

nature when they are not guided by the principles of justice, are ill calculated to maintain and promote the interests entrusted to his charge ;

- (d) he should realise that self-respect must be a prime element in his dealings with the members of the establishment—he must make himself respected, and he cannot command respect when he suffers himself to be led to the commission of undignified acts which betray his weakness of character, and render him an easy victim to the devices of scheming and unprincipled subordinates ; and
- (e) he should be the happy possessor of the rare but highly necessary gift of tact, in order to the skilful adaptation of his conduct to circumstances, but in strict accordance with the principles of moral rectitude—he should ever bear in mind that the tact, which is sometimes confounded with diplomacy or policy, and has its foundations in lying and deceit, must for obvious reasons never have a place in the economy of a secretariat.

41. Moral rectitude is the bond that unites and holds together the members of all corporate bodies, and is the surest pledge of their permanency. It is none the less an essential requisite for the healthy maintenance of the secretariat establishment, and the hearty co-operation of its members. The lack of such a quality in the registrar is likely to eventuate in rupture of the harmony that should subsist between superiors and subordinates, as there would be no guarantee against its degenerating into nepotism, injustice, or kindred abuses under the influence of private motives, or foreign interests. It were well for him to be impressed that unfair treatment of subordinates, of whatever description, is a sure index of a superior's

ignorance of human nature, and consequently of his unfitness for his position : to rough-ride helpless subordinates is an abuse of power, and an infallible sign of administrative incapacity.

42. The registrar should, in point of social standing, be at least not below par of the members of the ministerial staff : social position is an essential element towards securing the respect due to the holder of a superior office.

43. Self-confidence or faith in one's ability to perform an act, or to maintain a position, is the key-stone of success : it goes without saying that diffidence in one's power must necessarily result in the inefficient performance of an act : the influence exercised by the mind over one's actions is a recognised principle in mental science, and needs no further demonstration.

44. There can be no departmental efficiency without discipline : and if, on the one hand, discipline demands that subordinates shall yield respect and obedience to superiors, on the other, it is necessary that, to elicit those qualities, superiors must treat their subordinates as gentlemen. It is a grave error to imagine that subordinates need not be treated with civility or kindness, nay, that they should be dealt with with severity, and made to feel their helplessness and subordination : such treatment is calculated to arouse a spirit of revolt, and to seriously impair efficiency by the loss of cordial co-operation on the part of subordinates to which it is sure to lead.

(c)—Qualifications of superintendent.

45. What has been said above as to the qualifications of a registrar or chief-clerk is, *mutatis mutandis*, equally applicable in the case of a superintendent, within the sphere of his action, and in the measure of the power which has been delegated to him, or of the extent of the control over the members of his branch with which he has been vested. In addition to these qualifications, a superintendent should possess the special faculty

necessary for the performance of the function allotted to his branch.

(d)—Qualifications of subordinates.

46. In the case of subordinates, the qualifications referred to in para. 25 imply —

- (a) full knowledge of the details of the functions or duties with which they are charged ;
- (b) sufficient amount of education in order to the proper discharge of those functions ;
- (c) capability of realising the responsibility attaching to the performance of their duties ;
- (d) cordiality of action ; and
- (e) natural aptitude, that is,
 - (i) natural intelligence to grasp, apprehend, or methodise points and details connected with their duties ;
 - (ii) faculty necessary for discharging those duties ;
 - (iii) self-respect which does not stoop to the commission of base or mean acts ;
 - (iv) gentlemanly deportment ;
 - (v) moral rectitude in dealing with superiors and associates ;
 - (vi) tact which does not sacrifice self-respect or moral principles in adapting conduct to circumstances ; and
 - (vii) self-reliance which is the foundation of efficiency.

47. The qualifications of the various classes of departmental officers enumerated in the foregoing paragraphs of this section embrace the duties which they respectively owe to the State, to superiors, to associates, and to subordinates.

48. It is needless perhaps to observe that not all the

qualifications will ordinarily be found combined in an equal degree in every individual of the class to which they appertain; but it must be borne in mind, that efficiency is in direct proportion to the qualifications possessed by an officer; and that the practical recognition of the qualifications by higher authority, must, by drawing attention thereto, in a great measure help in promoting efficiency. Unless the fact shall have been previously ascertained by personal knowledge, the possession of these qualifications can only be ensured by making every appointment probationary for a term.

§ 4.—*Internal economy.*

49. In order to the sustenance of healthy life in the human organism, it is essential that the amount of food shall not exceed the assimilating powers of the organs of nutrition to which the various other organs are subservient. Care must be taken to avoid not only excess in quantity, but all deleterious substances as well which are ill-adapted to the functions of human organs.

50. In like manner, it is primarily necessary that the work in a secretariat shall not surpass the operative power of the departmental staff, and that it shall be strictly restricted to the legitimate functions of the latter. Departure from the normal standard must lead to imperfect results, if not to eventual disorganisation.

51. It is therefore requisite in the first place that every means should be adopted to keep the work in a secretariat within the working capacity of the personnel. Quantity can only be kept under by judicious care in excluding from official treatment, as far as may be possible or expedient, all matters of unimportance, or of a purely ephemeral character, and limiting official action to only what is absolutely essential in the disposal of 'cases.' It is scarcely necessary, nor

is it possible, to particularize the lines on which one should proceed to secure this end : an experienced administrator, who fully understands the nature of, and is well fitted for, the duties of his office, will, by careful attention, find numerous ways and means and devices of restricting work within legitimate bounds.

52. The internal economy of a secretariat is concerned however not only with the quantity of work, but also as in the human organism, with its conduct by the members of the departmental staff. The latter involves a proper system of classification and allotment of work and of the functions required for its due performance, systematic supervision of branches and of the entire department, and discipline in the proper regulation of the relations towards each other of secretariat officers.

53. All these points we have already discussed in general terms ; but in order to reduce what we have said to practice, we shall now offer a few suggestions as to details, for the efficient discharge of the various functions with which the working of a secretariat is concerned.

54. Life is sustained by the operation of the various systems in the human body corresponding to the functions which they have to perform and for which they are naturally adapted. In like manner, the successful conduct of a secretariat depends upon the orderly performance by its branches or sections of the functions with which they are respectively charged.

55. We have already endeavoured to prove that the success of an institution demands, as to its work, that the labour involved shall be distributed among the workmen functionally and in accordance with the capabilities of each ; that if more than one function is allotted to a single indivi-

dual or group of individuals, they shall be of a homogeneous character ; and that the workmen shall possess the necessary faculties for the due performance of the duties they may be charged with.

56. In order to the allotment of functions in a secretariat, the specific faculties required in their discharge are so marked, that there is little difficulty in perceiving that they naturally and conveniently divide themselves into four groups or classes, each of which may constitute the charge of a separate branch, namely—

- I.—Embracing the functions involved in the stage preparatory to the submission of ‘files,’ that is, registration, ‘docketing,’ ‘diarising,’ and ‘referencing,’ the first three being grouped with, because they are closely allied and auxiliary to, the last named principal function : the branch of the secretariat having to deal with these duties might appropriately be styled the **REFERENCE BRANCH**.
- II.—Including ‘noting’ and ‘drafting’ which carry a ‘case’ through what may be called its current stage before issue of orders : the branch to which these functions may be allotted, might be named the **CURRENT BRANCH**.
- III.—The function of despatching or issuing orders may be entrusted to a separate branch, which might be called the **ISSUE BRANCH**.
- IV.—The operations of ‘recording’ and indexing to which a ‘case’ has to be subjected before it is deposited among the records, and which may therefore be held to represent its final stage, is allotted to a fourth branch, which might bear the designation of **RECORD BRANCH**.

57. These branches of the secretariat may be held to correspond to the osseous, muscular, nervous, and nutritive systems of the human organism.

58. Without entering into a phrenological discussion as to the faculties required for the discharge of the functions so grouped, it is evident that the functions, which belong to the same category, are sufficiently homogeneous in character to come within the scope of, and not to call for the exercise of faculties widely different from, the faculties necessary to the performance of the main function of the group.

59. As to the ministerial staff, the selection of the members of a departmental branch depends solely upon a knowledge of the capabilities of each, and whether they possess the special faculties necessary for the discharge of the function or functions allotted to the branch; and this knowledge can only be acquired by practical experience.

60. Under the functional system of classification and distribution of secretariat work which we have advocated, it is to be observed that, as the 'diary' is intended for the work of the entire secretariat, and not for that of a single branch, it is imperatively necessary that its form should be such as to afford the speediest means of tracing the whereabouts of 'files.'

61. Long years of personal experience have proved beyond doubt that such an end is most readily attained by—

(a) making the entries in the 'diary' under territorial heads; and

(b) having separate 'diaries' for 'receipts' and 'issue.'

62. The advantages of this method of keeping the 'diary' are—

(a) certainty of tracing a paper under the head of the territory from which it is received, or to which

it is addressed—such certainty would not be possible under 'subjective' heads, from the fact, that the subjects are often so ill-defined as to be difficult of discrimination, and consequently papers actually relating to the same subject are liable to be entered under different subject heads in the 'diary;' and

- (b) facility and expeditiousness in getting at any specific paper, from the entries being made serially in the case of both 'receipts' and 'issues.'

63. In the construction of the 'diaries' we have suggested, care should be taken that the entries are so linked as to be supplementary to each other; every paper in a 'case' being traceable from any individual entry, whether of a 'receipt' or of an 'issue.'

64. We have now laid down the lines on which a secretariat may be successfully organised, and we trust that, for all practical purposes, we have been sufficiently explicit as to details. We shall therefore bring this part of the subject to a conclusion with a few general remarks.

