Judicial (1895) Department.

ORDINARY MS.

G.O., No. 1970

Dated 20th Sept. 1895

INDEXED.

[Despatch Abstract.]

MADRAS LUNATIC ASYLUM.

Passing orders on the proposal to entertain a second assistant steward in the-------.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	4565		1895				
	4853		1895				

Jud (189) DEPARTMENT.

From

SURGN. MAJOR-GENL. C. SIBTHORPE, F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
~~Madras,~~

To

No. Jour 4 / 36.

ENCLOSURES.

Dated 29th Nov: 1894
Recd 2/12
Regd 4/12
No.

Subject.

Submits proposition statement for increase of establishment of the Staff of the Lunatic Asylum Madras.

Eb / 10.

13 S. G.—500—18-4-94.

For orders

The Supdt: of the Lunatic Asylum, asks for the sanction of a second Asstt Steward, on Rs: 25 rising to Rs 30 - by annual increment of Re: 1

The Surgn: Genl: strongly recommends this proposal with the proviso: that this second Asstt should deposit a security money of Rs 500 - as is done by the Asstt Steward (G.O: 373 d/: 12. Feb: 77) —

Eb
11/12

3/

Statement of Proposition

Order sanctioning present establishment. Government of Department. No.	Date.	Office to which the proposition refers.	Nature of Charge. Present Scale. No.	Designation.	Pay. Minimum. RS.	A.	Increment. RS.	A.	Maximum. RS.	A.	Average cost. RS.	A.	Proposed Scale. No.	Designation.	Pa… Minimum. RS.	A.	Increm… RS.
463. 547	15th May/1893. 31st May/1894	Government Lunatic Asylum.	1	Surgeon. Major					850	"	850		1	Surgeon. Major			
			1	Assistant Surgeon					260	"	260		1	Assistant Surgeon			
			2	Civil Apothecaries				D.E.	235 210	"	235		2	Civil Apothecaries			
			1	Steward					70	"	70		1	Steward			
			1	Assistant Steward					30	"	30		1	Assistant Steward			
													1	2nd Asstt Steward	25	"	1
			1	StoreKeeper					40	"	40		1	StoreKeeper			
			1	Writer	25	"	1	"	30	"	28	12	1	Writer	25	"	1
			3	1st class Eu. attendants					x160	"	160		3	1st C. Euro. attendants			
			3	2' class do do					x100	"	100		3	2' C. do do			
			1	Matron					60	"	60		1	Matron			
			1	Asstt. Matron					25	"	25		1	Asstt. Matron			
				Servants					890	8	890	8		Servants			
				Total Rs					2725 2750	8 8 ✓	D.E. 2769	4 ✓					

x Include house rent of Rs 10-"-". for one 1st and for o
The proportion of native attendants and Toties (

Madras.
14th November 1894.

To
The Secretary to Government,
through the Accountant
dated t

2,000—15-6 93.

ACCOUNTANT-GENERAL'S REPORT.

No. ADJ / 176

The entries in the column of "Present Scale" have been compared with the Registers of this office, and are correct ~~with the exception of the items altered in red ink.~~

2. Attention is invited to G. O. dated 20th March 1894, No. 228 Financial.

Accountant-General's Office,
Fort Saint George,
5th March 1895.

Chief Supernt.
~~Accountant-General.~~

GOVERNMENT OF MADRAS.

Department.

No.

Fort Saint George,
The 189 .

Secretary to the Government
of Fort St. George.

4
Med
3
6409

Duties of Steward. Appendix

He shall have general supervision over the Steward's Department; he is responsible for all sums of money that pass through his hands, and also for bedding, clothing and furniture in his charge.

He shall help the Superintendent (1) in taking quaterly stock of all bedding, clothing and furniture; (2) in calling for, and disposing of tenders for articles required.

He shall purchase material required for repair of furniture repairable, and shall supervise the expenditure of the same; for furniture condemned as unserviceable he shall issue new articles for use, prepare descriptive articles, and submit indents for articles to replace them.

He shall have entire charge of the bedding, clothing and furniture not actually in use in the sections; and shall be responsible that it is kept in accordance with rules. . . . He shall issue clean linen twice a week (and oftener by special order of the Superintendent); he shall also twice a week issue foul linen to, and receive clean linen from the Dhoby; he shall give repairable clothes to the Tailors and receive them repaired.

He shall have charge of all ~~private~~ property belonging to patients in the Asylum, and on the death or discharge of any such patient he shall at once apply to the Superintendent for orders; he shall receive all sums paid on account of maintenance of patients, and transmit them to the

Bank

4
Md
3/4
6409

No. 1386 9/ The Madras Lunatic Asylum
Madras 14th November 1894

From

Surgeon-Major J. W. Evans.
Ag Superintendent
Govt. Lunatic Asylum, Madras

To

The Secretary
to the Surgeon-General
with the Govt of Madras.

