Recorded.

3.4.84

Govt. of [1884] Madras.

PUBLIC.

3 APR 84

Issued

Recd. 3/4/84 Encl.

G.O., 26th March 1884, No. 633.

MARCH.

"Madras Manual of the Administration."

Passing orders on letter from the Government of India requesting that timely arrangements may be made for the careful preparation of the chapters in the General Administration report containing standing information, by officers possessing a special acquaintance with the subjects dealt with.

GOVERNMENT F MADRAS.

PUBLIC DEPARTMENT.

READ—again the following letter from the Government of India, dated 19th April 1883, No. 16-534:—

In inviting attention to the orders marginally noted, I am directed to remind you that the chapters in the General Administration report containing standing information will fall to be revised and re-written in the report for 1882-83. I am accordingly to request that, with the permission of His Excellency the Governor in Council, timely arrangements may be made for the careful preparation of the chapters by officers possessing a special acquaintance with the subjects dealt with.

Resolution, Nos. 15-473 to 483, dated 19th March 1881.
Circular letter, Nos. 32-1338 to 137, dated 23rd July 1878.

ORDER—dated 26th March 1884, No. 633, Public.

In reply to this call the Government f India were informed that the prefaces would be supplied on the present occasion n the form of a separate volume, and this volume is now in preparation and approaching completion under the title of the "Madras Manual of the Administration."

2. The procedure adopted in the prepration of this volume has been to collect from heads of departments and other soures the names of books, papers, and other material, to draft rough articles from that material in this office, and to send the rough articles for correction and final draft to the heads of departments or to selected officers. In a few cases, officers have been called upon to prepare new articles without making a draft in this office. The references are now proceeding.

3. The Government desire it may be understood that they attach particular importance to the careful and intelligent preparation of these articles in the terms of the Government of India reference, and the officers to whom they are sent for revision are in all cases "officers possessing a special acquaintance with the subjects dealt with." It is expected, therefore, that such officers will give the matter their close and personal attention.

(True Extract.)

Chief Secretary.

To the departments of the Secretariat.
„ all heads of departments.

Exd. J. Wright.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

19th June 1880, No. 935.

Administration Reports.

Read the following paper:—

No. 69. *Extract from the Proceedings of the Government of India in the Home, Revenue, and Agricultural Department (Public), dated Simla, 9th June 1880, No. 26—953-66.*

Read—

Revised rules regarding Annual Administration Reports and Financial Accounts which will form a portion of the second volume of the Public Works Department Code of Regulations.

RESOLUTION.—In circulating to Local Governments and Administrations the above revised rules, the Governor-General in Council desires to invite special attention to the provision whereby the Local Administration Report prepared by the Officers of the Public Works Department will in future form the Public Works Chapter of the General Administration Report. This arrangement has been accepted, in communication with the Public Works Department, as being the most convenient, and His Excellency in Council desires that it may be adopted.

ORDER.—Ordered that a copy of this Resolution, with the revised rules, be communicated to Local Governments and Administrations for information and guidance. Also, that a copy of the Resolution be sent to the Public Works Department for information.

(True Extract.)

(Signed) F. C. DAUKES,
Under Secy. to the Govt. of India.

ENCLOSURE No. 1.

Accompaniment to Public Works Department Circular No. VI of 1880.

CHAPTER .

BUDGET RULES AND ANNUAL REPORTS.

SECTION .

ANNUAL ADMINISTRATION REPORTS AND FINANCIAL ACCOUNTS.

The whole of the transactions of the Public Works Department for the financial year in each province, as well as the transactions of the State Railways and Telegraphs, and the Military Works Branch, will be reviewed and shown in an "Administration Report" and in a "Financial Account."

2

The Local Administration Report will be prepared by the Secretary to each Local Government or Administration; in the Public Works Department by the Director-General of Railways, the Director-General of Telegraphs, and the Inspector-General of Military Works. Thirty copies of the document should reach the Government of India by the 1st August following the year to which it relates. The Financial Account will be prepared by the Examiners of Public Works Accounts.

3

The Local Administration Report will form the Public Works Chapter in the General Administration Report of the province to which it refers. It, therefore, should be written in narrative form as briefly as possible and will be accompanied only by such financial details as may be necessary to illustrate the general scope and magnitude of the operations to which it relates. It should describe the nature and purpose of any large works or set of works in any branch of the Administration which have been undertaken or are in progress during the year and any important events which have occurred concerning them, or engineering questions which may have arisen, and the results of any new administrative measures affecting the department which may have been tried. The nature and growth of the traffic and the operations generally of Guaranteed Railway Companies and State Railways or Telegraphs, as well as the progress of railway or telegraph works under construction, and the advantages which are derived or expected from them to trade, or to the revenues of the country, should be described by the Directors-General of Railways and Telegraphs; while the general progress of Military Works and how far the wishes of Government in respect of the housing of troops or of the protection of the country by fortification have been met should be related by the Inspector-General of Military Works. The Irrigation Works, Productive and Ordinary, should be described in the same way.

4

It should be borne in mind that as the Administration Report, so far as its Public Works Chapter is concerned, is intended to show the general effects of the operations of the Public Works Department, on the satisfactory administration of which so much of the material progress of the country depends, and not the expenditure for the year, it should deal with figures only so far as they may be necessary for the former purpose, and the extent to which these are employed in illustration of the Administration Report may properly be left to the discretion of Local Governments and Administrations or the heads of the other three great branches of Public Works service. The Report should not be made the medium of submitting questions for the orders of Government, but it may properly notice the future requirements of the province or branch of the department, as well as the advantages it has derived from past operations.

5

The Public Works Chapters of the Administration Reports of the Local Governments and Administrations should be prepared by the Public Works Department on notes by the principal officers of the Buildings and Roads, Railway, and Irrigation Branches, but it will not be necessary, unless convenient to do so, to separate Imperial and Provincial and Local Fund Works.

6

The complete and detailed expenditure and revenue of the Public Works Department for the year will be recorded in the Financial Accounts of the "Public Works Department;" these will be prepared by the Examiners under the rules laid down in paragraph 11, Chapter XX, Section 6, Public Works Code (Third Edition) [as modified by subsequent orders].

It is not proposed to alter the present rules which refer to the Annual Appropriation and Outlay Account, but it is considered desirable that the name be changed to "Financial Accounts;" the former is not correct, for the account includes the receipts of the Public Works Department as well as its expenditure.

The "Financial Accounts" of the Public Works Department will contain, whenever necessary, an explanatory note on the following heads:—

i.—Lapse of grant.
ii.—Unauthorized expenditure, or without grant.
iii.—Unauthorized re-appropriation of grants.
iv.—Abnormal cost of establishments or stock.
v.—Excess over estimates.
vi.—Advances.

It will also fully explain any irregularities in expenditure or deviation from rule or custom regarding which the Government of India would be likely to require information.

No. 70. ORDER THEREON, 19th June 1880, No. 935.

Copy to the Public Works Department.

(True Extract.)

for Chief Secretary.

