Local & Munl. (189) Department.

INDEXED.

PRINTED.

G.O., No. 1762

DATED 29-1-98

DESPATCHED

[Despatch Abstract.]

Finger Prints

Communicating to all Presidents of Dt: Boards and Chairmen of Munl: Councils, the President, Municipal Comm^r., Madras, the Sanitary Board and the Sanitary Engineer for information and guidance G.O.. Pension. departt: Communicating to all heads of departments, for information and guidance, a set of rules for the record of the —— of Govt servants and pensioners and for the utilization and requesting the Superintendent of Stationery to local & Munl: Departt: with a comp of the apparatus required for the taking of impressions -

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1898} of Madras.

LOCAL AND MUNICIPAL.

Recd. }
} 1898.
Regd. }

Enclosures

Spare copies

G.O., No. 176 L., 29th January 1898.

JANUARY.

Finger-prints.

Communicating to all Presidents of District Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer, for information and guidance, Government Order, Pension Department, issuing a set of rules for the record of the — of Government servants and pensioners, and requesting the Superintendent of Stationery to supply the Local and Municipal Department with a complete set of the apparatus required for the purpose.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

READ—the following paper :—

G.O., No. 918, Pension, dated 4th December 1897.

Read—again the following papers :—

Official memorandum to the Inspector-General of Registration, No. 63, Pension, dated 24th July 1895.
Letter from the Inspector-General of Registration, G. No. 2174, dated 31st July 1895.
Office-note to the Chief Secretary to Government, Judicial Department, No. 94, Pension, dated 12th November 1895.
Official memorandum to the Accountant-General, No. 97, Pension, dated 9th December 1895.
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Letter from the Inspector-General of Police, No. 2808, dated 10th August 1897.
Official memorandum to the Inspector-General of Police, No. 45, Pension, dated 17th August 1897.

Read—also letter from M. HAMMICK, Esq., I.C.S., Inspector-General of Police, Madras, dated 17th November 1897, No. 4169.

ABSTRACT.—Forwards five finger-print plates as directed in Official Memorandum No. 45, dated 17th August 1897, &c.

Order—No. 918, Pension, dated 4th December 1897.

The system of identification by means of finger-prints has for some time been in force in the Police and Registration departments, where it forms a useful means of establishing the identity of convicts, and of the executants and witnesses of registered documents. The Government has long had under its consideration the desirability of applying the same methods for the purpose of identifying Government servants and pensioners, but the actual issue of orders on the subject has been deferred pending the completion of the revised Police Manual of Anthropometry, sections 11 to 14 of which contain an illustrated explanation of the manner in which to record, distinguish and classify finger-tip impressions.

2. It is now proposed by means of the same system to provide a permanent record of the distinguishing marks of Government pensioners and of non-gazetted officers required to maintain service registers, and for this purpose a special set of instructions has been drawn up, which will be found in the first appendix to this order. The Accountant-General should arrange for their communication to all officers entrusted with the disbursement of pension payments and the mustering of pensioners, and heads of departments will be requested to make similar arrangements in the case of subordinate officers responsible for the preparation of pension applications and the maintenance and verification of service registers.

3. The appended rules make sufficient provision for the record of finger-prints in the case of individuals who enter Government service or receive pensions *in the future*, but it is necessary further to provide for the identification of persons *already* in Government employ or in receipt of pensions. There should be no difficulty in having the requisite number of impressions taken within a period of, say, one year. The Accountant-General will be requested to make the necessary arrangements in the case of pensioners, and heads of departments will arrange for the entry of finger-prints in the service registers of non-gazetted officers already in permanent employ.

4. The apparatus required for the taking of finger-tip impressions consists of the following articles :—

(i) a small India rubber roller, $5\frac{1}{2}$″ long ;
(ii) a tin or copper slab ($10\frac{1}{2}$″ × 7″) screwed on to a board 1″ thick;
(iii) a small supply of printer's ink ; and
(iv) a little kerosine-oil with which to make the ink more fluid and to clean the roller and slab.

The rollers used in the Police department have been procured from Messrs. Dawes of Calcutta, the other articles being obtained locally. The Superintendent of Stationery will now be requested to arrange for the supply of rollers in such quantities as may be necessary. Sets of apparatus have already been supplied to all registration offices and most police stations and can no doubt be made available for the use of officers belonging to other departments. Separate orders in regard to this matter will issue in the Judicial Department. To prevent too frequent application for the loan or use of such apparatus, however, the Government considers it desirable that complete sets should be supplied to the officers shown in the list forming Appendix B to the order. Heads of departments will be requested to report with detailed reasons the names of other officers to whom they may consider such a supply indispensable.

5. Suggestions for the modification and improvement of the rules now circulated should be addressed to the Pension Department of the Government office.

6. The application of similar rules to the case of yeomiahdars and Political pensioners will be considered in the Revenue and Political departments.

(True Extract.)

(Signed) G. S. FORBES,
Ag. Secretary to Government.

To the Public Department,
„ the Judicial „
„ the Educational Department,
„ the Political „
„ the Ecclesiastical „
„ the Financial „
„ the Local and Municipal Department,
„ the Revenue Department,
„ the Public Works Department,
„ the „ „ „ Marine Branch,
„ the Accountant-General.
„ the Superintendent of Stationery.
} for communication to Heads of Departments under them.

APPENDIX A.

RULES FOR THE RECORD OF THE FINGER-PRINTS OF GOVERNMENT SERVANTS AND PENSIONERS AND FOR THE UTILIZATION THEREOF.

Part I.—The manner of recording finger-prints.

1. A permanent record will, in future, be maintained of the thumb and finger-prints of the left hand of (i) every newly entertained non-gazetted officer who is required to maintain a service register and (ii) every pensioner who, prior to retirement, was required to maintain such a register.

2. In the case of every individual newly entertained in Government service, the necessary impressions will be recorded in the service register either in a blank page at the commencement of the book or in the column showing "personal marks for identification." They should be

taken in the presence and under the personal superintendence of the head of the office or other officer whose duty it is to attest the entries in the service register.

In the case of pensioners, the impressions will be recorded (*a*) on the first page of the pension application on the right hand margin or at the foot of the page, and (*b*) at the foot of the first page of the Collector's half of a blank form of the permanent pay order; care should be taken to assign and distinguish a separate space for the thumb and each finger. The officer by whom the pension application is prepared will be responsible for the record of the finger-prints, which will be forwarded with the application to the authority having power to grant the pension.

3. The apparatus required for taking impressions consists of the following articles :—

A sheet of tin or copper, 10½ inches by 7, or of such other size as experience may show to be most convenient, screwed down by its corners to a board one inch thick; an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosine-oil on each occasion after use, dried with a rag and put out of the way of dust.

4. The manner in which impressions should be taken is explained below :—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the color of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

NOTE.—A drop or two of kerosine-oil added to the ink makes it more fluid. The inked finger should only be rolled *once* on the card from one side to the other and then removed cleanly without smudging the pattern. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

5. To the finger-prints, as thus recorded, should be appended a certificate in the following terms :—

"Certified that the above finger-prints have been taken in my presence and under my personal superintendence, from the left hand of the individual *whose services are entered in this book or* 'whose pension forms the subject of the application', or 'whose name is entered in this permanent pay order.'"

Part II.—The utilization of recorded finger-prints.

6. The principal uses of the record of finger-prints directed in rule 1 *supra* are the following :—

(i) It furnishes an absolutely reliable means of establishing the identity of a Government servant transferred to a distant place where he is not known, or sent for medical examination to an officer who is not acquainted with his appearance.

(ii) It places in the hands of officers entrusted with the payment of pensions or the mustering of pensioners an infallible means of detecting attempts at false personation, and resort should be had to this test in all cases where any doubt arises as to the identity of the individual claiming payment of pension.

