

E & P. H (1949) Department.

Mis SERIES.

G.O. NO. 263. Edm

Dated

3/2/1949

closed

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Supd?

[Despatch Abstract.]

FORMS - Dept. of Women's Welfare - Department
Forms - Standardisation & Supply by
the Supdt. Govt Press - Sanctioned

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

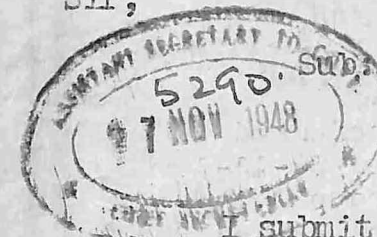
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
MS.	3873	P. W.	A-11-54				

From Mrs. P. Parijatham Naidu,
M.A., I.T.,
Women's Welfare Officer,
Govt. House, Mount Road,
MADRAS.

To The Chief Secretary to Government,
Public (Political) Department,
Fort St. George,
MADRAS.

R.O.C.No. 367 E/48 dated 25-11-48.

Sir,



Department of Women's Welfare - Departmental Forms -
Standardisation and supply by the Superintendent, Govt.
Press, Madras - Sanction - Requested.

submit herewith a list of departmental forms that are specially
required for use in the Department of Women's Welfare, Madras. These
forms may kindly be approved and standardised and sanction may kindly be
accorded for their supply by the Superintendent, Government Press, Madras.

2. As the Forms 3 and 3 (a) Receipt for the payment of sale proceeds
of finished articles made in the centres and cash/credit bill for the sale
of finished articles made in the centres are urgently required for use in
this department, I am requesting the Superintendent, Government Press to
supply 10 books in each category immediately in anticipation of the approval
of Government. This supply will be adjusted in the future indents.

P. Parijatham Naidu
26/11

WOMEN'S WELFARE OFFICER.

G/25.11.

8/26/11

P.T.O

List of departmental forms required for use in the Department of Women's Welfare.

Forms which are to be printed and supplied annually.

Form No. Name of the Form Remarks

D.W.W.1. ✓ Form of application for appointment as Organisers in the Department of Women's Welfare. 2 Pp. 1/4 Pg. D.F. 24 to

D.W.W.2. ✓ Stock book of centre materials (A register containing 100 leaves, writing space to be ruled & page numbered daily bound) 1/2 Pg. D.F. 24 to (1-2-20) 1 Pp. 1/4 Pg. D.F. 24 to (1-2-20) 1 Pp. 1/4 Pg. D.F. 24 to

D.W.W.3. ✓ Receipt for the payment of sale proceeds of finished articles made in the centres. (To be printed in duplicate, perforated in the centre, serially numbered in duplicate, a book containing 100 leaves.) 1/8 Pg. D.F. (long) 16 to, Copies to be perforated in the middle of the form, Numbered (c) in duplicate, stiff cover, Book of 100 forms (one side) 1/16 Pg. D.F. 16 to

D.W.W.3a. ✓ Cash bill for the sale of finished articles made in the centres. (To be printed in duplicate so as to prepare carbon copies. Numbered serially in duplicate, perforated in the original, a book containing 100 leaves.) original 1/16 Pg. D.F. 16 to (one side), Copies to be perforated in the middle of the form, Numbered (c) in duplicate, stiff cover, Book of 100 forms in duplicate

D.W.W.4. ✓ Monthly report on the working of Branch of the D.W.W. for the month of ... 19 1/2 Pg. D.F. 24 to (2 Pp)

D.W.W.5. ✓ Fortnightly Report of the Asst. Women's Welfare Officer Dts ending with 1/4 do - (2 Pp)

D.W.W.6. ✓ Inspection Report of the ... Branch Dept. of Women's Welfare. 1/4 do - (2 Pp)

D.W.W.7. ✓ Application for admission into the Service Home (English) 1/4 do - (2 Pp)

D.W.W.8. ✓ Application for admission into the Service Home (Tamil) 1/4 do - (2 Pp)

