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INSTRUCTIONS FOR THE WORKING OF
MR. TOTTENHAM'S SCHEME.

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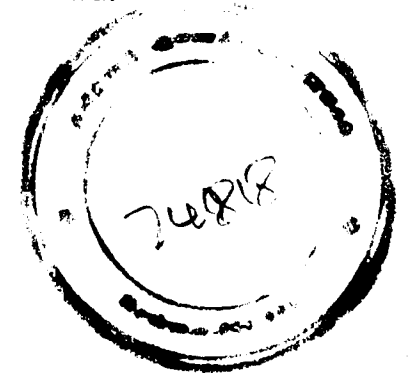
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INSTRUCTIONS FOR THE WORKING OF
MR. TOTTENHAM'S SCHEME.

I

SECRETARIATS—FUNCTIONS—NOTING AND DRAFTING.

UNDER SECRETARY.

The functions of the Under Secretary are to control and supervise the office. He will instruct it how to deal with papers, both generally and in individual cases, and see that such instructions are carried out, and that papers are properly handled. It is his duty to check delay, superfluous noting, and prolixity of language, whether in notes or drafts, and to enforce the rigid observance of all rules in regard to such matters as the form and scope of office notes, and drafts, the communication of 'copies' of documents as enclosures, referencing, the citation of precedents and authorities, indexing, the nature of records that should be printed, and the editing of matter for the press.

2. He will not criticise proposals on their merits, unless he is directed to do so in any individual case or classes of cases. In accordance with the recognised practice, and with such specific instructions as the Secretary may issue from time to time, he may pass final orders approving proposals of a routine nature, or that require the formal sanction of Government.

3. He will see that the points on which orders are required are clearly and fully, yet concisely, set forth, but should leave it to the Secretary to formulate 'brief suggestions for action' except such as are derived directly from the law or rules governing the case, or from precedents or analogies, or are based not upon matters of opinion but on the facts of the case. Not the least important of his duties is to see that the office does its work efficiently and promptly and does not usurp the functions of its superiors.

4. Another important duty of the Under Secretary is to see that the orders of Government are conveyed completely accurately, and clearly, without unnecessary verbiage to those whom they concern. The more he can draft himself the better and the same applies to noting. He should make full use of shorthand writers.

NOTING AND DRAFTING.



5. The bulk of the noting and drafting will be done by him. He will make free use of shorthand writers. Where possible he will indicate appropriate disposals on papers when received in the tappal and draft on papers immediately on their return from circulation. He will also check any tendency to delay or to unnecessary or diffuse noting on the part of the head clerks and clerks.

The Assistant Secretary occupies a position identical with that of the Under Secretary in regard to the sections placed under his control.

6. The Registrar occupies a position identical with that of the Under Secretary or Assistant Secretary in regard to the sections placed under his control. The head clerks are responsible to the Under Secretary, the Assistant Secretary or the Registrar for the working of their respective sections.

7. Matters concerning the office as a whole, the issue of office orders, appointments, promotions and punishments are reserved (subject to the control of the Secretary) to the Under Secretary or in the Chief Secretariat, the Assistant Secretary. The Registrar on the other hand deals with contingent expenditure and controls the menial aff.

8. The superintendents will hereafter be called 'head clerks' in order to emphasize the fact, which is an essential feature of this system, that they are not merely to 'superintend,' but are themselves to *undertake a substantial share of original clerical work*—dealing with the more important files themselves and not merely touching up notes and drafts submitted to them by their clerks.

9. The head clerk is none the less responsible generally for the work of his section. He will see that the prescribed registers are properly and punctually maintained. He will watch for delays and enforce the prompt and steady despatch of business by studying the arrear lists, and by periodical inspection of the registers, and of the actual records in each clerk's custody.

10. The head clerk will distribute the work between himself and the 'section'. To his senior clerks he will assign for disposal, with such instructions as may be necessary, general, or relative to the individual case, papers of a routine or

ASSISTANT SECRETARY.

REGISTRAR.

OFFICE MATTERS.

HEAD CLERKS (SUPERINTENDENTS).

simple nature, or with which a particular clerk is found in practice to be competent to deal.

11. From time to time the head clerk will scrutinise a file, picked out at random or for some special reason, from the files that the clerks have dealt with, on their way to the Secretary or Under Secretary. Such files he will initial, after taking such action in regard to them as he may find necessary. But the bulk of the work thus allotted to the clerks will not be scrutinised even nominally by the head clerk.

12. Papers returning from the Secretary or Under Secretary will pass to the section through the head clerk. From the notes written by those officers, and their modifications of the drafts put up by the clerks the head clerk will learn what each clerk is capable of, what help and guidance he requires, and where he is liable to fail, and must therefore be watched.

13. With the more difficult or important papers the head clerk himself will deal, making such use of the assistance of the clerks as he may find necessary. He may well require them to check figures, or verify authorities, to look up particular points, or even to furnish rough pencil drafts and notes, to form the material for his own. The junior clerks will assist both the head clerk and the senior clerks, as the former may direct.

14. The head clerk will sit and work with his clerks, and not in a separate room, or even behind a screen.

NOTING. WHAT THE NOTE SHOULD BE.

15. The office and the Under Secretary must satisfy themselves that proposals submitted to Government do not offend either the provisions of any Statute or those of any rule whether statutory or executive, that calculations are accurate and facts correct. In cases of importance, precedents, or decisions on analogous cases, should be referred to especially if they are in conflict with the proposals under consideration, in order both to secure a reasonable degree of continuity and consistency, and to obviate the waste of time involved in reiterated discussion of identical or similar points.

16. A note should supply deficiencies or omissions and correct any error in the current, and draw attention to points on which fuller information may be necessary before orders can be passed. If a

report is full, accurate and clear, a short note summarising the salient points on which orders should be passed will be sufficient.

17. It is not necessary to set forth afresh any summary of facts or discussion of principles which already exists in an adequate form in any previous file. It will be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required. But great care should be taken not to overlook any new points.

18. What the office should not do is to construct a mosaic, or a patch-work of fragments of the current file under consideration, fragments of previous orders and notes, extracts from Acts, Rules, and Departmental Manuals and its own criticisms and opinions on the merits of the case. The note should not repeat the current. It must not reproduce or paraphrase the current. Least of all should it reproduce or paraphrase notes of another department in the same file as is now often done by clerks noting on u.o. references. The u.o. references should not be noted on by the office unless expressly directed to do so by the Under or Assistant Secretary or the Registrar. Elaborate financial cases and complicated schemes relating to establishments require somewhat different treatment from most other classes of cases. They involve the decision of a large number of individual questions, and may permissibly be recapitulated or re-presented in the office-note to an extent that is improper as a general rule.

19. It must not be forgotten that in a very large number of cases a note is only necessary to enable the authority that has to pass orders to do so by a brief indication of assent or dissent, a 'yes' or a 'no', or it may be bare initials. If there were no notes and no note-file he would have to write a self-contained order, however summary, on each case and to write it on the current file. For the purpose just explained an extremely brief note is sufficient.

20. Where the action to be taken is so obvious that a draft is put up by the office there is no need to put up a note practically identical with the draft.

21. The same matter should not appear in the preamble and in the body of an order. The preamble should contain only such description (office of origin,

WHAT THE NOTE SHOULD NOT BE.

OBJECT OF A NOTE.

WHEN A NOTE IS UNNECESSARY.

'PREAMBLES TO ORDERS.

current or other number, date, etc.) of the communications on which the order is passed as may be necessary to enable any officer to whom it is sent to trace any previous correspondence on the subject in his office without delay. Orders should, as far as possible, be so drafted as to be complete in themselves.

SENDING COPIES OF CORRESPONDENCE AS ENCLOSURES TO BE AVOIDED.

22. The practice of sending copies of correspondence as enclosures to a communication is much abused. Hereafter no copy of anything may be sent as an enclosure to any communication without the orders of the Under Secretary, Assistant Secretary or Registrar, as the case may be. That is to say, the fact that it is proposed to send the enclosures will be stated clearly at the foot of the draft and the officers just mentioned will examine this entry and veto any proposal to send copies as enclosures unnecessarily.

PAPERS TO BE RETURNED IN ORIGINAL IN SIMPLE CASES.

23. In a great number of simple cases papers should be returned in original with a final endorsement (an N. Disposal) on them.

OFFICE COPIES WHEN UNNECESSARY.

24. Of a large number of simple communications such as a reminder, an acknowledgment or a reply to some question, there is no need to keep an office copy at all. In cases of this sort all that is necessary is to make a brief note on the communication or if a paper is returned in original with an endorsement, to which a reply or in respect of which a reminder is sent, on the note file, or in the Personal register, stating that a reply has been sent and indicating its nature. For instance 'Acknowledged—18-1-20' or 'Reminded—12-2-20' or 'Replied in the affirmative—14-2-20.' When a communication is sent out in a printed form an office copy is particularly superfluous, though the gist of any manuscript addition to the printed matter should be accurately noted on the current or note file or in the register.

II

INSTRUCTIONS FOR THE WORKING OF MR. TOTTENHAM'S CORRESPONDENCE SYSTEM IN THE SECRETARIAT.

PRELIMINARY.

25. The following instructions relate mainly to the machinery of the office. In order to give full effect to the reforms contemplated in the Report on reduction of work and establishment the staff should

be re-organised as indicated in paragraphs 559 to 562 of the report—but that question is not dealt with here.

26. The object of the system is to abolish unnecessary work, to simplify procedure, to reduce the number of 'stages' and as a result to expedite the despatch of business. A good deal of work that is now done will be abolished. The scheme is designed to reduce the work of clerks and they should therefore welcome it. It does however require the proper performances of duties that the existing system recognised but which have in some Secretariats and sections fallen into desuetude. It cannot be said to create any additional work.

27. The new system will come into force in all the Secretariats with effect from the 3rd January 1920.

There will be no current register.

There will be no despatch (postal or local) registers.

There will be no telegram register.

There will be no transit registers except the inter-Secretariat transit register.

There will be no 'Superintendent's work register.'

The present weekly and monthly disposal lists or 'Tables of Contents' will be replaced by weekly and monthly indexes.

The writing, typing or printing of purports on disposal dockets and jackets will be discontinued.

Lodged papers will be arranged in the record bundle according to their current numbers.

In Public Works Department the records will be arranged as in other offices.

28. The tappal will be opened and stamped with the date in the presence of the Registrar. It will then be sorted according to the sections to which it relates under the Registrar's instructions by a clerk deputed for the purpose from the Current section—the 'Confidential clerk.' It will then be numbered, where possible with automatic numbering machines, otherwise by hand, by the latter clerk.

29. The several existing series of current numbers will be retained, and for each series there will be a distribution Register (Form I below). The serial numbers assigned to the papers will be entered, each on a separate line, in column 1 in the Distribution Register by

OBJECT OF THE SYSTEM.

DATE OF INTRODUCTION.

CHIEF DISTINCTIONS BETWEEN THE OLD AND THE NEW SYSTEMS.

OPENING OF TAPPAL.

DISTRIBUTION REGISTER.

the clerk already mentioned and the Registrar will initial the last entry. Under the serial (current) number will be entered the number and date of communications from the Government of India, other Provincial Government or any officer outside the Presidency, *but of no others.*

30. The papers that do not relate to his own sections the Registrar will then send, with the registers, to the officers in direct charge of the section concerned, that is, to the Under or Assistant Secretary, as the case may be.

31. The Under or Assistant Secretary and the Registrar will each look through the tappal relating to his own sections, note on it any instructions that may be necessary in regard to the urgency of individual papers or the manner in which they should be dealt with, submit to the Secretary anything that he ought to see and forward the rest in locked boxes to the head clerks concerned.

32. The latter will distribute the papers to the clerks who are to deal with them. The clerks will at once enter them in their Personal registers (Form II below). The tappal will consist of (1) replies to references previously issued from the office or papers which, though not such replies, have for any other reason to be filed with 'currents' already pending in the office. Both these classes of papers come under the head of 'Old Cases' (2) other papers, including papers arising in the office. These are called 'New Cases.'

33. If a paper is an "Old Case", that is, a reply to an intermediate reference, or a paper that for any other reason has to be filed with a case that is already pending, its current number and title will not be entered in columns 2 and 4 of the Personal Register, which are intended for 'New Cases' but its current number, date of receipt, outside number with date, and origin will be entered, without any purport of course, in columns 12, 13 and 14 against the pending current to which it relates.

34. The subject clerk will put his initials against the current number of each paper, with which he is concerned in column 3 of the Distribution Register. He will also enter in column 4 in that register against all 'Old Cases' the numbers of the pending currents to which they relate, while he will draw a ring

SUBMISSION OF TAPPAL TO UNDER SECRETARY OR ASSISTANT SECRETARY.

DISTRIBUTION TO CLERKS AND REGISTRATION.

