

Public (1895) Department.

ORDINARY MS.

G.O., No. 828

Dated 4th Oct 1895

[Despatch Abstract.]

DISTRIBUTION OF MEDICAL FORMS.

Stating that the Government does not consider it expedient at present to make any alteration in the existing arrangements for the distribution of printed forms and books required for the Civil Medical Department; and congratulating the Surgeon-General on the steps he has taken for introducing some regularity of procedure in connection with requisitions for and supply of forms.

BACK PAPERS.

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

FURTHER PAPERS.

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

[G]
3 600-8-2-85.

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 4.10.95
No. 828

INDEXED.

When given for copying.

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Stating that the Govt. does not consider it expedient at present to make any alteration in the existing arrangements for the distribution of printed forms and books required for the Civil Medical Dept; and Congratulating the Surgeon-General on the steps he has taken for introducing some regularity of procedure in connection with requisitions for and supply of forms.

honor to state that there are no godowns or rooms available for storing quantities of paper for any department of Government previous to the same being printed, there is no accommodation for storing printed sheets, and I have no establishment and other charges available for the necessary correspondence, packing and despatching of forms for the Medical Department.

3. In December 1872, the Accountant General to the Government of Madras enquired "whether, in accordance with the practice in other presidencies, you are willing to retain in your own custody the printed forms detailed in the accompanying list and to issue them yourself on indent to the several Officers and Heads of Departments in the Presidency and Mofussil that require them. There are about 70 kinds of forms as will be seen from the accompanying list and the number of indents complied with during

during the past two years were 1770 on an average", and in reply I had to inform him that I had no accommodation for storing them, nor establishment for correspondence, packing and despatching them". In April 1893, the Board of Revenue, Separate Revenue department, enquired if I had "any objection to the forms being distributed from the Press if a clerk and a store lascar are deputed from the Board's Office as a temporary measure to do the work at the Press" and in reply I had to state that I have no available space to store or keep by me the forms and books of your department until sufficient quantities are accumulated for despatching by the clerk and store lascar."

4. The possibilities of the Press being able to store and despatch forms on indent has been entirely taken away by the increased printing work since the above replies were given.

BACK PAPER, No.

OF 189

FURTHER PAPER, No.

OF 189

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

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

A A

LETTER OF GOVERNMENT.

MENT WITH DITTO.

NOT FILED UP, BRING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

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

No. 1063.

Government Press,
Mint Buildings, Madras,
14th June 1895

From

R. Hill Esq.,
Superintendent,
Government Press,

To

The Principal Medical Storekeeper,
Madras,

Sir,

With reference to your letter No. 714 dated 30th May 1895, I have the honor to inform you that all departments, other than the Secretariat, have to indent on the Superintendent of Stationery, for their printing and writing papers, - store the same in their own departments, and supply the quantities required by the Press when each form is sent for printing.

2. As regards the question of the Press printing, supplying paper, - storing and distributing Government forms and books for Civil Hospitals and Dispensaries, and for such forms as are required for Government purposes by Medical Officers, I have the

The correspondence is herewith re-
turned.

Shaveta
Sd/- R. Hill
Superintendent.

(True copy)

Sd/- H. L. Dobie
Surgeon Lieutenant
Prinl. Medl. Storekeeper.

(True copy)

C. Sibthorpe

Surgeon-Major-General

Surgeon-General with Govt. of Madras.
C. Sibthorpe

in Superintendent Government Press.

No. 374.

Encl.

From

OFFICE OF SURGEON-GENERAL

WITH THE GOVERNMENT OF MADRAS,

Madras, 7th September 1895

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.J.,

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

To

THE Honorable the Chief Secretary to Govt.
Public Department,
Madras.

SIR,

The Medical Storekeeper to Govern-
ment, Madras Command, has represented
to me that, owing to the reduction of his es-
tablishment, under G.O. No. 3911, military,
dated 26th June 1894, the duty of distri-
buting printed forms and books, required
for the Civil Medical Department, is very
great and entails a great deal of labor
and correspondence on his reduced es-
tablishment. The Storekeeper estimates that
he will have to distribute over 43,000 forms
and 5,000 books annually and that there
is some difficulty about adjusting the
charges for packing and carriage for
these books between the Depot and the
local authorities.

2. This work of storing and dis-
tribution has somewhat increased
during the past year for the following
reasons; firstly, I found that many

Civil medical forms and books, which were required for Government purposes by District Medical and Sanitary Officers, Civil Surgeons and Medical Officers and Sub-ordinates in charge of hospitals, dispensaries and lunatic Asylums, had in many cases been printed in District or private presses, entailing a very considerable extra expense on Government as all these forms and books had to be set up separately. Secondly from all the Presidency State Hospitals and from my own office many such forms were set up separately, again entailing an unnecessary waste of Government money.

3. I now attach a copy of Civil Medical form No. 80-appendix I which gives a list of such forms and books as I have given numbers to and which are all now printed at the Government Press on paper obtained by the Medical Storekeeper from the Stationery Department. They are all distributed by the Storekeeper in accordance with the orders in appendix II.

4. I thought it well to ascertain what was the practice under other Governments regarding the printing and distribution of such books and forms.

The Surgeon General with the Government

Government of India states that "all forms &c required for the use of this office are printed by the Superintendent of Government printing; all Government Stock forms are printed and supplied on indent by the Contractors for printing Government of India Stock forms between whom and the Government a contract presumably does exist, but a copy of which is not available in this office. A copy of the contract could probably be obtained from the Government of India in the Financial Department or direct from the Contractors for printing Government of India Stock forms". I wrote direct to the Contractors for a copy of the contract and they replied that it was not available.

I attach a copy-appendix III of the rules in force in the North Western Provinces and Oudh, which appear to me to be admirable.

4. The Surgeon-General with the Government of Bombay sent me the rules in force there since 1890, which show that the forms I refer to are supplied by requisition on the Superintendent Government Central Press, Bombay and he states there is no contract for printing and distributing the forms. The general and Civil Medical Forms are printed at the Government Central Press."

The Inspector General of Civil Hospitals, Bengal, sent me a copy of his office circular dated 9 November 1880, which shows that such forms were there directed to be supplied from the Office of the Superintendent Government Stationery, Calcutta, instead of from the Medical Store Department.