(iii) It will ultimately render unnecessary the special arrangements now made for the examination of gosha pensioners, a life certificate coupled with a fresh set of impressions will furnish sufficient evidence of identity in such cases.

7. For the information of officers, who may have occasion to examine finger-prints with a view to verifying the identity of the individual from whose hands they have been taken, it is necessary to premise that the impressions recorded form clear and distinct patterns which are constant and ineradicable. Each individual's hand presents a separate set of impressions which a slight scrutiny suffices to distinguish from the finger-prints taken from any other hand. Nor do the impressions taken from the same hand at different periods of life change with lapse of time, except as has been remarked, for alterations "such as would be found in lace, which, after being washed and stretched, will show the same pattern and number of meshes, although they may be somewhat distorted in shape." There are three main types of pattern, namely, "arches," "loops" and "whorls," specimens of which are shown in the accompanying Plate I.

The pattern is an "arch" when the ridges in the centre run from one side to the other of the bulb without making any backward turn or twist; a "loop" when there is a single backward turn but no twist; and a "whorl" when there is a turn through at least one circle. Loops on the forefinger may further be distinguished as either *inner* loops when they open towards the thumb side, or *outer* loops towards the little finger (Plates I and II).

In the Police department, it is customary for the purposes of classifying the finger-prints recorded in numerous cases to assign a separate descriptive formula to each pair of hands, and the manner in which this is done is explained at length in rules 11 to 13 of the revised edition of the departmental manual entitled "Anthropometry as applied to the identification of criminals." For the purposes of the present rules it will, however, ordinarily suffice to examine each finger-print either by the naked eye or with the aid of a magnifying glass

in order to ascertain if in each case the distinctive pattern corresponds with that noticeable in the impression previously recorded. Thus, supposing Plate II (left hand) to represent the permanent record, it would be necessary to examine the new set of impressions in order to make certain that the pattern of the fourth or little finger was a loop, that of the third finger a whorl, and so on. A variation in any one case would be sufficient to leave no doubt that false personation was being attempted. Should the general patterns correspond, a closer examination may, if thought necessary, be made (either with or without a magnifying glass) in order to ascertain whether each line in a particular impression coincides in appearance with the corresponding line in the finger-print forming the permanent record.

8. To further illustrate these rules, Plates III to V appended have been prepared in the office of the Inspector-General of Police. Plate III exhibits impressions of the thumb and fingers of the right hand taken with an interval of 2½ years. Plate IV represents the corresponding impressions of the first and second fingers enlarged. Plate V is a skeleton chart of Plate IV and shows the axes of the ridges with the points of reference numbered.

APPENDIX B.

LIST of officers to whom the apparatus required for taking finger-tip impressions should be supplied :—

Chief Secretary to Government ...	1	Surgeon, Ophthalmic Hospital ...	1
Revenue Secretary	1	Surgeon, General Hospital ..	1
Public Works Secretary	1	Superintendent, Lunatic Asylum	1
Board of Revenue	1	District Medical and Sanitary Officers	21
Accountant-General	1	Civil Surgeons	9
Registrar, High Court	1	Collectors, Divisional Officers, Tahsildars and Deputy Tahsildars ...	453
Judge, City Civil Court	1	Sanitary Commissioner	1
Chief Judge, Court of Small Causes.	1	Sanitary Engineer	1
Chief Presidency Magistrate ...	1	Private Secretary to His Excellency the Governor	1
Surgeon-General with the Government of Madras	1	The Venerable the Archdeacon of Madras	1
Superintendent, Government Press ...	11	Paymaster, Carnatic Stipends ...	1
Director of Public Instruction ...	1	Resident in Travancore and Cochin.	1
Collector of Madras	1	Treasury officers in the mofussil ...	235
Superintendent of Survey	1		
Presidency Port Officer	1		
Surgeons of four districts of the Presidency Town	4		

ORDER—No. 176 L., dated 29th January 1898.

Communicated to all Presidents of District Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer, for information and guidance.

2. The Superintendent of Stationery is requested to supply this office with a complete set of the apparatus referred to in paragraph 4 of the order read above.

(True Extract.)

H. TREMENHEERE,
Ag. Secretary to Government.

To all Presidents of District Boards.
„ all Chairmen of Municipal Councils.
„ the President, Municipal Commission, Madras.
„ the Sanitary Board.
„ the Sanitary Engineer.
„ the Superintendent of Stationery.

Exd. C. M. Thumbuswamy.

PLATE I

FINGER PRINTS



Reg: No. 3952
Copies 600 + 565

Photo-Print., Survey Office, Madras.
1898.

PLATE II

SPECIMEN HAND

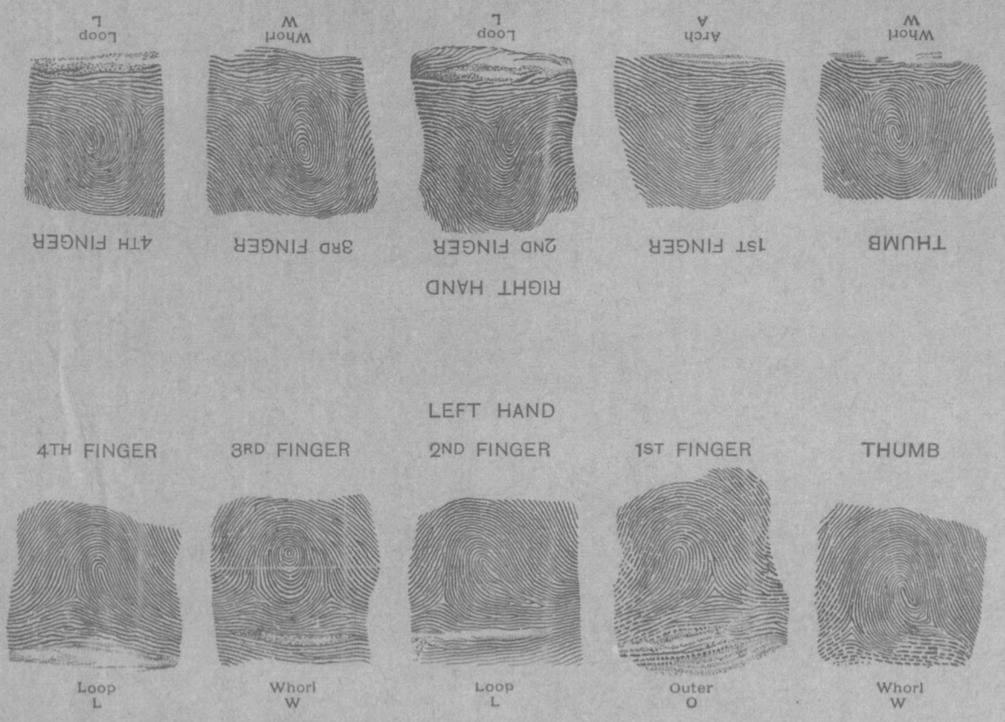


Photo-Print, Survey Office, Madras.
1897.

Reg: No. 3953
Copies 600

FINGER PRINTS OF THE RIGHT HAND OF A PERSON

taken first on 26th February 1895 and afterwards on 31st July 1897.

