

7—RESOLUTION

(1)

Home Department.

Public.

Calcutta, Jany. 1884.

(PREAMBLE—*This word is not inserted in either the draft, or signature copy*)

No.

EXTRACT

READ—

Home Department Resolution No. 100, dated the 12th January 1856.

OBSERVATIONS.—In the Resolution of January 1856 cited above, Heads of Offices having establishments in the pay of Government were directed to impress upon their subordinates the discredit attaching to a resort to the Insolvent Court, and to warn them that such a proceeding would be considered as of itself constituting a sufficient cause for exclusion from the public service unless it should appear that the embarrassments of the insolvent had been the result of unforeseen misfortunes or of circumstances over which he could exercise no control, and had not proceeded from dissipated and extravagant habits. By a Circular Memorandum, No 67-2816 to 2821, dated the 19th November 1871, Heads of Departments under the Government of India were requested to hold the Registrar or Head of the Office responsible for reporting to the Secretary in charge or to the Chief of the Department the insolvency of clerks or other assistants.

RESOLUTION—As there is reason to believe that the operation of these orders has to some extent been lost sight of, the Governor-General in Council in reproducing them desires to direct the attention of all Local Governments and Heads of Departments to the imperative duty which devolves upon them of taking severe notice of the misconduct of clerks and other employes who allow themselves to fall into embarrassed circumstances. It is no valid excuse for hopeless indebtedness to show that it has been caused by standing security for friends, the plea which is

frequently put forward in such cases. Assistants in Government Offices should clearly understand that, if they voluntarily contract debts or obligations which they are unable to meet, they render themselves liable to summary dismissal

ORDER —Ordered, that a copy of this Resolution be

• Madras	Central Provinces	forwarded
Bombay	British Burma.	to* Local
Bengal.	Assam.	Govern-
N - W. P. and Oudh.	Coorg.	ments and
Punjab.	Hyderabad	Adminis-

trations for information, that a copy be forwarded to all Departments of the Government of India; and that

	a copy be
† Superintendent of Port Blair and Nicobars.	forward.
Sanitary Comr with the Govt. of India.	ed to all †
Surgeon-General ditto ditto	Heads of
Director General of the Archaeological Survey of India	Offices
Secretary, Board of Examiners.	under the
Registrar, Calcutta University	Home De.
Bishop's Chaplain.	partment
Registrar, High Court.	for in-
Director-General of Statistics to the Government of India.	formation
	and guid-
	ance,

It is suggested that a copy of this Resolution should be given to every clerk on first appointment to Government service, and that it be entered in the Order Book of every Government Office.

Ordered further, that this Resolution be published in the *Gazette of India* for general information.

(True Extract.)

Secy to the Govt of India.

[Specimen of a Resolution in which one part

—'Observations'—is omitted.]

**Finance & Commerce
Department,**

**Salaries, Establishment, &c.
Compensation.**

Simla, the Sept. 1894.

(PREAMBLE—This word
is not inserted in either
the draft, or signature
copy.)

No Ex.

RESOLUTION

READ—

Resolution in the Department of Finance and Commerce, No. 3624-A, dated the 18th August 1893, regarding the grant of Exchange Compensation Allowance to European and Eurasian officers of Government not domiciled in India

RESOLUTION—The Governor-General and Council is pleased to rule that Exchange Compensation Allowance is admissible to officers on leave in India in the same way as to officers on duty

This order will have retrospective effect from the 1st April 1893

ORDER—Ordered, that this Resolution be communicated to the several Departments of the Government of India, to all Local Governments and Administrations, to all Heads of Departments subordinate to the Finance Department, to the Comptroller and Auditor General, and to all Accountants-General and Comptrollers.

Ordered also, that the Resolution be published in the *Gazette of India*

Offg Secretary.

APPENDIX B

No. 6.

[FORMS AND SPECIMENS OF FAIR COPY OF DRAFTS.]

1.—ENDORSEMENT,

No. 1584-G.

A copy of the foregoing is forwarded to the Public Works Department for information, with reference to the correspondence ending with the endorsement from that Department, No 1864, dated the 15th July 1895

By Order, &c ,

C. JOHNSON,

Under-Secretary to the Government of India.

FOREIGN DEPARTMENT, }

SIMLA,

The 26th May 1896. }

From the Agent to the Governor General in Rajputana, No 282-G., dated the 25th April 1896

With 4 spare copies

2.—LETTER

[OFFICIAL.]

No 586-Ex.

From—J EDWARDS, Esq ,

UNDER-SECRETARY TO THE GOVERNMENT OF INDIA,

To—THE CHIEF COMMISSIONER OF BURMA.

Dated Simla, the 12th February 1896

FINANCE AND COMMERCE DEPT.

SIR,

With reference to your Chief Secretary's letter No 24, dated the 5th, January 1896, I am directed to convey sanction to the expenditure of a sum not exceeding Rs. 850 for the purchase of a Remington type-writer for use in your office.

I have the honor to be,

Sir, .

Your most obedient servant,

J. EDWARDS,

Under-Secretary to the Government of India

[DEMI-OFFICIAL.]

FINANCE AND COMMERCE DEPARTMENT.

Calcutta, the 14th January 1896

MY DEAR HERBERT,

Will you please refer to your official letter No. 234 of the 19th December 1895 regarding the claim of Umrao Begam to a portion of the stipend of the late Shaikh Ghulam Ali, her uncle.

(For para. 2 please see draft, p. 307)

C. HERBERT, Esq.,
SECTY TO GOVT. OF THE
N.-W. P. AND OUDH,
Allahabad

Your sincerely,
J. O'CONOR.

3-DESPATCH

No 37-Ex.

GOVERNMENT OF INDIA.

FINANCE AND COMMERCE DEPARTMENT.

(LEAVE, &c)

To

THE RIGHT HON'BLE THE EARL OF KIMBERLEY, K. G.,
Her Majesty's Secretary of State for India.

Dated Simla, the 5th March 1896.

MY LORD,

We have the honour to acknowledge the receipt of Your Lordship's despatch No. 28 (Financial), dated the 15th March 1893, regarding the claim of Mr. C. T. Curmudgeon, an Assistant Commissioner in the Central Provinces, to payment of his furlough allowance in England at par rate

(For paras. 2 and 3 please see draft, p. 308).

We have the honor to be,

MY LORD,

Your Lordship's most obedient, humble servants,

(Viceroy and Members of Council.)

(N. B.—The 'Despatch' is always issued in print.)

(317)

4. - OFFICE MEMORANDUM

No 356

GOVERNMENT OF INDIA.

MILITARY DEPARTMENT,

(Stores
Ammunition)

Simla, the 14th June 1879.

OFFICE MEMORANDUM.

With reference to the endorsement from the Foreign Department No 868-I. dated the 18th May 1879, the undersigned is directed to inform that Department, that the necessary instructions have been issued to give effect to the orders therein communicated, in regard to the treatment of the value of ammunition supplied on emergent indent by the Bangalore Arsenal to the local police.

