

BACK PAPERS.

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

FURTHER PAPERS.

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

Pension
Public Works (1897) Department.

CURRENT No. ¹¹⁷~~118~~

No. 885C of 11 Feb 1897

Order *sent*.

Transferred to From The Examiner
the Pension Department
with reference to para 3
of G.O. No 961 Pension, dated
10 October 1896, and this
office No 3678C dated
25 October 1896.

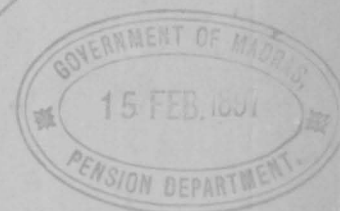
No. 336 of 6.

Dated 29th January 1897

Received 2.2.97

Enclosures 4. 6.

Spare copies



Sh. R. Parthasarathy Choudhary
San to Govt.

DD 287
15. 287

SUBJECT.

Shank Mookan's
pension papers. For-
wards with remarks
the explanation of
Accountant Kupp-
asami staidu for delay
in submission of

Order

Recorded.

22.2.97

Note

The Exmr says that Acoty Kuppasami Naider was responsible for the delay
in the submission of Shaila Mookan's pension papers and forward his ex-
planation. The papers were kept back by him under the erroneous impression
that the applicant was not entitled to a retiring allowance as he
did not see for he could be sent to the Z. T. Surgeon for a certificate in
the proper form.

Please see also the Exmr's remarks on the explanation - flag. D.

104
22.2.97

BACK PAPERS.

FURTHER PAPERS.

G.O.	No.	Department.	Date.
80.	961	Pen.	10-10-96
"	646	do	28-10-96

G.O.	No.	Department.	Date.

19 DEC 1897

Pension Department.

Proceedings of the Madras Government.

EXAMINER,
P. W. ACCOUNTS.
28 JAN 1897
No.

Read the following papers;-

From the Superintending Engineer, V Circle, dated 5th August 1896
No. I/ 272 N.G.

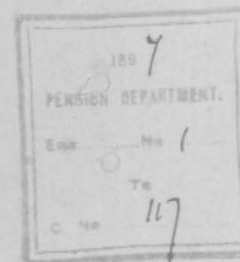
Certificate and Report from the Examiner of P.W.Accounts,
dated 8th September 1896, No.639 B.

Order thereon, 10th October 1896, No.96I.

Under Articles 485 and 524 (a) of the Civil Service Regulations
(2nd Edition), His Excellency the Governor in Council is pleased to
grant to Shaik Mustan late Lascar in the conservancy establishment,
P.W.D. Negapatam Division an invalid gratuity of Rupees (16) sixteen
only payable at Valangaman, Combaconum Taluq. in consideration of his
qualifying inferior service of 10 years, 1 month and 15 days.

2. As the applicant is reported to have died, the gratuity sanction-
ed will be paid to his legal heirs .

3. The Examiner P.W.Accounts is requested to call upon the Executive
Engineer for an explanation of the delay of 8 months in the submission
of this application.



(True Extract.)

(Sd) J.J.Wilson.
for Ag. Under Secretary to Government.

(True Copy)

Mahomed Yacoob
Chief Clerk.

P.W. 11258/96
11258/97

No. 3121 $\frac{2}{E}$ of 21.10.96

To

The Executive Engineer,
Negapatam Division,
Through the Chief Engineer,
P.W. Department.

Forwarded with the request that
he will furnish an explanation of de-
lay with reference to para 3 therein.

D. D. Gordon

Examiner, P.W. Accounts, Madras.

No. 4090C of 13th November 1896.

Forwarded through
the Superintendent Engineer
V circle. The Executive
Engineer's reply should be
forwarded to this office.

J. H. Campbell Colonel R.E.
Chief Engineer.

C. H.

14.11.96

No. 972M

Executive Engineer's Office
Negapatam

3rd December
November 1896.

EXAMINER,
P. W. ACCOUNTS.
28 JAN. 1897

M. R. R. K. Kuppasami Naidu

Accountant P.W.D.

[Through the Executive Engineer Kurnool Division]

The Government in sanctioning the gratuity
due to late conservancy las car Shait Musthan
have called for an explanation of the delay
of 8 months in the submission of his pension
application.