65. In the organisation of a secretariat, three main points demand serious attention and careful consideration, namely, the manner in which the work with which it is concerned should be treated, the functions necessary for its conduct, and the agency for the discharge of those functions. •

66. We have endeavoured to point out the lines on which work should be classified and distributed among the ministerial officers of the department; we have discussed at length the various functions essential for its systematic conduct; and we have laid down principles for a proper classification and allotment of those functions, and examined in detail the various points relating to the agency for their due performance.

67. Though these are the bases on which the working of a secretariat must depend, the chief object which underlies its administration, and which should be steadily kept in view, is the ultimate benefit of the State. The interests of the State may best, nay, can only, be secured by the cordial co-operation of departmental officers: without co-operation, knowledge of the intricacies of the various functions called for in the conduct of secretariat work, is of little avail: an experienced officer can well understand how much it is in the power of a clerk to facilitate or impede work.

68. Co-operation is the natural result of harmonious relations between superiors and subordinates, and harmony is the outcome of true discipline which recognises the facts, that the interests of the State are bound up and with the interests of its employes, and that the latter cannot be ignored without detriment to the former.

69. True discipline then—not the pseudo-discipline which passes current for the genuine article—is the distinctive characteristic of a good administration; and we trust that by an exposition of its principles and a full discussion of its constituent elements, we have succeeded in vindicating its importance, thus contributing, in however small a degree, to the advancement of the interests of the State, with which this treatise is essentially concerned.

70. The principles which we have attempted to discuss and suggest as essential to the organisation of an ideal secretariat, are the outcome of personal observation and experience of over a third of a century, and of a careful study of the operations of nature on the physical plane.

71. Of course it is not expected that they will be readily admitted, or recognised unquestioned: there are doubtless many difficulties against their acceptance, arising whether from pre-

conceived ideas on the subject, or misconception, or conservatism, or any other cause. The ideal may never be realised, but as an institution is perfect in the measure of its approximation to nature's mechanism in its constitution, so surely will the excellence of a secretariat be proportioned to the extent of the fidelity of its organisation to the principles we have enunciated.

CHAPTER XXIV.

GLOSSARY.

ACTS.—Enactments of the various Legislative Councils.

ALKABNAMA.—A collection of forms of address.

ANNEXURE.—‘Enclosure’ (q. v.) copied in continuation of, or immediately following, the forwarding document.

ARMY CIRCULARS.—Publications issued fortnightly by the Military Department, containing orders on all military matters, of which those of a permanent character are subsequently incorporated in the “Army Regulations, India”

AWAIT CASE.—A ‘case’ (q. v.) the disposal of which is awaiting further papers, or information.

BLUE BOOKS.—Publications by the Home Government containing official correspondence or parliamentary papers of interest to the general public: so called from their outer paper cover being blue, the colour of the paper employed in binding State publications of the British Government.

CASE.—The papers in a ‘file’ (q. v.), ‘references’ excepted, constitute a ‘case.’

CASE, (A., B., &c.)—Papers ‘recorded’ in the A., B., &c., ‘proceedings’ (q. v.).

CHIEF-CLERK—The uncovenanted head in a military office.

CHIEF COMMISSIONER.—The supreme authority in provinces under the direct management of the Governor-General.

CIRCULAR.—Communication addressed to several administrations, etc.

CITE.—To quote distinctively.

CIVILIAN.—A member of the Civil Service of India.

CIVIL SERVICE OF INDIA—Service constituted for the conduct of the higher branches of executive and judicial work throughout India ; and recruited by competition in England.

CODE, WORD.—A book containing a collection, in alphabetical order, of words specially coined to represent phrases : it is used for telegraphing to stations beyond the limits of India, and is calculated to serve a double purpose—of secrecy, inasmuch as messages in code language is only understandable by the possessor of the key, and of economy, by obviating the high cost of foreign telegrams.

COLLECTION.—A 'case' (q. v.) which has undergone the process of 'recording' (q. v.).

COMMISSIONER.—Officer in charge of a Division (q. v.) in a province.

CONTINUOUS NOTE SYSTEM—The prevailing system of 'noting' (q. v.) successively on the 'receipts' (q. v.) in a 'case' (q. v.).

COPY.—A technical term used by printers for the paper to be put in type.

COPY-HOLDER.—A technical term used in the examination of 'press-proofs' (q. v.), and means the holder of the 'copy' which is read to the examiner.

CORRESPONDENCE, DEMI-OFFICIAL.—Correspondence between officials in their personal capacity on administrative or official matters.

CORRESPONDENCE, OFFICIAL.—Correspondence between officials in their official capacity, on matters which relate

directly or otherwise to questions of administration.

CORRESPONDENCE, UNOFFICIAL.—A special mode of consulting departments on phases of the point for decision, or question under reference, with which they are severally concerned, before the issue of final orders.

COUNCIL, EXECUTIVE.—The Ordinary Council of the Governor-General, known also as the ~~S~~Supreme Council.

COUNCIL, LEGISLATIVE.—The Council for passing legislative enactments, composed of members of the Ordinary or Executive Council of the Governor-General and certain additional members.

COUNCIL OF INDIA.—The Council of the Secretary of State for India.

COUNTER-MARKING.—A part of the process of 'recording' (q. v.): it consists in marking the 'record' numbers of the new 'collection' (q. v.) on the 'references' in the 'file' (q. v.).

CURRENT PAPERS.—Papers which constitute the 'case' (q. v.) before it is disposed of (q. v.) or 'recorded.'

DESPATCH.—A letter addressed to Her Majesty's Secretary of State for India.

DIARY.—A special classified register of the 'docket' (q. v.) and of the departmental progress of the 'receipt' (q. v.).

DISPOSED OF.—A 'case' (q. v.) is said to be disposed of when final orders have been issued.

DISTRICT.—A unit of administration in a province.

DIVISION (OF A PROVINCE).—Group of districts in a province.

DOCKET.—A synopsis of the distinctive characteristics of the 'receipt' (q. v.).

DRAFT.—The original of an order expressed as a separate communication.

ENCLOSURE.—Paper transmitted with, or enclosed in, a forwarding document.

ENDORSEMENT.—A note or memo. accompanying a document, indicating the fact and object of its transmission : so called from the original practice of making the note or memo. on the back of the paper transmitted

EYE-READING.—A term used in the examination of 'press-proofs' (q. v.). It means looking through the proof with a view to detect *typographical* errors.

FAIR-COPY.—Copy of a document free from error: *e. g.* the signature copy of a 'draft' (q. v.).

FILE.—The 'current papers' (q. v.) with the 'references' put up form a 'file.'

FLAG.—A strip of paper pinned on to a document to indicate, and facilitate reference to, some particular passage.

FLAT-SYSTEM.—The method of laying out the papers in a 'file' (q. v.) open, like the pages of a book, for facility of perusal.

GALLEY-PROOF.—'Press-proof' (q. v.) before the matter is made up in page form.

GOVERNOR-GENERAL.—The head of the government in India.

GOVERNOR, or LIEUTENANT-GOVERNOR.—The supreme authority in a province according to status or importance : in Madras and Bombay, he is styled Governor ; in Bengal, North-Western Provinces, and the Punjab, Lieutenant-Governor.

HISTORY OF SERVICES.—A compilation containing a brief statement of the services of officers in the Civil Department.

HOLD UP or OVER.—To keep in suspense.

ISSUE.—A 'draft' (q. v.) after it has been despatched.

KEEP-WITH, or 'simply **K. W.**—Any paper in a 'collection' (q. v.) which does not bear a 'record' number, not being a 'sub-enclosure (q. v.):' so called because it is kept with the 'collection.'

KEY-WORD.—The 'major-head' (q. v.) of an index entry.

KHARITA.—Letter issued to a Native Chief under the Governor-General's signature.

KHILAT—A robe of honour with which princes or those in authority confer dignity on subjects; a present, a gift.

LINKED.—A current 'file' (q. v.) under submission for orders when put up as 'reference' to another is said to be linked with the 'file' with which it is so put up.

LEAD.—A term used in printing, meaning to space out by the insertion of 'leads' between.

LOCAL ADMINISTRATION.—The administrative charge of the supreme authority in provinces under the direct management of the Governor-General.

LOCAL GOVERNMENT.—The administrative charge of a Governor or Lieutenant-Governor.

LOWER-CASE TYPE.—A technical term in typography meaning other than capital letters, and abbreviated, 'l. c.'

MAJOR-HEAD.—The first word or words which constitute the main head or key word of an index entry.

MINISTERIAL OFFICER.—A clerk;—one whose duty is to see to the proper and systematic ordering of material on which administrative or executive officers are required to work.

MINOR-HEAD.—The first word or words in an index entry under a major-head : also known as the 'sub-head.

NATIVE OF INDIA.—A person born and domiciled within the dominions of Her Majesty in India of parents habitually resident in India, and not established there for temporary purposes only.

NAZAR.—An offering ; a gift or present in money (from an inferior to a superior).

NAZARANA.—A fee paid to the State or to its representative on succeeding to an office, or property or chiefship.

NOMINAL HEAD.—When the head in an index entry is a name, it is styled a nominal head.

NON-REGULATION PROVINCE.—Province to which the existing 'regulations' (q. v.) do not apply, and in which official appointments are not regulated by any Statute.

NOTE.—A comprehensive summary of facts and circumstances, illustrative of the subject of a reference, in view to its disposal.

OBSERVATIONS.—That part of a 'resolution' (q. v.) which contains the arguments or grounds on which the order conveyed in the 'resolution' is based.

OFFICE MEMORANDUM.—A special mode of communication for the conduct of official inter-departmental correspondence : it differs from the "letter" in that the communication is made in the *third* instead of in the *first* person singular.

OFFICE ROUTINE.—The ordinary round of official duties irrespective of altered circumstances or conditions.

ORDER IN COUNCIL.—The order passed on a 'file' (q. v.) as the result of a discussion in the Executive Council.

PESHKASH.—A present to a superior ; a present to the ruling power, generally in kind.

