

(1) Number of pages 12
(2) Date of repair 6-5-43
(3) Initials of the Referencer C. I.

MADRAS RECORD OFFICE.

Government of Madras.
Education DEPARTMENT.

G.O. No.	581	Press
	6-7	Mis.
Dated	9-12-	1870.

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GOVERNMENT OF MADRAS.
ECCLESIASTICAL DEPARTMENT.

9th December 1878, No. 281.

Churches and Cemeteries.

Read the following paper :—

No. 6. *Office Memorandum from the Officiating Under Secretary to the Government of India, Home Department (Ecclesiastical), to the Government of Madras, dated Fort William, 29th November 1878, No. 5-424.*

The undersigned is directed to forward a revised Resolution, No. 6—370, dated the 9th November 1876, for substitution for the Resolution bearing the same number and date laying down Rules connected with minor details of Ecclesiastical Administration.

(Signed) C. E. BUCKLAND,
Offg. Under Secy. to the Govt. of India.

ENCLOSURE No. 1.

EXTRACT from the Proceedings of the Government of India in the Home Department (Ecclesiastical), under date Simla, the 9th November 1876, No. 6—370.

Read Home Department Resolution, Nos. 314 to 318, dated 6th October 1875, appointing a Committee to report upon the following matters connected with Ecclesiastical Administration :—

- (1.) The framing of joint estimates for expenditure on cemeteries or churches by the Executive Engineer and Clergyman in charge.
- (2.) A revision of establishments for cemeteries according to their area.
- (3.) The size of monuments and amount of ground that may be enclosed.
- (4.) Provision for planting cemeteries and preserving them in decent order.
- (5.) Mode of supply of certain articles of church furniture.
- (6.) The substitution of three for two classes of churches with respect to the expenditure allowed for them by Government.

Read the Report of the Committee, dated 29th October 1875.

RESOLUTION.

The Report of the Committee has been considered by the Governor-General in Council, who desires to express to the Committee his satisfaction at the result of their labors.

The following rules have been approved relative to the subjects referred to the Committee for report :—

1. Churches and cemeteries have already been divided into two classes: (1) those in Public Works Department, No. 486-A—G, dated 13th July 1874, stations where there are military cantonments and the military works in which are under the charge of the Inspector-General of Military Works, and (2) those in other military cantonments and civil stations.

In both classes of stations joint estimates* of expenditure should be framed annually by the undermentioned officers :—

(a.) In the case of all expenditure connected with establishments, e.g., pay of servants, alterations in their pay or number, &c., (See Financial Department Resolution, No. 87, dated 9th January 1875.) also all expenditure connected with the provision of articles of church furniture supplied by the Civil Department.

By the Chief Magistrate of the District and by the Chaplain.

* The estimates should be for the financial year and should be prepared in advance as is prescribed for other Budget Estimates.

(b.) In the case of all expenditure connected with repairs and additions to church fabric, to church compound or cemetery walls, to cemetery gates, walks, wells, chaukidars or other church servants' houses, provision of necessary appliances for graves or for the repair of tombs or for the planting of trees and shrubs in cemeteries and keeping the same in decent order; also all expenditure by Government

(See Financial Department Resolutions, No. 87, dated 9th January 1875; No. 2024, dated 31st March 1875; and No. 675, dated 9th February 1876.)

connected with the provision of articles of church furniture supplied by the Public Works Department.

By the Executive Engineer and by the Chaplain.

The estimates of expenditure to be prepared by the Executive Engineer, and the Chaplain should show distinctly the probable charge under each of the following heads:—

- (1.) New works connected with additions to existing churches and improvements to church compounds.
- (2.) New supplies of furniture for churches and sanctioned articles of church use.
- (3.) New works connected with additions to existing burial-grounds.
- (4.) Repairs to churches and church furniture and maintenance of church compounds.
- (5.) Repairs to burial-grounds to be executed by Public Works Officers.
- (6.) Repairs to burial-grounds, including planting and cleaning, to be entrusted to the Chaplain or Chief Civil or Military Officer of the Station or Cantonment under paragraph 4.