5. I directed the Medical Store-keeper here to communicate direct with

with the Superintendent, Government Press, asking him which system of supply he considers would work the best and be most economical. I attach a true copy of the reply of the Superintendent, Government Press (appendix 4) in which it will be seen that he considers he cannot take up the work, as he has not sufficient accommodation or staff and that his present staff is overworked. It will also be seen from his letter that both the Accountant-General and the Revenue Board are in the same difficulties as the Medical Department.

6. It is most desirable that the Medical Store Depot, which is now under the orders of the Government of India, should be relieved of the supply of such forms and books and that only the following books (vide appendix I) should

should in future be supplied by the
Medical Storekeeper to Government
Institutions

- (1) Nomenclature of Diseases
- (2) British Pharmacopœia
- (3) Snellen's test type books.

on the annual requisitions for
medicine and Instruments passed
in my office. All the other printed
books should be obtained by Medical
Officers in Charge of Government
hospitals from the publishers on
Special requisitions to be sanc-
tioned by me.

- (1) Indian Pharmacopœia
- (2) Supplement to " "
- (3) Manual of pupil nurses
- (4) Manual for use of midwives
Falconers
- (5) Indian Clinical manual
- (6) Civil Medical Code when
published.

These are all published in India

7. There appears to me to be three
different solutions of our present
difficulty.

1st That the Superintendent, Govern-
ment printing, should be placed in
a position to carry out the duties as
is done in Bengal, Bombay and
the North Western Provinces and that
rules similar to those published
by the North Western Provinces (appen-
dix III) should be published for
general guidance.

2nd That the work should be
handed over to a contractor of
Government printing as is done
by the Government of India.

3rd That the distribution of the
forms and books should be carried
out from my office, where they should
all be stored - for this, I have suffi-
cient room and I could obtain
the shelves now in use in the
Medical Stores, but would require
an intelligent clerk on rupees
fit

fifty a month, one attender on
rupees fifteen and one on rupees
twelve, additional to the present
establishment. This establishment
I have calculated from the report
of the Medical Storekeeper.

8. I submit this letter through
the Superintendent, Government
Printing, in order that he may have
an opportunity of stating what
his requirements would be if Govern-
ment sanctioned the first alter-
native in paragraph 7 of this
letter.

I have the honor to be,

Sir,

Yours most obedient servant,

C. S. S. S.

Surgeon-Major-General

Surgeon-General with Govt. of Madras

W. S.

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Public (1895) DEPARTMENT.

From

SURGN. MAJOR-GENL. C. SIBTHORPE, F.R.C.P.I.,

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

Madras,

To

Responsible the *Surgeon-General*

No. 374.

ENCLOSURES.

Dated

Recd

7th } September 1895.

No.

Subject.

Submitting proposals
for the printing, storing
and distribution of Civil
Medical Forms and Books

CURRENT No.

No. 2393.

Government Press,
Madras, 11 September 1895

Office Note

As desired in paragraph 8 of the accompanying letter of the Surgeon-General with the Govt. of Madras, No. 374, dated 7th September 1895, the Superintendent, Government Press, submits with reference to paragraph 7(1st) that he has nothing to add to paragraph 2 of his letter No. 1063, dated 14th June 1895, given as appendix II to the Surgeon-General's letter quoted above, regarding want of accommodation for storing paper and forms, and establishment and other charges for correspondence, packing and despatching of these forms.

2. With reference to paragraphs 3 and 4 of his letter, the Accountant General has accommodation for storing his forms and an establishment, &c. for despatching; the Separate Revenue department has accommodation and an establishment also. As in the Surgeon-General's present case the desire was to transfer the work of despatching to the press, because it was convenient for the central presses in the other presidencies to undertake the work.

3. The Surgeon-General in paragraph 7(3rd) of his letter has

150

the necessary accommodation, but requires an establishment to; in the Govt. Press there is no available space for storing paper and forms, and a new building must be added to the Press if storage is to be undertaken for one or more departments, and an establishment to must be sanctioned.

4. It is not possible to take up this large storage of paper and forms at the Penitentiary Branch Press, and execute the printing there, as that press is now fully engaged throughout the year, and will shortly be at high pressure when the orders asked for in Office Note, dated 21st August 1895, No. 2082, are issued; further all the buildings belonging to the Press are occupied, and do not admit of storing stock forms ready for issue.

5. With reference to the Surgeon-General's desire to relieve his office of this work of storing and despatching of forms, the Superintendent submits for favorable consideration whether the Principal Medical Storekeeper cannot, with his office adjoining the press and with reduced storage of medicines, continue the storing and despatching of forms as he is doing at the present time, and thus save the long carriage of copies between Nungambakam and the Mint Buildings. The recent

revision and printing of the whole of the forms and books for the Surgeon-General through the office of the Principal Medical Storekeeper has gone through satisfactorily, because frequent references consequent on the changes were quickly disposed of by verbal enquiries at that office.

6. The checking of stock before reprinting or issuing an amended form by an officer connected with the department would be an avoidance of wastage of stock forms; the Accountant-General, the separate Revenue department, and the Examiner of Public Works Accounts have the stock of all forms under their control, and this system, it is submitted, saves a wastage of forms that, if the whole of their stock of forms were centred at the press, could not be avoided; their control would only be partial at the best, and there would be much more correspondence with the press and risk of delays in issuing revised forms.

R. Hill

Superintendent.

To

The Chief Secretary
to Government.

CURRENT No.
From Public Dept.
The Superintendent,
Government Press,

To
The Chief Secretary
to Government,
Madras



dated 11th }
Received 13 } September 1895
By 74
Encls. 7

N- 2393

Subject

Submitting remarks on the
proposals of the Surgeon General
for the printing, storing and
distribution of civil medical
forms and books.

File 80.6793/10-9-95
Pat 6912/19-9-96
4712/17-6-932c
stationery rules

1	2
Civil Medical Form No.	Description.
SECTION III, BOOKS	
I	Nominal Register of Out-patients
II	Nominal Register of In-patients ..
III	Operation Register
IV	Daily Register showing the Diseases of In Out patients.
V	Daily Register showing the Classes and of In and Out patients.
VI	Post-mortem Certificate book ..
VII	Wound Certificate book
VIII	Nomenclature of Diseases, 1885 ..
IX	Stock Book in printed form ..
X	General Register of Lunatics ..
British Pharmacopœia, 1885, with addition	
Indian Pharmacopœia	
Supplement to Indian Pharmacopœia	
Manual of Pupil Nurses ..	
Snellen's Test Type books ..	
Manual for the use of Midwives (Falconer)	
Indian Clinical Manual	
Civil Medical Code	

Confirmed that the quantities now requested
be recorded on printed forms.