2. Upon referring to the correspondence bearing
on the subject and the connected records, it
is found that the pension papers of (1) Shait
Musthan and (2) Veerannan last came into
office on 19th December 1895 and marked in
the number book to have been given to
him for disposal on the following day viz,
20th. No notice was taken by him (Accountant)
till the petition of Veerannan to restore
to his post in March 1896, was sent to office.

Then,

Then, on 18th March 1896, the case of Veeranna only was taken up and a letter drafted to the Civil Surgeon to re-examine him; but nothing was done towards the pension application of Shaik Musthan; although, from the note dated 18th March 1896, it seems evident that the Accountant took cognizance of the Kavalgar's death, no steps were taken to dispose of the Kavalgar's dues.

3. In May 1896, the wife of Shaik Musthan (since deceased) put in a petition for payment of gratuity due to her deceased husband. No notice was taken by the Accountant even on this, the petition was simply sent on Sub Divisional Office, whilst the informations for the necessary pension papers were in office, but of which the undersigned was not made aware of. This led to a further delay of 7 weeks in getting a reply from Sub Divisional Officer.

4. The above papers disclose that the delay in the submission of pension application of Shaik Musthan chiefly rested with him. He will therefore explain for the information of Government, the circumstances which led to the delay in the disposal of the above pension application.

5. The file of correspondence bearing on the subject is also forwarded for reference and return.

(Signed) N. Ratnasubhapati
Executive Engineer

Copy.

Ratnasubhapati
3/12/96
Executive Engineer

No 472 SL

Executive Engineer's Office

Negapatam 3/4 December 1896

From

M. R. N. Ratnasabhapati Pillai Street Rairda

Executive Engineer, Negapatam Division

The Superintending Engineer

5 Circle

Sir,

With reference to your letter No 129 N 9 dated 17 November 1896, calling for an explanation of 8 months' delay in the submission of the pension application of Iascar Shaik Musthan, I beg to report as follows:-

1. Three Kavalgaro, of whom Shaik Musthan was one, were reported unfit for further service by the Apothecary, Mannargudi, to whom the Sub Divisional Officer, Mannargudi, Supervisor Subroya Pillay, referred the men. This was on 6 November 1895.

2. The Sub Divisional Officer was then called on in No C 71 S dated 14 November 1895 to report all information required for completing up pension papers.

3. This information was partially given by

EXAMINER,
P. W. ACCOUNTS.

28 JAN. 1897

No.

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117

P.W. 5.2
11258/96
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1148/97

472 K
3.12.96

by the Sub-Divisional officer in No. 1644 dated 19 November 1895; but the Sub-Divisional officer did not report dates of relief of the lascars from duty.

4. A further reference was made to the Sub-Divisional officer, and his reply was received in No. 1775 dated 4 December 1895; but as the letter did not specify that the reliefs reported were of the men who were eligible for pension, it escaped my notice. The references that were called for, not having been put up, I regret it slipped out of sight altogether.

5. In March when I was in Camp, one of the thrown-out men, lascar Veerannan, appeared in person and asked for being restored to his appointment.

6. On this application, I referred the man to the Civil Surgeon Negapatam, who having said that the man was fit to serve sometime longer, the lascar was restored to his place and the leave of absence treated as leave without pay on Medical certificate. I regret very much to have to state, even on this occasion, no steps were taken to complete the pension papers of lascar Shaik Musthan

7. Fortunately, the son was appointed in place of the late Shaik Musthan, and the widow, when she heard of my camping at Koradachery, applied, in May, for the pension due to her husband. When this petition passed through the office, notice might have been taken, but they waited till the Sub-Divisional officer's reply was received.

8. In the short period in which this delay occurred, there were changes of office staff as noted in the statement herewith, and it will be seen that much of the delay is attributable to the changes in the staff.

9. I cannot, however, satisfactorily explain why no notice was taken by the late Accountant Kuppasami Naidu, who had the papers with him between December and March. He has been asked to give his explanation for the delay through the Executive Engineer Kurnool where he is now serving (vide copy enclosed for information). His explanation will be forwarded on when received, in due course.

