

28. The several classes of correspondence are then separated without disturbing the order of sequence.

29. The 'K. W's.' are next arranged, or grouped together, according to their respective degrees of importance—generally in the following order :—

- (a) the 'notes,'
- (b) demi-official correspondence,
- (c) any papers specially prepared for the proper understanding of the question at issue, and referred to, in the body of the 'notes,' and
- (d) miscellaneous papers, such as originals of papers submitted in print, press-proofs, office routine 'notes,' etc.

30. The papers in the 'case' having been duly arranged are then numbered—the official correspondence, with its own periodical series, and the 'K. W's.,' as 'K. W.'—No. 1, 'K. W.'—No. 2, and so on.

31. Each class of 'proceedings,' as well as each branch or section of the department, has its own separate series of numbers ; and 'cases' appertaining to each, are 'recorded' periodically, generally monthly.

32. It must therefore be remembered that in 'recording,' each paper in the official correspondence should indicate—

- (a) the class of 'proceedings ;
- (b) the branch or section of the department to which the 'case' belongs ;
- (c) the month and year in which the 'case' is 'recorded ;
- and
- (d) its appropriate serial number.

33. Each paper, whether a 'receipt,' or an 'issue,' or an 'enclosure,' must be given a separate number : 'sub-enclosures' however need not be numbered separately.

34. Each 'K. W.,' besides indicating the class of 'proceedings,' the departmental branch or section, the month and year of 'record,' and the serial numbers of the entire 'case,' must bear a separate number of its own series

35. In 'A. collections,' some of the 'K. W's.' are printed and others not. Each 'K. W.' should therefore be marked, as printed or unprinted, as the case may be, for the guidance of the press.

36. All 'K. W's.' required for the proper understanding of the 'case,' such as 'notes,' demi-official correspondence, official *ad interim* correspondence, memorandums, statements, etc., specially prepared for the purpose, should be printed.

37. It frequently occurs that 'notes' started separately unite at a certain point before the issue of orders in a 'case:' e. g., when a 'file,' after being 'noted' on, has been sent unofficially to another department, a new 'receipt' connected with the subject of the 'file' comes in, and, while it is being dealt with, the 'file' returns and orders are passed with reference to the 'notes' of the department consulted

38. Such 'notes' inasmuch as they are not chronologically continuous, may be either marked as parts I., II., and so on, of 'K. W.'—No 1, or they may be marked consecutively as 'K. W'—No. 1, 'K. W'—No. 2, etc, the numbering of the other 'K. W's.' being regulated accordingly

39. After the papers in the 'case' have been duly numbered, an entry is made in the prescribed form, in the 'table of contents.'

40. In the 'table of contents' for the 'A. proceedings,' the subject of the 'case' is entered in brief, but in that for the 'B. proceedings,' the entry is made in fuller detail—that is, the subject of the reference and the order passed, are definitely stated—in order to afford to the Secretary of State for India, to

whom both these 'tables' are transmitted in the monthly volumes of 'proceedings,' a clearer idea of each 'case,' in the absence of the papers.

41. The 'notes' are then edited, that is, carefully revised. The revision consists—

- (a) in looking through the 'notes' to see that every paper to which reference is made is specifically cited;
- (b) in supplying all such omissions ;
- (c) in substituting specific citations for slip indications—the 'record' numbers being invariably given of all 'recorded' papers ;
- (d) in expunging from the 'notes' of 'A. collections' all unimportant remarks, etc., not essential to the understanding of the case, or which should find a more appropriate place among the office routine 'notes ;'
- (e) in seeing that all 'issues' are posted in the 'notes' in their proper places.

42. If official procedure were always carefully attended to during the current stage of 'files,' the editing of 'notes' would be quite unnecessary ; but frequently points of detail are, from various causes, lost sight of, and it is difficult to enforce strict observance of the rules in every instance.

43. The next step in the process of 'recording' is to prepare a list, in the prescribed form, of the official papers which have been numbered serially. This list is practically a 'précis' of the 'receipts' and 'issues' comprised in the correspondence, and may therefore be said to be a collection of 'dockets' arranged in the order in which the papers are 'recorded.' Hence such a list is also known as a 'précis-docket.' (*Vide* c. VII., 6.)

44. Such a list is invariably prepared for 'cases' 'recorded' in the 'A. proceedings ;' and forms the topmost page of the 'collection.'

45. The list referred to in c. vi., para. 35, may be made to do duty for the 'précis-docket.'

46. In 'A. cases' this list or 'précis-docket' shows—

- (a) the department ;
- (b) the branch or section to which the 'collection belongs ;
- (c) the class of 'proceedings ;'
- (d) the month and year in which the 'case' is 'recorded ;'
- (e) the 'record' numbers of the 'collection ;'
- (f) the general subject of the 'collection ;'
- (g) the description and 'docket' of each paper in the 'case ;'
- (h) the 'references ;' and in some departments,
- (i) a specification of the 'K. W's.'

47. 'A collections' are made up of—

- (a) the list of papers or 'précis-docket' which is usually printed on the first page of the cover ;
- (b) the 'recorded' correspondence ; and
- (c) the 'K. W's' which either precede or follow the correspondence.

48. In the case of 'B. collections,' the 'K. W's,' the 'recorded' correspondence, and list of papers if any, are placed within covers, and tacked together. On the first page of the cover are entered the full particulars of 'record' [para. 46, (a) —(e)] and the subject of the 'case' in brief ; the 'references' are also marked on the cover in the place set apart for the purpose.

49. As in 'referencing,' the papers put up are marked on the face of the 'docket' of the new 'receipt,' so in 'recording' a 'case,' the 'record' numbers of the new 'collection' are entered on the 'collections' put up as 'references.' The technical term for this process is **countermarking**.

50. 'Countermarking' is a very important operation and needs full explanation to be properly understood.

51. Assuming that the 'case' under 'record' has been properly 'referenced,' that is, that only such papers as are required for a proper understanding and the due disposal of the point for consideration, have been put up, it is in the first place necessary that *all* such 'references' should be entered on the cover, or on the 'précis-docket' of the 'collection,' in the appropriate place.

52. In doing so, it were well to group the 'references' appertaining to the various phases of the question at issue, or to the points, or precedents cited in its support, under brief subject headings. This grouping under subject headings is calculated to obviate a deal of labour in 'referencing' subsequent 'receipts,' in that it would be at once ascertainable whether any particular 'reference' entered on the cover or 'précis-docket' of a 'collection' already put up, related to the subject and would also be required ; otherwise it would be necessary to get up all the 'references' entered on the said 'collection,' and find out whether any, and which, related to the subject of the 'receipt' under 'reference,' and would be needed.

53. The entries may be arranged in direct chronological order. The earliest being entered first, the next later, next, and so on. This arrangement has the advantage of preserving the continuity of the chronological order in respect of subsequent entries, which it may be necessary to make.

54. While every 'reference' put up must be marked on the 'case' under 'record,' it is not at all necessary to 'countermark' the 'record' numbers of the latter, on every 'collection' so put up.

55. Intelligence must be exercised in 'countermarking,' and the following rules will serve as guides :—

- (1) Only those 'collections' need be 'countermarked,' which contain any paper referred to in the 'case'

under 'record,' provided that the paper referred to bears *directly* on the subject of the 'case.'

- (2) 'Collections' put up as precedents shall not be 'countermarked.'
- (3) Neither shall any 'collection' be 'countermarked,' if it contains some general rule to which the 'case' under 'record' is amenable.
- (4) Ordinarily it will suffice to 'countermark' only the 'collections' referred to in rule (1) : it will be unnecessary to 'countermark' the other 'collections' of the groups to which they may belong.
- (5) In respect of 'A. collections' put up as 'references' to the 'case' under 'record,' necessary steps shall be taken to ensure the 'countermarking' of the other copies of such 'collections,' in accordance with departmental usage.

56. 'References' are usually entered on the cover or 'précis-docket' of the 'case' under 'record,' under two distinct headings—"References to former cases" and "References to later cases."

57. From the nature of the case, it is evident that the 'countermark' of the 'case' under 'record' forms the last entry under the latter category ; and, if properly made, is in direct chronological sequence, in reference to the other entries.

58. The object of 'countermarking' is to connect together 'cases' on the same subject, and thus save labour in 'referencing,' by rendering them readily accessible when required.

59. The foregoing is a description of the process of 'recording' in regard to 'cases' which constitute the 'A.' and 'B. proceedings ;' 'cases' which appertain to the other classes of 'proceedings' are 'recorded' in accordance with the practice or system in vogue in the department concerned.

§ 6.—*Definition and object.*

60. From what has been said we may deduce the following definition :—

‘Recording’ is a classified system of periodical registration of ‘cases’ according to prescribed method.

61. The object of ‘recording’ is the methodical conservation of state and departmental ‘proceedings,’ so as to render them available for purposes of ‘reference.’ This end is the more important and necessary, inasmuch as material for future history, and for the administration of the country, is furnished by these ‘proceedings.’

CHAPTER XIII.

INDEXING.

§ 1.—*Rationale of indexing.*

Though every order depends primarily upon the merits of the case, equity demands that it shall not conflict with previous orders, or with rules which govern the question at issue.

2. Hence, apart from other considerations, it is necessary that every 'case' shall be easy of access when required to held in the disposal of future references.

3. Such help may be afforded—

(a) by the order passed in the 'case ;'

(b) by information on collateral points connected with, or on certain phases of, the question under consideration, which may be necessary for its disposal, and which may be furnished by the papers in the 'case ;' or

(c) by the issue of any discussion which may have been carried on in the 'notes,' but which may not have resulted in any formal order.

4. Every particular therefore connected with a 'case,' which is likely to be helpful in the disposal of future references, should be so noted as to render it readily ascertainable whether information on, or connected with, any specific point exists, which would facilitate a decision being arrived at in the case of such references.

5. This result can only be attained by indexing, the final process to which a 'case' is subjected, before it is deposited among the archives.

§ 2.—*Principles of indexing.*

6 Considering its purpose, the fundamental principles of indexing are—

- (a) that every point noticed in the 'collection,'—whether in the correspondence or in the 'notes,'—which is likely to prove useful in disposing of references, shall be indexed ;
- (b) that the points shall be indexed under appropriate and recognised heads ;
- (c) that the heads shall be arranged in alphabetical order ;
- (d) that the points shall be expressed in clear and concise terms ; and
- (e) that each entry shall contain an indication of the 'collection,' where the point indexed is to be found.

7. Indexing may therefore be said to involve three main operations, viz.:—

- (1) The selection of the points to be indexed.
- (2) The selection of proper heads.
- (3) The manner in which the entries should be made.

These several operations we shall now proceed to discuss.

§ 3.—*The selection of points.*

8. Though experience is the only guide in the selection of the points to be indexed, a few hints will doubtless prove acceptable to those who have no practical knowledge of the matter.

