

ORDINARY MS.

13-8-29

Sub.	DEPARTMENT.
G.O., DATED 17 th Nov 1894	
No.	844

INDEXED.

When given for copying. 19/10

[Despatch Abstract.]

Sanctioning as a temporary arrangement addition at hand to the Surgeon General's office and increment to the pay of the same.

7-11-01
26/12/01
25-2-09
16-5-11
18-8-11
24-11-11
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22-6-18

Office of Surgeon-General.
with the Government of Madras.
Madras. 3rd November 1894

N^o 16/110

From Surgeon Major-General C. Sibthorpe F.R.C.S.
Surgeon-General with the Govt. of Madras.

To His Honour the Chief Secretary to Government.
Public Department.
Fort Saint George.

Sir,
With reference to G.O. N^o 745 dated 5th Oct. 1894
I regret I have not made my position clear as
regards my Office - The fact of the matter is
that the Office has never been thoroughly organized
and that for years back it has been underhanded
as pointed out by my predecessors - This I have
thoroughly convinced myself of by close observation
and by going fully into the details of the work
in the Office since I took over charge - The
consequence is that there is no order in the way
work is done and constant delays occur
because of the difficulty of following up references.
This has lead in many cases to the serious
censure of Government specially as regards
my two immediate predecessors, and I fear
will continue if I am not permitted to

READ AGAIN ORDER OF GOVERNMENT, DATED
189, No. MISCELLANEOUS.

FURTHER PAPER, No.

3581 of 1894
3567 of 1894
3668 of 1894
7307-95

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL (not paged).

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

reorganize the Office, so that the heads of the different departments can be held responsible for keeping themselves up in the Orders of Government and bring the facts to my notice when such orders are not carried out. The unsatisfactory state of the Head Office affects the whole Medical Department; when I took over charge in May last the quarterly sheets which are practically the standing orders of the Department and the method of placing permanently on record the orders of Government had only been published and circulated up to the end of 1892. In the Office none of the Codes or books of Army Regulations have been corrected up to date simply from want of sufficient help; this of course renders them practically useless for purposes of reference. Regarding current work I find that a draft of mine sometimes takes a week or ten days before it is sent up for signature - in every case I have enquired into there has been some good excuse such as sickness. There are only two copying clerks in the Office so that when one of them goes sick the other is dreadfully overworked.

2. I attach to this a Memorandum showing

the distribution of the work in the Office and I am convinced that if Government wishes the work to be carried on efficiently in this Office that it will be necessary to let me engage the three extra clerks, the two attendants and allow me the temporary services of an Apothecary as asked for in my letter referred to in the above. Even with this addition to the Establishment there will be no real margin to allow for temporary absence from sickness and it will only just be possible to bring the Office hours down to those existing in other Government Offices.

3. As regards the extra pay for the Manager, it has solely been recommended on account of the good work he has done for years, the responsibility of the post and the fact that he is underpaid as compared with officers holding similar appointments. vide para 9 of my letter No 6/83 dated 22nd August 1894.

4. As regards the financial aspect of the extra cost for this year there are certain to be sufficient savings in the Medical Budget from the abolition of the Butler's Department and in savings from compensation to commissioned officers who Government considers are not entitled to it and for whom provision was made in the Budget.

5. The proposition and re-appropriation statements are herewith resubmitted.

I have the honor to be

Sir,

Your Most Obedt. Servant.

Chinambie

Surgeon Major General
Surgeon General with the Fort of M...

Public 1892 Department.

3211

Pub No 74505-10 294

From

Surgeon Maj: Genl. G. S. Sutherland J.A.C.P.S.
Surgeon Genl with the Govt of Madras
Madras

No 6
110

Dated 30 } e November 1892
Received 4/11

Rept 5/11
Encl. 1.
Encl. 2
To Pub. C.
2464
ret 3

Subject.

Resubmits with remarks
proposals for increase to
the Office Establishment of
Surgeon Genl with the Govt
of Madras

Memorandum.

List of duties now performed in the Office
arranged according to Departments with the
proposals suggested to remedy the evils.

(A). Budget Department.

1. Reviewing the Medical portion of all Local
Fund and Municipal Budgets for submission
to Government.
2. Checking Provincial budgets from all Presiding
Hospitals and District Medical officers and
compiling a general Budget Estimate for sub-
mission to Government.
3. Compiling Medical portion of the Jail Budget
for transmission to the Inspector General of
Prisons.
4. Compiling Medical portion of the Police
Budget for transmission to Inspector General
of Police.
5. Checking and submitting Home Students
for medical stores required for -
 - (a) Medical College.
 - (b) Chemical Examiner's Department.
 - (c) Store Depot Madras.
 - (d) Do. Rangoon.
6. Preparing forecast estimates Medical,
Provincial and Imperial and submitting
them to Government.