T COOKSON, MAJOR,

Deputy Secretary to the Government of India.

To

THE FOREIGN DEPARTMENT

5 - TELEGRAM

(N. B.—The telegram is copied on the form supplied by the Telegraph Department.)

6 - NOTIFICATION.

No 2171 Ex.

GOVERNMENT OF INDIA

FINANCE AND COMMERCE DEPARTMENT

Simla, the 11th May 1895.

NOTIFICATION

Mr J E O Connor, C I E., is appointed to be Director General of Statistics retaining *ex-officio* his appointment of Assistant Secretary to the Government of India in the Finance and Commerce Department

J. F. FINLAY,

Secretary to the Government of India.

(318)

7—RESOLUTION.

(1)

No. 17—102

Extract from the Proceedings of the Government of India in the Home Department (Public),—under date Calcutta, the 19th January 1884

(For body of Resolution please see draft, p 312)

(The Extract)

A MACKENZIE,

Secretary to the Government of India.

(2)

No 5424-Ex.

GOVERNMENT OF INDIA

FINANCE AND COMMERCE DEPARTMENT.

Salaries, Establishments, &c.,
Compensation.

RESOLUTION.

Dated Simla the 7th September 1894

(For body of Resolution please see draft p 314)

E N BAKER

Deputy Secretary to the Government of India

(N.B.—The Resolution is generally issued in print)

*(For Specimen of an "A. Collection" see from
this page to page 328.)*

APPENDIX B.

No. 7.

[RECORDING.]

1879.

FOREIGN DEPARTMENT.

INTERNAL—A.

Progs July — Nos. 3—7.

Supply of ammunition to the Budgapore Police.

(This page is a specimen of a précis-docket.)

FOREIGN 1879 DEPARTMENT.
INTERNAL—A.
JULY.
Nos. 5—7.

CONTENTS.

	PAGE.
Nos. (K W.)	823
No. 5.—From the Chief Secretary to the Government of the North-Western Provinces and Oudh, No 540, dated the 4th April 1879—Forwards a copy of a letter from the Commissioner, Budgepore Division, and requests sanction to an expenditure of Rs. 146-7-9 on account of ammunition supplied to the Budgepore Police	327
No. 6.—Enclosure	,,
No. 7.—To ditto No. 867-I, dated the 16th May 1879—In reply states that the charge for the ammunition cannot be credited to the Budgepore Arsenal, and should therefore be written off the Ordnance Store Accounts	,,
(Copy of correspondence forwarded to the Military Department for information and further orders by endorsement No. 868-I, dated the 16th May 1879.)	

PREVIOUS REFERENCES

<i>Collection</i>	<i>Subject.</i>
I A., July 1877, Nos 302-307	Precedent.

SUBSEQUENT REFERENCES.

<i>Collection</i>	<i>Subject</i>
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(323)

K. W
INTERNAL—A., JULY 1879.
Nos. 5—7.

Supply of ammunition to the Budgepore Police.

FROM THE CHIEF SECRETARY TO THE GOVERNMENT OF THE NORTH-WESTERN PROVINCES AND OUDH, No 510, DATED THE 4TH APRIL 1879.

Forwards a copy of a letter from the Commissioner, Budgepore Division, and requests sanction to an expenditure of Rs 146-7-9 on account of ammunition supplied to the Budgepore Police

To Finance Department for consideration

10th April 1879

X Y. Z. * * *

To Finance Department unofficially

Foreign Department U O I No 256, dated the 11th April 1879.

ASSISTANT SECRETARY

According to the orders of 1876 (A Accounts, April 1876 Nos. 5—15), the cost of military stores supplied to the Civil Department may be charged for only in the case of medical stores, &c, supplied for ordinary police purposes and paid out of provincial revenues, and therefore any claim on the part of the Military Department in the present case is inadmissible

J. F. L.—16th April 1879

SECRETARY

16th April 1879.

A B * * *

FINANCE MEMBER.

The charge is, in my opinion, an ordinary police charge, but not adjustable by the orders of 1876. The North-Western Provinces and Oudh Government may therefore be told that the value of the ammunition cannot be credited to the Budgepore Arsenal, and should consequently be written off the Store Accounts.

16th April 1879.

J. O. B. * * *

the Military Department have no objection, the item may be written off the Ordnance Store Accounts

19th April 1879.

A. C * * *

To Military Department unofficially

Finance Department U. O. I. No. 378, dated the 30th April 1879.

DEPUTY SECRETARY

The Finance Department is of opinion that, as the ammunition was not paid for from provincial revenues, it cannot be debited to Civil, and should be written off the Store Accounts in this view the Military Department will perhaps agree

26th April 1879

F. C. T. * * *

SECRETARY

The issue of the ammunition may in this case be treated as a debit to the Ordnance Department.

27th April 1879.

H. T. * * *

27th April 1879.

C. H. * * *

To Finance Department unofficially

Military Department U. O. I. No. 396 dated the 27th April 1879.

ASSISTANT SECRETARY.

Now return file to Foreign Department.

J. F. L.—28th April 1879.

28th April 1879.

A. B. * * *

To Foreign Department unofficially

Finance Department U. O. I. No. 400, dated the 29th April 1879

ASSISTANT SECRETARY.

Submitted

T. H. C.—1st May 1879

UNDER-SECRETARY

In a case like this, the Finance Department might have helped us by drafting. I however put up a draft which the Finance Department might see before issue.

4th May 1879.

W. L. G. * * *

4th May 1879

X. Y. Z. * * *

To Finance Department unofficially

Foreign Department U. O. I. No. 829, dated the 5th May 1879.

ASSISTANT SECRETARY.

Please see the draft put up by the Foreign Department - it may be agreed to.

J. F. L.—6th May 1879.

SECRETARY.

6th May 1879. *ss.*

A. B. * * *

7th May 1879.

J. C. B. * * *

To Foreign Department unofficially.

Finance Department U. O. I. No. 425, dated the 8th May 1879.

ASSISTANT SECRETARY.

Draft may issue?

T. H. C.—9th May 1879.

UNDER-SECRETARY.

9th May 1879.

W. L. G. * * *

10th May 1879.

X. Y. Z. * * *

(To the Chief Secretary to the Government of the N.W.P. and Oudh, No. 887-I., dated the 16th May 1879, and endorsement to the Military Department, No 888-I., dated the 16th May 1879.)

Supply of Ammunition to the Budgapore Police.

No. 5.

No. 540, dated Allahabad, the 4th April 1879.

From—J. BAXTER, Esq, Chief Secretary to the Government of the North-Western Provinces and Oudh,

To—The Secretary to the Government of India, Foreign Department.

With reference to the enclosed copy of a letter from the Commissioner, Budgapore Division, No 67, dated the 15th March 1879, I am directed to request that the sanction of the Government of India may be accorded to the expenditure of Rs. 146-7-9 on account of ammunition supplied to the Budgapore Police

No. 6.

No 67, dated Agra, the 15th March 1879.

