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000—11-7-96

Public (189) Department.

ORDINARY MS.

G.O., No. 1021

DATED 18-9-96

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8.12.96

[Despatch Abstract.]

Forwarding to the Govt of Malabar for ~~re~~ ~~early~~ remarks, Letter from the Regr Genl of Births Deaths & Marriages, ~~suggesting that~~ all Registrars and ~~submitting extract proposals~~ Sub Registrars of Assurances in the districts of Malabar and S. Canara be appointed Registrars of marriages under the Malabar Marriage Act -

BACK PAPERS.

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

FURTHER PAPERS.

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

Pub. 29] 29-7-96.

Public (1896) Department.

CURRENT No. 2654

From Legislative Dept.

Order

No. 65

Dated 17 } August 1896
Received
Registered 18 — 8 — 96
Enclosures —
Spare copies. —

SUBJECT.

Recording Advocate General's opinion in regard to certain alleged defects in the Malabar Marriage Act with the remark that the Pub Dept. should now take immediate steps towards giving effect to the act

BACK PAPERS.

G.O.	No.	Department.	
	733	Public	M-7

FURTHER PAPERS

G.O.	No.	Department.	Date

[G. / 53]

S. 90—26-3-96

Legislative Department.

CHIEF SECRETARIAT. MADRAS.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following paper :—

From the Advocate General, dated 10th July 1896 forwarding his opinion in regard to certain alleged defects in the Malabar Marriage Act IV of 1896.

Order No. dated 14th August 1896

Recorded with the remark that the Public Department should now take immediate steps towards giving effect to the Malabar Marriage Act

(True Extract)

Secretary.

Public Department

Under

NOTES.

Note

In connection with the question of the appointment of Marriage Registrars under the Marumakkatayam Marriage Act IV of 1896 the following points are sub^d for consideration.

The proposal to appoint ab[illegible] District and SubRegistrars in[illegible] discriminately as Marriage [illegible] Registrars under the Act, so far as it relates to Malabar where

e rules are very strict
l are peculiar to
Cabar -

caste prejudice, superstition, ~~and~~ strict observance of rules of pollution etc are rampant, appears to be objectionable on the following grounds:-

1 The Sub Registry Offices are usually far apart ~~generally situated at intervals of great distances~~ so that the parties to a marriage might have ~~may find it very inconvenient~~ to make long journeys for the purpose of getting the marriage regd.

2 [illegible] a rule a Nair & digna[illegible] ~~strongly object to~~ being ~~not like to~~ go to Sub Registrars Office ~~with~~ x x x, for the necessary [illegible] [illegible] only

and it would therefore seem to be undesirable to appoint all as Marriage Registrars District and Sub Registrars, some of whom happen to belong to lower (lower according to the notion of Nairs) classes, such as ~~Mukkuvans~~ Tijas, Native Christians &c, ~~as Marriage Registrars~~. It may be noted here that only Christians are appointed Registrars under the Indian Marriage Act

(3) Even if the District or Sub Registrar be a high class Hindu (that is a Nair or a person of some higher caste) no Nair lady, however low her social position, will ever willingly consent to go to a Dt or Sub Registrar's office which is very much crowded by men of all classes during the ordinary hours of business. The very idea of a couple going a long way off for the purpose of getting their Sambandham regd must be repugnant to the ordinary Malayalee mind and this would be all the more so if the business, in which one of the parties concerned is

to be

and

that their mere
see would involve
, to persons of lower
es involves pollution

of strangers of all castes
creeds. The natural bash
ness of a native woman
on such an occasion is a
which has also to be taken
account.

(4) Further, the Sub Regr
Office is considered a regula
Court by the common people
and the aversion that a nativ
lady has for attending a cou
is nowhere perhaps more keenl
felt than in Malabar. Moreover
~~he added that~~, in a land,
where people are so superstitious
as to consult the calendar for
auspicious days for dealing
with money and signing documents,
the feelings may be better imagined
than described of persons who
may have to perform the
solemn functions connected
with the registration of mar-
riages under caste pollution
which is inevitable in a public
office. If, however, it is asked
whether those who are not inclined
to go to a Dt or Sub Registrar's Off
cannot for the

...ably is that one in a
...bred will not be able to
...ray the extra charge.

A comparison can not,
is subd, (well) be instituted
tween the registration of a
document and that of a marriage
In the former case only males
are required to be present at
the Registrar's office the females
being mostly represented by
persons holding general or
special powers of attorney in
their behalf, whereas in the
latter, young ladies are obliged
to personally attend before
the registering Officer.