OFFICE OF SURGEON-GENERAL
15 NOV. 94
WITH GOVT. OF MADRAS.

Sir

I have the honor to bring to the notice of the Surgeon-General, the great pressure of work in the Steward's office and the need of extra assistance.

2. The Steward's duties are very onerous and it is not possible for him to do the duties of Steward and to carry on the clerical work and be in charge of the clothing and furniture as at present.

What about the [illegible] Asst Steward

3. His duties are described in detail in Appendix.

His work usually occupies him from 6 A.M. to 6 p.M. with an interval of 2 hours at mid-day and he only gets about one day a month off-duty. Notwithstanding the above long hours of duty, I find that he is unable to carry out the duties laid down for him.

4. The clothing (amounting to about 4500 article in

10

in use) and furniture in his charge and in the Section require constant Supervision and attention

5. Owing to the destructive and unclean habits of many of the patients, it is impossible to have a fixed day and hour on which clothing will be given out. Scarcely a day passes, but articles are brought in for repair and to be replaced and continual interruption of the Steward's duties as "Steward" takes place.

6. In one important part of his duties viz to assist me in ascertaining bazaar prices ~~and to assist me in ascertaining bazaar prices~~ and to assist in purchases — I cannot get his assistance at all — as I can rarely spare him to go into the bazaar and make enquiries. In connection with this point, it must be noted that we are farther away from the main bazaar than any of the other hospitals or the Penitentiary so that it is all the more necessary that he should have time to make enquiries. W.E.

7. The Assistant Steward has duties in the Kitchen which occupy all his time and I cannot recommend that he should relieve the Steward of any of his present work as he must be held responsible that the diets are drawn — properly cooked and sent to the various Sections.

11

8. The Storekeeper has the responsibility of grain &c to the value of several thousands of rupees under his charge and his time is fully taken up with receiving — daily issuing — and the charge of manufactures.

9. One result of the pressure of work in the Steward's department is the Senior Apothecary having had undue office work put on him, thus withdrawing him from his hospital duties.

10. In G.O. No. 2472 of 11th October 1894, the proposal of the adaptation to the hospital of the rules and scales of diet laid down in G.O. No. 1 of January 1st/1889 have been approved of.

11. The present Kitchen accommodation will not be sufficient for the change of diets and the distance (1/4 mile) from the hospital will, I believe necessitate a separate Kitchen as we have now to send 1/4 mile for everything required for the 52 patients in the male hospital this day; apart from the urgent necessity of prevention of pilfering food which is difficult to control when many forms of cooking go on at the same time. This will throw more work on the Steward's present staff which even now is unable to cope with the demands upon it

12. Proposition statements for a Steward's assistant on Rs 25 rising by annual increments of 1 Rupee to Rs 30 are attached.

I.

12/9500a 1894

Docy

I have the honor to be
Sir
Your most Obedient servant.

J.W. Evans-

Surgeon-Major,
Supt. Govt. Lunatic Asylum

UNDER SECRETARY
PUBLIC ETC. DEPTS.
4 DEC 94

1894
Judl
To
6409
G. No.

13/ 6409

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,

No. Judl / 36
Encl. 4

Camp Cuddalore ~~Madras~~ 29th Nov: 1894.

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
~~Madras,~~

To

THE Hon'ble the Chief Secretary to Government
Judicial Department
Fort Saint George

SIR,

I forward the attached letter No. 1386 dated 14th November 1894 from the Acting Superintendent of the Madras Lunatic Asylum. I strongly support his recommendation that a second Assistant Steward should be appointed on the terms he mentions, but that he should be required to deposit the same security as the Assistant Steward under G.O. No. 373 dated 12th February 1877 viz Rupees. five hundred

2. In August last the Acting Superintendent reported the present Steward to me for neglecting his work and carelessness in carrying it out and on personal investigation on two or three occasions at the Asylum I was convinced that the Steward was an intelligent man quite capable of carrying on his work efficiently but that his plea was true

14

that he was overworked and that it was not in the power of any sane man to carry out all the duties he was expected to perform. I punished him as seriously as I considered his offence required went thoroughly into the duties he had to perform — gave directions to simplify his work as regards book-keeping &c. but was still convinced that if the bedding and clothing throughout the Asylum was to be properly looked after and the requisite registers checked that the services of an Assistant were absolutely necessary.

3. This is not the first time that the Steward has been dealt with for not carrying out his duties properly and in 1892 he made the same plea that he could not perform them all efficiently but no additional help was applied for.

4. In 1892 one of my predecessors pointed out the necessity of his being given assistance but this was refused in G.O. No. 1727 dated 15th September 1892. Judl: Deptt:

× No. 5645
30/10/94

I have the honor to be
Sir,
Your Most Obdt. Servant.

C Sibthorpe

Surgeon. Major. General.