From—T. JOHNSON, Esq, Commissioner, Budgapore Division,

To—The Chief Secretary to the Government of the North-Western Provinces and Oudh

On the representation of the District Superintendent of Police, that ammunition was urgently needed by the local police, 3,000 rounds were provided on indent by the Budgapore Arsenal. The charge is Rs 146-7-9, and as no provision was made in the Budget, sanction is requested to the payment of the amount.

No. 7.

No. 867-I, dated Simla, the 16th May 1879

From—W L GUNNING, Esq, Under-Secretary to the Government of India, Foreign Department,

To—The Chief Secretary to the Government of the North-Western Provinces and Oudh

I am directed to reply to your letter No 540, dated the 4th April 1879, in which sanction is requested to the expenditure of Rs. 146-7-9 on account of ammunition supplied by the Budgapore Arsenal to the local police.

2. I am to inform you that the charge for this ammunition cannot be credited to the Budgapore Arsenal, and should therefore be written off the Ordnance Store Accounts under the terms of the rule prescribed in the Resolution by the Government of India in the Financial Department, No. 1642, dated the 12th June 1876.

No 868-I

Copy of correspondence forwarded to the Military Department for information and further orders.

APPENDIX B.

No. 8.

[INDEXING.]

(Proposition to be indexed.)

"Supply of ammunition by the Budgepore Arsenal to the local police - value to be written off the Ordnance Store Accounts."

(Entries.)

Subject	Branch	Date.	Nos.
NORTH-WESTERN PROVINCES AND OUDH— (Major Head)			
Police (Minor or sub-head) Supply of ammunition by the Budgepore Arsenal to the local — value to be written off the Ordnance Store Accounts ..	Int. A.	July 1879	6—7
AMMUNITION—			
Budgepore Arsenal Supply of — by the — to the local police - value to be written off the Ordnance Store Accounts			
ACCOUNTS—			
Ordnance Store: —, Value of ammu- nition supplied by the Budgepore Arsenal to the local police, to be written off the — ..			

TYPOGRAPHICAL MARKS EXEMPLIFIED.

THE following table of proof-marks will be appreciated by authors. Due attention to the explanations will insure an apt proficiency in the manual department of proof-reading.

EXPLANATIONS OF THE CORRECTIONS.

A wrong letter in a word is noted by drawing a short perpendicular line through it, and making another short line in the margin, behind which the right letter is placed. (See No. 1.) In this manner whole words are corrected, by drawing a line across the wrong word and making the right one in the margin opposite.

A turned letter is noted by drawing a line through it, and writing the mark No. 2 in the margin.

If letters or words require to be altered from one character to another, a paralld line or lines must be made underneath the word or letter,—*viz.*, for capitals, three lines; small capitals, two lines; and Italic, one line; and, in the margin opposite the line where the alteration occurs, *Caps*, *Small Caps*, or *Ital.* must be written. (See No. 3)

When letters or words are set double, or are required to be taken out, a line is drawn through the superfluous word or letter, and the mark No. 4 placed opposite in the margin.

Where the punctuation requires to be altered, the correct point, marked in the margin, should be encircled. (See No. 5.)

When a space is omitted between two words or letters which should be separated, a caret must be made where the separation ought to be, and the sign No. 6 placed opposite in the margin.

No 7 describes the manner in which the hyphen and ellipsis line are marked.

When a letter has been omitted, a caret is put at the place of omission, and the letter marked as No 8. .

Where letters that should be joined are separated, or where a line is too widely spaced, the mark No. 9 must be placed under them, and the correction denoted by the marks in the margin.

Where a new paragraph is required, a quadrangle is drawn in the margin, and a caret placed at the beginning of the sentence. (See No. 10.)

TYPOGRAPHICAL MARKS

- ¹ a/ Though a variety of opinions exist as to the individual by whom the art of printing was first discovered; yet all authorities concur in admitting Peter Schoeffer to be the person who invented cast metal types, having learned the art of cutting the letters from the Guttembergs, he is also supposed to have been the first who engraved on copper plates. The following testimony is preserved in the family, by Jo. Fred. Faustus, of Aescheffenburg:
- ¹⁰ □ Peter Schoeffer, of Gernsheim, perceiving his master Faustus design, and being himself desirous ardently to improve the art, found out (by the good providence of God) the method of cutting (mechtend) the characters in a matrix, that the letters might easily be singly cast instead of being cut. He privately cut matrices for the whole alphabet: Faust was so pleased with the contrivance, that he promised Peter to give him his only daughter Christina in marriage a promise which he soon after performed.
- ¹⁹ us/ But there were many difficulties at first with these letters, as there had been before with wooden ones, the metal being too soft to support the force of the impression: but this defect was soon remedied, by mixing a substance with the metal which sufficiently hardened it,
- and when he showed his master the letters cast from these matrices,

EXEMPLIFIED.

THOUGH a variety of opinions exist as to the individual by whom the art of printing was first discovered; yet all authorities concur in admitting PETER SCHOEFFER to be the person who invented *cast metal types*, having learned the art of *cutting* the letters from the Guttembergs: he is also supposed to have been the first who engraved on copper-plates. The following testimony is preserved in the family, by Jo Fred. Faustus, of Ascheffenburg:

‘PETER SCHOEFFER, of Gernsheim, perceiving his master Faust’s design, and being himself ardently desirous to improve the art, found out (by the good providence of God) the method of cutting (*inculendi*) the characters in a *matrix*, that the letters might easily be singly *cast*, instead of being *cut*. He privately *cut matrices* for the whole alphabet: and when he showed his master the letters cast from these matrices, Faust was so pleased with the contrivance, that he promised Peter to give him his only daughter *Christina* in marriage, a promise which he soon after performed. But there were as many difficulties at first with these letters, as there had been before with *wooden ones*, the metal being too soft to support the force of the impression: but this defect was soon remedied, by mixing the metal with a substance which sufficiently hardened it.’

TYPOGRAPHICAL MARKS EXEMPLIFIED.

No 11 shows the way in which the apostrophe, inverted commas, the star and other references, and superior letters and figures, are marked.

Where two words are transposed, a line is drawn over one word and below the other, and the mark No. 12 placed in the margin; but where several words require to be transposed, their right order is signified by a figure placed over each word, and the mark No. 12 in the margin.

Where words have been struck out that have afterwards been approved of, dots should be marked under them, and *Set* written in the margin. (See No. 13.)

Where a space sticks up between two words, a horizontal line is drawn under it, and the mark No. 14 placed opposite, in the margin.

Where several words have been left out, they are transcribed at the bottom of the page, and a line drawn from the place of omission to the written words (see No. 15); but if the omitted matter is too extensive to be copied at the foot of the page, *Out, see copy*, is written in the margin, and the missing lines are enclosed between brackets, and the word *Out* is inserted in the margin of the copy.

Where letters stand crooked, they are noted by a line (see No. 16), but, where a page hangs, lines are drawn across the entire part affected.

When a smaller or larger letter, of a different fount, is improperly introduced into the page, it is noted by the mark No. 17, which signifies wrong fount.