PLATE III

THUMB	1ST FINGER	2ND FINGER	3RD FINGER	4TH FINGER
				
I 26th February 1895				
				
II 31st July 1897				

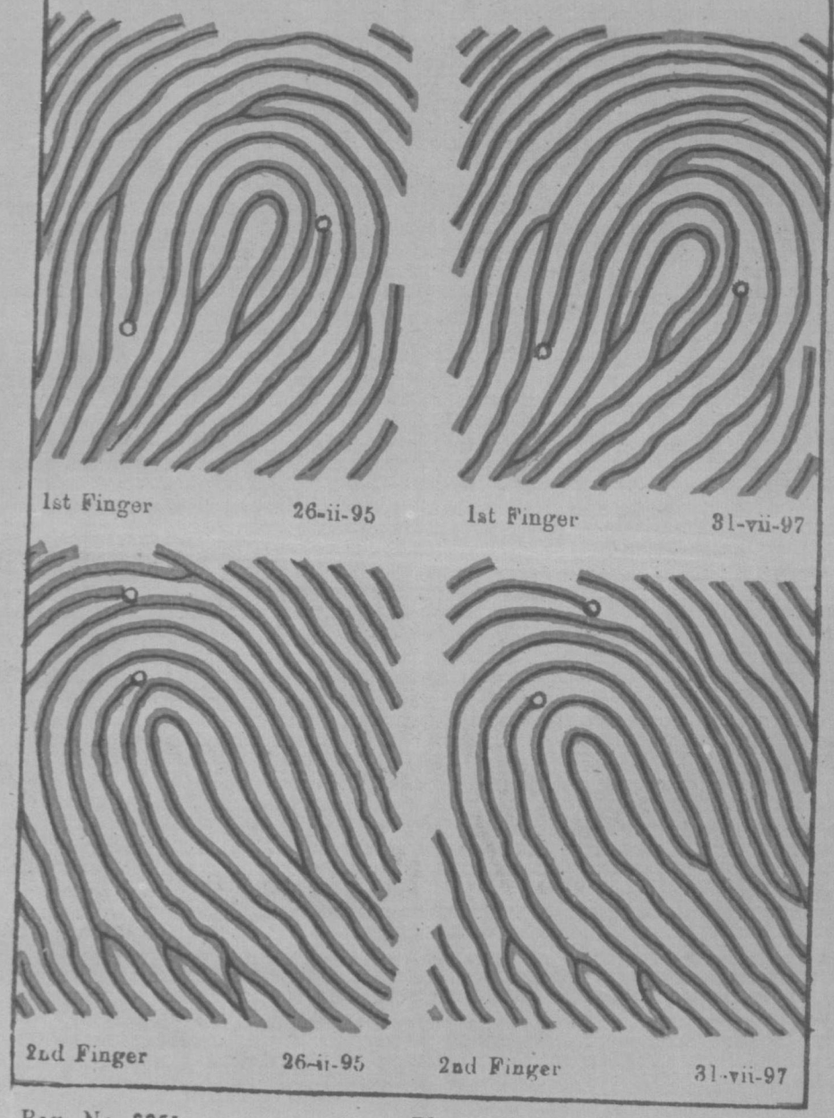
Reg : No. 3954
Copies - 600

Photo-Print Survey Office, Madras.
1897

PLATE IV

CORRESPONDING PORTIONS ENLARGED of FIRST and SECOND FINGERS (PLATE III)

26-ii-95 & 31-vii-97 with axes of ridges

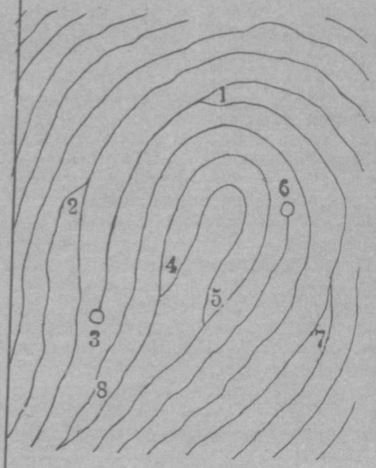


Reg: No. 3955
Copies 600

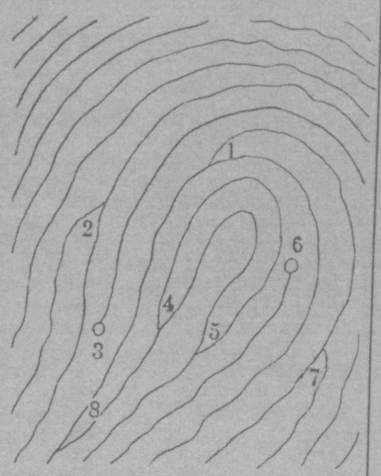
Photo-Print Survey Office, Madras.
1897.

SKELETON CHART OF PLATE IV

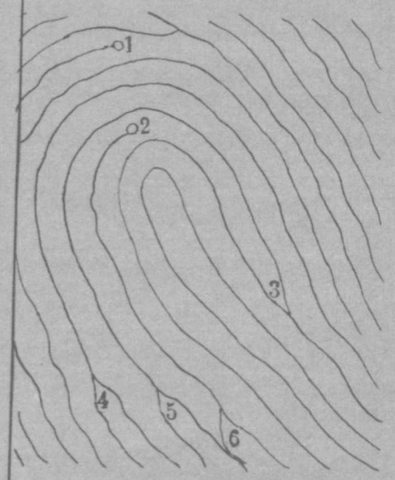
Showing the axes of the ridges with points of reference numbered



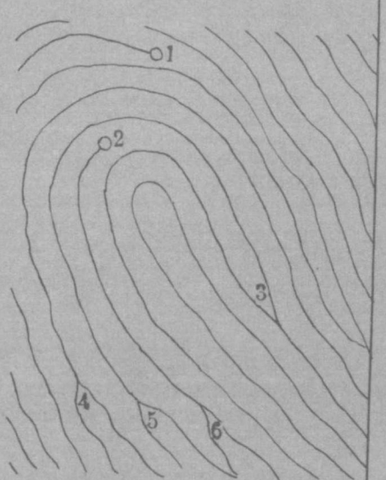
1st Finger 26-ii-95



1st Finger 31-vii-97



2nd Finger 26-ii-95



2nd Finger 31-vii-97

Reg: No. 3956
Copies 600 + 565

Photo-Print Survey Office, Madras.
1898

200 copies wanted Dept others will see Govt as soon as drafts come

Government {1898} of Madras.

LOCAL AND MUNICIPAL.

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LOCAL AND MUNICIPAL DEPARTMENT.

Read—the following paper :—

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2. It is now proposed by means of the same system to provide a permanent record of the distinguishing marks of Government pensioners and of non-gazetted officers required to maintain service registers, and for this purpose a special set of instructions has been drawn up, which will be found in the first appendix to this order. The Accountant-General should arrange for their communication to all officers entrusted with the disbursement of pension payments and the mustering of pensioners, and heads of departments will be requested to make similar arrangements in the case of subordinate officers responsible for the preparation of pension applications and the maintenance and verification of service registers.

3. The appended rules make sufficient provision for the record of finger-prints in the case of individuals who enter Government service or receive pensions *in the future*, but it is necessary further to provide for the identification of persons *already* in Government employ or in receipt of pensions. There should be no difficulty in having the requisite number of impressions taken within a period of, say, one year. The Accountant-General will be requested to make the necessary arrangements in the case of pensioners, and heads of departments will arrange for the entry of finger-prints in the service registers of non-gazetted officers already in permanent employ.

4. The apparatus required for the taking of finger-tip impressions consists of the following articles :—

(i) a small India rubber roller, $5\frac{1}{2}''$ long;
(ii) a tin or copper slab ($10\frac{1}{2}'' \times 7''$) screwed on to a board 1" thick;
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The rollers used in the Police department have been procured from Messrs. Dawes of Calcutta, the other articles being obtained locally. The Superintendent of Stationery will now be requested to arrange for the supply of rollers in such quantities as may be necessary. Sets of apparatus have already been supplied to all registration offices and most police stations and can no doubt be made available for the use of officers belonging to other departments. Separate orders in regard to this matter will issue in the Judicial Department. To prevent too frequent application for the loan or use of such apparatus, however, the Government considers it desirable that complete sets should be supplied to the officers shown in the list forming Appendix B to the order. Heads of departments will be requested to report with detailed reasons the names of other officers to whom they may consider such a supply indispensable.

