Department, Government of India, No. 331, dated 3rd September 1900, intimating the appointment of Mr. C. B. Smith to the vacancy in Class V.	

## NOTES.

OFFICE ESTABLISHMENT—A., *September, 1900.*

Nos. 33—36.

From Mr. F. R. Browne, Clerk, U. S. Club, Simla. [Pro. No. 33.  
*Dated 6th August, 1892.*

Registrar,

This application presumably refers to the appointment recently held by Babu Nobin Chunder Ghose. Mr. Browne is an unpassed candidate, and under Home Department Resolution No. 1817, dated 3rd July 1892, he cannot be entertained. Perhaps the Home Department may be asked to nominate a passed candidate and Mr. Browne informed accordingly. I was about to submit the question of filling up the vacancy when Mr. Browne's application was received.

Drafts put up.

A. B.

7-8-92.

Under-Secretary.

Yes; Mr. Browne cannot get the post he applies for. Home Department may be asked as suggested above.

E. Foy,

8-8-92.

To Mr. F. R. Browne, No. 1580G, dated 9th August 1892. Pro. No. 34.

Office Memo. to Home Department, No. 1581G, dated 9th August 1892. Pro. No. 35.

From Home Department, Office Memo. No. 331, dated 3rd September 1892. Pro. No. 36.

The Home Department do not give any date as to when Mr. Smith is likely to join this Office. Babu N. C. Ghose retired from the service on 1st August, or over a month ago, and the Section to which the Babu belonged is getting somewhat into arrears. We may perhaps enquire demi-officially when Mr. Smith is likely to join?

A. B.

4-9-92.

. Yes, we cannot do ~~without~~ a man much longer.

C D.

5-9-92.

E. Foy,  
5-9-92.

Demi-official for early issue.

E. Foy,  
6-9-92.

Demi-official letter to G. Lawson, Esq., C.S., Under-Secretary, Home Department, dated 7th September 1892.

Demi-official letter from G. Lawson, Esq., C.S., Under-Secretary, Home Department, dated 10th September 1892.

*In reply to this Office demi-official enquiry states that Mr. Smith can join on 25th September 1892.*

This arrangement will suit us.

E. Foy,  
12-9-92.

Record.

A. B.

12-9-92.

PROCEEDINGS OF THE  
PUBLIC WORKS DEPARTMENT SEPTEMBER, 1900.

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OFFICE ESTABLISHMENT.

[Pro. Nos. 33, 34.]

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*Appointment of Mr. J. B. Smith to Class V.*

**No. 33.**

Dated 6th August, 1892.

From—Mr. F. R. Browne, Clerk, U. S. Club, Simla.

To—The Secretary to the Govt. of India, P. W. D.

Understanding that a vacancy exists in your Office in the grade of Rs. 80, rising to Rs. 110, per mensem, I beg respectfully to offer myself as a candidate for the appointment.

I am at present employed as a clerk in the Office of the United Service Club, Simla, and beg to enclose testimonials in original for favour of perusal and return.

Awaiting a favourable reply.

---

**No. 34.**

No. 1580G, dated 9th August 1892.

From—The Secretary to the Govt. of India, P. W. D.

To—Mr. F. R. Browne, Clerk, U. S. Club, Simla.

With reference to his application dated 6th August 1892, Mr. Browne is informed that as he has not passed the Government Clerical Test, his application cannot be entertained for the appointment applied for by him.

2. The original testimonials are returned herewith as requested.

[Pro. Nos. 35, 36.]

No. 1581G, dated 9th August 1892. No. 35.

From—The Secretary to the Govt. of India, P. W. D.

To—The Secretary to the Govt. of India, Home Dept.

A vacancy having occurred in Class V (Rs. 80 to 110) of the clerical establishment of this Office, the undersigned is directed to request that a passed candidate may be appointed to fill it at an early date.

No. 36.

No. 331, dated 3rd September 1892.

From—The Secretary to the Govt. of India, Home Dept.

To—The Secretary to the Govt. of India, P. W. D.

In accordance with the request contained in the Public Works Department Office Memo. No. 1581G, dated 9th August 1892, the undersigned is directed to state that Mr. C. B. Smith, a passed candidate, has been appointed to the vacant post in Class V (Rs. 80 to 110) of the clerical establishment of that Office.

2. Mr. Smith is at present employed in the Office of the Accountant-General, Lahore, and has been instructed to join his new appointment as soon as he receives permission from his present superior to do so.

## B AND C PROCEEDINGS.

## FILE AND DEPOSIT PAPERS.

Explanations as to nature of *B* and *C* Proceedings and Filed and Deposited Papers have already been given (*see* page 144). These matters are not printed, but the original papers are arranged in order and stitched into their respective covers.

As a table of contents of *B* Proceedings for each month is printed, an extra copy of the same is supplied for cutting up and pasting on to each such Proceedings case to indicate its contents.

In the case of *C* Proceedings the current abstract remains in lieu of the printed table of contents prescribed for *A* and *B* Proceedings, and this abstract is placed between the notes and the correspondence.

The form of cover for *B* and *C* Proceedings is exactly the same, the only difference between the two classes of these Proceedings being their division into papers of more or less than five years' utility.

The following are sample forms of covers of *B* and *C* Proceedings, File and Deposit cases respectively.

*Form of Cover for B and C Proceedings*

## GOVERNMENT OF INDIA.

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(DEPARTMENT OF THE SECRETARIAT.)

(Year.)

Previous References.

File No.

Serial Nos.

Later References.

(*Subject Heading.*)

PROCEEDINGS FOR (MONTH).

Nos.

PART B. OR C.

*Subject.*



*Form of Cover for Deposit Papers.*

GOVERNMENT OF INDIA.

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DEPARTMENT OF THE SECRETARIAT.)

Deposited Papers.

*(Unimportant.)*

PROCEEDINGS (MONTH AND YEAR)

Nos.

Part

No.

## CHAPTER XVIII.

### MISCELLANEOUS HINTS AND RULINGS SPECIALLY RELATING TO CLERKS.

*Obedience to Orders—Divulging Information—Regular Attendance—Closing Office—Holidays—Infectious Diseases—Lending or Borrowing Money—Signing Security Bonds—Borrowing from Juniors and Menials—Resort to the Insolvent Court—Transfers and Applications for appointments outside the Office—Anonymous Communications—Connection with the Public Press—Accredited Newspaper Correspondents—Re-employment of persons who have been dismissed—Letters, &c., on personal matters to be addressed through Head of Branch and the Registrar or Chief Clerk.*

It is the primary duty of a Government servant to obey orders, and clerks and other employés having a grievance should first carry out orders and afterwards represent their case. Obedience to orders is essential for the smooth working and internal discipline of an office. If every clerk endeavoured always to carry out orders as laid down or given him, there would be less cause for superiors to be dissatisfied, and a large amount of trouble, caused in offices through the neglect or imperfect carrying out of orders, would be avoided.

It is necessary that orders should be not only promptly but *exactly* carried out. Thus, if any information is called for, it

should be complete and to the point, without containing any irrelevant matter. For instance, if the grades and names of the members of the office establishment are required, it would be as much a disregard of orders to include the superior staff, or give any particulars which were not asked for, as it would be to omit anything which was asked for.

It is an ordinary occurrence with newly-appointed clerks, especially if they happen to come from a college, to endeavour to do their work altogether out of office routine. Such men labour under the impression that thereby they are improving the system of work and introducing what they consider to be beneficial reforms. This should be studiously avoided, as it is essential that the system of work should be uniform throughout the office, and that one recognised system should be followed. A clerk may suggest through his superintendent a better or an easier method of performing or disposing of any particular work, but he should not carry his ideas into effect before receiving permission to do so.

Clerks must be careful not to divulge information. Such an action is held to be an offence, and is, as a rule, very severely dealt with, the offender being liable to summary dismissal. Any official information, whether trivial or important, acquired by a clerk in his official capacity must be regarded and treated as confidential, and no clerk may take a copy of any writing in an official document belonging to or received in his office without permission.

This rule applies equally to cases of written orders relative to the clerk himself. Office-notes particularly are to be regarded as strictly confidential documents and cannot be removed from the office without the permission of the Head of the office himself. Unpublished records and letters must be considered confidential and must not be communicated to

the Press or unauthorised persons even if the latter happen to be officials.

Regular attendance in office is expected from every clerk. No clerk who has his heart in his work and is striving to get on, will, as a rule, be late in his attendance or make it a practice of arriving in office precisely at the time it opens. The wiser plan is to be in office at least a quarter of an hour before time, so as to have a few minutes before the office opens to see to one's papers, attend to any urgent or important work left over from the previous day, and arrange as to the quickest method of disposing of the day's work.

The practice of leaving office precisely at the hour for closing should be avoided, as also that of coming to work at the exact time the office opens. Unless his duties are very light, which is rarely the case, no clerk in a Government office can so time his daily work as to finish it regularly within office hours, and it is often necessary to remain in later for this purpose. It frequently occurs also that work of an urgent or important nature, requiring immediate attention, is sent into the office a few minutes before the hour for closing, sometimes even after, and it is necessary that some one should be there to attend to it. To provide against such a contingency, in some offices, as for example the Foreign, one clerk in each branch takes it in turn to remain on duty after the office has closed, until such time as all the officers have gone. Senior clerks and superintendents should make it a rule to remain in office until the officers have departed; and should they desire on any occasion to leave earlier, they ought to depute a junior clerk who is intimate with the papers and working of the branch to remain in. When officers are working, they may at any time require papers or assistance, and there should always be at least one clerk to attend to them.

In several Secretariats where the closing hour is 4-30 P.M., each clerk is required to remain in till 6 o'clock every alternate evening, to attend to any urgent work that may come in after the office has closed.

Every clerk is required before leaving to arrange his papers, &c., in order on his table and not leave them in a disorderly or untidy manner. Papers and books also should not be left lying on the floor. It is a good plan for a clerk to note on a slip of paper what unfinished work he has on hand; he will thus know the extent of his arrears, and be able to judge how much earlier he should come the following morning so as to dispose of his work.

Holidays are allowed in Government offices provided the state of the work will admit of the office being closed. They should therefore be looked upon rather in the light of a privilege than of a right. In Secretariats and other large offices, which do not admit of being entirely closed, it is usual to detail a few clerks for duty from each branch to attend to any important or urgent work which may come in, such men being allowed leave, in lieu of the holiday, at some subsequent time.