If, in the above circum-
stances, all Dt and Sub Regrs
of Malabar are appointed as
Marriage Registrars under
the act it is feared that many
people, who would otherwise
gladly avail themselves of the
beneficial provisions of the
enactment, would rather not
do so than subject themselves
to the unpleasantness and d-
...ficiences which would be

The necessity for affording a
facility to persons desirous
taking advantage of the in
troduction of a new reform
which, though salutary in
reality, entails a departure
from the long established
customs and of the comm-
munity in question, is too
patent to require any demon
stration.

To obviate the difficulties
above pointed out and to
facilitate the easy working
of the act it is respectfully
subd that, instead of Distrct
and Sub Registrars, a selected
number of Adhigaries (Village
Munsiffs, Magistrates and
Revenue Officers) of the Nair
or of a higher class be appointed
as Marriage Registrars. The
maximum area of their juris-
diction as such Registrars may
be limited to a radius of four
or five miles so that one adhi
gare may have, where desirable
as by reason of the caste of a neigh
bouring Adhigare, may not
[illegible] only

...n for the purposes of the Act
... Tahsildar of a Taluk will
... able to make the best selections
...rom among the most
...respectable of the Adhigaris
...under his control.

If the question be raised
whether it would be safe
to entrust the important
work of registering mar-
riages and maintaining
the necessary registers the
answer is that Adhigaris,
though low paid, belong as
a rule, to the most respectable
class of landholders, that
they exercise both civil and
criminal jurisdictions in
petty matters, that they
settle small disputes between
villagers by arbitration
and that they are responsible
for collecting, keeping
the accounts of and trans-
mitting to the Taluk Treasury,
large sums of revenue. By virtue of the
exercise of these several functions
the Adhigari is a really res-
ponsible officer and a person
of high esteem by the

Some of the
advantages of a
pointing these seeming
petty but really respectable
class of officials as Marriage
Registrars are given below

(1)- The Adhigari in most cases lives
nearer the Villagers than
a sub Registrar and is as
such within the easy reach
of parties intending to marry

(2) The Adhigari is usually
a familiar figure in his
own as well as in the neigh-
bouring Amsoms so that
a young ladies, who wants
to marry, would not have
that aversion to present herself
before him which she would
have for going to a Sub Registrar's
"Court" (Office)

(3) In the case of the middle
classes who wish to call the
Registrar to their houses for
registering marriage, the
cost of moving him will be
much less

[illegible]

not a Sub Registrar whose
idence may be ten or
fifteen miles away.

In view of the facts
above set forth it is respect-
fully subd that the Collector
of Malabar, and if necessary
by the Collector of S. Canara
also, may be requested
to report whether it is ad-
visable, and if so, practicable,
to appoint a selected number
a of Ashigaries or Village Officers
as Registrars under the act:
th
As for Madras, a Mala-
p yalee (preferably a Nair)
se Vakil or official who is a
vr permanent resident of the
an town appears to be subd,
for more suitable than any-
th body else.
m
lar
ac
ere Vellu
th 10/9/96
pon

[G.
25 A.]
1,000—21-3-96.

Pub DEPARTMENT

C. No. 2926

FOR ORDERS.

no objection & the Hon'ble C. Sankaran being consulted as proposed. At the same time, it seems to me to adopt whether the plan of appointing Ashigaris Registrars under the Act is, and I think the doubt implied in making the Ashigaris are appointed, it is necessary to provide carefully for acting in all their artificially or otherwise, & the Sub Registrar a Registrar of the Taluk, & the Sub Registrar a Registrar of respective safe custody.

Personally as a Justice of Peace I should like to be summoned within a being through the Registrary - can be desired - I would rather through the Magistrate if it be arranged. The Chief Justice might be asked what he thinks also

KS
12/9/96

Submitted. to the Hon'ble the Govt.
& the Hon'ble Mr. Rose

Hd 12/9/96.

with the Hon. Mr. Rose

JS
14/9/96

In the Circuits the Registration Inspector suggests that all Registrars and Sub Registrars of Assurances in the districts of Malabar and South Canara shall within their respective jurisdictions be appointed Registrars of marriages under the Malabar Marriage Act and he sends up for approval a draft notification accordingly.

His letter also goes into the question of fees and certain registers.