It would be convenient if distinct estimates were prepared for each of these classes of expenditure.

The provision of funds to meet the charges above enumerated will be made in the Budget Estimate of the Public Works Department. The estimates for the same will be subject to the scrutiny of, and be passed by, the Superintending or Chief Engineer or Local Government or Administration, according to the rules in force in the Public Works Department.

In stations in which the churches and burial-grounds are under the Local Governments and Administrations in which the Provincial Service arrangements are in force, the charges debitable to the Public Works Department will be provided for in the Provincial Public Works Budget Estimate. In other Provinces and in the Military Works Branch the charge will be provided for in the Imperial Public Works Budget Estimate under Civil Buildings.

2. The following scale of establishments should be maintained at all cemeteries:—

- (1) for a cemetery of which the area is 5 acres or less, one mali-chaukidar;
- (2) for a cemetery of which the area is more than 5 and less than 10 acres, one mali-chaukidar and one assistant coolie;
- (3) for a cemetery of which the area is more than 10 and less than 15 acres, one mali-chaukidar and two assistant coolies; and
- (4) for a cemetery of which the area is more than 15 acres, one mali-chaukidar and three assistant coolies.

It is left to the Local Governments and Administrations to determine the proper wages to be given to each servant. The cost of this establishment will be charged to Provincial Services in the case of those Local Governments and Administrations in which the Provincial Service arrangements are in force, and in the case of other Local Governments and Administrations the Military Works Branch of the Public Works Department to Imperial Funds. In either case the charge will be included in the Civil Budget Estimate.

3. The size of kutchra and pukka grave should be limited to 8' x 4', and the amount of ground to be enclosed should be restricted to 11' x 7', by external measurement in both cases. No monument over a pukka grave must exceed 8' x 4' at the base, except with the previous sanction of the Local Government concerned. A simple cross or headstone on an adequate masonry foundation, not exceeding 3' x 2', is the only monument that should be allowed over a kutchra grave; no kutchra grave should be enclosed by a railing.

4. No portion of the receipts from cemeteries and church compounds should be retained by any Government officer to be directly expended by himself; all such receipts should be paid into the Civil Treasury to the credit of the Public Works Department. In the case of receipts from cemeteries and church compounds in charge of the Military Works Branch, and under those Governments and Administrations in which the Provincial Service arrangements are not in force, the credit will be treated in the Public Works accounts as a receipt under Imperial Public Works Revenue. In the case of the other Governments and Administrations the credit will be raised to Provincial Service Public Works Revenue. But the amount passed upon the joint estimate framed by the Executive Engineer and Chaplain to provide for planting a cemetery and preserving it in decent order should be entrusted to the Chaplain where there is one. Where

there is no resident Chaplain, the amount should be placed at the disposal of the Chief Magistrate on the spot, or of the Senior Military Officer if the cemetery is attached to a military cantonment. The necessary funds for the purpose will be advanced by the Executive Engineer concerned to the Chaplain or Civil or Military Officer. Bills for the expenditure should be rendered by the officer to whom the advance has been made, either monthly or otherwise, to the Executive Engineer, who will charge for the amount thereof in the usual way in his accounts. Until the bills are received and charged off, the advance will be placed in the Miscellaneous Advance Account of the Executive Engineer. All planting of shrubs and trees by private persons in cemeteries should be under the control of the Chaplain if resident, otherwise under that of the Magistrate or Senior Military Officer as the case may be. When practicable, a well should be sunk in or near every cemetery.

In connection with the preservation of cemeteries in decent order attention is invited to the rule cited on the margin. This rule, however, should not be applied to monuments of historical or archaeological interest. Lists of such tombs should be obtained by Local Governments and Administrations, and as many of them as may be properly preserved at the public expense should be looked after by the local Public Works Department.