'OLD CASES' AND 'NEW CASES' DEFINED.

round the number of each new case in column 1. This is to facilitate the checking of arrears. When the Distribution Register has been round the section and the entries are complete, the head clerk will examine it to see whether all the papers have been acknowledged and whether every current number, either has been ringed or has a former current number entered against it. He will then return the register to the Registrar.

35. The Distribution Register will be sent daily to the current section to enable them to enter disposals in it. If a telegram or other urgent communication is received by the Registrar when the Distribution Register cannot be quickly and easily secured, he will get the acknowledgment of the head clerk to whom it is sent for disposal in a rough note book or books which he will keep for the purpose, but must see that the communication is entered and formally acknowledged in the Distribution Register with the least possible delay.

36. This Distribution Register may be dispensed with at the Secretary's discretion in Secretariats where it is found feasible to maintain a section register for each section (instead of the personal registers, but in the same form) and to have a series of current numbers for each section. In that case it will be advisable to maintain a Distribution Register in the simple form (Form No. III below) in which under the orders of the Registrar will be entered all communications the loss of which would be serious, which does not include all 'registered' articles (or nearly all) but should be held to include all letters from the Government of India or other Provincial Governments. The date of receipt of the communications will be entered in red ink daily across this register. The subject clerk will enter the current number assigned to the communication in the section register in column 3 of the Distribution Register.

37. Periodicals will be entered, not in the Personal Register, but in a Periodical Register to be kept in each section (Form IV below). References on periodicals will bear the serial number assigned to the return in the Periodical Register, instead of the current number.

38. It may be found sufficient to keep a single personal register for a small section, for example, one that consists of

ENTRY OF DISPOSALS IN THE DISTRIBUTION REGISTER, ACKNOWLEDGMENT OF TELEGRAMS, ETC.

WHEN DISTRIBUTION REGISTER MAY BE DISPENSED WITH.

PERIODICAL REGISTERS.

PERSONAL REGISTERS. NATURE OF ENTRIES.

a head clerk, a single senior clerk and a junior clerk. In that case, the register will be maintained by the junior clerk in the section. In any case there will not be a separate register for the head clerk but his papers will be entered in the register of a junior clerk in the section. The titles entered in the Personal Register will be of the utmost brevity, just sufficient to convey generally the subjects of the several papers, as is the case in the personal registers in some departments already, e.g., 'L. A. Trichy. Police lines, Worium.'

39. Whenever a paper is submitted by the head clerk, or other clerk, to a gazetted officer the fact, and the date of submission will be entered in the Personal Register. When an Under Secretary submits a paper to a Secretary, or a Secretary submits a paper to an Honourable Member, the file will not pass through the head clerk of the drafting section unless the Secretary or Under Secretary (as the case may be) specifically orders in any individual case that it should do so.

CIRCULATION.

40. The Secretary and Under Secretary will have on their tables separate trays for files intended for 'circulation' to the Honourable Member, or for submission to the Secretary, on the one hand, and for files intended for the office on the other. Files submitted by the Secretary to the Honourable Member will pass through the circulation clerk as at present. They will be entered by the circulation clerk in the Circulation Register (Form V below).

41. Papers will return from the Honourable Member to the circulation clerk, and thence to the Secretary. Papers submitted by the Under Secretary to the Secretary will return direct to the Under Secretary. Papers from the Under Secretary will return direct to the section concerned. If necessary the files should have letters marked on their flaps to indicate the different sections. If it is found absolutely unavoidable to have these files sorted by some one, the duty should be assigned to the circulation clerk.

42. When a reference, a memorandum, or an endorsement, is issued, it will be numbered with the current number, and a sub-number, as at present (e.g., Memorandum No. 1184-1, Public, dated 1st June 1919), by the subject clerk. It

NUMBERING OF COMMUNICATIONS, ORDERS AND TELEGRAMS.

will not have to be sent out of the section for the purpose. Telegrams will be numbered in the same way. The telegram register will be abolished. Lodged papers will bear only the current numbers. Government Orders will be numbered in the current section and for this purpose a numbering book (Form VI below), will be kept in that section. No purport or catchword will be entered in this. The subject clerk will enter the number of the Government Order in his personal register when he receives the office copy from the current section after despatch.

43. The Call Book will be maintained in the drafting sections (Form VII below).

44. Fair copying and despatch will be dealt with in the current section. This section should be superintended by a trustworthy clerk on Rs. 80 or Rs. 100 who will be called Current Section Superintendent. When any communication has to issue in manuscript (as opposed to print), it will be the duty of the drafting section to see that the office copy is sent to the current section with full instructions and with all the enclosures that should accompany it. The sole responsibility of the current section is to see that the paper is accurately copied, that it is despatched after signature, in accordance with the instructions, and accompanied by the enclosures received from the drafting section, and that there is no undue delay in these processes.

45. In the current section the paper will be entered in the Fair Copying and Despatch register (Form VIII below), in which the various stages will be entered in the appropriate columns. There will be one or more such registers for Government 'Orders' and one or more for memoranda, and endorsements, as may be convenient. The present Check register will be abolished. After the fair copy has been despatched the office copy will be returned to the drafting section with the fact and date of despatch stamped on it.

46. All current sections should have one or more rubber "Despatch" stamps. Some despatchers have none at present. The present Despatch register for letter and other articles to be sent by post and to be delivered locally will be abolished.

47. The Inter-Secretariat Transit Register for Un-official Referencers will be retained (Form IX below).

TELEGRAM REGISTER ABOLISHED.

CALL BOOK.

FAIR COPYING AND DESPATCH.

FAIR COPYING AND DESPATCH REGISTER.

CHECK REGISTER ABOLISHED.

DESPATCH REGISTERS.

INTER-SECRETARIAT TRANSIT REGISTER.

DELIVERY BOOK.

48. The delivery book for letters and articles that are not to be sent by post will also be retained.

49. The fact of despatch will be recorded in the office copy (when there is one) of the paper despatched, or, if there is no office copy, on the page of the note or current file on which the order to despatch is recorded.

50. For an endorsement (despatched in original) to which a reply is required the subject clerk will prepare a 'N' reference slip (Form X) to take the place of the file till the latter is received back with the reply to the reference, and the fact of despatch will be recorded on this slip.

51. For an endorsement (despatched in original) to which no reply is required the fact of despatch will be recorded in the fair copy register.

STAMP ACCOUNT.

52. A simple daily account of stamps will be kept (Form XI below), and the Superintendent, Current Section, will verify the expenditure entered in it in lump daily, by examining each batch of covers and parcels before it is actually despatched. Expenditure on telegrams will also be entered in it.

EXPENDITURE ON TELEGRAMS.

TABLING FORM.

53. The subject clerk will write the tabling form (Form XII below). There is no need to prepare this in duplicate.

PURPORTS ON JACKETS.

54. The writing, typing or printing of 'Purports' on disposal dockets or jackets will be discontinued. In some departments they are already dispensed with in the case of Routine Government orders. It is quite sufficient to give the number, series and date of the order on the docket.

DISPOSAL LISTS ABOLISHED.

55. The disposal lists, weekly and monthly, will be abolished.

WEEKLY INDEX.

56. In the place of the weekly disposal list a weekly index will be printed. It will be printed from the tabling forms which the Press clerk will arrange in alphabetical, instead of as at present in numerical, order.

MONTHLY INDEX.

57. The monthly index will be compiled by the indexer from the weekly index. He will merely have to consolidate four lists already arranged in alphabetical order, and as at present, to write slips for cross references.

PRESS CLERK.

58. The duties of the Press clerk will be the same as at present. He will also

despatch printed Government Orders. He will maintain a Press register (Form XIII below).

59. He will also maintain the Register of papers for perusal as at present.

60. It is unnecessary for the indexer to circulate perusal bundles of orders issued in manuscript. When the office copy of a Government Order is received from the Current section after the fair copy has been despatched, the subject clerk will send the entire file to the indexer who will see as at present that it is properly arranged before it is put away in the records. Perusal bundles of printed Government Orders will be circulated as at present.

61. The existing arrear lists will be retained, except the Arrear report which is a superfluous addition to the Detention lists and weekly Arrear lists.

62. The subject clerks will compile Arrear lists from their Personal Registers. These lists will be sent to the Superintendent, Current section, who will verify their completeness, with reference to the Distribution Register and Numbering book. To render this possible disposals must of course be marked in the former and old and new cases must be distinguishable in it. Both have been provided for (see paragraph 34 above). Lodged files must be sent to the Current section on their way to the Record room, in order that the numbers of currents so disposed of may be closed in the Distribution Register.

63. In order to ensure promptitude in the despatch of business individual instances of delay should be severely dealt with when they come to light, and the responsibility of the section heads for constantly watching the files themselves in their clerks' pigeon-holes and seeing that they are not shelved should be enforced.

64. Confidential papers will be dealt with as at present.

65. For strictly Confidential papers and demi-official correspondence which the Secretary, Under Secretary or Assistant Secretary wishes to keep in his custody, a Roneo Filing case with a set of Numer-Alpha Cards and Folders should be provided to enable him to arrange his records in an orderly and

REGISTER OF PAPERS FOR PERUSAL.

PERUSAL BUNDLES OF ORDERS ISSUED IN MANUSCRIPT UNNECESSARY.

PERUSAL BUNDLES OF PRINTED GOVERNMENT ORDERS.

ARREAR LISTS.

DELAYS.

CONFIDENTIAL PAPERS.

RONEO SYSTEM.

intelligible manner. The Under Secretary, Chief Secretariat, is at present keeping his confidential papers on this system.

The system is described in detail in Appendix A to my report on reduction of work.

INTRODUCTION OF THE NEW SYSTEM.

66. The old current registers will have to be kept in use up to 31st March 1920 inclusive. When an old case already registered (and remaining open) in them is received it will be entered in the new Personal or Section registers, and under its current number in them the old current number will be entered. These new current numbers will be entered daily in the last column, against the entries in the old current registers relating to these cases, and such entries will then be closed. Against such cases no further entries will be made in the old current registers. On 1st April 1920 all unclosed cases in the old current registers must be brought forward to the new Personal register or Section register—the old numbers being entered under the new ones and the entries in the old register closed, as described above. After this no further entries will be made in the old registers.

'LODGED PAPERS.'

67. During the period of transition to the new system, papers already registered in 1919 but lodged in 1920 will not be given a separate series of Disposal numbers. They will be closed by the entry 'Lodged' with the date of disposal. Such papers will be arranged in a separate bundle or set of bundles according to the current numbers (i.e., in bundles separate from those for the papers registered in 1920). The numbers in the Lodged bundles will not of course be continuous, but this is of no importance.

PUBLIC WORKS DEPARTMENT—ARRANGEMENT OF RECORDS.

68. The records in this department will in future be arranged as in other Secretariats. No additional establishment will be necessary for this purpose. Disposals from January 1920 will be arranged according to their serial numbers. The 'put up' papers will be chained as may be necessary (i.e., the numbers of connected disposals earlier or later will be entered in the proper place inside their jackets) and put away in their own proper places determined by their own numbers. When a file is thus returned to the record, the date of return will be noted against it in *red ink* in the present Record Issue Registers.

III

INDEXING AND "PURPORTS."

69. The object of the Indexes is twofold. *In the first place* they fulfil the purpose of the Disposal lists which are now to be abolished, that is, they are intended to keep Secretaries and Honourable Members informed of the orders that have been passed but which they have not seen, and to acquaint the Government of India and the Right Honourable the Secretary of State with the matters dealt with by this Government and the manner in which they have been disposed of. *Secondly*, they are intended to enable one to find the papers containing the orders passed on any particular subject.

70. The entry in the index relating to an individual paper is called a "*Tille*." The important word that is placed first in the title, by which its alphabetical position in the index is determined, and on which primarily depends the possibility of finding the Title, is called the *Head*.

71. The first thing to do when writing an Index Title is to select your Head. *The Head must be a word that will naturally occur to any one who wants the papers. It must not be too wide.* For instance, to index all the petitions received in a Collector's office under the head "Petitions" would be absurd; though orders of a general nature, relating, let us say, to the way in which petitions should be dealt with, would be appropriately indexed under that head.

72. Next, in selecting your heads you must be consistent. Even if your heads are badly chosen, so long as you are consistent in your use of them, less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another. Consistency can only be secured by prescribing a standard list of index heads and sub-heads. Such a list is appended to these instructions. A copy of the list will be in the hands of every clerk and of the indexer. They must constantly refer to the list. No head or sub-head may be used in any circumstances whatever unless it is included in the list. If any addition to the list, or any modification in it is found necessary, it may only be made with the

OBJECT OF INDEX TWOFOLD.

TITLE AND HEAD DEFINED.

HEAD MUST BE—

- (a) OBVIOUS.
- (b) DISTINCTIVE.

CONSISTENCY ESSENTIAL.

STANDARD HEADS AND SUB-HEADS.

UNAUTHORIZED ADDITIONS FORBIDDEN.

sanction in writing of the Under Secretary or Assistant Secretary. Additional legal heads may, however, be selected if required from the lists at the beginning of each volume of Woodman's Digest.