The following is a list of the authorised holidays in Bengal :—\*

New Year's Day.	Janma Ashtami.
Sri Panchomi.	Mahalaya.
Dol Jatra.	Durga and Lukkhi Pujas.
Chait Sankranti.	Kali Puja.
Good Friday.	Jagadhatri Puja.
Emperor's Birthday.	Christmas.
Dasghara.	

Clerks in or about whose houses there are cases of infectious diseases, such as small-pox, etc., are required to submit a medical certificate to this effect and to obtain leave of absence from office

\* The number of days allowed for each festival is published once a year in the Gazette.

until another medical certificate can be produced that all danger of infection has ceased. Men reported attending office under such circumstances will certainly be suspended from duty and run a risk of being dismissed.

NOTE.—Medical certificates furnished by Government employes should be obtained from either a Government Surgeon or Assistant Surgeon. If they are from a private Doctor they must be countersigned by one or other of the above officers.

Clerks are strictly forbidden to lend or borrow money or sign security bonds for each other or outsiders. It is a standing rule of Government, that if a public servant voluntarily contracts debts or obligations which he is unable to meet, he renders himself liable to summary dismissal, and a clerk who stands security for debts contracted by another, renders himself liable to the same punishment.

The practice of senior clerks borrowing money from juniors or menials, such as durwans and peons, is strictly forbidden, and senior clerks and superintendents who use undue influence over their juniors and subordinates in this respect render themselves liable to severe punishment.

Heads of departments and offices have been directed to impress upon the members of their establishment the liability to dismissal they incur by resorting to the Insolvent Court. The Government of India has more than once repeated its orders in this matter, and below is reprinted the text of the last Government Resolution on the subject:—

*Home Department Resolution No.  $\frac{2}{77-102}$ , dated the 19th January 1884.*

In the Resolution of January 1856 containing the first orders of Government on the subject, heads of offices having establishments in the pay of Government were directed to impress upon their subordinates the discredit attaching to a resort to the Insolvent Court, and to warn them that such a proceeding would be considered as of itself constituting a sufficient cause

for exclusion from the public service, unless it should appear that the embarrassments of the insolvent had been the result of unforeseen misfortunes or of circumstances over which he could exercise no control, and had not proceeded from dissipated and extravagant habits.

By a Circular Memo. No. 67-2816 to 2821, dated the 19th November 1874, heads of departments under the Government of India were requested to hold the Registrar or head of the office responsible for reporting to the Secretary in charge or to the Chief of the Department the insolvency of clerks and other assistants.

As there is reason to believe that the operation of these orders has to some extent been lost sight of, the Governor-General in Council, in reproducing them, desires to direct the attention of all Local Governments and heads of departments to the imperative duty which devolves upon them of taking severe notice of the misconduct of clerks and other employés who allow themselves to fall into embarrassed circumstances.

It is no valid excuse for hopeless indebtedness to show that it has been caused by standing security for friends, the plea which is frequently put forward in such cases. Assistants in Government offices should clearly understand that if they voluntarily contract debts or obligations which they are unable to meet, they render themselves liable to summary dismissal.

When a clerk, who is already in Government service, wishes to apply for an appointment in another Government department or office, he must first obtain the permission of his immediate superior, as it is strictly forbidden to make any such application without the previous knowledge and sanction of his superior officer. If a clerk accepts another appointment without the consent of his departmental superior, he renders himself liable to dismissal; and the loss of all the benefit of his past services for pension. If permission be accorded, the clerk may have his services transferred from his old to the new office. If not, he may resign his old appointment to take up the new post. Should he join the latter within a period of six months from the date of his resignation of his late office, it is not held to be a resignation of the public service, and therefore does not entail forfeiture of past service

The following is the text of the Government order on the subject of taking up employment in other Government offices :—

*Financial Department Resolution No. 546, dated 31st January 1888.*

It has been brought to the notice of the Government of India that officers employed under Government sometimes obtain leave of absence with the intention of taking up other employment, or otherwise accept such employment while on leave. When this is done with the previous knowledge and consent of the officer's departmental superior, the practice is not open to objection. There is reason, however, to believe, that in the absence of any specific directions, officers are apt to consider it unnecessary to obtain the consent of their immediate superior before accepting employment elsewhere, and as it seems advisable that the practice should be discontinued, the Governor-General in Council has prescribed the following rules :—

(1) No head of any office should employ, either temporarily or permanently, an officer belonging to another establishment without the previous consent of the officer on whose establishment he is at the time borne. In cases in which, for reasons which may appear satisfactory to the new employer, such consent cannot be obtained, before the officer joins his new appointment, his employment may be made conditional on consent being obtained in due course.

(2) It shall be incumbent upon an officer employed under Government whether on leave or not, before accepting other employment, either to resign his previous appointment, or to obtain consent of his departmental superior to his accepting such employment. If such consent is not obtained either previously, or, when this is not possible, in due course, the officer renders himself liable to be discharged from the previous appointment, and thus to lose the benefit of his previous service for pension.

(3) There is nothing in these rules to prevent an officer on one establishment seeking employment in another. But an officer is not placed under any disability by resigning one appointment to take up another (Civil Pension Code, 101, 1), and it must be held to be a breach of discipline if an officer actually transfers his services to a new employer without first obtaining the consent of his old employer, or definitely resigning his old employment.

Applications from clerks for appointments outside their office must be made with the permission of the Head of the office to which they belong, and when such is permitted or supported, the permission or recommendation is to be endorsed

on the application to the new office, which application should be forwarded by the office and not by the clerk concerned.

It is a rule of Government that no anonymous communications regarding the character or conduct of any Government servant are to be acted upon, excepting so far as to endeavour to remove any apparently well-founded cause of complaint, which does not affect the character of individuals.

The following are the rules on the subject of the connection of officers in the service of Government with the Public Press :—

I.—No officer in the service of Government is permitted, without the previous sanction in writing of the Government under which he immediately serves, to become the proprietor, either in whole or in part, of any newspaper or periodical publication, or to edit or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of Government.

II.—Officers in the service of Government are not prohibited from contributing to the Public Press ; but their position makes it incumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity. In case of a departure from them, or if the Government should consider the connection of any officer with the Press to be contrary to the public interests, this liberty to contribute will be withdrawn.

III. The Government of India will decide in case of doubt whether any engagements of officers with the Press are consistent with the discharge of their duties to the Government.

In the case of clerks in the Imperial Secretariats and attached offices, the permission of the Secretary in the Home Department as well as that of the Secretary or Head of the office in which the clerk is serving are required to be obtained before the clerk can become the accredited correspondent of any newspaper.

No person who has been dismissed from a department for misconduct which is at the time declared by competent authority (*i.e.*, a Local Government or Administration) to be such as to incapacitate the person for re-employment, may be so employed in that department, or in any other, without the sanction of the Government which dismissed him.

It is usual in Government offices that letters, etc., from clerks on personal matters, such as applications for leave, etc., should be addressed, through the head of the branch and the Registrar or Chief Clerk, that they may be submitted with the latter's recommendations or remarks. The submission of appeals or applications for promotion, etc., by clerks to the Head of the office direct is prohibited.

## CHAPTER XIX.

### OFFICIAL DEFINITIONS, TECHNICALITIES, &c.

*Army Head-quarters—Acting Allowance—The British Army—The Budget—Calendar Month—Cash Imprests and Contingent Bills—Civil Accounts Department—Civil Departments—Despatches—Forest Department—Gazetted Officers—Government of India—Increments—Leave admissible to Clerks—Local Administrations—Local Governments—Ministerial Officer—Native of India—Non-Regulation Provinces—Official Year—Opium Department—Pay and Salary—Progressive Pay—Postal Department—Salary Bills—Secretary of State for India—Secretary of State's Council—Service Postage Labels—Service Books—Subordinate Executive Service—Subordinate Judicial Service—Survey of India—Telegrams—Telegraph Department.*

THE ARMY HEAD-QUARTERS OFFICES are those under the direction of H. E. the Commander-in-Chief in India, and comprise the offices of the (1) Adjutant-General; (2) Inspector-General of Artillery; (3) Assistant Adjutant-General for Royal Artillery; (4) Quarter-Master-General (General and Intelligence Branches); (5) Inspector-General of Cavalry; and (6) Judge Advocate-General. The Army Head-quarters Offices are located in Simla.

**ACTING ALLOWANCES.**—A clerk may be appointed to act for another in the same office whose pay is higher than his own, provided both of them are not in the same grade of pay, *i.e.*, their pay does not progress from the same minimum to the same maximum. The former would then receive, as acting allowance, one-fifth of the minimum pay of the clerk for whom he acts, but he cannot draw more than the minimum pay of the office in which he acts. For example, if a clerk who is substantively in the Rs. 140 stage of an appointment of Rs. 100 rising to Rs. 150, is appointed to act for another whose pay is Rs. 200 rising to Rs. 250, his salary would be calculated thus :—

	Rs.
Pay ... ..	140
Acting allowance at one-fifth of Rs. 200 ...	40
	—
Total ...	180
	—

Or supposing the clerk who acts is in an appointment of Rs. 150 rising to Rs. 200 and drawing Rs. 170, his salary would be calculated in the same way, *viz.*—

	Rs.
Pay ... ..	170
Acting allowance at one-fifth of Rs. 200 ...	40
	—
Total ...	210
	—

But he would draw only Rs. 200, which is the minimum pay of the post in which he acts.

A clerk performing the duties of a fellow-clerk on less pay than his own is not entitled to any extra remuneration for the additional duties, and no acting allowance is given for the first

thirty days in consequence of a clerk acting in a Privilege leave vacancy.

THE ARMY IN INDIA is composed of British troops drawn from the army in England, and of Native troops raised in India. The British troops, comprising Cavalry, Artillery and Infantry, are sent out in annual reliefs to serve a period of years in India, and return to England. The Indian troops are commanded by officers from British regiments, who, after passing the requisite examination, join the Indian Staff Corps, and are posted to native regiments in different parts of India. Some of the higher commands and staff appointments are filled by British officers drawn from the home army independent of the Indian Staff Corps. In addition to the above there are the Imperial service troops raised and equipped by the Native Princes, to be placed at the disposal of the Indian Government in time of need, and the Volunteers composed of Europeans and Eurasians for service in India.

THE BUDGET is a statement of expectations and requirements made annually for the information and sanction of Government, and becomes, after sanction, the sole authority for expenditure of public money during the official year to which it refers. The Budget is in two parts: the Revenue, showing how much it is expected to receive, and the Expenditure, showing how much it is intended to spend. The entire resources of Government are carefully estimated for each official year, and the Departmental Budget of charges for that year is considered with reference to the sanctioned total, which must not be exceeded. If the total of the charges provided in all the departments is more than the anticipated resources, reductions are made in the former. Under the present system Local Governments and heads of departments consider in detail the estimates of each of their departments, after which the Accountant-General sends the

figures to the Financial Department of the Government of India for compilation and final orders.