To
Surgeon-Genl. with the Govt. of Madras

[illegible] for 15-1-20

See G.O. 6481/94 accompts.

necessary
pay only

15

Very Urgent

Govt. Lunatic Asylum
Madras 17th Janry 1895

No 42.

From.

Surg: Major D. Eleume MD
Superintendent, Govt. Lunatic Asylum

To.

The Secretary to the
Surgeon General with the Govt.:

Sir.

I have the honor, in view of the extra scriptory work contingent on the opening out of the new books in the Steward's Department, and the keeping up of the new forms and registers connected with the introduction of the Scale of Diet for Presidency Hospitals, to request the very early sanction of the Surgeon General to the temporary entertainment (pending the final sanction of the Govt. to our proposition statement already forwarded) of a Second assistant

That!

14

16

-eward on a salary of Rs 25 per mensem.

I have &c

Sd/ D Elcum

Surg: Major

Supdt. Govt. Lunatic asylum

/ True copy /

CSibthorpe

Surg: Major Genl:

Surg: Genl. with Govt.

8K

5
Judl
1

226

Urgent

17

220

No. 39
Encl.

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,
Madras, 18th January 1895

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
Madras,

To

THE Honorable the Chief Secretary
to Government
Judicial Department

SIR,

I have the honor to forward the enclosed copy of a letter from the Superintendent Lunatic Asylum, Madras and to request the favor of early orders being passed on my letter No $\frac{J.4}{36}$ dated the 29th Novr. 1894 regarding the appointment of a Second assistant Steward at the Asylum.

I have the honour to be,
Sir,
Your most obedient Servant,
CSibthorpe
Surgn: Major Genl
Surgeon-General with the Govt. of Madras,

8K

10 S.G.—1,000-5-94.

14

th

iccal (1895) DEPARTMENT.

18/226

Assistant Steward, Madras Lunatic Asylum

om

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

Madras,

No. 39

ENCLOSURE.

Dated 18th
Received 21 } January 1895.

No.

CHIEF SECRETARY
21 JAN 1895
GOVERNMENT OF MADRAS

SUBJECT.

Requesting early orders
this office letter No
ated

These papers are in circulation - were sent to H.M. on the 21st/11/94

H.M.

Submitted (Circuls: 6409, 6437 & 6577)

The papers were circulated to H.M. on the 21st December & are believed to be still with him

D 21.1

24.1.95

Note. The S.G's attention will be drawn to the docket when orders are passed

D 21.1

What bon were the papers

20/1

C 25/1

19

Govt. Lunatic Asylum
Madras
February 5th 1895

From

Surgeon-Major D. Elcum
Supdt. Govt. Lunatic Asylum, Madr

To

The Secretary to the Surgeon-General
With the Government of Madras

Confidential

Sir,

I have the honor in continuation of my last confidential report on Steward Auna Chetty to say that I have no occasion to alter materially my report of last month but am more strongly of opinion that much of the trouble in the Steward's Department is due only to his being over-worked and strongly urge that more help be given him as soon as possible, as I think it is only a matter of time with the present arrangements and large mass of Correspondence and detail to adjust before he will break down from over-work.

I have the honor to be
Sir
Your most obedient Servant
Sd/. D. Elcum. Surgeon-Majo
Supt. of the Govt. Lunatic Asylum, M

(True Copy)

C Sibthorpe

Surgeon-Major General
Surgeon-Genl. with the Govt. of Madras

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20

Govt Lunatic Asylum
Madras
February 1895

From

Surgeon Major S. D. [illegible]
Supdt Govt Lunatic Asylum,

To

The Secretary to the Surgeon-General
with the Government of Madras.

Confidential

[illegible] of my letter No. T.4/36 dated the 29th November 1894 I have the honor to forward [illegible]

[illegible]

[illegible] over-work.

I have the honor to be
Sir
Your most obedient servant
S. D. [illegible], Surgeon-Major
Supdt of the Govt Lunatic Asylum Madras
(True copy)

CHIEF SECRETARY
12 FEB. 1895
GOVERNMENT OF MADRAS

5
Judl Dept.
1
676

Urgent

676

21/

No. 128
Encl.

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,
Madras, 11th February 1895.

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.S.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
Madras,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,
Judicial DEPARTMENT.

SIR,

C 6409/1894

R 127 / 1-2-95

In continuation of my letter No. T.4/36 dated the 29th November 1894 I have the honor to forward for the information of Government the enclosed copy of a report from the Superintendent Lunatic Asylum, Madras and to request the favor of early sanction being accorded to the entertainment of a second assistant Steward as proposed in the above letter.

I have the honour to be,
Sir,
Your most obedient Servant,
C. Sibthorpe
Surgeon Major-General,
Surgeon-General with the Govt. of Madras.

