

[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.,  
SECY. 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, E. 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 1896, 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.)

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 268-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 ammunition supplied on emergent indent by the Budgepore Arsenal to the local police.

T COOKSON, MAJOR,  
*Deputy Secretary to the Government of India*

To  
THE FOREIGN DEPARTMENT

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5 -TELEGRAM

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

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6 -NOTIFICATION

No 2171 Ex.  
GOVERNMENT OF INDIA  
FINANCE AND COMMERCE DEPARTMENT

*Simla, the 11th May 1895.*

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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.  $\frac{2}{17-102}$

*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 )

(True Extract),

A. MACKENZIE,

*Secretary to the Government of India.*

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(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 )

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

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APPENDIX B.

No. 7.

[RECORDING.]

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1879.

FOREIGN DEPARTMENT

INTERNAL—A.

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Progs. July — Nos. 3—7.

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*Supply of ammunition to the Budgapore Police.*

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

**FOREIGN 1879 DEPARTMENT.**

**INTERNAL—A.**

**JULY.**

**Nos. 5—7.**

**CONTENTS.**

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| <b>No. 6.</b> —Enclosure   | "            |
| <b>No. 7</b> —To ditto No. 867-I, dated the 16th May 1879—In reply states that the charge for the ammunition cannot be credited to the Budgapore 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> |
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| <i>Collection</i> | <i>Subject</i> |
|-------------------|----------------|
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K. W  
INTERNAL—A., JULY 1879.  
Nos. 5—7.

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Supply of ammunition to the Budgepore Police.

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FROM THE CHIEF SECRETARY TO THE GOVERNMENT OF THE NORTH-WESTERN PROVINCES AND OUDH, No 540, DATED THE 4TH APRIL 1879.

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*Forwards a copy of a letter from the Commissioner, Budgepore Division, and requests sanction to an expenditure of Rs 146-7-8 on account of ammunition supplied to the Budgepore Police*

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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.

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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.—10th 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.

18th April 1879.

J. C. 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. 376, dated the 20th April 1879.

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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.

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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.

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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.

A. B . . .

7th May 1879.

J. C. B . . .

To Foreign Department unofficially

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

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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. 867-I., dated the 16th May 1879, and endorsement to the Military Department, No. 868-I., dated the 16th May 1879.)

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**Supply of Ammunition to the Budgapore Police**

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**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

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**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

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**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

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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—<br>(Major Head)   |        |           |      |
| Police (Minor or sub-head) Supply<br>of ammunition by the Budgepore<br>Arsenal to the local — value to be<br>written off the Ordnance Store<br>Accounts ... | Int. A | July 1879 | 5—7  |
| AMMUNITION—   |        |           |      |
| Budgepore Arsenal Supply of — by<br>the — to the local police value to<br>be written off the Ordnance Store<br>Accounts                                     |        | "         | "    |
| ACCOUNTS—   |        |           |      |
| Ordnance Store —. Value of ammu-<br>nition supplied by the Budgepore<br>Arsenal to the local police, to be<br>written off the — ..                          |        | "         |      |

## APPENDIX C.

## (SPECIMENS OF PROOF CORRECTION.)

## 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 parallel line or lines must be made underneath the word or letter,—*wtz*, for capitals, three lines; small capitals, two lines, and *Italics*, 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

- <sup>1</sup> 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<sup>3</sup> who invented cast metal types, having learned the art of cutting the letters from the Guttenbergs; 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 Aschaffenburg:
- <sup>20</sup> □ > 'Peter Schoeffer, of Gernsheim, perceiving his master Faustus design, and being himself desirous<sup>5</sup> ardently to improve the art, found out (by the good providence of God) the method of cutting (~~wooden~~) 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.
- <sup>19</sup> as/ (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 Aschelsbürg

'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, then 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 pattern 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 6th 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 ₹ 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

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\* 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  $\frac{17}{1116-1125}$ , dated the 21st June 1899).

† The term "domiciled" should be understood in its ordinary legal sense (*vide* the Indian Succession Act, 1865, 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 more special or temporary purpose, but with the intention of making it his permanent home (Home Department Resolution No.  $\frac{14 \text{ Public}}{222-226}$ , 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. <sup>38</sup> 2970-1904, dated the 18th November 1898. 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 Home Department Notification No 186, dated the 28th January 1892. 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 16th 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  
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 householder 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<sup>a</sup> 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

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\* 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. <sup>39</sup> 2970-2984, dated the 12th November 1888).

† These rules do not apply to classes VII (Rs 50-75), 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 ordinary 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. <sup>22</sup> 1468-1486, 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 11 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*

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\* 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.  $\frac{14}{1031-1033}$ , 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.  $\frac{22}{1364-1382}$ , dated the 5th 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.  $\frac{18}{1070-1071}$ , dated the 31st May 1890.)