	7	8
ning ore.	Now required.	REMARKS.

1	2
Civil Medical Form No.	Description.
	INDENTS.
76	Requisition on the Medical Store Dept. for medical and surgical equipment.
77	Annual requisition for European medical instruments, &c., for the use of Revenue Salt and Abkari Department.
78	Extra requisition for medicines for the use of hospitals.
79	Requisition for articles required on payment of orders.
80	Annual requisition for blank forms and books required in the Civil Department.
81	Emergent requisition for blank forms and books in the Civil Department.
82	Receipt Vouchers
83	Delivery vouchers
84	
85	

	7	8
	Now required.	REMARKS.

1	2
Civil Medical Form No.	Description.
	STATISTICS— <i>continued.</i>
21	Proposed inspection tours of District Surgeons.
22	Accommodation return, Lunatic Asylum
23	Annual statements Nos. 1 to 11 ..
24	Casualty report ..
25	Fortnightly weighment statement ..
26	Half-yearly return of criminal lunatics
27	Daily return of epidemic diseases
28	

for the year 189 .

Date _____ 189 .

6	7	8
aining Store.	Now required.	REMARKS.

*District Medical and Sanitary Officer
or Civil Surgeon.*

*Name
Rank and Designation*

*Medical Officer
or Subordinate in Charge.*

ad.

*Secretary, Surgeon-General
with the Govt. of Madras.*

Requisition for Blank Forms and Books for the

1	2	3	4	5
8 Civil Medical Form No.	Description.	Applicable to	By whom submitted.	To whom submitted.
	STATISTICS.			
1	Quarterly return of sick treated in the Civil Hospitals and Dispensaries.	Civil Hospitals and Dispensaries.	Medical Officer or Subordinate in charge, through the District Medical and Sanitary Officers or Civil Surgeons.	Surgeon-General
2	Annual returns and reports of Civil Hospitals and Dispensaries with statements I to V.	Do. ..	Do. ..	Do.
3	Inspection reports of Hospitals and Dispensaries.	Civil Hospitals and Dispensaries, Police Hospitals and Jail Hospitals.	Do. ..	Do.
4	Inspection reports of Hospitals and Dispensaries (to be submitted to the Surgeon-General on arrival at the Station).	All Hospitals and Dispensaries at the stations visited by the Surgeon-General.	Medical Officer or Subordinate in charge.	Do.
5	Statement showing the cost per patient under Establishment, Medicines, Diets, &c.	All Civil Hospitals and Dispensaries.	Medical Officer or Subordinate in charge, through the District Medical and Sanitary Officers or Civil Surgeon.	Do.
	Quarterly return of Ophthalmic Hospital ..	Ophthalmic Hospital ..	Superintendent, Ophthalmic Hospital.	Do.
7	Annual return of Police Hospitals to be adopted for quarterly returns.	Separate Police Hospitals and Civil Hospitals where separate wards are set apart for the treatment of Police sick.	Medical Officers and Subordinates in charge, through District Medical and Sanitary Officers or Civil Surgeons.	Do.
8	Monthly return of sick prisoners in Jails ..	Central, District and special Jails.	Medical Officers in charge and Subordinates, through District Medical and Sanitary Officers.	Do.
9	Annual return of sick prisoners in Jails ..	Do. ..	Do. ..	Do.
10	Sanitary sheets to accompany annual reports. .	Do. ..	Do. ..	Do.
11	Statements of the aggregate of the daily total of strength in Central Jails.	All Central and special Jails.	Do. ..	Do.
12	Statements of the aggregate of the daily total of strength in District Jails.	All District Jails ..	Do. ..	Do.
13	Temperature charts	All Hospitals ..	Do. ..	For record
14	Inspection report of Jail and Jail Hospitals (to be submitted to the Surgeon-General on arrival at the station).	Jail Hospitals at stations visited by the Surgeon-General.	Medical Officers in charge.	Surgeon-General
15	Statement showing the prevalence of venereal affections in the City of Madras.	Presidency Hospitals ..	Medical Officers at the Presidency Hospitals.	Do.
16	Return showing the points to be noticed at the time of prevalence of cholera—vide G.O., No. 757 of 12th September 1893.	Districts and stations affected by cholera.	District Medical and Sanitary Officers and Civil Surgeons ..	Do.
17	Cholera report and register	All Hospitals and Dispensaries and Officer of District Medical and Sanitary Officer or Civil Surgeons	Medical Officers and Subordinates in charge.	Do.
18	Statement of deaths from principal diseases in the Town of Madras.	Town of Madras ..	President of the Board of Health.	Do.
19	Return of useless records	All Government Hospitals	Medical Officers in charge.	Surgeon-General, District Medical and Sanitary Officer as the case may
20	Vaccination return	All Civil Hospitals and Dispensaries including Police and Jail Hospitals.	Medical Subordinates in charge, through District Medical and Sanitary Officers	Inspector of Vaccination and Deputy Sanitary Commissioner.