To the Public Works Department.

Exd. J. W. Fischer.

P.W.D.
30 JUN 80
No. 4160.

Govt. of Madras.

PUBLIC.

To THE PUBLIC WORKS DEPARTMENT.

Dated Ootacamund, 30th June, 1880.

Passed.

Read.

Recorded.

G.O. 1059 dated 18th, No. 925.

JUNE.
Nos 69 & 70.

Administration Report.—Copy of letter from the Government of India communicating their opinion, inviting general discussion on proposals submitted by the Local Administrations, upon which the Public Works Chapter of the General Administration Report, forwarded to the Public Works Department.

No. 1641 W. 2nd July 1881

Recorded—

Govt. Order No. 1059 dated 17.5.79

7

No. 229 dated 1881

No 219 Colonial Office July 1883

Memorandum.

In reply to the Memorandum from the Under Secy: to Govt, Public Dept, No. 1240 A dated 2nd July 1883 - the undersigned would suggest a reference to the following sources of information for the compilation of an article on the P. W. Dept. Genl Buildings and Roads Branches

The last Edition of "Standing Information"
page 279 et seq
The P. W. Code.
Administration Reports.
Finance Accounts.

2. The undersigned would be glad to revise the MS or "Proof" of the Article.

(S.) R. H. Sankey Col R.E.
Chf Engr P.W.D.

To
The U.S. to Govt
Public Dept
Dcpd 17/7

Mss No 1240 Rec 17.7.83
" " 709 rec 5.8.83

To
C. No. 8794

The last Edition of the "Standing Information" contains an article on "Public (General) Works" "Buildings & Roads Branch" p. 279 et seq. In addition to this P.W. Madras may be referred to the P.W. Code.
Administration Reports
Finance Accounts.
Where these contain all required information

A.J.
16-7

C. No.

Yes - The MSS would perhaps might also be sent to members of Council to the C.E.

17.7
16/7

PUBLIC DEPARTMENT.

No. 1240 M

Official Memorandum.

Dated the 2 *June* 1883.

With reference to G.O. dated 30th April 1879, No. 663, para 2, and G.O. dated 22nd February 1883, No. 393, the Under Secretary is directed to request that as a preliminary to receiving from this office the rough draft of an article on "Public Works — Buildings and Roads Branch".

* for revision, the Chief Engineer will give the names of books &c. which will assist in its preparation, under the following heads:—(*a*) books, codes, or treatises, (*b*) reports containing information classed as "standing", or containing statistics of a general nature or for a term of years, (*c*) printed Orders of Government or Revenue Board containing résumés of subjects, or statistics as above, (*d*) any other class of document not here specified which may be considered useful for the purpose.

2. The principal new feature in the forthcoming edition will be the introduction of general or comparative statistics. Reference can be made to the remarks in para 10 of G.O. dated 30th April 1879, No. 663.

3. An early reply is requested to this reference.

Under Secretary.

28 JUN 83

* "Standing Information", 2nd Edition, page 257.

To, The Chief Engineer in charge Public Works — Buildings and Roads Branch, Madras.

No 709 Wds 5 to 9 Branch/83

Recorded

Govt. of {1883} Madras.

PUBLIC.

Issued

Recd. 3 3 83 *Encl.*

G.O., 22nd February 1883, No. 393.

No 709 Wds 5-3-83.

FEBRUARY.

Presidency Administration Report.

Accepting Dr. Macleane's offer to assume the editorship, in the first instance, of the revised volume of "Standing Information."

With Order
Entered in the Record

22nd February 1883, No. 393, Public.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—the following paper :—

From C. D. MACLEANE, Esq., Acting Collector and District Magistrate of Salem, to the Chief Secretary to Government, dated Salem, 7th February 1883, No. 448.

Abstract.—Making suggestions regarding the volume of "Standing Information."

Order—dated 22nd February 1883, No. 393, Public.

The Right Honorable the Governor in Council is pleased to accept Dr. Macleane's offer to assume the editorship, in the first instance, of the revised volume of "Standing Information."

(True Extract.)

Chief Secretary.

To C. D. Macleane, Esq., Mus. Doc.,
Acting Collector and District Magistrate, Salem.
,, the Departments of the Secretariat.
,, all Heads of Departments.

Exd. J. Wright.

Govt. of Madras.
PUBLIC.
To
The REVENUE DEPARTMENT.
&c., &c., &c.
Dated April 1883.
Read
Read
APRIL
No 61.

No 1408 W d/17th May/79
Recd
Comm.d to the officers of the P. W. Dept. for information and guidance.

Sec. Recd 14.5
Ch: Engr for I.
Com: Engrs for Sup.
Exr P. W. Accts.
" Sup: Stocks.
Com: Architect
Supt Mr. P. Works.
Genl Supt P. W. Stores &c.
Dep. 17-5-79

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

30th April 1879, No. 663.

Administration Reports.

No. 91. *Proceedings of Government, dated 30th April 1879, No. 663.*

For the convenience of officers engaged directly or indirectly in the preparation of material for the yearly Presidency Administration Report, the following consolidated instructions on that subject are issued. The Orders mentioned in the margin are, as far as they affect the question in hand, either incorporated in, or modified by, the present Order, and need not in future be referred to by reporting officers.

Dated 18th April 1863, No. 443.
„ 20th Oct. 1865, „ 1096.
„ 10th Feb. 1873, „ 139.
„ 4th June „ „ 584.
„ 13th Nov. 1874, „ 1218.
„ 27th Oct. 1875, „ 1309.
„ 30th June 1876, „ 707.
„ 26th July „ „ 826.
„ 4th Sept. „ „ 995.
„ 12th „ „ „ 1014.
„ 18th Oct. „ „ 1168.
„ 4th Nov. „ „ 1219.
„ 5th Jan. 1877, „ 20.
„ 13th Feb. „ „ 170.
„ 25th April 1878, „ 705.
„ 10th Aug. „ „ 1220.
„ 19th „ „ „ 1260.
„ 21st Nov. „ „ 1698.
„ 7th Dec. „ „ 1766.
„ 9th „ „ „ 1768, paras. 2 & 3.
„ 12th Feb. „ „ 56 (Educl.)

2. *Standing Information.*—When standing information or standing statistics are required by the Government on any subject, special arrangements will be made for their collection. Such matter is not necessary in any of the current departmental reports. Heads of departments should, however, keep the interleaved copy of standing information recently published by the Government posted up with such entries or references as may enable them when called upon to correct to date the matter there given.