PREAMBLE.—That part of a 'resolution' (q. v.) in which all the papers which are affected by the 'resolution' are cited.

PRÉCIS.—A complete abstract of all points of a document or correspondence.

PRÉCIS-DOCKET.—A list of the 'recorded' papers in a 'collection' (q. v.) which forms the topmost page of the 'collection' : so termed because the list is practically a précis of the 'receipts' (q. v.) and 'issues' (q. v.) comprised in the correspondence, and may therefore be said to be a collection of 'dockets' (q. v.) arranged in the order in which the papers are 'recorded.'

PRESIDENT-IN-COUNCIL.—The senior Member of the Executive Council who presides over the Government and the Council during the Governor-General's lengthened absence from duty or from Headquarters.

PRESS-PROOF.—A term used in printing for matter set up for examination before final printing or striking off.

PROCEEDINGS.—'Collections' (q. v.) constitute what are technically styled 'proceedings.'

PROOF-READING.—Examining or correcting 'press-proofs. (q. v.)

PROVINCIAL SERVICE.—Service for the conduct of the higher branches of executive and judicial work in provinces : it is recruited in each province under rules framed by the Provincial Government with the sanction of the Government of India.

RECEIPTS.—Documents received in a 'secretariat' (q. v.).

RECORDING.—A classified system of periodical registration of ‘cases’ (q. v.) ; and consists in numbering each paper forming the ‘case’ in consecutive and chronological order, and in making an entry of the subject of the ‘case’ and certain other particulars, according to prescribed form, in what is technically known as the ‘table of contents’ (q. v.).

RECORDS.—‘Collections’ (q. v.) taken together form the ‘records’ of the State.

REFERENCING.—Collation of materials necessary for the elucidation of the subject of a ‘receipt’ (q. v.) in view to its disposal.

REGISTRAR.—The uncovenanted head of a civil department or secretariat, next below the secretaries.

REGULATION PROVINCE.—Territory in which the existing ‘regulations’ are in force, and official appointments governed by Act of Parliament.

REGULATIONS.—Legislative enactments passed before the formation of the General Legislative Council, or under the provision of the Statute, 33 Vic., c. 3.

REMINDEE CASE.—A ‘case’ (q. v.) in which some information has been called for, for which reminders have to be issued periodically until it is furnished.

RESOLUTION.—A special form of communication for promulgating important general rulings: unlike the “letter” and the ‘office memorandum’ in which the order is communicated by a departmental secretary as an agent of the State, the ruling in the ‘resolution’ is promulgated by the Government of India direct.

RESOLUTION (PROPER).—That part of a ‘resolution’ (q. v.)

which conveys the order of the Government.

SANAD.—A royal ordinance, mandate or decree ; any deed of grant, etc., from one in authority.

SCHEDULED DISTRICTS.—Districts to which the provisions of the Statute 33 Vic., c. 3., sec. 1 have been declared to be applicable.

SECRETARIAT.—The office or place of business of a secretary.

SELECTIONS.—Publications of the Indian or Local Governments similar to the English Blue Books (q. v.) so styled because they contain selections from the records of the Government concerned.

SLIP.—*Vide* FLAG.

STATUTES.—Legislative enactments of the Home Government, or Acts of Parliament.

STATUTORY CIVIL SERVICE.—An intermediate service,—a branch as it were of the Covenanted Civil Service—established under the Statute, 33 Vic., c. 3., for the employment of Natives of India (q. v.) in the civil service.

SUB-ENCLOSURE.—The ‘enclosure’ (q. v) of an ‘enclosure.’

SUB-HEAD.—*Vide* MINOR-HEAD.

SUBSIDIARY ORDER.—The ‘endorsement’ (q. v.) which, in the course of office routine, is appended to the ‘draft.’ (q. v.)

SUSPEND CASE, or CASE HELD IN SUSPENSE.—‘Case’ (q. v) in which action is suspended for whatever cause.

TABLE OF CONTENTS.—The statement in which the necessary details of ‘recorded cases’ are entered.

TABULAR STATEMENT.—The statement of ‘cases’ (q. v.) disposed of by the secretaries of the department, showing particulars of the paper dealt with and the nature of the order passed, and by what officer :

this statement is submitted weekly for the information of the Hon'ble Member in charge of the department.

PAKID.—A vernacular term for remiuder, sometimes used in Indian secretariats.

VICEROY.—Another term for “Governor-General” (q. v.), but not recognised by law.

VOLUMES OF PROCEEDINGS.—Volumes containing the departmental ‘A. Proceedings’ and index and ‘tables of contents’ (q. v.) for the month.

APPENDIX A

No. 1.

STATEMENT showing Divisions and Districts, and scheme of General Administration of Provinces in India.

Divisions.	DISTRICTS.	Regulation or Non Regulation	Provincial Head	Officers employed on Land Revenue and General Administration.		REMARKS.
				No	Designation.	
Ajmere-Merwara (Ajmere)	A J M E R E - M E R W A R A					
	Ajmere (Ajmere)	Non-Regulation	Chief Commissioner of Ajmere-Merwara	1	Chief Commissioner	Head quarters at Abu (The Agent to the Governor-General in Rajputana is <i>ex-officio</i> Chief Commissioner of Ajmere-Merwara.)
	Merwara (Beawar)					
				1	Commissioner	
				2	Assistant Commissioners	
				1	Deputy Magistrate	
				1	Judicial Assistant	
				2	Extra Assistant Commissioners	
				1	Revenue Extra Assistant Commissioners	
				3	Tahsildars	
				2	Naib Tahsildars	

Divisions.	DISTRICTS.	Regulation or Non-Regulation	Provincial Head	Officers employed on Land Revenue and General Administration.		REMARKS
				No	Designation	
	A S S A M					
	Sylhet	Non-Regulation	Chief Commissioner of Assam	1	Chief Commissioner	The Administration
	Cachar			1	Secretary to the Chief Commissioner	
	Goalpara			1	Assistant Secretary to the Chief Commissioner	
	Kamrup			1	Personal Assistant to the Chief Commissioner	
	Darrang			1	Secretary to the Chief Commissioner in the P. W. Dept & Superintending Engineer, Assam	
	Nowgong			1	Assistant Secretary to the Chief Commissioner in the P. W. Dept & Assistant to Superintending Engineer	
	Sibsagar					Provincial Civil Service Subordinate Civil Service
	Lakhimpur					
	Garo Hills			1	Commissioner	
	Khasi & Jaintia Hills			14	Deputy Commissioners	
	Naga Hills			26	Assistant Commissioners	
	Manipur			29	Extra Assistant Commissioners	
	North Lushai Hills			22	Sub-Deputy Collectors	
				27	Tahsildars	

				1	Director of Land Records and Agriculture	Land Records and Agriculture
				2	Superintendents of Land Records	
				1	Settlement Officer	
				3	Assistant Settlement Officers	
BOMBAY						
Northern (Ahmedabad)	Ahmedabad (Ahmedabad)	Regulation Governor of Bombay		1	Governor	The Administration
	Broach (Broach)			2	Members of Council	
	Kaira (Kaira)			1	Chief Secretary, Revenue, Financial, and in charge of the Separate Departments	
	Mohi Kantha (Sadra)			1	Secretary in charge of the Political, Special, Judicial, and Legislative Departments	
	Palanpur (Palanpur)			1	Chief Engineer and Secretary, P. W. Department	
	Pauni Mahals and Rewa Kantha (Gouhra)			1	Secretary, Railway Department	
Surat (Surat)			1	Junior Secretary, Educational, General Marine, and Ecclesiastical Departments		
Thana (Thana)			4	Under Secretaries		
Central (Poona)	Ahmednagar (Ahmednagar)			5	Assistant Secretaries	
	Khandesh (Dhula)			1	Political Assistant to the Secretary, Political Department	
	Nasik (Nasik)			4	Commissioners	
	Poona (Poona)			12	Senior Collectors and Magistrates	
	Satara (Satara)			9	Junior Collectors and Magistrates	
	Sholapur (Sholapur)					

Divisions.	DISTRICTS.	Regulation or Non-Regulation	Provincial Head	Officers employed on Land Revenue and General Administration.		REMARKS.
				No.	Designation	
B O M B A Y—continued.						
Southern (Belgaum)	Belgaum (Belgaum)	Regulation	Governor of Bombay	38	Assistant Collectors and Magistrates	
	Bijapur (Bijapur)			2	Collectors	
	Dharwar (Dharwar)			2	Deputy Commissioners	
	Kanara (Karwar)			2	Head Assistant Collectors	
	Kolaba (Alibag)			61	Deputy Collectors and Magistrates	
	Ratnagiri (Ratnagiri)			172	Mamlatdars	
Sind (Karachi)	Savantvadi (Savantvadi)	Non-Regn.	Governor of Bombay			
	Hyderabad (Hyderabad)					
	Karachi (Karachi)					
	Shikarpur (Shikarpur)					
	Thar and Parkar (Umarkot)					
	Upper Sind Frontier (Jacobabad)					

BENGAL

Burdwan (Burdwan)	Burdwan (Burdwan)	Regulation	Lieutenant-Governor of Bengal	1	Lieutenant Governor	The Administration
	Birbhum (Suri)			1	Chief Secretary to Government	
	Bankura (Bankura)			1	Secretary to Government, General, Revenue, and Statistical Departments	
	Midnapore (Midnapore)			1	Secretary to Government, Financial & Municipal Departments	
	Hooghly (Hooghly)			1	Secretary to Government, P. W. Department, and Chief Engineer	
	Howrah (Howrah)			1	Secretary to Government (Irrigation and Marine Branches) and Chief Engineer	
Presidency (Calcutta)	24 Parganas (Alipore)			6	Under Secretaries	
	Nadia (Krishnagar)			1	Assistant Secretary, Legislative Department	
	Murshidabad (Berhampore)			2	Members	Board of Revenue
	Jessore (Jessore)			1	Secretary	
Rajshahi (Jalpaiguri)	Khulna (Khulna)			1	Junior Secretary	
	Rajahm (Rampur Boalia)			1	Director of Land Records and Agriculture	
	Dinajpur (Dinajpur)			9	Commissioners	
	Jalpaiguri (Jalpaiguri)			4	Judicial Commissioner	
	Darjeeling (Darjeeling)			2	Deputy Commissioners	
	Rangpur (Rangpur)			1	Assistant Commissioner	
Dacca (Dacca)	Bogra (Bogra)			46	Magistrates and Collectors	
	Pabna (Pabna)					
	Dacca (Dacca)					
	Mymensingh (Mymensingh)					
	Faridpur (Faridpur)					
	Backergunge (Barisal)					