3	4	5	6	7	8	1	2	3	4	5	6
Applicable to	By whom submitted.	To whom submitted.	Remaining in Store.	Now required.	REMARKS	Serial No.	Description.	Applicable to	By whom submitted.	To whom submitted.	Remarks
District Medical and Sanitary Officers.	District Medical and Sanitary Officers.	Surgeon-General ..				9	CERTIFICATES, &c.				
Lunatic Asylum ..	Superintendent ..	Do. ..				10	Certificate of physical fitness for uncovenanted servants.		By the certifying Medical Officers.	Head of Office or Department who sends the man.	
Do. ..	Do. ..	Do. ..				27	Certificate of physical fitness for candidates for admission to Hospital Assistants grade.	Uncovenanted Servants applying for such certificates.	Do. ..	Given to the pupils for transmission to the Secretary to Commissioner for Government Examinations.	
Do. ..	Do. ..	Do. ..				31	Medical certificate of non-Gazetted Officers' leave.		Do. ..	Head of Office or Department where the applicant is employed.	
Do. ..	Do. ..	Do. ..				32	Certificate for retirement on invalid pension or gratuity.		Do. ..	Do. ..	
Lunatic Asylums and Presidency Hospitals.	Superintendents and Medical Officers in charge.	Do. ..				33	Statement of case of Gazetted Officers ..	Gazetted Officers wishing leave.	By the Medical Officers who recommend leave to Gazetted Officers.	Surgeon-General for the Medical Board.	
						34	Proceedings of the Civil Medical Board regarding certificate of physical fitness.	Uncovenanted Servants applying for such certificates.	Civil Medical Board, through Surgeon-General.	Heads of Departments concerned.	
						35	Do. do. for candidates for service in Salt and Abkari.	Do. ..	Do. ..	Secretary to Commissioner, Salt, Abkari and Separate Revenue.	
						36	Proceedings of the Civil Medical Board regarding leave certificate.	Do. ..	Do. ..	Heads of Departments concerned.	
						37	Do. to report on the state of health of Gazetted Officers only.	Gazetted Officers applying for leave.	Do. ..	Officers* appearing before Board.	
						38	Do. do. Invalid certificate ..	Uncovenanted Servants to be invalidated.	Do. ..	Heads of Departments concerned.	
						39	Annual confidential report on Commissioned Officers of the Indian Medical Service ..	Commissioned Medical Officers.	Collectors of Districts.	Surgeon-General ..	
						40	Annual confidential report on Assistant Surgeons.	Assistant Surgeons ..	District Medical and Sanitary Officer.	Do. ..	
						41	Annual report on Civil Apothecaries and Hospital Assistants.	Civil Apothecaries and Hospital Assistants.	Do. ..	Do. ..	
						42	Monthly report on pre-collegiate Civil Medical pupils.	Civil Medical pupils ..	District Medical and Sanitary Officers or Civil Surgeons.	Do. ..	
						43	Half-yearly report on Military Assistant Surgeons in Civil employ as to their acquaintance with rules.	Military Assistant Surgeons in Civil employ.	Medical Officers under whom Military Assistant Surgeons are employed.	Do. ..	
						44	Agreement for Civil Medical pupils for pre-collegiate training.		Medical Officers where the pupils are under precollegiate training.	Do. ..	
						45	Do. do. for Military Medical pupils.	Guardians or parents of pupils.	Surgeon, 1st District.	Do. ..	
						46	Do. do. Native Military pupils.		Do. ..	Do. ..	
						47	Do. do. for Assistant Surgeons.	Assistant Surgeons ..	Assistant Surgeons ..	Do. ..	
						48	Do. do. for Civil Apothecaries.	Civil Apothecaries ..	Civil Apothecaries ..	Do. ..	
						49	Do. do. for Civil Hospital Assistants.	Hospital Assistants ..	Hospital Assistants ..	Do. ..	
						50	Return of lands held by Commissioned Medical Officers, Civil Surgeons and Assistant Surgeons in Civil employ.	Commissioned Medical Officers and Assistant Surgeons.	Commissioned Medical Officers, Assistant Surgeons, through District Medical and Sanitary Officers.	Do. ..	
						51	Return of Medical Subordinates transferred..	Medical Subordinates ..	The Medical Officers, under whom the subordinate served.	To the Medical Officers under whom the subordinate is transferred for duty	
						52	Nominal Roll of Medical Subordinates desirous of appearing at the half yearly professional examination for promotion.	Do. ..	District Medical and Sanitary Officers, Civil Surgeons, &c.	Surgeon-General ..	

3		4	5	6	7	8	1	2	3	4	5
Applicable to		By whom submitted.	To whom submitted.	Remaining in Store	Now required.	REMARKS.	Civil Medical Form No.	Description.	Applicable to	By whom submitted.	To whom submitted.
ACCOUNT DEPARTMENT.											
Medical Subordinates	..	District Medical and Sanitary Officers, Civil Surgeons, &c.	Surgeon-General	..			8 66	Annual return of surgical instruments and hospital necessities.	To all Government hospitals in the mofussil stations and in the Presidency.	By Presidency Medical Officers and Medical Subordinates, through District Medical and Sanitary Officers or Civil Surgeons.	Surgeon-General
Medical Officers	..	Medical Officers on first appointment to Department.	Do.	..			87				
Lunatic Asylum	..	Superintendent	For record and for patients who have been discharged.				67	Articles of equipment lost or damaged	Do.	Do. do., with regard to Lunatic Asylum by Superintendent.	Do.
Do.	..	Senior Medical Subordinates.	Superintendent, Lunatic Asylum.				68	List of repairable and unserviceable articles of surgical equipment.	Do.	Do.	Do.
Do.	..	Junior Medical Subordinates	Do.				69	Statement showing the receipts of the Medical Department, Provincial.	To all Government hospitals in mofussil stations and the Presidency hospitals.	District and Civil Surgeons and Presidency Surgeons including Principal, Medical College.	Do.
All Government Medical institutions and office.		Medical Officer in charge.	Surgeon-General	..			70	Muster roll and abstract of Military Pensioners.	Lunatic Asylum	Superintendent	Pay Examiner
Uncovenanted non-Gazetted Officers sent by Heads of their Departments.		Certifying Medical Officer.	Heads of Departments				71	Pay abstract of Military Pensioners	Do.	Do.	Do.
							72				
							73				
							74				

3	4	5	6	7	8
Applicable to	By whom submitted.	To whom submitted.	Remaining in Store.	Now required.	REMARKS.
Civil Hospitals and Dispensaries.	By Medical Officers and Subordinates in charge, through District Medical and Sanitary Officers.	Surgeon-General ..			
Salt and Abkari Department.	By Officers in charge, through the Board of Revenue.	Do. ..			
Civil Hospitals and Dispensaries.	By Medical Officers and Subordinates in charge, through District Medical and Sanitary Officers.	Do. ..			
Medical Officers and Subordinates who are responsible for the breakage, loss, &c., of articles.	District Medical and Sanitary Officers.	Do. ..			
All hospitals and dispensaries.	Do. ..	Do. ..			
Do. ..	Do. ..	Do. ..			
Government hospitals, Municipal and Local Fund hospitals when returning articles supplied on loan.	Medical Storekeeper.	Medical Officers and Subordinates returning articles.			
Do. ..	Medical Officers and Subordinates returning articles.	Medical Storekeeper.			