3. *Summary of the Administration.*—A general review of the salient points in the administration is under this title prefixed to the yearly Presidency Administration Report under orders from the Secretary of State conveyed in Government of India Resolution recorded in G.O., dated 4th June 1873, No. 584. The duty of drafting the portions relating to the several departments has been deputed in several cases to the heads of departments concerned. These drafts are to be forwarded to the Public Department in the form of manuscript notes. What is required is a very concise summary written in narrative and non-technical style, showing for the year the condition of the subject or department concerned, with comparative notices of one or two successive years showing the progress made. The matter is to be narrative rather than critical. Material will be found by heads of departments in their own general knowledge of the year's administration, in the records of the Proceedings of Government for the year, and in the leading statistics contained in their own departmental administration reports for the year. Reference should be made to the summary of the latest published Presidency Report, in order to obtain a general idea of what is wanted in these contributions. The object being to secure an intelligent abstract of the year's proceedings, heads of departments are desired not to allow subordinates to prepare this material. If unsatisfactory material is sent in, it will be returned for revision. The material when prepared is not to be inserted in the corresponding departmental report, but is to be submitted to the Public Department as a draft for the purpose mentioned. In Appendix A at the end of this Order will be found the list of subjects on which contributions are required of officers who will make them and of the dates when they are due in the Government Office. When a note is marked

in the appendix as coming from one officer through another, the latter is responsible for its contents, and is at liberty to manipulate it in any way that may appear to him necessary before sending it on. For the sake of convenience in this office, a separate note should be made on each separate subject.

4. *Departmental Chapters.*—The majority of the reports utilized in the body of the Presidency Report, or the portion headed departmental chapters, are the ordinary departmental reports, these answering thus the twofold purpose of enabling the Government to check the operations of the department concerned and of giving the Government material with which to report to higher authority. From whichever point of view the departmental reports are regarded the following remarks will be applicable.

5. Punctuality of despatch is to be regarded as the first consideration. In Appendix B at the end of this Order will be found a list of all the reports utilized in the Presidency Report and the date on which each is due in the Government Office. The dates have been fixed in each case with regard to the special circumstances of the report concerned and with reference to the replies received to G.O., dated 7th December 1878, No. 1766, elsewhere recorded. Reports arriving after the date now specified will be liable to be excluded from the Presidency Administration Report, and, if that is found to be necessary, very serious notice will be taken of the occurrence. Heads of departments will adopt a similar procedure with their subordinates; that is to say, if a subordinate officer fails to supply the head of a department with material in due time, the proper course will be in most cases not to await the material from that officer, but to make up the report without it, using estimated figures if necessary, and to bring the default to the notice of Government.

6. Appendix B shows the name of the officer sending in the departmental reports. It is only necessary on this head to make the same remark as was made above in paragraph 3 in the case of notes for the summary, viz., that when a report is marked as coming from one officer through another, the latter is, for the purposes of the Presidency Report, responsible for its contents. The precise form in which such reports are to be communicated from the first office to the second office can be settled by the heads of departments concerned themselves.

7. Another column in the same appendix shows the form in which the reports are to be submitted to Government; that is to say, whether they are to be in print or in manuscript, and, if in print, in what size they are to be printed. In the case of all reports submitted in print, the officers concerned will themselves see them through the Press, the printing being carried out under the supervision of the Superintendent of the Government Press. The prescribed number of copies will be struck off complete as soon as the report is ready for submission to Government. The distribution of copies will not, however, be made by any department until the department has received the orders of Government on the report, and in all such cases the Government Order will be included in the copies distributed. Distribution within the Presidency is effected direct by the reporting officers; distribution outside the Presidency is effected through this department of the Government Secretariat. The distribution list will have been previously arranged in communication with Government.

8. In the arrangement of the departmental reports, reporting officers will work up to the Presidency Report as far as is practicable. The latest published Presidency Report will be referred to, and the order there observed as to chapters, sections, headings, and sub-headings will be observed in the departmental reports, unless some particular reason exists to the contrary. The Board of Revenue, whose report covers many subjects, should especially notice this. The Board of Revenue will observe that it is desirable in all cases where it is practicable to make that portion of their report which is included under Chapter V a mere abstract statement of accounts, and to keep distinct such information as is of an administrative nature. This will not be possible in such cases as Salt, Customs, Abkári, &c., where, under the scheme of the Presidency Report, there is no administrative section; but in all cases where there is such a section—as for instance in Land Revenue and Local Fund Circles—the distinction

should be attended to. The scheme at present in force for the arrangement of the main sections of the Presidency Report is shown in Appendix C at the end of this Order. That appendix shows also the reports or portions of reports which are utilized under each section.

9. The inconvenience of having different periods of report is seriously felt when the material given by the different departments is put side by side in one volume as in the Presidency Report. This inconvenience will, however, be reduced if the matter contained in the departmental reports is limited exactly to the period to which the report refers. Reporting officers should therefore report as if writing on the last day of the period to which their report refers and exclude all subsequent matter. Appendix B shows the period to which each report relates.

10. As regards the contents of the departmental reports, a few general remarks alone are possible. The instruction given in paragraph 2 above will not prevent reporting officers from making any short explanation of a standing nature on particular points which may seem to them convenient, as for instance in the case of the explanation of a technical term not likely to be understood. Statements showing statistics for a number of years will be out of place in the yearly report, but comparisons may conveniently be carried back for two years or three years. The Imperial bearings of questions should not be lost sight of. Thus, where trustworthy data are available, a comparison may often usefully be given between the statistics of the United Kingdom, of British India, of other Provinces in India, and of this Presidency, though it must be noted here that it is not the comparison of actual numbers, but that of rates, percentages, and proportions, which is valuable for the purpose of throwing light on the working of departments. Departmental administration reports are not to be made the vehicle for any request for orders, or for any matter of a nature calling for orders. They are properly a record of work done, of events that have occurred, of results arrived at, of cases that have been settled, and of discussions that have come to a termination; and few instances will occur when it will be desirable to introduce matters answering to any other description. Matters which have come before the departments only as reference, and decisions of this Government which are known to be under review by the Government of India, should, as far as is compatible with giving a consistent account of the year's proceedings, be entirely omitted. In the case of notice being made of discussions which have taken place, both sides of the questions must be stated temperately, and remarks must be confined strictly to what is already on record. Subjects which have been noticed one year should, if necessary, be carried forward and noticed again in the next year. The economical condition of Native States and their public and recognized relations with the British Government can be noticed and explained, but diplomatic transactions with such States or with Foreign Powers, or contemporary events affecting those transactions, are not to be referred to.

11. In the case of the finance report a literal agreement will not be expected between the figures finally put out by the Accountant-General and the figures incidentally mentioned in the administration reports of other departments.

12. Reports should be written with the utmost brevity consistent with perspicuity. The body of reports is often much too lengthy and diffuse, especially the letter-press portion; reporting officers can, with a very little attention, keep a check on the tendency of reports to grow in this direction. The number of appendix statements appended to the reports is also frequently susceptible of reduction. A statement or return found necessary on a particular occasion, but not permanently required, is liable to be continued for an indefinite time because there is no order to stop it. Statements which have once been prescribed by the Government cannot be discontinued without application being made to them, but reporting officers should not fail to bring to the notice of Government from time to time any cases where it appears to them that a discontinuance of a return is advisable. It will be convenient in this connection if a foot-note is given to each appendix statement appearing in a departmental report showing the Government order, if any, prescribing it.