73. In the list some of the heads have their sub-heads printed under them. A head may be used alone or in combination with such a sub-head. Such sub-head may not be used without a head. This rule is subject however to the instructions printed at the head of the list. Any head, may, if appropriate, be used as a sub-head under another head. For example, 'Budgets' may be used as a sub-head under 'Police.'

74. Under important and wide heads large numbers of sub-heads will be required. Every such sub-head must either be a head or sub-head found in the list, or one included in it under proper authority as laid down above.

75. It has been said that a head may be used alone. The smaller ones will be chiefly so used. Under the larger heads there will be some papers of a general nature. For such, a sub-head 'General' may be opened under any head with several sub-heads. But this sub-head must be sparingly used. No paper for which a more definite and suitable sub-head can be found should be indexed under 'General.' One legitimate use of the head is when a case falls under several sub-heads. Another is when it falls under none; for instance there might be a Government Order dealing with the policy to be adopted in regard to abkari generally. This would have to be indexed under 'Abkari—General.' It is of the utmost importance that a 'General' or 'Miscellaneous' sub-head under a head should not be used except for legitimate purposes as sketched above. Of course, 'General' or 'Miscellaneous' should not be used as a head.

USE OF HEADS AND SUB-HEADS.

LOCAL CLASSIFICATION.

76. Local classification should be introduced where possible. For instance after the head, or sub-head should come the name of a district, or of a municipality. After the name of the district should come the name of the taluk, and after the name of the taluk that of the village. These names should be arranged in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the taluks should be arranged in alphabetical order, and under

the name of each taluk the names of the villages should be arranged in alphabetical order where the subject-matter lends itself to such a classification.

77. Personal papers relating to officials, except village officers, should be indexed under the name of the officer concerned. A proper title would be, e.g., 'Subrahmanya Ayyar, D., Sub-Magistrate, Reduced.' 'Subrahmanya Ayyar' would be indexed under 'S' and 'Subrahmanya Ayyar, A.' would come before 'Subrahmanya Ayyar, D.'

78. Papers relating to village officers should be indexed under the heading 'Village Officers' and according to the local classification. The title will be composed thus:—(Class of officer (e.g., headman or karnam), taluk, village, any further particulars, officer's name as in the following example:—

"Village Officers—Headman.—Krishnapuram taluk, Puttur village. Dismissal. (Arumugam Pillai, P.)"

79. Papers relating to 'Suit' will be indexed under the head 'Suits' thus:—First will come the name of the district in which followed by that of the place at which the Court is situated that is dealing with the suit. Then the designation of the Court, then the number of the suit, preceded by appropriate abbreviations 'A.S.' (Appeal Suit), 'O.S.' (Original Suit), etc. These abbreviations will be arranged in alphabetical order, and under each the suits will be arranged according to their years and numbers.

80. Heads printed in brackets in the list are not to be used as heads, but only if necessary as sub-heads under the alternative heads printed against them. They may not be used even so if they are mere synonyms of such alternative heads. Thus, for example, under the head 'Allowances', 'Exchange Compensation' may be, and must be, used as a sub-head. Papers are not to be indexed under 'Exchange Compensation' used as a head. Similarly, papers relating to Land Improvement loans are to be indexed under 'Advances, Land Improvement.' But 'Compulsory labour' is not to be used under 'Kudimaramat' (the correct head) because they are synonyms. All papers relating to 'Compulsory labour' will be indexed under the head 'Kudimaramat' under such sub-head as may be found necessary.

PERSONAL PAPERS, VILLAGE OFFICERS.

BRACKETTED HEADS.

ARRANGEMENT OF SEVERAL SUB-HEADS.

TITLE PROPER.

WORDING.

ARTICULATION.

TWO, OR MORE, TITLES WHEN NECESSARY.

TITLES NOT TO BE REPEATED.

CROSS-REFERENCE.

CROSS-REFERENCE NOT TO BE REPEATED.

81. The same title may contain more than one sub-head. The order in which these should be arranged is a matter in regard to which definite rules cannot be prescribed. Generally speaking the wider and more abstract should come before the narrower and more concrete. The necessity for consistency must not be forgotten.

82. After the heads and sub-heads comes the *title proper*. This must be as brief as is consistent with securing the objects specified in paragraph 69 above. Brevity is a merit in a title. If a title shows one at a glance, like a newspaper head-line, the subject of the paper, it is a good title. Unnecessary length is a positive evil in a title. It defeats the object in view. *The head or sub-head should never be repeated in the title proper.*

83. The title must consist mainly of substantives, adjectives (where indispensable) and participles. Minor parts of speech should be excluded as far as possible. That strict alphabetical arrangement may be practicable it is essential that the title should be articulated or broken up into members, each consisting of as few words as possible, and each expressing an element in the subject-matter. Each member will begin with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash. It is no use to try to put too much into a single title. The title must indicate clearly but briefly one main subject of the order.

84. If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this, where a subject falls under more than one head, and it seems useful to index it under each head but there is no need for distinct titles under each head, a cross-reference or cross-references must be used, — that is, the complete title will be printed under one head, while against the other heads will be printed merely 'See, so-and-so' (mentioning the former head). *The same cross-reference must never be repeated.* On page 74 of the Local and Municipal Index (Local) for 1918 I find 'Pasteur Institute, Coonoor, see under Accounts' printed five times over one after the other, which is obviously ridiculous.

85. The same words must never be printed over and over again in successive titles in the index where this can be avoided.

This will be understood from examples.—

In the Home Department Index for November 1917 there are 34 entries in which the following words recur.

'Passports—Granting a — to . . . travelling' (or 'proceeding') 'to . . . November'. They should have been printed thus:—

"Passports granted to—

Abdul Karim (Straits).

November 8, No. 1151, Mis.

Abdul Rahiman Sahib (Natal).

November 8, No. 1148, Mis.

Cardozo, Mr. F. B. M. (England via France).

November 26, No. 194, Mis.

Elers, Mr. R. C. (South Africa),

November 20, No. 1193, Mis."

Similarly, instead of printing over and over again in full entries on the following model:—

"*Appeal against acquittal.*—Considering that no appeal should be presented to the High Court against the judgment of the Subdivisional Magistrate, Goomsur, Ganjam district, acquitting the accused in C.C. No. 38 of 1917 on his file,"

it would be both economical and more convenient to print:—

"**Appeal against acquittal—Negative** "—

Cuddapah (Sessions)—C.C. No. 23/17
October 12, No. 2115, Mis.

Ganjam (Goomsur) Subdivisional
Magistrate, C.C. No. 39/17.

October 4, No. 2067, Mis.

——— C.A. No. 128/17.

October 22, No. 2155, Mis.

Kurnool (Sessions), S.C. No. 66/16.

October 20, No. 2147, Mis.

——— (Subdivisional Magistrate),
C.A. No. 28/17.

October 5, No. 2077, Mis.

Salem (Hosur) Second-class Magistrate, C.C. No. 334/17.

October 4, No. 2068, Mis.

and so on. "Appeals against acquittal—Sanctioned" would follow arranged on the same principle.

The entries should be arranged alphabetically by districts, under districts by Courts (also alphabetically) and under

CONSOLIDATION OF TITLES WHEN PRINTING.

Courts by the number of the cases "C. A.s" coming first, and "S. C.s" or "C. C.s" second.

In the Revenue Department index remarks apply to similar cases under "*Disafforestation*. Notifying the — of a portion of the — Reserve — district".

"*Establishment*.—Sanctioning entertainment of, etc."

"*Governor's tour*.—Recording notes connected with the — " and

"Alienations".

In the Municipal index a series of Government orders recording Audit and Administration Reports and Provident Fund Rules may be treated on the same lines. Similarly long series of Government orders on budgets.

In the index of the Home Department (Education) a great deal of compression is possible in regard to Government orders recording notes relating to questions asked in the Legislative Council. The index should be on these lines:—

Legislative Council Meeting, 1917, April 2. Notes regarding questions at—Recorded.—

Richmond, Hon'ble Mr. T.—

European Education—Improvement.

Steps taken—Simla Conference.

April 20, No. 487, Mis.

European High School Examinations.

Date of—

April 20, No. 484, Mis.

———Date of—School year.

April 20, No. 485, Mis.

Sadasiva Bhat, Hon'ble Mr. K.—

Muhammadan schools—Inspecting agency. Increase.

April 26, No. 527, Mis.

Sub-Assistant Inspectors—

Vernacular tests.

April 23, No. 506, Mis.

This principle must be followed in compiling the monthly from the weekly index, and the annual from the monthly. There will be further elimination at each compilation.

86. When Government have once passed orders on a subject, and declined on a subsequent application to reopen it, there is no need to do more than enter the number and date of the second order immediately after those of the original one, against a single title.

87. Some examples of titles prepared in accordance with the foregoing instructions are given below.

The following appeared in the Revenue Department Index for 1917 :—

“Article 1094 (c), *Civil Service Regulations*.—Stating that the Government of India have agreed to an amendment of — so as to permit an officer on transfer to charge for the transport of a motor cycle, with or without side-car, if he is entitled to the free transport of a motor-car and to the amendment being made applicable to the case of Mr. M. O'Brien, Executive Engineer, Public Works Department, for the journey in connexion with his transfer from Madura to Vizagapatam, and directing all controlling officers to scrutinize more closely than hitherto the reasons given in travelling allowance bill in the case of each journey performed on a motor-cycle, with a view to check the abuse of this means of conveyance by touring officers, and to check this undesirable state of things by departmental action, before more drastic course of reducing the mileage rate of journeys performed on motor-cycles is considered.” This required three titles thus:—

“*Civil Service Regulations—Article 1094 (c)—*

Motor cycle.—Free Transport—Journey on transfer—(when permissible).

—Journeys by—Controlling Officers' responsibility.

—O'Brien, Mr. M.—Charges for transport—(permitted).”

Here are some more examples of titles to show how they should be prepared :—

Currency—Defence of India Rules—Rule 21 (a)—Gold coins—Melting—Prohibited.

Demobilization—District Soldiers' Committee.—Discharged Soldiers—Trained Fitters.

Officers—Re-employment—Civil Departments—Procedure.

Funds—Re-appropriation—Heads of departments—Powers—Non-recurring Expenditure—Deposits.

Government Servants' Conduct Rules—Retired Government Servants—Employment—Restrictions—Directorate Agency or Management of Company.

Income-tax—Agriculture.—Income partly derived from—Assessment—Rules.

Books and Publications—Official Publications—Indents.—Army—Revised procedure.

SAMPLE TILES.—

88. Every Government Order or letter will have its title printed in bold type, immediately below the number of the order or letter. The present diffuse purports are to be discontinued absolutely.

89. It is the duty of the Under Secretaries, Assistant Secretary, Registrars and head clerks to see that index titles are properly prepared.

IV PRINTING.

GENERAL INSTRUCTIONS.

90. The existing rules with regard to the printing of Government Orders and notes must be strictly enforced by Under Secretaries, the Assistant Secretary and Registrars. Head clerks will be held directly responsible for the correct editing of matter for the Press, but the officers mentioned above must see that they do their duty and do it properly. Those officers must also see that unnecessary printing is checked. The existing rules referred to above are reproduced below :—

Revenue Secretariat Office Manual, Correction slip No. 58, dated 16th October 1908, to paragraph 207—

“(xi) Before notes are sent to Press the manuscript shall be completely edited, and prepared for Press, care shall be taken to exclude all matter that is not absolutely necessary for permanent record” [see also Chief Secretariat Manual, rule 315 (xv), page 101].

Ibid. “(vi) Forwarding entries such as Public Department u.o. shall be omitted in printing notes when it is clear from the notes that the case was forwarded to a department or an officer un-officially.”

Chief Secretariat Office Order No. 96, dated 26th April 1917—

“Care should be exercised in ordering the printing of proceedings and connected notes. The printing of proceedings is ordinarily restricted to cases coming under one or other of the following heads :—

“(i) important cases, (ii) cases not important in themselves, but in respect of which important questions have been discussed in the notes, (iii) orders establishing important precedents and general instructions and rulings, (iv) papers likely to be required frequently for reference in the future, and (v) orders of general application necessitating circulation to a large number of officers.”

"Short notes which do not contain discussions of important points or principles should not be printed."

Ibid. "(6) . . . manuscript matter for the Press should . . . be carefully and completely edited . . . all matter that is not absolutely necessary for permanent record being excluded."

Rules and orders for the conduct of business in Council, March 1917 (Supplemental rules)—

"9. There is at present a great deal of useless printing, both of currents and of notes. Superintendents will be held responsible for careful editing of matter to be printed. When in doubt they should consult the Assistant or the Under Secretary concerned. These officers will give the Superintendents general instructions as to what should not be printed, and it may be noted that all matter of a routine nature, reminders, replies to reminders explaining delay, or saying that the report will be sent soon, and such trivial matters shall be struck out before papers are sent to the Press."