I submit for perusal a note written by one of the Malayali Clerks of this Office (a Nair) which appears to be worthy of consideration, dealing with the question of whether it would not be better that the Registrars should be the Magistrates & Tahsildars. I have

12

...n taken by the Malayalee Officials of the Secretariat in the Act and the method of working it. There seems a good deal of force in what is said in the Note. That the question of who should be the Registrars has not been concluded before is probably the result of some of those concerned having before thought of the case of having to register a marriage in a Public Office and before a person of lower caste status than the ~~parties~~ individuals contracting. Memorials on the subject have also been sought by Govt. Perhaps it would be advisable to send a copy of the Note to the Honble Mr Sankara Nair and to ask the Collectors opinion. Mr Nair knows a good deal about Malabar and would be able to pick out some difficulties. It seems desirable before appointing all Registrars and Sub Registrars of Assurances as Marriage Registrars to make sure that the measure will find acceptance not only with the advanced class but also with those who are not and who shrink from the final majority of the persons concerned with the Act

D 9/8

FOR ORDERS.

H. M.

D. O.

To The Hon'ble Mr Sankaran Nair

My dear Sir,

I am directed to forward for favour of your remarks a copy of a letter from the Registrar General of Births Deaths and Marriages, making certain proposals in regard to the action to be taken by Govt under the Malabar Marriage Act. I am at the same time to invite your opinion on the suggestions embodied in the accompanying note by one of the Malayali clerks of the Secretariat office.

The Govt as at present advised is very doubtful whether the plan of appointing Additionaries to the Registrars would work. In any case it would be necessary to provide carefully for their sending in all their certificates or copies of them to the Sub-Registrars or Registrars of Assurances for safe custody.

Before making any appointments under the Act the Govt desires to make sure that they will find ac-ceptance not only

with persons of the advanced class, but also with others who must form the great majority of persons concerned with the Act.

Another point, on which the Govt would be glad to be favoured with your opinion, is the channel thro' which summonses, notices, &c, should be served. The proposal to utilize the Magistracy is not altogether acceptable to the Govt, which would prefer that the work should be carried out by the municipalities.

(from orders)

17/8/96

FDB
16.9.6

To
The Hon. C. Sankaran Nair B.A. B.L.
Vakil, High Court
with note

Public C. 2926

Order No. 1021. Dt 18th September 1896

The letter recorded above will be forwarded to the Govt of Malabar for very early remarks and for report with special reference to the points noted below; and with the intimation that the Hon. Mr. Sankaran Nair is also being consulted on the matter.

2. In view of the considerable distance which frequently intervenes between the offices of Sub-Registrars, and of the natural disinclination of Nair ladies to attend at a public office, as well as to the possibility that some of the Sub-Registrars may be of lower caste than the parties desiring to have their marriage registered a suggestion has been made that a selected number of amsom adhigaries belonging to the Nair, or a higher caste, may be appointed Registrars under the Malabar Marriage Act, for specified areas and their respective village heads

It has been suggested that this appointment would be acceptable to the parties coming under the Act, and would lead to greater advantage being taken of its provisions.

4. The Govt, as at present advised, is doubtful whether the proposed plan of appointing Adhigaries to be Registrars under the Act would work. In any case it would be necessary to provide carefully for their sending in all their certificates or copies of them, to the Sub-Registrars or Registrars of Assurances for safe custody. The Collector should make careful enquiries before replying to this order, and he will bear in mind that it is desired to take such measures under the Act as will find acceptance with not only with the advanced class of Malabar Hindus, but also with others who must form the great majority of the persons concerned with the Act.

5. The Govt does not altogether approve of the proposal that summonses, notices, etc, should be served through the Magistracy. It would be preferable if the petitioners should be dealt with by the Munsiffs, if that could be arranged. The Collector will report on the point.

To The Collector with letter

No 121

No. , PUBLIC, TH OCTOBER 1895.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1895, No. 405.

As already reported to Government, I appointed a special committee in August 1894 to report on certain questions regarding the administration of the State hospitals in the Presidency town.

2. This committee at first consisted of—

(1) Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., Senior Medical Officer, General Hospital, as President;
(2) Surgeon Lieutenant-Colonel A. J. Sturmer, Acting Superintendent, Government Lying-in Hospital, and
(3) Surgeon-Major J. W. Evans, Acting Superintendent, Madras Lunatic Asylum.