82

25 S.G.—200—10-5-94.

Hal

14

21/

[illegible] NO. 676

K.R.7.1-2 95 [illegible]

Judicial (1895) DEPARTMENT.

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
Madras,

No. 128
ENCLOSURE. 1

Dated 11 } February 1895.
Received 12 }

No.

SUBJECT.

Forwarding for the information of Govt. the enclosed copy of a report from the Superintendent Lunatic Asylum, Madras.

[Note "This may be] lodged"
[G.O. 127 of 1.2.95 has called the Supdt. for
a Revised Propn. Statement]

Ek
14/2/95

D/15/2/95

23/

CURRENT NO. 23/

No. Sou
Encl. 127

From

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,
Ootacamund ~~Madras~~, 10th May 1895.

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
~~Madras~~,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,
Judicial DEPARTMENT.

SIR,

I have the honor to request that you will be good enough to pass early orders on my letter No 128 of 11th February 1895 requesting sanction for the entertainment of a Second assistant Steward for the Madras Lunatic Asylum.

2. The want of this Officer is much felt and it is impossible for the Steward to carry out the multifarious duties he is now supposed to do without further help.

I have the honour to be,
Sir,
Your most obedient Servant,
C. Sibthorpe
Surgeon Major-General,
Surgeon-General with the Govt. of Madras.

Ll

25 S.G.—200—16-3-94.

24

CURRENT NO. 2395

Judicial (1895 DEPARTMENT.

From

SURGEON MAJOR-GENERAL C. SIBTHORPE,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
~~Madras~~,

No. 3/127

ENCLOSURE.

CHIEF SECRETARY
11. MAY. 1895
GOVERNMENT OF MADRAS

Dated 10th } May 1895
Received 11th }
Regd. 13th

Enc: 9

No.

The S. Genl's letter regd. to (C No 676) is believed to be with C.S. now. When the papers return from C.S. it will be treated as urgent.

15/5/95

SUBJECT.

Requests to pass early orders on letter No 128 of 11th Feby 95 - asking sanction for the entertainment of a second Asst. Steward for Lunatic Asylum Madras.

Ct No 676/95

Assistant Steward, Lunatic Asylum, Madras.

H.M.

The present establt. & that proposed are shewn below

Present	Rs.	Proposed	Rs.
1 Steward	70	1 Steward	70
1 Asst. do.	30	1 1st Asst. do.	30
1 Storekeeper	40	1 2nd Asst. do. (25-30)	28 3/4
1 writer (25-30)	28 3/4	1 storekeeper	40
		1 writer	28 3/4
	168 3/4		197 1/2

Increase Rs. 28 3/4

The reason assigned is ~~increase of~~ "heavy work". The duties of the establt. (except the writer) are set out in the first of these currents. - The increase, which is said to have been asked in 1892 was an increase in pay - not in staff. Dr. De Fabeck proposed to raise the pay of the Steward to Rs. 80-5-100 & that of his assistant to Rs. 40 & remarked that "with the increase of pay now proposed the Steward & his assistant ought to devote more time to their work" (!) (vide red tabs in G.O. 1727 / 10-9-92) - There has been no large sustained increase in the asylum population since then.

D
23-5-95.

× This is true - a modified scheme but an Asst. writer on 15-1-20 was asked for at the same time - What the present writer does does not anywhere appear - It seems improbable that the present St[eward] is not up to the mark and that if he was got rid of and a smart man (as was done in the Gen. Hospital when Mr. McPherson was removed off) was introduced would go on all right. The Asylum is a most [illegible] institution in every way. Things have for years been allowed to go on in a "laissez aller" and the staff requires a thorough

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25

[G./25.]
200—8-3-95.

DEPARTMENT.

C. No.

S. the copy and [illegible]
1/6/95

FOR ORDERS.

As I understand the matter since the G.O. of Sept 15 1892 was passed the departmental system of supply has been introduced to a considerable extent into the Lunatic Asylum. If so, there must have been a corresponding increase of work so that addl. aid is reasonable. To be on the safe side, however, ask the S.G. what increase of work there has been to justify increased estt. —

How has it happened that these papers have ~~lain~~ been lying over for so long!

30/5/95

rousing up which it has never yet had.

The S. G. keeps on pressing for the A[sst.] Steward so I send the papers up for orders. The Steward has apparently taken a considerable time over breaking down

23/5/95

C.S.

~~Order~~ Refce. No. 1185 1-6-

It is observed that when his letter of 27 June 1892 No. 491 was written Surgeon General de Fabeck considered a permanent increase in the Steward's Department unnecessary. It is possible however, that the introduction of the departmental system of dieting supply has brought about an increase in the Stewards' work since that date. - The Surgeon General is requested to report whether any, & if so what increase of work there has been since June 1892.

F.O.
1-6-95

The S.G. ~~Desp~~
1/6/95.

a note will be prepared shewing how

76

FOR ORDERS.