91. Only notes on important subjects that are likely to be required for reference should be printed. On every final draft it should be clearly stated at the foot whether it is proposed to print the notes or not, and the Under Secretary, Assistant Secretary or Registrar, as the case may be, should never omit to check this entry and to veto any proposal to print notes unnecessarily.

92. The notes should be rigorously edited and all merely ephemeral matter and notes of a routine nature must be cut out. When notes are printed, clerks' initials should not be printed but only the initials or signatures of head clerks and officers.

93. Correspondence of an intermediate nature and of no permanent value must never be printed in a Government Order. The following example will serve as an illustration:—

G.O. Mis. No. 1074, Home, dated 21st September 1917.—This relates to the execution of warrants under the Planters' Labour Act. In this a number of letters from various District Magistrates saying simply that they had no objection to a certain proposal, a letter from the Inspector-General of Police to the same effect, the endorsement of Government referring the papers to various officers for

PRINTING OF NOTES.

PRINTING OF INITIALS IN NOTES.

PRINTING OF CORRESPONDENCE IN GOVERNMENT ORDERS.

PRINTING OF DESIGNATIONS OF AUTHORITIES.

PRINTING OF SPARE COPIES.

DOUBLE PRINTING OF IDENTICAL MATTER.

DOUBLE PRINTING OF TABULAR STATEMENTS.

RESOLUTIONS OF LOCAL BODIES.

PRINTING OF MATTER PUBLISHED IN THE GAZETTE.

early remarks (it should have been sufficient to print the current number and date), an intermediate reply from the Inspector-General of Police saying that he would reply as soon as he had the necessary materials, a memorandum addressed to the same officer by Government informing that they had not received a document that he had said he had submitted, and a reminder issued by Government, were, but should not have been, printed.

94. A lot of waste is due to the printing of designations of authorities to whom circular letters are addressed by the Government of India, the Railway Board, etc., and lists of papers read in such communications. This should be avoided. It may also often be unnecessary to print for circulation to subordinate authorities papers that it may be found convenient to have printed for reference in the Government Office.

95. Great care should be taken not to print more copies of a Government Order than are really necessary. Head clerks will invariably scrutinize the entry 'spare copies' in the 'press slip' prepared by their clerks and see that the number of copies to be struck off is not excessive.

96. When, as is often the case, a Government Order is almost identical with the Board's Reference on which it is passed it is absurd to print both in full. It is sufficient to print the number and date of the Board's Reference followed by the Government Order if that is self-contained. Or, if that alternative is preferred, the Board's Reference may be printed in full and the Government Order should then simply state that the Board's proposals are approved with such qualifications as may be necessary.

97. It is unnecessary to print in full a return received from the Board and the same return as corrected by Government. The former, being superseded by the latter, should not be printed. Examples are the Return of alienations, and the Return of the destruction of wild animals.

98. It is quite unnecessary to print resolutions of local and municipal bodies accepting the conditions of alienations, and still more so to print the list of members present when such resolutions were passed.

99. When matter is published in the *Fort St. George Gazette* it is unnecessary, as a general rule, to print it separately in the form of a Government Order.

100. In the section of these notes on indexing will be found instructions intended to secure economy in the printing of indexes.

101. The address headings of letters read in a Government Order should be 'run on' continuously in printing, and not printed on four or more separate lines. They need occupy only two.

PRINTING OF INDEXES.

PRINTING OF ADDRESS HEADINGS.

I. SECRETARIAT (paragraph 29 of Instructions).

DISTRIBUTION REGISTER.

SECTION.

Current number. (1)	Enclosures (2)	Clerk's initials. (3)	Back current number or number, or nature of disposal and date. (4)

V211,8



II. SECRETARIAT (paragraph 52 of Instructions).

PERSONAL REGISTER.

SECTION.

Serial number.	Current number.	Date of receipt by clerk.	Title.	From whom.	Outside number and date.
(1)	(2)	(3)	(4)	(5)	(6)

Submitted to Officer.	Returned to Section.	Reference issued.			Reply or further communication.			Nature, number and date of final disposal.
		Form and Sub-number.	Date.	To whom.	Current number and date.	From whom.	Outside number and date.	
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

III. SECRETARIAT (paragraph 36 of Instructions).

DISTRIBUTION REGISTER.

SECTION.

(Important papers only.)

Serial number.	Sufficient description of communication or enclosure (outside number if any).	Current number.	Clerk's initials.
(1)	(2)	(3)	(4)

IV. SECRETARIAT (paragraph 37 of Instructions).

PERIODICAL REGISTER.

SECTION.

Serial number of periodical. (1)	Nature of periodical. (2)	Date due and from whom due. (3)	Date of receipt. (4)

Secretariat current number. (5)	Outside number and date. (6)	References issued.		Reply received.		Nature, number and date of disposal. (11)
		Form and Sub-number. (7)	Date. (8)	Current number. (9)	Outside number and date. (10)	

V. SECRETARIAT (paragraph 40 of Instructions).

CIRCULATION REGISTER.

SECRETARIAT.

Department and current number. (1)	To whom circulated. (2)	Date of circulation. (3)	Box. (4)	Date of return. (5)	Remarks. (6)

VI. SECRETARIAT (paragraph 42 of Instructions).

NUMBERING BOOK.

SECTION.

Government Order number. (1)	Date. (2)	Current numb disposed of. (3)

VII. SECRETARIAT (paragraph 43 of Instructions).

CALL BOOK.

SECTION.

Serial number. (1)	Number and date of reference. (2)	Subject (title). (3)	Reference to whom made. (4)	Reminders.			Current number and date of reply. (6)	Remarks. (7)
				1st (5)	2nd (5)	3rd (5)		

VIII. SECRETARIAT (paragraph 45 of Instructions).

MANUSCRIPT FAIR COPYING AND DESPATCH REGISTER.

SECRETARIAT.

Serial number. (1)	Department and number of Government Order, Memorandum or Endorsement. (2)	Date of						Superintendent's initials. (9)
		Receipt in Fair Copying Section. (3)	Copying. (4)	Examining. (5)	Signature. (6)	Receipt by despatcher, with initials. (7)	Despatch, with initials. (8)	

IX. SECRETARIAT (paragraph 47 of Instructions).

U.O. TRANSIT REGISTER.

SECRETARIAT.

Serial number. (1)	Date. (2)	To which department sent. (3)	Number and date of the u.o. reference or transfer. (4)	Number of enclosures and spare copies. (5)	Initials of the Head Clerk or other officer on receipt. (6)

X. SECRETARIAT (paragraph 50 of Instructions).

"N REFERENCE" SLIP.

Current number and date

To whom referred

Date of despatch

*Subject clerk.**Superintendent, Current section.*

XI. SECRETARIAT (paragraph 52 of Instructions).

STAMP ACCOUNT.

SECRETARIAT.

Value of stamps		
Received. (1)	Spent. (2)	In hand. (3)
RS. A. P.	RS. A. P.	RS. A. P.

TENTATIVE LIST OF INDEX HEADS—SECRETARIATS.

This list of index heads is merely tentative and it will probably be found convenient subsequently for each department to compile a list of its own; selecting from this list such heads as it ordinarily requires, and adding to these such heads and sub-heads as may be found necessary.

2. The subject which gives its name to a department, e.g., 'Education' need not of course be used as a head in the index of that department in the majority of cases, though it should be used as a head in regard to the same cases should they be indexed in another department, e.g., 'Rajkumar College' need not be indexed under 'Education' in the Educational Department, but should be indexed in other departments thus:—*Education. Rajkumar College.* Similarly in the Public Works Department it is not necessary to prefix 'Public Works' to 'Bridge,' 'Roads', etc. In the Local and Municipal Department—to quote one example—a paper relating to a grant to Chingleput District Board for a bridge over the Uppar river would be indexed under 'Grants—Chingleput District Board—Bridge (Uppar)'.

3. When any department indexes an order of another department it should usually adopt the title under which the paper has already been indexed, and prefix to it as the main head the name of the latter department.

4. A head may be used alone or in combination with any sub-head. Any head may, if appropriate, be used as a sub-head under any other head, e.g., 'Budgets' may be used as a sub-head under 'Police'. Local classification should be introduced wherever possible, that is, after the head, or possibly after the sub-head, should come the name of the district, followed by that of the taluk and then by that of the village and these names should be arranged in alphabetical order. Personal papers relating to officials should be indexed under the name of the officer concerned, except those relating to village officers which should come under 'Village Officers'. In these latter cases local classification as explained above should be employed. Heads in brackets are not generally to be used as heads but only, if necessary, as sub-heads. Additional legal, etc., heads may be selected if required from the lists at the beginning of each Volume of Woodman's Digest.

A

Abkari—
Advisory Committee.
Beer.
Country liquor—
Arrack.
Toddy.
Drugs.
Fixed fee system.
Foreign liquor.
General.
Accidents. [See also Railway.]
Accountants—
Chartered—
General.
[Income-tax. See Income-tax.]
Taluk Head—
[Village—See Village officers.]
[See also Auditors.]
[Accounts Code. See Civil Account Codes.]
Accounts—
Adjustments.
Classification.
Objection.
Taluk.
[Treasury. See Treasury.]
Village.
[Achukattus. See Assessment.]
[Acquisition. See Land Acquisition.]
[Acts. See under the several short titles.]
[See also under Books and publications.]
[Adangals. See Village Accounts.]
[Additional member. See Legislative Council.]
Address—
[Forms of. See Correspondence.]
[Valedictory. See Government Servants' Conduct Rules.]
[Adjustments. See Accounts.]

Administration Report—
Excise —.
Presidency —.
Salt —.
(and so on)
Administrative powers.
Administrative sanction.
Advances—
Agricultural —.
Floating —.
Horse —.
House-building —.
Land improvement —.
Motor —.
Permanent —.
Provincial —.
[General Provident Fund—See Provident Fund.]
[Survey—See Survey.]
Tents.
[Advertisements. See Publicity.]
[Affiliation. See Education.]
[Afforestation. See Forests.]
Afghan Sardars.
Agency.
[Agricultural advances. See Advances.]
[Agricultural Calendar. See Books and publications.]
[Agricultural Journal. See Books and publications.]
Agricultural Society.
[Agricultural Statistics. See Statistics.]
Agriculture—
Oastor seed.
Cattle-breeding.
Coconuts.
Cotton.
Food-grains.

Agriculture—cont.

Groundnut.
Implements.
Indigo.
Insects and pests.
Manure.
Oil-seeds.
Rubber.
Seed selection.
Sugarcane.
Tobacco.

NOTE.—Other sub-heads to be opened as required.

Air-craft.

[Air-guns. See Arms Act.]

Alienations—

Land.
[Pensions. See Pensions.]
Revenue.

[Aliens. See Foreigners.]

Aliens—Enemy.

[See also Enemy property—Enemy trading.]

Allotment.

Additional—
[See also Funds.]

Allowances—

Bonus.
Capitation —.
Charge —.
Compassionate —.
Conveyance —.
[Daily—See Travelling.]
Deputation —.
Duty —.
Exchange compensation —.
General.
Grain compensation —.
[Horse. See Conveyance —.]
House-rent —.
Ivu-dittam.
Local —.
Personal —.
Shorthand—.
Tasdik.
Tentage.
Travelling—
Officials.
Non-Officials.
Witnesses.

War, etc.—

[Ammunition. See Explosives.]
[Anchors. See Marine.]
[Ancient monuments. See Archaeology.]
[Andamans. See Port Blair Convicts.]
[Ancient See Irrigation.]
[Animals, cruelty to. See Cruelty to animals.]
[Animals, wild. See Wild animals.]
[Anthrax. See Cattle disease.]
[Anti-malarial measures. See Malaria.]
[Antiquities. See Archaeology.]
[Anti-rabic treatment. See Pasteur Institute.]

Appeals—

(This head is for general orders about Appeals. Appeals against orders will be indexed under the subject of the orders, e.g., 'Assignment.' Departmental appeals will be indexed under the name of the Appellant. Village officers' appeals will be indexed under 'Village Officers—Appeals.' Appeals from the decisions of Civil or Criminal Courts will be indexed under 'Suits, Appeals' or 'Criminal Appeals' respectively and Income-tax and Super-tax appeals under 'Income-tax' and 'Super-tax' respectively.)

Appeals—cont.

Second appeals (the above note applies here).
Appeal against acquittal. [See also Criminal Appeals.]

Appointments—

(General orders about appointments. Individual appointments will be found under the name of the officer concerned).

Apprentices.

[Appropriation. See Funds.]

Arbitration.**Arboriculture.****Arms Act—**

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Licences.

[Army. See Military.]

[Arrack. See Country liquor.]

Arrears—

[See also Revenue Recovery.]

Irrecoverable.

— List.

[of Pension. See Pensions.]

Articles of Commerce Ordinance.**Articles of War.**

[Artisan Inams. See Inams.]

[Asalminha Gardens. See Inams.]

[Assam Labour and Emigration Act. See Emigration.]