I have etc
Sd/- N. Ratnasabhapathi
Executive Engineer

Statement showing the changes in the staff of the Division

Names of officers & Subordinates	Duration of office		Remarks.
	From	To	
1. Mr. N. Ratnasabhapathi Pillai M. Ratnasabhapathi	May 96	11.5.96	On Privilege leave
2. do. R. A. Sreenivasan Pillai M. Ratnasabhapathi	11.5.96	14.2.96	In Temporary Charge
3. do. N. Ratnasabhapathi Pillai M. Ratnasabhapathi	11.8.96		Returned from P.L.
4. do. K. Kuppasami Naidu, Accountant	Oct 92	22.5.96	Transferred to Kurnool
5. do. J. Jayarama Chettai	21.5.96		Joined the Division
6. do. C. Narayanaswamy Pillai Head Clerk	7.9.93	8.2.96	Transferred to South Arcot Division
7. J. R. Mahadeva Pillai 2 nd Clerk in Charge	9.2.96	16.3.96	
8. Mr. P. Lutchumana Rao Head Clerk	16.3.96		Arrived from Kurnool on transfer

(Signed) N. Ratnasabhapathi
Executive Engineer

No 3944

To the Chief Engineer, Public Works Department with reference to his No. 4090.C. dated 13 November 1896. herewith returned.

Encls: 2
1 E.W. Endorsement
1 copy of Exec. Engr's memo to accountant

C. L. Ram
9.12.96

Lieut. Col. R. S.

Superintending Engineer

5th Circle

9th December 1896

Public Works (1896) Department.

CURRENT No. 4250

No. 4969C of 19th Dec 1896.

Order O. N.

To C

For favour of remarks as regards the conduct of Accountant K. Kuppasami Naidu.

From The Superintending Engineer
V Circle.

No. 3944

Dated 10th December 1896

Received 11.12.96

Enclosures 2, 3

Spare copies

SUBJECT.

Pension Application of Shair Musthan, late Conservancy Casuar

Submits the explanation

received from the Exec. Engineer regarding the delay in submitting the

The explanation to Accountant K. Kuppasami Naidu should be submitted on receipt.

S. S. V. Circle

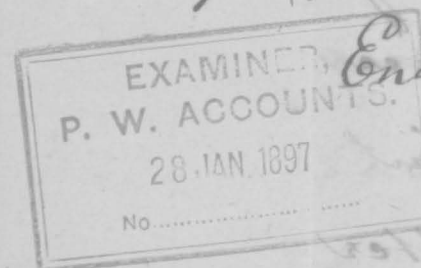
P.W. 2.3
1148797

BACK PAPERS.

FURTHER PAPERS.

G.O.	No.	Department.	Date.
	4969C	O.W.O.	19.12.96

G.O.	No.	Department.	Date.



No 4735

forwarded

31-12-96
Dec 2-1-96

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117

Kurnool
29th December 1896
J. K. Kappaswami
Accountant, Kurnool.
The Executive Engineer
Negapatam Division
Thro the Executive Engineer
Kurnool Division
Sir.
With reference to your No 972
dated 4th December 1896, calling for ex-
planation as to the delay in the disposal
of gratuity paper of Lascar Shakh
Mustan. I beg to state that from the
Accountant Mr. Jayaram Chetty and
Clerk Mr. Mahadwa Sella's office.
notes dated 22 & 20th November 96 res-
pectively it is observed that General
No 3057S reporting the dates of relief
of the Lascars was marked to the late
Head Clerk whose duty it was to prepare
the application for gratuity as he was
in charge maintaining all the Service
books himself. When the paper was
brought to me (I don't remember
when) for advice I asked him to

to bring it with complete file ie
with the G.O's &c as noted by me in
red ink on the face of the letter so that
I may go through the file completely
and give him the necessary advice.
They were not brought to me again
with the required papers. Soon after
Xmas holidays intervened and ~~the~~
the paper, on reopening the office,
escaped my notice. I was not at
all in possession of the file and
there is no sign of it having been
sent to me with the complete file
afterwards as may be seen from
the letter. As the Head Clerk was
then on the eve of his transfer he
must have shelved it or the matter
must have been lost sight of.

It is evident from the pencil note
of the registering clerk on the letter
"File with H.C." that the papers were
with the Head Clerk.