1	2	3	4	5
Civil Medical Form No.	Description.	Applicable to	By whom submitted.	To whom submitted.
MISCELLANEOUS.				
86	Post-mortem examination report to be forwarded to the Chemical Examiner.	To stations where the Post-mortem examinations are conducted.	Medical Officers and Subordinates making the Post-mortem Examinations.	Chemical Examiner.
87	Bill of health	Ports	Port Health Officer ..	Commander of the vessel.
88	Port Officer's certificate	Do.	Do.	Do.
89	Abstract statement of tenders	Medical Store Depot ..	Principal Medical Storekeeper.	Surgeon-General. ..
90	Sanctioned statement of tenders	Do.	Do.	Do.
91	Form of application for the extra pension of £100.	Senior Medical Officers in service.	Medical Officers who are applicants.	Do.
92	Form of application for retirement on extra annuity of £100.	Do.	Do.	Do.
93	Application for bail bond	Lunatic Asylum ..	Superintendent ..	Committing Judicial Officer.
94	Certificate of Insanity, Form A.	Do.	Certifying Medical Officer.	Superintendent, Lunatic Asylum.
95	Medical History sheets	Do.	Do.	Do.
96	Admission order and statement for private patient.	Do.	Relative or Guardian of insane	Do.
97	Monthly Nominal Return of Pensioners ..	Do.	Superintendent, Lunatic Asylum.	Superintendent of Pensioners.
98	Bond form	Do.	Relative or Guardian of insane.	Superintendent of Lunatic Asylum.
SECTION II.				
	Poison labels, large, medium and small book. .	To all Government Medical Institution.		

whom the supply for ~~the~~ districts
or charges will be sent.

3. The price of these books and
forms supplied to each charge
should be calculated from the price
list which will be supplied by the
Medical Storekeeper to Government,
Madras Command, plus the cost
of a carriage distribution sea. The
cost of packing and carriage from
Madras will be supplied by the medi-
cal Storekeeper to Government,
Madras Command with each con-
signment.

4. District Medical and Sanitary
Officers and Civil Surgeons will
communicate to each medical
officer or subordinate serving under
them the total cost of these books
and forms supplied to each charge.

5. The total cost of these books
and forms supplied during the
year should be entered in Column
III B of Statement V of the Annual
Returns

included in column A C. under ex-
penditure.

(By order)
of D. Simpson M.B.
Office of Surgeon General
with the Govt. of Madras Secretary, Surgeon General
Madras 13th August 1875 with Govt. of Madras

(True Copy)

Chivorne
Surgeon Major-General
Surgeon General with Govt. of Madras
C. M. S.

CIRCULAR No. 29.

HOSPITAL AND DISPENSARY STATISTICS.

THE following rules are published for the information and guidance of Medical officers and Subordinates with a view to ensure uniformity in the Monthly and Annual Returns of Civil Hospitals and Dispensaries submitted to this office.

The rules now existing on the subjects treated of in this Circular should be considered as cancelled.

General Instructions.

1. Each Hospital and Dispensary must be provided with a copy of the Nomenclature of Diseases, 2nd Edition, 1885.
2. Medical officers should see at inspections that medical subordinates understand the use of the Nomenclature of Diseases.
3. The rules and notes in it should be strictly adhered to, and attention paid to the opening paragraph of the preface to the old and new editions, as also to the explanations in page XXX.
4. Those diseases only (with their varieties) which have numbers prefixed to them, without brackets, in the Nomenclature should be recognised in the compilation of statistics.
5. Synonyms are not to be used, a single exception, however, being made in the case of the term "Ague" which can be used instead of the term "Intermittent Fever."
6. All diseases, general or local, due to syphilitic virus should be returned as syphilis, and all diseases due to gonorrhoeal virus as "gonorrhoea;" only non-specific cases should appear separately in the returns. On the same principle, Medical officers should return inflammation or suppuration of lymph glands due to "ulcer of the penis," and "warts;" and "stricture of urethra," due to gonorrhoea, as gonorrhoea. Particular attention is invited to the foot-notes given in pages 9, 11, 121, 123, 131, 135, 137, 139, 141, 143, 145, 153, 155, and 191, of the Nomenclature of Diseases.
7. Special attention should be paid to the rules in the Nomenclature of Diseases regarding general and local injuries.
8. "Effects of climate," "Effects of heat" and "Effects of cold" should be returned under general injuries.
9. Local injuries should be grouped under the general heads as contusions, fractures, wounds, scalp wounds, wounds, gun-shot, sprains, dislocations, &c., without specifying the parts affected.
10. When any case is shown as "discharged" or "died" under the heading "jaundice," "diarrhoea," "colic," "ascites," "paralysis," "dyspepsia," "palpitation," &c., which are the names of symptoms and not of diseases, an explanatory note should be attached in the remarks column, and they should be specially explained in the annual reports.
11. The term "debility" or "general debility" should never be used except in the sense it is used at page 15 of the Nomenclature of Diseases, *i.e.*, a disease of development such as immaturity at birth, malformation and old age. When debility is simply a symptom, the cause should be ascertained and the diagnosis entered accordingly.
12. Scrofulous affections, in which tubercle is an integral part of the disease, should be included and returned under tubercular diseases.
13. Irritation by nettles and stinging plants should be returned among diseases of the skin under No. 874, and not as poisoned wounds under No. 994-E.
14. Out-patients Nominal Registers should be kept in the form of Civil Medical Book I.
15. In large institutions separate registers should be maintained, (a) for Europeans and Eurasians, (b) for Natives and (c) for sexes of each class.

16. Daily registers in the form of Civil Medical Books, 4 and 5, should be completed daily from these registers.

17. In large institutions at the end of the month the "remaining," including all those who attended on any of the last five days of the month, should be re-entered in red ink.

18. Patients who are absent for five consecutive days should be entered as "discharged otherwise" and their tickets cancelled. If they return they should be admitted as new patients.

19. *In-patients.*—In all hospitals Nominal Registers in the form of Civil Medical Book 2 should be kept. In special hospitals when necessary additional columns can be added. The rules in paragraphs 16, 17 and 18 are also applicable to in-patients when the number of admissions render it desirable.

20. When a patient admitted for one disease, is attacked by another, unconnected with the former and before recovery from it, a fresh admission will be recorded for the second disease, and "discharged otherwise" for the first, a note referring to the new number being entered in the remarks column.

21. When a patient is admitted suffering from two diseases at the same time, the case will be shown for the most serious one; should the second disease remain after the recovery from the first, the patient will be "discharged otherwise" and re-admitted for the latter disease.

22. In the case of a patient admitted for a disease which further observation or *post mortem* examination may prove to have been so entered through an error in diagnosis, the entry should be scored out and the correct disease entered in red ink, so that the case may continue under the original number, and only one admission be reckoned for it.

23. A case which, owing to the obscurity of its symptoms, cannot at the time be entered under any specific disease will be recorded as "not yet diagnosed;" when the disease has been ascertained, the case will be entered as a fresh admission if the quarterly returns have been submitted, if not, the disease should be entered. Should no disease be detected, the case should be discharged and entered as "no appreciable disease."