13. *Statistical Returns.*—The only returns which will be required from departments for the purposes of the third portion of the Presidency Report will, unless special instructions are sent to them, be those appearing in the third portion of the latest published Presidency Report. Appendix D at the end of this Order shows the officers responsible for the different statements as at present arranged, and the mode and date of their submission. The titles of the statements are quoted here in brief only, and the Presidency Report itself must be referred to for further particulars. When these statements come up as part of a departmental report, they should be put into a special appendix, and should have the headings and titles required for the Presidency Volume. The necessity of keeping time is here of as absolute importance as in the case of reports mentioned in paragraph 5 above, and the remarks given there equally apply here. Where not already obtaining a system should be introduced of entering up in the different offices in the course of the year, or month by month, the statistical matter required at the end of the year.

14. *Note.*—All questions of departmental reports and statistical returns in so far as they concern the Presidency Report will in future be dealt with exclusively in the Public Department of the Secretariat.

15. Copy of these Proceedings will be forwarded for the information of the Government of India.

(True Extract.)

Acting Chief Secretary.

To the Revenue Department.
" Military Department.
" Public Works Department.
" Legislative Department.
" Chief Engineer for Irrigation.
" Board of Revenue.
" Superintendent of Revenue Survey, through the Board of Revenue.
" Director of Revenue Settlement, through the Board of Revenue.
" Conservator of Forests, through the Board of Revenue.
" Commissioner of the Nilgiris, through the Board of Revenue.
" Resident in Travancore and Cochin.
" Collector of Bellary.
" Collector of Kurnool.
" Collector of Trichinopoly.
" Honorable the Judges of the High Court.
" Judges of the Small Cause Court.
" Inspector-General of Police.
" Inspector-General of Jails.
" Inspector-General of Registration.
" Registrar of Joint Stock Companies.
" Commissioner of Police.
" Master Attendant, Madras.
" President of the Municipal Commission, Madras.
" Accountant-General.
" Commissioner of Paper Currency.
" Sanitary Commissioner.

To the Inspector of Vaccination, through Sanitary Commissioner.
" Protector of Emigrants.
" Surgeon-General, Indian Medical Department.
" Surgeon-General, British Medical Service.
" Health Officer, Madras.
" Director of Public Instruction.
" Committee of Management of the Ootacamund Lawrence Asylum.
" Commissioner for the Uncovenanted Civil Service Examinations.
" Government Astronomer.
" Superintendent of the School of Arts.
" Registrar of Books, through Director of Public Instruction.
" Principal of the Medical College, through Director of Public Instruction.
" Lord Bishop of Madras.
" Superintendent of Stationery.
" Superintendent, Government Press.
" Committee of Management of the Lawrence Asylum Press.
" Consulting Engineer for Railways, through Public Works Department.
" Consulting Architect to Government, through Public Works Department.
" Postmaster-General.
" Superintendent of Telegraphs, Madras Division.

Exd. J. W. Fischer.

APPENDIX A.

MANUSCRIPT NOTES required for Summary.

Subject.	From what officer due.	Period for which written—Name of year.	Latest date (next following that period unless specially mentioned) when due in Public Department.*
1	2	3	4
SECTION I.—*General and Political.*			
Travancore State	British Resident	Malayalum ..	31st May.
Cochin State	British Resident	Malayalum ..	31st May.
Ganjam Agency	Agent to the Governor ..	Official ..	10th August.
Vizagapatam Agency ..	Agent to the Governor ..	Official ..	10th August.
Pudukota	Collector of Trichinopoly ..	Fasli ..	10th January.
Banganapalli	Collector of Kurnool ..	Official ..	10th September.
Sundur	Collector of Bellary ..	Official ..	10th September.
Carnatic stipends	Chepauk Agent	Official ..	10th August.
SECTION II.—*Administration of the Land.*			
Land revenue, yearly settlement.	Board of Revenue	Fasli ..	15th October (15 months later)
Land revenue, general administration.	Board of Revenue	Official ..	15th October.
Surveys	Superintendent, Revenue Survey, through Board of Revenue.	Official ..	15th October.
Revenue Settlement Department.	Director of Revenue Settlement, through Board of Revenue.	Official ..	15th October.
Inam Commission	Board of Revenue	Official ..	15th October.
Court of Wards	Court of Wards	Fasli. ..	15th October. (15 months later)
SECTION III.—*Protection.*			
Police	Inspector-General of Police ..	Official ..	10th September.
Public charities	Commissioner of Police ..	Official ..	10th August.
Crime and offences	Inspector-General of Police ..	Calendar ..	10th August.
Vagrancy	Madras Commissioner of Police	Calendar ..	10th August.
Jails	Inspector-General of Jails ..	Calendar ..	10th August.
Registration of assurances ..	Inspector-General of Registration.	Official ..	10th September.
Military	Military Secretary to Government.	Official ..	10th September.
Marine	Master Attendant, Madras ..	Official ..	10th August.
SECTION IV.—*Production and Distribution.*			
Weather, crops, wages and prices.	Board of Revenue	Official ..	15th October.
Government agricultural operations.	Board of Revenue	Official ..	15th October.
Botanical gardens	Commissioner of the Nilgiris.	Official ..	10th August.
Chinchona plantations ..	Commissioner of the Nilgiris.	Official ..	10th August.
Mineral resources	Board of Revenue	Official ..	15th October.
Forests	Conservator of Forests, through Board of Revenue.	Official ..	15th October.
Trade	Board of Revenue	Official ..	15th October.

* *These dates are for the most part one month later than the dates fixed in Appendix B for the corresponding departmental reports.*

APPENDIX A.—Manuscript Notes required for Summary—*continued.*

Subject.	From what officer due.	Period for which written—name of year.	Latest date (next following that period unless specially mentioned) when due in Public Department.
1	2	3	4
SECTION IV.—*Production and Distribution*—contd.			
Public Works, General Branch.	Public Works Secretary to Government.	Official ..	15th October.
Public Works, Buildings and Roads Branch.	Chief Engineer in charge ..	Official ..	15th October.
Public Works, Irrigation Branch.	Chief Engineer in charge ..	Official ..	15th October.
Public Works, Railways ..	Consulting Engineer for Railways.	Official ..	15th October.
Madras Irrigation Company ..	Chief Engineer in charge ..	Official ..	15th October.
SECTION V.—*Revenue and Finance.*			
Condition of taxation generally.	Board of Revenue	Official ..	15th October.
Gross income and expenditure, corresponding to the section of the same name in Accountant-General's Administration Report.	Accountant-General ..	Official ..	1st November.
Land revenue	Accountant-General ..	Official ..	1st November.
Abkári, (with administrative details).	Board of Revenue, through Accountant-General.	Official ..	1st November.
Sea customs (with administrative details).	Board of Revenue, through Accountant-General.	Official ..	1st November.
Land customs (with administrative details).	Board of Revenue, through Accountant-General.	Official ..	1st November.
Salt (with administrative details).	Commissioner, through Board of Revenue, through Accountant-General.	Official ..	1st November.
Stamps (with administrative details).	Board of Revenue, through Accountant-General.	Official ..	1st November.
Public works finance ..	Examiner, through Accountant-General.	Official ..	1st November.
Important items under Provincial Services and Local Funds.	Accountant-General ..	Official. ..	1st November.
Loans by Government ..	Accountant-General ..	Official ..	1st November.
Paper Currency	Commissioner	Official ..	1st November.
Money Orders	Accountant-General ..	Official ..	1st November.
SECTION VI.—*Vital Statistics and Medical Services.*			
Sanitary, general, including births and deaths.	Sanitary Commissioner ..	Calendar ..	1st August.
Sanitation in Jails	Sanitary Commissioner ..	Calendar ..	1st August.
Sanitation in Local Fund Circles.	Sanitary Commissioner ..	Calendar ..	1st August.
Sanitation in Municipalities ..	Sanitary Commissioner ..	Calendar ..	1st August.
Emigration	Board of Revenue	Official ..	15th October.
Civil hospitals and dispensaries.	Surgeon-General, Indian Medical Department.	Calendar ..	10th September.
Public health as shown by medical relief.	Surgeon-General, Indian Medical Department.	Calendar ..	10th September.

