Pension (1898) Department.

ORDINARY MS.

G.O., No. 365

DATED 27th May

[Despatch Abstract.]

Incloses certain officers of the Salt, Abkari and Separate Revenue Dept^t as listed in the Appendix to G.O. No: 918 Revenue, dated 4th December 1897 and Supplying them with 100 Rubber Rollers.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Rev. C. no. 1780			3/99				

[P. G. / 21]
500—7-8-96.

C. No. 365

Pension Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read again G.O. 918/4-12-97 Pension

READ the following paper

From the Board of Revenue, Sep. Rev. dated 27th Feby 1898, No. 59.

Note

These officers will be included in the office copy of the list. In the G.O. under reference only one set is entered against the three departments of the Board of Rev. The Sep Rev. Dept. asks for 2 sets separately for its own use and 98 for the officers under it.

[initials] 20.5.98

Order. 27 May 1898, No. 365

The officers referred to in para. 3 of the Board's Proceedings read above will be included in the list in Appendix B to G.O. No. 918 Pension, of 4th Decr. 1897, and they will be supplied with the 100 rubber rollers required.

[initials] 20.5.98

[initials] 23.5.98

[initials] 25/5/98

To

The Bd. of Rev. (S.R.)
" Supdt. of Stationery

Pension (1898) Department

REVENUE DEPARTMENT.

Current 365

1898.

Board of Revenue

(Separate Revenue),

MADRAS.

Printed March 22nd.

Recd 8 May

Regd 9 "

Enl.

Proceedings, No. 59, 27th February 1898.

GOVERNMENT OF MADRAS PENSION DEPARTMENT

SECY. GOVT. 18 MAY 98 REV. DEPT.

Endorsement R No. 817.

Transferred to the Pension dept.

Secretary to Govt. R.D.

Ootacamund, 16th May 1898.

FEBRUARY.

KO 12/6/98

Communicating, with instructions, to all Deputy and Assistant Commissioners and Officers in charge of Circles, the Collector of Sea Customs and the Superintendent of Stamps, Madras, for information and guidance, Government Order communicating Proceedings of the Financial Department communicating to all heads of departments a set of rules for the record of the finger-prints of Government servants and pensioners and for the utilization thereof; and reporting to Government the number of rubber rollers and plates required for the Salt, Abkári and Customs Department.

PROCEEDINGS OF THE BOARD OF REVENUE
(Separate Revenue).

Read—again Proceedings of the Board of Revenue (Separate Revenue), No. 471, dated 8th November 1897.

Abstract.—Ordering the general adoption of the practice of affixing the left hand thumb-mark against the names of recipients of Government money in the receipts given by them.

Read—also the following Proceedings of the Deputy Commissioner of Salt, Abkári and Customs Department, Northern Division, dated Waltair, 30th January 1898, No. 390:—

Read—the following letter from B. W. B. T. FLEMYNG, Esq., Inspector of Salt, Abkári and Customs Department, Naupada Circle, dated 14th January 1898, No. 82:—

I have the honour to refer you to Board's Proceedings, No. 471 (printed), dated 8th November 1897, ordering the general adoption of the practice of affixing the left hand thumb-mark against the names of recipients of Government money, in the receipts given by them, and beg to ask your orders on a certain point.

2. The Board in its resolution of the Proceedings read above states that the thumb-mark of the recipients of all Government money, *i.e.*, pay, travelling allowance, rewards, &c., who are unable to sign their names should adopt the thumb-mark system. I now beg to state that this system, though acknowledged all round as excellent, has one defect, viz., the paying of P. C. R. coolies.

3. In this factory it falls to my lot or to my Assistant to very often have to pay from 100 to 200 coolies a day and when it is taken into consideration that payments seldom take place till the day's task is over, it can be seen that to adopt the thumb-mark system with a lot of graceless coolies means that a good many hours will be required for this work.

4. Again I beg to point out an important fact that no one ever pays coolies or P. C. and R. money of any kind except the Inspector, or his Assistant Inspector, at least that is my experience ever since I joined the department. I really do not see why as a special case these lengthy daily labour bills should not bear the signature of the cooly instead of the thumb-mark. The thumb-mark system was ordered to prevent considerable temptation to dishonest subordinates to defraud persons of their just dues. But I venture to think that the Board does not include Inspectors or Assistant Inspectors among this class as they are mostly men who have struggled to get on in the department and are still doing so and, if my presumption is correct, there can be no danger in adopting the old way of taking the recipients' mark in writing, viz., his name.