5. It should be understood that the Government cannot provide cemeteries at the public expense for Native Christian communities.

6. It is not considered necessary to make any alteration in the existing rules regarding the mode of supply of church furniture.

7. Further orders will be passed on the sixth point referred to the Committee for report.

8. The arrangements for making the necessary preparations for digging graves, preparing coffins, and the like, should rest in Military Stations upon the Senior Military Officer, and in Civil Stations upon the Chief Local Magistrate. These officers are authorised to direct any local Public Works Officer to supply all that is necessary. The "local Public Works Officer" would usually be the Executive Engineer of Military Works in Military Stations, and the Civil Executive Engineer in other stations. The expenditure incurred by the Executive Engineer will be held in his Miscellaneous Advance Account until repaid by the officer authorising the expenditure. But in cases of necessity or emergency either officer may be called upon to do what is required.

No. 6—371.

ORDER.—Ordered that a copy of this Resolution be forwarded to Local Governments and Administrations in substitution for Home Department Resolution, Nos. 2—93 to 109, dated the 14th March last, and to the Public Works Department for information.

(True Extract.)

(Signed) C. BERNARD,
Offg. Secy. to the Govt. of India.

No. 7. ORDER THEREON, 9th December 1878, No. 281.

Communicated, with reference to G.O., dated 18th November 1876, No. 287, to the Public Works Department, the Venerable the Archdeacon, the Accountant-General, and to all District Magistrates.

(True Extract.)

C. G. MASTER,
Acting Chief Secretary.

To the Public Works Department.
" the Venerable the Archdeacon.
" the Accountant-General.
" all District Magistrates.

Exd. J. Wright.

2885

No. 6—370.

Extract from the Proceedings of the Government of India in the Home Department (Ecclesiastical),—under date Simla, the 9th November 1876.

READ Home Department Resolution Nos. 314 to 318, dated 6th October 1875, appointing a Committee to report upon the following matters connected with ecclesiastical administration :

- (1) The framing of joint estimates for expenditure on cemeteries or churches by the Executive Engineer and Clergyman in charge.
- (2) A revision of establishments for cemeteries according to their area.
- (3) The size of monuments and amount of ground that may be enclosed.
- (4) Provision for planting cemeteries and preserving them in decent order.
- (5) Mode of supply of certain articles of church furniture.
- (6) The substitution of three for two classes of churches with respect to the expenditure allowed for them by Government.

Read the Report of the Committee dated 29th October 1875.

RESOLUTION.

THE Report of the Committee has been considered by the Governor General in Council, who desires to express to the Committee his satisfaction at the result of their labours.

The following rules have been approved relative to the subjects referred to the Committee for report :

1. Churches and cemeteries have already been divided into two classes : (1) those in stations where there are military cantonments and the military works in which are under the charge of the Inspector General of Military Works, and (2) those in other military cantonments and civil stations.

In both classes of stations joint estimates* of expenditure should be framed annually by the undermentioned officers :

(a) In the case of all expenditure connected with establishments, *e. g.*, pay of servants, alterations in their pay or number, &c., also all expenditure by Government connected with the provision of articles of church furniture supplied by the Civil Department.

By the Chief Magistrate of the District and by the Chaplain.

(b) In the case of all expenditure connected with repairs and additions to church fabric, to church compound or cemetery walls, to cemetery gates, walks, wells, chaukidars or other church servants' houses, provision of necessary appliances for graves or for the repair of tombs or for the planting of trees and shrubs in cemeteries and keeping the same in decent order; also all expenditure by Government connected with the provision of articles of church furniture supplied by the Public Works Department.

By the Executive Engineer and by the Chaplain.

(See Financial Department Resolutions No. 87, dated 9th January 1875; No. 2024, dated 31st March 1875; and No. 675, dated 9th February 1876.)