If a paragraph is improperly made, a line is drawn from the broken-off matter to the next paragraph, and *No ¶* written in the margin. (See No. 18.)

Where a word has been left out or is to be added, a caret must be made in the place where it should come in, and the word written in the margin. (See No. 19.)

Where a faulty letter appears, it is marked by making a cross under it, and placing a similar one in the margin (see No. 20); though some prefer to draw a perpendicular line through it, as in the case of a wrong letter.

Appendix D.

Rules for the Regulation of appointments in the Secretariat Clerical Service of the Government of India and attached offices.

Published with Home Department Resolution No $\frac{2 \text{ Ex}}{188.199}$, dated the 5th June 1894].

1. THE Secretariat Clerical Service shall be separated into an Upper and a Lower Division—the former comprising all appointments, the pay (or, in the case of appointments carrying progressive pay, the minimum pay) of which is Rs 200 and upwards; the latter, all appointments (other than those of copyists, to whom these rules do not apply) the pay of which is below that sum. No clerk will be entitled to promotion from the Lower to the Upper Division as a matter of course or otherwise than in accordance with these rules

2. The head of the office concerned shall have an absolute power of selection, in the case of appointments of Registrars of Offices, Superintendents of Branches, Head Assistants, Personal Assistants, or appointments involving the control or supervision over divisions of an office. The remaining appointments in the Upper Division will usually be filled by the head of the office concerned by selection from among the clerks in the Lower Division. If, however, no clerk in the Lower Division of an office is considered fit for promotion to the Upper Division, a vacancy in the latter division shall be filled by competition open to the public

3. The mode of recruiting two-thirds of all the appointments in the Lower Division shall be by open competition*. The rest of the appointments in this division may be filled in accordance with Rules 14 and 15

4. Special regulations respecting the examinations for appointments in the Upper Division, which it may be necessary to hold under Rule 2, will be framed and notified on each occasion before such an examination is held

5. An examination of candidates for the Lower Division of the Secretariat Clerical Service will be held at Calcutta, Allahabad, and Lahore, and at such other places as may hereafter be appointed, in January of each year. The examination at Allahabad will be confined to persons domiciled † in the North-Western Provinces, Oudh, the Central Provinces, Rajputana, and Central India; and that

* The Head of a Department has discretion to fill any vacancy which is not expected to last more than three months in the manner which he considers to be most suitable (Home Department Resolution No. $\frac{17}{1116 \text{ } 1126}$ dated the 21st June 1889).

† The term "domiciled" should be understood in its ordinary legal sense (vide the Indian Succession Act, 1885, Part II), and no person can be considered to be domiciled in any of the provinces enumerated unless he has fixed the habitation of himself and his family in that province; not for a mere special or temporary purpose, but with the intention of making it his permanent home. (Home Department Resolution No. $\frac{14 \text{ Public}}{898-402}$, dated the 14th May 1891).

at Lahore, to persons domiciled in the Punjab and Baluchistan. Candidates who desire to compete for vacancies offered for competition at Allahabad and Lahore must prove, to the satisfaction of the Secretary to the Board of Examiners, that they are domiciled in one of the provinces enumerated above, permanent residence in which would entitle them to appear at either of the centres. Natives of Bengal, who are temporary residents of, and not domiciled in, any of those provinces, will be permitted to present themselves at the examinations at Allahabad and Lahore, but they will be treated as competing for the vacancies offered at Calcutta, and not for those offered at Allahabad and Lahore.

6. The arrangements for the examination prescribed in the last preceding rule will be made by the Board of Examiners, Fort William, who will be assisted by paid Examiners, and act in communication with the Secretary to the Government of India in the Home Department. Before the examination commences, a distinguishing number will be given by the Secretary to the Board of Examiners to each candidate, with which the candidate will mark each of his papers of answers.

7. The nature of the examination for the Lower Division will be as follows:—

(1) Dictation and Handwriting

This will be a preliminary test. The examination in these subjects will not be competitive, but marks will be assigned for the purpose of testing proficiency. The papers of candidates will be examined as soon as possible after this examination, and the Examiners will require any candidate who fails to obtain two-thirds marks in each subject to withdraw from the further examination

	Marks.
(2) English Composition (Essay-writing and Drafting)	100
(3) Précis-writing	100
(4) Geography	50
(5) History (English and Indian)	50
(6) Arithmetic, Euclid, 1st Book, Algebra up to Simple Equations	50

No candidate will be credited with marks in either subject (2) or subject (3) unless he obtains at least one-fourth of the marks in the subject, nor will he be credited with marks in subject (4), subject (5) or subject (6), unless he obtains one-fifth of the marks in the subject. Any candidate obtaining less than one-fourth marks in either subject (2) or subject (3) shall be disqualified. Candidates will not be eligible for the Lower Division of the Financial Department or for the

* Home Department Resolution No. ³⁹ 2970-2984, dated the 18th November 1888.

Office of the Accountant General,* Military Department (if with reference to Rule 20 below, the Department or Office adopts these rules), and of the Accountant General, Public Works Department, unless they obtain at least one-third of the full number of marks in Arithmetic.

8. Every candidate for an appointment in the Lower Division must send a written application for permission to appear at the examination to the Secretary to the Board of Examiners between the date of issue of the Notification announcing the number of vacancies to be competed for, to which reference is made in Rule 10 of the rules, and the 15th December (inclusive).

9. The application under the last rule should be in the form given on the margin, and be accompanied by a treasury receipt for the sum of Rs. 10. This sum he is required to pay into the treasury nearest his place of residence by way of examination fee. With the application must also be forwarded—

[Form]

To the Secretary to the Board of Examiners, Fort William.

Sir,

I request permission to present myself at the ensuing examination of candidates for appointments in the Lower Division of Government Clerkships. If successful, I should elect to serve in the Office of the

(1) Evidence (except in the cases provided for by Rule 11) that the candidate at the date of making his application is not less than eighteen and not more than twenty-four years of age. The date of the candidate's birth must be stated.

A treasury receipt for the fee of Rs. 10 is forwarded herewith.

I am etc.

elapsing since he left school. In other cases, a certificate that the candidate is of good moral character from the head of the institution in which he has last been educated, or from some respectable house-holder to whom he is well known in private life, and who is himself known to a District or Sub-Divisional Magistrate or to the head of some Government office,—this last fact being certified by the countersignature of the officer in question.

10. The number of candidates to be selected by the Examiners for the Lower Division will be notified in the *Gazette of India* by the Home Department on or before the 31st October. This number will be determined in communication with the heads of the offices concerned, with reference to the number of vacancies existing or estimated as likely to occur within the course of the following year (and which it is not intended to fill under the provisions of Rules 14, 15, and 16), plus a margin of 10 per cent for casualties. One-half the number of vacancies offered will be reserved for candidates domiciled in the North-Western Provinces and Oudh, the Punjab, and the Central Provinces, Rajputana, Central India, and Baluchistan, provided that a sufficient number of duly qualified candidates to fill these appointments appear from those territories.