9. It goes without saying that the chief point to be indexed is the subject of the 'collection,' or the order passed in the 'case.'

10. The following points, to which it may in future be necessary to refer, should also be indexed :—

- (1) Information, proposals, etc., relating or collateral to the main subject of the 'case,

(2) Mention of, or proposals, recommendations, etc., in respect of, persons who are, or are likely to be, in any way connected with the administration of the State.

(3) Discussions which have not ultimated in any order.

11. Unimportant details, or side issues which have but an indirect bearing on the subject of the 'case,' need not be indexed.

§ 4.—*The selection of heads.*

12. The heads under which a point should be indexed will suggest themselves by its nature, and by departmental usage ; but it may not be out of place to make a few remarks to facilitate their determination.

13. Index heads may be classified under the following categories:—

- I.—Nominal,
- II.—Territorial,
- III.—Departmental,
- IV.—Subject ;

according as the head is the name of an individual, or of a territory or place, or of a department, or the key-word of the subject.

14. If the point to be indexed relates to an individual, the name of the individual must form one of the heads of the index. Questions may arise in the future, regarding the particular individual, when his connection with any territory or administration, or with any specific subject, shall have been lost to memory, or of which the 'referencer' may be ignorant ; and unless indexed under his name, any information about him will be very difficult, if not impossible, to be got at.

15. The name of a territory or administration should be a head of the index—

- (a) when the point relates to any administrative or other measure affecting it ; or

(b) when the 'case' originated therefrom.

The information required may relate to a territory or administration, or to matters connected therewith ; and of such a character, that it may not be quite clear under what head, other than the name of the territory concerned, it may possibly have been indexed : in such a contingency, territorial heads would greatly facilitate, nay, they would be absolutely necessary in, 'referencing.'

16. Names of places, other than territories or administrations referred to in the preceding paragraph, need not form heads of the index, unless there are special reasons for a contrary procedure.

17. Such reasons may be—

- (a) when entries under that head are, or it is anticipated will be, numerous ;
- (b) when the point to be indexed relates to something special about the place ;
- (c) when the place is in foreign territory, or outside the jurisdictional limits of British India.

18. One of the index heads for general orders shall be the name of the department whence they are issued. The subject of a 'collection' may be of such a nature, that it may not strike one under what head or heads it should be looked for in the index : in such a case, the fact that the order emanated from a specific department, which is readily known from the general nature of the subject, will enable it to be traced when required, under the name of the department.

19. Similarly a point shall be indexed under a departmental head—

- (a) when the subject relates to a department, or
- (b) when the 'case' is initiated by a department.

20. The same remarks apply to correspondence with

officials of subordinate departments : in such cases, the designation of the official takes the place of the departmental head.

21. Orders on specific references should not be indexed under departmental heads.

22. In respect of subject heads, the point shall be indexed under one or more principal words, other than the name of an individual, territory, or department, of the proposition in which it is expressed.

23. Such words should generally be nouns and generic terms of common usage.

24. Adjective or qualifying terms may be either affixed to the generic in the index head, or employed as a sub-head, if which we shall presently speak.

25. Care should be taken in the selection of subject heads : indeed, practical experience in 'referencing' can alone suggest the requirements in this respect. The indiscriminate employment of terms as index heads is next to useless : it can serve no other purpose than to unnecessarily swell the bulk of the index ; and may be taken as a sure sign of the inexperience, or carelessness of the indexer.

26. In determining the heads, it must be remembered that only such should be generally selected as are likely to strike the mind at once, and are calculated to secure expeditiousness in tracing the subject of the point to be indexed. The important point to be carefully borne in mind by the indexer, is to anticipate the difficulties which may confront others who, in years to come, may at a moment's notice be required to produce the paper he is indexing.

27. Of course it is hardly necessary to add that a point may, nay, should if possible be indexed under one or more other heads, in addition to the subject head, which the nature of the case may require.

28. In some instances the subject of the point for index may be so defined, that a departmental or territorial head may not be absolutely necessary ; but, in view of uniformity and expedition, it will probably be held to be better to err on the side of excess, by indexing under such heads.

§ 5.—*Major and minor or sub-heads.*

29. The multiplicity of entries under each head renders it necessary that they should be arranged in some definite order, to secure easy access to papers on any given subject, or wherein information regarding any specific points may be found.

30. The method usually adopted is—

- (a) to make each entry under a proper sub-head ;
- (b) to group together the entries under each sub-head ; and
- (c) to arrange the sub-heads in alphabetical order.

31. Index heads are therefore known as major heads, in contradistinction to the minor or sub-heads.

32. The selection of sub-heads is a matter of as much importance as that of major heads, and should not be made haphazard. In 'referencing' it is not enough to alight upon an appropriate index head, under which the entries are possibly numerous ; but, if expedition is to be attained in tracing the papers on any specific point, it is necessary to look for them among the entries in the proper group of sub-heads.

33. In the selection of sub-heads, the general rule should be to, as far as possible, avoid the employment of one major head as a sub-head of another.

34. It may not always be possible to abide by this rule ; but, if a little care and thought is bestowed on the subject, and it is borne in mind that a sub-head is intended to form a nucleus as it were, for the grouping of a number of entries, the observance of the rule will be generally feasible.

35. Points to be indexed are of such varied character that it is hardly possible to give any specific or detailed instructions as to the determination of the heads, whether major or minor. A great deal must necessarily be left to the intelligence and ingenuity and experience of the indexer.

§ 6.—*Manner of making the entries.*

36. In indexing it is in the first place necessary that the point shall be expressed in clear and concise terms.

37. The heads of the index should in the next place be carefully selected ; and then the sub-heads.

38. In making the entry, first set down the major head ; then commence the next line with the minor or sub-head. Continue the entry, beginning with the first words of the proposition expressive of the point, as framed by you.

39. Should the major or minor head be words of the proposition, they should not be repeated in writing the entry, but they should be replaced by a long or short line, as the case may be.

40. The head may be a word or phrase if the latter, the most prominent or important word is put down first, and is followed by, and, if it is not the first word, separated by a comma from, the remaining words of the phrase or expression.

41. As a rule, the several entries of a point are made in the words of the proposition. In some cases however, it may be found necessary to make a change in the phraseology.

42. In the case of names, the surname should always be the first word of the nominal head, the initials or christian names, preceded by the official or professional rank or social status of the individual, following immediately after.

43. Vernacular or Native names should be entered as they are written, the first name forming the first word of

the nominal head : in spelling such names the system of transliteration prescribed by the Government of India should be followed.

44. If the point to be indexed relates to an individual, the individual should be always identified in the entry by the addition to his name (surname and christian names or initials), of his rank or position, and designation too, if an official.

45. In entries under nominal heads, this addition should be made in the body, and not in the index head.

46. Each entry shall contain a correct indication of the 'collection' to which it appertains.

47. Examples illustrative of the rules laid down in this chapter will be found in *Appendix B*.

§ 7.—*Definition and object.*

48. From the descriptive details given above, indexing may be defined as a *system of recording the note-worthy points in a 'collection,' under appropriate heads in alphabetical order, with an indication of the 'collection' where they are to be found noticed.*

49. The following are the objects and advantages secured by the index :—

- (1) It supplies a means of ascertaining the existence of papers on any specific subject.
- (2) It promotes despatch of work by the facility it affords in tracing papers, and thus minimising the labour of 'referencing.'

These results, but for its aid, would be very difficult, if not impossible, of attainment.

50. It will thus be seen that indexing is a process, which, if it is to be done properly as it should, demands a more than moderate amount of intelligence and of experience in 'referencing : ' it is by no means a mere mechanical operation, or one,

which, as it is sometimes very erroneously supposed, is within the capacity of any ordinary clerk, however inexperienced.

51. It is also clear that, to be done properly, indexing must be systematised on certain clearly defined and fixed principles, otherwise the very objects which it is intended to serve, will be frustrated.

CHAPTER XIV.

THE ARCHIVES AND LIBRARY.

§ 1.—*Final disposition of 'collections'*

After indexing, the 'record' particulars (C. XII, 32) are marked off opposite the entry in the 'diary' of each paper in the 'case : ' this is done after 'record' if the 'collection' is not to be indexed.

2. 'A. collections' are then sent to the press to be printed.

3. Each printed 'collection' is made up of—

- (a) an outer cover containing the particulars of 'record ;
- (b) the list of papers or the 'précis-docket ;
- (c) the printed 'K. W's. ; and
- (d) the 'official' correspondence.

4. The 'A. proceedings' of each department besides being printed separately, are bound up collectively in monthly volumes, preceded by the index and the 'table of contents.'

5. The index and the 'table of contents' are also filed separately for reference, month by month.

6. The 'A. collections' after they have been printed, and 'B.' and other 'collections' after the 'diaries' have been marked off, are sent to the Record-keeper to be deposited among the archives.

§ 2.—*The Record Room.*

7. Departmental 'collections' taken together constitute the archives of the State.

8. These are arranged year by year in monthly classified bundles, and carefully put away on racks or in presses.

9. The Record Room is the depository not only of the archives, but of everything connected therewith, such as files, 'diaries,' registers, original ratified engagements, etc.

10. Papers required for 'reference' are supplied by the Record-keeper on requisitions made on slips which are initialled by the person by whom they are required, and which contain an indication of the document with which they are to be put up.

11. These slips are kept in the bundles in the place of the papers supplied.

12. The object, which is apparent, is to ensure security against loss, and to enable one to ascertain at any moment where any specific paper is to be found.

13. When done with, the papers are returned to the Record-keeper, by whom they are restored to their respective bundles ; and the requisition slips are then destroyed.

§ 3.—*The Departmental Library.*

14. 'References' consist not only of papers from the archives, but not infrequently of books, such as various works of reference, etc.

15. Each department therefore has a library containing works of general reference and books, especially on subjects with which the department is concerned.

16. These are classified, numbered, catalogued, and arranged on shelves in proper order so as to be easily accessible.

17. Requisitions for books needed for reference are made in the same way as for records.

§ 4.—*The Central Record Office.*

18. The constant accumulation of 'records' year by year in the several departments, and the necessity of providing for their careful preservation, as material for future history, have recently induced the Government of India to institute a Central Record Office.

19. In this office, the older 'records' of each department which are less frequently needed for 'reference,' are transferred

for safe custody: the 'records' of the last few years are retained in the department for ready 'reference.'

20. The duty of the Officer in Charge of the Records is to see that the 'records' are carefully and systematically arranged, and looked after, and properly calendered ; also, from time to time, to publish excerpts, which are calculated to throw additional light on historical points of interest, especially such as are of doubtful accuracy, or need further elucidation.

§ 5.—*The Imperial Library.*

21. In order to obviate useless and unnecessary expenditure in the purchase of multiple copies of the same works of reference by the various departments, and to afford each the advantage of referring when necessary to books not in its own library, it was considered necessary to centralise the books of all the departments in one general library.