**CALENDAR MONTHS.**—Whenever it is necessary to calculate a period in “calendar months,” the period ends either on the day of the month corresponding with the day before the day on which it begins; or, if there is no such corresponding day in that month, then on the last day of the month.

*Examples.*

A period of six calendar months beginning on the—

28th February	...	ends on the 27th August.
31st March or 1st April	...	„ 30th September.
29th August	...	„ 28th February.
30th August to 1st September	...	„ last day of February.

A period of three calendar months beginning on the—

29th November	...	ends on the 28th February.
30th November or 1st December	„	last day of February.

[*Civil Service Regulations.*]

**CASH IMPRESTS** are usually kept in offices to meet contingent expenditure. A certain sum is allowed to the office; and when that amount has been spent, a contingent bill is drawn up, in which entries of the sums expended are shown. The bill is then presented at the Government Treasury, and the total amount shown on it is recouped. All charges on account of telegrams, service postage labels, and amounts of over ten rupees must be supported by vouchers, which are filed, while the vouchers for all sums under that figure are destroyed. (*Civil Account Code, Vol. I.*)

**CIVIL ACCOUNT DEPARTMENT.**—The control of this department is vested in the Comptroller and Auditor-General, who acts under the orders of the Government of India in the Department

of Finance and Commerce. The head-quarters of the Comptroller and Auditor-General's Office are in Calcutta. Under the Comptroller-General are the Accountants-General; there are six such officers, one to each of the six Local Governments. The chief Civil Account officers of the minor Administrations of Assam, and the Central Provinces, are designated Comptrollers.

Under the Accountants-General are the Enrolled Officers who fill the positions of Deputies and Assistants Accountants General and Examiners of Accounts. Next below the Enrolled Officers are the Chief Superintendents who are attached to the larger account offices in the various Presidencies and provinces.

There are nineteen Civil Departments of the Service, viz., the Archæological Survey, Civil Accounts, Customs, Educational, Forest, Geological Survey, Jail, Meteorological, Mint, Opium, Pilot Service, Postal, Police, Public Works, Registration, Salt, Subordinate Executive and Judicial Services, Survey and Telegraph Departments.

FOREST DEPARTMENT.—The existing organization of this department is as follows:—

The Inspector-General of Forests with the Government of India.

The *Controlling Staff* consisting of Conservators, Deputy Conservators and Assistant Conservators.

The *Executive Staff*, consisting of Sub-Assistant Conservators and Rangers.

The *Protective Staff*, consisting of Foresters and Forest Guards.

The Conservators are the chief Forest officers of provinces or parts of provinces; the Deputy Conservators are in charge of Forest Divisions, and the Assistant Conservators of Forests subdivisions. The officers of the Executive Staff are in charge of Forest Ranges, while those of the Protective Staff are in charge

of beats. The management of forests is left in the hands of Local Governments, but the Inspector-General communicates directly with the Conservators, and may call for any information, reports or returns from them he may consider necessary.

**GAZETTED OFFICERS.**—The term "Gazetted Officers" applies to all officers whose appointments are notified in the Gazette. But only such officers whose appointments are gazetted by Government and not by the Head of a Department are regarded as gazetted officers proper. The gazetting of the former are made in Part I of the Government Gazettes above the signature of a Secretary to Government, whereas the appointments of the latter are made in part II and are inserted by the Head of the Department to which they belong.

THE GOVERNMENT OF INDIA is composed of the Viceroy and Governor-General and his Council; hence the phrase "Governor-General in Council." The maximum number of Members of the Governor-General's Council is twenty, of whom eight are to be official, and six, at least, non-official, while the character of the remaining six may be determined as the Viceroy pleases. The eight official Members are—

*Extraordinary Members.*—H. E. the Commander-in-Chief, H. H. the Lieutenant-Governor of Bengal when the Council sits at Calcutta, and H. H. the Lieutenant-Governor of the Punjab when at Simla.

*Ordinary Members.*—The Military Member, the Legal Member, the Home and Revenue Member, the Financial Member, and the Public Works Member.

Of the five latter, one each is in charge of a Department of Secretariat of the Government of India, and these, with the Viceroy, ordinarily administer the country.

The twelve *Additional Members* are appointed for the purpose of making Laws and Regulations only.

**INCREMENTS.**—The grant of periodical increments is conditional on the conduct of the clerk having been good, and can be withheld at the discretion of the head of his office who may also delay granting an increment, for any period within twelve months, as he considers advisable. An increments accrues from the beginning of the calendar month following that in which it is earned, any intermediate broken period being ignored. Thus, supposing a clerk joins his appointment on the 13th April 1891, his increment would fall due not on the 12th April 1892, but on the 1st May, and he draws it on 1st June. The grant of an increment in advance of due date is not ordinarily permitted.

*The following statement shows the various kinds of Leave to which a clerk may be entitled :—*

NAME OF LEAVE.	Definition, &c.	Amount of Leave admissible.	Leave Allowances.
<b>Leave on Medical certificate.</b>	<p>This is leave granted on the recommendation contained in a certificate from a Government Medical Officer, usually of not lower rank than that of a Presidency Surgeon, if in a Presidency town, or the officer in chief medical charge of the District if in the Mofussil. The certificate must state that the applicant is in a bad state of health, and that leave from duty is necessary in consequence.</p> <p>In the case of Leave on Medical certificate of over six months' duration the papers must be submitted for countersignature by the Administrative Medical officer of the Province in which the clerk is serving : and it is optional with the latter authority to call upon the clerk to appear before him.</p>	<p>May be granted for two years at one time, but not more than three years in all. Out of India not more than twice.</p>	<p>For the first 15 months of each period of absence on such leave, but not more than 30 months in all.—Half average salary. For the rest,—Quarter average salary.</p>
<b>Leave on Private Affairs.</b>	<p>Admissible to an officer who has not been on furlough since the last six years or longer period.</p>	<p>After six years' service and repeated after intervals of six years,—Six months.</p>	<p>Half average salary.</p>
<b>Furlough</b>	<p>... Admissible to an officer who has not had leave on Private Affairs since the last eight years or longer period.</p>	<p>After ten years' service and thereafter at intervals of not less than eight years,—One year or any less period.</p>	<p>Half average salary.</p>

MO

Extraordinary  
Leave or Leave  
without allow-  
ances.

Leave of this nature is usually taken when no other kind of leave is due. There is no limit to the length or frequency of such leave, and it may be granted in continuation of any other leave.

Subsidiary Leave.

This is usually granted in the case of the applicant going on or returning from leave out of India and it is in excess of the other leave taken by him. It is not admissible when privilege leave is combined with the other leave.

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After eighteen years' service,—Two years or any less period.

Thereafter at intervals of not less than eight years,  
—One year or any less period.

Subject to a limit of two years in all.

No limit save the general one that after five years' continuous absence, whether with or without leave, the officer or subordinate is considered out of Government employ.

Six days for preparation plus one day (excluding Sundays not actually spent in travelling) for each (1) 200 miles of the journey if travelling by rail, (2) 150 miles if by ocean steamer, (3) 80 miles if by river steamer or by mail cart or other public conveyance drawn by horses, (4) 15 miles if in any other way.

The minimum length of this leave is fixed at ten days.

None.

Same rate of allowance as that for the leave to which it is prefixed, or at the end of the leave to which it is subsidiary.

LEAVE.

177

NAME OF LEAVE.	Definition, &c.	Amount of Leave admissib'le.	Leave Allowances.
Privilege Leave.	<p>During this leave an officer is entitled to his full pay. The amount of Privilege Leave earned is one-eleventh of the time during which the applicant has been on duty without interruption, but the total amount of Privilege leave admissible at one time is limited to three calendar months.</p> <p>Every kind of Long Leave can be taken in continuation of Privilege Leave, but the combined leave must not be less than six months. In such cases the Privilege leave always precedes the other leave. Privilege leave when taken by itself requires that the officer taking it must declare that he does not intend taking any other leave or resigning from the service for a period of three months from the expiration of the Privilege leave, but in cases when Privilege leave is combined with other leave such declaration is not required. Again if Privilege leave is taken by itself and is of over six weeks in duration, a period of eighteen months must elapse before the officer or clerk can take Furlough or Leave on Private Affairs, but this interval is</p>	.....	<p>Privilege leave allowances are payable in India only: thus if a clerk takes Privilege leave combined with other leave and goes say, to England, his Privilege leave allowances will be paid to an Agent in India, while his allowances for the other leave can be drawn by him at the Home Treasury.</p>

Examn. Leave ...	not necessary in cases of subsequent leave on medical certificate. This is a special leave granted in order to enable the applicant to attend a Government Examination, but it cannot be allowed more than twice for each standard of examination.	For such number of days as is actually necessary to enable the applicant to attend at the examination.	Full pay, unless the head of the office finds it necessary to make a deduction to enable him to make arrangements for carrying on the work.
Casual Leave ...	This is leave of an informal nature. The amount of casual leave which may be granted to a clerk is dependent on the discretion of his official superior, generally, however, 15 days in the year is accepted as the maximum limit. It cannot be taken in extension of any other kind of leave except where the extension is occasioned by detention in plague camps or by absence due to infectious diseases.	.....	Full pay.

NOTE.—The Leave Rules tabulated in the above statement apply fully only to those whose pay is not less than Rs. 100 per mensem. But leave according to them may be granted to an officer whose pay is less than Rs. 100 per mensem so far as it can be done without imposing any cost upon the State, when the absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after providing for the efficient discharge of his duties. Thus, if a clerk on a pay of Rs. 50 per mensem is granted privilege leave, and it is necessary during his absence to appoint a man to carry on his duties, on, we will say, a salary of Rs. 30 per mensem, the allowance to be drawn by the Clerk while on leave is not to exceed Rs. 20, or the amount remaining over from the pay of his appointment.

Clerks who have attained 55 years of age cannot be allowed Leave on Medical Certificate or Furlough, and if they are on such leave the same expires on the date they attain that age. Clerks do not forfeit their leave allowances by reason of their resigning the service at the expiration of any leave except Privilege leave when taken by itself.

With every application for Leave a statement must be submitted giving particulars of all Leave previously enjoyed by the applicant, in order that the head of the department may see whether the Leave applied for is admissible and due. In the case of clerks and subordinates these particulars are taken from their Service Books. Average salary in the case of a clerk means the average salary for a month, calculated for so much of the three years immediately preceding the day on which he last attended office, as he has passed on duty or on Privilege Leave.