5. As regards other payments I have no objection to offer. Regarding the thumb-mark system, the persons are generally small in number, but when it means 200 coolies, half of whom have probably to be taught how to "thumb-mark" the time spent can be well understood.

Endorsement by the Assistant Commissioner, Chicacole Sub-division, No. 495, dated 26th January 1898.

Copy submitted to the Deputy Commissioner for favour of orders.

2 There is a great deal of force in what the Inspector states and I think that when payments are made personally by the factory officer and provided the amounts due to each individual are only 2 or 3 annas, the thumb-mark may be dispensed with.

Provided such payments are made by the factory officer and do not exceed 12 annas in any given case, the old system can be adhered to.

Read—also the following G.O., Mis. No. 436, Revenue, dated 27th January 1898:—

Read—the following 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 ($10\frac{1}{2}$" × 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, $10\frac{1}{2}$ 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 as* '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 shew 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 15 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—Mis. No. 436, Revenue, dated 27th January 1898.

Communicated to all heads of departments under the Revenue Secretariat for information and guidance.

2. The question raised in paragraph 6 of the order read above, regarding the application of similar rules to yeomiahdars, will be referred to the Board of Revenue, Land Revenue, for remarks.

(True Extract.)

(Signed) N. E. MARJORIBANKS,
Ag. Under Secretary to Government.

To the Board of Revenue (Separate Revenue).
,, Superintendent, Madras Survey, &c.).

RESOLUTION—No. 59, dated 27th February 1898.

Communicated to all Deputy and Assistant Commissioners and Officers in charge of Circles, the Collector of Sea Customs and the Superintendent of Stamps, Madras, for information and guidance.