5. Suggestions for the modification and improvement of the rules now circulated should be addressed to the Pension Department of the Government office.

6. The application of similar rules to the case of yeomiahdars and Political pensioners will be considered in the Revenue and Political departments.

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APPENDIX A.

Rules for the record of the Finger-prints of Government Servants and Pensioners and for the utilization thereof.

Part I.—The manner of recording finger-prints.

1. A permanent record will, in future, be maintained of the thumb and finger-prints of the left hand of (i) every newly entertained non-gazetted officer who is required to maintain a service register and (ii) every pensioner who, prior to retirement, was required to maintain such a register.

2. In the case of every individual newly entertained in Government service, the necessary impressions will be recorded in the service register either in a blank page at the commencement of the book or in the column showing "personal marks for identification." They should be

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4. The manner in which impressions should be taken is explained below:—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the color of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

NOTE.—A drop or two of kerosine-oil added to the ink makes it more fluid. The inked finger should only be rolled *once* on the card from one side to the other and then removed cleanly without smudging the pattern. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

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6. The principal uses of the record of finger-prints directed in rule 1 *supra* are the following:—

(i) It furnishes an absolutely reliable means of establishing the identity of a Government servant transferred to a distant place where he is not known, or sent for medical examination to an officer who is not acquainted with his appearance.

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The pattern is an "arch" when the ridges in the centre run from one side to the other of the bulb without making any backward turn or twist; a "loop" when there is a single backward turn but no twist; and a "whorl" when there is a turn through at least one circle. Loops on the forefinger may further be distinguished as either *inner* loops when they open towards the thumb side, or *outer* loops towards the little finger (Plates I and II).

In the Police department, it is customary for the purposes of classifying the finger-prints recorded in numerous cases to assign a separate descriptive formula to each pair of hands, and the manner in which this is done is explained at length in rules 11 to 13 of the revised edition of the departmental manual entitled "Anthropometry as applied to the identification of criminals." For the purposes of the present rules it will, however, ordinarily suffice to examine each finger-print either by the naked eye or with the aid of a magnifying glass

in order to ascertain if in each case the distinctive pattern corresponds with that noticeable in the impression previously recorded. Thus, supposing Plate II (left hand) to represent the permanent record, it would be necessary to examine the new set of impressions in order to make certain that the pattern of the fourth or little finger was a loop, that of the third finger a whorl, and so on. A variation in any one case would be sufficient to leave no doubt that false personation was being attempted. Should the general patterns correspond, a closer examination may, if thought necessary, be made (either with or without a magnifying glass) in order to ascertain whether each line in a particular impression coincides in appearance with the corresponding line in the finger-print forming the permanent record.

8. To further illustrate these rules, Plates III to V appended have been prepared in the office of the Inspector-General of Police. Plate III exhibits impressions of the thumb and fingers of the right hand taken with an interval of 2½ years. Plate IV represents the corresponding impressions of the first and second fingers enlarged. Plate V is a skeleton chart of Plate IV and shows the axes of the ridges with the points of reference numbered.

APPENDIX B.

LIST of officers to whom the apparatus required for taking finger-tip impressions should be supplied:—

Chief Secretary to Government ...	1	Surgeon, Ophthalmic Hospital ...	1
Revenue Secretary	1	Surgeon, General Hospital ..	1
Public Works Secretary	1	Superintendent, Lunatic Asylum	1
Board of Revenue	1	District Medical and Sanitary Officers	21
Accountant-General	1	Civil Surgeons	9
Registrar, High Court	1	Collectors, Divisional Officers, Tahsildars and Deputy Tahsildars ...	453
Judge, City Civil Court	1	Sanitary Commissioner	1
Chief Judge, Court of Small Causes.	1	Sanitary Engineer	1
Chief Presidency Magistrate ...	1	Private Secretary to His Excellency the Governor	1
Surgeon-General with the Government of Madras	1	The Venerable the Archdeacon of Madras	1
Superintendent, Government Press ...	11	Paymaster, Carnatic Stipends ...	1
Director of Public Instruction ...	1	Resident in Travancore and Cochin.	1
Collector of Madras	1	Treasury officers in the mofussil ...	235
Superintendent of Survey	1		
Presidency Port Officer	1		
Surgeons of four districts of the Presidency Town	4		

ORDER—No. 176 L., dated 29th January 1898.

Communicated to all Presidents of District Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer, for information and guidance.

2. The Superintendent of Stationery is requested to supply this office with a complete set of the apparatus referred to in paragraph 4 of the order read above.

(True Extract.)

H. TREMENHEERE,
Ag. Secretary to Government.

To all Presidents of District Boards.
„ all Chairmen of Municipal Councils.
„ the President, Municipal Commission, Madras.
„ the Sanitary Board.
„ the Sanitary Engineer.
„ the Superintendent of Stationery.

Exd. C. M. Thumbuswamy.

PLATE I

FINGER PRINTS

ARCHES

LOOPS

WHORLS



Reg: No. 3952
Copies 600 + 565

Photo-Print., Survey Office, Madras.
1898.

PLATE II

SPECIMEN HAND

RIGHT HAND

4TH FINGER	3RD FINGER	2ND FINGER	1ST FINGER	THUMB
Loop L	Whorl W	Loop L	Arch A	Whorl W



LEFT HAND

4TH FINGER	3RD FINGER	2ND FINGER	1ST FINGER	THUMB
Loop L	Whorl W	Loop L	Outer O	Whorl W



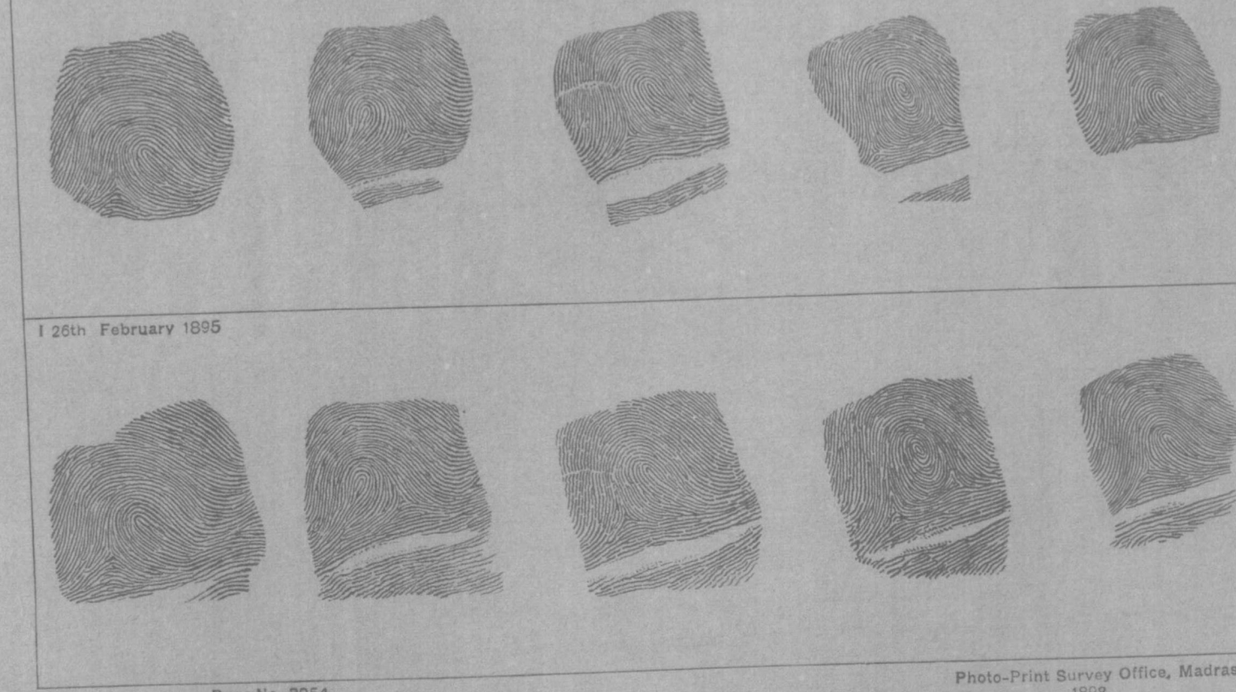
Photo-Print, Survey Office, Madras.
1898.