Divisions.	DISTRICTS	Regulation or Non-Regulation.	Provincial Head.	Officers employed on Land Revenue and General Administration		REMARKS.
				No.	Designation	
B E N G A L—continued.						
Chittagong (Chittagong)	Tippera (Comilla)	Regulation	Lieutenant-Governor of Bengal	34	Joint Magistrates and Deputy Collectors	
	Noakhali (Noakhali)			17	Settlement Officers	
	Chittagong (Chittagong)			8 ¹	Assistant Ditto	
	South Lushai Hills (Lungleh)			267	Deputy Magistrates	
Patna (Bankipore)	Patna (Bankipore)			1	Special Deputy Collector	
	Gaya (Gaya)			105	Sub-Deputy Magistrates and Sub-Deputy Collectors	
	Shahabad (Arrah)					
	Saran (Chapra)					
	Champaran (Motihari)					
	Muzaffarpur (Muzaffarpur)					
Bhagalpur (Bhagalpur)	Darbhanga (Darbhanga)					
	Monghyr (Monghyr)					
	Bhagalpur (Bhagalpur)					
	Purnea (Purnea)					
	Malda (English Bazar)					
	Sonthal Parganas (Naya Dumka)					

Orissa (Cuttack)	Cuttack (Cuttack)	Regulation	Lieutenant-Governor of Bengal	
	Balasore (Balasore)			
	Angul and Khondmals (Angul)			
	Puri (Puri)			
Chota Nagpur (Ranchi)	Hazaribagh (Hazaribagh)	Non-Regulation	Lieutenant-Governor of Bengal	
	Lohardaga (Ranchi)			
	Palaman (Daltonganj)			
	Manbhum (Purnia)			
	Singbhum (Chaibassa)			
B U R M A				
Arakan (Akyab)	Akyab (Akyab)	Non-Regulation	Chief Commissioner of Burma	1 Chief Commissioner
	Northern Arakan (Paletna)			1 Personal Assistant
	Kyaukpyn (Kyaukpyn)			1 Chief Secretary
	Sandoway (Sandoway)			1 Revenue Secretary
Pegu (Rangoon)	Rangoon Town (Rangoon)	Non-Regulation	Chief Commissioner of Burma	1 Secretary
	Hanthawaddy (Rangoon)			1 Secretary, P. W. D.
	Pegu (Pegu)			4 Under Secretaries
	Tharrawaddy (Tharrawaddy)			1 Assistant Secretary
	Prome (Prome)			1 Financial Commissioner
				1 Secretary to the ditto
				The Administration

Divisions.	DISTRICTS.	Regulation or Non-Regula- tion.	Provincial Head.	Officers employed on Land Revenue and General Administration.		REMARKS.	
				No.	Designation.		
	B U R M A—continued.						
Irrawaddy (Bassein)	Thongwa (Ma-nbin)	Non-Regulation	Chief Commissioner of Burma	1	Assistant Secretary to the ditto	} The Administration	
	Bassein (Bassein)			1	Director of the Department of Land Records and Agriculture		
	Henzada (Henzada)			8	Commissioners		
	Myaungmya (Myaungmya)			34	Deputy Commissioners		
Tenasserim (Moulmein)	Amherst (Moulmein)			74	Assistant Commissioners	} Provincial Civil Service Subordinate Civil Service	
	Thaton (Thaton)			5	Settlement Officers		
	Tavoy (Tavoy)			8	Assistant Settlement Officers		
	Mergui (Mergui)			20	Superintendents of Land Re- cords		
	Tongoo (Tongoo)			3	Probationers		
	Salween (Papun)			1	Senior Inspector		
Southern (Minn)	Thayetmyo (Thayetmyo)			4	Demarcation Officers		
	Pakokku (Pakokku)			64	Extra Assistant Commissioners		
	Minn (Minn)			276	Myooks		
	Magwe (Magwe)						
Northern (Mandalay)	Mandalay (Mandalay)						
	Bhamo (Bhamo)						
	Myitkyina (Myitkyina)						
	Katha (Katha)						
	Ruby Mines (Mogok)						

Central (Sagaing)	Shwebo (Shwebo)	Non-Regulation	Chief Commissioner of Burma			
	Sagaing (Sagaing)					
	Lower Chindwin (Monywa)					
	Upper Chindwin (Kindat)					
Eastern (Meiktila)	Kyaukse (Kyaukse)	Non-Regulation	Chief Commissioner of Burma			
	Meiktila (Meiktila)					
	Yamethin (Yamethin)					
	Myingyan (Myingyan)					
CENTRAL PROVINCES						
Nagpur (Nagpur)	Nagpur (Nagpur)	Non-Regulation	Chief Commissioner of the Central Provinces	1	Chief Commissioner	The Administration
	Bhandara (Bhandara)			1	Chief Secretary	
	Wardha (Wardha)			1	Under-Secretary	
	Chanda (Chanda)			1	Assistant Secretary	
	Balaghat (Burha)			1	Secretary, Revenue Department	
Jabalpur (Jabalpur)	Jabalpur (Jabalpur)			1	Chief Engineer and Secretary, Public Works Department	
	Saugor (Saugor)			1	Assistant Secretary, Public Works Department	
	Damoh (Damoh)			1	Judicial Commissioner	
	Seoni (Seoni)			4	Commissioners	
	Mandla (Mandla)			20	Deputy Commissioners	
Nerbudda (Hoshangabad)	Hoshangabad (Hoshangabad)			33	Assistant Commissioners	
	Nimar (Khandwa)			1	Commissioner of Settlements and Agriculture	
	Narsinghpur (Narsinghpur)			1	Assistant to the ditto	
	Betul (Badnair)			6	Settlement Officers	
	Chhindwara (Chhindwara)			20	Assistant do.	

					1	Assistant Secretary to the Resident, Public Works Department, and Assistant to the Superintending Engineer	The Administration
					1	Extra Assistant Resident in charge of the Residency Civil Offices	
					1	Commissioner	
					1	Judicial Commissioner	
					7	Deputy Commissioners	
					2	Special Assistant Commissioners	
					14	Assistant Commissioners	
					4	Attachés to the Resident	
					20	Extra Assistant Commissioners	
					22	Tahsildars	
					21	Naib Tahsildars	
M A D R A S							
Madras Presidency	Anantapur (Anantapur)	Regulation	Governor of Fort St George		1	Governor	The Administration
	North Arcot (Chittoor)				2	Members of Council	
	South Arcot (Cuddalore)				1	Chief Secretary to Government	
	Bellary (Bellary)				1	Secretary to Government, Revenue Department	
	South Canara (Mangalore)				1	Joint Secretary to Government, P. W. Department	
	Chingleput (Saidapet)				1	Secretary to Government, P W Department, Irrigation Branch	
	Coimbatore (Coimbatore)				1	Joint Secretary to Government, P W Department, Railway Branch	
	Cuddapah (Cuddapah)						
	Ganjam (Chatrapur)						
	Godavari (Cocanada)						

Divisions.	DISTRICTS.	Regulation or Non-Regulation.	Provincial Head.	Officers employed on Land Revenue and General Administration		REMARKS.
				No.	Designation.	
Madras Presidency	MADRAS—continued.					
	Kistna (Masulipatam)	Regulation	Governor of Fort St George	5	Under-Secretaries	} The Administration
	Kurnool (Kurnool)			1	Assistant Secretary	
	Madras (Madras)			4	Members	
	Madura (Madura)			1	Secretary to the Commissioners of Land Revenue	
	Malabar (Calicut)			1	Secretary to the Commissioner of Salt, Abkari, and Separate Revenue	} Board of Revenue
	Nellore (Nellore)			2	Assistant Secretary to the Commissioner of Salt, Abkari and Separate Revenue	
	Nilgiris (Ootacamund)			1	Commissioner of Revenue Settlement and Director, Department of Land Revenue and Agriculture (4th Member)	
	Salem (Salem)			1	Secretary to Commissioner of Revenue Settlement and Director, Department of Land Revenue and Agriculture	
	Tanjore (Tanjore)			4	Deputy Commissioners of Revenue Settlement	
	Tinnevely (Palamcottah)			2	Assistant Commissioners of Revenue Settlement	
	Trichinopoly (Trichinopoly)					
Vizagapatam (Vizagapatam)						

			1	Special Settlement Officer	} Board of Revenue
			1	Deputy Director, Department of Land Records and Agriculture	
			22	Collectors and District Magistrates	
			2	Principal Assistants to the Collectors, District Magistrates, and Agents to the Governor	
			13	Sub-Collectors and Joint Magistrates	
			1	Special Assistants to the Collectors, &c.	
			2	Senior Assistants to the Collectors, &c.	
			18	Head Assistants to the Collectors, &c.	
			47	Assistant Collectors	
			76	Deputy Collectors	
			108	Tahsildars	

NORTH-WESTERN PROVINCES & OUDH

Meerut (Meerut)	Dehra-Dun	Regulation Lieut-Govr of the N.W.P. and Chief Commr. of Oudh	1	Lieutenant-Governor and Chief Commissioner	} The Administration
	Saharanpur		1	Chief Secretary	
	Muzaffarnagar		4	Secretaries	
	Meerut		6	Under-Secretaries	
	Bulandshahr		1	Assistant Secretary	
	Aligarh				