PLATE I

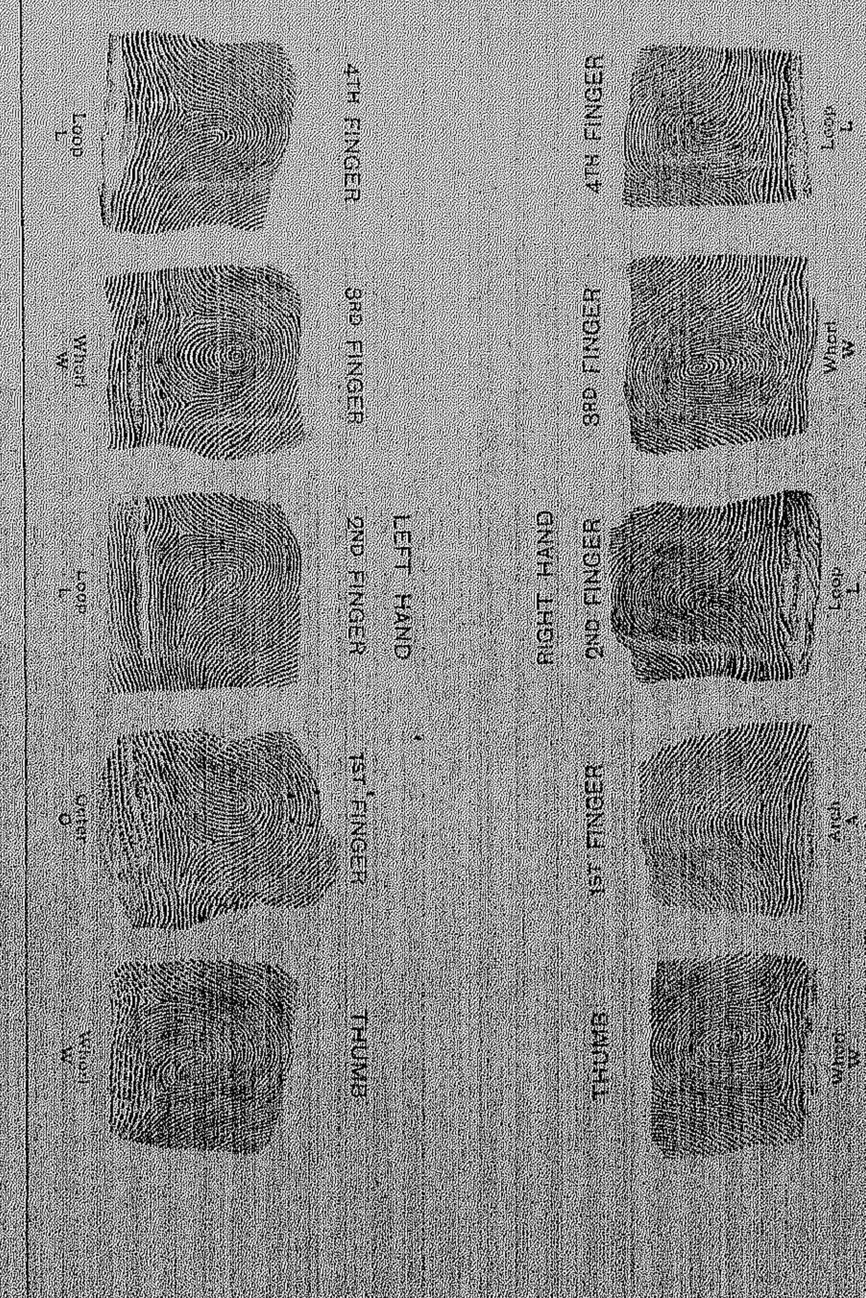


Reg. No. 3932
Copies 600 + 562

Photo-Print., Survey Office, Madras
1898.

PLATE II

SPECIMEN HAND



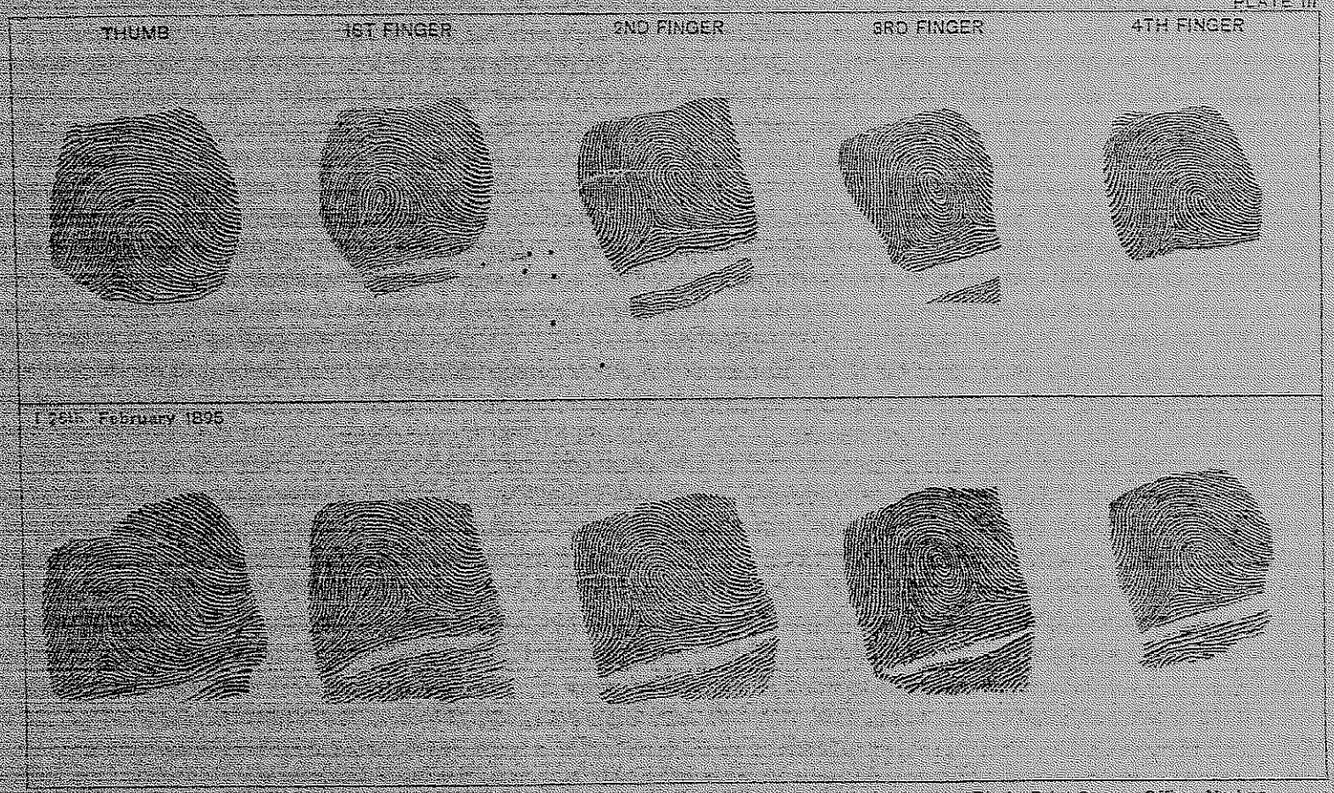
Regd. No. [illegible]
Copies [illegible]