APPENDIX A.—Manuscript Notes required for Summary—*continued.*

Subject.	From what officer due.	Period for which written—Name of year.	Latest Date (next following that period unless specially mentioned) when due in Public Department.
1	2	3	4
SECTION VI.—*Vital Statistics and Medical Services*—contd.			
Health of European army ..	Surgeon-General, British Medical Service.	Official ..	10th September.
Health of Native army ..	Surgeon-General, Indian Medical Department.	Official ..	10th September.
Lunatic Asylums	Surgeon-General, Indian Medical Department.	Official ..	10th September.
Civil Lock Hospitals and Contagious Diseases Act.	Health Officer, Madras, through Surgeon-General, Indian Medical Department.	Official ..	10th September.
Vaccination	Sanitary Commissioner ..	Official ..	1st August.
SECTION VII.—*Instruction.*			
Education, other than Art, Medical and Agricultural.	Director of Public Instruction.	Official ..	1st November.
Book registration	Registrar, through Director of Public Instruction.	Calendar ..	1st November.
Government book-depôt ..	Curator, through Director of Public Instruction.	Official ..	1st November.
Medical education	Principal, Medical College, through Director of Public Instruction.	Official ..	1st November.
Agricultural education ..	Superintendent, Government Farms, through Director of Public Instruction.	Official ..	1st November.
Uncovenanted Civil Service Examinations.	Secretary to the Commissioner for Uncovenanted Civil Service Examinations.	Official ..	10th August.
Art education	Superintendent, School of Arts, through Director of Public Instruction.	Official ..	1st November.
Museums	Superintendent, Government Central Museum.	Official ..	10th August.
Architecture	Consulting Architect ..	Official ..	10th August.
Observatory	Government Astronomer ..	Calendar ..	10th July.
Scientific meteorology ..	Superintendent of Meteorology.	Calendar ..	10th July.
SECTION IX.—*Miscellaneous.*			
Local Fund Circle Administration.	Board of Revenue	Official ..	15th October.
Madras Municipality	President	Calendar ..	10th August.
Government Stationery ..	Superintendent	Official ..	10th August.
Government Press	Superintendent	Official ..	10th August.
District Presses	Board of Revenue	Official ..	15th October.

APPENDIX B.

DEPARTMENTAL REPORTS utilised for Presidency Report, with particulars as to due dates, form of submission, &c.

Name of report.	From what officer due.	For what period prepared—Name of year.	Latest date (next following that period) when due in Government Office.	Due in what Department of the Government Office.	In what form to be sent to the Government Office.	How disposed of by Government.
1	2	3	4	5	6	7
Travancore	Resident	Malayalum ..	30th April ..	Political ..	Manuscript ..	Printed as Govt. Procs.
Cochin	Resident	Malayalum ..	30th April ..	Political ..	Manuscript ..	Printed as Govt. Procs.
Ganjam Agency ..	Agent to Governor	Official ..	10th July ..	Judicial ..	Manuscript ..	Printed as Govt. Procs.
Vizagapatam Agency ..	Agent to Governor	Official ..	10th July ..	Judicial ..	Manuscript ..	Printed as Govt. Procs.
Pudukota	Collector of Trichinopoly ..	Fasli ..	10th December	Political ..	Manuscript ..	Printed as Govt. Procs.
Banganapalli	Collector of Kurnool	Official ..	10th August..	Political ..	Manuscript ..	Printed as Govt. Procs.
Sundur	Collector of Bellary	Official ..	10th August..	Public ..	Manuscript ..	No Proceedings usually.
Carnatic Stipends ..	Chepauk Agent	Official ..	10th July ..	Public ..	Manuscript ..	No Proceedings usually.
Surveys—Abstract ..	Superintendent, Revenue Survey, through Board of Revenue.	Official ..	31st July ..	Public ..	Manuscript ..	No Proceedings usually.
Revenue Settlement—Abstract.	Director of Revenue Settlement, through Board of Revenue.	Official ..	31st July ..	Public ..	Manuscript ..	No Proceedings usually.
Board's Administration Report (excepting Chapter V).	Revenue Board	Official ..	15th September	Public ..	As Board's Procs..	No Proceedings usually.
Board's Jamabandi Report	Board of Revenue	Fasli ..	1st March ..	Revenue ..	As Board's Procs..	Printed as Govt. Procs.
Court of Wards ..	Court of Wards	Fasli ..	1st May ..	Revenue ..	As Court's Procs ..	Printed as Govt. Procs.
Police	Inspector-General of Police ..	Official ..	10th August..	Judicial ..	Print, foolscap folio.	Order thereon separately printed.
Monegar Choultry ..	Directors of the Institution ..	Calendar ..	10th April ..	Public ..	Manuscript ..	Printed as Govt. Procs.
Lungerkhana	Commissioner of Police ..	Official ..	10th July ..	Public ..	Manuscript ..	Printed as Govt. Procs.
Rewards	District Magistrates, &c. ..	Official ..	10th July ..	Judicial ..	Manuscript ..	Incorporated in Procs.
Sulphur Licenses ..	District Magistrates, &c. ..	Calendar ..	10th April ..	Judicial ..	Manuscript ..	Incorporated in Procs.
Criminal and Criminal Judicial Statistics.	Inspector-General of Police ..	Calendar ..	10th July ..	Judicial ..	Print, foolscap folio.	No Proceedings usually.
High Court	The Honorable Judges ..	Calendar ..	10th July ..	Judicial ..	Print, foolscap folio	Order thereon separately printed.
Madras Small Cause Court.	Judges of the Small Cause Court.	Calendar ..	10th April ..	Judicial ..	Print, foolscap folio	Order thereon separately printed.
Probates, Letters of Administration, &c.	Registrar of the High Court ..	Calendar ..	10th April ..	Judicial ..	Manuscript ..	Printed as Govt. Procs.
Jails	Inspector-General of Jails ..	Calendar ..	10th July ..	Judicial ..	Print, foolscap folio	Order thereon separately printed.
Registration of assurances.	Inspector-General of Registration.	Official ..	10th August..	Judicial ..	Print, foolscap folio	Order thereon separately printed
Registration of Joint Stock Companies.	Registrar, Joint Stock Companies.	Official ..	10th July ..	Judicial ..	Manuscript ..	Printed as Govt. Procs.
Military	Secretary to Government, Military Department.	Official ..	10th August..	Public ..	Manuscript ..	No Proceedings usually.
Marine	Master Attendant, Madras ..	Official ..	10th July ..	Marine ..	Manuscript ..	Printed as Govt. Procs.
Government Farms ..	Superintendent, Government Farms, through Revenue Board	Official ..	15th September	Revenue ..	Print, foolscap folio	Order thereon separately printed
Botanical Gardens ..	Commissioner of the Nilgiris ..	Official ..	10th July ..	Revenue ..	Manuscript ..	Printed as Govt. Procs.
Chinchona	Commissioner of the Nilgiris ..	Official ..	10th July ..	Revenue ..	Manuscript ..	Printed as Govt. Procs.
Forests	Conservator of Forests through Revenue Board.	Official ..	1st September	Revenue ..	As Board's Procs.	Printed as Govt. Procs.
Trade	Board of Revenue	Official ..	15th September	Revenue ..	As Board's Procs.	Printed as Govt. Procs.
Public Works, General, and Buildings and Roads Branch.	Secretary to Government, Department Public Works.	Official ..	15th September	Public ..	Print, foolscap folio	No Proceedings usually.
Public Works, Irrigation Branch.	Chief Engineer for Irrigation..	Official ..	15th September	Public ..	Print, foolscap folio	No Proceedings usually.
Railways	Consulting Engineer for Railways.	Official ..	15th September	Public ..	Print, foolscap folio	Printed as Govt. Procs.
Madras Irrigation Co.	Chief Engineer for Irrigation.	Official ..	15th September	Public ..	Manuscript ..	No Proceedings usually.
Post	Postmaster-General	Official ..	10th July ..	Public ..	Manuscript ..	No Proceedings usually.
Telegraph	Superintendent of Telegraphs, Madras Division.	Official ..	10th July ..	Public ..	Manuscript ..	No Proceedings usually.
Accountant-General's (including Chapter V of Board's Administration Report.)	Accountant-General ..	Official ..	1st October..	Financial ..	Manuscript ..	Printed as Govt. Procs.
Sanitary and Vaccination	Sanitary Commissioner ..	Calendar ..	1st July ..	Public ..	Print, foolscap folio	Order thereon separately printed.
Medical Relief, including Lunatic Asylums, Lock Hospitals, and Madras Health Officer's.	Surgeon-General, Indian Medical Department.	Official ..	10th August..	Public ..	Manuscript ..	No Proceedings usually.