11. Persons who have at any time held a permanent appointment in any of the offices referred to in these rules, but who may have lost such appointment owing to its abolition or on reduction of establishment, may present themselves

or the examination for the Lower Division under these rules, provided they are under forty years of age

12. As soon as practicable, after the open competitive examination for the Lower Division, the Board of Examiners will report the result to the Home Department. The report will take the form of a list giving the names of selected candidates and the exact dates of their births, the distinguishing numbers of unsuccessful candidates, and the number of marks obtained by each candidate, whether successful or unsuccessful, in each subject of examination. The Home Department will then circulate a list of selected candidates to the heads of the offices concerned. Candidates will be given their choice of departments as far as possible, and the Home Department will intimate such choice, if made, to the head of each office. The head of each Department will, however, be at liberty to offer a vacant appointment which may occur in his Department, to any selected candidate remaining on the list. This offer should be made through the Home Department, which will keep each Department of the Government of India informed as the names of selected candidates are removed from the list. No candidate selected in a later year shall be offered an appointment, until the offer has been made to, and refused by, selected candidates of an earlier year remaining on the list.

13. When an outside candidate for the Lower Division attains the age of twenty-five years, or when two years have expired from the date of the entry of his name on the list, or when any candidate has refused the offer of an appointment in the Department in which he has elected to serve, or has twice refused the offer of an appointment in any other Department or Departments, his name shall immediately be removed from the list.

14. Every third vacancy in the Lower Division may be filled by the head of a Department without reference to the preceding rules

15. Appointments made under the last preceding rule shall, if the person appointed is not in Government service, be made subject to the condition that the person appointed—

- (a) is at the time of appointment not less than eighteen and not more than twenty-five years of age,
- (b) can give satisfactory evidence that he possesses a minimum educational qualification equivalent to the Entrance Standard of one of the Indian Universities;
- (c) must produce satisfactory evidence that he is of good moral character.

16. Any officer already in Government employment may be appointed to any vacancy such as is referred to in Rule 14, without regard to the qualifications specified in the preceding rule.

17. The heads of offices to which these rules apply are at liberty to arrange transfers from the Lower Division of one office to that of another. The transfer of an officer from a post in an office to which the rules apply, to a vacancy in another office to which these rules also apply, shall, for the purposes of Rule 14, be held to be the filling up of a vacancy.

18. Before a person, who is not already in Government service, is actually employed in any office, he must produce a certificate from a Government Medical Officer of or above the rank of Surgeon-Captain to the effect that he is in good health and of a sound constitution.

19. All candidates for the Lower Division, whether selected by examination or nominated, who receive appointments, and such candidates, for the Upper Division as are recruited by open competition will be on probation for twelve months; and if at any time during that period, or at its close, their work is not considered satisfactory by the head of the office in which they are employed, they will receive their discharge, and will have no claim to gratuity or compensation on that account.

20. The above rules will apply to the Secretariat Offices* of the Government of India, except the Foreign Department, and the Department † of Finance and Commerce, and the Office of the Accountant General, Military Department, whenever the latter Department or office fill vacancies by recruitment of officers already holding clerical appointments in any Government Account Office. When the Department of Finance and Commerce

* These rules do not apply to the Traffic and Statistical Sections of the Railway Branch of the Public Works Secretariat and the office of the Consulting Engineer to the Government of India for Railways, Calcutta, when these sections and office fill vacancies by recruitment of officers already serving in the offices of the Traffic Superintendents and District Officers on the State lines (Home Department Resolution No ²² 1368-1382, dated the 5th August 1889)

† These rules do not apply to classes VII (Rs 60-75), VIII (Rs 35-50) and IX (Rs 25-35) of appointments in the Statistical Branch and to classes IX (Rs 25-35) and X (Rs 20-25) in the General Branch of the Department of Finance and Commerce. That Department has also authority to recruit without reference to the rules in the case of appointments in class VIII (Rs 35-50) in its General Branch, at any time when it considers it necessary to do so, but ordinarily recruitment to that class will be from passed candidates. No clerk other than a passed candidate, who enters the classes now exempted from the operation of the rules after the date of this Resolution, is eligible for promotion to the classes above class VII in the Statistical, and class VIII in the General Branch, except in accordance with Rule 14 of these rules (Home Department Resolution No. ²³ 1455-1466, dated the 15th September 1891).

and the Office of the Accountant-General, Military Department, do not recruit in this manner, the rules will apply. They will also apply to the Offices of—

- * { The Sanitary Commissioner with the Government of India,
The Surgeon-General with the Government of India,
The Director-General of the Post Office of India,
The Northern India Salt Revenue Department,
The Inspector-General of Forests,
The Director-General of Telegraphs,
The Accountant-General, Public Works Department,
- † The Consulting Engineer to the Government of India for Railways, Calcutta,
The Surveyor-General of India,
The Director of the Geological Survey,
The Meteorological Reporter to the Government of India,
The Commissary General-in-Chief,
The Commissary Generals of Circles,
The Director-General of Ordnance in India,
- ‡ The Inspectors-General of Ordnance, Eastern and Western Circles,
The Office Establishment of the several Arsenal, Depôts, and Factories in Bengal,

and to such other Imperial and Provincial offices as may hereafter be notified as having adopted them

21. On the occurrence of any vacancy hereafter in the Lower Division of any office which has to be filled by open competition under these rules, when no candidate qualified under the rules is available to fill such vacancy, appointments may be made under Rules 14 to 16

22. These rules shall take effect from the date of their issue

23. Copies of these rules may be obtained on application at the Office of the Home Department, Calcutta.

C J. LYALL,

Secretary to the Government of India

* These rules do not apply to the Office of the Statistical Officer to the Government of India in the Sanitary and Medical Departments (Home Department Resolution No. ¹⁴ 1051-1053, dated the 21st May 1890)

† These rules do not apply to the Traffic and Statistical Sections of the Railway Branch of the Public Works Secretariat and the office of the Consulting Engineer to the Government of India for Railways, Calcutta, when these sections and office fill vacancies by recruitment of officers already serving in the offices of the Traffic Superintendents and District Officers on the State lines (Home Department Resolutions No. ²² 1388-1389, dated the 8th August 1889).

‡ Three appointments in the Office of the Inspector-General of Ordnance, Eastern Circle, and two in that of the Inspector-General, Western Circle, are reserved for soldiers possessing technical knowledge of Ordnance duties (Home Department Resolution No. ¹⁸ 1070-1071, dated the 21st May 1890.)

CONSONANTS.