22. This idea led to the formation of the Imperial Library, in connection with the Central Record Office, under the control of the Officer in Charge of the Records of the Government of India.

23. To this library the books belonging to the several departments, except such as were likely to be needed for frequent reference, have been transferred.

24. The books, like the 'records,' have been carefully classified and arranged and catalogued to render them more generally accessible and useful to the several departments.

25. Requisition for papers and books from the Central Record Office and the Imperial Library, respectively, is made on special forms prescribed for the purpose.

CHAPTER XV.

BOOKS OF GENERAL REFERENCE.

As we have remarked in a previous chapter, one of the essential pre-requisites for efficient 'referencing' is a knowledge of the source whence any specific information may be obtained.

2. Such a knowledge pre-supposes a thorough acquaintance with the contents of the various books which are ordinarily needed, or are intended to be used, in 'referencing.'

3. Considering then that 'referencing' is a most important factor in the due disposal of a case, it will doubtless be useful to acquire a clear notion as to where information on any particular point should be sought for.

4. We shall therefore, in this chapter, take a brief survey of the different books usually required for the purpose, and endeavour to give a general idea of the nature of their respective contents.

§ 1.—*Classification of books of reference.*

5. Books of reference may be divided into three classes—

I.—Office or departmental registers.

II.—Official publications.

III.—Miscellaneous works.

§ 2.—*Office or departmental registers.*

6. Office registers are not framed on the same lines, that is, they do not severally exhibit the same details, in the different departments. A knowledge of these details is necessary before the registers can be practically employed in 'referencing,' inasmuch as such knowledge alone can suggest in what

circumstances, or for what particular information, each *separate register* should be referred to. It is impossible to discuss the contents of the various registers in a general treatise : thorough knowledge can only be acquired by departmental experience.

§ 3.—*Official publications.*

7. We shall now proceed to notice some of the principal official publications.

8. **Army Circulars.**—These are publications issued fortnightly by the Military Department, and contain orders on all matters connected with the Army. All orders are communicated to the various branches of the Army, by means of these Circulars, which are subsequently incorporated in future editions of the Army Regulations. *Indm.*, to which they respectively belong.

9. **Civil Account Code.**—Orders issued by Government in connection with expenditure generally, in the Civil Department, other than those contained in the Civil Service Regulations, are embodied in the Civil Account Code. The Code consists of two volumes. Of the first volume, Part I, contains instructions to officers generally in dealing with treasuries ; and Part II. relates to treasury procedure. Volume II. deals with the procedure in the offices of Accountants-General.

10. The principal subjects of a general character treated of in Vol. I., Part I., are :—

- (1) General rules in regard to salaries and allowances.
- (2) Gazetted officers' bills.
- (3) Establishment ; annual returns ; alteration of establishment ; monthly bill ; distribution of salaries ; advances ; and service books.
- (4) Contingent charges : general limit ; permanent advances ; contingent register ; inter-departmental transfers ; and sundry rulings.

- (5) Miscellaneous charges.
- (6) Loans and advances.
- (7) Remittance transfer receipts.
- (8) Budget : preparation ; expenditure not provided for ;
and inevitable payments.
- (9) Sanction : powers of governments

11. Departments are generally concerned with these subjects. The remaining portions of the Code affect principally Offices of Account.

12. **Gazetteers.**—The following is a list of the Gazetteers relating to countries and provinces with which the Government of India are principally concerned :—

- (1) *An Account of the British Settlement of Aden in Arabia*, compiled by Captain F. M. Hunter, Assistant Political Resident, Aden.
- (2) *A Statistical Account of Assam*, by W. W. Hunter, B. A., LL. D., Director-General of Statistics to the Government of India, &c. 2 vols.
- (3) *A Statistical Account of Bengal*, by W. W. Hunter, B. A., LL. D., C. I. E., Director-General of Statistics to the Government of India, &c. 20 vols.
- (4) *Gazetteer of the Bombay Presidency*. Under Government Orders. 25 vols.
- (5) *The British Burma Gazetteer*. Compiled by Authority. 2 vols.
- (6) *The Gazetteer of the Central Provinces of India*, edited by C. Grant, Secretary to the Chief Commissioner of the Central Provinces.
- (7) *Gazetteer for the Hyderabad Assigned Districts*, commonly called *Berar*, edited by A. C. Lyall, under the orders of the Government of India.
- (8) *A Gazetteer of the Territories under the Government*

of the East India Company, and of the Native States on the Continent of India. Compiled by the authority of the Hon'ble Court of Directors, and chiefly from documents in their possession, by E. Thornton. 4 vols.

- (9) *The Imperial Gazetteer of India*, by Sir W. W. Hunter, K.C.S.I., &c, 2nd edition. 14 vols. (The first edition was in 9 vols.)
- (10) *Manual of the Administration of the Madras Presidency, in illustration of the Records of Government and the yearly Administration Reports.* 3 vols. folio.
- (11) (Gazetteer of) *Mysore and Coorg*, compiled for the Government of India by L. Rice, Director of Public Instruction, Mysore and Coorg. 3 vols.
- (12) *Statistical, Descriptive, and Historical Account of the North-Western Provinces of India.* Under orders of the Government of India. 14 vols.
- (13) *Gazetteer of the Province of Oudh.* Published by Authority. 3 vols.
- (14) *Gazetteers of the Districts in the Punjab*, compiled and published under the authority of the Punjab Government. 28 vols.
- (15) *The Rajputana Gazetteer.* 3 vols.
- (16) *Gazetteer of Arangabad*, published under the orders of His Highness the Nizam's Government.

13. **Gazettes** are organs for the publication of orders and other documents which are intended for the information of the public.

14. **Gazettes** are issued weekly by the Supreme Government, and by some of the Local Governments and Administra-

tions, the names of which, with the style of the publication specified opposite to each, are as follow:—

Assam	... <i>The Assam Gazette.</i>
Bengal	... <i>The Calcutta Gazette.</i>
Bombay	... <i>The Bombay Government Gazette.</i>
Burma	... <i>The Burma Gazette.</i>
Central Provinces	... <i>The Central Provinces Gazette.</i>
Fort St. George	... <i>The Fort St. George Gazette.</i>
Hyderabad	... <i>Hyderabad Residency Orders.</i> ... (published fortnightly.)
India	... <i>The Gazette of India.</i>
N.-W. P. and Oudh	... <i>Government Gazette, N.-W. P. and Oudh.</i>
Mysore	... <i>The Mysore Gazette.</i>
Punjab	... <i>Government Gazette, Punjab and its Dependencies.</i>

15. THE GAZETTE OF INDIA, with which the departments are chiefly concerned, consists of six parts of which the following are the contents:—

PART I.—Government of India Notifications, Appointments, Promotions, Leave of Absence, General Orders, Rules and Regulations.

PART II.—Notifications by the High Court, Comptroller-General, Administrator-General, Paper Currency Department, Presidency Pay Master, Money Order Department, Mint Master, Secretary and Treasurer, Bank of Bengal, Superintendent of Government Printing, and other Government Officers; Postal, Telegraph, and Commissariat Notices.

PART III.—Advertisements and Notices by private individuals and Corporations.

PART IV.—Acts of the Governor-General's Council assented to by the Governor-General.

PART V.—Bills introduced in the Council of the Governor-General of India for making Laws and Regulations, Reports of Select Committees presented to the Council, and Bills published under rule 22 of the Rules for the conduct of the Legislative Business of the Council of the Governor-General.

PART VI.—Abstract of the Proceedings of the Council of the Governor-General of India assembled for the purpose of making Laws and Regulations, and Debates of the Legislative Council of His Excellency the Governor-General.

16. A Supplement to the Gazette is also published from time to time, containing such Official Papers and Information as the Government of India deem to be of interest to the Public, and such as may usefully be made known.

17. Any important occurrence or event of general interest, such as a casualty in the Royal Family, the assumption of the Viceroyalty, the conferment of honours, the death of a dignitary or high official, the issue of a loan, etc., which it is considered expedient should be immediately communicated to the public, is notified in an "Extraordinary" issue of the Gazette, besides being inserted in the ordinary weekly publication.

18. The Gazettes of Local Governments and Administrations are similarly published in parts, each devoted to special subjects according to recognised practice or usage. As they are less frequently referred to, it is hardly necessary to describe the contents of each part, which will be found indicated on the first page.

19. **Histories of Services.**—These compilations, which are prepared in the Accounts Department, are published annually (corrected to the 1st July), and contain a brief statement of the services of gazetted officers in the Civil Department, serving in the several provinces.

20. They are issued for the following Governments and Administrations :—

Assam.	Hyderabad.
Bengal.	Madras.
Bombay.	North-Western Provinces and
Burma.	Oudh.
Central Provinces.	Punjab.

21. The history of the services of officers serving under the Home, Foreign, Revenue and Agricultural, and Legislative Departments of the Government of India, is issued in one volume ; similar publications being issued separately, in respect of officers under the Foreign and Finance Departments.

22. These books furnish information on the following points:—

- (1) Station to which appointed.
- (2) Appointment held, whether substantive or officiating.
- (3) Date of appointment.
- (4) Leave (showing the kind and extent) granted.
- (5) Literary works published.

Some also give particulars as to—

- (6) Date of birth.
- (7) Appointments held previous to being gazetted.
- (8) Honours conferred.
- (9) Examinations passed.
- (10) War services.

&c., &c.

23. **Law Books.**—The principal official law publications, with which the departments are ordinarily concerned, are *Acts and Regulations* passed by the Indian Legislatures, *Statutes of the Home Government* relating to India, and *Indian Law Reports*.

24. **ACTS AND REGULATIONS.**—These are enactments of the Legislative Councils of the Governor-General of India, of

the Governors of Bombay and Madras, and of the Lieutenant-Governors of Bengal, and of the N.-W. Provinces and Oudh.

25. Acts and Regulations, relating to, or which are in force in, the various provinces, are embodied in provincial Codes.

26. Codes are published for the following provinces :—

- | | |
|------------------|-------------------------|
| (1) Ajmere. | (7) Central Provinces. |
| (2) Assam. | (8) Coorg. |
| (3) Baluchistan. | (9) Madras. |
| (4) Bengal. | (10) North-Western Pro- |
| (5) Bombay. | vinces and Oudh. |
| (6) Burma. | (11) Punjab. |

27. Also a series entitled *Lists of British Enactments in force in Native States*, for—

CENTRAL INDIA, comprising the Native States under the political control of the Chief Commissioner of the Central Provinces and under the Agent to the Governor-General in Central India.

NORTHERN INDIA, comprising the Native States in Bengal, Assam, Burma, the North-Western Provinces, and the Punjab, the Native States of Kashmir and Nepal, and the Native States in Baluchistan.