# APPENDIX E.

(System of transliteration followed by Government)

## VOWELS

| PERSIAN AND URDU |             | DEVANAGARI |                 | ROMAN WITH PRONUNCIATION                                   |                          |
|------------------|-------------|------------|-----------------|--|--------------------------|
| Initial          | Non initial | Initial    | Non-initial     | Old system   | New system               |
| ا                | -           | अ          | (not expressed) | a as in 'gun'  | i as in "cedar," "woman" |
| آ                | ا           | आ          | ī               | ā as ā in next column                                      | i .. "far," "father"     |
| إ                | -           | इ          | i               | e as in 'Elys' or i as in next column                      | i .. "fit," "pin."       |
| اِ               | ي or ي      | ई          | ī               | ē as in 'feel'   | i .. machine, 'avine"    |
| اُ               | و           | उ          | u               | oo .. "good"   | u .. "bull," "push"      |
| او               | و           | ऊ          | ū               | oo .. "pool"   | u .. "prude," "rule"     |
| اَ               | ي or ي      | ए          | ē               | ai .. "best" e short as in 'bit' or long as in next column | e .. "fite," "prey"      |
| آ                | ي or ي      | ऐ          | ā               | i or ue as in 'bite," "by" rje                             | ai .. "axle"             |
| او               | و           | ओ          | ō               | o as in next column  | o .. "pole," "role"      |
| او               | و           | औ          | ō               | ou or oo as in "house" "now"                               | au as ou in "house"      |

## CONSONANTS.

| Persian and Urdu. | Devanagari                             | ROMAN, WITH PRONUNCIATION |   |
|-------------------|--|---------------------------|---|
|                   |  | Old style                 | New System.   |
| ب                 | ब                                      | b                         | b   |
| भ                 | भ                                      | bh                        | bh  |
| च                 | च                                      | ch                        | ch, as in "church,  |
| छ                 | छ                                      | chh                       | chh, aspirate of ch   |
| ड or ड़           | ड or ड़                                | d                         | d dental, nearly as th in "that," cerebral (in Devanagari only). as in "dog"                  |
| ड़ or ड़़         | ड़ or ड़़                              | dh                        | dh aspirate of d dental and cerebral  |
| फ                 | फ                                      | f                         | f   |
| ग                 | ग                                      | g                         | g, as in "go," never as in "gun."   |
| ग़ or ग़़         | ग़ or ग़़                              | gh                        | gh, aspirate of g   |
| ज                 | ज                                      | j                         | j   |
| ज़ or ज़          | ज़ or ज़                               | jh                        | jh, aspirate of j   |
| क                 | क                                      | k                         | k   |
| क़ or क़़         | क़ or क़़                              | kh                        | kh, aspirate of k   |
| ख                 | ख                                      | ksh or v                  | ksh   |
| ल                 | ल                                      | l                         | l   |
| म                 | म                                      | m                         | m   |
| न                 | न or ऩ or ऩ़<br>or न्न or<br>anuswar | n                         | n.  |
| प                 | प                                      | p                         | p   |
| प़                | प़                                     | j or ph                   | ph, as in up-hill. In the Indian languages it is substituted for in Arabic and Persian words. |
| र or ऱ           | र or ऱ                                | r                         | r—alternates in some Indian dialects with the cerebral d thus 'gari,' 'gadi.'                 |
| ऱ                | ऱ                                     | rh                        | rh, aspirate of r   |
| स or स़<br>or श   | स                                      |                           |   |

| Persian and Urdu    | Devanagari | ROMAN, WITH PRONUNCIATION. |   |
|---------------------|------------|----------------------------|---|
|                     |            | Old Style                  | New System.   |
| ش                   | श or ष     | sh                         | sh as in "shall "   |
| ث or ت or ط         | त or ट     | t                          | t, dental, nearly as t without the aspirate, in "thin," cerebral (in Devanagari only), as in "tin." |
| ث or ث              | थ 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   |
| ض or ظ<br>ذ or ز or | wanting    | "                          | z   |
| ز                   | ditto      | zh                         | zh, as z in "asure  |
| ع                   | ditto      | omitted                    | omitted, the accompanying vowel only being expressed  |
| —                   | घ          | gy                         | gy (gn in some parts of India and dn in others)   |

## APPENDIX F.

*Abbreviations and Contractions in general official use*

| Abbreviation<br>or<br>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                               | ( <i>Inno Domini</i> ) In the year of our Lord  |
| A. D C                            | Aide de Camp  |
| Adj't                             | Adjutant  |
| Ad lib. ...                       | ( <i>Ad libitum</i> ) 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 ...                           | <i>Anno Fasl</i> * 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.  |
| Agt.                              | Agent, against.   |
| A H.                              | ( <i>Anno Hegiræ</i> ) In the year of the Hijra                                       |
| Allee ...                         | Allowance   |
| A. M                              | ( <i>Anno mundi</i> ) In the year of the world. ( <i>Ante meridiem</i> , 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<br>or<br>Contraction | MEANING                                     |
|-----------------------------------|---|
| Anon.                             | Anonymous                                   |
| Ans —Ansd.                        | Answer, answered                            |
| App                               | Appendix                                    |
| Apptt                             | Appointment                                 |
| A R 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 ..                            | Bengali (Sun) year.*                        |
| Bt —Bart                          | Baronet,*                                   |
| C.—c. ..                          | (Centum) A hundred, cent, centime, chapter. |