Reg: No. 3953
Copies 600 + 565

FINGER PRINTS OF THE RIGHT HAND OF A PERSON

taken first on 26th February 1895 and afterwards on 31st July 1897.

PLATE III

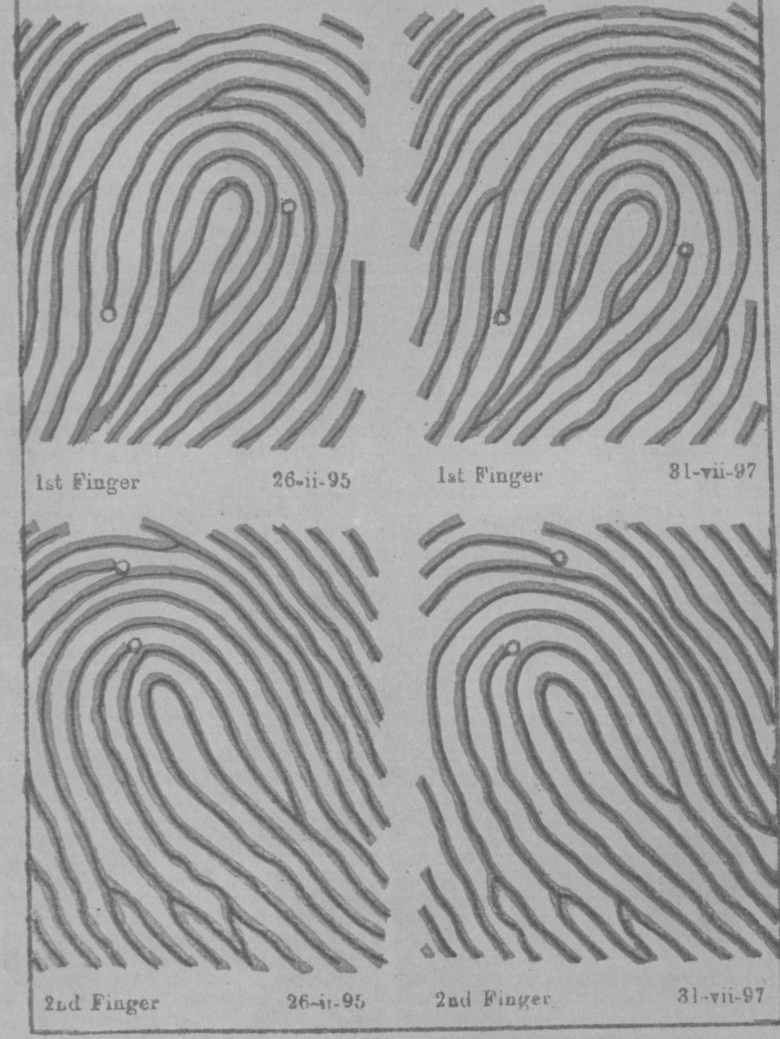


Reg: No. 3954
Copies - 600+565

Photo-Print Survey Office, Madras.
1898

CORRESPONDING PORTIONS ENLARGED
of
FIRST and SECOND FINGERS (PLATE III)

26-ii-95 & 31-vii-97 with axes of ridges



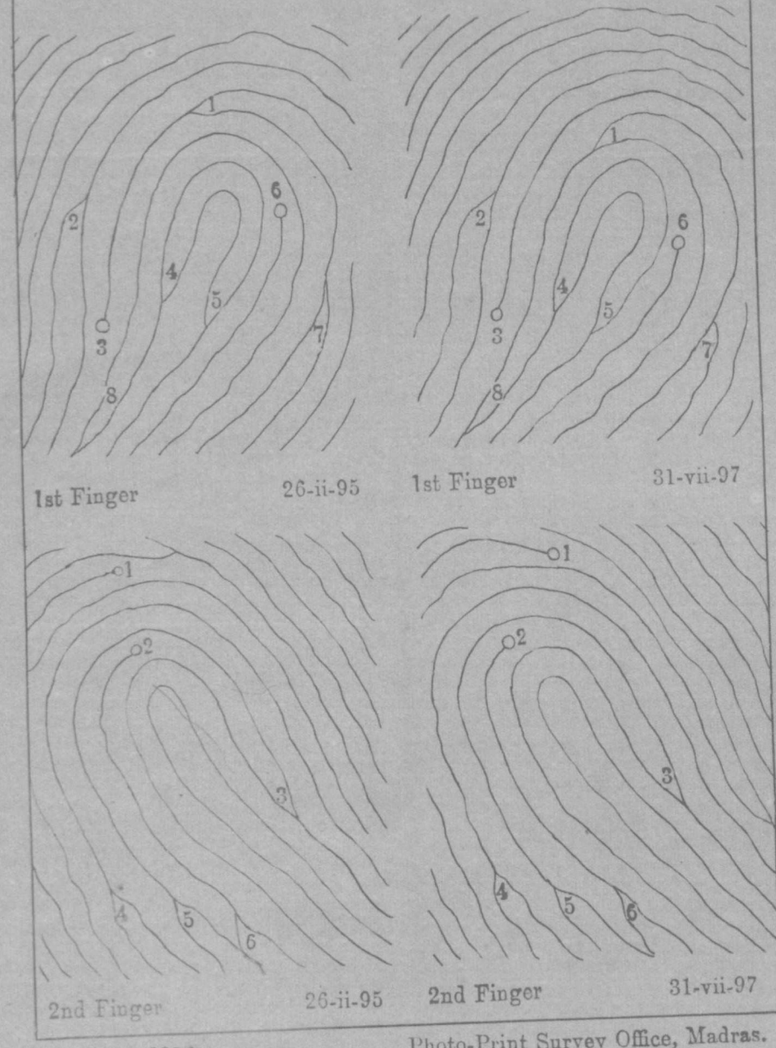
Reg: No. 3955
Copies 600

Photo-Print Survey Office, Madras.
1897.

PLATE V

SKELETON CHART OF PLATE IV

Showing the axes of the ridges with points of reference numbered



Reg. No. 3956
Copies 600 + 565

Photo-Print Survey Office, Madras.
1898.

Government {1898} of Madras.

LOCAL AND MUNICIPAL.

Recd. } 1898. Enclosures
Regd. } Spare copies

G.O., No. 176 L., 29th January 1898.

JANUARY.

Finger-prints.

Communicating to all Presidents of District Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer, for information and guidance, Government Order, Pension Department, ~~communicating to all heads of departments, for information and guidance,~~ a set of rules for the record of the — of Government servants and pensioners ~~and for the utilization thereof~~, and requesting the Superintendent of Stationery to supply the Local and Municipal Department with a complete set of the apparatus required for the ~~taking of finger-tip impressions~~.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

Read—the following paper :—

G.O., No. 918, Pension, dated 4th December 1897.