C 27/5 — Kept [illegible]
C 30/5 —

CURRENT NO. 3429

OFFICE OF SURGEON-GENERAL
WITH THE GOVERNMENT OF MADRAS,

No. Jour/441
Encl.

Ootacamund ~~Madras~~, 16th July 1895

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
~~Madras~~,

To

THE Hon'ble the Chief Secretary to Government
Judicial Department

SIR,

With reference to your Memorandum No. 1185 dated 1st June 1895 calling for a report, "whether any, and if so, what increase of work there has been since June 1892" in the Steward's Department of the Lunatic Asylum. — I have the honor to state that on the 10th July the Superintendent reports to me as follows:— "In answer to the report called for in your No. 614 of 18th June 1895, I herewith append a statement A, showing the duties of the Steward as they stood (1) in the 1st half year of 1892 (2) during the investigation of the Surgeon-General in 1894.

The S.G.'s office cannot abstract apparently the enclosures as now embodied in extenso in the report to Govt.

2. The present work of the Steward falls under the following nine main headings viz:—

(a) Cash transaction
(b) Diets
(c) Clothing and bedding
(d) Furniture.
(e) Manufactory
(f) Storing system

(g) Private property of patients
(h) Scriptory work
(i) Miscellaneous.

which are detailed in statement "B." appended.

3. It will be seen from the Statement A, that after investigation of the Surgeon-General in 1894 there has been a reduction in the Steward's work by the transfer of the clothing of the Manufactory Department to the Storekeeper, and there has, at the same time been a slight increase in scriptory labor owing to the introduction of the Minute and bundle system of correspondence.

?

4. I would here point out that the work of the Steward's Department has greatly increased since the introduction of the Departmental system of dieting supply in 1892 which is detailed in No. 28 of Statement A Column II.

5. The introduction of the Presidency Hospital diets in January 1895 and the maintenance of the necessary forms and registers have resulted in the increase of the Steward's already heavy work

6. The increase of the Steward's work has not stopped here. By the introduction of the present books for clothing Department the work has been greatly added to and a similar number of books have now to be opened for the furniture

? were they required?

7. Again the work of the Steward has increased very much owing to the increase in inmates

now?

no nearly double the number of that in 1877 when the Asylum was reorganized.

This is not a comparison with 1892; in 1877 he had no assistance most likely + received much less pay D

8. I may here add that the Steward's work in this Asylum is in no way less than in any other hospital in Madras, but the pay of the Steward of this Asylum is only Rs 70/- whereas that of the Stewards of the Ophthalmic and Lying-in Hospitals is Rs 100/- and that of the Head Steward of the General Hospital is Rs 250/- and his first Assistant's is Rs 100/- but the work and responsibility of the Stewards of these hospitals are less than that of the Lunatic Asylum.

9. On three occasions have different Superintendents addressed the Surgeon-General regarding the very onerous duties of the Steward and have clearly stated that the work of the Head Steward was far more than he could satisfactorily carry out. The work of the Asylum has been steadily increasing every year and the duties of the Steward correspondingly so.

10. The inadequate pay of the Head Steward has also been remarked upon by several Superintendents. The work is now becoming so large and varied, and I am convinced that

unless more assistance is sanctioned, there will be a break down altogether.

11. If a second Assistant Steward is sanctioned he shall be in (sub charge under the steward) charge of the clothing, bedding and furniture and maintain the book concerned, and he shall help the Steward in his scriptory work generally.

12. I beg to draw the attention of the Surgeon-General to the fact that the security of the present Assistant Steward is only Rs 250/ as per G.O. No. + dated + December 1881 and not Rs 500/. as per G.O. No. 373 dated 12th February 1877 as quoted by the Surgeon-General in his letter No. 7044/31 dated 29th November to Government."

Govt did not [illegible] for this information

Statement A

	Duties performed during the 1st half year of 1892.		Duties performed on the day of Surgeon-Genl's investigation
1	He will have entire charge of the clothing and bedding. He will issue clean linen twice a week & oftener if necessary. Keep up all the books corrected	1	Do.
2.	He will help the Superintendent in taking quarterly stock of all the clothing & bedding & furniture	2	Do.
3.	He will pick out all clothing & bedding requiring repair for the Tailor	3	Do.
4	He will issue the foul linen to and receive the clean linen from the dhoby twice a week	4	Do.
5.	He will prepare all bills relating to diets and clothings	5	Do.
6.	He will prepare monthly lists of unserviceable clothing, bedding & furniture for the inspection of the Supdt. & prepare monthly indents for the same.	6	Do.
7	He will have charge of all private property of patients	7	Do.
8.	He will receive all sums of money on account of maintenance of patients which are transmitted to the Bank monthly	8	Do.
9	He will draw and issue the pay of the establishment and cash the Contractor's bills	9	Do.
10	He is responsible for all sums of money that pass through his hands and also for clothing and furniture in his charge	10	Do.
11	He has general supervision over the Steward's Depth.	11	Do.