It is understood that leave cannot be claimed as a right and can only be granted subject to the exigencies of the service. If, however, a medical certificate is submitted in support of an application for leave it is usual to grant the leave. (Compiled from the Civil Service Regulations.)

THE LOCAL ADMINISTRATIONS are those of Assam, and the Central Provinces. These are under Chief Commissioners.

THE LOCAL GOVERNMENTS are those of Bengal, Bombay, Madras, the United Provinces of Agra and Oudh, the Punjab and Burma. Of these the Governments of Bombay and Madras are under Governors, while the others are under Lieutenant-Governors.

A MINISTERIAL OFFICER is an officer, whether his appointment to the Service is gazetted or not, whose duties are not of an administrative or executive character, but who is employed as a member of an office establishment. *Example.*—A Registrar, an Accountant, or a Clerk, is a ministerial officer. A Tahsildar, a Police Inspector or Constable, or a Teacher in a school, is not a ministerial officer.—*Civil Service Regulations.*

A NATIVE OF INDIA means any person born and domiciled within the dominions of His Majesty in India, or within the territories of Indian Princes tributary to, or in alliance with, His Majesty, of parents habitually resident in India and not established there for temporary purposes only.—*Civil Service Regulations.*

THE NON-REGULATION PROVINCES are those of the Punjab, the Central Provinces, and Assam.

THE OFFICIAL YEAR commences on the 1st April. Hence in quoting an official year the numbers of two successive calendar years are given, as 1902-03, which means the official year commencing on the 1st April 1902 and ending on the 31st March 1903.

OPIUM DEPARTMENT.—The two Opium Agencies are those of Behar and Benares, each of which is under the charge of an Agent and one Principal Assistant. There are also Factories at Gya and Patna each under the charge of a Superintendent. The other superior officers are designated Sub-Deputy Agents

and Assistants. The system of appointing Deputy Agents was discontinued in 1858, when their duties devolved on the Collectors of districts, who have since been styled *ex-officio* Deputy Agents. The Collectors' duties are at present confined to the settlement of any question which may arise between a Sub-Deputy Agent and the Covenanted Officers of Government, and to the adjustment of disputes between the former and the cultivators. Each Agency is divided into what are termed divisions, of which there are eleven in the Behar and fifteen in the Benares Agency. Each Opium Division is in charge of a Sub-Deputy Agent assisted by one or more assistants.

PAY means monthly substantive pay, while Salary means pay plus allowances.

PROGRESSIVE PAY is pay which, subject to the good behaviour of an officer, rises by periodical increments from a minimum to a maximum. For brevity's sake, a progressive pay is described by three groups of figures, namely, the minimum, the increment, and the maximum. *Example.*—A pay of Rs. 100-20-300 means a pay rising from Rs. 100 by a yearly increment of Rs. 20 to Rs. 300.—*Civil Service Regulations.*

As a rule, an officer on progressive pay rises from his minimum to his maximum pay in not less than five years. Thus, in the case of a progressive appointment in which the minimum pay is Rs. 80 and the maximum Rs. 110, the annual increment would be Rs. 6.

POSTAL DEPARTMENT.—The existing organization of this department is as follows:—

The Director-General of the Post Office of India.

A Deputy Director-General.

Three Assistant Directors-General.

These form the direction and administer the department.

Six Postmasters-General, one each in charge of the following Postal Circles :—Bengal, Bombay, United Provinces, Madras, the Punjab, and Burma.

Eight Deputy Postmasters-General, one each in charge of the following Postal Circles :—Assam, Behar, Central Provinces, Central India, Eastern Bengal, Oudh, Rajputana, and Sind and Baluchistan.

Three Presidency Postmasters, one each in charge of the Bengal, Bombay and Madras Presidencies.

Superintendents in charge of divisions of circles under the Postmaster-General or Deputy Postmaster-General.

Inspectors, subordinate to the Superintendents of Divisions. In minor circles they are placed in charge of Divisions directly under the Deputy Postmaster-General.

In the Accounts Branch of the department the three principal officers are the Comptroller, the Deputy Comptroller, and the Assistant Comptroller of Postal Accounts.

**SALARY BILLS.**—Gazetted officers draw pay on salary bills which are signed by themselves. The salaries of clerks and all other members of an office establishment are drawn on one bill, which is signed by the Head of the office. Except when the last six days of a month are gazetted holidays, no salary for a month can be drawn previous to the end of that month.

**THE SECRETARY OF STATE FOR INDIA** is a member of the English Cabinet and only retains office so long as his party is in power. His salary is £5,000 a year, while that of the Permanent Under-Secretary and the Parliamentary Under-Secretary are respectively £2,000 and £1,500.

The Council of the Secretary of State for India is composed of fifteen Members, who are selected from eminent Indian Civil and Military officers on their retirement from service. Each receives a salary of £1,200 a year. The term of office in the

Council was at first fixed for life, but in 1869 it was limited to ten years, with a power of re-appointment by the Secretary of State for a further term of five years. The Council is divided into Committees of Finance, Political, Military, Public Works, Commerce, Stores, Judicial, etc.

SERVICE POSTAGE LABELS may be purchased from the Superintendents of Stamps and Stationery or any Government Treasury. A receipt is always given in each case of purchase.

SERVICE BOOKS.—Every clerk on first appointment is provided with a Service Book, in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office. In the opening page of the Service Book the following entries are to be made:—

(1) Name. (2) Race. (3) Residence. (4) Father's Name and Residence. (5) Date of Birth by Christian era as nearly as can be ascertained. (6) Exact height by measurement. (7) Personal marks for identification. (8) Signature of officer. (9) Signature and Designation of the head of the office or other attesting officer.

The entries on this page should be renewed or re-attested at least every five years. The remaining pages are divided into columns for entries in the following form:—

(1) Name of appointment. (2) Whether substantive or acting, and whether permanent or temporary. (3) If acting, here state the substantive appointment. (4) Pay. (5) Acting allowance. (6) Date of appointment. (7) Signature of officer. (8) Reference to any recorded punishment or censure, or reward or praise of the officer. (9) Signature and designation of head of the office or other attesting officer. (10) Date of termination of appointment. (11) Reason of termination (such as Promotion, Transfer, Dismissal, etc.) (12) Signature of the head of the office or other attesting officer.

Leave of every description (except casual), every period of suspension from employment, and every other interruption in service, is to be noted in the Service Book with full detail of its

duration by an entry written across the page and attested by the Head of the office or other attesting officer. The Service Book of an officer or clerk is kept in the office in which he is serving and transferred with him from office to office. It may be given up to him if he resigns or is discharged without fault, an entry being first made therein to this effect. Every clerk should see that his Service Book is properly kept up and that all erasures in it are properly attested. If this is not done, difficulties may arise as to verification of service, when he applies for pension.—*Civil Service Regulations.*

THE SUBORDINATE EXECUTIVE SERVICE includes, on the one hand, officers styled Deputy Collectors in the Regulation Provinces and Extra Assistant Commissioners in the Non-Regulation Provinces; and, on the other hand, the officers known as Tahsildars, Mamlatdars, Mukhtyarkars (in Sind) and Sub-Deputy Collectors. The Deputy Collector and Deputy Magistrate is usually in subordinate charge of a sub-division or district, or it may be of the treasury, or, in some provinces, of certain branches of the revenue and criminal work. In the former case he may have the immediate control of one or more Tahsildars, Sub-Deputies, or the like. The Tahsildar is the head in some cases of the territorial sub-division, or in others of the territorial unit next below the sub-division, and usually conducts, within prescribed limits, all executive functions required in respect of it, including the exercise of magisterial functions.

But in Bengal and part of Northern India a practice prevails of employing Deputy Collectors at head-quarters or otherwise upon duties assigned to them by the Collector instead of giving them territorial charge. For instance, they may try criminal cases allotted to them from day to day, or may be deputed to do revenue work and partition of estates in a particular village or tract, or be placed in charge of excise

or some department of district work under the orders of the District Officer.

Again, Sub-Deputies (a class of officers peculiar to Bengal and Assam) have, for the most part, no specified charge and do the work which they are from time to time set to do. Their immediate superior is the Assistant or Deputy Collector in charge of a sub-division, or the District Magistrate at headquarters.—*Report of the Public Service Commission, 1886-87.*

The term SUBORDINATE JUDICIAL SERVICE includes officers known as Subordinate Judges (or Extra Assistant Commissioners in the Non-Regulation Provinces) and Munsifs; the former of whom exercise an original jurisdiction unlimited in extent, though they are subject to the control of the District Judge, while the jurisdiction of the Munsif is limited to cases where the value of the matter in dispute does not exceed Rs. 1,000 (in Bengal) or Rs. 2,500 (in Madras). In Bombay there are no Munsifs, their places being taken by Subordinate Judges of the 2nd class, with a jurisdiction up to Rs. 5,000. In the Non-Regulation Provinces the Extra Assistant Commissioners perform both executive and judicial functions.—*Report of the Public Service Commission, 1886-87.*

**SURVEY OF INDIA.**—The executive staff of this department is as follows:—

*Administrative.*—The Surveyor-General of India; one Deputy Surveyor-General, Revenue Branch; and one Deputy Surveyor-General, Trigonometrical Branch.

*Senior Division.*—Consisting of Deputy and Assistant Superintendents respectively.

*Junior Division.*—Consisting of Surveyors and Assistant Surveyors.

The officers of the Administrative staff and those of the Senior Division are gazetted, while those of the Junior Division are non-gazetted.

The three classes of Survey work ordinarily performed by the Survey Department are thus described in the report of that department for 1887-88:—

- 1.—The General Survey on the standard scale of 1 inch in the mile of the hilly, more rugged, and poorer portions of the British districts and of the whole of the Native States.
- 2.—The Mauzwar or Village Survey on the scale of 4 inches to the mile of the richer portions of British districts as an end to the operations of the Settlement Surveys.
- 3.—The Cadastral or Field Survey on the scale of 16 inches to the mile of British villages in supersession of the field measurements of the Settlement Surveys.