Divisions	DISTRICTS.	Regulation or Non-Regulation	Provincial Head	Officers employed on Land Revenue and General Administration.		REMARKS.		
				No.	Designation.			
N.-W. P. & OUDH—continued.								
Agra (Agra)	Muttra	Regulation	Lieutenant-Governor of the N.-W. Provinces and Chief Commissioner of Oudh	2	Members	Board of Revenue		
	Agra			1	Secretary			
	Farrukhabad			1	Joint Secretary			
	Mainpuri			1	Junior Secretary			
	Etawah			9	Commissioners of Revenue and Circuit			
Etah								
Rohilkhand (Bareilly)	Bareilly			1	Commissioner of Settlement for Oudh			
	Bijnor			1	Director, Department of Land Records and Agriculture			
	Budaon							
	Moradabad							
	Shahjahanpur			1	Honorary Assistant Director of Agriculture			
Pilibhit	34			Magistrates and Collectors				
Allahabad (Allahabad)					Cawnpur		14	Deputy Commissioners
					Fatehpur			
					Banda			
					Hamirpur			
	Allahabad							
Jhansi	17			Joint Magistrates, 1st grade				
Jalaun								
	6	Assistant Commissioners (Oudh), 1st grade						
	24	Joint Magistrates and Assistant Commissioners, 2nd grade						
	7	Settlement Officers						

Lieutenant-Governor, of the N. W. Provinces and Chief Commissioner of Oudh	
Benares (Benares)	Benares
Gorakhpur (Gorakhpur)	Mirzapur
	Jaunpur
	Ghazipur
	Ballia
	Gorakhpur
	Basti
	Azamgarh
Kumson (Naini Tal)	Naini Tal
	Almora
	Garhwal
Lucknow (Lucknow)	Lucknow
	Unao
	Rae Bareilly
	Sitapur
	Hardoi
	Kheri
Fyzabad (Fyzabad)	Fyzabad
	Gonda
	Bahraich
	Sultanpur
	Partabgarh
	Bara Banki

Divisions	DISTRICTS.	Regulation or Non-Regulation.	Provincial Head	Officers employed on Land Revenue and General Administration		REMARKS
				No.	Designation	
PUNJAB						
Delhi	Delhi	Non-Regulation	Lieutenant-Governor of the Punjab and its Dependencies	1	Lieutenant-Governor	The Administration
	Gurgaon			1	Chief Secretary	
	Rohtak			1	Revenue Secretary	
	Hissar			1	Junior Secretary	
	Karnal			1	Secretary, P. W. Dept. [Branch]	
	Umballa			1	Do. do (Irrigation)	
Jallundur	Simla			2	Financial Commissioners	
	Jallundur			1	Director, Department of Land Revenue and Agriculture	
	Hoshiarpur			2	Secretaries to the Financial Commissioners	
	Kangra			6	Under Secretaries	
	Ludhiana			4	Assistant Secretaries	
	Ferozepore			6	Commissioners	
Lahore	Lahore			32	Deputy Commissioners	* The number in the 5th Grade is variable
	Amritsar			76	Assistant Commissioners	
	Gurdaspur			84	Extra Assistant Commissioners	
	Mooltan			130*	Tahsildars	
	Jhang					
	Montgomery					

Rawalpindi

Rawalpindi
Jhelum
Gujrat
Shahpur
Gujranwala
Sialkot

Dera Ismail Khan

Dera Ismail Khan
Dera Ghazi Khan
Bannu
Muzaffargarh

Peshawar

Peshawar
Razara
Kohat

Non-Regulation

Lieutenant Governor of the Punjab and its Dependencies

APPENDIX A.

No. 2.

GOVERNMENT OF INDIA.

(a)—Personnel.

GOVERNOR-GENERAL.

Six Members of Council, including the Commander-in-Chief.

SECRETARIATS.

1.—HOME DEPARTMENT.

1 Secretary.	1 Officer in charge of the Record of the Government of India and the Imperial Library, and <i>ex-officio</i> Assistant Secretary.
1 Deputy Secretary.	
1 Under-Secretary.	

2.—REVENUE AND AGRICULTURAL DEPARTMENT.

1 Secretary	1 Assistant Inspector-General of Forests and Superintendent of Working Plans
1 Under-Secretary	
1 Inspector-General of Forests to the Government of India	1 Secretary under the Invention and Designs Act, V of 1888

3.—FOREIGN DEPARTMENT.

1 Secretary.	2 Assistant Secretaries.
1 Deputy Secretary	1 Attaché
1 Under-Secretary.	

4.—FINANCE AND COMMERCE DEPARTMENT.

1 Secretary.	1 Director-General of Statistics, and <i>ex-officio</i> Assistant Secretary.
1 Deputy Secretary.	
1 Under-Secretary.	

5.—MILITARY DEPARTMENT

1 Secretary.	1 Deputy Accountant-General and <i>ex-officio</i> Assistant Secretary for Finance.
2 Deputy Secretaries.	
4 Assistant Secretaries.	
1 Accountant-General and <i>ex-officio</i> Deputy Secretary for Finance.	1 Assistant Accountant-General.

6.—PUBLIC WORKS DEPARTMENT.

- | | |
|--|---|
| 1 Secretary. | 1 Deputy Accountant-General and Under-Secretary. |
| 1 Deputy Secretary, Civil Works Branch, (including Irrigation and Telegraph) | 1 Under-Secretary, General Branch. |
| 1 Director-General of Railways and Deputy Secretary. | 3 Assistant Secretaries, Railway Branch. |
| 1 Accountant-General and Deputy Secretary. | 2 Assistants, Accountant-General. |
| 1 Under-Secretary, Civil Works Branch | 1 Consulting Engineer to the Government of India for State Railways |
| 1 Under-Secretary and <i>ex-officio</i> Deputy Director-General of Railways | 1 Deputy Consulting Engineer |
| | 1 Mechanical Assistant |

7—LEGISLATIVE DEPARTMENT

- | | |
|--------------|---------------------|
| 1 Secretary. | 1 Deputy Secretary. |
|--------------|---------------------|

(b)—Departmental distribution of subjects or branches of the Administration.

1—HOME DEPARTMENT

All business connected with the following branches of the Administration in British India —

- | | |
|---|--|
| (1) Law and Justice | (16) Census |
| (2) Jails and the Penal Settlements in the Andaman and Nicobar Islands. | (17) Municipalities and Local Funds. |
| (3) Escheats, the Administration of Estates of Intestates | (18) Gazetteers |
| (4) Police. | (19) In the Hyderabad Assigned Districts, all business connected with— |
| (5) Education | (i) Law and Justice ; |
| (6) Examinations. | (ii) Jails ; |
| (7) Fine Arts. | (iii) Police , |
| (8) Sanitation | (iv) Education ; |
| (9) The (Civil) Medical Service | (v) The Ecclesiastical Service ; |
| (10) The Ecclesiastical Service. | (vi) The (Civil) Medical Service ; |
| (11) Civil Service Questions | (vii) Sanitation , |
| (12) Registration of Assurances | (viii) Municipalities and Local Funds ; |
| (13) The working of the Vagrancy Act | (ix) The Civil Service ; |
| (14) The working of the Arms Act. | (x) Registration , |
| (15) Copyright. | (xi) The Copyright Act. |

2.—DEPARTMENT OF REVENUE AND AGRICULTURE

- | | |
|--------------------------------------|----------------------------------|
| (1) Land Revenue. | (9) Famine |
| (2) Land Surveys. | (10) Emigration. |
| (3) Agriculture. | (11) Practical Arts and Museums. |
| (4) Economic Products. | (12) Commercial Exhibitions. |
| (5) Civil Veterinary Administration. | (13) Interpal Land Trade. |
| (6) Fisheries. | (14) Forests and Arboriculture. |
| (7) Geology and Minerals. | (15) Archaeology and Epigraphy. |
| (8) Meteorology. | (16) Inventions and Designs |
| (17) Weights and Measures. | |

3—FOREIGN DEPARTMENT

- (1) Political matters generally.
- (2) Relations with Foreign States beyond the limits of India
- (3) Relations with Native States and with Feudatories within the limits of India
- (4) Control of the Administration of Frontier Districts, and relations with Frontier and Hill Tribes, independent or semi-independent
- (5) Control of the Administration of the Hyderabad Assigned Districts, except in regard to business specified opposite No. 19 in the list of subjects administered by the Home Department, and in regard to the subjects administered by the Revenue and Agricultural Department.
- (6) Control of the Administration of Ajmere-Mhairwarra, except in regard to business specified opposite Nos 3 to 16 inclusive in the list of subjects administered by the Revenue and Agricultural Department
- (7) Control of the Administration of British Baluchistan, except in regard to business specified opposite, to Nos 10 in the list of subjects administered by the Home Department, Nos. 2 and 14 in the list of subjects administered by the Revenue and Agricultural Department, Nos 15 and 16 in the list of subjects administered by the Finance Department, Military Works and Volunteers of the subjects administered by the Military Department and the subjects administered by the Public Works Department
- (8) Political Prisoners
- (9) Supervision of the Department
- (10) Political Pensions
- (11) Questions of Extradition and Extra-territorial jurisdiction
- (12) Titles.

- (13) Orders of the Star of India, Indian Empire, and Crown of India.
 - (14) Recognition of Consuls.
 - (15) Grant of Passports
 - (16) Ceremonials
 - (17) Local Corps in Rajputana and Central India, the Zhob Levy Corps, and Imperial Service Troops of Native States.
-

4.—FINANCE AND COMMERCE DEPARTMENT.