24. Cases should only be returned as "cured" when the cause of the disease has been removed; as "relieved" where only symptoms have been relieved. All others should be entered as "discharged otherwise."

25. No cases of cholera should be discharged for re-admission until every symptom, either directly or indirectly due to the disease, has disappeared.

26. As natural labour is not recognised in the Nomenclature of Diseases, it should not be shown in any statistical return of sick. Should recovery, however, after natural labour have been protracted from anaemia or other causes, the case should be entered as a disease, as the case may be.

27. In cases of suicide or self-inflicted injuries with suicidal intent, a note should be made in the remarks regarding the method by which the suicide was accomplished, or the injuries inflicted, the supposed or presumed motive of the act, the finding of the inquest, if one was held. If no inquest was held, the fact should be noted. In cases of recovery from injury the result should be noted.

28. *Operations.*—Operation registers should be kept in Civil Medical Book Form 3. In large institutions, at the end of each quarter, all the cases "remaining" should be brought forward in red ink.

29. All surgical operations will be shown under the headings of the diseases, which necessitated the operations, in Civil Medical Books 1 or 2, a note being made in the remark column showing the date or dates of the operation or operations.

30. When several operations are performed on the same patient for the same disease, the patient should be "discharged otherwise" in the operation register and a new entry made for each operation.

31. Reductions of dislocations are to be classified as surgical operations in accordance with the appendix in the Nomenclature of diseases, page 279, the particular dislocation being specified according to the lists given on pages 245, 247 and 249.

32. Fractures should be shown in Statement III under local injuries, and in Statement III-A under a separate heading. They should not be included in the list of operations; particular fractures need not be specified, but compound and simple should be shown separately.

33. Incisions should invariably specify the part incised, and should only be classed under major operations when large, as an incision for large abscesses, hydroceles &c., or involving danger to life, or in the case of large carbuncles when coupled with erosion. The general principle noted on page 8, foot-note, Statement No. III-A, is to be borne in mind.

34. "Amputation" should mention the part amputated, as leg, thigh, arms, &c., and not be returned simply as "Amputation caries," "Amputation gangrene."

35. All cases of "removal of foreign bodies" should be classified as "minor" operations, except where deep and extensive incisions are necessary to effect extraction. In reference to the eye, this difference will be noted, foreign bodies removed from the cornea or conjunctiva will be shown as "minor" operations, those extracted from the cavity of the eye-ball as "major."

36. Removal of innocent tumours should always specify site and size.

37. The result of palliative operation for ascites (paracentesis abdominis) should not be shown as death, unless death has actually resulted from, and immediately followed on, the operation. In all other cases the result should be shown as "relieved," death being attributed to the proper cause.

38. *Quarterly returns.*—From the 1st January 1895, the submission of the old monthly returns will be discontinued, and the quarterly returns of sick in Civil Medical Form I, should be despatched within ten days after the completion of the quarter to which the return relates.

39. The office copies of quarterly and annual returns should be kept in printed forms.

40. The quarterly and annual returns should be carefully scrutinized in the District office before they are transmitted to the office of Surgeon-General.

41. In all large institutions it is most desirable that preparations for making the annual returns should be carried out systematically, and with this view a manuscript compilation copy of each return should be prepared in January and completed monthly.

42. The ratios on the daily average attendance of in and out patients together, should not be obtained by summing up the ratios severally obtained for each class, but should be worked out on the total sick.

43. *Annual Returns.*—Annual returns (Government of India forms Statement I to V) Civil Medical Form II, are due in the office of Surgeon-General with the Government of Madras on the 31st January of the following year.

44. No admission will appear in any annual return, as not yet diagnosed, as sufficient time will always have elapsed between the date of admission and the completion of the annual return, to ascertain the disease with exactness or to class the case as one of "no appreciable disease," should observation justify the use of this term.

45. A separate heading should be added at the end of diseases in Statement III of the annual return, for "no appreciable disease."

46. With the annual return for each hospital and dispensary should be submitted a manuscript report explaining all variations, as compared with the preceding year in Statements II to V of the Annual Statistics.

(a) From Statement II, all abnormal variations in the number of in and out patients and in the proportion of beds to the daily average sick should be explained, noting also:—

- (1) The increase or decrease in death-rate.
- (2) The actual causes of mortality.
- (3) Cases admitted to hospital in a moribund state.
- (4) Cases removed from hospital in a moribund state.
- (5) Deaths from septic diseases acquired in hospital or previous to admission.

(b) From Statement III, any increase or decrease under any one or more diseases should be noticed with the causes as far as they can be ascertained.

(c) From Statement IV, the causes of all fluctuations in sex and class should be briefly stated.

(d) From statements V and V, Part I, all variations under each head should be fully explained.

47. District Medical and Sanitary officers and Civil Surgeons will, in supersession of the report required to be submitted to this office under Circular Memorandum No. 7807 of 21st December 1892, which has been cancelled by G.O., No. 735 of 2nd October 1894, submit by the 31st January of each year a consolidated report for all the hospitals and dispensaries in their districts or under their supervision, taking their information from the individual reports referred to in para. 46.

(a) The individual report should be submitted to this office along which the consolidated report now called for which should explain—

- (1) Any increase or decrease in the number of institutions at work during the year.
- (2) Any hospitals or dispensaries having been supplied with European medicines wholly or in part at Government expense, quoting the authority.
- (3) Cause of all variations in the Provincial contributions towards the pay of Medical officers in column 36 of Statement V.

(b) A short review of the progress made during the year in the Gosha hospitals or Female dispensaries in their districts with a statement giving the following particulars:—

Name of hospital or dispensary.	Class or how supported.	Date of opening.	Accommodation giving number of beds.	ESTABLISHMENT AND COST, GIVING DETAILS.				Total treated.	Average daily attendance.	Operations.	MIDWIFERY CASES.		Cost per patient on all charges.
				Medical.	Cost.	Nursing, &c., and menial	Cost.				Natural.	Otherwise.	

(c) A statement showing the number of hospitals and dispensaries inspected during the year with an explanation when the number of inspection fell short of the required number.

(d) A report that a sufficient budget provision has been made for the annual repairs of hospital buildings and furniture—vide G.O., No. 1177-L, Local and Municipal, dated 26th June 1894.