D.W.W.9. ✓ Application for admission into the Service Home (Telugu) 1/4 do - (2 Pp)

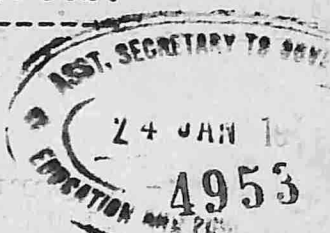
D.W.W.10. ✓ Medical sheet for the inmates of the Service Home. 1/2 do - (4 Pp)

D.W.W.11. ✓ Receipts for the payment of subscription to the Women's Welfare Journal. (To be printed in duplicate perforated in the centre, serially numbered in duplicate, a book containing 100 leaves.) (to be given to the individual subscribers amount received directly: by money order or through Branches remitted into local treasuries) 1/16 Pg. D.F. 16 to, Copies to be perforated in the middle of the form, Numbered (c) in duplicate, stiff cover (one side) Book of 100 forms

D.W.W.11a. ✓ Receipts for the payment of subscription to the Women's Welfare Journal (Issued by Asst. Women's Welfare Officers while collecting the subscription amount directly from the subscribers in their districts) (To be printed in triplicate, and number serially in triplicate, perforated both duplicate and triplicate, a book containing 100 leaves.) 1/8 Pg. D.F. (long) 16 to (one side), Copies to be perforated in triplicate (in two places) of the form, Numbered (c) in triplicate (in two places) stiff cover, Book of 100 forms

-2-

Government Press.



Endorsement No. F.O.82/48, dated 10th January, 1949.

Retransmitted.

2. There is no objection to standardise the forms referred to in the list furnished with letter Roc.No. 367 E/48, dated 25-11-1948 of the Women's Welfare Officer, Madras under the special group D.W.W. with serial Nos. 1 to 21. They will be printed and supplied as indicated in the statement enclosed. Some forms are proposed to be printed quinquennially as the number of copies consumed per annum is not sufficiently large to justify annual printing.

3. As two sets of specimens are required in this office, the Women's Welfare Officer, Madras, may be asked to send samples in duplicate for each item.

R. S. S. S. S.
20.1.49
Superintendent.

Madras, 10-1-1949. Eme.
To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.

CR
signature

FO. 82/48

Government of Madras.

Education and Public Health Department.

Endorsement No.92306-F1/48-1, Edn., dated 11th December 1948.

Sub: FORMS - Department of Women's Welfare - Departmental Forms - Standardisation and supply by the Superintendent, Government Press, Madras.

Ref: From the Women's Welfare Officer, No.R.O.C.367-E/48, dated 25-11-1948.

Referred to the Superintendent, Government Press, Madras, for remarks.

M.V. Subramanian,
Secretary to Government.

To the Superintendent, Government Press, Madras (with enclosure
in original to be returned with reply).

FORWARDED / BY ORDER

Superintendent

Statement showing group & serial

Group & serial No.	Description of the form
D.W. 1	Form of application for approval as organisers in the Department of Women's Welfare
" 2	Stock book of Centre material
" 3	Receipt for the payment sale proceeds of finished made in the centres
" 3(a)	Cash bill for the sale of finished articles made in the centre
" 4	Monthly report on the work of Branch of the D.W.W. the month of - - - - -
" 5	Fortnightly report of the Area Women's Welfare officer - ending with - - - - -

6

Group & serial no	Description of the form
D.W.W. 11	Receipts for the payment subscriptions to the Women's journal (to be given to the individual subscribers and received directly, if any, & order or through branches & into local treasuries.
" 11(a)	Receipts for the payment subscriptions to the Women's journal (Issued by Area W Welfare Officers while the the subscription amount is from the subscribers in their
" 12	Receipts for the payment sale proceeds of the Women's Welfare journal
" 13	Receipts for the payment advertisements charges publication in the Women's Welfare journal
" 14	Subscribers' order form
" 15	Advertisement order form
" 16	Reconciliation statement

Grant serial no	Description of the form	Size & description of the paper	Loose form or books	Nature of binding	Period of supply.
D.W.W.20	Journal despatch register	$\frac{1}{2}$ Pg. 5. 9. 20 to (head to foot) Ruled & numbered (1-200)	Books of 200 openings	Bound in half leather	Quinquennial
" 21	Subscription Collection register	- do -	- do -	do -	- do -

8

21/1/49.