Assault.**Assessed waste.****Assessment—**

Achukattus.
Cess.
Charge for water. [See also Dry zone.]
Composition.
Compounded lands.
Fasaljasti.
Fish-rent.
Ground-rent. [See also Inam, Quit-rent, Janmabhogam, Peshkash]
[Income-tax. See Income-tax — Assessment.]
Sivayijama.
Tirvajasti.
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Tree-patta.
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Assessors.**Assignment—**

Darkhast.
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Asylums. [See also Lunatics.]

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[Avenues. See Trees.]

[Ayurvedic system. See Medicine—indigenous system.]

B**Backward Classes.****Bacteriology.****Backyards.**

[Badges. See Clothing; also Honours and Titles.]

[Badges and Belts. See Clothing.]

[Bail. See Courts.]

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Bankers' Books.

[Banks. See Canals, Tanks, etc.]

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Barracks.**Basel Mission.**

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[Belts. See Clothing.]

[Benoh-mark. See Survey.]

[Bench Courts. See Courts.]

[Beri-beri. See Medical.]

Beriz deduction.

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Bioscope. [See also Electricity.]

[Birds, Wild. See Wild Birds.]

[Birth, alteration of date, See Service Books and Rolls.]

[Birth and death. See Vital Statistics.]

Bishop.**Black lists.****Black-marks—**

(General orders relating to —. Individual orders awarding black-marks to be indexed under the name of the officer concerned.)

[Blankets. See Clothing.]

[Block Survey. See Survey.]

[Board, District. See Local Boards.]

[Board, Local. See Local Boards.]

[Board, Taluk. See Local Boards.]

[Board of Examiners. See Examinations.]

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[Board, Sanitary. See Sanitation.]

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[Book, Default. See Black marks.]

books and publications.

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[Boring. See Pumping and Boring.]

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[Boundary. See Survey.]

Boy Scouts

Breach of Trust.

[Breaches of Contract. See Contract, also Labour.]

[Bricks and Brick fields. See Public Works.]

Bridges. [See Local Funds, Municipal and Public Works.]

[Bronze star. See Honours and Titles, Decorations.]

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Budgets [General orders regarding—Individual budgets to be indexed under the name of the department, local body, etc., to which they relate.]

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Government.

Rented.

[Buildings. See Land Acquisition, Compensation.]

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[Bunker Coal. See Coal.]

Burning and Burial-grounds.

[Papers relating to acquisition of land for these to be indexed under Land Acquisition.]

[Burrow pits. See Public Works.]

C

[Cable. See Telegraphs.]

[Calingula. See Irrigation.]

[Camp Equipments. See Civil Service Regulations, Allowances, Travelling.]

Camping ground.

Canals.**Cantonments.**

[Caoutchoucined Spirits. See Spirits, denatured.]

Carnatic Stipendiaries.

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Carts and cart-hire. [See also Travellers.]

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[Cash certificates. See War loan.]

[Cash-chest. See Treasury.]

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Cattle Census.

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[C.B.E. See Honours and Titles.]

Cemeteries and Tombs. See also Burning and Burial-grounds.

[Cemetery. See Cemeteries and tombs.]

Censorship.

Census. [See also Cattle census.]

Certificates of age and Nationality.

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[Certificates, Medical. See Medical certificates.]

[Certificates of Seaworthiness. See Marine.]

[Cesses. See Assessment.]

[Ceylon Pensioners. See Pensioners, Political.]

[Chanks. See Fisheries.]

[Channel. See Irrigation.]

[Chaplains. See Ecclesiastical.]

[Charge allowance. See Allowance.]

[Charitable Endowments. See Endowments.]

Chatram.

Chavadi.
 Cheating.
 Chemicals.
 Chemico-legal Examination.
 Chemists.
 Chentsus.
 Chiefs—Ruling.
 [Chit funds. See Companies Act.]
 Cholera. [See also Epidemic diseases, Medical and Sanitary.]
 [Choultry. See Chatram.]
 Christian Marriage Act. See Marriage.]
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 [Church. See Ecclesiastical—Public Works.]
 C.I.D.
 [C.I.E. See Honours and Titles.]
 Cinchona. [See also Quinine.]
 [Cinematograph. See Bioscope.]
 [Circular. See Correspondence.]
 [Individual circulars will of course be indexed under the subject heads to which each relates.]
 [Circumferenter. See Survey Instruments.]
 Civil Account Code.
 [Civil Assistant Surgeons, Post-graduate course. See Medical.]
 [Civil Budget Estimate. See Budget estimate, Civil.]
 [Civil courts. See Courts.]
 [Civil jails. See Jail.]
 [Civil lists. See Books and publications.]
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 Civil Servants.
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 [Civil suit. See Suit.]
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 [Classification. See Accounts, Settlement, etc.]
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 Coffee.
 Coffee-stealing.
 [Coin. See Treasury; also Currency.]
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 Collector.
 College. [See also Agricultural, Engineering, Forest, Medical, Veterinary, etc.]
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 [Communal poramboke. See Poramboke.]
 [Commutation, Pension, Stipends.]
 Companies Act. [See also Indian Companies Restriction Act.]
 Companies, Insurance.
 Compassionate pension. See Pensions.]
 [Compensation for dearness of food. See Allowances, Grain Compensation.]
 [Compensation. See Land Acquisition.]

[Compensation pension. See Pensions.]
 Compensation for tenants improvements.
 [Completion report. See Public Works.]
 [Composition. See Assessment, see also—
 Criminal cases, Income-tax, Tolls.]
 [Compounded lands. See Assessment.]
 [Compulsory labour. See Kudimaramat.]
 [Conduct, official. See Misconduct.]
 Conferences, Informal.
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 [Confinement. See Wrongful confinement.]
 [Conservancy. See Rivers, also Sanitation.]
 [Conservator. See Forests.]
 [Construction. See Public Works.]
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 —Contingencies.
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 [Contribution. See Local Boards, Pensions, Public Works, etc.]
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 [Corporal punishment. See Whipping.]
 Corporation of Madras.
 Correspondence. [See also Ellis Tomkins System, Tottenham's System.]
 [Corundum. See Mines.]
 [Cotton. See also Agriculture.]
 Cotton control.
 Council Rules.
 [Counterfeit coins. See Currency.]
 [Countersignature. See Contingencies and Treasury.]
 [Country liquor—
 Arrack.
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 [Note—
 Under these sub-heads further sub-heads such as Depots, Distillery, Lease, Licence, Permit, Shop, Warehouse, etc., to be opened as required.]
 Court of Wards.
 [Papers relating to individual estates to be indexed under the names of such estates.]
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 Bench.
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 Criminal.
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 High.
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 [See also Magistrates.] Regarding additional legal heads see paragraph 4 of the instructions on page 1.
 [Cowle. See Assignment.]
 [Craneage fees. See Marine.]
 [Credit. See Co-operative Credit.]

[Credit notes. See Railway.]
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 [Criminal Breach of Trust. See Breach of Trust.]
 [Criminal courts. See Courts.]
 Criminal justice.
 [Criminal lunatics. See Lunatics.]
 Criminal Procedure Code.
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 Criminal tribes.
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 [Crop. See Assessment.]
 Crop experiments.
 Crown grants.
 [Crown Prosecutor. See Government Pleader.]
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 [C.S.I. See Honours and titles.]
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 [Currency chest. See Treasury.]
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Dacoity.
 Dairy.
 [Dam. See Irrigation.]
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 [Darkhasts. See Assignment.]
 [Dasabandham. See Inams.]
 [Date stamps. See Rubber Stamps.]
 [Dead house. See Mortuary.]
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 [Debentures and Loans. See Railways.]
 Decentralization.
 [Decorations. See Honours and titles.]
 Defalcations.
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 [Default Book. See Black marks.]
 [Defence force. See Military.]
 Defence of India Act.
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 Demand, collection and balance.
 [Demarcation. See Survey.]
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 [Denatured spirits. See Spirits, denatured.]
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 [Depot. See Abkari, country liquor, also Emigration.]
 Depressed classes.
 [Deputation. See Allowances.]
 [Orders regarding individual officers to be indexed under the personal names of the latter.]
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 Deputy Tahsildars.
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 [Designs. See Type-designs.]
 [Despatch. See Correspondence.]
 [Destruction of records. See Records.]
 [Destruction of wild animals. See Wild animals.]
 [Destruction of rats. See Plague, Rats.]
 [Destructive insects and pests. See Insects and pests, also Agriculture.]

[Detenus. See Prisoners, State.]
 Devasthanam. [See also Religious institution and Temple.]
 [Devaswam. See Native States.]
 [Diamonds. See Mines, minerals.]
 [Dictionary. See Books and publications.]
 [Differential water-rate. See Assessment—
 Charge for water.]
 [Diglott registers. See Accounts, village.]
 Director of Public Instruction.
 [Disafforestation. See Forests.]
 [Discretionary grants. See Grants.]
 [Dismissal.]
 [Individual cases to be indexed under personal names except in the case of village officers. (See paragraph 4 of instructions on page 1) and not under this general head.]
 Dispensary.
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 [Distillery. See Abkari, country liquor, arrack.]
 [Distribution list (of work). See Secretariats, Board of Revenue.]
 [District Board. See Local Boards.]
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 [District Gazette. See Gazette.]
 [District Gazetteers. See Gazetteers.]
 [District Medical and Sanitary Officer. See Medical.]
 [District Municipalities. See Municipalities.]
 [District Recruiting officer. See Recruiting.]
 [District Soldiers' Committee. See Demobilization.]
 [Divi Pumping system. See Irrigation.]
 [Divisional charges. See Jurisdiction.]
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 Divisions and Taluks, Redistribution of —.
 Documents—
 [Copies of —. See Copies.]
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 [Domestic Economy. See Books and publications.]
 [Domestic science classes. See Books and publications.]
 Draftsman.
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 Dramatic performances.
 [Dredger. See Marine.]
 Drugs—
 Cocaine.
 Ganja.
 Morphia.
 Opium, etc.
 [See also Abkari.]
 [Note—Under these heads further subheads, such as duty, lease, licence, permit, shop, shop-site, warehouse, etc., to be opened as required.]
 Dry zone.
 [Dufasal. See Assessment.]
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Earthquake.
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 Ecclesiastical.
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 Economic condition.

Economic products.
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 Privileges.
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 [See also Indian Educational Service.]
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(Further sub-heads as required.)

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 [Electoral Rolls. See Elections.]
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 Elephants.
 Ellis Tomkins system.
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 [Emergency Reserve. See Police.]
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 [Endowment funds. See Funds—Endowment.]
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 Enemy Property.
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 [Enfranchisement. See Inams.]
 [Engineer. See Local Funds—Public Works.]
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 [Ephemeris. See Books and publications.]
 Epidemic diseases.
 Epigraphy.
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 [Errata lists. See Accounts, village.]
 Escheats.
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 Attached.
 Impartible.
 Land Act.
 Permanently-settled.
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 [Under this head general orders relating to estimates will be indexed. Individual estimates will be indexed under the heads to which the individual works relate, e.g., Irrigation, Buildings, etc.]
 Ethnography and Ethnology.
 European.
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 Professors.
 School Examinations.
 Service Leave Rules.
 [European Deserters. See Deserters.]

[European graves. See Burial-grounds.]
 [European manufacture, Articles of. See Stores.]
 European vagrancy.
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 Evidence powers.
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 [Examiners, Board of. See Examinations.]
 Excess Profits Duty. [See also Income-tax.]
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 [Exchange Compensation. See Allowances.]
 [Excise. See also Foreign liquor, Country liquor.]
 Excise Manual. See Books and publications.
 Excise Committee.
 Excise Licensing Board.
 [Exemptions. See Examinations.]
 Exhibition.
 Exhibits.
 [Expenditure. See Accounts, Funds, etc.]
 Experimental station.
 [Exploring licences. See Mines.]
 Explosives—
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 Manufacture.
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 Transport.
 [Export. See Trade.]
 [Ex-rajā. Index under name of State.]
 Extradition.
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Factories.
 [Fairs. See Cattle disease.]
 Fairs and Festivals.
 [False Evidence. See Evidence.]
 [Family Pension. See Pensions.]
 Famine—
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 [Farcy. See Cattle disease.]
 [Fasaljasti. See Assessment.]
 [Fasalkammi. See Assessment.]
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 [General orders alone. Individual cases will be indexed under the suit to which they relate.]
 Ferries.
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 [Field-measurement book. See Survey.]
 [Fifty-five years' rule. See Civil Service Regulations.]
 Finance Committee.
 [Finance Department. See Indian —.]
 [Financial. See Treasury.]
 [Financial irregularities. See Accounts, objection, Appropriation, Defalcation.]
 Financial Statement.
 Fines.
 [General orders about —. Individual orders inflicting — to be indexed under 'Village Officers' if the officer fined is such, and otherwise under the personal name of the officer fined.]