Photo-Print, Survey Office, Madras.

FINGER PRINTS OF THE RIGHT HAND OF A PERSON

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

PLATE III

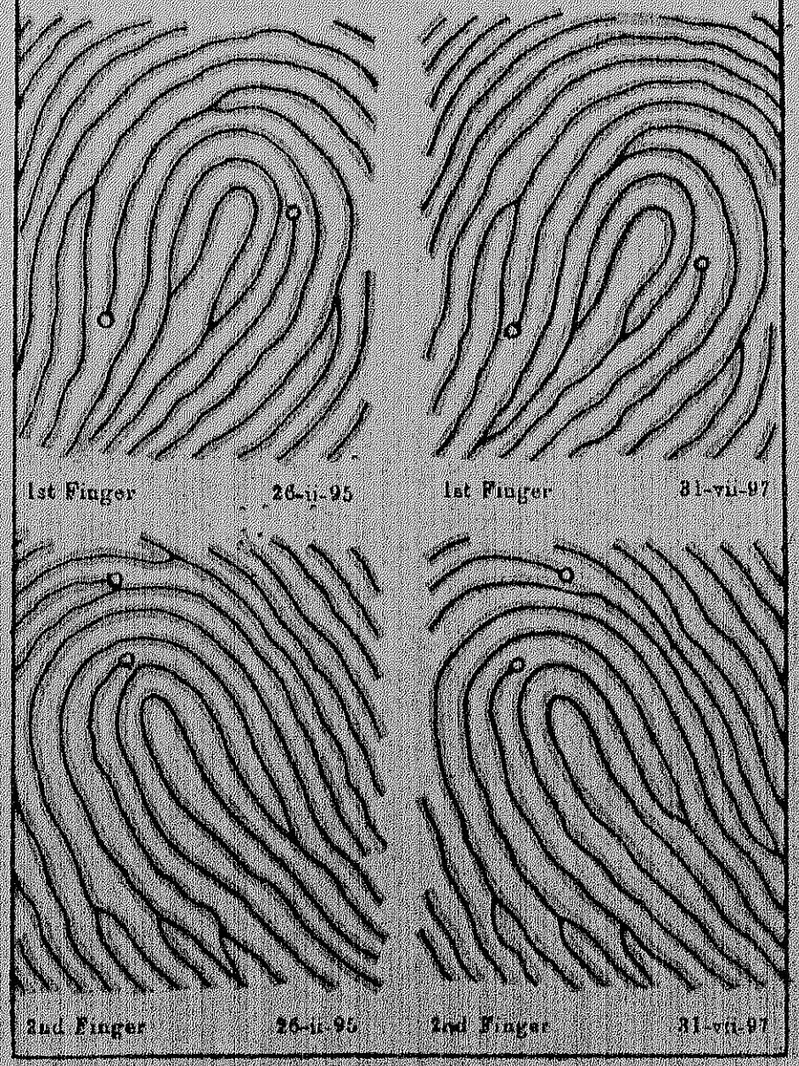


31 31st July 1897 Reg: No. 3954
Copies 500

Photo-Print Survey Office, Madras.
1897

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

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

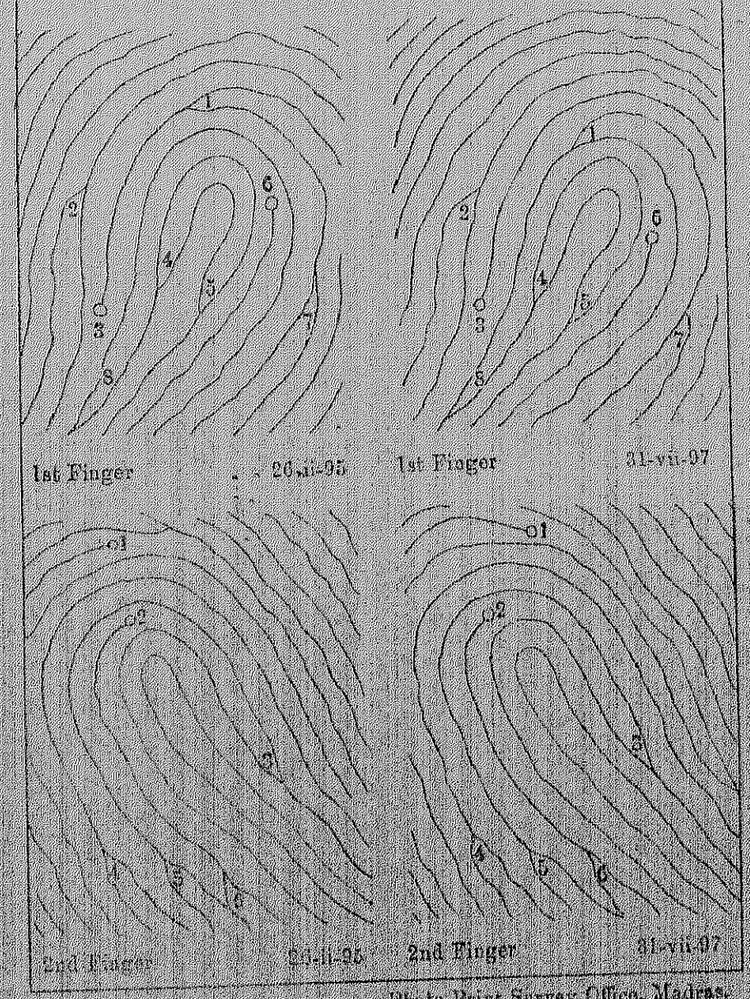


Reg. No. 3955
Copies — 3183

Photo-Print Survey Office, Madras.
1898

SKELETON CHART OF PLATE IV

Showing the axes of the ridges with points of reference numbered.



Reg. No. 3956
Copies 600 + 563

Photo-Print Survey Office, Madras.
1898.

2. The instructions contained in Board's Proceedings, No. 471, dated 8th November 1897, should be held to be superseded by those contained in the Government Order now communicated in so far as they relate to the record of the distinguishing marks of Government servants for whom service registers have been or will be maintained and of persons newly entering into Government service. In regard to payment of rewards, Petty Construction and Repairs money, &c., to illiterate persons, the instructions previously issued should be followed, *i.e.