SOUTHERN INDIA (Hyderabad).

Do. (Madras and Mysore).

WESTERN INDIA, comprising the Native States under the political control of the Government of Bombay and the Baroda Agency ; together with a supplement relating to the Persian Coast and Islands, Maskat, the Somali Coast, and Zanzibar.

RAJPUTANA, comprising the Native States under the political control of the Agent to the Governor-General in Rajputana.

28. The Acts and Regulations of the Indian Legislatures

are periodically collected and published in volumes by the Legislative Department.

29. The Legislative Department has also published an edition of the English Statutes relating to India, from 1825 to 1881, in two volumes and a supplement.

30. An "*Index to the Enactments relating to India*" was compiled under the orders of the Government of India by Stephen Jacob. The second edition of the book by W. F. Agnew, was published in 1883. This Index is preceded by a table, in which the enactments with their respective subjects are specified in chronological order.

31. A reference to the Index will show at once whether legislation exists, regarding any particular point, or on any specific subject.

32. A few words may not be out of place regarding the Act of Parliament, 24 & 25 Vic, c. 67, called *The Indian Councils Act, 1861* " This Act was passed "to make better provision for the constitution of the Council of the Governor-General of India, and for the Local Government of the several Presidencies and Provinces of India, and for the temporary Government of India in the event of a vacancy in the office of Governor-General."

33. Under the provisions of this Act, rules have been framed for the conduct of business in the Executive and Legislative Councils of the Governor-General. These rules form the basis on which the working of Indian Secretariats is conducted.

34. The Rules and Orders for the transaction of Business in the (Executive) Council of the Governor-General contain a list of subjects dealt with in the several Departments of the Government of India.

35. The Indian Councils Act and the Rules for the conduct of business in the Councils of the Governor-General, with

certain other documents bearing on the subject, are issued separately in pamphlet form.

36. **INDIAN LAW REPORTS.**—This periodical, which is issued monthly under authority, and of which there are four series, viz., the Allahabad, Bengal, Bombay, and Madras Series, contains a report of the trial of, and of the decisions given on, the more important cases, which are likely to form precedents, by the High Courts of Allahabad, Calcutta, Bombay, and Madras.

37. Among other law publications may be mentioned—

A Digest of Indian Law Cases, containing High Court Reports, 1862–1886, and Privy Council Reports of Appeals from India, 1836–1886, with an Index of cases, compiled under the orders of the Government of India, by J. V. Woodman, Barrister-at-Law, and Advocate of the High Court, Calcutta, in five volumes. (The digest of cases for the years 1887–1889 has been published in an additional volume).

Manual of Military Law, issued by the English War Office.

The Army Act, 1881, and certain other Statutes relating to India.

Various collections of Regulations and Acts.

38. **Official Lists.**—These lists, which are published periodically, are concerned with the *personnel* of the administration under the House and Indian Governments, in the Civil and Military branches of the Service.

39. The following lists are printed and published in England :—

- | | |
|-------------------------------------|---------------------------------------|
| (1) <i>The Colonial Office List</i> | (4) <i>The India List—Civil &</i> |
| (2) <i>The Foreign Office List.</i> | <i>Military.</i> |
| (3) <i>The India Office List.</i> | (5) <i>The Official Army List.</i> |

Of these the first four are issued annually; and the fifth, quarterly.

40. THE COLONIAL OFFICE LIST.—The following is a summary of the principal contents of this book :—

- (1) Historical and statistical information respecting the Colonial Dependencies of Great Britain, including the establishments of the various branches of the administration.
- (2) The Colonial Office establishment.
- (3) Lists of Colonial Governors, and of Members of the Order of S. Michael and S. George.
- (4) Rules and Regulations for Her Majesty's Colonial Service.
- (5) Record of services of officers of the several Colonial Governments and of other persons connected with the Colonies.

This book is compiled from official records, by the permission of the Secretary of State for the Colonies.

41. THE FOREIGN OFFICE LIST.—The following are the principal contents.—

- (1) The Foreign Office establishment.
- (2) Diplomatic Corps.
- (3) Consular Corps.
- (4) British Embassies, Legations, and Consulates in Foreign States.
- (5) Orders in Council regulating the admission of persons to the Civil Service of the Crown.
- (6) Acts of Parliament relating to the Consular Service.
- (7) Regulations for Her Majesty's Diplomatic Service.
- (8) Regulations for the examination of candidates for appointments in and under the Foreign Office.
- (9) List of Extradition Treaties.
- (10) Tables of Consular Fees.
- (11) Flags to be used by Diplomatic and Consular Officers.

- (12) Regulations respecting Foreign Orders and Medals.
- (13) List of Orders in Council regarding Consular jurisdiction.
- (14) Regulations respecting Passports.
- (15) Salaries of Members of the Foreign Office and of the Diplomatic Service.
- (16) Uniforms for the Foreign Office, and the Diplomatic and Civil Services.
- (17) Foreign Embassies, Legations, and Consulates in the British Dominions.

This book is compiled from official records, by permission of the Secretary of State for Foreign Affairs.

42. THE INDIA OFFICE LIST.—The following are the principal contents of this publication :—

- (1) Office of the Secretary of State for India in Council.
- (2) Staff of the Royal Indian Engineering College, Cooper's Hill.
- (3) *Personnel* of the Government of India, and of the several Local Governments and Administrations in India.
- (4) Chronological list of Heads of Administration in India and at Home.
- (5) Lists of Members of the Most Exalted Order of the Star of India, the Most Eminent Order of the Indian Empire, and the Imperial Order of the Crown of India.
- (6) Lists of Officers of the Indian Services who are Members of the Order of the Bath, the Order of S. Michael and S. George, and the Distinguished Service Order.
- (7) Warrant of Precedence in India.
- (8) Tables of Salutes in India.

- (9) Tables of salaries of the Chief Officers of the Administration of India.
- (10) Numbers and pay of some of the principal appointments connected with the general administration in the various provinces in India.
- (11) Regulations for admission to—
 - The Indian Civil Service.
 - The Royal Indian Engineering College, Cooper's Hill.
 - Appointments to the Indian Ecclesiastical Establishments.
 - Educational Appointments in India.
 - India Forest Department Appointments.
- (12) Descriptive accounts of India and of the Provinces and Native States in India.
- (13) Record of the public services of Officers of the Home Establishment of the Secretary of State, and of the Covenanted Civil Service, and of those appointed under the Native Civil Service Rules, &c.

This book is compiled from official records by direction of the Secretary of State for India in Council.

43. **THE INDIA LIST—CIVIL AND MILITARY.**—This list is issued by permission of the Secretary of State for India in Council. Among other matters of minor importance, the following are its principal contents :—

- (1) Regulations for admission to the Indian Staff Corps.
- (2) Salaries of Staff Officers.
- (3) Regulations for admission to the Indian Medical and Indian Nursing Services.
- (4) Military Furlough Regulations of 1854.
- (5) Indian Military Furlough Rules of 1868.
- (6) Furlough and Leave Rules of 1875.

- (7) Leave Rules for the Staff Corps, and decisions thereon.
- (8) Rules regarding advances of pay to officers under the Furlough Rules of 1868 and 1875.
- (9) Indian Pension Regulations.
- (10) Regulations for the commutation of pensions of officers of the Indian Service.
- (11) Extract from Regulations of the Military Fund called Lord Clive's.
- (12) Regulations for admission to the Indian Marine.
- (13) Furlough and Leave Rules of the Indian Marine.
- (14) Establishment of officers of the Indian Marine, and rates of pay and allowances.
- (15) Pension Regulations for the Indian Marine.
- (16) Indian Military Service Family Pension Regulations.
- (17) Lists of Civil and Military Officers in the several Departments of the Government of India, and of the Local Governments and Administrations.
- (18) Gradation Lists of—
 - Covenanted Civil Servants on the Bengal, Madras, and Bombay Establishments.
 - General and Field Officers of the Indian Army.
 - Officers of the Indian Staff Corps.
 - Officers of the Royal (formerly Indian) Artillery.
 - Royal (formerly Indian) Engineer Officers.
- (19) Distribution of the Army in Bengal, Madras and Bombay.
- (20) Officers of British and Indian Cavalry, Infantry, and other Regiments, and of the Royal Artillery and Royal Engineers, in the three Presidencies.

44. THE OFFICIAL ARMY LIST.—This list is published, by authority, "in accordance with the provisions of the Army

Act, 1881, Section 163 (d), and under that Act, is evidence of the status and rank of the officers" therein mentioned. The following are its principal contents :—

- (1) *Personnel* of the War Office.
- (2) Staff of the Army (Home, Colonies, and India).
- (3) Military Establishments and Staff.
- (4) Officers holding appointments not included in the Staff of the Army.
- (5) Gradation List of Officers of the British Army, showing regiment, date of birth, appointments to rank, and staff service.
- (6) Officers holding local, temporary, and honorary rank.
- (7) Warrant Officers.
- (8) Regimental list.
- (9) Departments of the Army.
- (10) Reserve of Officers.
- (11) List of Officers of Colonial Militia and Volunteers.
- (12) List of Non-effective Officers
- (13) Honour conferred on officers holding rank in the Army, Militia, Yeomanry or Volunteers.
- (14) The Victoria Cross Warrants.
- (15) The Statutes of the Distinguished Service Order.
- (16) The Statutes of the Royal Red Cross.
- (17) The Volunteer Officers' Decoration Warrant.
- (18) Regulations respecting Foreign Orders.
- (19) Regulations respecting Foreign Medals.
- (20) Regulations respecting medals granted for acts of bravery in saving life.
- (21) War Services of Officers of the Army.

45. There is a similar "War Office Army List" which is issued monthly.

CHAPTER XVI.

BOOK OF GENERAL REFERENCE.—(*Continued.*)

Official publications.

Official Lists.—There are three classes of such lists published in India:—

I. Army Lists | II. Civil Lists.

III. Department Lists.

2. The Army Lists are three in number, viz. :—

(1) *The Quarterly Indian Army List.*

(2) *The Quarterly Army List of Her Majesty's British and Indian Forces on the Madras Establishment.*

(3) *The Bombay Army List* (issued monthly).

3. THE QUARTERLY INDIAN ARMY LIST.—This list, which is published by authority, is compiled in the Military Department of the Government of India from official records, and is corrected up to the last day in each quarter. The following are among its principal contents:—

(1) Personal Staff of the Viceroy and Governor-General of India, and of the Commander-in-Chief in India.

(2) Staff of the Military Department of the Government of India, and of the Departments subordinate to it.

(3) Head Quarters Staff and Departments of the Army in the three Presidencies.

(4) Commands and District Staff.

(5) Administrative Departments of the Army under the Government of India.