Read—again the following papers :—

Official memorandum to the Inspector-General of Registration, No. 63, Pension, dated 24th July 1895.
Letter from the Inspector-General of Registration, G. No. 2174, dated 31st July 1895.
Office-note to the Chief Secretary to Government, Judicial Department, No. 94, Pension, dated 12th November 1895.
Official memorandum to the Accountant-General, No. 97, Pension, dated 9th December 1895.
Letter from the Accountant-General, No. I.A.D.-12, dated 9th January 1896.
Official memorandum to the Inspector-General of Registration, No. 7, Pension, dated 1st February 1896.
Letter from the Inspector-General of Registration, T. No. 402, dated 9th February 1896.
Official memorandum to all Heads of Departments, No. 27, Pension, dated 20th March 1896, and file of replies received thereto.
Government Order, Nos. 1382 and 1383, Judicial, dated 25th August 1896.
Letter from the Inspector-General of Police, No. 512, dated 15th February 1897.
Official memorandum to the Inspector-General of Police, No. 25, Pension, dated 15th May 1897.
Letter from the Inspector-General of Police, No. 2102, dated 17th June 1897.
Official memorandum to the Inspector-General of Police, No. 37, Pension, dated 3rd July 1897.
Letter from the Inspector-General of Police, No. 2808, dated 10th August 1897.
Official memorandum to the Inspector-General of Police, No. 45, Pension, dated 17th August 1897.

Read—also letter from M. HAMMICK, Esq., I.C.S., Inspector-General of Police, Madras, dated 17th November 1897, No. 4169.

Abstract.—Forwards five finger-print plates as directed in Official Memorandum No. 45, dated 17th August 1897, &c.

Order—No. 918, Pension, dated 4th December 1897.

The system of identification by means of finger-prints has for some time been in force in the Police and Registration departments, where it forms a useful means of establishing the identity of convicts, and of the executants and witnesses of registered documents. The Government has long had under its consideration the desirability of applying the same methods for the purpose of identifying Government servants and pensioners, but the actual issue of orders on the subject has been deferred pending the completion of the revised Police Manual of Anthropometry, sections 11 to 14 of which contain an illustrated explanation of the manner in which to record, distinguish and classify finger-tip impressions.

2. It is now proposed by means of the same system to provide a permanent record of the distinguishing marks of Government pensioners and of non-gazetted officers required to maintain service registers, and for this purpose a special set of instructions has been drawn up, which will be found in the first appendix to this order. The Accountant-General should arrange for their communication to all officers entrusted with the disbursement of pension payments and the mustering of pensioners, and heads of departments will be requested to make similar arrangements in the case of subordinate officers responsible for the preparation of pension applications and the maintenance and verification of service registers.

3. The appended rules make sufficient provision for the record of finger-prints in the case of individuals who enter Government service or receive pensions *in the future*, but it is necessary further to provide for the identification of persons *already* in Government employ or in receipt of pensions. There should be no difficulty in having the requisite number of impressions taken within a period of, say, one year. The Accountant-General will be requested to make the necessary arrangements in the case of pensioners, and heads of departments will arrange for the entry of finger-prints in the service registers of non-gazetted officers already in permanent employ.

4. The apparatus required for the taking of finger-tip impressions consists of the following articles :—

(i) a small India rubber roller, $5\frac{1}{2}''$ long ;
(ii) a tin or copper slab ($10\frac{1}{2}'' \times 7''$) screwed on to a board 1″ thick;
(iii) a small supply of printer's ink ; and
(iv) a little kerosine-oil with which to make the ink more fluid and to clean the roller and slab.

The rollers used in the Police department have been procured from Messrs. Dawes of Calcutta, the other articles being obtained locally. The Superintendent of Stationery will now be requested to arrange for the supply of rollers in such quantities as may be necessary. Sets of apparatus have already been supplied to all registration offices and most police stations and can no doubt be made available for the use of officers belonging to other departments. Separate orders in regard to this matter will issue in the Judicial Department. To prevent too frequent application for the loan or use of such apparatus, however, the Government considers it desirable that complete sets should be supplied to the officers shown in the list forming Appendix B to the order. Heads of departments will be requested to report with detailed reasons the names of other officers to whom they may consider such a supply indispensable.

5. Suggestions for the modification and improvement of the rules now circulated should be addressed to the Pension Department of the Government office.

6. The application of similar rules to the case of yeomiahdars and Political pensioners will be considered in the Revenue and Political departments.

(True Extract.)

(Signed) G. S. FORBES,
Ag. Secretary to Government.

To the Public Department,
„ the Judicial „
„ the Educational Department,
„ the Political „
„ the Ecclesiastical „
„ the Financial „
„ the Local and Municipal Department,
„ the Revenue Department,
„ the Public Works Department,
„ the „ „ „ Marine Branch,
„ the Accountant-General.
„ the Superintendent of Stationery.
} for communication to Heads of Departments under them.

APPENDIX A.

Rules for the record of the Finger-prints of Government Servants and Pensioners and for the utilization thereof.

Part I.—The manner of recording finger-prints.

1. A permanent record will, in future, be maintained of the thumb and finger-prints of the left hand of (i) every newly entertained non-gazetted officer who is required to maintain a service register and (ii) every pensioner who, prior to retirement, was required to maintain such a register.

2. In the case of every individual newly entertained in Government service, the necessary impressions will be recorded in the service register either in a blank page at the commencement of the book or in the column showing "personal marks for identification." They should be

taken in the presence and under the personal superintendence of the head of the office or other officer whose duty it is to attest the entries in the service register.

In the case of pensioners, the impressions will be recorded (*a*) on the first page of the pension application on the right hand margin or at the foot of the page, and (*b*) at the foot of the first page of the Collector's half of a blank form of the permanent pay order; care should be taken to assign and distinguish a separate space for the thumb and each finger. The officer by whom the pension application is prepared will be responsible for the record of the finger-prints, which will be forwarded with the application to the authority having power to grant the pension.

3. The apparatus required for taking impressions consists of the following articles :—

A sheet of tin or copper, 10½ inches by 7, or of such other size as experience may show to be most convenient, screwed down by its corners to a board one inch thick; an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosine-oil on each occasion after use, dried with a rag and put out of the way of dust.

4. The manner in which impressions should be taken is explained below :—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the color of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

NOTE.—A drop or two of kerosine-oil added to the ink makes it more fluid. The inked finger should only be rolled *once* on the card from one side to the other and then removed cleanly without smudging the pattern. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

5. To the finger-prints, as thus recorded, should be appended a certificate in the following terms :—

"Certified that the above finger-prints have been taken in my presence and under my personal superintendence, from the left hand of the individual *whose services are entered in this book or* 'whose pension forms the subject of the application', or 'whose name is entered in this permanent pay order.'"

Part II.—The utilization of recorded finger-prints.

6. The principal uses of the record of finger-prints directed in rule 1 *supra* are the following :—

(i) It furnishes an absolutely reliable means of establishing the identity of a Government servant transferred to a distant place where he is not known, or sent for medical examination to an officer who is not acquainted with his appearance.

(ii) It places in the hands of officers entrusted with the payment of pensions or the mustering of pensioners an infallible means of detecting attempts at false personation, and resort should be had to this test in all cases where any doubt arises as to the identity of the individual claiming payment of pension.

(iii) It will ultimately render unnecessary the special arrangements now made for the examination of gosha pensioners, a life certificate coupled with a fresh set of impressions will furnish sufficient evidence of identity in such cases.

7. For the information of officers, who may have occasion to examine finger-prints with a view to verifying the identity of the individual from whose hands they have been taken, it is necessary to premise that the impressions recorded form clear and distinct patterns which are constant and ineradicable. Each individual's hand presents a separate set of impressions which a slight scrutiny suffices to distinguish from the finger-prints taken from any other hand. Nor do the impressions taken from the same hand at different periods of life change with lapse of time, except as has been remarked, for alterations "such as would be found in lace, which, after being washed and stretched, will show the same pattern and number of meshes, although they may be somewhat distorted in shape." There are three main types of pattern, namely, "arches," "loops" and "whorls," specimens of which are shown in the accompanying Plate I.