Finger-prints.
 Fire [Precautions against —, etc.]
 [Fish. See Game and Fish Preservation.]
 Fish farms.
 Fisheries.
 [Fixed Fee system. See Abkari.]
 [Flags. See Flags and Flagstaffs.]
 Flags and Flagstaffs.
 [Flagstaffs. See Flags and Flagstaffs.]
 [Flat files. See Stationery.]
 Floods.
 [Flora. See Botany.]
 Fodder.
 Food Control.
 Food-grains. [See also Agriculture.]
 Food-stuffs.
 [Foreign liquor. See Abkari.]
 [NOTE.—Under this head, sub-heads, such as duty, licence, permit, shop, tavern, to be opened as required.]
 [Foreign Service. See Civil Service Regulations.]
 [Foreigner, Hostile. See Aliens, Enemy.]
 Foreigners.
 [Foreigners, entry of. See Aliens, Ingress into India.]
 Foreigners Ordinance.
 Foreshore.
 Forest College.
 Forest Settlement.
 Forestry, Board of.
 Forests.
 [NOTE.—Under this sub-heads should be opened as required, e.g., disafforestation, reserves, seigniorage, timber transit, unreserves, etc. See also Grazing.]

Forfeiture.
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 [Forms. See Stationery.]
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 [See also Grants.]
 [Furlough. See Leave.]
 Furniture.

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[Game. See Wild Birds.]
 [Game Rules. See Forests.]
 Game and Fish Preservation (Nilgiris).
 [Ganja. See Drugs.]
 [Gaol. See Jails.]
 [Gauge, Rain. See Rain-gauge.]
 Gazette.
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 Fort St. George.
 — of India.
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Gazetted officers.
 (General orders only. Orders affecting individuals to be indexed under their respective names.)
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 [G.C.I.E. See Honours and titles.]
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 Genealogy.
 General Clauses.
 [General Hospital. See Medical—Public Works.]
 [General Provident Fund. See Provident Fund.]
 Geology.
 [Girders and Sleepers. See Railways.]
 [Glanders. See Farcy.]
 [Glass. See Stores.]
 [Glue. See Industries, Stationery.]
 [Government Farm. See Agriculture.]
 Government Consignments.
 [Government House. See Public Works.]
 [Government Maternity Hospital. See Medical—Public Works.]
 [Government Museum. See Museum.]
 [Government Ophthalmic Hospital. See Medical—Public Works.]
 Government Pleader.
 Government Press.
 Government Servants' Conduct Rules. [See also Official Misconduct.]
 Governor's Tour.
 [Grain Compensation. See Allowances.]
 [Gramanattam. See House-sites.]
 Grants, Discretionary—
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 [See also Funds.]
 [Gratuity. See Pensions.]
 Grazing—
 Fees.
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 [Green Manure. See Manure, also Forests.]
 [Groundnut. See Agriculture.]
 [Groundrent. See Assessment.]
 Guardians and Wards.
 [Gun licences. See Arms Act.]
 [Guns. See Arms Act.]

H

Hackney Carriages.
 [Hall-marking. See Customs.]
 [Halting allowances. See Allowances, Traveling.]
 [Harbour dues. See Marine.]
 [Headman. See Village Headman.]
 Headquarters.
 [Headquarters Deputy Collector. See Deputy Collector.]
 [Headquarters hospital. See Local Funds—Municipal—Medical.]
 [Headquarters Sub-Collector. See Sub-Collector.]
 Heads of departments. [General Orders only.]
 [Health lectures. See Medical, Sanitation.]
 [Hereditary village officers. See Village officers, Hereditary.]
 [Hides. See Hides and Skins.]
 Hides and Skins.
 [High Court. See Court, High.]
 Hill Allowance Code, Madras.

Hills, Move of Government to—
Hindu Law.
Holidays.
[Home Rule movement. See Political agitation.]
[Honorarium. See Civil Service Regulations.]
Honours and titles—
Badges—
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K.C.I.E.
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Khan Bahadur
Kilat.
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Rao Sahib.
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Hook swinging.
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[Horse-breeding. See Veterinary.]
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Hostel.
[Hostile aliens. See Aliens (Hostile), Enemy trading, Defence of India.]
[Hot weather charges. See Contingencies.]
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House-sites. [See also Assessment, Ground-rent, Village-sites.]
[House-tax. See Municipal—Unions.]
[Hygiene. See Sanitation.]

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Imperial Cadet Corps.
Imperial Indian Relief Fund.
Imperial Institute.
[Imperial Preference. See Tariff.]
[Imperial Service Medal. See Honours and Titles.]
[Import. See Trade.]
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Asalminha.
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[Incorrigibles. See Criminals.]
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[Indentured Labour. See Emigration.]
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[Indian Articles of War. See Articles of War.]
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[Indian Christian Marriage Act. See Marriage, Christian.]
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[Indian Companies Act. See Companies Act.]
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[Indian Defence Force. See Military.]
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[Indian Explosive Rules. See Explosives.]
Indian Finance Department.
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Indian Medical Service.
Indian Military Service Family Pension Fund.
Indian Penal Code.
[Indian Registration Act. See Registration.]
Indian Science Congress.
[Indian War Loan. See War Loan.]
[India rubber. See Agriculture, rubber.]
[Indigo. See Agriculture, indigo.]
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[Infected area. See Plague.]
[Infirmary. See Cruelty to animals, Medical, Veterinary.]
[Informal conferences. See Conferences.]
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[Ink. See Stationery.]
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[Inquiries. See Public servants.]
[Inscriptions. See Epigraphy, Archaeology.]
[Insects and Pests. See Agriculture.]
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[Inspecting agency. See Education.]
[Inspector-General of Police. See Police.]
[Institute of Science. See Indian —.]
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Mathematical, etc.
[Instruments, negotiable. See Negotiable instruments.]
[Instruments, survey. See Survey.]
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[See Companies.]
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[Invalid Pension. See Pensions.]
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[Investigations. See Criminal Procedure Code.]
[Investiture. See Honours and Titles.]
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Cess Fund.
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[Under these sub-heads further sub-heads such as channels, sluices, etc., may be used as required.]
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[Papers relating to charge for water to be indexed under Assessment, charge for water.]
Irrigation, Major.
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Islands. [See also Amindevi—Laccadives, etc.]

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[Jail Corps. See Military.]
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[Joining time. See Civil Service Regulations.]
[Joint patta. See Patta.]
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[Kandyan Pensioners. See Pensioners, Political.]
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[Khan Bahadur. See Honours and titles.]
[Khandam. See Survey.]

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[Labour and Emigration. See Emigration.]
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[Labour Contracts. See Contracts.]
[Labour, Planters'. See Planters' Labour.]
[Laccadives. See Islands.]
[Lakee. See Tanks.]
Land—
[This head to be very sparingly used. See such heads as Assessment, Assignment, Land Acquisition—Railway lands, etc.]
Land Acquisition—
Compensation.
Beriz deduction.
Cash.
Grant of land.
Reduction of Peshkash.
[Reference to Courts. See Suits.]
Notification.
[Land Alienation. See Alienations—Land.]
[Land Assignment. See Assignment—Land.]
[Land Attachment. See Estates Land Act, Revenue Recovery.]
[Land cess. See Assessment.]
[Land customs. See Customs.]
[Land Encroachments. See Encroachments.]
[Land Improvement Loans. See Advances.]
Land Records.
Land Revenue.
[Land Transfer. See Transfer.]
Landed property.
[Landed property statement. See Periodical Returns.]
[Landing and Shipping Fees Committee. See Marine.]
Lanka.
Lantana.
[Lascars. See Marine.]
[Latrines. See Medical—Public Works.]
Law and Justice.
[Law charges. See Fees to Pleaders, and Suits.]
Law College.
[Law Officer. See Government Pleader.]
Law Reports.
[Law suits. See Suits.]
[Lawrence Asylum Almanack. See Books and Publications.]
Leases. [See also Mining leases.]
Leave—
[General orders only. Individual cases under personal names of officers concerned.]
Maternity.
Legal practitioners.
Legislative Council—Imperial.
Provincial.

[See also Elections.]
 [Leper Asylum. See Medical—Public Works.]
 [Lepers. See Medical—Sanitary.]
 [Levelling instrument. See Survey.]
 Library.
 [Licences. See Abkari, Arms, Country liquor, Drugs, Explosives, Foreign liquor, Game, Kerosene oil, Market, Marriage, Mines, Motor-vehicles, Petroleum, Poisons.]
 [Lien. See Appointment.]
 [Life Assurance. See Assurance.]
 [Lighthouse. See Marine—Public Works.]
 [Lightning Conductors. See Public Works.]
 Limitation.
 Limited Proprietors.
 [Line Crossings. See Railways.]
 [Lines. See Railways.]
 [Liquor. See Abkari, Country liquor, Foreign liquor.]
 [Liquor shops. See Abkari, Country liquor, Foreign liquor.]
 [Liveries. See Clothing.]
 Loans. [See also Advances.]
 [Local allowances. See Allowances.]
 Local Boards, District.
 Taluk.
 Local fund—
 [Under this head a large number of sub-heads will be required, which should be selected from the heads and sub-heads in this list.]
 [Local purchase. See Stores, also Delegations.]
 [Locks. See Canals.]
 also Treasury.]
 [Locusts. See Agriculture, Insects and Pests.]
 [Lorry and Lorry Drivers. See Military.]
 Lottery.
 [Luggage. See Civil Service Regulations.]
 Lunatics.
 Criminal—
 [See also Asylums.]
 [Lymph. See Vaccination.]

M

Machinery.
 [Madras Port Fund. See Marine.]
 Madras Port Trust.
 Madras Soldiers Board.
 [See Demobilization.]
 Magazines.
 Magisterial. [See also Courts. Regarding sub-heads please see note at top of page 1.]
 Magistrates—
 Assistant.
 District.
 First class.
 Honorary.
 Presidency.
 Special.
 Subdivisional.
 Subordinate. [See also Courts, Criminal.]
 [Magnesite. See Mines.]
 [Mails. See Post office.]
 [Maintenance. See Criminal Procedure Code.]
 [Maintenance. See Land Records.]
 Malabar Land Registration.
 Malabar Marriage. See Marriage.]
 Malabar Tenants' Improvements.
 Malaria. [See also Sanitary, Quinine.]
 [Malikhana. See Pensions.]
 Malversation.

[Mamul waste. See Assessment, Remission.]
 Mamul wet.
 [Manganese. See Mines.]
 [Manual. See Books and Publications.]
 [Manual Training. See Education.]
 Manure. [See also Agriculture. Forests—Green Manure.]
 Mappilla outrages.
 [Maps. See Survey, and Land Records.]
 Marine. [See also Madras Port Trust.]
 [Markets. See Local Funds—Municipal—Sanitary Board.]
 [Marks. See Merchandise Marks.]
 Marriage, Christian.
 Malabar.
 Registrar.
 Remarriage of Hindu Widows.
 [M.B.E. See Honours and titles.]
 Measures.
 [Medals. See Honours and titles.]
 Medical (General orders only).
 Medical—
 Board.
 Certificates.
 College.
 Compounders.
 District Medical and Sanitary Officer.
 Institution.
 Practitioners.
 Register.
 Registration.
 School.
 Surgeon-General.
 Surgeons.
 [Numerous other sub-heads will of course be required.]
 [See also Indian Medical Service.]
 Medical Stores—
 Medicine chest.
 Medicines (etc.).
 Medicine, Indigenous systems.
 [Memorials. See Petitions.]
 Merchandise Marks.
 Merchant shipping. [See also Marine.]
 Meteorology. [See also Observatory.]
 [Meters. See Electric Meters—Irrigation—Water-supply.]
 [Methylated Spirits. See Spirits, Denatured.]
 [Mica. See Mines.]
 Midwifery. See Local Funds—Medical—Municipal.]
 [Mileage allowance. See Allowances, Traveling.]
 Military.
 [Military Cantonments. See Cantonments.]
 [Military Pensioners. See Pensioners.]
 [Military Prisoners. See Military.]
 [Military proprietors. See Revenue Recovery.]
 [Military Service Family Pension Fund. See Indian—.]
 [Mills. See Industries.]
 [Minerals. See Mines.]
 Mines—
 Manganese.
 Mica.
 Monasite (etc.)
 Private.
 Shared.
 State.
 Quarries.
 Mining. Certificates of approval.
 Mining. Prospecting licences.

Mining leases.
 [Minor Irrigation. See Irrigation.]
 [Minors. See Court of Wards, Guardians and Wards, Village officers.]
 Mirasi Rights.
 Misappropriation.
 Misconduct, Official.
 Professional.
 Monsoon, damages.
 Monuments, Ancient. [See also Archaeology.]
 [Morphia. See Abkari, Drugs.]
 [Mortuary. See Local Funds—Medical—Municipal—Public Works.]
 [Mosque. See Religious institution.]
 Motor vehicles.
 Muhammadans.
 Muhammadan Law.
 [Mule-breeding. See Veterinary.]
 Municipal.
 Munitions.
 [Munsif, District. See Courts, Civil.]
 [Munsifs, village. See Village officers.]
 Murder.
 Museum.
 [Muttadar. See Agency.]
 [Muttas. See Agency.]
 Mycologist, Government.