	Duties performed during the 1st half year of 1892		Duties performed on the day of Surgeon-Genl's investigation
12	He shall issue the pay of the Estabt. on the day on which he draws it from the bank	12	Do
13.	On the death of any patient who has any clothes or property in the Asylum, he shall at once apply to the Superintendent for orders	13	Do.
	Additional duties other than those laid down in the Asylum Code.		
14	Attend to the clerical work of his department	14	Now this is carried on in bundle system. Increased work. This entails additional labor in taking copies of minutes of other offices
15	He prepares the hospital stoppage rolls and abstracts of pensioners & Military Insanes & nominal returns of pensioners	15	Do
16	He keeps accounts of the purchase of thread from Messrs. Binny & Co. & local market	16	He only purchases thread and the Storekeeper keeps the accounts.
17	He keeps account of the issue to the weaving Depth:		Transfered to the Storkeeper
18	He receives clothes from the Manufactory Depth:		Do.
19	He issues clothes to tailors and receives made up clothing from the tailors		Do.
20	Completes monthly indents from the Manufactory Depth:		Do.
21.	He sells towels, sheets &c. to the public		Do. but the cash account is maintained by the steward.
22.	He attends to the purchase of materials such as shuttles brushes, spindles bobbins &c. & the issues to the weaving Depth.	18	He purchases the materials and the Storekeeper keeps the accounts of their issue to the weaving Depth.

	Duties performed during the 1st half year of 1892		Duties performed on the day of Surgeon-Genl's investigation
23	He attends to the purchase of seeds from the local market & issue of seeds to the Gardeners & to the sale of Garden produce	19	Do.
24	He attends to the purchase of materials for repair, for repair of furniture & supervising the Carpenter & blacksmith	20	Do.
25	He attends to the purchase and issue of fuller's earth & soap and supervising the dhobies	21	Do.
26	He draws and pays patients under boarding out system	22	Do
27	He attends to the purchase of wines & spirits & their issue	23	He attends to the purchase & the Storkeeper attends to the issue
28.	He audits the Contractor's bills and examines the diet roll	24	Same as in No. 28 of column one.
29.	He receives condemned articles & issues new ones daily	25	The Storkeeper receives the condemned articles & the steward issues new ones, once a week
30	He draws & issues daily rations and occasionally inspects the cooked food & supervises milking	26	He occasionally inspects the cooked food, milking & provisions
		X 27.	He helps the Supdt. in calling for tenders for perishable & non-perishable articles & settling the contract.
		X 28.	He draws money from the Accountant General on abstract bills for purchase of articles for storing Depth. & paying the same to different Merchants and submits the detailed bills with all vouchers to the Acctt: General.

Statement B.

The present work of the Steward

(a) Cash transaction

This is composed of the following

(1) Contingent expenditure of the Asylum

(2) Purchase of non-perishable articles for Storing Deptt:

(3) Recoveries from paying patients for their maintenance

(4) Purchase of seeds & sale of Garden produce

(5) Sale of Manufactured goods to the public

(6) Subscription from the Public for amusement of patients

(7) Private account of patients

(8) Drawing and distribution of pay for the estabt.

(9) Drawing and distribution of money to contractors

(b) Diets

(1) Supervising work of the Asstt. Steward.

(2) Since the introduction of the Presidency Hospl. diets in addition to the usual Asylum diets, the new forms and registers are maintained the daily cost of diets, Extras and stimulants and the average cost per patient have to be calculated upon

The present work of the Steward.

(c) (i) Bedding & clothing

(1) The receipt of soiled clothing & bedding weekly from the different sections.

(2) The issue of clean linen in its stead

(3) The supervision of the checking of all soiled linen sent to the dhobies.

(4) The daily issue of clothing and bedding soiled or destroyed by patients at a fixed hour when urgently required

(5) Supervision of the Durzee's work and the issue to them of clothing &c. for repair

(6) The condemning of clothes.

(7) The requisitioning for new.

(8) Verification of Quarterly stock of clothing

(ii) The necessary books maintained are as follows:-

1 Book for reserve clothing
1 Do. – clean linen
1 Do. Soiled – Do. –
1 Do. – Daily issue of clean clothing
1 Do. Dhoby.
1 Do. Tailors
1 Do. for articles Condemned –
5. Books for sections or wards

The above books are balanced after each transaction

The present work of the Steward

(d) Furniture

The same number of books as per clothing and bedding (Excepting the books for dhoby & soiled linen) are maintained for the furniture of the Asylum

(e) Manufactory

Purchase of thread & other materials such as bobbins, shuttles, spindles, combs brushes &c. for weaving

(f) Storing Department

Calling for tenders for non-perishable articles twice a year & oftener if necessary. Their purchase drawing and distributing the money to merchants and submitting detailed bills to the Acctt. General.