Sub. Forms - Dept. of Women's Welfare -
Departmental Forms - Standardisation
and supply by the Supdt. Govt. Press -
Sanctioned.

Ref. From the Women's Welfare Officer,
R.O.C. No 367 E/48 D) 25-11-1948
From the S.G.P. Enst. No. 8 F.O. 82/48
dated 10-1-1949.

Order (No) 263 Enst) 3²/₄

Sanction is accorded
to the standardisation of the forms
referred to in the appendix to this
Order under the Special group
D.W.W. with Serial numbers 1 to 21

The Women's Welfare
Officer is requested to send samples in
duplicate for each of the forms
mentioned in the appendix to the S.G.P.

The Supdt. is requested
to arrange for the printing of the
forms and supply them to the Women's
Welfare Officer on indent furnished
by her.

To, Mr. M. S. 12
The S.G.P.
The Women's Welfare
Officer, Madras
Pub (Pot)

Appendix
(H.F. list on pages 13-14 as edited)

Grant serial no

D.W.W. 20 Journal despatch register

21 Subscription Collection register

21/1/49.

P1

Public (Political) Dept
Women's Welfare Dept - Departmental Forms.
Standardisation and Supply by Supp. Govt. Press.
- Sanction -

10

picf

Ref: From the Women's Welfare Officer, R.O. 367E/48 D/25-11-48

The Women's Welfare Officer has forwarded a list and specimens of forms required for use in the Dept. As the forms are of a special type and peculiar to the Dept. Sanction is sought for the standardisation of supply by Supp. Govt. Press. As the Dept. is new and is an expanding one, it seems that these forms would be absolutely necessary. The remarks of Mr. D. and Mr. E. may be inserted on the proposals of the Women's Welfare Officer.

28.11.48 With the above remarks we file in as he has referred to E. & P. H. for further action.

Cee 28.11.48 AR 7.12.48 E.P.H.

AL(PH)W
5.29.48



CSR 9.12.48

E.P.H. (E)

Please see the letter from the Women's Welfare Officer on page 1-48 at (E) & the notes of the Pub. (Pol) Dept. above. The S.G.P. may be asked to submit his remarks. The draft below is for approval.

CSR 10/1/49 11/1/49

p29 [From the SGP Enst No. F.O. 82/489 10.1.49] Please see the

Reply from the SGP on p 29. As he has no objection to standardise

2

Supply the forms referred to in the letter of the Women's Welfare Officer, sanction may be accorded for the same. A draft order is submitted below for approval. Pub. (P.O.) may see to

26/1/49 Pub (P.O.)

CR. 26/1/49. 25/1/49.

Pub (P.O.) dept. The case may be perused and returned to E and PH.

28.1.49. CR. 28.1.49. 30.1.49 E + PH

The draft order below may now issue. E + P.H. (F.)

CR. 1/2/49.

27/2/49

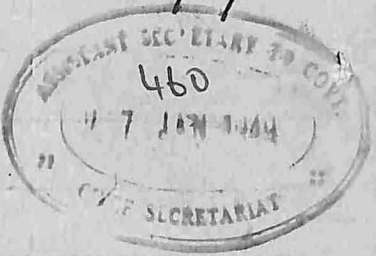
CR. 22/1/49.

73-49
7/1/49

26/1/49

E + P.H. No. 92306 F/482

26/1/49.