7. Submitting Budget Estimates of Medical Store Depôts Madras and Rangoon to the Controller of Military Accounts.

8. Submitting tenders for local supplies

of Medical Stores to Controller, after due check.

9. Checking and submitting the verification lists of medical stores of the Madras and Rangoon Depôts to Government Military Department.

10. Submitting indent for medical books to Government. Financial Department.

11. Passing indents for Miscellaneous charges, Bedding and Clothing of Presidency Hospitals (Provincial)

12. Checking and passing the following bills:-

(a) Establishment bills of Presidency Provincial Hospitals

(b) Travelling allowance bills of Medical Officers and subordinates

(c) Contingent bills.

13. Preparing pension applications of all Hospital servants and subordinates of the office and of Medical Store Depôts

Remarks. - One clerk is now in charge of this work and other petty matters connected with the Store Depôts. He has also to prepare proposition statements for all additional Provincial Establishments required in Presidency Hospitals and Districts.

The result of this arrangement is that he has scarcely time to exercise any appreciable check over the bills and estimates he gets, and thus the most important part of his work is neglected not on account of any negligence on his part but owing entirely to the work being too much for a man. He should either get an Assistant or the duties referred to continue to be neglected which cannot be done in the interests of Government.

(B) Indent Department.

1. Checking and passing all Government, Local Fund and Municipal indents for Medical Stores - both annual & supplementary.

2. Checking and passing all Presidency and District indents (Provincial) for Stationery

3. Keeping accounts of office stationery and issuing it from time to time for office use.

4. Keeping account of Office Contingent money.

5. Maintaining the following registers

(a) Register of indents for Medical Stores

(b) — do — — — Repair Indents

(c) — do — — — Miscellaneous Indents

(d) — do — — — Pay and travelling bills

(e) — do — — — Indent for blank forms

(f) — do — — — Books for the Store Depôt

(g) — do — — — Books received in the office

(h) — do — — — Indents for building & clothing

(i) — do — — — Stock book of Stationery

(j) — do — — — Regulation books received

6. Preparing Office Establishment pay bill, drawing pay from the Bank and distributing it to the Establishment.
7. Depositing of Packing Accounts of Medical Stores received from England.

Remarks. There is one clerk allowed for this work. It must be remembered that if the indents alone (3 copies each) are properly checked according to the established proportion the work is sufficient for one man. At present this work is very casually done, or there must be large arrears and delay. Improvement therefore in this direction is urgently called for.

(C) Diet Dept.

1. Checking the daily Registers of dieting in patients in the Government Presidency Hospitals including the Lunatic Asylum.
2. Comparing Diet Registers with ingredient statements and calling for explanation when they don't agree in any particular.
3. Seeing that the articles issued for each diet in the ingredient statements are in accordance with the diet scale.
4. Seeing that the charges in the Bills are not in excess of the quantities entered in the ingredient statements and other vouchers.
5. Checking & passing tender & contract bills.

Remarks. The clerk in charge distinctly says that a minute check is almost impossible with the time at his disposal - but unless this is done the interests of Government cannot be protected. Some arrangement is therefore necessary in this Department also.

(D) Statistical Department.

1. Collecting statistics and compiling various statements for the following reports.
 - (a) State Hospitals Reports
 - (b) Civil Dispensary and Hospital Reports.
 - (c) Lunatic Asylums Report.
 - (d) General Hospital Report
 - (e) Police Hospital Report.
2. Submitting a summary on "Medical Relief" to Government for incorporation in the Presidency Administration Report.
3. Checking the Arithmetical calculations in the monthly and Annual Jail Returns and forwarding them to the Sanitary Commissioner in India.
4. Checking quarterly and Annual returns of Civil Hospitals and Dispensaries, Police Hospitals and Lunatic Asylums pointing out any mistakes or irregularities to Medical officers concerned.
5. Communicating to District Medical Officers Surgeon-Generals' remarks on their Inspection reports of Hospitals and Dispensaries.

6. Forwarding half yearly Inspection Reports of villages by District Medical & Sanitary Officers to Sanitary Commissioners Madras.

7. Compiling and submitting a statement showing the income and expenditure of the Presidency Hospitals with explanations as to variations for incorporation in the Administration Report of the Collector of Madras.