(g) Private property of patients

Receiving the private property of patients on admission, numbering and ticketting them Keeping them in safe custody, and delivering them to patients or their friends on discharge.

(h) Scriptory work

(1) attends to the correspondence of his Deptt.

(2) Indexing letters received

(3) Making office copies of correspondence

(4) Registering & despatching letters &c.

(5) Preparation of
  i Hospl. stoppage rolls
  ii Abstracts of Mily: insane
  iii Muster Rolls.
  IV Abstract of pensioners
  V Nominal return of pensioners

The present work of the Steward

(i) Miscellaneous

i Gardening

Purchase of seeds and sale of Garden produce

ii Carpentry & Blacksmith

Purchase materials for repair of furniture & the supervision of them.

iii Washing

Purchase of materials for dhobies use & supervision of them

IV Boarding out system

Drawing and paying patients under boarding out system.

V Miscellaneous work

(1) Purchase of wines & spirits

(2) Auditing Contractor's bill

(3) Examining diet rolls and other statements connected therewith

(4) Comparative statement of store accounts.

(5) Requisition for bazaar medicines and hospital necessaries

(6) Requisition for extra servants

(7) Calling for tenders for perishable articles & settling the Contracts

(8) Annual statements. (Triml.)

(9) Budget estimate

(10) Annual statement for the Collector of Madras.

(11) List of schedule of articles of perishable and non-perishable nature.

The present work of the steward

(1) Book for private property of patients
(2) Circular book
(3) File books for returns and statements
(4) Acquittance roll of Officers
(5) Do. Servants

The present work of the Steward

(6) Acquittance roll of Guardians of patients under Board out system
(7) Bank remittance book
(8) Bill book for maintenance of patients
(9) Bill book for Saleable article
(10) General receipt book

2. All the increase in his work tends to greater accuracy and the addition of an Assistant Steward appears to me to be absolutely necessary to take sub-charge under the Steward of the clothing, bedding, furniture and to maintain the necessary books and accounts in connection with them and to assist the Steward in scriptory work in his Office.

3. The amount of security which the proposed Assistant Steward should give ought to be made the same as that of the present Asstt. Steward viz Rs 250/. upon G.O. No.- Judicial cannot be traced. dated Decr. 1881 - I cannot find a copy of this order in my Office -

4. I cannot recommend any increase in the pay of the present steward as I do not think he is worth it - It would be far better to give the Superintendent a good European or Eurasian Steward on the same terms and pay as the one in the General Hospital, a man who would save him a great deal of useless worry in looking after the details of the Steward's Department.

What is now
necessary is
Rs 80 p m
or Rs 100 p m
[illegible]
one [illegible]

I have the honor to be
Sir,
Your Most Obdt. Servant
C. Sibthorpe.
Surgeon Major General
Surgeon Genl. with the Govt. of Madras

CURRENT NO. 3429/

Judicial (1895) DEPARTMENT.

From

SURGN. MAJOR-GENL. C. SIBTHORPE, F.R.C.P.I.,
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,

Madras,

To

Jud.
18/7/95

No. Jour. / 441

ENCLOSURES. nil

Dated 16th } July 1895.
Recd 18th }

No.

12/2/77 No 373 [illegible]

1292 D 26.6.93 [illegible]
1906 D 10.10.92 [illegible]
1727 D 15.9.92 "
575 D 22.3.92 "
1 D 1-1-91 [illegible]

Subject.

Forwards letter from Supdt. L.A. Madras explaining what increase of work there has been since June 1892 in the Stewards' Dept & c.

13 S.G.—500—9-3-95.

191. R.O. 22/7

G.
25.
500—21-5-95.

39/ Jud! DEPARTMENT.

C. No. 3429.

FOR ORDERS.

~~I think the man on Rs 20-2-30 is [illegible] — The Staff is [illegible] large & there should be plenty of work. But the sanction should only be temporary [illegible] as in [illegible] asylum~~ — It appears from the Supdt's letter, which the S.G. has chosen to embody in his letter instead of writing a letter of his own, that some part of the increase of the Steward's work is due to alterations in the way correspondence is conducted & books kept. What the Steward has to do with keeping the correspondence, I don't know — that is the writer's business — or, at least, I should have said so. Then are the altered books necessary? What does he mean by para 5? Has any alteration in diets been sanctioned? I did not know of it.