* The estimates should be for the financial year and should be prepared in advance as is prescribed for other budget estimates.

Obt. of 1878

ECCLESIASTICAL.

THE PUBLIC WORKS DEPARTMENT.

Dated December, 9th

Issued

Recd.

Part

G.O., 9th December 1878, No. 281.

DECEMBER.
Nos. 6-7.

Churches and Cemeteries.—Communicating revised Resolution of Govt. of India, No. 6—370, dated 9th November 1876, forwarded for substitution for Resolution bearing the same number and date laying down Rules connected with minor details of Ecclesiastical Administration.

The estimates of expenditure to be prepared by the Executive Engineer, and the Chaplain should show distinctly the probable charge under each of the following heads :

- (i) New works connected with additions to existing churches and improvements to church compounds.
- (ii) New supplies of furniture for churches and sanctioned articles of church use.
- (iii) New works connected with additions to existing burial-grounds.
- (iv) Repairs to churches and church furniture and maintenance of church compounds.
- (v) Repairs to burial-grounds to be executed by Public Works Officers.
- (vi) Repairs to burial-grounds, including planting and cleaning, to be entrusted to the Chaplain or Chief Civil or Military Officer of the Station or Cantonment under paragraph 4.

It would be convenient if distinct estimates were prepared for each of these classes of expenditure.

The provision of funds to meet the charges above enumerated will be made in the budget estimate of the Public Works Department. The estimates for the same will be subject to the scrutiny of, and be passed by, the Superintending or Chief Engineer or Local Government or Administration, according to the rules in force in the Public Works Department.

In stations in which the churches and burial-grounds are under the Local Governments and Administrations in which the Provincial Service arrangements are in force, the charges debitable to the Public Works Department will be provided for in the Provincial Public Works Budget Estimate. In other Provinces and in the Military Works Branch the charge will be provided for in the Imperial Public Works Budget Estimate under Civil Buildings.

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3. The size of kutchra and pukka grave should be limited to 8' x 4', and the amount of ground to be enclosed should be restricted to 11' x 7', by external measurement in both cases. No monument over a pukka grave must exceed 8' x 4' at the base, except with the previous sanction of the Local Government concerned. A simple cross or head-stone on an adequate masonry foundation, not exceeding 3' x 2', is the only monument that should be allowed over a kutchra grave ; no kutchra grave should be enclosed by a railing.

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the Chief Local Magistrate. These officers are authorised to direct any local Public Works Officer to supply all that is necessary. The "local Public Works Officer" would usually be the Executive Engineer of Military Works in military stations, and the Civil Executive Engineer in other stations. The expenditure incurred by the Executive Engineer will be held in his Miscellaneous Advance Account until repaid by the officer authorising the expenditure. But in cases of necessity or emergency either officer may be called upon to do what is required.

N^o 371
ORDER.—Ordered, that a copy of this Resolution be forwarded to Local Governments and Administrations in substitution for Home Department Resolution Nos. 2—93 to 109, dated the 14th March last, and to the Public Works Department for information.

(True Extract.)

Chernard

Offg. Secretary to the Govt. of India.

No. ⁵
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HOME DEPARTMENT.

ECCELSIASTICAL.

Fort William, the ²⁹ November 1878.

OFFICE MEMORANDUM.

THE undersigned is directed to forward a revised Resolution No. 6—370, dated the 9th November 1876, for substitution for the Resolution bearing the same number and date laying down rules connected with minor details of ecclesiastical administration.

C. E. Buckland

Offg. Under Secretary to the Govt. of India.

To

The Government of Madras

Church of the Communion 9th Dec 1878, No 281

Comd, with reference to f. o. of 18. Nov. 1878. No. 281, to the Public Works Department, the Revenue, the Archaeology, the Acci. General, & to all District Magistrates.

Public Works Department 21 }
Rev. the Archaeology 51 }
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