8. Attending to all miscellaneous papers connected with the statistics.

Remarks. There are 2 clerks attached to the Statistical department but this number is hardly sufficient during the working season viz: from January to August. Accordingly an additional clerk is detailed for duty in that Department to the detriment of his own work. Also a medical subordinate is attached for a month to prepare the statement of surgical operations. These arrangements are very unsatisfactory. Some permanent addition is very necessary to this Department, and as the need for a professional assistant is most obvious with a view to a more correct and satisfactory checking of the monthly and annual returns (Janl &c) it is

very necessary that an Apothecary should be posted to the Statistical Department during the whole working season if not permanently.

(E) Examiner & Indexer.

1. Comparing all fair copies of letters, postings, returns, statements, reports &c. with the drafts and passing them on for signature to the Surgeon-General and Secretary.

2. Indexing all letters &c. sent out from the Office in their respective subject sheets.

3. Numbering all letters and docketing them when necessary.

4. Collecting annual additions to Records of Service of all Commissioned Medical Officers, Warrant Medical Officers and Military Hospital Assistants employed both in the Military and Civil and calling for them when not received.

Remarks. - No 4 is an additional duty which is simply imposed on him for want of a better arrangement. His time is fully occupied with his own legitimate work from morning to evening.

(F) Account Department.

1. Recovering the value of Medical stores supplied to all Local Fund & Municipal Hospitals both on Annual & Supplementary

1. or emergent incidents
2. Checking lists of valuation statements received from the Examiner of Commisariat Accounts and forwarding them to the Accountant General and Comptroller of India Treasuries.
3. Checking lists of payments on account of medical supplies made into District Treasuries.
4. Compiling and forwarding an outstanding statement for transmission to the Accountant General.
5. Checking the Annual returns of surgical instruments &c of all Government, Civil, Police Jail and Collectorate Hospitals, Lunatic Asylums and the Medical College.
6. Checking transfer certificates of Medical in Stores &c received from all Government or institutions whenever there is a change amongst medical officers & subordinates.
7. Checking breakage books and communicating orders on all breakages and losses daily reported from all Government & Institutions.

Remarks - There are two clerks in this Department - As however under the new system of supply to Local Fund & Municipal Hospitals the work in this Department will

be reduced from the next year, one of the clerks will be withdrawn from it & otherwise utilized.

(G) Medical Board & Miscellaneous Dept.

1. Collecting papers for the Medical Board, issuing weekly notices of meetings, preparing proceedings, attending the Board at their meetings and disposing of the Proceedings when the Board is over.
2. Correcting proof sheets of the Army List received monthly from the Adjutant General and quarterly from the Government of India (Medical portion)
3. Correcting proof sheets and forwarding monthly lists of Military Hospital Assistants to the Controller, showing dates of admission to service, dates of promotion to each grade, date of appointment to present office, nature of appointment, age &c.
4. Collecting and keeping annual confidential reports on all Medical subordinates Military and Civil - Maintaining a register for the same and calling for those not received.
5. Collecting and keeping attestations and agreements of Medical students, their Guardians &c.
6. Keeping a list of all Medical subordinates who apply for promotion examinations and

6. Submitting a statement to the Manager with a view to arrangements being made for their examination.
7. Copying all D.O. letters in D.O. Book.
8. Keeping a register of ordinary Confidential correspondence received.
9. Keeping an index of ordinary confidential correspondence sent out & copying them. (more important ones being kept by the Manager)
10. Sending out sealed covers of question papers to Medical subordinates and after the examination is over communicating the results to the parties concerned.
11. Preparing and checking pension applications of medical subordinates both Civil and Military.
12. Preparing Record of service of Military Assistant Surgeons on retirement or death and sending them to Controller.
13. Preparing applications for pension from Lord's Relief Fund for widows of Military Assistant Surgeons.
14. Preparing applications for passage and advance of pay to Medical subordinates under orders of transfer.
15. Communicating orders regarding the entertainment, precollegiate training and transfer to Medical College of all medical pupils.

Remarks - The new work of preparing the Civil Medical test (2 Sections) ordered by Government, has, also, for want of better arrangements devolved on this clerk. He has already more work to do than he could properly and satisfactorily get through and to saddle him with this new and laborious work is virtually at the expense of his other duties. Some other arrangement for relieving him of this and some of his old duties is very necessary.

(H) Current Department

There are only two copyists who have to fair copy all letters, memoranda, endowments, minutes, posting orders, certificates, reports, statements &c sent out from the Office, to keep copies of original correspondence referred from Government or other Departments which have to be returned with reply.

Remarks - The result is that there is always great delay in the despatch of business as ordinarily a draft passed by the Surgeon-General is not fair copied and despatched until ~~four~~ or ~~five~~ days and when there is extra work or any of the copyist is sick it takes double this time.