APPENDIX C.

ARRANGEMENT of Departmental Chapters and Reports, &c. available.

Name of Subject.	Reports Utilised.	For what Period compiled—Name of Year.
1	2	3
CHAPTER I.		
General and Political.		
Travancore State ..	Dewan's Report, Resident's Report, and Resident's Financial Report.	Malayalam.
Cochin State ..	Dewan's Report, Resident's Report, and Resident's Financial Report.	Malayalam
Canjam Agency ..	Agent's Report	Official
Vizagapatam Agency ..	Agent's Report	Official
Godavery Agency ..	Report of Collector, Trichinopoly ..	Official.
Kistna	Report of Collector, Kurnool	Fasli
Banganapalli	Report of Collector, Bellary	Official.
Sandur	Chepauk Agent's Report. Orders from Collectors.	Official
Political pensions ..		
CHAPTER II.		
Administration of the Land.		
Government and alienated lands ..	Board's Jamabandi Report	Fasli
Survey	Superintendent's Abstract Report ..	Official
Revenue Settlement Department ..	Abstract Report of Director of Revenue Settlement.	Official
Inam Commission	Board's Administration Report ..	Official
Court of Wards	Court of Ward's Report	Fasli.
CHAPTER III.		
Protection.		
Legislation	Prepared in the Government Office ..	Official.
Police	Inspector-General's Report	Official.
Public charities	Report of Committee, Monegar Choultry and Police Commissioner's Lungerkhana Report	Calendar
Rewards	Returns from District Magistrates and Inspectors-General of Police and Jails.	Official.
Sulphur licenses	Returns from District Magistrates and Commissioner of Police.	Calendar.
Crime and offences	Criminal and Criminal Judicial Statistics.	Calendar.
Vagrancy	Police Commissioner's Report, enclosed in Police Administration Report.	Calendar.
Criminal justice	High Court Report, and Criminal and Criminal Judicial Statistics.	Calendar.
Prisons	Report of Inspector-General of Jails ..	Calendar.
Civil justice	High Court Report, Small Cause Court Report, and Statistical Return of Probates.	Calendar.
Registration of assurances ..	Inspector-General's Report	Official.
Registration of joint stock companies.	Registrar's Report	Official.
Military	Prepared in the Government Office, Military Department.	Official.
Marine	Report of Master Attendant, Madras ..	Official.
Agricultural protection ..	Board's Administration Report ..	Official.

APPENDIX F.—Departmental Reports utilised for Presidency Report, with particulars as to due date, form of submission, &c.—*continued*.

Name of Report.	From what Officer due.	For what period prepared—Name of Year.	Latest date (next following that period) when due in Government Office.	Due in what Department of the Government Office.	In what form to be sent to the Government Office.	How disposed of by Government.
1	2	3	4	5	6	7
Educational	Director of Public Instruction, ..	Official ..	10th October ..	Educational ..	Print, 8 vo. ..	Order thereon separately printed.
Analysis of Books ..	Registrar of Books, through Director.	Calendar ..	10th April ..	Educational ..	Manuscript ..	Printed as Govt. Press.
Government Book Depôt	Registrar of Books, through Director.	Official ..	10th July ..	Educational ..	Manuscript ..	Printed as Govt. Press.
Medical College ..	Principal of College, through Director.	Official ..	10th July ..	Educational ..	Print, foolscap folio	Order thereon separately printed.
Government School of Agriculture.	Superintendent, Government Farms, through Director.	Official ..	15th September	Educational ..	Manuscript ..	Printed as Govt. Press.
Octacamund Lawrence Asylum.	Committee of the Asylum ..	Official ..	10th July ..	Educational ..	Print, 8 vo. ..	Order thereon separately printed.
Uncovenanted Civil Service Examinations.	Commissioner Uncovenanted Civil Service Examinations.	Official ..	10th July ..	Educational ..	Manuscript ..	Printed as Govt. Press.
Museums	Superintendent, Government Central Museum.	Official ..	10th July ..	Public ..	Manuscript ..	Printed as Govt. Press.
Architecture	Government Architect ..	Official ..	10th July ..	Public ..	Manuscript ..	Printed as Govt. Press.
Madras Observatory ..	Government Astronomer ..	Calendar ..	10th June ..	Public ..	Manuscript ..	Printed as Govt. Press.
Meteorology	Government Meteorologist ..	Calendar ..	10th June ..	Public ..	Manuscript ..	Printed as Govt. Press.
Arts	Superintendent, School of Arts.	Official ..	10th July ..	Educational ..	Manuscript ..	Printed as Govt. Press.
Madras Town Municipal Report.	President, Madras Municipality	Calendar ..	10th July ..	Financial ..	Print, foolscap folio	Order thereon separately printed.
Provincial Municipal Reports.	Presidents, Mofussil Municipalities.	Official ..	1st October ..	Financial ..	Manuscript ..	Printed as Govt. Press.
Ecclesiastical	The Lord Bishop	Official ..	10th July ..	Ecclesiastical ..	Manuscript ..	Printed as Govt. Press.
Stationery	Superintendent of Stationery ..	Official ..	10th July ..	Financial ..	Manuscript ..	Printed as Govt. Press.
Government Press ..	Superintendent, Govt. Press ..	Official ..	10th July ..	Public ..	Manuscript ..	Printed as Govt. Press.
Lawrence Asylum Press.	Committee of Management ..	Calendar ..	10th April ..	Public ..	Manuscript ..	Printed as Govt. Press.