- (6) Staff and Departments of the Punjab, Bengal, Madras, and Bombay Commands.
 - (7) Distribution of the Forces in India.
 - (8) Distribution of the Forces in the Commands in the three Presidencies, with their Staff.
 - (9) Gradation Lists of Officers of all ranks of the Indian Army.
 - (10) Local Service Officers in the three Presidencies.
 - (11) Officers holding local, temporary, and honorary rank.
 - (12) Officers of the Indian Staff Corps.
 - (13) Officers attaining "Colonel's Allowances."
 - (14) Staff of Officers of British and Indian Cavalry and Infantry and other regiments.
 - (15) Corps under the orders of the Government of India.
 - (16) Army Medical Staff, and Indian Nursing Service.
 - (17) Indian Medical Service in the three Presidencies.
 - (18) Veterinary Service.
 - (19) Honorary Commissioned and Warrant Officers in the three Presidencies.
 - (20) Staff of the Volunteer Corps in the three Presidencies.
 - (21) Honours and rewards conferred on officers of the Indian Army.
 - (22) Qualification lists.
 - (23) Officers in Civil employment.
 - (24) Ecclesiastical Establishments in the three Presidencies.
 - (25) Lists of Non-Effective Officers of the Indian Army.
 - (26) War Services of Officers of the Indian Army.
4. This list is the standard work of reference on matters

relating to appointments of officers of the Army throughout India; and furnishes information as to—

- (i) date of first Commission,
- (ii) date of appointment,
- (iii) date of promotion to regimental and army rank,
- (iv) date of Colonel's allowance,
- (v) examinations passed,
- (vi) uniforms, and location of regiments,

and all particulars usually required. It embraces generally information in regard to officers of the Madras and Bombay Armies contained in the lists of those Presidencies.

5. The Madras Army List contains similar information in respect of officers of the Madras Army. In it are embodied the Madras Civil List and the General Orders issued during the quarter. It is compiled by permission of Government and is published by authority.

6. The Bombay Army List contains similar information in respect of officers of the Bombay Army. It is compiled by permission of Government and is published by authority.

7. In addition to the Army Lists there are issued monthly, lists showing the DISTRIBUTION OF THE ARMY in the three Presidencies. These lists, which are of a confidential nature and contain the most recent and accurate information on the subject, are prepared in the Office of the Quarter-Master General in India.

8. Civil Lists are authoritative publications and are issued corrected to the first day of the ensuing quarter. The following is a list of such publications:—

- (1) *The Quarterly Civil List for the Province of Assam*, compiled in the office of the Secretary to the Chief Commissioner of Assam.

- (2) *The Quarterly Civil List for Bengal* compiled in the office of the Chief Secretary to the Government of Bengal.
 - (3) *The Bombay Quarterly Civil List*, compiled in the office of the Accountant-General, Bombay.
 - (4) *The Quarterly Civil List for Burma*, compiled in the office of the Chief Secretary to the Chief Commissioner.
 - (5) *The Quarterly Civil List for the Central Provinces*, compiled in the office of the Comptroller, Central Provinces.
 - (6) *The Quarterly Civil List of the Hyderabad Administration*, compiled in the office of the First Assistant and Secretary for Berar to the Resident, Hyderabad.
 - (7) *The Madras Quarterly Civil List*, compiled in the office of the Accountant-General, Madras.
 - (8) *The Quarterly Civil List for the North-Western Provinces and Oudh*, compiled in the Government Secretariat, North-Western Provinces and Oudh.
 - (9) *The Quarterly Civil List for the Punjab*, compiled in the office of the Accountant-General, Panjab.
 - (10) *The Civil List for the Government of Mysore*, compiled in the office of the Comptroller, Mysore.
(This is an annual publication).
9. The following are the principal contents of these lists :—
- (1) *Personnel of the Administration.*
 - (2) *Civil Service Gradation List*
 - (3) *Gradation or Distribution List of all classes of officers.*
 - (4) *Branches of the Administration, with the officers employed in their conduct.*

(5) Political appointments, if any.

(6) Divisions, districts, and sub-divisions, and the officers serving therein.

10. These lists relate to all officers in civil employment connected with the administration of the province ; and afford information in regard to their—

(1) grading, and

(2) distribution,

(3) the department or branch of the service in which employed,

(4) appointments held with dates,

(5) pay and allowances,

(6) leaves,

(7) length of service,

(8) honours and titles conferred,

(9) powers enjoyed,

etc., etc.

11. Ministerial establishments and officers are not noticed in these lists : information regarding these, if required, are procurable from the administrations concerned.

12. **Departmental Lists.**—In addition to those noticed above, lists of officers serving under them are issued periodically by the several Departments. The following is a list of such issues:—

(1) *List of Officers appointed by the Government of India in the Finance and Commerce Department*—issued monthly.

(2) *List of Officers holding Gazetted Appointments under the Government of India in the Foreign Department*—issued half-yearly.

(3) *List of Civil Officers holding Gazetted Appointments under the Government of India in the Home, Legis-*

lative, Foreign, and Revenue and Agricultural Departments—issued half-yearly.

(4) *Government of India, Public Works Department—Classified List and Distribution Return of Establishment*—published by authority half-yearly.

(5) *List of Forest Officers in the Bengal, Madras, and Bombay Presidencies*—issued half-yearly.

(6) *List of Officers in the Survey Departments, and in the Offices of the Meteorological Reporter to the Government of India, Trustees, Indian Museum, Reporter on Economic Products, Director, Botanical Department, Northern India, and General Superintendent, Horse-Breeding Department*—issued half-yearly.

(7) *List of the Heads of Administrations in India and of the India Office in England*—issued yearly by the Home Department.

13. The following is a list of their respective contents :—

Contents of (1).

1 Classification of officers in the—

(a) Financial Department (including Secretariat Officers, and Chief Superintendents),

(b) Post Office,

(c) Department of Northern India Salt Revenue,

(d) Mint,

(e) Government Printing Office.

2 Details regarding the above officers as to—

(a) service, | (c) pay and allowances, and

(b) appointments, | (d) leaves.

Contents of (2).

1 Secretariat Officers.

2 Officers serving in—

- | | |
|----------------------------------|-----------------------------------|
| (a) Ajmere-Merwara, | (h) Muscat, |
| (b) Baluchistan, | (i) Mysore, |
| (c) Baroda, | (j) Nepal, |
| (d) Central India, | (k) Persian Gulf, |
| (e) Hyderabad (including Berar), | (l) Rajputana, |
| (f) Kashmir. | (m) Thagi and Dakaiti Department, |
| (g) Ladakh, | (n) Turkish Arabia. |

3 Political Officer in charge of the ex-Amir of Kabul.

4 Political Officer with Sardar Ayub Khan.

5 Officers on Special or other Duty.

6 Medical Appointments.

7 Details regarding the above officers as to—

- | | |
|-------------------|-----------------------------|
| (a) appointments, | (b) pay and allowances, and |
| (c) leaves. | |

*Contents of (3).***1 Home Department—**

- (a) Secretariat Officers.
- (b) Judicial Officers in the Punjab.
- (c) Officers in the Central Provinces.
- (d) Officers in Burma.
- (e) Officers in Assam.
- (f) Officers in Coorg.
- (g) Officers in Hyderabad—Jails, Registration and Stamps, Sanitary and Medical, Police, and Education.
- (h) Officers in Port Blair.
- (i) Miscellaneous—Government Law Officers, Registrars, High Court, Calcutta, Administrator-General, Secretary, Board of Examiners, Sanitary Commissioners and Surgeon-

General with the Government of India, Secretary to ditto, Statistical Officer to the Government of India in the Sanitary and Medical Department, and Civil Surgeons, Simla.

2 Legislative Department—

(a) Ordinary and Additional Law Members of the Governor-General's Council.

(b) Secretariat Officers.

3 Foreign Department.—[*Vide* (2) above].

4 Revenue and Agricultural Department—

(a) Secretariat Officers.

(b) Survey of India Department, showing Classification and Disposition of Officers.

(c) Mysore Revenue Survey Department—General and Disposition List.

(d) Geological Survey of India—Classified and Disposition List.

(e) Classified List of Officers in the Meteorological Department.

(f) Classified List of Gazetted Officers in the Indian Museum.

(g) Classified List of Officers in the Office of the Reporter on Economic Products.

(h) Classified List of Officers in the Botanical Department, Northern India.

(i) Classified List of Officers in the Horse-Breeding Department in North-Western Provinces, Rajputana, and Punjab.

5 Gradation List of the Covenanted Civilians of the Presidencies of Bengal, Madras, and Bombay, holding appointments under the Government of India.

6 Details regarding the above officers as to—

- (a) appointments,
- (b) pay and allowances, and
- (c) leaves ; and, in the case of Survey Officers,
- (d) examinations passed,
- (e) date of birth,
- (f) length of service,
- et.c, etc.

Contents of (4).

1 Classified List—

- (a) Secretariat Officers.
- (b) Engineer and Upper Subordinate Establishments.
- (c) State Railway, Revenue, and Store-keepers' Establishments.
- (d) Account Establishment.
- (e) Honorary Commissioned and Warrant Officers.
- (f) Sergeants employed in the Public Works and Barrack Departments.
- (g) Artificers, Mechanics, etc., under agreemen with Her Majesty's Secretary of State for India.

2 Distribution Return—

- (a) Consulting Engineers for Railways.
- (b) State Railways under the Governments of Madras and Bombay, Local Administrations, and the Director-General of Railways.
- (c) Government Officers lent to Railway Companies.
- (d) Government Officers lent to Foreign States.
- (e) Public Works Department Officers under the Local Administrations in the Bengal Presidency.

3 Superior Staff (excluding Government Officers) employed on State Lines worked by Companies on Guaranteed or Subsidised Railways, and on Native State Lines.

4 List of Admissions to the several Establishments of the Public Works Department during the half-year.

5 List of Casualties during the half-year.

6 Sanctioned scale of salaries—

(a) Engineer Establishment.

(b) Upper Subordinate Establishment.

(c) Account Establishment.

(d) State Railway Superior and Subordinate Revenue Establishments.

7 Numerical statement of—

(a) Engineer and Upper Subordinate Establishments.

(b) Account Establishment.

8 Details regarding the officers as to—

(a) date of birth,	(d) pay,
(b) appointments,	(e) leaves,
(c) length of service,	(f) examinations passed.

Contents of (5).

1 Classified List of Officers in the Forest Department in the various provinces under the Government of India, and the Presidencies of Madras and Bombay (including Sind).

2 Details regarding the officers as to—

(a) age,	(c) pay and allowances,
(b) appointments,	(d) leaves,
(e) tests passed.	

Contents of (6).

1 [Same as (3) 4 (b)—(i)].

- 2 List of Technical and Ministerial Officers of the Survey of India Department drawing Rs. 100 and above.

Contents of (7).