2. When the petition of
Veerannan was received on 13
March 1896 the file was brought

to me I went through the papers
and put up a letter to the District
Surgeon together with an office note
to the Executive Engineer bringing to
notice that two men referred to in
Sub Divisional Officers letters were
born on permanent Establishment and
entitled to pension or gratuity but the
certificate granted by the Apothecary
was not in accordance with the form
required under article 491 of P.S.R.
and suggested that Veerannan be
re-examined by the Civil Surgeon, the
other Shaik Mustun having since
died. As soon as this was approved
of by the Ex. Engineer, the whole file
with the draft &c would have been
given away to the Head Clerk, with
whom the file was all along, for fair
copy of the letter to the Dist Surgeon
and despatch. I believe the Head Clerk
might have thought that since the
man was dead nothing further about

him.

him need be taken or it might have been thought that no action was necessary under article 1044 of C.S.R. according to which the heirs of an officer who died before actually retiring have no claim to his pension or gratuity. It is presumable that Shakti Prasad was not actually retired before his death as the certificate granted by the Muzam-gudi Civil Dispensary was invalid and not being in accordance with the articles 487 + 491 of C.S.R. nor granted by a Civil Surgeon. I cannot now at so remote a period as this exactly remember what had actually transpired then.

3. Again when the Tamil petition from the wife of Shakti Prasad with the Gen. Engr's endorsement thereon was received in May 1896 for the payment of gratuity due to her deceased husband the file

file was not with me. I have already in March 96 fully dealt with the papers and there was no reason for the file being kept with me afterwards. All the papers as soon as they are received in the office are passed on to the Head Clerk for being registered without particularly taking note of any paper, much more Vernacular petitions without English translation which are generally disposed of by the Head Clerk. You are aware that no paper is taken for disposal without the same being registered and sent up with the complete file to the party concerned. This petition was not brought to me with the file nor was my consent taken before its despatch. The Head Clerk finding some endorsement on the petition in question appears to have despatched it quietly without even taking care to know what the contents of the petition

are and whether there are any ^{previous} papers
in connection therewith. It should
have been his duty or that of the
Registering Clerk to have put up the
necessary papers on being registered
and taken either to your notice or
to that of mine, this they failed
to do. they are therefore to be blamed
in the matter. In fact I was not
aware of the petition at all.

Under the circumstances above stated
I respectfully beg to state that I
am not to be blamed in the matter
as the delay of nearly 5 months,
was not due to me as explained
above.

I beg to remain

Sr

Your most obedient servant

Chinnayya Naidu

29/12/96
Accountant En. Engrs
Office Kurim.

A.B. The file of correspondence bearing on
the subject together with the list is returned
herewith.

No. 1552

Forwarded in original D.S.E. Vircle
in continuation of this office no. ⁴⁷²⁵² 3/12/96
Apparently Accountant Kuppasanday
Naidu held back the pension
papers of Shaili Musthan under
a misconception of the spirit
of the rulings contained in
Article 1044 of C.S. R. 1904

K. S. S. S. S. S.

En. Engr.

8/1/97

Depd. 15-14



P. W. No 190



From
The Executive Engineer
Negapatam &c

To
The Suptg Engineer
V-circle

Dated 8th
Dropt 15th } January 1997
Recd
16.1.97

No 15.52

Encls. Nil

Shait Mustau Pension papers

Submitted with remarks
Accountant Kuppusamy
Kandoo's explanation for the
delay in the submission of

No 248.
Submitted in original to
the Chief Engineer P.W.D.
with reference to his No 102C.
dated 7th January 1897.

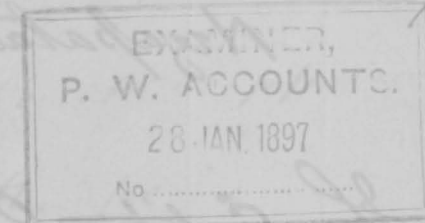
Ch. Engineer
19.1.97

Lt Colonel R.E.
Superintending Engineer
5th Circle
19th January 1897.

P.W. No 1148/97

Public Works (1897) Department.

CURRENT No.



No 530 of 27th Jan 1897

Order O.U.

To C

In pursuance of remarks -
Please see your note of 19.12.96.
No 4407 D/S, received

[Signature]
25/1/97

From
The Superintending Engineer
5th Circle

No. 248.

Dated 19th January 1897.

Received 20.1.97

Enclosures

Spare copies

SUBJECT.

Shait Mustau Pension
papers.