APPENDIX C.—Arrangement of Departmental Chapters—*continued.*

Name of Subject.	Reports Utilised.	For what Period compiled—Name of Year.
1	2	3
CHAPTER IV. *Production and Distribution.*		
Weather, crops, wages and prices.	Board's Administration Report ..	Official.
Government agricultural operations.	Government Farms Report, through Board.	Official.
Government horticulture ..	Public Gardens Report from Commissioner, Nilgiris.	Official.
Government chinchona	Chinchona Report from Commissioner, Nilgiris	Official.
Mineral resources	Board's Administration Report ..	Official.
Forests	Conservator's Report through Board ..	Official.
Trade	Board's yearly Review of Trade and Navigation Statistics.	Official.
Public Works, General	Public Works Report on that Branch.	Official.
Public Works, Buildings and Roads.	Public Works Report on that Branch.	Official.
Public Works, Irrigation ..	Public Works Report on that branch.	Official.
Public Works, Railways ..	Report of Consulting Engineer for Railways.	Official.
Madras Irrigation Company ..	Report of Chief Engineer for Irrigation.	Official.
Madras Imperial Post	Postmaster-General's Statistics ..	Official.
Madras District Post	Board's Administration Report ..	Official.
Madras Imperial Telegraph ..	Report of Superintendent of Telegraphs, Madras Division.	Official.
CHAPTER V. *Revenue and Finance.*		
Gross income and expenditure including the matters mentioned in separate orders of Government.	Accountant-General's Report.. ..	Official.
Detailed income and expenditure.		
Imperial Services Civil, General.		
Land Revenue, financial.	Extract from Board of Revenue administration report through Accountant-General.	Official.
Abkari, financial and administrative.		
Sea Customs, financial and administrative.		
Land customs, financial and administrative.		
Salt, financial and administrative.		
Stamps, financial and administrative.		
Imperial Services, Military, financial.	Accountant-General's Report ..	Official.
Imperial Services, Public Works, financial.		
Provincial Services proper.		
Local Funds at the unfettered disposal of Government for Provincial purposes.		

APPENDIX C.—Arrangement of Departmental Chapters—*continued.*

Name of Subject.	Reports Utilised.	For what period compiled—Name of Year.
1	2	3
Local funds not at the unfettered disposal of Government for provincial purposes but limited to a special or local purpose.	Accountant-General's Report ..	Official.
Local funds excluded from the public accounts.		
Loans by Government.		
Advances under Land Improvement Act.		
Paper Currency Department.	Accountant-General's Report ..	Official.
Money Order Department.	Accountant-General's Report ..	Official.
CHAPTER VI. *Vital Statistics and Medical Services.*		
General sanitary statistics ..	Sanitary Commissioner's Report ..	Calendar.
Sanitary, Jails		
Sanitary, Local Fund Circles ..		
Sanitary, Municipalities		
Emigration	Board's Administration Report ..	Official.
Medical Relief and Public Health.	Indian Medical Department Report ..	Official.
Vaccination	Sanitary Commissioner's Report ..	Official.
CHAPTER VII. *Instruction.*		
Educational Department	Director's Report	Official.
Analysis of Publications	Report of Registrar, Government Books.	Calendar.
Government Book Depôt ..	Report of Registrar, Government Books.	Official.
Madras Medical College	Principal's Report, through Director ..	Official.
Agricultural Education	Superintendent's Report, through Director	Official.
Civil Engineering College ..	Principal's Report, through Director ..	Official.
Ootacamund Lawrence Asylum ..	Committee's Report	Official.
Uncovenanted Civil Service Examinations.	Commissioner's Report	Official.
Arts	Report of Superintendent, School of Arts.	Official.
Museums	Report of Superintendent, Government Central Museum.	Official.
Architecture	Report of Government Architect ..	Calendar.
Observatory	Government Astronomer's Report ..	Calendar.
Meteorology	Government Meteorologist's Report ..	Calendar.
CHAPTER VIII. *Archæology.*		
Archæology	Prepared in the Government office ..	Official.
CHAPTER IX. *Miscellaneous.*		
Local Fund Circle Administration.	Board's Administration Report ..	Official.
Municipal Administration, Mofussil.	Prepared in the Government office ..	Official.
Municipal Administration, Madras Town.	President's Report	Official.
Ecclesiastical	Bishop's Report	Official.
Stationery	Superintendent's Report	Official.
Government Press	Superintendent's Report	Calendar.
Lawrence Asylum Press	Report of the Committee	Calendar.
District Presses	Board's Administration Report ..	Calendar.

APPENDIX D.

ABSTRACT STATISTICAL RETURNS required for Third Part of Presidency Report, with particulars as to due date, form of submission, &c.