\* The Christian exceeds the Bengal era by 593-4 years. Thus 1st Baisakh (commencement of the Bengal year) 1303 + 593 = (12th April) A.D. 1896, 31st Chaitra (end of Bengal year) 1308 + 594 = (13th April) A.D. 1897

| Abbreviation<br>or<br>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. ...                           | (Caput) 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<br>or<br>Contraction | MEANING.  |
|-----------------------------------|---|
| C M.                              | ( <i>Chirurgiae Magister</i> ) Master in Surgery                        |
| C. M. A                           | Contrôllér, Military Accounts.  |
| C. M G                            | Companion of the Most Distinguished Order of S. Michael<br>and S George |
| C O.                              | Commanding Officer, Commissioned Officer.                               |
| Col                               | Column, Colonel   |
| Coll.                             | Colonel   |
| Colln                             | Collection.   |
| Collr                             | Collector   |
| Com —Comdr.                       | Commander.  |
| Comdt.                            | Commendant  |
| 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.                           | Crim (Criminal) Procedure Code  |
| Cr.                               | Credit, creditor.   |
| C. S. I                           | Companion of the Most Exalted Order of the Star of India.               |
| C. S E                            | 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<br>or<br>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.                          | Deoli Irregular Force                         |
| D. I. K.                          | Dera Ismail Khan                              |
| Dist ..                           | District                                      |
| Dn.—Divn. ...                     | Division                                      |
| D -O.                             | Demi-Official                                 |
| Do.                               | Titlo   |
| 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<br>or<br>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  |
| Fop. ...                           | Foolscap   |
| F. D.—Finance 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<br>or<br>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<br>of Thugs and Dacoits |
| 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<br>or<br>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. F.                     | .. Inspector General of Police, Lower Provinces    |
| I M S                             | .. Indian Medical Service                          |

| Abbreviation<br>or<br>Contraction. | MEANING.  |
|------------------------------------|---|
| inf.                               | (infra) below   |
| in loc.                            | (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 Troops   |
| J. A. G.                           | Judge Advocate General  |
| J. P. ..                           | Justice of the Peace  |
| Jr.—Jnr                            | 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<br>or<br>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 <sup>o</sup> Dept...     | Legislative Department  |
| Ld.                                | Lord, Limited   |
| Ldp.                               | Lordship  |
| Leg.                               | Legislative, Legislativ <sup>o</sup>                                      |
| L. G. ..                           | Lieutenant-Governor   |
| L G C.                             | Lieutenant General Commanding   |
| Libn.—Liby                         | Librarian, Library  |
| Lient                              | Lieutenant.   |
| Lr.                                | Letter  |
| L. S.                              | ( <i>Locus sigilli</i> ) Place of the Seal                                |
| Lt ...                             | Lieutenant  |
| M.                                 | Monsieur, Maulvi, Munshi  |
| M. A G                             | Military Accountant General.  |
| Magte                              | Magistrate  |
| Maj                                | Major   |
| M <sup>o</sup> B                   | Military Buildings, Bachelor of Medicine, Maharaja Bohadur.               |
| M. C                               | Medical Certificate, Madras Cavalry                                       |
| M Com.                             | Madras Command  |
| M C S                              | Madras Civil Service.   |
| M. D                               | Military Department, Doctor of Medicine                                   |
| Mdlle —Mlle.                       | Mademoiselle  |
| Mem.                               | Member  |
| Mem.—Memo.                         | Memorandum  |

| Abbreviation<br>or<br>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. E. 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 sequatur.) It does not follow          |
| Not.—Notfn                         | Notification                                |
| N. P.                              | New paragraph                               |
| N. W. P.                           | North-Western Provinces.                    |

| Abbreviation<br>or<br>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 <del>paper</del>                                    |
| 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 c. ...                          | <i>per cent</i>  |
| 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<br>or<br>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.                                      |
| Panj.                              | 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 vido) which see                                  |
| R.                                 | Raja, Rai, Rao, Received, Rupee ( <i>recipe</i> ) take |
| R. A.                              | Royal Artillery  |
| Raj.                               | Rajputana  |

| Abbreviation<br>or<br>Contraction. | MEANING.                            |
|------------------------------------|-------------------------------------|
| R. B.                              | Raja or Rai or Rao Bahadur          |
| R. E                               | Royal Engineer.                     |
| Recd ..                            | Received                            |
| Recpt                              | Receipt.                            |
| Refco. ..                          | 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, Shonkh, 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 57 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<br>or<br>Contraction | MEANING.  |
|-----------------------------------|---|
| so.                               | (i.e. <i>scilicet</i> ) 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, sequens</i> etc) 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                                 |
| Sapp.                             | Supplement.   |
| Surg.                             | Surgeon   |
| s. v.                             | ( <i>sub voce</i> ) under the word                      |
| T. A                              | Travelling Allowance.                                   |
| T & D. D                          | Thagi and Dakaita Department                            |
| Td.                               | Translated  |

| Abbreviation<br>or<br>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, Under signed    |
| 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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