STATE TELEGRAMS—Are of three classes, *viz.*, Urgent, Ordinary and Deferred. Care should be taken both in regard to the curtailing and classification of telegrams so as to avoid any unnecessary expenditure. Urgent telegrams should be sent only in cases of real urgency or when it is known the line is blocked and ordinary and deferred telegrams are likely to be seriously delayed. Ordinary telegrams should be issued only when it is necessary that the message should reach its destination within the working hours of that day and deferred telegrams employed only when a letter is likely to cause inconvenience by not arriving in time. In addressing State telegrams to Government officials, the abbreviated addresses given in the Indian Telegraph Guide are to be used. Frequently telegrams are sent in cipher, each of the Secretariats and even some of the subordinate offices having special Codes for this purpose. Telegrams on the service of the Government Telegraph and Postal Departments are sent free to and from any Telegraph office. Those of the other departments are to be paid for at the same

rate as Private telegrams. Charges on account of the cost of telegrams are usually shown in the office contingent bills.

THE TELEGRAPH DEPARTMENT.—The chief executive head of the department is the Director-General of Telegraphs, who is assisted by a Deputy Director-General and two Directors. The other superior officers are Superintendents and Assistant Superintendents. The former are usually in charge of Telegraph Divisions and the latter of Sub-divisions. The work of the department comprises the construction, maintenance and working of the telegraphs under the Government of India. The subordinates are divided into three classes, *viz.*, Sub-Assistant Superintendents, Telegraph Masters, and Signallers. Except in the case of the Central Telegraph Offices at Calcutta, Bombay and Madras, which are under the charge of officers of the superior grades, the Government Telegraph Offices are in the charge, in the case of a large office, of Sub-Assistant Superintendent, or a Telegraph Master.

## CHAPTER XX.

### DUTIES OF MEMBERS OF THE CLERICAL ESTABLISHMENT.

*The Registrar or Chief Clerk—Superintendents—Registry Clerks—  
Diary Clerks—Record or Reference Clerks—Examiner—  
Copying Clerks—Despatcher—Cashier.*

THE REGISTRAR OR CHIEF CLERK is virtually the Manager of the office, and it is his duty to maintain discipline in, and exercise a general supervision over the work of, the office; he is also the medium for the conveyance of all orders emanating from the officers which affect the office or any member belonging to it. In Secretariats the Registrar is entrusted with the opening of all covers addressed to the office from outside, except those marked Confidential or addressed to the officers by name. In some of the minor offices, however, this duty is performed by the junior officer in immediate charge of the office.

With regard to the office establishment it is the Registrar's business to see that the clerks are in their places in proper time and that they are attentive to their duties, to check the Attendance Register and note the absentees each day, and to arrange for the carrying on of their work, to see that medical certificates submitted by clerks on sick leave are in proper form, and to make his recommendations on all letters of application for leave, or of a personal nature, from the clerks. It is also the duty of the Registrar to test candidates for employment in the office, and to report whether probationers are sufficiently qualified to

be confirmed in their appointments; and further, to take the orders of the Secretary or officer in charge of the office establishment as to the closing of the office on gazetted or authorised holidays, and to notify the same to the clerks, and to enquire into and report to the officers all complaints of irregularities on the part of the clerks.

With regard to office work, the Registrar is required to keep himself informed regarding all letters passing through the office and prevent any undue delay in the work, to overlook the Arrear Book, and to distribute, when necessary, among other clerks, the work of any particular branch or section which may happen to be in arrears or upon which there may be an undue pressure. The salary bills of the gazetted officers, the office establishment, and the office contingent bills are made out under his supervision, and must bear his initials avouching their correctness, all copies of documents also which are issued from the office must be authenticated by him. It is his duty also to control the petty expenditure of the office, check disbursements of postage stamps, and pass-indent for stationery. In Secretariats the Registrar is in immediate charge of the Registry Section of the office, while in minor offices the Chief Clerk has charge of the General or Establishment Branch.

The designation "Registrar" is used in all Secretariat offices, while in minor offices, the term "Chief Clerk" or "Head Clerk" is used.

In the Imperial Secretariats the Registrars are required to watch the prompt circulation of Despatches, especially those for signature and issue to the Secretary of State, as well as the distribution and return of all unofficial references made by outside Departments.

Registrars of Secretariat Offices are now gazetted officers.

**SUPERINTENDENTS.**—Senior Assistants or Superintendents are responsible for the proper and efficient working of the sections or branches under their control. A Superintendent is required to be a good correspondence clerk, intimate with the standing rules and orders of Government and the Codes of the department so far as they affect the working of his section. He must also have a thorough knowledge of office procedure and be acquainted with the records and papers of his branch. It is his duty to distribute the work of the section among the clerks under him and see that there is no delay. All letters issuing from his section, after they have been put up with their files, are examined by him to see that they are complete and the notes affixed. He is required to draft all routine letters in his branch, and must be able to also draft letters of an important or intricate nature, and prepare, when necessary, a précis of a case or correspondence for the use of the officers.

**REGISTRY CLERKS** are required to docket all letters received in the office, and sign for all town letters in the peon books. They also keep the Register in which are entered all letters, official or demi-official, received in the office. In the Imperial Secretariats they also make out weekly statements of disposed cases for the information of the Honourable Member of the department.

**THE DIARISTS OR DIARY CLERKS** are required to keep up the Receipt and Despatch Diaries and to answer all questions referring to their contents.

**RECORD OR REFERENCE CLERKS.**—All letters, after they have been docketed and diarised, are made over to the Record or Reference Clerks to be put up in the files with the previous references, &c. The senior Record Clerk controls the working of the branch, dealing with important and intricate cases himself and distributing the others among the assistants under his supervision. He notes in a register all references put up in each case, examines

files when they are returned, in order to make certain that papers have been indexed, that keep-withs and slips are in their proper places, and affixed the necessary countermarks. He enters cases sent out of the branch in the Circulation Book, compares files returned with the book and sees that the papers are complete. He complies with requisition for papers, and answers all queries requiring search among the records, makes notes of all important rulings, notifications, &c., published in the Gazette; and where there is no special Code Clerk for the purpose, keeps corrected all Code books and sees that the circular files, &c., of the office are complete. He also keeps properly arranged the spare copies of printed rules and letters, looks after the Takeed Register and drafts reminders on proper dates, and is responsible that the papers and records are placed in proper order in their racks or boxes, and that they are kept clean and not damaged.

EXAMINER.—The Copying Branch is under the supervision of an Examiner, who receives and dates all drafts of letters and papers sent into the branch to be fair-copied. He distributes the copying work among the Copyists, supervises them, and sees that work is not delayed; examines fair-copies and affixes his initials to each before forwarding for signature. He also compares and corrects proofs received from the Press.

COPYISTS OR COPYING CLERKS AND TYPISTS are required to fair-copy or type all drafts and documents intended for issue from the office.

THE DESPATCHER numbers and dates all letters and documents for despatch, writes the addresses on covers, and franks those intended to be sent by post. He enters in the peon book all letters sent out by hand and sees that receipts have been granted for each. When enclosures are to be sent with a letter, the Despatcher has to examine and see that they are complete prior to despatch. He has also to keep the Stamp Register.

THE CASHIER, acting under the orders of the Registrar or Chief Clerk, defrays all current expenses, keeps the Attendance Register, prepares the monthly pay bill of the office establishment, the salary bills of the gazetted officers, the monthly contingent bill of the office, and draws and distributes the salary of the office establishment. He is also in charge of the stationery, of which he keeps an account, and prepares all necessary indents for fresh supplies.

## CHAPTER XXI

### CLOSING REMARKS.

It is a laudable ambition in a young clerk to desire to improve his position, but he should be careful how he goes about it, and not make the mistake which so many do of pressing too often and persistently for promotion. A clerk who aspires to rise in his profession must be patient, learn every detail of his work, and make himself so useful that his superiors cannot well do without him. He should not be always thinking that his salary is too little, but should remember that he is getting instruction in business and learning a useful profession. The clerk who constantly applies to other offices for appointments, who does as little work as he can for his salary, who is the last to come in the morning and first to leave at evening, will certainly be superseded in promotion, and in the event of a reduction of establishment the first to be dismissed. Heads of offices keep a kindly eye on those clerks who are assiduously attentive to their duties, who are ready for work at any time and make no complaint of long hours, pressure of work, or small salary.

It may perhaps be difficult for clerks in Secretariats and large offices, who hold very junior positions, to believe that the 'powers that be,' such as the Registrar or the Secretary, are alive to their capacity, are engaged in weighing their merits, and are constantly in search of the best men to put in the higher and more responsible posts of the office; and yet, the frequent selection of

comparatively little known and uninfluential clerks from subordinate positions to fill posts as Superintendents and Heads of Branches should teach one that in a Government office no light can be hid under a bushel.

Young men who are in search of situations in Government offices, should not be guided alone by the amount of salary, the length of office hours, the frequency of holidays, or the distinguished character of the office, when making their selection, but should also consider what nature of work is best suited to their capabilities, and endeavour to obtain a post, where these capabilities can be used to the best advantage. They should be content to begin in a humble post and work their way upwards, feeling assured that if found worthy their services will receive due recognition. They must be willing to do any work that is allotted to them, and to do it as well as they possibly can. Many a man has lost his situation through neglecting its humbler duties; and if a man once loses his appointment, especially through his own fault, he will find it very difficult to secure another in Government Service.

When applying for a post, a candidate should be modest in expressing his willingness to do anything that may be required of him, and should not exaggerate his business capacities. It is better that his superior officer should discover that a clerk is worth more than he anticipated than that he should regret having engaged him.

In filling vacancies, which occur from time to time in Government offices, the first consideration is that the duties of the post shall be done in the most efficient manner possible, and it is only reasonable to expect that the clerk most fitted to carry out these duties should receive the appointment. It was with this end in view that the Government of India, in framing its resolution regarding clerkships, ruled that the selection of the Registrar.

Chief Clerk or head of a branch, should be left entirely to the discretion of the head of the office. From this it will be observed that promotions to the superior appointments in a Secretariat as in every other department of the service, go by merit and qualifications and not by seniority.

Junior clerks are sometimes apt to think that as the Superintendents, and not they, are held directly responsible for their work, they are at liberty to perform it with the least amount of care and attention. Such men need to have their work constantly scrutinized and are more a hindrance than a help. They should not be surprised if at the time of promotion they are passed over in favour of more careful and, therefore, more deserving men.

It is certainly the rule in Government offices that the Superintendent should be held directly responsible to the officers for the efficient working of his branch, but this is no reason why subordinate clerks should think that they are thereby free from all responsibility, and that they can do their work just as they please.

A useful clerk is one who keeps himself well posted in the duties and procedure obtaining in his office, who has knowledge of the rules and regulations effecting his Department, and understands how to deal with cases appertaining to it. If he would also be a competent clerk he must in addition acquire the habit of quick working, so as to be always up to hand with his work, be endowed with strong common sense in order to meet difficulties and steer clear of intricacies, and possess a full command of English so as to properly express himself in notes and drafts.