Persian and Urdu	Devanagari	ROMAN, WITH PRONUNCIATION	
		Old style	New System.
پ	ब	b	b
भ	भ	bh	bh
च	च	ch	ch, as in "church."
छ	छ	ch	chh, aspirate of ch.
د or ذ	द or ड	d	d dental, nearly as th in "that," cerebral (in Devanagari only), as in "dog"
ध or ढ	ध or ढ	dh	dh aspirate of d dental and cerebral
ف	wanting	f	f.
گ	ग	g	g, as in "go," never as in "gin"
گ or ع	घ	gh	gh, aspirate of g
ج	ज	j	j
چ	झ	jh	jh, aspirate of j
ق or ک	क	k	k
ک or خ	ख	kh	kh, aspirate of k
---	ख	ksh or c	ksh.
ل	ल	l	l
م	म	m	m.
ن	न or ज or ङ or ञ or anuswara	n	n
پ	प	p	p
پھ	फ	f or ph	ph, as in up-hill In the Indian languages it is substituted for in Arabic and Persian words
ر or ڑ	र or ड़	r	r-alternates in some Indian dialects with the cerebral d thus 'gári,' 'gadi'
ڑ	ड	rh	rh, aspirate of r.
س or ص or ش	ष		

Persian and Urdu	Devanagari	ROMAN, WITH PRONUNCIATION.	
		Old Style	New System
ش	श or ष	sh	sh as in "shall"
ث or ث or ط	त or ट	t	t, dental, nearly as t without the aspirate, in "thin," cerebral (in Devanagari only), as in "tin"
س or ت	ष or ठ	th	th, aspirate of t
و	व	w or v	w or v (the latter generally for the Devanagari letter)
ی	य	y	y
ظ or ض	wanting	z	z
ذ or ز or	ditto	zh	zh, as z in "asure"
ع	ditto	omitted	omitted, the accompanying vowel only being expressed
—	घ	gy	gy (jn in some parts of India and dn in others.)

APPENDIX F.

Abbreviations and Contractions in general official use.

Abbreviation or Contraction.	MEANING.
A. ..	Anna(s), answer
A. A. G. .	Assistant Adjutant General
A. C. .	After Christ, after compliments
A/C—Acct.	Account
Actg ...	Acting
A. D. ...	(Anno Domini) In the year of our Lord.
A. D. C. ...	Aide de Camp.
Adjt. .	Adjutant
Ad lib. ...	(Ad libitum) At pleasure
Admn. . .	Administration
A. D. S. P. -	Assistant District Superintendent of Police.
Adv. Genl	Advocate General
A. E.—Asst. Engr	Assistant Engineer
A. F. ...	Anno Fasl * In the Fasl year.
Afghn. ..	Afghanistan
A. G. ..	Accountant General; Adjutant General.
A. G. G. ..	Agent to the Governor-General
A. G. P. W. D.	Assistant General Public Works Department.
Agst. .	Agent, against.
A. H. .	(Anno Hegiræ) In the year of the Hijra.
Allee ...	Allowance
A. M. ..	(Anno mundi) In the year of the world. (Ante meridiem, Before noon
A. M. S. --	Army Medical Staff.
Amt. ...	Amount.

* The Fasl is the harvest year. The addition of 590 converts it into the Christian year.

† The Hijra year is reckoned from the 16th July, A. D. 622.

Abbreviation or Contraction.	MEANING
Anon.	Anonymous
Ans.—Ansd.	Answer, answered
App.	Appendix
Apptt.	Appointment.
A. E. I.	Army Regulations, India
A S.--Asst. Secy ...	Assistant Secretary
Asst.	Assistant.
B C.	Before Christ, Bengal Cavalry
B. Com.	Bengal Command
B C S	Bengal Civil Service
Ben. Cav	Bengal Cavalry
Bn	Baluchistan, battalion
B N I	Bengal Native Infantry
B O	By order
Bo —Bom.	Bombay
Bo. Cav.	Bombay Cavalry
Bo Com	Bombay Command
Bo C. S.	Bombay Civil Service
Bo N I	Bombay Native Infantry
Bo S. C.	Bombay Staff Corps
Br	Bahadur.
Brig. ...	Brigade; Brigadier
Brig Genl.	Brigadier General.
Brig Surg.	Brigade-Surgeon.
B. S. ..	Bengal (San) year.*
Bt —Bart.	Baronet.
C.—c. .	(Centum) A hundred; cent, centime; chapter.

* The Christian era exceeds the Bengal era by 593-4 years. Thus 1st Baisakh (commencement of the Bengal year) 1801 + 593 = (12th April) AD, 1896, 31st Chaitra (end of Bengal year) 1802 + 593 = (17th April) AD 1897.

Abbreviation or Contraction	MEANING
C. A.	Civil Auditor.
C A. C	Civil Account Code
C. A. G.	Comptroller and Auditor General
Cal.	Calcutta.
Cant	Cantonment
Cant. Mag	Cantonment Magistrate
Cap. ..	(Capul) Chapter
Capt	Captain
C. B.	Companion of the Most Honourable Order of the Bath, Civil Buildings.
C. C. ...	Chief Commissioner
Cd. ...	Copied, could
C. E.	Civil Engineer
Cf.	(Confer) Compare
C G. ...	Comptroller General
Ch ..	Charge, chapter, Chief
Chap.	Chapter
C. I.	Crown of India, Central India
C. I. E.	Companion of the Most Eminent Order of the Indian Empire
Circs.	Circumstances
C I H.	Central India Horse
C.-in-C.	Commander-in-Chief
C I T. ..	Comptroller, India Treasuries
C. J. ...	Chief Justice.
C. L. ...	Casual Leave
Cl. ...	Council, class, clause.
Clk. . ..	Clerk

Abbreviation or Contraction	MEANING.
C M	<i>(Chirurgiae Magister)</i> Master in Surgery
C M A	Controller, Military Accounts.
C. M. G.	Companion of the Most Distinguished Order of S Michael and S George
C. O.	Commanding Officer, Commissioned Officer.
Col.	Column, Colonel
Colt	Colonel
Colln	Collection
Collr	Collector
Com.—Comdr	Commander
Comdt.	Commandant
Compd	Compared, compound
Comptr.	Comptroller
Comr.	Commissioner
Con	<i>(Contra)</i> Against
Consr.	Conservator.
Contg.	Containing
Contr	Controller
Corres.	Correspondence
C. P.	Central Provinces
C. P. C.	Civil (Criminal) Procedure Code
Cr	Credit, creditors
C. S. I	Companions of the Most Exalted Order of the Star of India.
C. S. R. *	Civil Service Regulations
Ct—Cent	<i>(Centum)</i> A hundred
C W. ...	Civil Works
D.—d. .	Dated, dead, <i>(denarius)</i> pence
D. A. A.G.	Deputy Assistant Adjutant General. *

Abbreviation or Contraction	MEANING
D. C.—Depy-Comr	Deputy Commissioner.
Dept.	Department.
Depy.	Deputy.
Des. ...	Despatch
Dft. ..	Draft ; Defendant
D. G.	Director General
D. G. I. M. S.	Director General, Indian Medical Service
D. G. K.	Dera Ghazi Khan
D. G. P. O.	Director General of the Post Office
D. G. R.	Director General of Railways
D. G. S.	Director General of Statistics
D. G. T.	Director General of Telegraphs.
D. I. F.	Deol Irregular Force
D. I. K.	Dera Ismail Khan
Dist. ...	District
Div.—Divn. ...	Division.
D. O.	Demi-Official
Do.	Ditto
Dr. ..	Debtor ; Director ; Doctor
D. S.—Depy.-Secy	Deputy Secretary.
D. S. O.	Companion of the Distinguished Service Order.
D. S. P. ...	District Superintendent of Police.
E. A. C. ..	Extra Assistant Commissioner.
Ed.—Exd.	Examined.
E. E. ..	Errors excepted
E. & O. E. ..	Errors and omissions excepted.
e. g. ...	(<i>Exempli gratia</i>) For example.