Submitted in original
the explanation of Accon-
-tant Kuppusamy Kaidoo
for the delay in the sub-
-mission of -

4761

C

25472

1. Hm ble h 1 Gorse

2. H.E. the Governor.

Delay in a Pension Case

Read Current No., 117 of 1897

In G.O., 961, dated 10th Oct. '96, the Executive Engineer of the Negapatam Division was called upon to explain the delay of 8 months in the submission of a Pension application on behalf of one Shaik Mustan, a conservancy lascar. The papers show that this man's service terminated on the 31st of Oct. '95, and the Executive Engineer ~~for~~ forwarded his pension papers on the first of Aug. 1896. It was in regard to this period from 31st of Oct. '95 to 1st Aug. '96, that an explanation ~~was~~ ^{was} required; ~~but~~ ^{but} the letter of the Executive Engineer contains distinctly inadequate information on the subject. The lascar was, apparently, reported unfit for further service on the 6th ~~of~~ ^{of} Nov. 1895, and the Sub-divisional officer was on the 14th idem requested to submit all the information required for completing the pension papers. A partial reply was despatched on the 19th idem and ~~the~~ ^{the} reply to a further reference was sent on the 4th ~~of~~ ^{of} Dec. 1895, when the papers appear to have been pigeon-holed, the Executive Engineer's explanation for not taking further action being almost unintelligible. (vide para. 4 of his letter of the 3rd Dec. '96.). No further action whatever was taken until May, when, the lascar having died, his widow put in a petition to the Executive Engineer and applied for the gratuity due to her husband. Of this no notice appears to have been taken at the time. The Executive Engineer writes that "they" (meaning his office) "waited till the Sub-divisional officer's reply was received." There ~~was~~ ^{is} nothing

Flagged A.

Flagged A

C. 25/2/97
R. 10/2/97

in the Executive Engineer's letter

to show that any ^{farther} reference had been made to the Sub-divisional officer, or that any reply due from him. The Executive Engineer then refers to the "short period in which this delay occurred", and explains it generally as due to changes in office staff, and to specific delay on the part of one accountant who had the papers with him ^{from} ~~from~~ Dec. ^{to} ~~and~~ March. From the tone of the Executive Engineer's letter it appears that he considers a delay of 8 months in such a case as this, ^{Comparatively} as trifling. It is unnecessary to dwell upon the hardship which such delays inflict upon pensioners, or their families, ^{as} and the Govt. has repeatedly drawn the attention of its officers to the necessity of treating pension papers as urgent. An explanation from the accountant referred to by the Executive Engineer, is submitted to Govt. That individual places the whole delay at the door of the head clerk who, he surmises, "might have thought that since the man was dead nothing further about him need be taken, or it might have been thought that no action was necessary under article 1044 of the Civil Service Regulations." This mere surmise is accepted by ^{the} the examiner of Public Works Accounts, as the real reason why the papers were considered as disposed of at the time. ^{It} is, I submit, nothing more than a surmise at best, and if it is correct, then the head clerk was greatly to blame for taking upon himself to pigeon-hole papers without the express direction of the Executive Engineer.

by the Executive Engineer and

** The Ex-Engineer's endorsement shows that he has hardly read the accountant's explanation, for he writes as if the accountant had admitted retaining the papers & excused himself by a reference to Art. 1044 of the C.S.R. In fact the accountant denies retaining them, & suggests that the Head Clerk did so under a misconception of the rules*

This must be done & it must be done that the Engineer has committed a grave error & shown ignorance of his duty by characterising an 8 months delay as a "short delay".

27/12/96

A.H.

13.3.96

flashed

2. The whole case has been sent up to Govt., ^{it is} submitted in a most unsatisfactory form and the conduct of the officers concerned appears to call for severe remark. The Executive Engineer does not appear to have seriously gone into the merits of the case. His own explanation is inadequate: he has not attempted to verify the surmise of the accountant, or to take any explanation from the head clerk. ~~and~~ ^{It} is for the consideration of Govt. whether strictures should not now be passed on the inadequate nature of the Executive Engineer's report and a call ^{is} issued for a detailed explanation showing with whom the papers actually were through ^{out} the period from 31st Oct. '95, to 1st Aug. '96, and reporting ^{what} ~~any~~ punishment it is proposed to inflict upon the clerks responsible for this excessive delay. So far as can be ascertained from the present report, the papers were simply pigeon-holed from Dec. until sometime after May, ~~and they did not take them until Aug. to send them on.~~ As a consequence of these delays, the lascar's widow was kept out of a gratuity of Rs 16 for many months.

24.2.97

Delay in a pension case

Read--Para 3 of G. O. No. 961 (Pension)

dated 10th October 1896.

and Current 117 of 1897

Order 20 March 1897 No. 242.