On the departure from Madras of Surgeon-Major Evans, Surgeon-Lieutenant-Colonel W. R. Browne, M.D., Senior Surgeon, General Hospital, was nominated to take his place. As the result of a private representation from the President, I nominated Surgeon Captain Williams, Acting Resident Medical Officer, General Hospital, as Secretary to the Committee in February 1895. In March Surgeon-Major J. Smyth, M.D., the permanent Resident Medical Officer, having returned from leave, took up his own appointment and that of Secretary to the Committee.

3. During the long period the committee were deliberating, there were several points which turned up in connection with the above subjects and which it was desirable that they should consider.

4. The following are the principal subjects on which they were called upon to report :—

(1) A uniform system of accounts for all hospitals and asylums.
(2) The method of auditing the accounts.
(3) A uniform system of forms and books.
(4) Diet rules and how diet articles were to be procured.
(5) Stock taking and control.
(6) A book of authorized forms.
(7) Firewood.
(8) Cooking ranges.
(9) A form of bond for stewards and storekeepers to sign.
(10) A form for general requisitions.
(11) The question of a permanent advance to hospitals.
(12) A uniform method of paying bills.
(13) A uniform method of stock book keeping.
(14) A form for circulating comparative information regarding prices paid.
(15) How hospital necessaries were to be procured.
(16) How hospital returns were to be checked in the office of the Surgeon-General.

(17) How far these rules and proposed forms can be adopted in the hospitals of the lunatic asylums.

5. The following orders, &c., were placed before them for their information and guidance:—

Copies of—

(1) G.O., No. 1, Public, of 1st January 1889, regarding diets.
(2) G.O., No. 423, Public, of 11th June 1890, on same subject.
(3) G.O., No. 402, Public, of 22nd May 1891, on same subject.
(4) G.O., No. 1025, of 9th December 1891, regarding tenders for all requirements of hospitals.
(5) G.O., No. 330, Public, of 13th May 1892, containing rules regarding tenders and contracts and the departmental supply system.
(6) G.O., No. 165, Public, of the 7th March 1895, pointing out how the orders in G.O., No. 330, of the 13th May 1892, had been departed from.
(7) G.O., No. 1280, Judicial, dated 22nd May 1894, dealing with the result of the departmental supply system in jails.
(8) G.O., No. 1570, Judicial, of 26th June 1894, regarding the Jail department being consulted on the supply of articles before inviting tenders.
(9) The report on Jail administration, Madras, for 1891 with reference to the remarks on page 52, paragraphs 148 to 166 on diets, &c.
(10) G.O., No. 2286, Judicial, of 6th November 1891, page 108, paragraphs 24 and 25; page 59, paragraphs 167 to 194, and page 109, paragraph 109, with a view to the committee being guided by those orders and those already before it in submitting their proposals.
(11) Army Regulations, India, Volume V, Commissariat, sections on contracts, advertisements, estimates, tenders, earnest money, security, deposits, &c.
(12) Military Accounts Code, chapter 28, paragraphs 4 and 22.
(13) The uniform system of hospital accounts by Burdett, who is considered the best authority in Great Britain on hospital administration as regards expenditure.
(14) Reports from the different medical officers in charge of the Presidency State hospitals and lunatic asylums on the working of the departmental supply system.

6. The President was informed that the forms fixed by the Government of India for the annual returns could not be altered, but could be explained by foot-notes, or supplemental statements could be submitted when necessary. He was also authorized to call direct for any information that the committee might require from the responsible medical officers.

7. The report of the committee is now before me, but as I will have to send it back for reconsideration on some points, I now submit my proposals for the orders of Government, as I understand that Government wishes for them with as little delay as possible.

8. The committee report that the delay in submitting their report has been due to—

(1) The number of collateral subjects they had to deal with.
(2) The difficulty of finding time to work up the questions in addition to their ordinary work.
(3) The fact that at first there was no Secretary and that he was afterwards changed.
(4) The correspondence they had with other officers.

9. The mass of details I have now to lay before Government will explain, to a great extent, why it has taken the committee so long to submit their report. Even these details do not show nearly the amount of work the committee had to do in addition to their ordinary official duties which, as Government is aware, already very fully occupy the time of the officers composing it.

10. As regards the *uniform system of keeping accounts of income and expenditure*, Burdett writes in his book on the subject—

"Uniformity of accounts must result in considerable economy, by enabling every one concerned in the management of great charities to compare his own expenditure with that of his neighbours, and so to ascertain to what extent and in what particulars differences exist.

* * * * *

"The expenditure of a great institution includes so many items that, unless the same classification is generally adopted, no uniform system of accounts can be successfully carried out."