*, the impression of left thumb alone need be taken. An exception will, however, be made, as recommended by the Deputy Commissioner, Northern Division, in the second of the papers read above in the case of gangs of coolies personally paid not more than one or two days' wages apiece by Inspectors or Assistant Inspectors. In this instance, as much time would be occupied by taking the impressions, the present system of taking receipts may be continued.

3. With reference to paragraph 4 of the Government Order in the Pension Department read above, the Board begs to report that the total number of sets of apparatus required for use in the Salt, Abkári and Customs Department is 100 as shown below:—

Board's office	2
Deputy Commissioners including Abkári Deputy Commissioner ...	4
Assistant Commissioners	12
Circle Officers	82
Total ...	100

All the officers named above are responsible for the preparation of pension applications and the maintenance and verification of service registers. As Government will observe, the Board has, to a certain extent, already anticipated its orders and has issued instructions for thumb impressions being taken in certain cases. With reference to these instructions, all the officers specified above have already supplied themselves with the apparatus described in paragraph 4 of the Government Order with the exception of the rubber rollers or will do so shortly. It is therefore requested that 100 rubber rollers alone may be supplied now.

(True Copies and Extract.)

(Signed) C. G. TODHUNTER,
Acting Secretary.

(True Copy.)

Ag. Asst. Secretary.