1 Lists of—

- (a) Presidents of the Board of Control.
- (b) Secretaries of State for India.
- (c) Governors of Bengal, Fort St. George, and Bombay.
- (d) Governors-General of Fort William in Bengal.
- (e) Governors-General of India.
- (f) Viceroys and Governors-General of India.
- (g) Members of the Supreme Council of the Government of India.
- (h) Lieutenant-Governors of Bengal.
- (i) Governors of Agra.
- (j) Lieutenant-Governors of the North-Western Provinces.
- (k) Lieutenant-Governors of the North-Western Provinces and Chief Commissioners of Oudh.
- (l) Lieutenant-Governors of the Punjab.
- (m) Chief Commissioners of Oudh.
- (n) Chief Commissioners of the Central Provinces.
- (o) Chief Commissioners of British Burma.
- (p) Chief Commissioners of Burma.
- (q) Commissioners and Chief Commissioners of Mysore and Coorg.
- (r) Residents in Mysore and Chief Commissioners of Coorg.
- (s) Chief Commissioners of Ajmere-Merwara.
- (t) Chief Commissioners of Assam.
- (u) Residents at Hyderabad.

2 In respect of 1 (*d*), (*e*), and (*f*), and of the Governors of Fort St. George, and Bombay, the list shows dates of—

- (a) landing in India,
- (b) assumption and transfer of charge of Office,
- (c) embarkation for England ; as to the others, date of assumption of charge of Office.

14. **Official Papers.**—Among the official papers published for general information, besides those issued in the Gazettes from time to time, may be enumerated the following :—

- | | |
|-----------------------------|-----------------|
| (1) Administration Reports. | (3) Selections. |
| (2) Blue Books. | (4) Treaties. |

15. **ADMINISTRATION REPORTS.**—These Reports, which are submitted annually, contain a record of all noteworthy matters connected with, and a general survey of the progress made in, the various branches of the administration, such as Political, Judicial, Agriculture, Public Works, Revenue, Finance, Medical, Educational, etc.

16. Provincial Reports contain a summary of the administration of the several States or Agencies within the jurisdiction of the province.

17. Besides the *general* Administration Reports, reports are also, in many instances, submitted annually in respect of the administration of certain special and more important branches : fuller particulars connected with these branches of the administration must therefore be looked for in these reports.

18. The principal Administration Reports are published as ‘Selections’ [para. 20 *infra*]

19. **BLUE BOOKS.**—Official correspondence or parliamentary papers of interest to the general public are, if there are no political objections against doing so, published by the Home Government in what are termed ‘Blue Books.’

20. State publications of a similar nature of the various Governments are generally bound in covers of distinctive national colours. The colour used for publications of the British Government is blue : hence the term, 'Blue Book.'

21. SELECTIONS.—Similar publications of the Indian Government are styled "Selections from the Records of the Government of India in the — Department ;" and are numbered serially. 'Selections' are also published by some of the Local Governments.

22. Should the papers for publication contain passages which it would not be expedient to make generally known, such passages are expunged in copies intended for the public. Hence copies intended solely for the use of Government are bound in covers of a different (pink) colour, and are marked *confidential*.

23. Blue Books and Selections are however rarely referred to : they are therefore seldom needed for reference.

24. TREATIES.—The following are the principal collections of treaties between the British Government and the Foreign States to which reference is usually made:—

- (1) *A Complete Collection of the Treaties and Conventions, and reciprocal relations, at present subsisting between Great Britain and Foreign Powers : and of the Laws, Decrees, and Orders in Council concerning the same ; so far as they relate to Commerce and Navigation, the Slave Trade. Post Office Communications, Copyright, &c : and to the Privileges and Interests of the subjects of the High Contracting Parties.* Compiled from Authentic Documents. 16 Vols Vols 1—XI by L. Hertslet and Vols. XII—XVI Sir Edward Hertslet, C. B., both, Librarian and the Keeper of the Papers, Foreign Office.

[This work, which was originally commenced under the special patronage of the Secretary of State for Foreign Affairs, contains the treaties up to 1885. Vol XVI is entitled "General Index, arranged in order of countries and subjects, to Hertslet's Commercial Treaties, Vols. I to XV. With notes shewing which Treaties and other Documents were in force on the 1st January 1885. Compiled upon an entirely new principle."]

- (2) *A Collection of Treaties, Engagements, and Sunnuds relating to India and Neighbouring Countries.* Compiled by C. U. Aitchison, B. C. S., Under-Secretary to the Government of India in the Foreign Department. Revised and continued to the present time (1892). 11 Vols.

[In this work, the treaties, &c., appertaining to the several States are preceded by brief historical narratives specially descriptive of the circumstances which led to their conclusion.]

25. Among other collections of less frequent reference may be specially noticed the following:—

Treaties, &c., concluded between Great Britain and Persia, and between Persia and other Foreign Powers, wholly or partially in force on the 1st April 1891. By Sir Edward Hertslet, C. B., Librarian and Keeper of the Papers, Foreign Office.

26. **Regulations.**—The Regulations most frequently referred to are those which determine the relations to the State of administrative and ministerial officers. As these officers are recruited from the Civil and Military Branches of the service, the principal Regulations are—

- (1) *The Civil Service Regulations embodying the Civil*

*Pay and Acting Allowance ; Leave ; Pension ; and
Travelling Allowance Regulations.*

(2) *Army Regulations, India.*

These only need be noticed here ; special Regulations relating to other and departmental matters do not come within the scope of this treatise.

27. THE CIVIL SERVICE REGULATIONS.—These Regulations are published by the Finance Department of the Government of India. They are the sole guide and authority, so far as officers in the Civil Department are concerned, in all matters relating to—

- (a) Conditions of Service, including Foreign Service and Service under Local Funds.
- (b) Pay and Allowances.
- (c) Leave.
- (d) Pension and Gratuity.
- (e) Travelling Allowance.

28. It may however be mentioned that, for officers and establishments moving with the head-quarters of a Government to and from a hill sanitarium, including Poona, special rules and special rates are laid down.

29. The rules regulating the grant of travelling and other allowances to the Secretariat and subordinate offices accompanying the Government of India annually to and from Simla, are embodied in the *Simla Allowance Code*.

30. ARMY REGULATIONS, INDIA.—These Regulations, which relate to the various subjects with which the Army is concerned, are contained in fourteen volumes ; and are issued by the Military Department of the Government of India. Of these only Vols. I. and II. are ordinarily referred to in the Secretariats in general, as affecting Military Officers in civil employ.

31. Vol. I. which deals with "Pay and Allowances and Non-Effective Pay" is issued in two parts. Part I. relates to *British Troops (including officers and men of the Indian Army)*; Part II. relates to *Native Troops (including followers of British and Native Troops)*. A Supplement is also issued to Vol. I. containing "Fund Regulations."

32. Vol. II. treats of "Discipline," and is ordinarily referred to on matters relating to—

(a) Leave of Absence and Furlough.

(b) Native Languages—Texts for the Lower and Higher Standards, and for High Proficiency, and Honours.

33. **Route Books.**—These books indicate the route and stages between places, and are sometimes referred to in calculating travelling allowance when the journey is not performed by railway. There are separate publications for the three Presidencies.

34. **Chronological Tables**, containing corresponding dates of different Eras used in the Provinces of Bengal, Behar, Orissa, and Benares. (Published under the authority of Government.

35. **Glossaries.**—The Glossaries to which reference is here made relate to terms used in official papers: of these the following may be mentioned:—

A Glossary of Judicial and Revenue Terms, and of Useful Words occurring in Official Documents relating to the Administration of British India. Compiled and published under the authority of the Hon'ble the Court of Directors of the East India Company, by H. H. Wilson, M. A., F. R. S., Librarian to the E. I. Co. &c., 1855.

A Glossary of Vernacular Terms and of Useful Words occurring in Official Documents relating to the Admini-

nistration of British India. Issued by the Department of Revenue, Agriculture, and Commerce. 1874.

36 Indian Postal Guide.—This is published by order of the Director General of the Post Office of India, and contains all information relating to—

- (1) Inland and Foreign Post.
- (2) Money Orders.
- (3) British Postal Orders.
- (4) Post Office Savings Bank.
- (5) Government Carrying Agency.
- (6) Passenger Service—Simla and Kalka line.
- (7) List of Indian Post Offices.

37. Indian Telegraph Guide.—This is published by order of the Director General of Telegraphs, and contains :—

- (1) General rules and charges for telegrams—inland and foreign
- (2) List of Telegraph Offices in India and in Ceylon.
- (3) List of Newspapers, registered under the Press Rules.
- (4) Abbreviated addresses of Government Officials to be used in State telegrams.
- (5) List of Officials authorised to send Foreign State telegrams

CHAPTER XVII.

BOOKS OF GENERAL REFERENCE—(*Concluded*).

Miscellaneous Works.

Though not possessing the same authority as official publications, there are works of standard merit written by private individuals, or by officials in their private capacities, which often afford material aid in the disposal of 'cases.' The information furnished by these books is either not procurable from official sources; or is compiled from official documents not readily accessible, though such information is susceptible of verification, if considered necessary and worth the expenditure of labour involved.

2. A few of these books, which are more generally needed for purposes of reference, we shall notice in the course of this chapter, showing briefly the nature of the information derivable from each.

3. **Almanac de Gotha.**—This is an annual publication and is issued in French. Of its contents, which are principally concerned with information relating to the several reigning Sovereigns, Princes, and Chiefs of Europe (indeed of all countries), and their States, the following are the principal heads:—

- (1) Genealogy of the Sovereigns of Europe.
- (2) Genealogy of the mediatised Princes of Germany.
- (3) Genealogy of other non-sovereign princely Houses of Europe.
- (4) Diplomatic and statistical calendar, containing lists of Sovereigns, Regents, &c., and of all the high

functionaries of the principal States of the World, including Diplomatic Agents and Consuls, and statistical notices of the different countries.

&c., &c., &c.

4. Almanac, Whitaker's.—The following is a summary of the principal heads of information contained in this publication which are likely to be of use in official business :—

- (1) Particulars in regard to the Royal Family.
- (2) Members of Her Majesty's household.
- (3) Members of the Most Hon'ble Privy Council.
- (4) Table of Precedency.
- (5) Lists of Members of the several Orders of Knighthood.
- (6) The Victoria Cross, Baronets, and Knights Bachelors.
- (7) Members and Officers of the House of Peers.
- (8) Members and Officers of the House of Commons.
- (9) Government Offices, &c.
- (10) The Army and Navy Lists.
- (11) Regulations respecting Passports.
- (12) Principal Monetary Units of Foreign Countries.
- (13) British and Metrical Weights and Measures.
- (14) British Postal and Telegraph Guides.
- (15) Account of the several British Possessions in the East, in Australasia, in the West Indies, in Africa, and in Europe, with the *Personnel* of their respective Governments.
- (16) Accounts of Foreign Countries, with the *Personnel* of their respective Governments.
- (17) Foreign Moneys and their English Equivalents.
- (18) Members of the Institute of France.
- (19) Foreign Measures and Weights.