Pub (P.O.) No 460/482-1
26.1.49



7102

As home along with other trials

20/1/49

1. Full name (in block letters):
2. Address (change of address, if any, to be intimated.):
3. Father's or Husband's name:
4. Occupation of the Father or Husband:
5. Whether the candidate is married or unmarried. If married whether she has got children. In the case of widows, the age of children may be furnished:
6. Date of birth of the applicant, as per the S.S.L.C. or admission register in the School where the candidate studied:
7. Community to which the candidate belongs:
8. Language or languages which the applicant knows:
9. Whether the candidate belongs to this province or other provinces or states. If born in other provinces or states, the period of domicile in this province may be stated:
10. General Educational qualification. If S.S.L.C. the marks obtained in the examination may be furnished. If Intermediate or a Graduate, the year in which the examination was passed, the class and rank obtained and the University to which she belongs:
11. Whether the applicant has undergone teacher's training in Elementary Higher Grade or Secondary Grade in the Training School for Girls. If so, the percentage of marks obtained and the year of passing T.S.L.C. (period of service as teacher may also be given.):
12. Technical qualifications (Govt. technical exam in Needle-work, embroidery, other handicrafts passed may be stated:
13. Whether the applicant is really interested in social work and whether the candidate has done any social work so far. (Details may be given.):
14. In case the candidate is selected, whether she is willing to undergo training at Gandhigram for 10 months:

2/1/49
1/4 D.F.

15. Whether the applicant has attended any of the centres of the Department of Women's Welfare and if so, the period for which she attended the centres:

16. Previous experience of the applicant to be stated:

I declare that the particulars furnished above are correct.

SIGNATURE.

REMARKS OF THE ASSISTANT WOMEN'S WELFARE OFFICER.

1. Date of interview of the applicant:
2. Personality and bearing:
3. Ability to stand the strain:
4. Whether the applicant is good at Propaganda:
5. Whether the applicant has got required qualification, talents etc. for the post of an Organiser:
6. Whether the Assistant Women's Welfare Officer has verified the details given in the application with the documents produced and found correct:
7. Whether the candidate is suitable for appointment as an Organiser:

Signature and date.

SPACE INTENDED FOR THE OFFICE OF THE WOMEN'S WELFARE OFFICER.

NAME OF THE MATERIAL: *Mettur*

Date of Transaction.	Whether supplied from Head-Office or purchased from permanent Advance.	If supplied the cost or if purchased the Voucher etc. may be noted.
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1	2	3
---	---	---

12

15. whether the applicant has attended any of the centres of the Department of Women's Welfare and if so, the period for which she attended the centres.

D.W.N No 3

Department of Women's Welfare.
..... Branch
Receipt No.

Dated 194

Received with thanks from Mr/Mrs.
..... residing at

Rs (Rupees annas
..... and pice only) being
the cost of sold to her.

Rs. _____ Women's Welfare Organisation
..... Branch

D.W.N No 3

13

Department of Women's Welfare.
..... Branch
Receipt No.

Dated 49

Received with thanks from Mr/Mrs.
..... residing at

Rs (Rupees annas
..... and pice only) being
the cost of sold to her.

Rs. _____ Women's Welfare Organisation
..... Branch

10/16 D.F. (long)
16 (inside)

15. Whether the applicant has attended any of the centres of the Department of Women's Welfare and if so, the period for which she attended the centres.

Name of Centres.

Department of W
(4th of
cash 130
credit

No

SNo Particulars. Amount Sold

E to E

Sign

General.

1. Propaganda

1.

2.

3.

4.

5.

6.

2. Talks and Discussions. Care of child.

3. Prohibition.

4. Office Work.

5. Cottage Industries. Spinning introduced
20 yards turned
Rankin worked by
paid. Sold

6. Monthly meetings. 25, 26, 27, 28, 29

7. Special activities. Excursion to

Women's Welfare Organisers.

Assistant Women's Welfare Officer.

Govt- of Madras,
Dept. of Womens Welfare.

FORM FOR FORTNIGHTLY REPORTS OF THE A.W.W.O..

Date & Time. Daily record of work. Remarks.

15
1/4 D.F.
2/8/15

Centre 2,9,16,23,30 St. Door No. 80 to 80.

proper cleaning of vessels. Discussion on

..... centre. 6 women are working, wages from
gold at
..... member in centre. Price --- per dozen. Wages

..... mention those who presided, lectures given, attendance etc.