And he suggests an index of classification such as has been accepted by the Lords Committee of the Metropolitan Hospitals, London. In his hospitals and charities annual for 1895, he states:—

"It is of the first importance that every one using the uniform system should have an index of classification at hand to refer to" and again "The uniform system is a sound system from an accountant's point of view, providing and only providing, it is carried out in its entirety and every temptation to approximate, much less to adjust, certain items is steadily resisted."

If Government accepts the following proposals, it will be necessary to make out such an index of classification for general guidance strictly in accordance with the headings in statement V of the annual returns submitted to the Government of India, viz.:—

(1) Establishment, which should, I consider, include both the sanctioned establishment and any temporary or extra establishment, with explanatory foot-notes on statement V.
(2) Bazaar medicines.
(3) European medicines (including instruments and appliances) with explanatory foot-notes on statement V.
(4) Diet (including all extras and firewood).
(5) Buildings and repairs (the cost of new works should always be given separately and explained in foot-notes to statement V).
(6) Miscellaneous charges (including registers, &c., supplied by Government),

Nos. (2), (4) and (6) of these should have their sub-heads grouped in accordance with the suggestions regarding non-storable articles and storable in paragraph 25 under III, Contracts, of the proposed diet rules (appendix B), viz.:—

(*a*) Non-storable articles.
(*b*) Bulk supply ,,
(*c*) Periodical supply articles.
(*d*) Articles on requisition.

"III, Contracts" is a sub-heading (on p. 118) of the Diet Rules compiled by the Conference but there is no para 25, & there is not even a sub-head as "a" "b" "c" & "d" anywhere, though there are

Burdett writes in another place—

"One object in publishing this system of books and accounts is to bring ascertained and accurate facts to the knowledge of those engaged in hospital administration with the view of exciting interest in the many questions, which will necessarily arise when uniformity is secured. Everybody who has any knowledge of hospital work is aware of the great differences which exist, and we are inclined to think which usefully exist, in the details connected with the management of institutions under the voluntary system; such differences excite interest and comparison and give free scope to the ingenuity and intelligent foresight of those who are responsible for the conduct of each institution. An uniform and common system of administration would tend to narrow the area for improvements and development and would therefore be anything but advantageous to the best interest of all concerned. It must further be borne in mind that the bare statement that a bed costs so many pounds at one institution and half as many pounds at another institution does not necessarily, if at all, determine that the management of the one is infinitely superior to the other or *vice versâ*. The merits can be ascertained only by a careful inquiry into all the circumstances, and by a detailed examination of the figures which go to make up the total sum in each case. It follows therefore that an uniform system of accounts will be more useful to the managers than to other persons, because they alone, in conjunction with the comparatively few individuals who make a study of the questions involved, will be able to test the figures and to deal with them on their merits.

* * * * *

"It will be very little use introducing a uniform system of accounts unless steps are at the same time taken to carefully supervise the commissariat arrangements, with a view to ensure that every article be of the best, and that it is produced under the most favourable conditions at the lowest price prevailing in the market for the best quality of the sample selected by the managers."

One great advantage of such a system of accounts in the Madras State hospitals and those of the lunatic asylums would be that the responsible officers could more accurately, from year to year, examine the different items of expenditure in their own hospitals, which will be dealt with fully in the annual reports on the State hospitals and lunatic asylums.

The committee report that "the advantage of having a system, such as this, is obvious," and that "from the books kept in the various hospitals, statement V of the annual returns can readily be made out."

* * * * *

The books kept in the General Hospital the committee consider should serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Some of these books are not required by the smaller hospitals, and this is indicated opposite each.

(1) *Cash book—Receipts and payments.*—These forms are to be found facing page 41 of appendix B, Book of Forms. To be used in all hospitals.

(2) *Establishment acquittance roll—Permanent establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of contingent bills, contractors' and tenderers' bills and of all bills except those of the permanent establishment.*—Required for all hospitals. Simply a manuscript "office copy" book.

(4) *Book containing office copies of permanent establishment bills.*—Required for all hospitals. A manuscript "office copy" book.

(5) *Book containing acquittance rolls and copies of bills of temporary establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental purchase book.*—If the "tender system" were practicable, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present exist in some of the hospitals. Civil Medical Book 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50, respectively, for sanitary purposes. No special form.

(8) *Register of receipts and payments of personal deposits by patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F.No. 37.

(9) *Bank receipt book.*—Kept in all hospitals.