48. The following classification of Hospitals and Dispensaries should be strictly followed:—

G.O., No. 1014, Public, of 19th May 1883.

- Class I.—Government Institutions.
- Class II.—Local Fund and Municipal Institutions.
- Class III-A.—Private Institutions.
- Class III-B.—Private aided Institutions.

49. All institutions which have accommodations for in-patients should be classed as hospitals, and those with provision only for out-door relief as dispensaries. Any further classification deemed desirable should be made with reference to the character of the institution and not of the station where it is located.

G.O., No. 106-L, dated 16th January 1889, Local and Municipal.

50. The number of patients shown as treated during the year should be the same in Statements II, III and IV. The daily averages in the Statements II and IV should agree. The number of surgical operations in Statements III and III-A should correspond.

51. When the average daily attendance is out of proportion to the total treated, the same should be explained in the report made under para. 46.

52. If attendance by proxies be unusually large, the cause should be stated in the report made under para. 46.

53. Under Hindus, in Statement IV, only Caste Hindus should be returned. "Other classes" should include all others not specially accounted for.

54. A foot-note should be added to Statement II of the annual returns showing whether the hospital or dispensary is located in a rented building, or whether the building has been designed and built for its present purpose, or is in buildings which have been adapted for the purpose.

55. Statement III-A should show only the major operations, and should be prepared strictly in accordance with the list of surgical operations contained in the Nomenclature of Diseases, 1885; the operations by Medical officers should be distinguished from those performed by subordinates and their results shown separately.

56. All fevers, other than malarial, should be entered in Statement III under "all other general diseases."

57. Statistics of all branch dispensaries should be shown separately and not included with the main.

58. Finance—As the income of hospitals and dispensaries is exactly what is required to meet the expenses, and any surplus of the annual allotment that may then remain lapses at the close of the year, the financial statements should continue to show no opening or closing balance.

59. Any increase or decrease in the funded capital should be fully explained in the report made under para. 46.

60. Amount shown as realized by sale of securities or withdrawal of deposits, in Statement V, and that as invested, in Statement V, Part I, should tally with the amounts under these headings, in Statement V, Part II.

61. Any special allowance given by Government should in each case be explained in a foot-note in Statement V.

62. Only contributions for a specific purpose, whether permanently or specially allotted for the year, will be treated as and shown under special allowances in Statement V; the authority sanctioning the grant being given in each case in a foot-note.

63. The Letter L, M or P should be added to the entries in column 2 of Statement V to indicate whether the dispensaries are maintained from Local, Municipal or Private funds.

64. The years in which the institutions were opened should invariably be noted in Statement V.

65. The nature of the pecuniary assistance given by the State to certain hospitals and dispensaries, whether the assistance is given in the shape of fixed annual grant, or in a definite proportion to the voluntary subscriptions collected from the public, or for a specific object, e.g., buildings, furniture, &c., should be explained in a foot-note Statement V, quoting the authority.

66. The various rates of charge allowances sanctioned for the several hospitals and dispensaries, should also be specified in foot-notes, quoting the authority.

67. All cases in which more than the eighth part of the pay of the Medical subordinate in charge is borne by Government should be shown in a foot-note, quoting the authority.

68. In the financial statements of hospitals and dispensaries, all variations in the established proportion in Government contributions towards the pay of Medical subordinates should be explained, in a foot-note, quoting the authority.

69. The pay of Hospital clerks, Stewards, Matrons and Nurses should be shown under "Menial Establishment" in the form of financial statement now in use.

70. At the foot of Statement V, the number of patients and the daily average strength or those dieted at their own expense should be noted in red ink, explaining fully any increase or decrease as compared with the previous years in the amount of recoveries from them.

71. The outlay on hospital necessities and hospital miscellanies should be shown in column 4e of Statement V, Part I, and not included under bazaar medicines in column 4b.

72. There should be a foot-note to Statement V, Part I, column (f), showing how much has been spent on repairs, how much on new buildings, with an enumeration of what new buildings have been erected during the year.

73. A statement showing the cost per patient of working the institution will be submitted in Civil Medical Form V, any great variation in the cost of any item, as compared with the average of the three preceding years, should be specially noted in a foot-note.

74. The rent of buildings used as hospitals and dispensaries should be shown under "Miscellaneous charges" and not under "Buildings or Repairs."

75. Details of Miscellaneous receipts under income and miscellaneous charges under expenditure, should be given in a foot-note.

76. The cost of registers and forms supplied at Government cost, should be shown in column 3b of Statement V (Income).

77. Where there are special wards for paying patients, the cost of special and ordinary diets for Europeans and Natives, should be shown separately, in a foot-note. This should be given independently of the average cost in column 6 of Statement V, Part I.

78. Attention is directed to this office Circular No. 23 of 15th November 1892 with a view to necessary steps being taken to obtain from the authorities concerned all the information required for the preparation of the financial statement which must be completed and submitted to this office soon after the close of the year to which the return relates.

79. A special book should be kept in which notes of all facts bearing on the financial statements should be kept up.

80. If all the above records are found not to be up to date on receiving over charge of an institution a report should be made to the Surgeon-General by the Medical officer taking over charge.

81. These registers and forms can be had on requisition from the Principal Medical Storekeeper without payment. Their cost for embodiment in Statement V can be ascertained from the Principal Medical Storekeeper.

82. The statements and reports for 1894 should be submitted, as far as possible, in accordance with the above rules.

Each District Medical and Sanitary Officer should note in the annual administration report submitted by him, the names and length of service of each midwife in his district with the work done and the place where she received her training.

(By Order.)

H. THOMSON, Surgeon-Captain,
Secretary, Surgeon-General
with the Government of Madras.

Office of Surgeon-General
with the Government of Madras,
Madras, 2nd October 1894.

C I R C U L A R.

MEDICAL OFFICERS and Subordinates in Civil employ are hereby informed that Civil Medical Form No. 80, "Requisition for blank forms and books," has been completed and sent to the Principal Medical Storekeeper, Madras, to be printed and issued on indent.

2. The above form contains—

(a) A list of authorized Civil Medical forms and books for use in Civil hospitals, dispensaries and by Medical officers in Civil employ.

(b) A list of Army Hospital forms and books for use by Commissioned Medical officers and Military Medical subordinates employed in the Civil department.

3. To the above will be added a list of books and forms for State hospitals and lunatic asylums regarding hospital diet and departmental supply when they have been revised by the Special Committee.