Branch Leader.

GOVERNMENT OF MADRAS
DEPARTMENT OF WOMEN'S WELFARE.

QUESTIONNAIRE TO BE ANSWERED BY THE INSPECTING OFFICER OF THE
WOMEN'S WELFARE DEPARTMENT.

Report on the inspection of the Branch.
For the period ending

Date of last inspection

1. Personnel.

- (a) Name of the Branch Leader (No. & date of the Government Order in which the name has been approved).
- (b) Names of the members in Local Advisory Board. (Those, whose names have not been approved by the Provincial Advisory Committee, may be noted).
- (c) Name of the Asst. Women's Welfare Officer in whose jurisdiction the Branch is located.
- (d) Names of the members of the staff since last inspection.

WOMEN'S WELFARE ORGANISERS.

1. From Period To

2.

PEON.

1. From To

II. Accommodation.

- a) Adequacy.
- b) Government or rented. If rented amount of rent paid. Is rent being paid regularly?
- c) State of repair.
- d) Cleanliness.

III. Furniture.

- a) Is an inventory of all furniture & equipment maintained.
- b) Is a verification of these made at least quarterly by the Asst. Women's Welfare Officer and their condition reported upon. Give date of last verification and with what result.

IV. Library.

- a) Is a list of library books maintained?

Advance Programme for the coming fortnight 16th to 30th.

Station.

Date.

A.W.W.O.

Note. This must be a true record of work actually done and timings for each must be given in the first column. Unnecessary details which will find a place in the Organiser's monthly report must be avoided but should contain the efforts made towards the progress of the Branch as a whole in all the 3 aspects, Adult Education Literacy and Cottage Industries, Supervision of the work of the Organisers, contacts established in the interest of the Branch, enlisting voluntary co-operation, journal work etc., special efforts made to make centres attractive and instructive and in general to popularise the Department's objectives etc.

- c) Is a separate issue register maintained for library books?
- d) Are entries properly made to watch the return of books issued?

- e) Is the stock of books, periodicals etc. in the library periodically verified?

- f) When and by whom was the last verification made, and with what result?

IV. Correspondence and Registers.

- a) What are the arrangements made for the receipt of tappel?

- b) Has there been any undue delay in dealing with correspondence?

- c) Are all necessary registers, both personal & other registers properly kept?

- d) Despatch register and stamp account.

V. Stock of Materials Equipment, Stationery and Forms.

- a) Is the stock regularly maintained and is the stock of stores, etc. correct according to the stock book?

- b) Are all stores properly cared for and in good order?

- c) Is a verification of the articles of stock and stationery made at least once quarter by the A.W.W.O. Mention the last date of verification and the result.

- d) Are unserviceable or lost articles (furniture, books, stores, etc.) written off from the account under the orders of the Women's Welfare Officer, Madras.

- e) Are the unserviceable articles disposed of by public auction or sale?

VI. Cycle.

- a) Has the branch been supplied with the cycle?

- b) Is the cycle sheet being checked once in a fortnight?

- c) Is the cycle in good order?

contd.

VII. Pay Abstract Acquittance Rolls.

- a) Is pay drawn regularly and disbursed promptly after obtaining the necessary acquittance?

- b) Rate of pay drawn by the Organisers and the date on which the last increment was sanctioned.

- c) Is the branch furnishing the copies of pay bills to the Headquarters on the due dates?

VIII. Contingent Registers & Bills.

1. Is the register of contingencies maintained in the proper form?

2. Do the entries in the contingent register tally with the vouchers?

3. Are the entries made in the register duly attested?

4. Are the entries made as money is paid away?

5. Are the vouchers entered in the column provided for the purposes?

6. Are the vouchers not required to be sent to the Headquarters duly cancelled, the cancellation being attested by the A.W.W.O.?

7. Are all payments properly vouched for?

8. Are the vouchers in accordance with the rules on the subject, consecutively numbered, in conformity with the contingent register, conveniently arranged, and properly preserved?