Abbreviation or Contraction.	MEANING
E. I. C.	East India Company.
E. I. F.	Erinpura Irregular Force.
Enc.	Enclosure
Endt	Endorsement.
Engr ...	Engineer
Etc	(Et cetera) And so forth
et seq. ...	(Et sequentia) And the following
Ex.	Expenditure, Extra, Executive, Example
Exc ...	Excellency
Ex, Engr	Executive Engineer
F. C. H. ...	Fellow of Cooper's Hill College
Fcp	Foolscap
F D.—Fince Dept.	Finance Department.
F D.—For Dept. ...	Foreign Department
F. & C Dept.	Finance and Commerce Department
F O	Foreign Office
For.	Foreign
Fr ...	From.
Ft	Fort
Ft Wm	Fort William
Gaz.	Gazette
G. C. B.	Knight Grand Cross of the Most Honourable Order of the Bath
G. C. I. E.	Knight Grand Commander of the Most Eminent Order of the Indian Empire
G. C. M. G.	Knight Grand Cross of the Most Distinguished Order of St Michael and St George.
G. C. S. I. ...	Knight Grand Commander of the Most Exalted Order of the Star of India

Abbreviation or Contraction.	MEANING.
Genl. ...	General.
G. G. ...	Governor-General.
G. G. in C.	Governor General in Council.
G. G. O.	Government General Order.
G. I.	Government of India.
G. in C.	Governor in Council.
G. M. ...	Grand Master.
G. M. I. E.	Grand Master of the Order of the Indian Empire.
G. M. S. I.	Grand Master of the Order of the Star of India.
G. O.	General Order.
G. O. C. C.	General Order by the Commander-in-Chief
G. O. G. G.	General Order by the Governor-General.
Govr. ..	Governor.
Govt. ...	Government.
G. P. O.	General Post Office
Gr	Grade ; grain ; gramme
G S. T. & D. D.	General Superintendent of Operations or the Suppression of Thagi and Dakaiti.
G. T. S.	Great Trigonometrical Survey.
H. A.	House Allowance, Hospital Assistant
H. A. D.	Hyderabad Assigned District
H. A. D. C.	Honorary Aide de Camp.
H. B. M.	Her Britannic Majesty.
Hd. (Mr.	Head Master.
Hd. Qrs.	Head Quarters.
H. E. ...	His (Her) Excellency.
h. e. ...	(Hoc est) This is.

Abbreviation or Contraction	MEANING.
H. E. I. C. ..	Honourable East India Company
H. E. in C. .	His Excellency in Council
H. E. the C. in C.	His Excellency the Commander-in Chief.
H. E. the G. G.	His Excellency the Governor-General.
H. E. the V. ..	His Excellency the Viceroy
H. H.	His (Her) Highness, His Honor.
H. I. H.	His (Her) Imperial Highness.
H. I. M.	His (Her) Imperial Majesty.
H. M. ...	His (Her) Majesty, Honourable Member.
H. M's. ..	Her (His) Majesty's.
H. M. S. ..	Her (His) Majesty's Ship
Hon.—Honble ..	Honourable.
Hony ..	Honorary.
Hospl Asst.	Hospital Assistant
H. P. S.	High Proficiency Standard.
H. R. H.	His (Her) Royal Highness.
H. S. .	Higher Standard.
Hyd, .	Hyderabad.
Ib.—ibid. ...	(<i>Ibidem</i>) In the same place.
I. C. S.	Indian Civil Service.
i. e. ..	(<i>id est</i>) that is.
I. G.	Inspector General.
I. G. C. V. D. ..	Inspector General, Civil Veterinary Department.
I. G. F. ..	Inspector General of Forests.
I. G. I. S. T. ...	Inspector General, Imperial Service Troops.
I. G. P. L. P. ...	Inspector General of Police, Lower Provinces.
I. M. S. ...	Indian Medical Service.

Abbreviation- or Contraction.	MEANING.
inf. ..	(infra) below.
in loco. ..	(in loco) in the (proper) place
Inspr. ...	Inspector
inst ..	instant.
Intd. .	Initialed
I O M.	Inspector of Ordnance Machinery
i q. ...	(idem quod) the same as
I. S. C.	Indian Staff Corps
I S. T.	Imperial Service Troop
J. A. G.	Judge Advocate General
J. P.	Justice of the Peace
Jr.—Junr	Junior
Judl. ..	Judicial
K B. ...	Khan Bahadur
K C B	Knight Commander of the Most Honourable Order of the Bath
K. C. H	Knight Commander of the Royal Hanoverian Guelphic Order.
K. C. I E.	Knight Commander of the Most Eminent Order of the Indian Empire
K C. M. G.	Knight Commander of the Most Distinguished Order of St. Michael and St. George
K C. S I.	Knight Commander of the Most Exalted Order of the Star of India.
K. G. ...	Knight of the Most Noble Order of the Garter.
K. H.	Knight of the Royal Hanoverian Guelphic Order.
K. L. H.	Knight of the Lion and the Sun
K. P.	Knight of the Most Illustrious Order of St. Patrick
K. T. ...	Knight of the Most Ancient and Most Noble Order of the Thistle.
Kt.—Knt.	Knight Bachelor

Abbreviation or Contraction.	MEANING.
K. W. ...	Keep With.
L. A. ...	Local Allowance
L. C. ...	Local Corps.
l. c. .	Lower case (<i>printing</i>), (<i>loco citato</i>) in the place cited.
L. D.—Leg Dept....	Legislative Department.
Ld.	Lord; Limited
Ldp. ...	Lordship.
Leg. ...	Legislative, Legislature.
L. G. ...	Lieutenant-Governor.
L. G. C. .	Lieutenant General Commanding.
Libn.—Liby ..	Librarian, Library
Lieut ...	Lieutenant.
Lr. . .	Letter.
L. S. ..	(<i>Locus sigilli</i>) Place of the Seal.
Lt. ...	Lieutenant
M.	<i>Monsieur</i> , <i>Manvi</i> , <i>Munshi</i>
M. A. G	Military Accountant General.
Magte - ...	Magistrate
Maj.	Major.
M B ...	Military Buildings, Bachelor of Medicine; <i>Maharaja Bahadur</i> .
M. C .	Medical Certificate, Madras Cavalry.
M. Com. ..	Madras Command.
M. C. S.	Madras Civil Service.
M. D ...	Military Department, Doctor of Medicine
Mlle.—Mlle ..	<i>Mademoiselle</i> .
Mem. ...	Member
Mem.—Memo. . .	Memorandum