(J) Registering Department.

1. The Registering clerk maintains the following registers.

- (1) Government Register
- (2) Presidency Hospital Register
- (3) District Medical Officers Register
- (4) Sanatic Asylums Register
- (5) Sheriffs Register
- (6) Medical College and Director's Register
- (7) Army Head Quarter Staff Register
- (8) P.W.D.'s Register Madras
- (9) Other Departmental Registers
- (10) Registers for Departments in other Residences

2. He marks disposals in the Registers against each letter. This requires his keeping himself posted up in all cases: ~~provision~~ which leaves the office and conducting the ~~examinations~~ ~~under~~ from time to time.

3. Compiles quarterly sheets and indices to them and corrects proof sheets.

4. Maintains an incomplete list of

Unanswered Reference List (X)

5. Accompanies Surgeon General in his inspection tours.

Remarks. - This man's whole time is taken up by Nos 1 and 2 - and he has no time to maintain the list in 4, which is therefore always incomplete. This list has not been prepared for the last four months.

No 3 also requires separate arrangements.

The deputation of this clerk to accompany the Surgeon General in his tours of inspection. Especially now when such tours are more frequent and extended causes extreme inconvenience to the Office. During his absence another clerk is withdrawn from an already overworked section in the Office and posted to the registering work to the prejudice and detriment of both works. There must necessarily be a special travelling clerk.

(K) Despatching Department.

In all public offices the Despatchers are restricted to their own legitimate duties, but in this Office in addition to his doing all despatch work, single handed and keeping accounts of all service stamps he is required to collect and distribute to all Medical Officers ~~see~~ in Civil employ correction slips of various codes and Regulations both Civil & Military and to correct all office copies (not less than 3 in each case) of the same.

The result of this arrangement is that the extra work is greatly neglected. Hardly any books in the Office are corrected up to date and the correction slips are not regularly distributed to other Medical Officers. This state of affairs calls for urgent remedy, but no remedy is possible without extra assistance.

The codes requiring corrections are

- (a) Civil Service Regulations
- (b) Civil Account Code.
- (c) I. A. Regulations Vol. I 2 Parts.

- (d) Military Account Code.
- (e) Field Service Manual.
- (f) I. A. Regulations Vol. II Discipline - 2 Parts.
- (g) — do — Vol. III Medical.
- (h) — do — Vol. IV Transport.
- (i) Dress Regulations &c.

(L) Record Department.

There is a double system of record keeping in this Office - viz: (1) bundle system and (2) subject system. All ordinary correspondence is bundled up in numerical bundles and important correspondence is distributed according to subjects. This entails greater labor and time.

In addition to the ordinary and never ceasing duties of referencing and record keeping the Record Dept. is expected to collect and prepare files for the following

- Madras G.O.'s
- India G.O.'s
- Madras G.O.C.C.'s
- India G.O.C.C.
- Madras Standing G.O.'s
- Fort Saint George Gazette's
- India Army Circulars
- Accountant General's Circulars
- Controller's Circulars, &c.

There is only 1 Clerk sanctioned for the Record Department to do all these duties without the assistance of even an attender - but another clerk is detailed from another section to assist in the Record Department and even this is found insufficient as there is full work in that Department for at least 2 clerks and 2 attenders -

Owing to the Department at present being undermanned the files are very irregularly and incompletely kept and there is often considerable delay in putting up references.

(M) Manager's duties

1. Assists the Surgeon-General and the Secretary in the disposal of all official correspondence.

2. Generally conducts all routine correspondence connected with Medical Officers, Medical Subordinates Civil and Military, Medical Stores and Miscellaneous subjects.

3. Keeps a roster of all Medical Officers and subordinates entitled to promotion and submits their names to Surgeon-General through Secretary from time to time.

4. Keeps a roster of Medical Officers for monthly Standing Medical Boards.

5. Keeps a roster of Medical Officers for Boards of Survey held frequently at the Medical Store Depot.

6. Arranges for the annual entertainment of Candidates for Medical pupil grades both Civil and Military and conducts all correspondence in connection therewith.

7. Copies out and despatches all important Confidential correspondence.

8. Copies all Confidential D.O.'s in the Confidential D.O. Books.

9. Prepares minutes of appointments of Commissioned Medical Officers and Assistant Surgeons.

10. Arranges for the promotion examination of Medical subordinates.

11. Drafts orders regarding promotions and increments of pay of Medical subordinates.

12. Drafts posting Orders of Medical Officers and subordinates under the immediate orders and instructions of the Surgeon-General and the Secretary.