5. Directories.—The principal publications of this class

which we shall notice are those issued in the three presidency towns, namely—

- (1) The Madras Directory, known as *The Asylum Press Almanack*.
- (2) The Bombay Directory, known as *The Times of India Calendar and Directory*.
- (3) *Thacker's Indian Directory*.

6. To these may be added the *Annuaire des Etablissements français dans l'Inde* which relates to the French possessions in India.

7. *The Asylum Press Almanack*, established in 1790, is issued by the Lawrence Asylum Press in Madras. Chief among its contents may be noticed the following :—

- (1) Explanation of Chronological Cycles and Eras.
- (2) Tables showing the corresponding months and days of the English, Tamil, Malayalam, Telegu, and Mahomedan Calendars for the year.
- (3) British and Foreign Ambassadors, and Military Attachés at Foreign Courts.
- (4) Chief Colonies of Great Britain, with their Governors.
- (5) Native Indian Princes in the Madras Presidency.
- (6) Government House Private Entrée List.
- (7) Salutes for Officials and Native-Chiefs.
- (8) Foreign Consular Officers in the Madras Presidency.
- (9) Scale of Civil Allowances—Pay and Travelling.
- (10) Civil Officers of all grades in the various Departments in the Madras Presidency.
- (11) Examination Rules for Forest Officers in the Presidency.
- (12) Rules for the Examination of Assistants in the Civil Service.

- (13) Rules for the encouragement of the study of Oriental languages among the Junior Members of the Madras Civil Service.
- (14) Rules for the examination of Europeans and Eurasians serving in the Education Department.
- (15) Examination of Police Officers and Cantonment Magistrates.
- (16) Tests for Military Officers in the vernacular.
- (17) Uncovenanted Civil Service Examination Rules.
- (18) Lord Clive's Fund.
- (19) Queen's Military Widows' Fund.
- (20) The Indian Military Service Family Pensions.
- (21) Pensions granted by the Royal Warrant of 1891 to the widows and families of certain classes of Officers.
- (22) Table of Staff Appointments and Salaries.
- (23) Regulations for admission to the Staff Corps.
- (24) Rules for admission to certain military departments in the Madras Presidency.
- (25) Leave and Pension Rules for the—
 - (a) Indian Staff Corps ;
 - (b) Indian Medical Service.
- (26) Tables of Indian Coin, Weights, and Measures.
- (27) Information in regard to persons holding appointments under the Governments of Mysore, Cochin, Hyderabad, and Travancore.

8. *The Times of India Calendar and Directory* is published by the "Times of India" Office in Bombay. Among its contents which are likely to prove useful in course of official business may be enumerated the following :—

- (1) Particulars relating to the English and Indian Calendars, including the Hindu, Parsi, Muhammadan, and Jewish methods of reckoning.

- (2) Indian weights and measures.
- (3) Gold and other silver foreign coins, and their equivalents in Indian currency.
- (4) List of Chiefs and Nobles of India.
- (5) Warrant of Precedence for India, and Table of Precedence for Bombay.

9. *Thacker's Indian Directory*.—This publication embraces the whole of British India and the Native States, and is issued by the well-known firm of Thacker, Spink & Co. of Calcutta. Its principal contents are—

- (1) British Indian money, weights and measures.
- (2) Holders in India of titles for eminence in Oriental learning.
- (3) Tables of salutes.
- (4) The Private Entrée List.
- (5) Directory of districts and stations in India and Burma, including the Presidencies of Madras and Bombay.
- (6) Route to stations and towns in India.

10. *Geography*.—Among geographical works may be mentioned—

- (1) *Index Geographicus Indicus*, by J. F. Baness of the Survey of India Department.
- (2) *A General Dictionary of Geography, Descriptive Physical, Statistical, Historical, forming a complete Gazetteer of the World*, by A. Keith Johnston, F.R.S.E.
- (3) *A Dictionary, Geographical, Statistical, and Historical, of the various countries, Places, and principal Natural Objects in the World*, by J. R. M'Culloch. 4 Vols.

11. The first named contains an alphabetical list of the

principal places in the Indian Empire, with notes and statements, statistical, political, and descriptive, of the several provinces and administrations, the Native States, independent and feudatory, attached to and in political relationship with each ; and other information relating to India and the East.

12. The titles of the other two are sufficiently indicative of their contents.

13. **Historical Record of Medals and Honorary Distinctions.** By George Tanc red, 1891.—This book contains a brief historical sketch, with illustrations, of the various Orders of Knighthood, &c., and of Medals and Honorary Distinctions, conferred on the British Navy, Army, and Auxiliary Forces, from the earliest period.

14. **History.**—Among Histories to which reference may sometimes be necessary, may, in addition to the standary works on India by Elphinstone, Hunter, Marshman, Mill and Wilson, Trotter, and Wheeler, be mentioned the following—

- (1) *An Historical Sketch of the Native tates of India in Subsidiary Alliance with the British Government, with a Notive of the Mediatized and Minor States.* By Colonel G. B. Malleson, C S I.
- (2) *The Rajas of the Punjab, being the History of the Principal States in the Punjab, and their Political Relations with the British Government.* By Lepel H. Griffin, Under-Secretary to the Government of the Punjab.
- (3) *The Punjab Chiefs Historical and Biographical Notices of the Principal Families in the Lahore and Rawalpindi Divisions of the Punjab.* By Sir Lepel H. Griffin, K.C.S.I. New edition bringing the Histories down to date, by C. F. Massy, Major, Bengal Staff Corps—2 vols., 1890.

- (4) *Chiefs and Families of Note in the Delhi, Jalandhar, Peshawar, and Derajat Divisions of the Punjab.* By C. F. Massy, Major, Bengal Staff Corps, 1890.
- (5) *The Chiefs of Central India.* By G. R. Aberigh-Mackay, Principal, Rajkumar College, Indore. (Vol. I. only published.)

51. **Indian Bradshaw.**—This is a periodical publication issued monthly by W. Newman & Co. of Calcutta. It contains—

- (1) Specially arranged time and fare tables of all the Indian Railways, Steam Navigation, Dak, and Transit Companies :
- (2) Postal, Telegraph, and Conveyance rates ;
 &c., &c., &c.,

16. This publication is useful in calculating the travelling allowances of officers.

17. **Land Systems of British India, (The).** By B. H. Baden-Powell, C.I.E., F.R.S.E., M.R.A.S., late of the Bengal Civil Service, and one of the Judges of the Chief Court of the Punjab—3 vols., 1892 This book is, as its second title indicates, a Manual of the Land-Tenures and of the Systems of Land-Revenue Administration prevalent in the several Provinces. It contains also an account of the origin of the Provinces under the Government of India, and of the Indian Legislatures, and a vernacular index and glossary.

18. **Law Books.**—Among non-official law publications may be mentioned—

- (1) Stokes's Anglo-Indian Codes—2 vols. with Supplements.
- (2) Works on International Law by standard authors, such as Halleck, Martens, Phillimore, Twiss, Vattel, and Wheaton.

- (3) Works on Hindu Law by standard authors, such as Colebrooke, Macnaghten, Mayne, Stokes, and Strange.
- (4) Works on Muhammadan Law by such authors as Baillie and Macnaghten.
- (5) Tagore Law Lectures.
- (6) Works on Medical Jurisprudence by Chevers, Taylor, &c.
- (7) Bentham's Theory of Legislation.
- (8) Austin's Jurisprudence.
- (9) Markby's Elements of Law. (*Text-book in Law for the Political Department examination.*)
- (10) Annotated editions of special Acts.
 &c., &c., &c.

19. Questions sometimes arise on legal points, for the elucidation of which reference may be necessary to some of these works.

20. **Modern Cambist** (Tate's).—This, as its second title indicates, is a Manual of Foreign Exchanges and Bullion with the Moneys and other Mediums of Exchange of all Trading Nations; and contains Tables of Foreign Weights and Measures.

21. **Peerage**.—These are annual publications and are referred to when information is wanted on matters relating to the Nobility and Titled Gentry of the United Kingdom. Among the principal publications of the kind may be mentioned those of Burke, Debrett, Foster, Lodge, &c.

22. A similar publication relating to India is—

The Golden Book of India by Sir Roper Lethbridge, K.C.I.E. This book is, as described in its second title, a genealogical and biographical dictionary of the ruling Princes, Chiefs, Nobles, and other personages, titled or decorated, of the Indian Empire.

23. Allied to the 'Peerage' may be noticed *The British Roll of Honour*, by P. L. Simmonds. This book contains a descriptive account of the recognised orders of Chivalry in various countries, and their Insignia; also detailed lists of the British subjects enrolled in these orders, with illustrations of the decorations. The descriptions, which are arranged alphabetically in the order of the countries to which they belong, are each followed by a list of British members.

24. In this book will also be found—

- (1) Table of Precedency of Knights of British Orders of Chivalry. (*N.B.*—Knights holding Foreign Orders take no special rank or position.)
- (2) Alphabetical list of members of the Most Honourable Privy Council of Great Britain and Ireland.
- (3) Regulations respecting Foreign Orders and Medals.
- (4) Alphabetical descriptive list, with addresses, of British subjects having English or Foreign Decorations.

25. *Statesman's Year Book, (The)*.—This is an annual publication and contains—

- (1) Statistical and historical information in regard to the various branches of the administration of all the countries of the world.
- (2) A bibliography of the principal official and non-official books of reference in respect of each country.

26. To the above-mentioned books, may be added standard works on travels, and biography, to which reference is sometimes necessary.

27. Works of reference dealing with technical, or special subjects peculiar to departments, do not come within the scope of this treatise, and are therefore not noticed.

CHAPTER XVIII:

PROOF CORRECTION.

As the correction of press-proofs has become a recognised duty in some Government Offices, a work, which professes to be an exhaustive treatise on Secretariat work in general, can hardly be held to be complete, if it did not contain clear and explicit instructions on the subject.

2. Considering the purely technical character of proof-reading, and the fact that every press entertains an establishment of examiners who have been trained to the work, it is, to say the least, a sheer waste of valuable time and energy, which might be more usefully employed, to impose upon a clerk, who has had no practical training or experience, the duty of correcting proofs. Indeed, unless carefully re-read by a trained and experienced examiner, there is no guarantee that a proof that has been examined by a clerk is entirely free from errors of every description.

3. But as a clerk is liable at any moment to be called upon to perform such duty, we shall endeavour in this chapter to explain the process, only premising that all that can be, or is, expected of him in this connection is that he should point out, to the best of his ability, such typographical and other errors, or omissions as may fall under his observation.