Name of Statistical Return and Number as entered in Presidency Report.	From what Officer due.	Due in what Department of the Government Office.	Period for which compiled—Name of Year unless otherwise specified.	Latest date (next following that period) on which due in Government Office.*	In what form to be submitted to Government.
1	2	3	4	5	6
DIVISION I.—*Statistics of Physical, Political, and Fiscal Geography.*					
A. (1) Area cultivated and uncultivated, and communications.	Board of Revenue	Public ..	Official ..	15th October..	In print so as to form part of Board's Administration Report.
(2) Character of the surface	Superintendent, Revenue Survey, through Board.	Public ..	Standing ..	15th September.	Manuscript.
(3) Climate	Government Astronomer ..	Public ..	Calendar ..	10th June ..	Manuscript.
B. (1) Native States	Resident, Travancore and Cochin and Political Officers.	Public ..	Official ..	30th April ..	Manuscript return.
(2) Native Chiefs	Resident, Travancore and Cochin and Political Officers.	Public ..	Official ..	30th April ..	Manuscript return.
C. Civil Divisions of British Territory	Board of Revenue	Public ..	Official ..	15th October..	In print so as to form part of Board's Administration Report.
D. Population	Board of Revenue	Public ..	Official ..	15th October..	In print so as to form part of Board's Administration Report.
E. (1) *a.* Survey	Superintendent, Revenue Survey, through Board.	Public ..	Official ..	15th September.	Manuscript.
b. Settlement	Director, Revenue Settlement, through Board	Public ..	Official ..	15th September.	Manuscript.
(2) Surveyed and assessed area in acres ..	Director, Revenue Settlement, through Board.	Public ..	Official ..	15th September.	Manuscript.
(3) Tenures held direct from Government ..	Board of Revenue	Public ..	Official ..	15th October..	In print so as to form part of Board's Administration Report.
(4) Tenures not held direct from Government.					
(5) Register of transfers					
(6) Land Revenue					
DIVISION II.—*Statistics of Protection.*					
A. (1) Acts passed	Prepared in Government office.	Public ..	Official ..	15th September	Manuscript.
(2) Bills proposed or pending					
(3) Draft Bills submitted to Government of India.					
B. (1) Judicial tribunals, original and appellate..	Honorable the Judges of the High Court.	Judicial ..	Official ..	10th July ..	In print as part of High Court Report.
(2) Offences reported and persons tried, &c...	The Inspector-General of Police.	Judicial ..	Official ..	10th August..	In print as part of Criminal and Criml. Judl. Statistics.
(3) General result of criminal trials ..					
(4) Punishments inflicted					
(5) Appeal results	Honorable the Judges of the High Court.	Judicial ..	Calendar ..	10th July ..	In print as part of High Court Report.
(6) Number and nature of civil suits ..					
(7) Value of suits disposed of					
(8) General result of trial of civil and revenue suits.					
(9) Business of appellate courts					
(10) Execution of decrees					
(11) Use of juries and assessors					
(12) Deeds registered in registration offices ..	Inspector-General of Registration.	Judicial ..	Official ..	10th August..	In print as part of Registration Report.
C. (1) Distribution of prisoners	Inspector-General of Jails ..	Judicial ..	Calendar ..	10th July ..	In print as part of Jail Report.
(2) Number and disposal					
(3) Religion, age, and previous occupation ..					
(4) Convicts according to nature and length of sentence.					
(5) Convicts who had been previously convicted.					
(6) Offences and punishments					
(7) Education					
(8) Expenditure in guarding, &c.					
(9) Employment					
(10) Expenditure in constructing jails, &c. ..					
(11) Sickness and mortality					
(12) Particulars regarding civil prisoners ..					
(13) Particulars regarding prisoners under trial.					

* NOTE.—*These dates are for the most part identical with those mentioned in Appendix B for the corresponding Departmental reports.*

APPENDIX D.—Abstract Statistical Returns required for Third Part of Presidency Report, with particulars as to due date, form of submission, &c.—*continued.*

Name of Statistical Return and Number as entered in Presidency Report.	From what Officer due.	Due in what Department of the Government Office.	Period for which compiled—Name of Year unless otherwise specified.	Latest date (next following that period) on which due in Government Office.	In what form to be submitted to Government.
1	2	3	4	5	6
DIVISION II.—*Statistics of Protection*—contd.					
D. (1) Strength, cost, distribution, and employment of police. (2) Equipment, discipline, and general internal management. (3) Race and religion or caste (4) Police operations in detecting cognizable crime. (5) Police operations in detecting non-cognizable crime.	Inspector-General of Police	Judicial	Official	10th August.	In print as part of Police Report.
E. (1) Strength, cost, &c., of the army (2) Distribution and employment (3) Religion, race, and class of the native force.	Prepared in the Government Office, Military Department.	Public	Official	10th August.	Manuscript.
DIVISION III.—*Statistics of Production and Distribution.*					
A. (1) Revenue (2) Expenditure (3) Receipts and disbursements of the treasuries.	Accountant-General	Public	Official	1st October.	In print as part of Accountant-General's Report.
B. (1) Public works expenditure, civil and military. (2) Income and expenditure of reproductive works.	Prepared in the Government Office, Public Works Department.	Public	Official	15th September.	In print as part of Public Works Report.
C. Railways	Consulting Engineer for Railways.	Public	Official	15th September	In print as part of Railway Report
D. (1) Crops cultivated in acres (2) Stock (3) Rates of rent and produce E. (1) Price of produce (2) Price of labor F. Mines and quarries G. Manufactures H. (1) Importations from foreign countries (2) Exportation to foreign countries. (3) Collections of customs duty (4) Coasting trade (5) Vessels carrying cargoes from and to foreign countries. (6) Vessels carrying ballast from and to foreign countries. (7) Interportal trade	Board of Revenue	Public	Official	15th October	In print so as to form part of Board's Administration Report.
I. (1) Coinage (2) Paper currency	Accountant-General	Public	Official	1st October	In print as part of Accountant-General's Report.
K. Charitable institutions	Board of Revenue	Public	Official	15th October.	In print so as to form part of Board's Administration Report.
DIVISION IV.—*Statistics of Instruction.*					
A. Ecclesiastical	The Venerable the Archdeacon; Roman Catholic Bishop; Senior Chaplain, Church of Scotland; and the Secretaries of the Missionary Societies.	Public	Official	10th July	Manuscript.
B. (1) Colleges and schools and scholars (2) Receipts and expenditure of educational establishments. (3) Distribution of Colleges and Schools, Government and Aided.	Director of Public Instruction.	Educational.	Official	10th October.	In print as part of Director's Report.
(4) Result of University Examinations	Director of Public Instruction.	Educational.	Official	10th October.	In print as part of Director's Report.
C. (1) Scientific and literary societies	Secretaries to the Societies, through Director of Public Instruction.	Public	Official	10th July	Manuscript.
(2) The Press	Commissioner of Police, Madras, and District Magistrates.	Public	Official		

APPENDIX D.—Abstract Statistical Returns required for Third Part of Presidency Report, with particulars as to due date, form of submission, &c.—*continued.*

Name of Statistical Return and Number as entered in Presidency Report.	From what Officer due.	Due in what Department of the Government Office.	Period for which compiled—Name of Year unless otherwise specified.	Latest date (next following that period) on which due in Government Office.	In what form to be submitted to Government.
1	2	3	4	5	6
DIVISION V.—*Statistics of Life.*					
A. (1) Births and deaths	Sanitary Commissioner	Public ..	Calendar ..	1st July ..	In print as part of Sanitary Report.
(2) Dispensary form	Surgeon-General, Indian Medical Department.	Public ..	Calendar ..	10th August ..	Manuscript.
(3) Vaccination returns	Inspector of Vaccination, through Sanitary Commissioner.	Public ..	Official ..	1st July ..	In print as part of Sanitary Report.