Superintendents should combine with the above qualifications good business habits and powers of control, able to enforce discipline as well as obtain the maximum amount of work out of their subordinate clerks with the minimum amount of worry

and friction. They should also possess resource, tact and control over their temper so as to be successful in work as well as able to treat with both officers and subordinates, between whom they stand in the relation of foremen, keeping the former pleased and the latter contented.

## CHAPTER XXII

### PREPARATION OF COPY FOR PRESS.

*Copy and what it comprises—Copy to be complete and properly dressed—One side of paper to be written on and legibly—Names, and change of type how shewn—Different parts of copy and how set out—Indexes—Shoulder and other notes—Reference marks and figures—Paragraphs and their subdivisions and indention, etc.—Punctuation—Capitalization—Spelling—Difference between lb. and lb., Rs. and R—Other common errors—Division of words—Foreign words—Extracts how shewn—Abuse of quotation marks—Parentheses and brackets—The full-point—Rule for abbreviations and contractions—Elisions—Style of printing of State publications and other documents.*

Copy is the literary or other matter to be printed and from which the compositor has to set up in type. Copy may consist of manuscript or of matter already in print or a combination of the two. To dress, *i.e.*, to prepare copy for press, is to put it into the style or form in which it is required to appear in print.

In most offices it has become the custom to send copy for print improperly dressed. Indeed, many of them make it a habit to send only a rough draft; and to cut, clip, cast and re-cast the matter in proof after proof, up to the time of going to press or actual print, until they arrive at what they

desire. Such a practice is both reprehensible and costly. It not only gives unnecessary trouble to the printer and leads to errors creeping into the final copies, but also considerably enhances the cost of production, a matter which is of some moment even in a Government office. The compositor, usually a native, is generally a very poor sort of workman, and every aid given him consequently means better, quicker and cheaper work. Whether it is for a short simple letter, a notification, a circular or book, the clerk should therefore endeavour to send copy out to press as complete and properly dressed as possible. It is part of his duty towards his employer and also in the interests of his own advancement in the office to save worry, delay and unnecessary expense.

To commence with, write on one side of the paper only. It prevents anything from being overlooked and allows of more workmen being put on to the job and getting it out the sooner. Write legibly, and say all that has to be said and so avoid at least all heavy additions and alterations on the proofs afterwards. The worst hand-writing can be made legible by the letters *b, h, i, l, n, t, u*, being given their proper shape, or even if the writing were spread out so as to leave sufficient space between each letter in a word; or better still, since every office now has a typewriter, the copy should be typed. The names of persons and places should be shown in block letters, not forgetting to score under them one, two or three lines where they are required to appear in italics, small capitals, or capitals, respectively, as the case may be. Where a change of type is required in the text or body of the matter, such as putting a word or more into italics, small capitals, etc., mark distinctly in the copy what you want done and do not defer it till you get a proof from the printer.

The use of italics also mars uniformity and neatness. Never therefore mark words into italics or even into any other

type unless this is imperatively necessary. If you can do so correctly, commence the word with a capital letter for preference, as in the cases shown in Examples I and II. This will give it sufficient distinction.

The titles of newspapers, magazines, books and other publications, of essays and articles, names of ships and the like may be printed in italics, small capitals or lower case, but only in the last instance should they be placed between quotes.

When a publication is referred to within its own pages it should appear in small capitals, thus: This book—*THE CLERK'S MANUAL*—was very favourably noticed in *The Madras Mail* in an article entitled "Manual of Office Routine."

Should there be need for capitals larger than that of the text type, write in the margin, One size larger type; or as many sizes larger as may be required. When it is especially desired to emphasize or distinguish a word, write it with the space sign between each letter; as: The contents of a package should be shewn on it in bold, clear lettering, thus, **D#Y#N#A#M#I#T#E**; when printed it will appear like this: **D Y N A M I T E**.

If any matter, such as office marginal notes, etc., is superfluous, it should be scored through without fail, as otherwise the printing of it will add needlessly to the labour and cost.

Copy for press of book-work is the most important of all. The following applies to book-work, and, *mutatis mutandis*, to copy for letters, circulars, etc.

Following the printer's example, a book may be considered as consisting of four parts:—

(I) *The Preliminary matter*.—This comprises: (1) the Title for the Cover (made of pasteboard) or Wrapper (of paper only); (2) the Bastard or short title; (3) the Title-page; with the

Publisher's Imprint at foot, and that of the Printer centred on the back, or backing page as such pages as these are termed. The publisher's imprint sometimes also appears on the cover or wrapper. It is an infringement of the law and the date line in the imprint should not therefore be utilized or expanded into, for instance, 20th October 1902, in order to indicate the date of the writing of the work, as some offices venture to do. (4) The Sub-titles; (5) the Advertisement; (6) the Dedication; (7) the Preface; (8) the Contents; (9) the Notes; (10) List of Plates, Woodcuts, or other illustrations; (11) Errata or Addenda and Corrigenda; (12) the Introduction.

All of these should be written on right-hand pages. Note that the pages on which odd numbers would fall, were all the pages written on and numbered in the usual manner, are called right-hand pages, and those which get the even numbers left-hand pages; and that the even and odd number pages opposite each other are called facing pages. As in the above instance (in 3), the left-hand page is also called the backing page.

Should Nos. 5 to 12 need more pages, they should be added. The Notes (9) are practically appendix matter and may be shown as such at the end of the book. No. 11 should also be put at the end if it exceeds more than a leaf. The Introduction (12) may be headed with a general summary of its contents, provided similar summaries are used for the chapters of the text.

Many writers are content to leave out 2, 4, 5, 6, 9 and 12. No. 11 should always be used when there is need for it, and 8 should on no account be ever omitted from any book or even a pamphlet.

(II) *The Text or body of the book.*—Besides the reading matter there is: (1) Pagination or page numbers; (2) Half-title

on the opening page of the first chapter ; (3) the Volume, Section, Book or other division number, if any, according to the manner in which the work is to be divided ; along with the heading, indicating the subject ; (4) the Part or Division, if any, number and its subject-heading ; (5) the Chapter number, with its heading ; (6) other Captions, should a paper or chapter be in sub-divisions ; (7) Headlines. Sometimes beneath the headline and separated from it by a rule (which, when printed from, gives a thin black line), a sub-headline appears repeating the part or division number and its subject, with perhaps another single, or double rule, followed by a line showing the heading of the chapter and the contents of each page.

Besides the above sub-headlines, else in lieu, the text may have shoulder notes, etc., which will be found referred to below.

(III) *Supplemental matter*.—This comprises : (1) Appendixes, which may include the Notes, (I 9), mentioned above ; (2) Reports of district and subordinate officials, such as those usually appended to the annual reports of Local Governments and Administrations ; (3) Statistical matter, tabulated or otherwise ; (4) any other matter that is explanatory or relates to the main work ; and (5) Index.

As appendix matter is often headed with the word Supplement, it may be as well to explain that this term is only applied to matter intended to supply deficiencies and correct inaccuracies, while appendix is used to cover information that adds to the value but is not essential to the completeness of the main work:

A few words may be also said about the index. Isaac Disraeli described an index as laying open the nerves and arteries of a book, and a French writer called it the soul of a book. An index is of even greater necessity to a book than the table of contents, and no work should therefore be issued

without one. The best form is the general alphabetical index and should a work consist of more than one volume, one index should be compiled for the lot and a copy of it bound with each volume. This last practice, though oftener than not overlooked, should always be made the rule. One index for all saves time and inconvenience when occasion arises hereafter to refer to the work, as then reference to the index of any one of the volumes will show whether the information sought is contained in the work, and if so in which volume; and there is saved the necessity of having to wade through, may be, volume after volume, as would be the case if a separate index of each of these had been compiled. Also, avoid classification headings in the index as much as possible; it is best to keep them out altogether. Last of all, see that the entries are really not only in alphabetical order but perfect in every other respect as well, especially in regard to words similar in spelling but which occur in different entries as different parts of speech. Attention to these two essentials is sadly wanting in many Government offices—generally owing to anybody being considered competent to compile an index, it being thought such an easy, simple matter—and the style in which the work is turned out is far from creditable. Taking a cutting of all the entries under each heading from the monthly parts and pasting each twelve on to a sheet of paper and leaving it to the printer to see to the entries being properly arranged, etc., after the matter has been set up in type, is not an honest way of doing work, and where the clerk receives a separate allowance for compiling an index it means that the State has to pay twice over, for the printer's charges are increased.

(IV) *Advertisements.*—This does not take in the one mentioned in I 5 above, but only those of a commercial nature, such as an advertisement of books and other goods for sale by

mercantile firms. With a few exceptions Government publications only contain an advertisement of books for sale at the Government book depôts and by their agents. When a list of these latter is given, it is usually put on a backing page next to and facing the first page of the opening chapter of the book.

SHOULDER  
NOTE.

Finally, at the foot of the last page of the book, whether it belongs to the index or contains an advertisement, the printer's imprint should again appear.

The arrangement of the reading matter also needs particular attention, and before making out the copy for press the clerk should decide as to what will suit that matter best in the way of notes, paragraphs, etc., and adhere to his selection throughout the work. In this connection the following instructions and hints will be found useful.

A shoulder note, which generally consists of the repetition of the book, part, chapter, section, page, paragraph number or subject, etc., is placed on the outside margin of every page, the first line of the note ranging with the first line of the text at the head. These shoulder notes are very common in law-books, office manuals, codes, and regulations. (See the example on this page.)

*Side or paragraph headings.*—These are used in the manner shown in this paragraph, that is, at the commencement of the first line.

A marginal, or side, note has no indentation either before its first or other lines. It is placed opposite to the paragraph or part to which it refers, the first line of the note ranging with the first line of the text in question. It is used on the outer sides of left and right-hand pages. But marginal notes may also be used on the inner as well as outer sides of a page at the same time.

Side Note

Centre notes<sup>2</sup> are used when matter is set up in two or more columns and where such notes are a necessity. If space permits a centre note may range with the first of the lines to which it

<sup>2</sup>Centre  
note.

refers, and all should be countermarked with superior figures or superior letters; but see the next chapter. It should also be separated from the text by upright rules on either side, as shewn here.

In-cut, or in-set, notes are let into the left-hand side of paragraphs, the lines of the note ranging beneath the first line of the text, as exemplified in the fifth paragraph from this one; this is the orthodox style.

Footnotes should be placed at the foot of a page, or if too long, a footnote may be divided and the second part put on the next page. In either case a line should be drawn between to separate it from the text; and each one should also be countermarked with the text. In manuscript these marks are best shewn in red ink.