All matters connected with the Administration of the several Presidencies and Provinces in India in the following branches :—

- (1) The Public Accounts, including Estimates, Presidency Banks, and Alienations of Revenue.
- (2) The Public Expenditure.
- (3) The Public Ways and Means, including Loans to and from the Public Treasury.
- (4) The Management of the Public Funds.
- (5) The Mints
- (6) The Paper Currency.
- (7) Leave, Pay, Allowances, Pensions, and Gratuities of Public officers
- (8) Assessed Taxes.
- (9) Excise.
- (10) Opium
- (11) Salt.
- (12) Customs.
- (13) Merchandise Marks.
- (14) Stamps.
- (15) Post Office.
- (16) Statistics.
- (17) Commerce and Trade.
- (18) Merchant Shipping.
- (19) Rules regarding the supply of Stores.
- (20) Ports and Port Dues, Lighting and Pilot Services.
- (21) Stationery and Printing.

5.—MILITARY DEPARTMENT.

All matters connected with the Administration of the Army and Volunteers and Royal Indian Marine, Marine Surveys, and Dangers to Navigation corresponding to the Hydrographic Section of the Admiralty) in all Presidencies.

6.—PUBLIC WORKS DEPARTMENT.

(1) Public Works

(2) Telegraphs.

N B —The LEGISLATIVE DEPARTMENT is a purely consultative Department, and is concerned principally with the issue of Acts and Regulations

APPENDIX A.

No. 3.

Statistical List of the principal Native States in India.

These States possess various degrees of sovereignty, but all owe allegiance to the British Government and are bound to act in subordinate co-operation with it in matters affecting Imperial interests. The internal administration is, except in temporary circumstances, in the hands of the Ruling Chiefs, who exercise powers varying with the measure of sovereignty enjoyed by each State. The rights of the States are founded on, and their relations with the Paramount Power are regulated by treaties, engagements, or sanads, or old usage and tradition. They have no external relations. Most of the States possess some nominal military force, but recently the leading States have placed selected contingents, known as "Imperial Service Troops," at the disposal of the British Government.

Name of State	Designation of Chief	POLITICAL OFFICER		Area in square miles	Popula- tion	Revenue	Salute in guns	REMARKS.
		Chief	Subordinate					
I.—HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF INDIA								
IN GUZERAT.				Rs				
Baroda	H H the Gaekwar	Agent to the Govr. Genl at Baroda	. . .	8 569	2,415,396	1,53 00 000	21	
IN THE DECCAN								
Hyderabad	H H the Nizam	Resident at Hy- dcrabad	. . .	82,698	11 537 040	3,02 00 000	21	
ON THE N.-W FRONTIER								
Jammu & Kash- mir	H H the Maha- raja	Resident in Kashmir		90,000	2 543,952	55 00,000	19*	*21 within the limits of the State.
IN SOUTHERN INDIA								
Mysore	H H the Maha- raja	Resident in My- sore (Bangalore)	27,936	4,843,523	1,51 00 000	21	

Name of State.	Designation of Chief.	POLITICAL OFFICERS.		Area in square miles.	Popula- tion.	Revenue.	Salute in guns.	REMARKS.
		Chief.	Subordinate.					
		IN BALUCHISTAN.				Rs.		
Kalat	H. H. the Wali	Agent to the Govr.-Genl. in Baluchistan (Quetta)	Political Agent at Kalat.	106,000	220,500	8,00,000	19	
And the petty State of Las Bela to which no salute is attached.								
		IN CENTRAL INDIA.						
Ajaigarh	H. H. the Maha- raja	Agent to the Governor-General in Central India (Indore).	Political Agent in Bundel- khand (Now- gong).	802	98,020	2,25,000	11	
Baoni	H. H. the Nawab			116	18,376	1,00,000	11	
Baraundha	The Raja			288	18,599	16 000	9	
Bijawar	H. H. the Maha- raja			973	122,914	2,35,000	11	
Charkhari				879	143,561	6,00,000	11	
Chhetarpur	H. H. the Raja*			1,240	173,874	3,00,000	11	* The present Chief holds the personal title of Maharaja.
Datia	H. H. the Maha- raja			836	185,728	10 00,000	15	
Orehha	"			1,988	333,389	9,00,000	15†	† The present Chief has a personal salute of 17 guns.
Panna	"	2,568	239,052	5,00,000	11			

Samthar	H. H. the Raja*	Ditto	Ditto.	173	40,637	4,00,000	11	*The present Chief holds the personal title of Maharaja.
Maibar	The Raja		Political Agent in Baghelkhand (Satna).	400	77,438	74,000	9	
Nagod	"			450	84,083	1,50,000	9	
Rewa	H H the Maharaja			13,000	1,508,176	13,00,000	17	†‡ within the limits of the State
Bhopal	H. H. the Nawab Begam		Political Agent in Bhopal (Sehore).	6,784	954,901	40,00,000	19†	
Khilchipur	The Rao			204	36,125	2,50,000	9	
Narsinghgarh	H. H. the Raja			720	112,427	4,50,000	11	
Rajgarh	"			642	112,641	3,50,000	11	
Ali Rajpur	The Rana		Political Agent in Bhopawar (Sirdarpore).	836	70,091	85,000	9	‡The present Chief holds the personal title of Maharaja.
Barwani	"			1,362	30,264	2,00,000	9	
Dhar	H H the Raja†			1,739	167,504	8,00,000	15	
Jhabua	"		Political Agent in Western Malwa (Agar).	1,336	119,787	1,28,000	11	
Jaura	H H the Nawab			872	112,280	9,60,000	13	
Ratlam	H. H. the Raja			1,200	87,310	6,50,000	11	§21 within the limits of the State.
Sailana	"			500	29,720	1,50,000	11	
Sitawan	"			350	30,840	1,26,000	11	
Gwalior	H. H. the Maharaja (Sindhia)		Resident at Gwalior.	29,047	3,378,774	1,37,00,000	19§	

Name of State	Designation of Chief	POLITICAL OFFICER		Area in square miles	Population.	Revenue.	Salute in guns.	REMARKS.
		Chief.	Subordinate.					
IN CENTRAL INDIA—contd.								
Dewas (Senior Branch)	H H the Raja	Agent to the Governor-General in Central India (Indore)	Under direct control of the Agent to the Governor-General	155	77,922	Rs 3,50,000	15	21 within the limits of the State
Dewas (Junior Branch)								
Indore	H H the Maharaja (Holkar)							
And 114 other States and Chiefships to which no salutes are attached								
IN RAJPUTANA.								
Alwar	H H the Maharaja	Agent to the Governor-General in Rajputana (Abul).	Political Agent at Alwar	3,144	767,786	26,58,000	15	Banswara and Partabgarh are immediately controlled by an Assistant Political Agent at Banswara.
Banswara	H H the Maharaja		1,946	241,041	2,59,000	15		
Dungarpur	"		1,447	165,400	1,45,000	15		
Partabgarh	"		Resident in Mewar (Udaipur)	886	87,975	2,67,000	15	
Udaipur (Mewar)	H. H. the Maharaja		12,753	1,861,126	37,50,000	19		

Bhartpur	H. H. the Maharaja	Ditto	Political Agent, Eastern States of Rajputana (Dholpur)	1,382	640,308	27,18,000	17
Dholpur	H. H. the Maharaja Rana			1,154	279,890	9,25,000	15
Karauli	H. H. the Maharaja			1,242	166,587	4,77,000	17
Bikanir			Political Agent in Bikanir	23,173	831,955	18,00,000	17
Bundi	H. H. the Maharao Raja		Political Agent, Haroti and Tonk (Deoli)	2,220	295,678	8,00,000	17
Tonk	H. H. the Nawab			2,552	380,069	12,00,000	17
Jaipur	H. H. the Maharaja		Resident at Jaipur	15,579	2,823,966	61,90,000	17
Kishangarh				858	125,016	3,57,000	15
Jaisalmer	H. H. the Maharawal		Resident, Western States of Rajputana (Jodhpur)	16,062	115,701	1,58,000	15
Jodhpur (Marwar)	H. H. the Maharaja			34,963	2,528,178	41,57,000	17
Sirohi	H. H. the Maharao		Political Agent in Jhalawar (Jhalrapatan)	1,964	190,836	1,75,000	15
Jhalawar	H. H. the Maharaj Rana			2,722	343,601	15,00,000	15
Kota	H. H. the Maharao		Political Agent in Kota	3,784	526,267	24,00,000	17

And the Chiefships of Lawa and Shahpura to which no salutes are attached.

* The present Chief has a personal salute of 21 guns

Name of State.	Designation of Chief.	POLITICAL OFFICER.		Area in square miles	Population	Revenue	Salute in guns	REMARKS.
		Chief.	Subordinate					
II —HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF FORT ST. GEORGE								
Cochin	H. H the Raja	Resident in Travancore and Cochin (Trivandrum)	Assistant Resident, Travancore and Cochin.	1,362	722,906	Rs. 17,29,040	17	
Travancore	H H the M-haraja			6,780	2,357,736	77,64,000	19	
Pudukottai	H H the Raja	Political Agent for Pudukottai (Collector of Trichinopoly).	...	1,101	373,096	10,00,000	11	
And the petty States of Banganapalle and Sandur to which no salutes are attached								

III.—HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF BOMBAY.