9. Have all the items of expenditure received the sanction of the head of the Department previous to payment?

10. Is the Branch submitting the monthly statement of expenditure to the Headquarters regularly on the due dates?

11. Are conveyance etc. charges regulated with reference to a definite scale?

IX. Sale.

a. General

1. Are the sale proceeds of finished articles and sale proceeds of journals, subscriptions and other money received, promptly remitted into the Treasury to the correct head of account?

2. Are the receipts issued promptly & the entries in the cash book tally with these receipts & remittances?

contd.

2. Whether proper arrangements are made for safe custody of finished materials, cloth, games materials and other valuables in the Branch Office.

3. How often is the balance of cash and other valuables, such as stamps, stationery, equipment, furniture, centre materials, finished articles etc. verified by the Assistant Women's Welfare Officer? Give dates.

b. Journals.

1) Is a separate register showing the list of subscribers with their correct address, the period for which it is subscribed, the edition to be sent maintained?

2) Is a separate register showing the No. of copies of journals received for sale, number of copies of journals sold, amount of sale proceeds credited to the Treasury, No. of unsold copies etc. maintained?

3) Whether chalans relating to the sub-scribers and sale proceeds are being sent regularly to the Headquarters and the receipts obtained?

4) Are there any unsold copies of journals on the date of inspection, if so, who is responsible for that and what arrangements are being made to dispose of them?

5) Do the amount shown as remitted into the Treasury agree with the chalan?

c. Cottage Industries.

1. What are the Industries introduced in the Branch and how many take advantage in each craft?

2. Is the membership and acquittance register maintained properly?

3. Do the entries in the stock and issue registers tally with the stock on hand and finished products sold and still remaining to be sold?

X. Attendance and other particulars of the Branch.

1. Names of Community Welfare Centres.

Average strength for the year. (Calculate this for the year preceding the month in which inspection is conducted). Names of Centre Leaders & Centre helpers.

2. Are the officers of the other Departments co-operating?

3. A general report on the activities in the centres.

Note: A separate statement must be attached giving a general report of the progress of the Branch as a whole, in regard to Adult Education, Literacy and Cottage Industries, Number benefitted, result of Propaganda, Lectures and Excursions, Voluntary helpers enlisted etc.

A general report of the Branch from the Asst. Women's Welfare Officer must be submitted to the office in advance to be attached to the Questionnaire.

4. Is there any improvement in attendance? If there is a fall, reasons to be stated.

General Condition.

Have the defects pointed out in the previous inspection report been rectified?

General Remarks.

Form of application for admission to the Service Home
of the Department of Women's Welfare, Madras.

1. Full Name (in Block letters)
2. Address (change of address, if any, to be indicated)
3. Father's or Husband's name (in the case of orphans and destitutes, name of the relative or person who maintains them)
4. Occupation of the Father or Husband. (In the case of orphans and destitutes, the occupation of the relative or person who maintains them.)
5. Whether the candidate is married or unmarried. If married whether she has got children and whether they are living with her (some information in the case of widows may be furnished)
6. Date of birth of the applicant
7. Community to which the applicant belongs
8. Whether the candidate belongs to this province or other provinces or States. If born in other provinces or States, the period of domicile in this province may be stated
9. General Educational Qualifications of the applicant.
10. Whether the candidate possesses knowledge in any of the technical or vocational subjects
11. Reasons for seeking admission in the Service Home.
12. Brief history of the applicant and her family.

13. Whether the candidate possess any property both movable and immovable
If so the value of such properties.

13 (b). ^{has been} ~~has been~~ certificates ^{to be} produced from any one of the following
(i) Gazetted officer of the Govt of Madras.
(ii) Revenue officer not lower than in rank of a Deputy Magistrate.
(iii) Inspector of Police.

14. If any case is in Court relating to her is pending, give details.

15. How has the applicant been maintaining herself till now
Details should be given.

16. Whether the applicant has been employed so far. Give details.

17. Name and address of three respectable persons whom the applicant knows personally.

18. If she is admitted to the Service Home, mention the names of most persons and their full addresses who will be visiting her. State their relationships only 2 visitors are allowed.