N

[Nationality. See Certificates of age and nationality.]
 [Native Chiefs. See Indian Chiefs.]
 Native States.
 [Nattam. See Village-site.]
 Naturalisation.
 Navigation. [See also Marine.]
 [Nayar Brigade. See Military.]
 Negotiable instruments.
 [Neutral vessels. See Ships.]
 Neutrals.
 Newspaper reporters.
 Newspapers.
 [Newspapers, security from. See Press Act.]
 Newspapers, weekly reports.
 [Notes, Currency. See Currency-notes, also Treasury.]
 [Notes, promissory. See Promissory-notes.]
 [Nuisances, Town. See Town Nuisances.]

O

Oaths.
 [O.B.E. See Honours and titles.]
 [Objection petitions. See Income-tax.]
 [Objection statements. See Audit, Treasury.]
 Observatory.
 [Office Accommodation. See Buildings.]
 Office Machinery.
 Office orders—
 [General Orders regarding their issue, etc. Individual orders will be indexed under their subject heads.]
 Office Procedure. [See Correspondence—Totenham's system.]
 [Officers, Gazetted. See Gazetted officers.]
 [Officers, Subordinate. See Subordinate officers.]
 [Official etiquette. See Correspondence.]
 [Official Misconduct. See Misconduct.]
 [Official publications. See Books and Publications.]

Official Receiver.
 Official Referee.
 Official Secrets.
 Official Trustee.
 [Oil control. See Kerosene oil control.]
 [Oil-seeds. See Agriculture.]
 Oils.
 [Opium. See Abkari, Drugs.]
 [Ordinances. See under several short titles.]
 [Oriental languages. See Books and Publications, Education, Examinations—Library.]
 [Out-ports. See Marine.]
 [Out-posts. See Police Stations.]
 [Outturn. See Agricultural Statistics.]
 Over-payments. [See also Assessment.]
 Overtime fees.
 [Oyster farms. See Fisheries.]

P

[Paddy. See Food-grains, Agriculture.]
 [Paddy breeding station. See Agriculture.]
 [Padlocks. See Treasury.]
 [Palm disease. See Agriculture.]
 [Panchamas. See Depressed classes.]
 Panchayats. Forest.
 Informal.
 [Union, See Unions.]
 Village.
 [Paper. See Stationery.]
 [Paper Currency. See Treasury.]
 [Paper, Government. See Promissory-notes.]
 Paper manufacture.
 Parks and Gardens.
 Parliamentary questions.
 Partition.
 Passports.
 Pasteur Institute.
 Patent.
 [Patta. See also Assessment.]
 [Patta Transfer. See Transfer.]
 Pattadar.
 [Pay. See Salary.]
 Pay Bill. [See also Treasury.]
 [Pearl Fishery. See Fisheries.]
 [Penal Code. See Indian Penal Code.]
 [Penal Water-rate. See Assessment, Charge for water.]
 Pensions—
 Alienations.
 Applications.
 Arrears.
 Compassionate—
 Compensation—
 Extraordinary—
 Family—
 Invalid—
 Political—
 Retiring—
 Superannuation—
 Wound—
 Yeomias.
 Pensioners—Political.
 [Carnatic. See Carnatic Stipendiaries.]
 Ceylon.
 Golgonda.
 Kandyan.
 Military.
 Masulipatam.
 [Percentage charges. See Public Works.]

Periodical Returns.
 [Periodicals. See Books and Publications.]
 [Permanent Advance. See Advance.]
 [Permanently-settled Estates. See Estates, also Peshkash.]
 [Permits. See Abkari, Foreigners.]
 [Perpetual Stipends. See Pensioners, Political.]
 [Personal Assistants. See Collectors, Inspector-General, Surgeon-General, etc.]
 [Personal Effects. See Civil Service Regulations, Travelling allowances.]
 Peshkash. [See also Estates.]
 [Pests. See Agriculture, Insects.]
 Petitions. (General orders regarding—)
 Petrol.
 Petroleum.
 [Petty construction. See Public Works.]
 Phosphorus.
 Piece-goods.
 [Pier. See Marine.]
 Pilgrims.
 [Pipes. See Drainage, Irrigation, Water-supply, Buildings, etc.]
 Places of public resort.
 Plague—
 Infected area.
 Inspection stations.
 Observation.
 Sheds.
 [Plans. See Correspondence, Estimates, Maps, Survey.]
 [Plant. See Tools and Plant.]
 Planters, European
 Planters' labour.
 [Pleaders. See Legal Practitioners.]
 [Pleaders, Government. See Government pleaders.]
 Podu cultivation.
 Poisons Act.
 Police—
 Assistant Superintendent.
 Constable.
 Deputy Inspector-General.
 District Superintendent.
 Guard.
 Inspector.
 Inspector-General.
 Investigation. [See Criminal Procedure Code.]
 Quarters.
 Railway—
 , Reserve.
 Special—
 Station.
 Sub-Inspector.
 Torture.
 Village. [See Village officers.]
 [Sub-heads to be employed under this selected from the heads and sub-heads in this list.]
 Political.
 Political Agent.
 Political agitation.
 [Political detenus. See Prisoners, State.]
 Political meetings.
 [Political Pensioners. See Pensioners, Carnatic stipendiaries.]
 [Political prisoners. See Prisoners, State.]
 Political suspects.
 Politics.

[Pony-breeding. See Veterinary Horse-breeding.]
 Poramboke.
 [Port. See Marine.]
 Port Blair convicts.
 [Port dues. See Marine.]
 [Port funds. See Marine.]
 Port Trust Board.
 [Post-graduate course. See Medical.]
 [Post mortem. See Medical.]
 Post office.
 [Poultry. See Agriculture.]
 Pounds.
 Powers of Attorney.
 Precedence, warrant of.
 Press. [See also Government Press.]
 Press Act.
 Press communiqué.
 [Prevention of cruelty to animals. See Cruelty to animals.]
 Prices, control of.
 Prickly-pear.
 Prime-movers.
 [Printing. See Press, Stationery.]
 Priority.
 Prisoners, state.
 Prisoners' testimony.
 Prisoners of war.
 [Prisons. See Jails.]
 [Privilege leave. See Leave.]
 [Privies. See Latrines.]
 Prize court.
 Probate.
 [Procedure Codes. See Civil Procedure Code, and Criminal Procedure Code.]
 Process. [See also Revenue recovery, Rent recovery.]
 Process-servers.
 Processions.
 [Progress reports. See Periodical Returns.]
 [Progressive scale. See Salary.]
 Prohibitory orders.
 [Projects. See Irrigation.]
 Promissory notes.
 [Property, transfer of. See Transfer of property.]
 Property, unclaimed.
 [Proposition statement. See Establishment.]
 [Proprietary Estates. See Estates.]
 Proprietary Estates Village Service. [See also Village Officers.]
 [Proprietors, limited. See Limited Proprietors.]
 [Proscription. See Press Act.]
 [Prospecting licences. See Mining.]
 Provident Fund.
 Provincial Civil Service.
 [Provincial Loans. See Loans, Grants. See also Funds, Grants.]
 [Public Endowments. See Endowments.]
 [Public Prosecutor. See Government Pleader.]
 [In districts where the two offices are distinct papers relating to each will have to be indexed separately as far as possible, but many orders may be found to apply to both.]
 [Public Resort. See Places of.]
 Public Servants—
 Inquiries.
 Legal Assistance to.

[Public Service Notification. See Examinations.]
 Public Works.
 Public Works Department.
 Public Works Workshops.
 [Publications. See Books and Publications.]
 [Publications, obscene. See Books and Publications, Press Act.]
 [Publications, objectionable. See Books and Publications, Press Act.]
 Publicity—
 Board.
 Bureau.
 [Pulp. See Forests, Paper Manufacture.]
 Pumping and Boring.
 [Punkahs. See Contingencies.]

Q

[Qazi. See Kazi.]
 [Quarries. See Mines, also Quarrying.]
 [Quarrying. See Mines.]
 [Quarters. See Buildings.]
 Quarantine.
 [Questions. See Legislative Council.]
 [Quinine. See also Malaria.]
 [Quit-rent. See Inams.]

R

Rabies.
 [Rai Bahadur. See Honours and Titles.]
 [Rai Sahib. See Honours and Titles.]
 [Rail-borne trade. See Trade.]
 [Railway-affecting tank. See Railway Protection.]
 Railway(s)—
 Accidents.
 Board.
 Carriages.
 Contracts and agreements.
 Credit notes.
 Debentures and Loans.
 Engines.
 Girders and sleepers.
 Lands. { A class.
 B class.
 Line crossings.
 Lines.
 Overbridge.
 Protection.
 Rates and fares. [See also Civil Service Regulations.]
 Rolling-stock.
 Station.
 Tickets.
 Time table.
 Wagons.
 [Rainfall. See Season Report.]
 Rain-gauge.
 [Rajkumar College. See Education.]
 [Rao Bahadur. See Honours and Titles.]
 [Rao Sahib. See Honours and Titles.]
 Rape.
 Rates.
 [Rates and fares. See Railways.]
 Rats. [See also Plague.]
 [Re-appropriation. See Funds.]
 Record rooms. [See also Public Works.]
 Record of rights. [See also Estates Land Act.]
 Records. [See also Correspondence.]
 [Recovery of Rent, -- of Revenue. See Estates Land Act, Revenue Recovery.]
 Recruiting.
 [Referencing. See Correspondence.]

Reform Scheme.
 Reformatory.
 Refunds. [See also Accounts, Abkari, Assessment, Deposits, Income-tax, Treasury.]
 [Registers. See Correspondence, Stationery, Accounts, Deposits, Treasury.]
 [Registers, Service. See Service Books and Rolls.]
 Registration—
 —of Births and Deaths. [See also vital statistics.]
 — of books.
 Department.
 Inspector-General of —
 [Janmam. See Malabar Land Registration.]
 [— of marriages. See Marriage.]
 [See Medical Practitioners.]
 [Regulations. See under respective short titles.]
 [Regulators. See Irrigation—Public Works.]
 Release. [See Prisoners.]
 [Relief works. See Famine.]
 Religious institutions.
 Relinquishments.
 [— of Inams. See Inams.]
 [Remarriage. See Marriage.]
 [Remission of sentence. See Prisoners.]
 [Remissions. See Assessment.]
 [Remittance transfer receipt. See Treasury.]
 [Remittances. See Treasury.]
 [Rent. See Buildings.]
 [Rent recovery. See Estates Land Act.]
 [Repatriation. See Aliens—Enemy.]
 Repealing and Amending Act.
 [Reports. See Completion—Correspondence.]
 [Reports and returns. See Periodicals.]
 [Reserve police. See Police reserve.]
 [Reserved Forests. See Forests.]
 [Resolutions. See Legislative Council.]
 [Resettlement. See Settlement.]
 [Residences. See Buildings, Type-designs.]
 [Resignation. See Retirement.]
 [Resumption of funds. See Funds, Resumption of.]
 [Retaining fee. See Government Pleader.]
 Retirement. [General orders. Individual cases to be indexed under personal names.]
 [Retiring pension. See Pensioners.]
 [Returns. See Correspondence, Periodical—Reports and —.]
 Revenue Department.
 Revenue Inspectors. [See also Land Records.]
 Revenue recovery.
 Rewards —
 Police.
 Revenue.
 [See also, Escheats, Pensions, Wild animals.]
 Ribbons. See Honours and Titles.
 Rice. See Food-stuffs.
 Rice batta. See Military.
 [Riding Test. See Equitation Test.]
 [Rinderpest. See Cattle disease, Veterinary.]
 Riots.
 Rivers. [See also Assessment, Charge for water, Irrigation, Poramboke, Quarrying.]
 Rivers, Conservancy.
 Road Traffic.
 Roads—
 Forest.
 Public—
 [See also Local Funds, Poramboke, Public Works.]

Robbery.
 [Roll of Honour. See War.]
 [Rolling-stock. See Railways.]
 Route book.
 [Royalty. See Mines.]
 Rubber.
 Rubber stamps.
 [Ruling Chiefs. See Indian Chiefs.]
 [Ryots. See Conferences, Informal.]
 Ryotwari.