In the Govt. order read above the

Executive Engineer of the Negapatan Di-

vision was called upon to explain the

delay of 8 months which took place in

the submission of an application for

an invalid gratuity on behalf of a las-

car in the Conservancy establishment

of that Division. The lascar was pronounced

unfit for further service by the Civil

Apothecary, in medical charge of Mannar-

-gudi, on the 4th November 1895. The fact

was reported to the Executive Engineer

on the 6th idem and on the 14th, the --

Sub-divisional officer was called upon

to submit the requisite information for

completing the lascar's pension papers.

This information is said to have been

partially supplied on the 19th November,

but it was found necessary to issue a

further reference to the Sub-division-

Secy to Govt. PWD.

for favour of counter initials

(The papers were circulated to

H.E. the Govt. as well as the

Honble W. Prose)

25/11

Issued
25/11

8.11.14

2
al officer requesting him to report
the date of the lascar's relief from
duty. The necessary reply was received
in a letter dated 4th December 1895
and the lascar's pension papers should
then forthwith have been prepared and
submitted for the orders of Govt. The
file appears, however, to have been en-
tirely laid on one side. A reference to
it must have been necessary in the
following March when another subordinate,
whose case formed the subject of the
Correspondence,
same reference made personal represen-
tations on the subject to the Executive
Engineer. Again, in May, the lascar him-
self having died, his widow presented a
petition in person to the Executive En-
gineer, which ^{dis} said, passed through
his office without notice being taken of
of the matter, because the ^{clerk} ~~clerk~~ con-
cerned were waiting "till the Sub-
divisional Officer's reply was received",
though, as has already been pointed out,
the Sub-divisional Officer had apparent-
ly answered the last reference on the
subject in the preceding December, it

3
was not until August that the gratuity
application actually left the Executive
Engineer's hands and there is in the
papers now before Government ^{nothing which} ~~made~~
^{accounts for} ~~cause of~~ the delay which was per-
mitted to take place. The Executive En-
gineer's ⁶ ~~6~~ explanation is that "in the
"short period during which the ² ~~2~~ delay oc-
curred there were changes ^{in his} ~~in his~~ Office
staff, and that one member of his esta-
blishment- the Accountant, Kuppusami
Mayudu - unnecessarily detained the pa-
pers between December and March. With
reference to the first portion of this
explanation the Government observes that
M.R.Ry. Rathasabapati Pillai Ayl. has
committed a grave error and shown great
ignorance of his duty in characterizing
the period of delay in this case as
"short". The Government ^{has} repeatedly laid
down that the preparation of pension ap-
plications is a matter requiring the im-
mediate and personal attention of the of-
ficers responsible for their submission
and the fact that certain changes took
place in the Executive Engineer's office

4
establishment is no excuse for that
officer's failure to take ^{such} steps as
might have been necessary in order to
ensure the ^{prompt} disposal of urgent
papers. With reference to the second
portion of the explanation, the Govt.
observes that ~~whereas~~ Accountant Kupp-
sawmi Nayudu alleges that the Head-
clerk was responsible for the prepa-
ration of the gratuity application
and that he himself was merely on one
occasion shown the papers for his ad-
vice, and surmises that the Head-clerk
"might have thought that since the man
was dead no action was necessary under
Article 1044 of the Civil Service Re-
gulations. This explanation, if true,
exonerates the Accountant; but it
should have been at once apparent to
the Executive Engineer that it was his
duty to investigate the question of
the Head-clerk's responsibility. Instead
of doing this, however, he merely for-
warded the Accountant's explanation in
original to the Superintending Engineer,
endorsing thereon a remark which shows

5
that he had perused the papers with so
little care that he had not grasped the
nature of the Accountant's defence, for
he describes that individual as excusing
himself for keeping back the papers owing
to a misconception of Article 1044 of the
Civil Service Regulations.

For these reasons the Govt.
3 The Government is compelled to ex-
press regrets that it cannot accept
the Executive Engineer's expla-
nation as in any degree adequate and he will
now be requested ⁱⁿ through the Public Works
Department, to submit a detailed statement
showing as far as possible ~~from the infor-~~
~~mation available~~ precisely where the pa-
pers were during the period, 31st Octo-
ber 1895 to 1st August 1896, explaining
who was responsible for the delay which
took place during the various stages, and
reporting what punishment it is proposed
to inflict upon the clerks at fault.

H.O.
20
18.7.97
The P.W.D. *[Signature]*
19/3/97

en given for copying _____
en copied _____
en examined _____
en signed _____

189 .

D AGAIN G.O., No.
 189

DATED

EMENT No.

ENCLOSURES TO O. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B. -

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