I declare that the particulars furnished above are correct to my knowledge and belief.

I also declare that if I am selected I will abide by all the rules of the Home and shall endeavour my best to satisfy fully in every way.

Signature of the applicant.

Remarks of the Asst. Women's Welfare Officer

(1) Date of interview of the applicant

(2) Whether the particulars furnished by the applicant have been verified and found correct.

(3) Whether any of her relatives or persons whom she referred to in col 17 have been interviewed and if so, that are revealed by the

4. Suitability of the applicant to the Service Home.

5. Attainments of the applicant both educational and vocational.

6. Special remarks if necessary separate sheet may be attached

Signature of the Asst. Women's Welfare Officer

Space intended for the office of the Women's Welfare Officer, Madras

1 D F
4 2/10

8 గౌరవనీయుల పేర్లు:

- 18 "సేవాసదనము" లో చేరిన యెడల అ
ననుచూచుటకు వచ్చువారి పేర్లు,
విలాసములు: దరఖాస్తుదారిని కియో
రి బంధుత్వము:

పై చెప్పినవివరాలన్నీ సత్యమని ప్రకటిస్తున్నాను. నను 'సదనము'
లోనియుండుటకు ఏ చు కొనబడెన యెడల సదనముయొక్క నిబం
ధనలకు అంగీకరించెదనని ప్రకటించుచున్నాను.

దరఖాస్తుదారిని సంతకము

A.W.W.O గారి కిమార్కులు:

1. దరఖాస్తుదారిని గుండు రుక్మిణి తోటి:
2. దరఖాస్తుదారిని వ్రాసిన వివరములు
అప్పొప్పులు పరిశీలన అయినదా.
3. 17 వ వరుసలో వ్రాసిన బంధువుల
ద్వారా తెలిసి కొనిన వివరవిశేషాలు
4. దరఖాస్తుదారిని యోగ్యతా విశేష
పోలు:
5. విద్యా యోగ్యతా విశేషాలు:
6. ప్రత్యేక వివరాలు (అవసరమైనచో
రుకొగి అములో వలయువచ్చు)

A.W.W.O సంతకము

DEPARTMENT OF WOMEN'S WELFARE.
(GOVT OF MADRAS).

SERVICE HOME
Medical Record sheet

Date of admission.

Date of discharge.

(a) Particulars of the inmate

1. Name of the inmate

2. Name of the Father,
Husband or Guardian.

3. Permanent address

4. Date of Birth

5. Identification Marks

(1)

(2)

6. History of illness etc
previous to admission as
revealed by the inmate including
last Vaccination for Small pox,
Inoculation for cholera.

7. Signature of the inmate

8. Signature of the Superintendent

1 - D F
2
4 pages

23

Date of inspection.

(b) Medical Inspection Report.

1. Height.
2. weight.
3. chest (a) Inspiration
(b) Expiration
4. Personality, Physical
Stature including
Complexion
5. cleanliness
6. Heart, lungs, Blood
circulation etc (a report
on the examination of blood
may be noted if necessary)
7. Teeth.
8. Ear, nose, Throat
including speech
9. Eye.
- (a) Skin
- 10 (b) Report on the examination
of urine (sp. gr; albumen
sugar - ~~etc~~ -
calculus etc)
- 11 General debility and
other diseases.

Suggestions for improvement.

Initials of the doctor - M. Chang

24

76 (c) Sick Record.

Date: Diagnosis: Treatment given: Initials of the Doctor: Remarks:

DATE OF RECEIPT

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26

A piece of lined paper with a grid pattern. The grid consists of vertical lines and a horizontal line near the top. The paper is slightly wrinkled and has some small holes or tears. In the lower right quadrant, the word "SPL" is handwritten in a cursive style, enclosed within a hand-drawn rectangular box. There are also some faint, illegible markings along the top edge of the grid.

37