The S.G. shd. see to these points himself & not merely repeat what the Supdt. says —

Attention is invited to the notes & orders under cover of Reference order of 1 June 95 No 1185. From statement A appended to the Supdt's report it will be seen that there has been some increase in the work of the Steward's Dept since the introduction of the departmental system of dieting supply but that this increase has to a great extent been counterbalanced by the redistribution of work recently ordered by the S. Genl.—

The Surgeon-General embodies the Supdt's letter *in extenso* in his own report — presumably because he has several times been requested to resubmit in the proper form

reports – the substance of which was contained in enclosures.
The pay proposed for the second Asst. Steward was Rs. 25–30 but the S.G. now seems to think it necessary to get a "good European or Eurasian Steward" on Rs. 250/- p.m. as in the General Hospital

D
6-9-95

The S.G. merely echoes the Supdt's recommendation. If accepted in its entirety it would mean an increase of Rs. 2160 in the annual charge for Steward alone. S.G. is now in Madras: it would perhaps be as well for him to look into the matter personally and submit his recommendations after doing this. He is very "casual" in the way in which he does things

9/9/95

Re: Appointment of an Asst. Steward in the Madras Lunatic Asylum.

FOR ORDERS.

HON'BLE MEMBER.

Another question that may be asked is If the Steward does all that he is stated to do, what does the Store-keeper do?

10/9/95

c199

[G./25.]
600–7–5–95.

DEPARTMENT.

C. No.

FOR ORDERS.

Seen
11/6/95

Please see the last sentence of H.M.'s note of 30th May on Ref. 1185/1-6-95. The first application for the entertainment of an extra assistant steward was received on the 2nd December. A note for orders dealing with this & several other proposals was passed by the Chief Secretary on the 21st December. – The Surgeon-General's first reminder was received on 20th January & sent on to H.M. on the 24th with the intimation that the papers were with him. On the 28th H.M. directed that they should all be returned to the Surgeon-General for resubmission through the Accountant General. – This was done on the 1st February & it was not till 6th March that they were received again. – A fresh note was submitted to C.S. on the subject on the 14th March.

42

but on the very same day H.M. directed that all proposals involving expenditure on the Lunatic asylum shld. be sent up together. Other proposals had not been received & the consolidated note was therefore only ready on the 25th March. The Chief Secretary was unable from press of other work to deal with the subject &, when the last reminder came from the Surgeon-General, he directed me to submit the question of the asst. Steward separately. This was done the day the order was given

D
8.6.95

I regret that the papers were delayed so long but it was during the latter part of the stay of Govt. in Madras absolutely impossible to keep work current or anything like it. Since our arrival here I have had my hands more than full. There has been a more than usual quantity of work for this time of the year. I have not yet succeeded in getting off the arrears though I have worked early and late and I am afraid that it will be some time before I can find myself with only current work to get through

10/6/95

Explanation of delay

FOR ORDERS.

H.M.

Sketch with G.O.
D
29-6-95

[G./24.]
500—23-7-95.

43/ Judl. DEPARTMENT.

Papers to be read in proceedings :—

Again G.O., dated 189 , No.
Again G.O., dated 189 , No.
Current No. 6409 of 1894, dated 29 Nov. from the S.G.
" " 226 " 1895, " 18 Jany, " — do
~~" " 2395 " 1895, " 10 May, " — do~~
" " 3429 " 1895, " 10 June, " — do.

ORDER. G.O. 20th September 1895, No. 1970.

From the Supdt's letter embodied in the S.G.'s final report it appears that a portion of the increase in the Steward's work is ascribed to alterations in the method of keeping of books & conducting correspondence, & to the introduction of a revised diet scale in January 1895.— The S.G. will be requested to explain whether the new books are really required and whether the increased work which their introduction has caused cannot be obviated by the use of simpler forms.— He should report with reference to what orders the change in diets has been carried out, and should further state why the Steward is entrusted with so much correspondence ~~work~~; a writer is entertained who, as it appears to Govt., should be responsible for this class of work.

It should also be reported what duties are performed by the store keeper, as the statt. enclosed in the S.G.'s final report goes to shew that the Steward has been saddled with much of that officer's work.

3. The S.G. will finally be requested personally to investigate the matters now referred to him & to report the results of his enquiries at an early date. - The questions should not merely be referred to the Supdt for report, & the S.G.'s reply should not, as in the present instance, consist of a communication repeating verbatim a subsidiary report received from that officer, supplemented by a few words expressing the S.G.'s concurrence in his views. - A communication of this character is not in compliance with the requirements of clause (1) of G.O. of 13 Decr. 1886 No. 2596 Publ., to which the attention of the S.G. will again be drawn, ~~with the remark~~ (From notes)

16.9.95

13/9/95

Copied 23/9

To the S. S. (Reg)

despd 26/9/95

Lunatic Asylum Stew

C.S.

pr. O.

given for copying ——— } 189 .
copied ———
examined ———
igned ———

AGAIN G.O., No. DATED
189 .

ENT No.

OSURES TO C. No.

ORDER OF GOVERNMENT .. .. .. A A A A A A A

ER OF GOVERNMENT.

TEMENT WITH DITTO.

PERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.