4. The Army Hospital forms should be obtained from the Contractor, Government Printing, Calcutta, on indent, to be submitted on the 30th June, annually, in Army Hospital Form No. 38, and the Civil Medical forms from the Principal Medical Storekeeper on the 1st April on Civil Medical Form No. 80. Emergent requisition on Civil Medical Form No. 81 should always be accompanied by a special report stating the reasons an intermediate supply is required.

5. All Civil Medical forms should, in future, be referred to by the numbers prefixed to them in Civil Medical Form No. 80.

(By Order.)

H. THOMSON, Surgeon-Captain,
Secretary, Surgeon-General
with the Government of Madras.

Office of Surgeon-General
with the Government of Madras,
Madras, 10th January 1895.

Rules for the supply and custody of Forms and Registers.

INDENTS for forms will be submitted to the Superintendent, Government Press, by Heads of Departments only. For Miscellaneous Forms not belonging to any special department (e.g. forms prescribed by the Government for showing the working of the Arms Act) required by District Officers, the Commissioner of the Division will for this purpose be considered the Head of the Department.

Note.—In these rules "form" includes registers and envelopes.

2. No form will be supplied by the Government Press unless it has been duly registered with the Superintendent by the Head of the Department. Miscellaneous Forms will be registered with the Press by the Government Secretariat and Commissioners in form of the registered numbers and of additions to the register.

3. No alterations will be made by the Press in the size or headings of any form except on the direction of the Head of the Department. Heads of Departments should avoid altering a form without due notice to the Press, as alteration involves the destruction of existing stock. When a considerable stock of forms exists, alterations, unless very urgent, should not take effect until the old stock is exhausted.

4 Subordinate officers will submit their indents to the Heads of Departments in the following form:—

Department and number of form on register.	Average annual consumption for the past three years.	Number of copies received on last indent.	Number at present in stock.	Number now indented for.	Remarks.

5. The Head of each Department will carefully scrutinize all indents submitted to him and reduce them to such extent as he may consider necessary.

6. The Head of each Department will submit a consolidated indent of the forms required by all the officers subordinate to him once a year on a fixed date. The Superintendent, Government Press, will inform each department of the date fixed for its indent, and will supply indent schedules.

7. No supplementary indent should be submitted by the Head of a Department unless satisfactory explanation of its necessity is given him by the indenting officer.

8. The Superintendent, Government Press, will examine all indents received by him and may provisionally reduce the numbers of forms supplied in compliance with any indent.

9. When the Superintendent, Government Press, is of opinion that an indent should be only partially complied with, he shall bring to the notice of the countersigning officer the reduction which has been made and the reasons for it. If the countersigning officer does not agree with the Superintendent Government Press, the latter shall refer the case to Government for orders.

10. A guard-book containing specimens of all registered forms and registers will be prepared for each department by the Government Press and will be

(2)

supplied to each Head of a Department, and in the case of Miscellaneous Forms to Commissioners of Divisions and the Government Secretariat. A separate book of standard forms common to all departments (such as letter-heading forms) will also be prepared and supplied to every Head of a Department. As new forms are prescribed supplementary specimens will be circulated to be filed in the guard-books.

11. As soon as the guard-books have been prepared, the Superintendent, Government Press, will decline to supply any form which is not in the book of standard forms prescribed for the department concerned.

12. In every office a stock-book of forms and registers will be kept in the following form:—

Form No. _____
Department.

Date.	Number received.	Number issued.	Balance.	Department to which issued.	Purpose for which issued.	Signature of person receiving.

13. Forms should be kept as far as possible in open racks and in separate compartments. A note of the number of forms received and issued and of the balance in the compartment after each receipt or issue should be placed in each compartment.

14. Forms received from the Press should be carefully checked by the advice note before the latter is returned to the Superintendent, Government Press.

15. The Superintendent of the Government Press will be held responsible for selecting the cheapest paper possible commensurate with the importance of the matter to be printed, and officers will be expected to give their assistance in effecting economy.

16. When forms are to be bound into books it should be clearly stated how many leaves (a leaf is equal to two pages) are to be bound into each.

17. Part of the form printing work is carried out at the Naini Jail Press, but all indents for forms, whether for those printed at the Jail or for those printed at the Central Press in Allahabad, will be submitted to the Superintendent, Government Press. For the present the departments marked N in the accompanying schedule will be supplied with forms through the Jail Branch. The forms will be despatched with an invoice direct from the Jail to the original indenting officer; that officer on arrival of the forms from the Jail will at once return the receipted invoice direct to the Superintendent of the Jail.

* * * * *
N. Dispensaries, North-Western Provinces and Oudh.

C. No. 3010 & file

From the Supt.
Govt Press

FOR ORDERS.

It is submitted that considerable advantage, and, in the long run, economy would result from centralising the work of printing, storing and distributing forms for all depts at the Govt Press. This could only be done at a considerable initial expenditure, and the Govt has at present more important and pressing matters to engage its attention and take up its funds. The Surgeon Genl is to be congratulated on the steps he has taken for introducing some regularity of procedure

Yours very truly
H. H.

in connection with
requisitions for and
supply of forms - but
it is subd: that he
has not made out a
case for relieving the
Medical Storekeeper of
the work.

I don't think that anything
can be present be done. The
Gov. Press cannot undertake
what is proposed - at any rate
for some time to come.

20
24/9/95

I think the distribution
must belong to the Med. Store-
keeper. He seems the proper
person to see to it

MS
20/9/95

FOR ORDERS.

Public Current 3010

Order of 4-10-95 A2828.

The Govt does not consider
it expedient at present to make
any alterations in the existing
arrangements, ^{for} and the distri-
bution of printed forms and
books required for the Civil
Medical Dept. will continue
to be the duty of the Principal
Medical Storekeeper.

2. At the same time The
Govt desires to congratulate
The Surgeon-General ^{in the above absolute} on the steps
he has taken for introducing
some regularity of procedure
in connection with requisitions
for and supply of forms.

C.W.
30.9.95

from Orders

J.S.B.
11/10/95

20
3/10/95

To the Supdt. Govt. Press } despd
" Surgeon-General } 11/10/95

Distribution of Medical Forms

from Orders

Who given for copying _____
 Who copied _____
 Who examined _____
 Who signed _____

189

RECEIVED AGAIN G.O. No.
 189

DATE

RECEIVED TO C. No

RECEIVED OF GOVERNMENT

A A A A A A A

RECEIVED OF GOVERNMENT

RECEIVED WITH DUTY

NOT FILLED 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