Excepting the shoulder note, sub-divisions of paragraphs, etc., also can have all the various kinds of notes, including under-runners, and runners, and paragraph headings.

Every shoulder, marginal or other note, especially footnotes, should be shewn in their proper order and place, and in the case of side notes (when not of the nature of a subject-heading), centre notes and footnotes, these should be properly linked up with the text. For this latter purpose, instead of the asterisk, dagger, etc., use "superior" figures or letters, the figures for preference, as besides being a guide to the compositor in setting up the matter and afterwards making it up into pages, they appear more neat and distinct and more readily assist the reader in finding any particular footnote. Give each volume, part, or chapter a fresh series of superior figures, commencing in each

instance with the number one. If the volumes, parts, or chapters are too long and the footnotes too numerous, allot a fresh series to every section, or even to every page, but this latter alternative should be a very extreme resource.

When paragraphs are to be numbered, see that this is done throughout and consecutively.

Always set out the copy so as to show whether you intend a paragraph, sub-paragraph,<sup>3</sup> clause, sub-clause, or any other sub-division. It will be a guide to the compositor in setting up the copy in type and save a deal of time, labour, trouble, and expense, and can be secured either by indentation or by giving each paragraph, sub-paragraph, etc., a distinctive number or letter or by both.

Before going further it may be as well to explain the few technical terms that will be used. Measure or full measure is the length which it is decided that the lines of a work shall have in print. The second and succeeding lines of a paragraph are called the turnover lines; but the last line, when specially singled out also goes by the name of breakline.

Indentation<sup>2</sup> is the space secured by setting back a line, may be at either end, so as to leave it short of the full measure where paragraphs and the like are concerned. The word *Indént* when used as a correction mark on a proof usually means to allow the space of an em of the type used, which in pica size type is about one-sixth of an inch, and in other sizes proportionately less: if more than an em space is required it must be specified. In manuscript it will be sufficient to allow a half or one inch at the utmost for each indentation. In print the amount of inden-

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<sup>2</sup> Indentation is the word commonly used, but wrongly so, as any good dictionary will show.

tion depends on the length of the lines (as also the size of the page, the space between lines, and the kind of type used).<sup>4</sup> If, for instance, an em space is allowed before the first line of a paragraph, then a sub-paragraph must have two ems more (1 + 2) before its first line and four ems more (1 + 4) before the turnover lines; and so on for any other sub-divisions attached to it. The principle to be observed is that every sub-division following a paragraph or another sub-division should have greater space before its lines than the one immediately preceding it.

If will be found quite sufficient if a sub-paragraph is allowed the same space before its first line as is allowed its paragraph, and another em more for its turnover lines; and proportionately, in the same manner, for other sub-divisions to the sub-paragraph. Greater space than this, as just mentioned above, could be used, but there is nothing to be attained by it except the waste of space and an unsightly gash of white in the side of the page. Moreover, if heavy indention is adopted, and there were five or six sub-divisions following each other and the page narrow, some of them would, if the scheme was carried to its logical conclusion, probably have to be carried on to the next page, to the exclusion of other matter and a greater disfigurement of the work. Of course such extreme instances would be rare, but it helps to show the undesirability of heavy indentions.

The following show the forms in which a sub-paragraph, etc., would appear, the indention being according to the method mentioned in the preceding paragraph; 1 to 2A have been added to keep the scheme complete, and to vary the

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<sup>4</sup> For pages up to 22 pica ems in width, allow 1 em; above 22 to 33 pica ems, allow 1½ ems; above 33 to 44, allow 2 ems. For longer lines the indention should be proportionately greater. One and a half or two ems generally look best,—but the question of indention is best left to the printer to settle.

examples the indention of the first lines has been put at one em :—

1. When indenting paragraphs the following points should be borne in mind. If the paragraph is the opening one of a volume, part, chapter, or the like, of a work, the first word commences with either a large initial letter, with capitals for the rest of the words; or a capital and small capitals; or a capital and lower-case, *i.e.*, small letters. An example of the first style will be found in the first word of the preface to the present edition of this book, and of the second that at the commencement of this chapter. The third style is usually restricted to the paragraphs following the first paragraph, for printed letters and circulars, etc., and similar matter. In the first two none of the lines are indented; in the last the first line is set back, that is, is indented, as in the above paragraph which, it will be noticed, commences with its first word in a capital and small letters, that it is indented, in this instance, two ems, and that the remaining lines are full measure or full out, *i.e.*, start from the edge of the usual margin. In the case of the first paragraph of letters, etc., the first line must have double the indention allowed in the case of the other paragraphs, and the rest of the lines full out. The salutation SIR, DEAR SIR, or MY LORD (in small capitals) should have only half that indention, *i.e.*, the same as that used before the first lines of the second and succeeding paragraphs.

2. Unless commencing a paragraph, a sentence the first word of which begins a line must not be indented, but be full out, in all its lines (as illustrated by the sentence following this). The absence of any space at the commencement of a sentence is one of the signs of difference between it and a paragraph.

Should, however, a sentence not begin a line (as in the case of next one), that is, be preceded by the last word or more of the previous one together with a full-stop, interrogation, or exclamation mark, it should have the equivalent of an em space before it. In the three instances the space is inserted in order to secure from the reader the proper pause, required by the punctuation point ahead of it, before proceeding from one sentence to the other.

**2a.** As an example this is given in the form of a subsidiary, or auxiliary paragraph, which as regards indention is treated in precisely the same manner as any ordinary paragraph, that is, the first line is indented the same space and the other lines full out. Besides bearing the same number as its preceding paragraph, each one should have an italic lower-case letter, in heavy face type if desired, to distinguish it and as a further mark it should not be enclosed within parentheses, as—**1., 1*a.*, 1*b.*, 2., 2*a.*, 2*b.***, etc. Subsidiary, or auxiliary, paragraphs have sometimes no number or distinctive mark, but this should only be so when the other paragraphs bear none.

**2A.** This illustrates how an additional paragraph should be set out. It has exactly the same form as the ordinary paragraph. In addition to bearing the same number as the one immediately preceding it, an additional paragraph should always be distinguished by a capital letter, also in heavy face type if preferred, and without parentheses, as—**1., 1*A.*, 1*B.*, 2., 2*A.*, 2*B.***, and so on. As a further distinguishing mark, both subsidiary and additional paragraphs, as well as additional matter to a paragraph already in existence, have also sometimes an upright black line alongside, usually on its inner margin, as exemplified here.

**Clause I.**<sup>5</sup> Provided that candidates for employment must be (a) not under eighteen and not over twenty-four years of age, (b) of good character, and (c) of sound health.

**Clause II.** Provided also that candidates produce certificates shewing that they have matriculated and are proficient in docketing, précis-writing, and letter-drafting.

(A) This sub-paragraph is indented in its first line like its paragraph, and all its other lines are indented one em more. Printers describe all sub-divisions when their turnover lines are indented, as reverse indented.

(B) It may be followed by another or more of the same kind, and any one of them may have clauses and sub-clauses, etc., attached to it, in the forms next shewn.

(i) This clause to the sub-paragraph above commences with an em space more before its first line than the paragraph and two ems more in front of its other lines.

(a) The first line of this sub-clause to the above clause has two ems space more before its first line than the paragraph, and three ems more, before its other lines.

(1) If there was a division of the sub-clause it would appear in the same form as this; and so on for further sub-divisions.

(ii) From here would start the second clause if one was needed, and similarly sub-paragraphs (iii), (iv), *et seq.*

When any particular set of sub-paragraphs, clauses, etc., as the case may be, has any explanatory matter or the like

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<sup>5</sup> It is also quite permissible to use the form without the word *Clause*, having instead only the italic roman numerals *I, II, III*, etc., or italic arabic figures within parentheses, as (1), (2), (3), and so on. Clauses may also be added to a paragraph, as above, and also be indented; they are practically sub-paragraphs.

attached to it, such matter should be inserted in the form of an ordinary paragraph or sentence, as the sense may require, immediately after the last of such sub-paragraphs, etc. This paragraph may be taken as an example as to how explanatory matter referring, say, to sub-paras. i and ii above may be set out. The same form should be also used for explanatory matter which concerns only one sub-paragraph or clause, etc., and it should then be inserted immediately after the sub-division it concerns ; marking it to appear in smaller type, if desired.

In the examples of sub-paragraphs, clauses and sub-clauses, for purposes of illustration separate distinctive numbers or letters have been used for each, as well as indention. The former means by itself would, however, distinguish them equally as well, so, if preferred or where the page (of print) is to be narrow or space an object, the extra indention may be done without, and every sub-paragraph and further sub-division set out in exactly the same style as an ordinary paragraph, *i.e.*, the first line of each indented and the others full out. Another style is to give the first line double or treble the indention allowed the first line of a paragraph and to have the turnover lines full out ; or, a third method, with no indention at all. The second method is the one to be preferred where the sub-divisions are distinguished with numbers or letters. Each set of such sub-divisions may be separated from the paragraph above and that below it by a white space of, say, half an inch in depth (for manuscript). No matter whether the paragraphs are numbered or not, every group of two or more sub-paragraphs, their clauses, sub-clauses, etc., should each of them always bear either a separate distinctive number or letter. It enables them to be readily and easily distinguished and besides facilitates any one of them being cited, when this has to be done. It also

avoids the necessity of reverse indenting them. The only exception to this rule is where a sub-paragraph or any other sub-division stands by itself, isolated from others. In such cases one of a kind can always be distinguished and referred to without difficulty, and it, therefore, should not be numbered or lettered, but it must always, without exception, be indented, in all its lines, in the manner already described.

Roman letters and numerals, both in capital, small capital, as also lower-case; italic capital and small letters, and italic and roman arabic figures; all may be used to letter or number off clauses, sub-paragraphs, etc., but the order in which once used should be observed throughout, no matter whether the group consists of a clause, sub-paragraph, clause to sub-paragraph, etc., or only paragraph, sub-paragraph and clause, and the like. Thus, if at first the order in which used is *I, A, i, a, I.*, then use them accordingly everywhere else. If it is desired not to have the letters or numbers enclosed within parentheses, then a full-stop must be placed after each instead, but one style must be adhered to throughout. When parentheses are used no full-stop should be inserted either within or outside them.