Abbreviation or Contraction.	MEANING.
Mesds. ..	Mesdames.
Messrs ...	Messieurs.
M. I. C. E. ..	Member of the Institute of Civil Engineers.
Mily .	Military
Mme,—Mad. .	Madame , Madam
M. N. I.	Madras Native Infantry.
M. O. . ..	Money Order.
M P. ...	Member of Parliament
M. R. ...	Maharaja.
M. R. Ry. .	Maha Raj Rajeshwary
M. S.—M. SS.	Manuscript , Manuscript
M S C	Madras Staff Corp
M S. G. G. .	Military Secretary to the Governor-General.
M. S. V. .	Military Secretary to the Viceroy.
Mt. ...	Mount.
M. W	Military Works.
M. W D.	Military Works Department.
N ...	Nawab
N. B . ..	(Nota bene.) Mark well , Nawab Bahadur
N. C. O.	Non-Commissioned Officer.
N. I. .	Native Infantry
N. O. .	No orders , Native Officer.
No. ...	Number.
Non seq. ..	(Non sequitur.) It does not follow.
Not,—Notfn. ...	Notification.
N. P. ...	New paragraph.
N. W. P.	North-Western Provinces.

Abbreviation or Contraction	MEANING.
Obs. ..	Observations.
Obdt. ...	Obedient.
O. C. ...	Office Copy
Offg. ...	Officiating.
O. H. M. S.	On Her Majesty's Service.
O M. ...	Office Memorandum
Ooty. ...	Ootacamund.
O. P. ...	Original paper
P. ..	Pies.
p—pp. ...	Page(s), paper(s)
P A ...	Personal Assistant, Political Agent
p a	Private affairs, per annum
Par.—a. ..	Paragraph
payt	Payment.
P. C	Privy Council; Privy Councillor
p o ...	per cent
P. C S	Provincial Civil Service
Pd. ...	Paid
Petr.—Petr ...	Petition, Petitioner.
P in C.	President in Council.
Pindi ..	Rawal Pindi.
p. l. ...	Privilege Leave.
P. M.	Pay Master; Post Master, (<i>post meridiem</i>) Afternoon.
p. m. ..	(<i>Per Mensem.</i>) A month.
P. M. G.	Post Master General.
P. M. O.	Principal Medical Officer, Postal Money Order
P. O. ...	Post Office; Political Officer; Postal Order.

Abbreviation or Contraction.	MEANING
Pol. ...	Political
Pol. Agt.	Political Agent.
Presdt.	President.
Prof.	Professor
Progs.—Proogs	Proceedings.
Pro tem.	(Pro tempore) For the time being
Provs.	Provinces
P. S. ...	Private Secretary ; Postscript
P. S. G. G.	Private Secretary to the Governor General.
P. S. V.	Private Secretary to the Viceroy
P. T. O.	Please turn over.
Punj.	Punjab
P. W. ...	Public Works.
P. W. D.	Public Works Department
Q.—Qy.—Qu.	Query ; Question
Q. C. ...	Queen's Counsel
Q. H. P	Honorary Physician to the Queen
Q H S.	Honorary Surgeon to the Queen.
Q M. ...	Quarter Master
Q. M. G.	Quarter Master General.
Q. R.	Queen's Regulations
Qr.	Quarter
q. s.	(Quantum sufficit) As much as is sufficient.
q. v.	(Quod vide) which see
R.	Raja, Rai, Rao ; Received ; Rupee (recipe) take.
R. A.	Royal Artillery
Raj.	Rajputana

Abbreviation or Contraction.	MEANING.
B. B.	Raja or Rai or Rao Bahadur.
B. E.	Royal Engineer.
Recd.	Received
Recpt.	Receipt.
Refce.	Reference
Regdg.	Regarding.
Regns	Regulations
Regr.	Registrar.
Regt.	Regiment.
Resdt.	Resident.
Resn. ...	Resolution
Resy. ...	Residency.
R. & A D	Revenue and Agricultural Department*
Retd.	Returned
Rev.—Revd	Reverend
Reve ..	Revenue
R. H. ..	Right Honourable.
R. N. ...	Royal Navy.
Rt. ...	Right
R T. R.	Remittance Transfer Receipt.
R. V. O.	Royal Victorian Order
Rx ...	Tens of rupees.
Ry. ...	Railway.
S. ...	Shilling; Sheikh; Saiyad; Sikka
S. A C.	Simla Allowances Code.
Sam ..	(Sambat) year.*
S. C.	Staff Corps; spare copy.

* The Sambat or Samvat year commenced with the year 47 B. C. which latter number is to be added to any year A. D. to find the Sambat; and conversely, to be deducted from the Sambat to find the A. D.

Abbreviation or Contraction.	MEANING.
so.	(scilicet) namely
S. C. S.	Subordinate (Statutory) Civil Service
Sd. ...	Signed
S. E. ...	Superintending Engineer.
Sec.	Section, Second
Sect. ..	Secretariat, Secret.
Secy. ..	Secretary.
Seq	Sequel; (<i>sequentes, sequentia</i>) the following.
S. G. ...	Surveyor General.
S. M. D.	Subordinate Medical Department.
S M S	Subordinate Medical Service.
S. of S.	Secretary of State.
S. of S. in C.	Secretary of State in Council
Sp. C.	spare copy
S. p. t ...	Substantive (<i>pro tempore</i>) for the time being.
S R ..	Sikka Rupees.
Sr.—Senr.	Senior; Senhor; Señor.
Sub.	Substantive
Sup.	(<i>Supra</i>) above.
Supdt.	Superintendent
Supdtg Engr.	Superintending Engineer.
Supp.	Supplement
Surg.	Surgeon.
s. v. ^f	(<i>sub voce</i>) under the word.
T. A ...	Travelling Allowance.
T & D. D.	Thagi and Dakata Department
Td, ...	Translated.

Abbreviation or Contraction.	MEANING.
Tel.	Telegram.
T. O.	Turn over.
Tr.	Translator, Treasurer; transpose
U. C. S.	Uncovenanted Civil Service.
ult.	ultimo.
U. O—U/O.	Unofficial, —ly.
U. S.	Under Secretary; Underaigned.
U. S. A.	United States of America.
V. C	Victoria Cross.
V. D.	Volunteer Officers' Decoration.
Ven—Venble.	Venerable
V. H. S	Honorary Surgeon to the Viceroy.
Vic.	Victoria.
Visc	Viscount.
viz.	(vide/vizet) namely.
V. R.	Victoria Regina
V. R. I.	Victoria Regina et Imperatrix
V. S.	Veterinary Surgeon.
vs.	(versus) against
Xd.	Examined.
Xmas.	Christmas.
Y E.	Your Excellency.
Y. H.	Your Honour, Your Highness.
@	At (rate)
⊙e—⊙d—⊙n	Circulate, —d, —ion.
\$	Dollar.
£.	Pound (sterling money)
%	per cent.
Lb.—lb.	Pound (avoirdupois weight).

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