The pattern is an "arch" when the ridges in the centre run from one side to the other of the bulb without making any backward turn or twist; a "loop" when there is a single backward turn but no twist; and a "whorl" when there is a turn through at least one circle. Loops on the forefinger may further be distinguished as either *inner* loops when they open towards the thumb side, or *outer* loops towards the little finger (Plates I and II).

In the Police department, it is customary for the purposes of classifying the finger-prints recorded in numerous cases to assign a separate descriptive formula to each pair of hands, and the manner in which this is done is explained at length in rules 11 to 13 of the revised edition of the departmental manual entitled "Anthropometry as applied to the identification of criminals." For the purposes of the present rules it will, however, ordinarily suffice to examine each finger-print either by the naked eye or with the aid of a magnifying glass

in order to ascertain if in each case the distinctive pattern corresponds with that noticeable in the impression previously recorded. Thus, supposing Plate II (left hand) to represent the permanent record, it would be necessary to examine the new set of impressions in order to make certain that the pattern of the fourth or little finger was a loop, that of the third finger a whorl, and so on. A variation in any one case would be sufficient to leave no doubt that false personation was being attempted. Should the general patterns correspond, a closer examination may, if thought necessary, be made (either with or without a magnifying glass) in order to ascertain whether each line in a particular impression coincides in appearance with the corresponding line in the finger-print forming the permanent record.

8. To further illustrate these rules, Plates III to V appended have been prepared in the office of the Inspector-General of Police. Plate III exhibits impressions of the thumb and fingers of the right hand taken with an interval of 2½ years. Plate IV represents the corresponding impressions of the first and second fingers enlarged. Plate V is a skeleton chart of Plate IV and shows the axes of the ridges with the points of reference numbered.

APPENDIX B.

LIST of officers to whom the apparatus required for taking finger-tip impressions should be supplied :—

Chief Secretary to Government ...	1	Surgeon, Ophthalmic Hospital ...	1
Revenue Secretary	1	Surgeon, General Hospital ..	1
Public Works Secretary	1	Superintendent, Lunatic Asylum	1
Board of Revenue	1	District Medical and Sanitary Officers	21
Accountant-General	1	Civil Surgeons	9
Registrar, High Court	1	Collectors, Divisional Officers, Tahsildars and Deputy Tahsildars ...	453
Judge, City Civil Court	1	Sanitary Commissioner	1
Chief Judge, Court of Small Causes.	1	Sanitary Engineer	1
Chief Presidency Magistrate ...	1	Private Secretary to His Excellency the Governor	1
Surgeon-General with the Government of Madras	1	The Venerable the Archdeacon of Madras	1
Superintendent, Government Press ...	11	Paymaster, Carnatic Stipends ...	1
Director of Public Instruction ...	1	Resident in Travancore and Cochin.	1
Collector of Madras	1	Treasury officers in the mofussil ...	235
Superintendent of Survey	1		
Presidency Port Officer	1		
Surgeons of four districts of the Presidency Town	4		

ORDER—No. 176 L., dated 29th January 1898.

Communicated to all Presidents of District Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer, for information and guidance.

2. The Superintendent of Stationery is requested to supply this office with a complete set of the apparatus referred to in paragraph 4 of the order read above.

(True Extract.)

Ag. Secretary to Government.

To all Presidents of District Boards.
" all Chairmen of Municipal Councils.
" the President, Municipal Commission, Madras.
" the Sanitary Board.
" the Sanitary Engineer.
" the Superintendent of Stationery.

Exd C. M. Thumbuswamy.

Government {1897} of Madras.

PENSION.

LOCAL & MUNICIPAL DEPT.
CURRENT No. 652

Recd. 10 January } 1897.
Regd.

Enclosures

Spare copies 4

G.O., No. 918, 4th December 1897.

29.1.98

P.S. Order No. 176 dt 29.1.98

Communicated to all Presidents of district Boards and Chairmen of Municipal Councils, the President, Municipal Commission, Madras, the Sanitary Board and the Sanitary Engineer for information and guidance.

DECEMBER. 2. The Superintendent of Stationery is requested to supply this Office with a complete set of the apparatus referred to in para 4 of the order read above.

To all Presidents of dt. Boards. Opp. 3/5/98 Opp. 16/3/98
" Chairmen of Munl. Councils. Opp. 28/1/98
The President, Munl. Commr. Madras
" Sanitary Board
" Engineer. 3
Dep. 14/3/98 Superintendent of Stationery 5

29 1 98

Finger-prints.

Communicating to all heads of departments, for information and guidance, a set of rules for the record of the — of Government servants and pensioners and for the utilization thereof.

18/1/98.

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—again the following papers :—

Official memorandum to the Inspector-General of Registration, No. 63, Pension, dated 24th July 1895.
Letter from the Inspector-General of Registration, G. No. 2174, dated 31st July 1895.
Office-note to the Chief Secretary to Government, Judicial Department, No. 94, Pension, dated 12th November 1895.
Official memorandum to the Accountant-General, No. 97, Pension, dated 9th December 1895.
Letter from the Accountant-General, No. I.A.D.-12, dated 9th January 1896.
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Official memorandum to the Inspector-General of Police, No. 25, Pension, dated 15th May 1897.
Letter from the Inspector-General of Police, No. 2102, dated 17th June 1897.
Official memorandum to the Inspector-General of Police, No. 37, Pension, dated 3rd July 1897.
Letter from the Inspector-General of Police, No. 2808, dated 10th August 1897.
Official memorandum to the Inspector-General of Police, No. 45, Pension, dated 17th August 1897.

READ—also letter from M. HAMMICK, Esq., I.C.S., Inspector-General of Police, Madras, dated 17th November 1897, No. 4169.

ABSTRACT.—Forwards five finger-printplates as directed in Official Memorandum No. 45, dated 17th August 1897, &c.

ORDER—No. 918, Pension, dated 4th December 1897.

The system of identification by means of finger-prints has for some time been in force in the Police and Registration departments, where it forms a useful means of establishing the identity of convicts, and of the executants and witnesses of registered documents. The Government has long had under its consideration the desirability of applying the same methods for the purpose of identifying Government servants and pensioners, but the actual issue of orders on the subject has been deferred pending the completion of the revised Police Manual of Anthropometry, sections 11 to 14 of which contain an illustrated explanation of the manner in which to record, distinguish and classify finger-tip impressions.

2. It is now proposed by means of the same system to provide a permanent record of the distinguishing marks of Government pensioners and of non-gazetted officers required to maintain service registers, and for this purpose a special set of instructions has been drawn up, which will be found in the first appendix to this order. The Accountant-General should arrange for their communication to all officers entrusted with the disbursement of pension payments and the mustering of pensioners, and heads of departments will be requested to make similar arrangements in the case of subordinate officers responsible for the preparation of pension applications and the maintenance and verification of service registers.

3. The appended rules make sufficient provision for the record of finger-prints in the case of individuals who enter Government service or receive pensions *in the future*, but it is necessary further to provide for the identification of persons *already* in Government employ or in receipt of pensions. There should be no difficulty in having the requisite number of impressions taken within a period of, say, one year. The Accountant-General will be requested to make the necessary arrangements in the case of pensioners, and heads of departments will arrange for the entry of finger-prints in the service registers of non-gazetted officers already in permanent employ.

4. The apparatus required for the taking of finger-tip impressions consists of the following articles :—

(i) a small India rubber roller, $5\frac{1}{2}$″ long ;
(ii) a tin or copper slab ($10\frac{1}{2}$″ × 7″) screwed on to a board 1″ thick;
(iii) a small supply of printer's ink ; and
(iv) a little kerosine-oil with which to make the ink more fluid and to clean the roller and slab.