S

[Safes. See Treasury.]
 Salaries Committee.
 Salary. [See also Civil Service Regulations, Treasury, Village officers.]
 Salt—
 Circles.
 Epsom—
 Extensions.
 Factory.
 Lists.
 Manufacture.
 [Other sub-headings as necessary.]
 Saltpetre.
 [Salute. See Honours and Titles.]
 [Sanads. See Estates, Honours and Titles, Munsifs, Title-deeds, Village Officers.]
 [Sanction, powers of. Index under designation of officer concerned.]
 [Sand. See Foreshore, Rivers.]
 [Sandalwood. [See also Forests.]
 Sanitation—
 Sanitary Board.
 Sanitary Commissioner.
 Sanitary Design.
 Sanitary Engineer.
 Sanitary Inspector.
 [See also Dry zone.]
 Savings Banks.
 [Saw Mills. See Forests.]
 [Scavenging. See Sanitation.]
 Scholarships.
 [Schools. See Education—Local Funds—Municipal—Public Works.] [Survey—See Survey.]
 [Scout master. See Boy scouts.]
 [Sea Customs. See Customs.]
 [Sealing wax. See Stationery.]
 [Seamen. See Marine.]
 [Search fees. See Records.]
 Season report. [See also Statistics.]
 Secretariat.
 Secretary.
 [Secrets, Official. See Official Secrets.]
 Security.
 [Security Proceedings. See Criminal Procedure Code.]
 Sedition.
 Sedition Committee.
 Seditious Meetings.
 [Seed-beds. See Assessment.]
 [Seed selection. See Agriculture.]
 [Seigniorage. See Forests.]
 [Sepoys. See Military, Revenue Recovery.]
 Sericulture.
 [Serum. See Medical, Veterinary.]
 Service—Inferior.
 Superior.
 War.
 Service Books and Rolls.
 Service. Deficiency in. [See Pensions.]
 [Service extension, of. See Civil Service Regulations.]

[Service Rolls. See Service Books and Rolls.]
 [Sessions Court, Judge. See Court, Sessions.]
 [Settlement. See also Jamabandi, Survey.]
 [Permanent. See Estates.]
 Shell pit.
 Shells.
 [Ship-building. See Marine.]
 [Ships, shipping fees. See Marine.]
 [Ships, white and black lists. See Marine.]
 Shorthand.
 Shorthand-writers. [See also Examinations.]
 [Shroffs. See Treasury.]
 [Shrotriyam. See Inam.]
 [Shutters. See Canals, tank.]
 [Silk. See Sericulture.]
 Silt. [See Canals, Tanks, etc.]
 [Sinking funds. See Funds, sinking.]
 Site committee.
 [Sites. See House-sites.]
 Slaughter-houses.
 [Sluices. See Canals, Tanks.]
 Smallpox. [See also Vaccination, Inoculation.]
 [Smuggling. See Abkari, Arms Act, Customs.]
 Snakes.
 [Soaps. See Industries.]
 [Societies, Assurance. See Assurance.]
 [Societies, Co-operative Credit. See, Co-operative Credit.]
 [Soldiers. See Military.]
 [Soldiers, discharged. See Demobilization.]
 Spare copies of Government Orders.
 Special duty.
 Special funds. [See also Chavadis, Irrigation (minor), Pounds, Village officers.]
 [Special staff. See Settlement.]
 [Special Tests. See Examinations.]
 Specific Relief.
 [Spike disease. See Sandalwood.]
 [Spinning. See Weaving.]
 Spirits, Denatured.
 Spirits, Rectified.
 Stage Carriages.
 [Stallions. See Advances—Agricultural, Horse-breeding, Mule-breeding, Pony-breeding, Veterinary.]
 Stamp Act.
 Stamp Vendors.
 [Stamping party. See Measures.]
 Stamps. [See also Rubber stamps.]
 [Standardised list. See Forms, furniture, etc.]
 [State prisoners. See Prisoners.]
 Stationery—
 Covers.
 Flatfiles.
 Forms.
 Ink.
 Paper.
 [Other sub-heads to be opened as required.]
 Statistics—
 Agricultural.
 Season report.
 [See also Accounts—village, taluk.]
 [Statistics, vital. See Vital statistics.]
 [Stay on the hills. Index under the name of the officer concerned. See also Hills [move of Government to —.]
 [Steam-roller. See Local Funds, Municipal, Public Works.]
 [Stenographer—Stenotypist. See Shorthand Writers.]
 [Stock files. See Correspondence.]
 Stores.

[Strawboards. See Stationery.]
 [Students' Advisory Committee. See Committee, Advisory, Students'.]
 Sub-Collectors.
 [Subdivisions. See Land Records and Survey.]
 Sub-Judges.
 [Sub-Magistrates. See Courts, Criminal, Deputy Tahsildars and Magistrates.]
 Subordinate officers.
 [General orders only. Orders affecting individuals to be indexed under their names.]
 [Sub-Registrars. See Registration Department.]
 [Subsidy. See Funds.]
 [Sub-treasury. See Treasury.]
 Sugar Committee.
 [Sugarcane. See Agriculture.]
 Suicide.
 Suits, Appeal.
 Acquisition Reference.
 Original.
 Pauper.
 [Rent. See Estates Land Act.]
 Small Cause.
 [First will be indexed any general orders relating to suits, then papers relating to individual suits, under each sub-head (Appeal, etc.). First will come the name of the district where the court is situated that is dealing with the suit. Then the designation of the court, then the number of the suit preceded by appropriate abbreviations 'A.S.' (Appeal Suit), 'O.S.' (Original Suit), etc. These abbreviations will be arranged in alphabetical order, and under each the suits will be arranged according to their years and numbers.]
 Summons, Revenue. [See also Processes.]
 [Superannuation Pension. See Pensions.]
 Super-tax. [See also Income-tax.]
 [Supplies, Civil. See Civil Supplies.]
 Supplies to — Touring officers.
 Travellers.
 Troops.
 [Surgeon-General. See Medical.]
 [Surgeons, Assistant, Civil Assistant, Sub-Assistant. See Medical.]
 [Surrender of Funds. See Funds, Surrender of.]
 Survey. [See also Land Records, Settlement.]
 Survey and Boundary Acts.
 [Survey Marks. See Survey.]
 [Suspects. See Political Suspects.]
 Suspension.
 [General orders on this subject. Individual cases will be indexed under the personal name of the officer concerned.]
 [Suspension of Revenue collections. See Assessment.]

T

[Tahsildars, Deputy. See Deputy Tahsildars.]
 [Talaiyaris. See Village officers.]
 Taluk—
 [Accounts. See Accounts, Taluk.]
 [Head Accountants. See Accountants.]
 Clerks [Magistrates. See Magistrates.]
 [Tank. See Irrigation, Public Works, Railway protection.]
 [Tank-beds. See Poramboke.]
 [Tank Restoration scheme. See Irrigation.]
 [Tanks, Dasabandham. See Inams.]
 Tanks, Ruined.
 Tanning.
 [Tappal. See Correspondence.]
 Tariff.

Tarpaulins.
 [Tasdik. See Allowances.]
 [Tavern. See Beer.]
 Tea.
 [Technical education. See Education.]
 [Technical examinations. See Examinations.]
 Technical institute.
 Telegrams.
 Telegraphs.
 Telephones.
 Temple. [See also Devasthanam, Poramboke, Religious Institution.]
 [Temple Committee. See Committee, Temple.]
 [Tenants' Improvements. See Malabar Tenants' Improvements.]
 [Tenants' Improvements. See Estates Land Act.]
 [Tentage. See Allowances and Civil Service Regulations.]
 Tents.
 [Text-Book Committee. See Education.]
 Theft.
 [Thumb impressions. See Finger Prints.]
 [Tickets. See Railways.]
 [Time scale. See Salaries.]
 [Time-table. See Railways.]
 [Tirvajasti, Tirvaikanmi. See Assessment.]
 Title-deeds. [See also Inams.]
 [Titles and Title-holders. See Honours and Titles.]
 [Tobacco. See Agriculture.]
 [Toddy. See Abkari, Country liquor.]
 [Toll-gates. See Tolls.]
 Tolls.
 Tombs. [See also Burning and Burial-grounds.]
 [Tools and Plant. See Local Funds—Municipal—Public Works.]
 Topes.
 [Topographical survey. See Survey.]
 Tottenham's system.
 Touring.
 Town-planning.
 Towns nuisances.
 Trade. [See also Industry.]
 Interportal Convention.
 [Trade marks. See Merchandise Marks.]
 [Trading with enemy. See Enemy trading.]
 Traffic, control of.
 [Training. See Deputation, Revenue Inspector's, Survey, etc.]
 Tramways.
 [Transfer of charge. See Civil Service Regulations.]
 Transfer of criminal cases.
 [Transfer of funds. See Funds, transfer of —.]
 Transfer—
 Dry to wet.
 Land, Ayan to poramboke.
 [Patta. See Transfer of Registry.]
 Poramboke to ayan.
 Unassessed to assessed.
 Wet to dry.
 [See also Transfer of Registry.]
 Transfer of officers.
 Transfer of property.
 Transfer of registry.
 Transfer of Revenue suits.
 [Transfer of services. See Civil Service Regulations.]
 [Transliteration. See Correspondence.]

Travellers. [See also Supplies.]
 [Travelling allowances. See Allowances.]
 Treasurer.
 Treasure-trove.
 Treasury.
 Treasury Deputy Collector.
 Treaty.
 [Tree patta. See Assessment.]
 [Tree-tax. See Assessment, Country liquor.]
 [Tree value. See Assignment.]
 Trees.
 [Trigonometrical Survey. See Survey.]
 Troops. See Military.]
 Trustees.
 Trusts. [See also Breach of Trust.]
 Tuberculosis. See Medical.]
 Type-designs. [See also Sanitary designs.]
 Typewriters.
 Typists.

U

[Unauthorized occupation. See Encroachment.]
 [Unclaimed property. See Property.]
 [Uniforms. See Clothing.]
 [Unions. See Local Funds.]
 University. [See also Education.]
 [Unani. See Medicine, Indigenous systems.]
 Unreserved land.
 Usury.

V

Vaccination.
 [Vagrants. See European vagrancy.]
 Vakalat.
 Vakil. [See also Government Pleader, Legal Practitioners, Suits.]
 Vernacular languages.
 [Vernacular tests. See Examinations.]
 Veterinary—
 Assistants—
 College.
 Dispensary.
 Hospital.
 Inspectors.
 Superintendent, C.V.D.
 [See also Cattle diseases, Horses, Horse-breeding, Mule-breeding, Pony-breeding.]
 [Village Accounts. See Accounts.]
 [Village Adangals. See Accounts.]
 Village community.
 [Village Courts. See Courts.]
 [Village Establishment. See Village officers.]
 Village officers—
 Accountant. [Adhigari, See Headman.]
 Artizans.
 Headman.
 [Hereditary.]
 [Karnam. See Accountant.]
 [Kolkaran. See Talaiyari.]
 [Menon. See Accountant.]
 Monigar.
 Munsif.
 [Patel. See Headman.]
 [Shanbog. See Accountant.]
 Talaiyari.
 Toti.
 Vetti.
 Village Police.

[Note.—Entries will be made thus :—“Headman,—Districts—Taluk—Village, Suspended (B. Ramaswami Narada)”, districts being arranged in alphabetical order under them, taluks arranged in alphabetical order and under them villages also so arranged.]

Village Offices (Hereditary) Act.
 [Village Panchayats. See Panchayats, Village.]
 [Village Service cess. See Village Offices Act.]
 [Village Service Inams. See Inams.]
 Village site. [See also Dry zone.]
 Villages, list of.
 Vital Statistics.
 [Volunteers. See Military.]
 [Voters. See Elections.]
 [Voting. See Elections.]

W

Wages. [See also Statistics.]
 [Wagons. See Railways.]
 Wandering gangs.
 War. See also Military, Censorship, Fort-nightly report, Trading with the enemy, etc.]
 [War Allowances. See Allowances, war.]
 War Loans.
 [Warders. See Jails.]
 [Wards. See Court of Wards, Guardians and Wards.]
 [Warehouse. See Abkari, Customs.]
 [Warm Clothing. See Clothing.]
 Warrant.
 [Warrant of Precedence. See Precedence, warrant of.]
 [Waste lands. See Assignment.]
 [Water. See Irrigation.]
 [Water finder. See Agriculture.]
 [Water-rate. See Assessment.]
 [Water-supply. See Local Funds—Municipal—Public Works—Sanitary Board.]
 Weaving.
 Weaving expert.
 [Weights. See Measures.]
 [Weirs. See Channels—Irrigation.]
 [Wells. See Advances, Land Improvement—Local Funds—Irrigation—Municipal—Public Works—Sanitary Board—Water-rate.]
 [Wharf. See Canals—Marine.]
 [Wheat. See Food-stuffs.]
 Whipping.
 [Widows. See Marriage.]
 Wild Animals.
 Wild Birds.
 Wills.
 Wool.
 [Workmen's Breach of contract. See Contract.]
 [Works. See Public Works.]
 Workshops. [See also Public Works Workshops.]
 [Wound Pension. See Pensions.]
 Wrecks.
 [Write off. See Accounts, Arrears.]
 Wrongful confinement.
 Wrongful restraint.

X

[X-ray apparatus. See Medical.]

Y

Yarn.
 [Yeomials. See Pensions.]

Z

[Zamindars, zamindaris. See Estates, Proprietors, Honours and Titles.]