Restrict the use of the (heavy face) lower-case italic letters to subsidiary or auxiliary paragraphs, as in the example above; and of (heavy face) capital letters to additional paragraphs, vide the example. To the printer describe them as (bold) italic lower-case and (antique) capitals, respectively. In code work, regulations and the like, prefer to have the *paragraph* numbers in antique arabic figures, and give instructions accordingly, at least at the top of the first page of the copy or some other prominent place. It should be borne in mind that subsidiary and additional paragraphs are only to be numbered and lettered in the manner laid down when they are being issued separately as amendments to rules, regulations, etc., already published, else

for some other special purpose. The black line at the side is only used to indicate amendments when these are incorporated, for the first time, in issues of revised editions of regulations, etc.

Punctuation should be carefully attended to and not left to the discretion of the press. A printer is not expected to sub-edit, and if you want him to do your work for you, you should also recollect that it means extra time and labour and therefore extra cost. Moreover, since you have dealt with the subject treated of in the copy and know best what has to be expressed, you can punctuate it better to your own satisfaction yourself, and more readily than anyone else. Further, remember that in the matter of composition, spelling, punctuation and use of capital letters, it is no secret that it is an author's right to appear before the public in his own style; all the printer being responsible for is that he makes sure that any peculiarities displayed in regard to them are really the author's style. Therefore any transgressions on any of the heads mentioned reflect discredit not on the printer but on your department and eventually; and the more seriously, against you and your future prospects. Anyhow, the very least that the clerk should do is to see that the essential part of the punctuation is attended to; namely, that a sentence is sub-divided into its component clauses, and a period, or a collection of sentences, into its component sentences; the comma being usually used for the former and the semi-colon and colon for the latter.

The same may be said of uniformity in the use of capital letters; uniformity in the spelling of words both English and foreign, including the vernacular; and the division of words at the end of lines. A too great use of capital letters, as also irregularity in other respects, destroys the uniform and neat appearance of the text, which is one of the great *desiderata* in good printing. Therefore use capitals sparingly and only when

absolutely necessary, and, what is more important, uniformly ; that is, if you commence a word with a capital letter in one place, in the body of a sentence, treat it in the same manner wherever else it appears with the same or similar significance and force, otherwise let the word commence throughout with a small, or what printers call a lower-case letter.

*Examples.*

I. For the first time in the past ten or eleven years the Two-Power Standard. has been abandoned. \* \* \* \* While the efforts of the delay are serious, far more disturbing is the fact that the Lords of the Admiralty should have folded their hands, abandoned the Two-Power Standard, and decided to build up what they regard as the present resources of the ship-building industry.

II. Let it not be thought, however, that the Admiralty are altogether neglectful of their high calling as masters\*of the Fleet-in-Being as distinct from the Fleet-on-the-Stocks and otherwise incomplete. \* \* \* \* But the Fleet-not-in-Being, the Fleet in our ship-yards or on paper merely that is sadly dangerously in arrears.

III. Navies rule the destiny of, empires. A world-wide empire demands a world-wide sea power—unquestionably supreme.

In the first example there is the word Two-Power Standard occurring twice, and in each instance it commences with a capital letter or, in printing house parlance, initial caps.

In the second example, there is Fleet-in-Being and next Fleet-not-in-Being, an analogous expression, as also Fleet twice, and all correspond as to uniformity in capitals.

The last example is one in which uniformity has been secured by using an initial lower-case letter in the case of the eighth word world-wide. It would have been quite permissible, had the writer so desired it, to have used an initial cap. Having however put it into lower-case in the first instance, he had, since it had no greater significance or force, to make the word when used further on uniform in appearance with it.

In the matter of notifications and proclamations greater liberty is permissible in the use of capitals, as will be seen from the two examples given below :—

### HOME DEPARTMENT.

PUBLIC.

#### No. 167.

#### NOTIFICATION.

*Calcutta, the 23rd January 1901.*

THE Governor-General in Council announces with the deepest regret the Demise of Her Most Gracious Majesty Queen Victoria, Queen of the United Kingdom of Great Britain and Ireland, and Empress of India.

The Governor-General in Council hereby directs that the Officers of Her Majesty's Civil, Military and Marine Services do put themselves into mourning until further orders.

The Governor-General in Council requests that a similar mark of respect may, on this most melancholy occasion, be observed by all other classes of British subjects in India.

The Flag at Fort William and at all other Forts and Stations will be hoisted half-mast high until further orders, and 101 Minute Guns will be fired this afternoon at each of the principal Garrisons and Stations.

By order of the Governor-General in Council,

J. P. HEWETT,

*Secretary to the Government of India.*

### HOME DEPARTMENT.

PUBLIC.

#### No. 246.

#### NOTIFICATION.

*Calcutta, 25th January 1901.*

The Proclamation of the Accession to the Throne of HIS MOST GRACIOUS MAJESTY KING EDWARD THE SEVENTH, KING of GREAT BRITAIN and IRELAND, and EMPEROR of INDIA, and the Declaration

made by HIS MAJESTY subsequent to the Proclamation will be read by the Sheriff of Calcutta on the steps of the Town Hall at 5 P.M. on Saturday, 26th January.

Civil and Military Officers of Government, Consular Officers and other Representatives of Foreign Governments, and the Public are invited to attend.

Full Dress will be worn by Civil Officers entitled to wear uniform and Review Order by Military Officers. Gentlemen not entitled to wear uniform will wear Morning Dress.

The Proclamation will be read at the same time at the Head-Quarters of each Local Government and Administration, at Madras and Bombay by the Sheriff, and at the other Head-Quarters by the Chief Secretary or other Secretary to the Local Government or Administration.

J. P. HEWETT,

*Secretary to the Government of India.*

As the use of capitals is a matter of importance, the following summary of rules on the subject is given as a guide. These rules have been culled from the *Practical Printer* and other sources :—

**RULES FOR NEWSPAPERS AND ORDINARY LETTERS, AND CODES,  
NOTES, ETC.**

[NOTE.—"Kept up" means to commence with a capital letter; "kept down," to commence with a small (lower case) letter.

Titles given to royal personages, either by right or courtesy to be kept up; for instance, "His Majesty," "His Highness," etc. The word royal or imperial, usually preceding such title to be kept down. When the full title is given all such words are kept up, as "His Majesty the King," "His Majesty King Edward VII."

The titles of church dignitaries and members of the Government to be kept up when such titles are given in full, as "the Bishop of Madras," "the Rector of St. James's School."

But should they be referred to as "the bishop," "his lordship," "the rector," etc., they should be kept down.

The full titles of the heads of the corporate bodies, such as the Sheriff of Bombay, the Coroner of Calcutta, etc., to be kept up; but when spoken of simply as the "sheriff," "the coroner," etc.—the town or city of which he is the head being omitted—to be kept down. The only exception to the latter rule is in places where there is no necessity for giving the title in full.

Whenever the full and correct title of a public body is given, the same to be kept up; for instance, "the Patna District Board," "the Board of Works," "the Academy of Music," "the House of Lords," etc., but down when such is referred to as "the board," "the council," "the academy," "the house," etc.

The correct title of all the law courts to be kept up, for instance, "the Supreme Court of Judicature," "the High Court of Justice," "the King's Bench Division," "the Insolvency Court," etc., but when referred to as "the court"—without giving its title—the word court to be kept down. The latter rule to be observed when the words, "sessions," "assizes," etc., occur, preceded by the article "the."

The full titles of lectures, etc., to be quoted and kept up—such as, a lecture on "The Discovery of The Ancient Buddhist City of Kapilavastu." Similarly in the case of titles of newspapers, magazines, essays, ships, and the like.

The several departments of the Government and the Army and Navy to be kept up—such as, the Admiralty, the Board of Trade, the Horse Guards, Army Head-Quarters, etc.; also the word Volunteers when used as proper noun.

The word Act to be kept up only when the title is given in full, as the "Telegraph Act."

The words Government and Home to be kept up when used as proper nouns. Similarly with the word Press when referring to the public press.

In compound and decomposite words each word should commence with an initial cap. in such cases as Vice-President, Deputy-Assistant-Quarter-Master-General, when referring to any particular officials.

The words street, road, etc., in proper names are usually kept down, and a hyphen placed before them, as Park-street, Mount-road, etc. When the hyphen is not used (as in book work) they are to be kept up, as Hastings Street.

Unless desired otherwise, in botanical, zoological, and geological matter keep up the name of the genus, but keep down that of the species in all cases. In the case of species another rule is to use initial capital letters when old generic names or names of persons are used, and lower-case letters when named after a country or when the name is descriptive. And similarly with Latin technical terms in medical matter. Whatever system is adopted it should be unswervingly followed throughout the work.

The general rule for capitals is: Capital letters are used at the beginning of proper names, for the nominative case singular of the personal pronoun, of the first person, the interjection O, and for any noun, adjective, or pronoun, used in speaking of the Divine Being. They may also be used at the beginning of a common noun when it is used in a special or technical sense, at the beginning of a noun, or an adjective and noun, denoting something specially important, and of such other words as are of primary importance or of special significance. Adjectives derived from proper nouns are also written with capitals, as well as the principal substantives in headings and in half-titles of any work. We also write His Majesty, Her

Majesty, etc. The first word of a sentence must begin with a capital, and the first word of a line of a poetry.

As a too liberal use of capital letters destroys the uniformity which should always characterize the text of a book, in fact of any writing, they should only be used where necessary.

In the matter of spelling do not allow, for example, organization, viâ dépôt, débris, Cawnpore, Sind, Jaipur, Ajmere, favor, hono; abridgement, judgement, merchandise, connexion, footnote, outturn, ten-inch long, résumé, Karáchi and the like in some places and in others organization, via, depot, debris, Cawnpur, Sindh, Jeypore, Ajmir, favour, honour, abridgment, judgment, merchandize, connection, footnote, out-turn, ten inches long, resume, Karachi and Kurachee. Whichever style you adopt adhere to it right through, but always adopt the more correct style for choice. Neither is it correct to use indices and appendices when referring to parts of a book, this style being restricted to figures and anatomy, etc. The correct form is indexes and appendixes.

Compound words and decomposites, such as governor general, commander-in-chief, commissary-general, director-general, adjutant-general, assistant-adjutant-general, quarter-master-general, deputy-assistant-quarter-master-general, and administrator-general and the like should always have a hyphen between each word, as shown. Assistant adjutant general, etc., though commonly used, is not correct.

A very common error is the indiscriminate use of lb. and lb; Rs. and R. The lb. represents the 16-oz. pound of avoirdupois weight, and lb that of Troy and Apothecaries' of 12 ounces; and the use of the wrong form makes a difference of almost three ounces. When alluding to Indian money use the R. or Re. and Rs. The proper use of R is only when referring to rupees in connection with the dollars and cents of the Straits Settlements,