The rollers used in the Police department have been procured from Messrs. Dawes of Calcutta, the other articles being obtained locally. The Superintendent of Stationery will now be requested to arrange for the supply of rollers in such quantities as may be necessary. Sets of apparatus have already been supplied to all registration offices and most police stations and can no doubt be made available for the use of officers belonging to other departments. Separate orders in regard to this matter will issue in the Judicial Department. To prevent too frequent application for the loan or use of such apparatus, however, the Government considers it desirable that complete sets should be supplied to the officers shown in the list forming Appendix B to the order. Heads of departments will be requested to report with detailed reasons the names of other officers to whom they may consider such a supply indispensable.

5. Suggestions for the modification and improvement of the rules now circulated should be addressed to the Pension Department of the Government office.

6. The application of similar rules to the case of yeomiahdars and Political pensioners will be considered in the Revenue and Political departments.

(True Extract.)

for Ag. Secretary to Government.

To the Public Department,
„ the Judicial „
„ the Educational Department,
„ the Political „
„ the Ecclesiastical „
„ the Financial „
„ the Local and Municipal Department,
„ the Revenue Department,
„ the Public Works Department,
„ the „ „ „ Marine Branch,
„ the Accountant-General.
„ the Superintendent of Stationery.

} for communication to Heads of Departments under them.

APPENDIX A.

RULES FOR THE RECORD OF THE FINGER-PRINTS OF GOVERNMENT SERVANTS AND PENSIONERS AND FOR THE UTILIZATION THEREOF.

Part I.—The manner of recording finger-prints.

1. A permanent record will, in future, be maintained of the thumb and finger-prints of the left hand of (i) every newly entertained non-gazetted officer who is required to maintain a service register and (ii) every pensioner who, prior to retirement, was required to maintain such a register.

2. In the case of every individual newly entertained in Government service, the necessary impressions will be recorded in the service register either in a blank page at the commencement of the book or in the column showing "personal marks for identification." They should be

taken in the presence and under the personal superintendence of the head of the office or other officer whose duty it is to attest the entries in the service register.

In the case of pensioners, the impressions will be recorded (*a*) on the first page of the pension application on the right hand margin or at the foot of the page, and (*b*) at the foot of the first page of the Collector's half of a blank form of the permanent pay order; care should be taken to assign and distinguish a separate space for the thumb and each finger. The officer by whom the pension application is prepared will be responsible for the record of the finger-prints, which will be forwarded with the application to the authority having power to grant the pension.

3. The apparatus required for taking impressions consists of the following articles:—

A sheet of tin or copper, 10½ inches by 7, or of such other size as experience may show to be most convenient, screwed down by its corners to a board one inch thick; an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosine-oil on each occasion after use, dried with a rag and put out of the way of dust.

4. The manner in which impressions should be taken is explained below:—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the color of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

Note.—A drop or two of kerosine-oil added to the ink makes it more fluid. The inked finger should only be rolled *once* on the card from one side to the other and then removed cleanly without smudging the pattern. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

5. To the finger-prints, as thus recorded, should be appended a certificate in the following terms:—

"Certified that the above finger-prints have been taken in my presence and under my personal superintendence, from the left hand of the individual *whose services are entered in this book or* 'whose pension forms the subject of the application', or 'whose name is entered in this permanent pay order.'"

Part II.—The utilization of recorded finger-prints.

6. The principal uses of the record of finger-prints directed in rule 1 *supra* are the following:—

(i) It furnishes an absolutely reliable means of establishing the identity of a Government servant transferred to a distant place where he is not known, or sent for medical examination to an officer who is not acquainted with his appearance.

(ii) It places in the hands of officers entrusted with the payment of pensions or the mustering of pensioners an infallible means of detecting attempts at false personation, and resort should be had to this test in all cases where any doubt arises as to the identity of the individual claiming payment of pension.

(iii) It will ultimately render unnecessary the special arrangements now made for the examination of gosha pensioners, a life certificate coupled with a fresh set of impressions will furnish sufficient evidence of identity in such cases.

7. For the information of officers, who may have occasion to examine finger-prints with a view to verifying the identity of the individual from whose hands they have been taken, it is necessary to premise that the impressions recorded form clear and distinct patterns which are constant and ineradicable. Each individual's hand presents a separate set of impressions which a slight scrutiny suffices to distinguish from the finger-prints taken from any other hand. Nor do the impressions taken from the same hand at different periods of life change with lapse of time, except as has been remarked, for alterations "such as would be found in lace, which, after being washed and stretched, will show the same pattern and number of meshes, although they may be somewhat distorted in shape" There are three main types of pattern, namely, "arches," "loops" and "whorls," specimens of which are shown in the accompanying Plate I.

The pattern is an "arch" when the ridges in the centre run from one side to the other of the bulb without making any backward turn or twist; a "loop" when there is a single backward turn but no twist; and a "whorl" when there is a turn through at least one circle. Loops on the forefinger may further be distinguished as either *inner* loops when they open towards the thumb side, or *outer* loops towards the little finger (Plates I and II).

In the Police department, it is customary for the purposes of classifying the finger-prints recorded in numerous cases to assign a separate descriptive formula to each pair of hands, and the manner in which this is done is explained at length in rules 11 to 13 of the revised edition of the departmental manual entitled "Anthropometry as applied to the identification of criminals." For the purposes of the present rules it will, however, ordinarily suffice to examine each finger-print either by the naked eye or with the aid of a magnifying glass

in order to ascertain if in each case the distinctive pattern corresponds with that noticeable in the impression previously recorded. Thus, supposing Plate II (left hand) to represent the permanent record, it would be necessary to examine the new set of impressions in order to make certain that the pattern of the fourth or little finger was a loop, that of the third finger a whorl, and so on. A variation in any one case would be sufficient to leave no doubt that false personation was being attempted. Should the general patterns correspond, a closer examination may, if thought necessary, be made (either with or without a magnifying glass) in order to ascertain whether each line in a particular impression coincides in appearance with the corresponding line in the finger-print forming the permanent record.

8. To further illustrate these rules, Plates III to V appended have been prepared in the office of the Inspector-General of Police. Plate III exhibits impressions of the thumb and fingers of the right hand taken with an interval of 2½ years. Plate IV represents the corresponding impressions of the first and second fingers enlarged. Plate V is a skeleton chart of Plate IV and shows the axes of the ridges with the points of reference numbered.

APPENDIX B.

List of officers to whom the apparatus required for taking finger-tip impressions should be supplied:—

Chief Secretary to Government ...	1	Surgeon, Ophthalmic Hospital ...	1
Revenue Secretary	1	Surgeon, General Hospital ..	1
Public Works Secretary	1	Superintendent, Lunatic Asylum	1
Board of Revenue	1	District Medical and Sanitary Officers	21
Accountant-General	1	Civil Surgeons	9
Registrar, High Court	1	Collectors, Divisional Officers, Tahsildars and Deputy Tahsildars ...	453
Judge, City Civil Court	1	Sanitary Commissioner	1
Chief Judge, Court of Small Causes.	1	Sanitary Engineer	1
Chief Presidency Magistrate ...	1	Private Secretary to His Excellency the Governor	1
Surgeon-General with the Government of Madras	1	The Venerable the Archdeacon of Madras	1
Superintendent, Government Press ...	11	Paymaster, Carnatic Stipends ...	1
Director of Public Instruction ...	1	Resident in Travancore and Cochin.	1
Collector of Madras	1	Treasury officers in the mofussil ...	235
Superintendent of Survey	1		
Presidency Port Officer	1		
Surgeons of four districts of the Presidency Town	4		

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