13. Draws up Office notes on important subjects requiring the decision or orders of Surgeon-General.

14. Advises departmental clerks in the performance of their duties and the disposal of their work.

15. Supervises the working of the whole establishment and manages the Office.

General Remarks.

It is impossible to give all the details of each clerk's duties.

The work in the Office has generally increased during the last 6 months and is likely to continue so. This has told considerably on the already overworked Establishment.

Clerks generally come early in the mornings and some of them even carry work home and in spite of this there are arrears.

Even Sundays and other holidays are working days with some of them.

C. Sturges

Surgeon Major-General
Surgeon General with the force of the

Accountant-General's Report.

No. *425*
58

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

ACCOUNTANT-GENERAL'S OFFICE,
Fort St. George,

29th August 1894.

M. Bhatnagar
Asst Accountant-General.

Government of Madras.

DEPARTMENT.

No.

FORT ST. GEORGE,

The

189

Secretary to the Government
of Fort St. George.

Statement of Proposition Revision of Establishment.

Order sanctioning present Establishment.		Government of Department.	Office to which the Proposition refers.	NATURE OF CHARGE.										PROPOSITION.										Grounds of Proposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Side covering letter No. 104 dated 23rd Sept 1889.

Maharaja
22 Nov 1890

To
The Secretary to Government
through the Accountant General,
Department,
General, with reference to G.O., No. 1695,
dated the 23rd September 1878, Financial Department.

(Officer's Designation)
(Signature)
Surgeon Major General

Financial dept

Please note as to anticipated savings from which to meet proposed extra expenditure.

$\frac{3.13}{7/10}$

... to ...
... of ...
... of ...
... of ...
... of ...
... of ...

Well.

for orders.

$\frac{3.13}{10/10}$

He S. P. is busy pressing but he knows what he is doing and the expenses incurred are his own.

20

12/11/24

He has been speaking of me + I am afraid we must let him have the increments he asks for - I would however sanction the addn.

getting rid of the incremental
Salary system of which he
has three specimens in
his office. I would also
ask him if he can't arrange
his copying dept. in the same
way as the R? did some
time ago - I think they ~~got~~
established a separate set of
copyists, being unpassed
men, on low rates of pay &
made a saving - Please
lookup & see how it was
done - my recollection is
that they made a saving
by what they did

RS

13/11/97

Public Current 3211

Order D17th Nov 1897 No: 777

The additional hands
and the increment
to the pay of the Manager
are sanctioned as a
temporary arrangement
pending the submission
of a scheme for the reor-
ganisation of the
establishment abolish-
ing the graded system
which apparently exists
in three cases and
instituting a separate
establishment of copy-
ists, such as at present
exists in other large
offices at the Presidency.

2. Copyists receive
small pay as they may
be unpassed men. Their
duties should be what
their designation implies.
By their introduction
some saving has been
effected in other offices
as far as possible.

To Surgeon General's.
The proposition
statement will be
forwarded to the Finl
Dept.

from orders

by

J. S. B.
15/11

18/11/91

Surgeon General
Financial Dept.
with proper statement

877

Date taken out.	FOR WHAT USED.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender.
	Department	C. No.	Year.			
2/2/13	Pub	222/13		BH	5/12/13	18
19-6-14	MKE	2042		148	21-10-14	14
21/11/16	MKB	408/16		Ag	24/1/17	62
19/2/17	Pub	2042		48	4/5/17	18
3-12-17	Pub	4297/17		6	19/10/18	18
22-6-18	Pub	2058/18		6	9/10/18	62

0-8-93.

DEPARTMENT

Paper taken out of the Records for the charge of the Referencer.

Ordinary ^{mi} No. 877 dated 7-11-1894
Routine

have
received
Sept
copy

Date taken out.	FOR WHAT PURPOSE.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender
	Department.	C. No.	ar.			
13-2-99	Rule	77-517	1899		18/2/99	15
20-3-99	Rule	850	979	sub	20-5-99	sub
19-2-00	Pub	777/00			22/2/00	M
3-12-00	Print	380	7/0	sub	Ret 018/12/00	sub
18-12-00	Rule	3748	0	sub	28/12/00	sub
7-11-02	Pub	3730	92	sub	13-1-03	sub
9-5-04	Print	155	2	sub		
~~18-7-05~~	~~Pub~~	~~402~~	~~2~~	~~sub~~		
12-11-07	Print			sub		
25-2-09	Print				18-2-09	sub
3-8-09	Pub	3177	00		14-9-09	sub
~~11-2-09~~						
5-5-11	Print	265	11	sub	8-8-11	sub
18/8/11	Rule	2937	11	sub		
24-11-11	Print	4289	11	sub	17-1-12	sub