Balasinar	The Nawab Babi	Political Agent in the Rewa Kantha (Godra)	" "	189	53,215	1,39,000	9	
Bariy	The Raja			813	111,269	3,71,000	9	
Chhota Udaipur	"			873	93,687	2,30,000	9	
Lunawara	"			388	90,147	2,35,000	9	
Rajpipla	H. H. the Raja	Agent to the Governor at Surat (Collector of Surat).	" "	1,514	171,771	8,00,000	11	
Sunth	The Raja			394	74,275	1,57,000	9	
Bansda	"			215	41,273	8,00,000	9	
Dharampur	"			706	120,468	3,11,000	9	
Sechin	The Nawab			42	21,192	2,15,000	9	

Bhannagar	H H the Thakur Sahib	Political Agent in Kathiawar (Rajkot)	..	2,860	467,282	32,59,000	11	*The present Chief has a personal salute of 15 guns
Dhrangadra	H H the Raj Sahib			1,156	163,754	5,00,000	11	
Dhrol	The Thakur Sahib		..	282	27,007	1,52,000	9	
Gondal	H H the Thakur Sahib			1,023	161,036	12,00,000	11	
Junagarh	H H the Nawab		.	3,283	484,190	23,00,000	11	
Lunri	The Thakur Sahib			343	48,176	2,72,000	9	
Morvi	H H the Thakur Sahib			821	105,335	10,73,000	11	
Nawanagar	H H the Jam		..	3,791	379,611	24,85,000	11	
Palitana	The Thakur Sahib		...	288	60,848	4,75,000	9	
Porbandar	H H the Rana			636	85,785	4,75,000	11	
Rajkot	The Thakur Sahib		..	281	49,938	2,86,000	9	
Wadhwan			..	236	42,433	4,00,000	9	
Wankaner	The Raj Sahib			414	39,329	2,67,000	9	
Cambay	H H the Nawab	Political Agent for Cambay (Collector of Kaira).	...	350	89,722	6,45,000	11	

Name of State.	Designation of Chief.	POLITICAL OFFICERS.		Area in square miles	Popula- tion	Revenue	Salute in guns.	REMARKS.
		Chief.	Subordinate.					
III —HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF BOMBAY— <i>contd.</i>								
Idar	H H the Maha- raja	Political Agent in the Mahi Kantha(Sadra)	..	1,900	302,134	Rs. 6,07,000	15	
Janjira	The Nawab (Hab- shi)	Political Agent for Janjira (Collector of Kolaba)		324	81,780	5,55,000	9	
Khairpur (Sindh)	H H the Mir	Political Agent for Khairpur (Collector of Shikarpur)	=	6,109	131,937	7,17,000	15	
Kolhapur	H H the Raja	Political Agent in Kolhapur (Kolhapur)		2,855	913,131	81,25,000	19	
Kutch	... H H the Rao	Political Agent in Kutch(Bhuj)	.	6,500	558,415	30,50,000	17	
Palanpur	... H. H. the Diwan	{ Political Super- intendent of Palanpur (Pa- lanpur). }	3,150	274,864	5,88,000	11	
Radhanpur	... H. H. the Nawab		..	1,150	98,017	6,00,000	11	
Sawantwari	The Sir Desai	{ Political Super- intendent of Sawantwari (Sawantwari). }	926	192,948	4,20,000	9	
And about 830 other States and Chiefships to which no salutes are attached.								

IV—HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF BENGAL

Kuch Behar	H H the Maharaja	Political Agent for Kuch Behar (Commissioner, Rajshahi Division, Jalpaiguri)	1,807	578,054	16,25,000	13	
Sikkim		Commissioner Rajshahi.	2,702	30,500	32,000	15	
		Assistant Political Agent, Sikkim (Gantok)					
Tippura (Hill)	H H the Raja*	Political Agent for Tippura (Magistrate of Tippura, Comilla)	4,086	137,442	3,47,000	13	* The present Chief holds the personal title of Maharaja
And 27 other States to which no salutes are attached							

V—HAVING POLITICAL RELATIONS DIRECT WITH THE GOVT OF THE N-W PROVINCES & OUDH

Rampur	H H the Nawab	L-G's Agent for Rampur (Comr, Rohilkhand Division, Bareilly)	945	551,249	30,50,000	13	
Tehri (Garhwal)	H. H the Raja	L-G's Agent for Tehri (Comr of Kumaon, Nainital).	4,164	241,242	2,53,000	11	

Name of State	Designation of Chief	POLITICAL OFFICERS.		Area in square miles	Population.	Revenue	Salute in guns.	REMARKS.
		Chief	Subordinate.					

VI—HAVING POLITICAL RELATIONS DIRECT WITH THE GOVERNMENT OF THE PUNJAB

						Rs		
Bahawalpur	H H the N-wab	Directly under the Lieutenant-Governor of the Punjab	{	17,285	650,042	16,00,000	17	*The present Chief has a personal salute of 13 guns
Jind	H H the Raja			1,268	284,560	6,11,000	11	
Nabha	"			936	282,756	7,00,000	11	
Patiala	H H the Maha-raja			5,951	1,583,521	57,81,000	17	
Chamba	H H the Raja	L-G's Agent for Chamba (Commissioner Lahore)	{	3,126	124,032	3,50,000	11	
Faridkot	"	L-G's Agent (Commissioner Jalandhar)	{	643	115,040	3,00,000	11	
Kapurthala	"			598	299,690	20,00,000	11	
Mandi	"			1,131	166,923	4,00,000	11	
Suket	"			404	52,403	1,00,000	11	
Kahlur (Bilaspur)	"	L-G's Agent (Commissioner, Delhi)	{	451	91,760	1,00,000	11	
Sirmur (Nahan)	"			1,108	1,14,134	2,10,000	11	†The present Chief has a personal salute of 13 guns

Madr Kotla	The Nawab	Ditto	162	75,755	3,14,000	9*	*The present Chief has a personal salute of 11 guns, and is styled "His Highness"
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And 22 other States to which no salutes are attached.

VII—HAVING POLITICAL RELATIONS DIRECT WITH THE CHIEF COMMISSIONER OF BURMA

5 Karen, 1 Palaung, and 48 Shan States to which no salutes are attached

VIII—HAVING POLITICAL RELATIONS DIRECT WITH THE CHIEF COMMISSIONER OF THE CENTRAL PROVINCES

Karond (or Kahlahandi).	The Raja	Political Agent for the Chhattisgarh Feudatories (Raipur)	3,745	326,295	1,21,000	9
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And 14 other States to which no salutes are attached

IX—HAVING POLITICAL RELATIONS DIRECT WITH THE CHIEF COMMISSIONER OF ASSAM

Manipur	H. H the Raja	Political Agent in Manipur.		8,000+	221,070+	2,45,000+	11	†No later figures than those of 1881 are available.
And 15 Khasi States to which no salutes are attached.								

APPENDIX B.
FORMS AND SPECIMENS.
No. 1.
[REGISTER.]

Register of Papers received in the ----- during the year 1896

Serial No.	Class of Paper	From whom.	No	Date.	Subject in brief	To whom sent	Receipt	REMARKS.
					1ST JANUARY			
1	Official	A, G G C I	916	28th Dec 1895	Employment of Mr C Salmon by the Indore State.	Mr R	C R	
2	Demi-official	H Newton, Esq., Chief Commissioner, Burma		23rd Dec. 1895	Jurisdictional arrangements in the Shan States.	Mr C	E C.	
3	Unofficial	Revenue and Agricultural Department	84	1st Jan	Takavi advances, Baluchistan.	Mr T.	L T	

APPENDIX B.

No. 2.

[DOCKET.]

REFERENCES PUT UP	Diary No. 48	Regt No 2576,
	REV. & AGRI.	1895 DEPARTMENT
Forests A, June 1892 Nos 125 -127	FROM	
Forests A, November 1894, Nos 66 - 84	THE CHIEF SECRETARY TO THE GOVERNMENT OF THE PUNJAB	
	No 122	
	Dated 12th March	Eyc one.
	Recd 15th do	Spare Copies
	Abstract	
	<p>Forwards for consideration an application for a pension from Mrs Jane Smith, widow of Mr H. J. Smith, late a Deputy Conservator of Forests in the Punjab, who was killed in the execution of his duties</p>	

SPECIMENS OF ABSTRACTS.

[C. IV., PARA. 22.]

(1)

Replies to letter No 56, dated the 14th January 1893, calling for certain particulars connected with the proposed grant of a loan to Raja Johum Singh one of the Oudh Talukdars

(2)

Refers to correspondence ending with his letter No. 232, dated the 5th March 1882, and, in the circumstances represented, suggests that the necessary steps may be taken towards the construction of a suitable residence for the Head Master of the Government Training College at Gidarkot.

(3)

With reference to—Department's letter No 1562-J, dated the 14th May 1895, forwards a copy of a Memorandum drawn up by his First Assistant, in which full details are given as to the circumstances which necessitated the adoption of the measures already reported, for bringing to punishment the persons concerned in the recent case of mail robbery in the district of Whiskisoda.

(4)

Death of Raja of Bandukpur, succession of his infant son; arrangements for administration of State during minority. evil influence of State officials.

PPENDIX B.

No. 3.

[DIARY.]

DIARY OF RECEIPTS.

CENTRAL INDIA

(1) D. No	RECEIPT.					Whereabouts of file	ISSUE.			Previous (1) D. No	Subsequent (1) D. No.	How recorded.
	From whom	No	Date	Date of receipt	Subject		To whom	No.	Date.			
1	2	3	4	5	6	7	8	9	10	11	12	13
56 5230	A, G.-G	234	4th April	7th April	MR E BIGDUNCE With reference to correspondence ending with Foreign Dept. letter No 174-I, dated the 12th February 1895, requests sanction to the appointment of _____ as Principal, Bandarpur Normal School, in succession to Mr J Dun-derhead deceased	(3) Mr J A S 7-4 8-4 D S Fu Dp 11-4 13-4 Mr J A S 20-4 22-4 D S Secy 23-4 24-4 Issue Await 26-4 1-5	A, G.-G	1233-I	28th April	9	73	Int B. May 1895, Nos. 146-57.

(1) Diary number (2) Register number. (3) In making an entry the previous one is scored out.

(2) DIARY OF ISSUES

1895.

CENTRAL INDIA.

Number.	Date.	To whom	Subject.	Receipt number	REMARKS.
1	2	3	4	5	6
1283-I	28th April	A., G.-G.	MR E. BIGDUNCE. Enquiries as to the ante- cedents of—	56	(1) R. R. No. 24.