4. This treatise being intended only for the clerk, we shall not attempt to discuss the minutiae to which a professional proof-reader is required to give his attention in passing proofs for press: we shall confine our instructions to simply indicating the manner in which one should proceed in detecting and

marking errors, and giving directions for any alterations or additions so as to be intelligible to the compositors in the press.

§ 1.—*Duties of Examiner.*

5. Though the chief duty of the examining clerk is to be to the proper arrangement and sequence of the papers, as is always indicated when the matter to be printed is sent to the press, he should also, in a general manner, correct such obvious errors as may strike his eye in the course of examination.

6. His duties may therefore be summarised as follows :—

- (1) To see that the printed matter is properly ordered and arranged.
 - (2) If not, to give directions as to any necessary changes or additions.
 - (3) To detect and to rectify errors in typography, orthography, and punctuation.
 - (4) To correct any obvious grammatical misconstruction.
7. Sometimes queries are put by the press on points of doubt : these too require to be answered.

§ 2 — *Procedure for proof-reading.*

8. To carry out these duties, it is in the first place necessary that the *original* should be intelligently read to the examiner, if the work is to be done properly ; as otherwise the ‘copy-holder,’ that is, he, who holds the original, is liable, through inattention, or owing to the illegible character of, or intricacy of alterations in, the manuscript, or from any other cause, to let mistakes pass unnoticed.

9. In examining, the mind and attention should be concentrated on the words and meaning of the writer, the more easily to check omissions, discover errors, and obviate misunderstanding of the sense ; especially if the original is at all intricate or difficult to decipher.

10. Errors in typography to which the attention should be directed relate to—

- (a) the misuse of capitals ;
- (b) the employment of broken or wrong-fount type ;
- (c) the omission or misplacement of letters, words, or lines ;
- (d) incorrect or improper paragraphing ;
- (e) irregularity of spacing or 'leading' ;
- (f) the rectification of any alteration made by mistake.

11. Capitals are said to be misused when they are employed for small capitals, or for 'lower case' type, and *vice versa*. The proper use of capitals appertains strictly speaking to the province of orthography, though it is sometimes governed by usage.

12. Type is said to be broken when the impression is not perfect.

13. By the employment of wrong-fount letters is meant the use of letters of different founts in combination, except when so expressly indicated or required.

14. Letters are misplaced—

- (a) when wrong letters are used,
- (b) when letters are transposed,
- (c) when they are turned on their side or completely over.

15. Words and lines are misplaced when they are out of position, or are placed in a position other than what they ought to occupy.

16. Incorrect or improper paragraphing means—

- (a) that one paragraph has been broken up into two or more ;
- (b) that two or more paragraphs have been run into one ;
- (c) that a paragraph has not been indented ; or

(d) that a sentence which does not begin a paragraph has been wrongly 'indented.'

17. Irregularity of spacing or leading relates to—

(a) inequality of space between the letters of words, or

(b) inequality of distance between the lines.

18. Only the more obvious typographical errors are likely to fall under the notice of any ordinary examiner ; the detection of purely technical irregularities is the province of the trained proof-reader.

19. Errors in orthography and punctuation imply the misuse or omission of letters in spelling, and of points of punctuation.

20. By grammatical misconstruction is meant, that some rule of grammar has been violated in a sentence.

21. The detection of errors in orthography and punctuation, and of grammatical misconstruction, implies a sufficient amount of educational ability, the possession of which by the examiner should be ascertained before entrusting him with the work.

22. In regard to proper and vernacular names, the accepted, or authorised spelling should be adopted, unless, for any special reason, the different spelling in the original is to be retained.

23. Though the intelligent reading of the original is the only really efficient means of correcting proofs, the detection of errors is more readily effected by careful eye-reading of the proof, preferably before the original is read to the examiner.

24. Corrections or alterations should if possible be made on the margin opposite the line to which they appertain ; and on the left or right, according as the left or right half of the line is concerned.

25. In marking care should be taken that the corrections

are distinctly written, and any instructions clearly and intelligibly given.

26. On the left margin, the first correction should be marked at the end farthest from the printed matter, others following in the order of sequence. On the right margin, the opposite method should be observed ; the first correction being marked nearest the printed matter, and followed by others in proper order.

27. In the examination of proofs, there are certain technical signs and expressions which are usually adopted in presses to indicate the corrections or alterations to be made.

28. The manner in which errors, additions, or omissions are marked in the proofs, and the signs and expressions employed for the purpose, will be found illustrated in *Appendix C*.

CHAPTER XIX.

MISCELLANEOUS PROCEDURE.

There are many points not connected, at least directly, with any of the processes which have already been treated of, with which it is necessary that a clerk should be acquainted. These we shall deal with in this chapter.

§ 1.—*General.*

2. All writing intended for preservation as permanent record should be done in ink, and on foolscap paper.

3. Black ink is always employed in official correspondence and in the conduct of office work generally ; but red ink, which is the only coloured ink allowed in offices, may be used for making short notes or remarks, in 'recording' other than 'A. cases,' etc.

4. As it is not possible in all cases to know beforehand whether or not it may be necessary to preserve any particular note or remark, the use of slips should as far as possible be avoided : slips may however be used in making calls for papers or information on any point, or when it is quite clear that the writing thereon is to be of a purely ephemeral character ; it is only in such cases that writing in pencil is permissible.

5. Matters not intended for permanent preservation, such as calls for papers, information, etc., notes or remarks connected with departmental routine, and so forth, are generally written on forms headed "Routine Notes." These are destroyed when they have served their purpose.

6. Every writing must be authenticated by the initials or signature of the writer, according to the practice in vogue in the department ; and must be dated.

7. Foolscap is the regulation size paper used in secretariats for official correspondence, and for general departmental work ; 'consultation' size paper may, however, be employed for office registers, bills, etc. Quarto-post and note-paper are made use of for signature copies of demi-official letters.

8. Nothing should be written on the face of official or demi-official 'receipts' ; anything of a permanent nature so written by any of the secretaries should always be transcribed on the regular 'notes' in the 'case.'

9. Books of reference, such as codes, regulations, acts, etc., of which secretaries are provided with copies, should not be put up as 'reference' in 'cases.'

10. Matters unconnected with the subject of the paper under consideration, such as, calls for further papers or information, personal questions relating to breach of discipline or departmental procedure, etc., should not be written on the regular 'notes' in the 'case.'

11. In 'linking' 'cases' in the 'diary,' it should be observed that 'current receipts' should not be 'linked' with 'receipts' or 'issues' which have already been 'recorded.'

12. Unofficial 'receipts' in common with those of other classes are also 'diarised' with all the usual details given in the 'docket.'

13. Vernacular terms should not be used in official correspondence.

14. Over-punctuation should always be carefully avoided.

15. In official correspondence the term, "Government of India," is generally used as a collective noun with a plural verb : the same rule is applicable in writing of Local Governments which possess a Council.

16. The first 'docket' is always headed with the name of the department, the year, and the branch or section to which the 'receipt' belongs.

17. All communications addressed by subordinate Administrations to Governments (Supreme as well as Local), and to the Army Head-Quarters Staff, should be issued in the names of the Heads of Administrations, and under their own signatures, except in cases in which a Secretary is attached to the particular department from which the communication is issued, or to which it appertains.

18. Letters from Local Governments to the Government of India, except such as deal with matters of routine, and those prepared in camp and issued in print from the Head-Quarters of a Local Government, should be signed by the Secretary to the Government concerned.

19. There is however no objection to a junior officer signing for the Head of the Administration, or for the Secretary should circumstances necessitate the adoption of such a procedure.

20. Demi-official letters may be referred to in official communications, when they have been brought on 'record,' or with the permission of the writers.

21. Every departmental 'receipt' must be seen by one of the secretaries, before it is 'recorded' or deposited in the archives of the department.

22. No addition to, or alteration in, a 'note' or 'draft,' should be made without permission, after the 'file' has returned from an officer, even to rectify an error, unless it be a merely clerical or grammatical one, or clearly due to pure inadvertence.

23. Every 'draft' must, before it is marked for issue, be approved by the officer who is empowered to do so.

24. 'Drafts' of a personal nature are not issued under the signature of the officer concerned.

25. When orders on the 'receipt' of one department should properly issue from another department, the 'receipt'

should be officially transferred to the latter department, before the issue of such orders, except when the Secretary of State for India is to be addressed. No official action should be taken in a department on other than official 'receipts.'

26. Non-officials should not, as a rule, be supplied with copies of official documents.

27. Documents intended for official 'record' should always be communicated officially.

§ 2.—Treatment of 'cases'

28. 'Cases' are of varying degrees of urgency, according to their nature, and are classified as—

I.—Ordinary.	III.—Urgent.
II.—Early.	IV.—Immediate.

29. In order to secure uniformity, and simplification of the methods of indicating urgency or priority in dealing with official papers, the Governor-General in Council has directed the adoption in all Departments of the Government of India of the following system of coloured labels for use on boxes, 'files,' and letters :—

Ordinary WHITE.
Early GREEN (<i>emerald</i>).
Urgent RED (<i>vermillion</i>).
Immediate BLUE (<i>sky</i>).

30. The *white* label applies only to boxes, no special indication being needed on ordinary 'files' or letters.

31. The *green* is used—

- (a) for boxes containing despatches from the Secretary of State for circulation ; and
- (b) for papers requiring priority over ordinary business during office hours.

32. The *red* is employed—

for boxes containing despatches to the Secretary

of State requiring the signatures of the Viceroy and the Hon'ble Members ; and

(b) for papers which need immediate attention.

33. The *blue* is used only in cases of *extraordinary urgency* requiring instant attention, such as petitions for reprieve on the eve of execution, military and political intelligence of an unusually important description, or other occurrences of great emergency. Boxes and papers marked with this label must be placed *at once* in the hands of the addressees *whether by night or by day*.

34. Labels for boxes are of ordinary paper of the prescribed colours.

35. Labels for 'files' are of stiff paper or thin card-board, 12' x 4' in size, with an eyelet in the left top corner, for attachment to the topmost paper.

36. Small labels of these colours, 3' x $\frac{3}{4}$ ', are used on letters.

37. The words, "Early," "Urgent," and "Immediate," are printed on the labels ; and in the case of labels for 'files,' with concise instructions indicating their respective uses.

38. In order to call attention to despatches for signature and papers in circulation, the list of names of Hon'ble Members, printed on a white slip, is gummed on the coloured ground.

39. When the urgency has ceased to exist, the labels above referred to, are detached from the 'file.'

40. It is also proscribed that the paper requiring orders, or for consideration in a 'file,' should be marked by a slip with the words, "Paper under consideration," printed upon it.

41. Inconvenience having been felt owing to there being no recognised mark for confidential 'files' in the different Departments of the Government of India, it has been decided that all such 'files' shall be marked with a *yellow* label, with the word, "confidential" printed thereon.