To all Deputy and Assistant Commissioners and Officers in charge of Circles.
" the Collector of Sea Customs.
" the Superintendent of Stamps, Madras,
" the Secretary to Government, Revenue Department,
} with a copy of Board's Proceedings, No. 471, dated 8th November 1897.

Ed. P. Gunniah.

1897.

Board of Revenue

(Separate Revenue),

MADRAS.

Printed November 22nd.

Proceedings, No. 471, 8th November 1897.

NOVEMBER.

Ordering the general adoption of the practice of affixing the left hand thumb-mark against the names of recipients of Government money in the receipts given by them.

PROCEEDINGS OF THE BOARD OF REVENUE
(SEPARATE REVENUE).

READ—again Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 1039, dated 12th March 1896.

ABSTRACT.—Forwarding to the Deputy Commissioners, Northern and Central Divisions, for report, endorsement of the Deputy Commissioner, Southern Division, recommending the introduction of the system of affixing the right hand thumb-marks of illiterate recipients of pay, rewards, &c., in the acquittance rolls.

READ—again Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 1327, dated 26th March 1896.

ABSTRACT.—Recording, pending receipt of reports from other officers, letter from the Deputy Commissioner, Central Division, approving, with certain changes, the proposal of Mr. Kearns to introduce the system of affixing the right hand thumb-marks of illiterate recipients of pay, &c., in acquittance rolls.

READ—again Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 1923, dated 9th May 1896.

ABSTRACT.—Requesting the Inspector, Védáranniyam Circle, to submit to the Board one of the reward registers of the circle in which the thumb-marks of the signatories have been taken.

READ—again Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 2439, dated 12th June 1896.

ABSTRACT.—Requesting Mr. Kearns to get thumb-marks taken on a sheet of paper according to the method suggested by him and forward the sheet to the Board.

READ—again the following Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 3015, dated 18th July 1896 :—

Read—the following letter from A. S. KEARNS, Esq., Acting Assistant Commissioner of Salt and Abkári Revenue, Masulipatam Sub-Division, to the Secretary to the Commissioner of Salt, Abkári and Separate Revenue, dated Masulipatam, 30th June 1896, No. 1469 :—

With reference to Board's Proceedings, No. 2439, dated 12th June 1896, regarding the matter of signing documents with thumb-marks, I have the honour to submit herewith the sheet with thirty-six marks taken from six different persons and mixed up anyhow. The key to it will be found on the back and also on a separate sheet where I have given both the right and left hand thumb-marks of the six individuals. It is easy enough to pick the marks of each individual.

2. With reference to the working of the system proposed by me, I would point out that it is not a question of identifying one mark amongst many; it is simply a place by which we obtain such a mark as a receipt to a payment that, if any doubt subsequently arose, all that would be necessary would be to call up the individual and take an impression and compare it with the alleged impression on the receipt. The identification would be immediate.

3. I would also, with a view to have a permanent record of an illiterate man's thumb-mark, make him sign the declaration in the service-book with his left hand thumb. In my original letter I proposed the right hand thumb, but I think I prefer the left hand as being less liable to injury and distortion.

4. I also beg to bring to the notice of the Board that I see from the *Fort St. George Gazette* that the Registration department is adopting a similar system of signing documents.

Resolution—Mis. No. 3015, dated 18th July 1896.

The Board has under consideration the question of requiring illiterate persons who receive rewards from officers of the Salt, Abkári and Customs Department to put their thumb-marks against their names in the receipts. It desires to have the system tried as an experiment in the Cocanada Sub-division. The Deputy Commissioner, Northern Division, is requested to instruct the Assistant Commissioner accordingly and at the end of a year to examine whether satisfactory marks are obtained and report on the experiment.

2. The left hand thumb-mark of the recipient should be taken by the disbursing officer. For this purpose each disbursing officer not below the rank of a Sub-Inspector should be supplied with a tin slab and a little black printing ink. A drop or two of the ink should, when required, be put on the slab (a drop or two of kerosine-oil being added, if necessary) and spead evenly on it. The layer of ink should not be so thick as not to allow the color of the plate to show through it. The bulb of the recipient's left hand thumb should be gently but firmly pressed on the plate prepared as above, and should then be pressed in the same manner to the document to which the impression has to be transferred. Only one impression should be taken with the finger once inked and when a second impression has to be taken the finger should be inked again by being pressed against the plate before being used again. Care should be taken that neither too much nor too little ink is spread but just enough to bring out the convolutions on the skin of the thumb with the maximum of distinctness.