(1) Remind Register number

APPENDIX B.

No. 4.

[NOTE.]

FROM

THE SECRETARY TO THE GOVERNMENT OF BOMBAY,

(Political Department)

No. 8486

Enc. 4.

Dated 27th December 1895

Spare Copies.

Recd. 1st January 1896.

Subject.

Submits proposals for the encouragement of the study of Marathi and Gujarathi among Political Officers in the Bombay Presidency.

Notes and Orders.

Marathi and Gujarathi are the vernacular languages of the Bombay Presidency. Political Officers are constantly brought in contact with the natives of the country, and it is therefore essential for the proper performance of their duties that they should have a knowledge of both languages. For these reasons the Government of Bombay propose that Political Officers should be required to pass compulsory examinations in both languages by the Lower and Higher Standards. It is proposed that a reward of Rs 800 should be granted for the Lower, and of Rs. 1,500 for the Higher, Standard examination.

2. Rewards are given in other Presidencies for compulsory examinations in vernacular languages. The reward given for the Lower Standard examination is Rs 600, and for the Higher Standard, Rs 1,000. The rewards for Marathi and Guzerathi should not, it is submitted, be larger than the rewards given in other Provinces. If this view is accepted, considering the average number of officers who are likely to earn rewards in each year, the annual expenditure will apparently be reduced from Rs 10,000, the amount estimated by the Government of Bombay, to Rs 6,521, the amount calculated under the reduced scale of rewards proposed in this note.

A Examination, April 1878, Nos. 49—86,
A. Examination, September 1880, Nos 1—12.

A Examination, July 1889, Nos. 2—32.

(Slips A., B, & C)

3. The Home Department may be consulted un-officially in the first instance if that Department agrees to the proposals of the Government of Bombay as modified in para. 2 above, the concurrence of the Finance Department will then be necessary. Finally, Her Majesty's Secretary of State will have to be asked to agree to the proposals

V D'R —6th January 1896.

APPENDIX B.

No. 5.

[DRAFT]

1.—ENDORSEMENT

No

- (1) The following (or the following correspondence) is
Copy (or a copy of the foregoing letter) is
Copy of (or a copy of the foregoing) correspondence (is)
A copy of the foregoing letter and of the letter to which
it is a reply is
Copy with copy (or a copy of the foregoing letter and)
of the correspondence (or papers) noted in the
margin is

forwarded to the

P. W. Department for { information { and guidance
{ and further orders
{ and any further necessary action
communication to—

{ with reference to (or to the correspondence ending
with) the endorsement from that Department, } No 1854, dated the 15th July
in continuation of endorsement } 1895

No.

(2) Transferred to the Agent to the Governor-General for Central India for disposal.

No.

(8) Forwarded to the { Military Department for consideration and orders.
Resident at Hyderabad for the favour of remarks or
opinion or report

FOREIGN DEPARTMENT, }
FORT WILLIAM,
The May 1896

B. O., &c.

Under-Secy.

List of papers transmitted.

From the Governor-Generals's Agent in Rajputana, No. 232-G, dated the 26th April 1896

No

(4) Returned to the Petitioner for submission through the local authorities (or with the intimation that [stating the purpose])

B. O., &c.,

HOME DEPARTMENT, }
PUBLIC;
Simla, the March 1895

Asst Secy

(Enclosure)

Petition from Mahmud Khan, Hardoi District, Oudh, dated the 2nd March 1895,

No.

(5) Read a letter from the Chief Secretary to the Government of the Punjab No 1878, dated the 15th August 1898

Ordered that a copy be forwarded to the Foreign Department for information.

B. O., &c.,

FINANCE & COMMERCE DEPT, }
ACCOUNTS & FINANCE,
Simla, the September 1898.

Asst. Secy.

2.-LETTER.

[OFFICIAL]

(1)

Foreign Department.

FORT WILLIAM,

The February 1896

To

No

THE CHIEF COMMISSIONER

OF BURMA.

SIR,

With reference to (or as the case may require 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 800 for the purchase of a Remington type-writer for use in your office.

I have &c.,

Under-Secretary.

No.

Copy forwarded to the Department of Finance for information and further orders, in continuation of endorsement No. 1572, dated the 10th September 1895.

B. O., &c.,

Assistant Secretary.

(One paragraph draft.)
(Subsidiary Order.)

(2)

Foreign Department.

FORT WILLIAM,

The May 1895

No. G.

To

THE SECRETARY TO THE GOVERNMENT,

NORTH-WESTERN PROVINCES & OUDH,

Financial Department.

SIR,

* No 12, dated the 6th
January 1895.

No. 44, dated the 10th
April 1895.

(Draft of two paragraphs.)

I am directed to refer to your letters* cited in the margin, regarding the proposed grant of a pensionary allowance of Rs 50 a month to Muhammad Bakht son of Saiyid Muhammad Ali, in consideration of the very valuable aid rendered by the latter in the repression of the outrages recently perpetrated on certain inhabitants in the district of Chankipur.

2 I am to say that, in view of the facts set forth in the correspondence enclosed in your letter, the G G in C. is of opinion that the requirements of the case will be sufficiently met by the grant to Muhammad Bakht of a pension of Rs 25 a month. This sum is accordingly sanctioned with effect from the date of this letter

I have &c.,

Under-Secretary.

No.

Copy forwarded to the Department of Finance for information and further orders

B O., &c.,

Assistant Secretary.

Copy of office notes accompanies.

(Subsidiary order)

[DEMI-OFFICIAL.]

Finance and Commerce
Department.

Calcutta, the Jan'y 1896

To

C. HERBERT, Esq.,

SECRETARY TO THE GOVERNMENT,

NORTH-WESTERN PROVINCES AND OUDH,

Financial Department, Allahabad.

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.

Before any decision can be arrived at, it is necessary to ascertain how the reputedly large landed property which the Begam's father, Shaikh Rasul Muhammad owned in the Hardoi district, was disposed of after his death, and under what terms the allowances enjoyed by Shaikh Ghulam Ali were held. Will you kindly help us with the information required: our records are silent on the subject.

Yours &c.,

Asst. Secy.

3.-DESPATCH.

Finance & Commerce
Department.

(Leave, &c..)

Simla, the March 1893

No.

To

HER MAJESTY'S SECRETARY OF STATE
FOR INDIA

MY LORD,

WE have the honour to acknowledge the receipt of Your Lordship's despatch No. 23 (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.

2. Your Lordship, though informed that we consider Mr. Curmudgeon to have forfeited all the advantages secured to him by his covenant as an officer of the Forest Department, by obtaining his transfer to the Police Department in 1868, is however advised that Mr. Curmudgeon's covenant cannot, notwithstanding his transfer, be held to be altogether cancelled, and that consequently his claim is still valid

3 In view of the importance of the question and of the possibility that the facts of the case have not been made sufficiently clear, we now forward papers from which Your Lordship will observe that Mr Curmudgeon was transferred from the Forest to the Police Department at his own request. We regret that sufficient prominence was not given in our previous Despatch to this circumstance which seems to have an important bearing on the case. We are of opinion that by voluntarily quitting the Forest Department, Mr Curmudgeon terminated his covenant and thereby forfeited his claims to all the privileges which it secured; and we trust that the opinion given by our Advocate General in a similar case (of which we enclose a copy) corroborative of our view, will induce Your Lordship to concur with us

We have &c ,

SCHEDULE OF PAPERS

1. From the Chief Secretary to the Government of the Punjab, No. 232, dated the 10th May 1872

2. To the Chief Secretary to the Government of the Punjab, No. 456, dated the 2nd June 1872

3. Opinion of the Hon'ble the Advocate-General, dated the 24th October 1889.

4—OFFICE MEMORANDUM.

[OFFICIAL]

Military Department.

(Stores
Ammunition)

Simla, the June 1879

No.

OFFICE MEMORANDUM

With reference to the endorsement from the Foreign Department No 868-I, dated the 16th 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 the ammunition supplied on emergent indent by the Budgepore Arsenal to the local police.

Deputy Secretary.

To

THE FOREIGN DEPARTMENT

(UNOFFICIAL)

No

GOVERNMENT OF INDIA

HOME DEPARTMENT.

UNOFFICIAL MEMORANDUM

Simla, the September 1893

Will the Finance Department kindly say when the return may be expected of the file, regarding the proposed reorganisation of the Burma Police, which was sent to that Department with Home Department U O I No. 806, dated the 14th April 1893.

Deputy Secretary

To

THE FINANCE DEPARTMENT

5—TELEGRAM

Public Works Dept

Buildings.

Simla, the May 1895

SERVICE MESSAGE

No B

From (Station) Simla

From (Person) Works

To (Station) Calcutta

To (Person) Bengal Works.

Class of Message—Deferred.

No B—Please expedite submission of usual report as to state of Secretariat buildings and estimates of cost of quadrennial repairs

Under Secretary.

6—NOTIFICATION.

Finance & Commerce
Department.

Leave and Appointments

Simla, the May 1895

No. Ex.

NOTIFICATION

Mr J E O'Conor, 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.

Secretary

7 -RESOLUTION

(1)

Home Department.

Public.

Calcutta, Juny, 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	Go v e r n m e n t s and
N-W. P and Oudh	Coorg.	Adminis-
Punjab.	Hderabad. →	

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

	a copy be
	forward.
† Superintendent of Port Blair and Nicobars.	ed to all †
Sanitary Comr with the Govt. of India	Heads of
Surgeon General ditto ditto	O f f i c e s
Director General of the Archaeological Survey of India	under the
Secretary, Board of Examiners.	Home De.
Registrar, Calcutta University	partment
Bishop's Chaplain	for in-
Registrar, High Court.	formation
Director-General of Statistics to the Government of India	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 in 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. 1854, 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 232-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 350 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