(True Copy and Extract.)

(Signed) EDMUND MILLETT,
Assistant Secretary.

To the Deputy Commissioner, Northern Division.
,, Assistant Commissioner, Cocanada Sub-Division.

READ—again Proceedings of the Board of Revenue (Separate Revenue), Sub. No. 4514, dated 10th August 1897.

ABSTRACT.—Recording letter from the Deputy Commissioner, Northern Division, stating that the report on the experiment of the thumb-mark system in the Cocanada Sub-division will be submitted to the Board in due course on his approaching visit to the Sub-division.

READ—also letter from the Deputy Commissioner of Salt, Abkári and Customs Department, Northern Division, dated 30th September 1897, No. 2500.

ABSTRACT.—Submitting a report on the working of thumb-mark system which was given a trial in the Cocanada Sub-division.

RESOLUTION—No. 471, dated 8th November 1897.

As in the generality of cases where Government money is disbursed to the public and to the inferior servants of the Department the recipients, being illiterate, are not able to give a satisfactory receipt for the amount paid, there is considerable temptation to dishonest subordinates to defraud such persons of their just dues as well as

opportunity afforded for fraudulent claims being preferred against Government by persons who have already been paid. The Board therefore resolves to direct that, in future, the thumb-marks of the recipients of all Government money, *i.e.*, pay, travelling allowance, rewards, &c., who are unable to sign their names freely and consistently be invariably taken against their names in the receipts. This system was ordered to be tried as an experimental measure in the Cocanada Sub-division in regard to the disbursement of *rewards* (*vide* Board's Proceedings, Mis. No. 3015, dated 18th July 1896, read above) and is reported in the last letter read above to have worked satisfactorily. The Board has no doubt that if Assistant Commissioners and Inspectors carry out the instructions in the following paragraphs carefully and intelligently, the system can be still more successfully worked in future.

2. The left hand thumb-mark of the recipient is that which should be taken by the disbursing officer. For this purpose each disbursing officer, not below the rank of a Sub-Inspector, should be supplied with a small tin plate, a small bottle of kerosine-oil and some black printing ink. A drop or two of the ink should, when required, be put on the slab, a drop or two of kerosine-oil being added, if necessary, and the mixture spread evenly on it. The layer of ink should be so thin as to allow the color of the plate to be easily seen through it. The upper part of the front of the recipient's left thumb should then be gently but firmly pressed on the plate prepared as above and should afterwards be pressed in the same manner to the document on which the impression has to be made. In cases where the left thumb of the recipient is deformed or wanting, the impression of the bulb of any other finger may be taken instead, a brief note being made below the impression to indicate which finger has been used and the reasons for not using the left thumb. The thumb or finger should be inked afresh each time an impression is to be made if the recipient has to sign in more than one place or in more than one document. The point requiring most attention is to see that neither too much nor too little ink is spread on the tin slab but just enough to bring out the convolutions on the skin of the thumb with the maximum amount of distinctness and one or two trial impressions may be taken first with advantage.

3. Since disbursing officers are personally responsible for the correct disbursement of all sums entrusted to them, it will be to their interest to see that all impressions are made by the right persons in their presence and under their personal supervision as, otherwise, it is possible that the persons to whom money is due may connive at the thumb-marks of other persons being taken, so as to enable them to set up a false claim at some future date.

4. The thumb-marks of all inferior servants should similarly be obtained in their service books in the column headed "Marks for identification."

(True Copies and Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

(True Copy.)

(Signed) A. KRISTNASAMI IYENGAR,
Ag. Assistant Secretary.

To all Deputy and Assistant Commissioners.
Copy to all Officers in charge of Circles, with spare copies for distribution to Factories.

Erd. W. D'Moss.

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CURRENT No.

ENCLOSURES TO G. No.

CLASS OF GOVERNMENT	.. .. ..	A	A	A	A	A	A	A
LETTER OF GOVERNMENT								
STATEMENT WITH DITTO								
PLACES NOT FOUND ON; BEING SENT FOR INSERTION IN ORIGINAL								

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