(10) *Receipt book in counterfoil for hospital diet charges to patients.*—C.M.F. No. 38.

(11) *Grass account book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly.*—Required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.*—C.M.F. No. 42.

(14) *Register of contingent charges.*—C.M.F. No. 43.

(15) *Furniture distribution stock book.*—C.M.F. No. 44; for all hospitals.

In addition to the above, the Lying-in Hospital keeps—

(16) *A batta book for pregnant women.*—No special form required.

I am of opinion that separate cash accounts should be kept for all receipts and expenditure which should not appear in statement V under the ordinary income and expenditure of the institution, such as—

(1) The Poor Fund in the General Hospital.
(2) The Batta Fund for pregnant women in the Lying-in Hospital.
(3) The Amusements Fund in the Lunatic Asylum, Madras.
(4) The cash deposits by patients C.M.F. No. 37.

(5) The accounts of the Government school for midwives in the Lying-in Hospitals.

(6) The accounts of the Lady Wenlock Nursing Institute in the General Hospital.

(7) The accounts of the Madras Training school for sick nurses in the General Hospital.

It would be better if a statement of receipts and expenditure for each of such funds were attached to statement V of the annual returns. Government has already ordered in G.O., No. 439, of 31st May 1895, paragraph 1, that a separate report should be made on the Lady Wenlock Nursing Institute, and it would be well if this principle were adopted regarding all such funds.

The committee have found that some of the books in different hospitals, though intended for the same purpose as those referred to above, are not drawn up in a convenient form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used, in which I concur and with the sanction of Government propose to issue them as civil hospital books and forms. As regards Nos. (3), (4) and (5), I consider such office copies should be kept on the printed forms in a portfolio and need not be bound into books.

11. *Auditing of accounts.*—This the Accountant-General has already promised to arrange for periodically as regards the General Hospital—*vide* G.O., No. 570, Public, dated 9th July 1895.

I would propose that he should, if possible, do the same for all the State hospitals and the Lunatic Asylum in Madras and that he should submit a report through my office to the medical officers in charge stating whether the accounts have been found in a satisfactory state or otherwise. It must, however, be clearly understood by the medical officers in charge that it is their duty to see that the monthly bills are correctly made out and kept.

12. *A uniform system of forms for the dietetic management of hospitals.*—On this subject Burdett writes as follows:—

"Very many and varied attempts have been made by the lay committees to control the expenditure in the wards. It has been usual for them to make inquiries which have resulted in proving that certain cases were costing a great deal of money, and then to refer the matter to the medical officers, resident and honorary, who are immediately concerned. Having no knowledge of medical treatment, the result can be easily surmised. It almost invariably happens that the particular cases singled out are of some special nature where extraordinary expenditure is fully justified by the circumstances of the case, its emergency and severity. In some instances, with the object of enlisting the co-operation of the medical staff, the practice prevails of either (1) making the whole of the honorary physicians and surgeons members of the committee of management, or (2) empowering the medical staff to elect two physicians and two surgeons as members of the general committee. In practice, small results have followed the adoption of either of these courses, owing chiefly to the notorious fact that there is no profession where jealousies prevail to the same extent as they do in the medical, and each physician and surgeon has felt great delicacy in calling in question the work and treatment of his colleagues. For all these and many other reasons, we are convinced that the system introduced at the Edinburgh Royal Infirmary is the only one calculated to affect materially the expenditure of a general hospital, and therefore we strongly recommend its adoption by the committee of every institution which desires to be economically and properly administered."

While not agreeing with Mr. Burdett as to the cause, there is no doubt that much difficulty arises even in such an office as mine, where the head is a medical man, in getting at the truth of expenditure and ascertaining how excessive expenditure may be prevented. This subject was well dealt with by the Calcutta Committee on hospital expenditure, and the committee in Madras whose report is printed in G.O., No. 1, Public, dated the 1st January 1889, also dealt with it proposing such forms as might be of use in comparison and fixing that the annual average rate of diets and extras for Europeans was not to exceed 8 annas a day and for natives 4 annas a day.

The Committee point out that there can be only a certain amount of uniformity in internal management, and that the Medical officers in charge should not be hampered in their endeavours to improve even on what the Committee recommend.

They state that they give expression to this feeling as they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

In these views I largely concur. The general use of the forms now proposed in the Book of forms, Appendix B, will go as far as I consider desirable and the comparisons made on the administration of these hospitals in the annual report on the State hospitals and Lunatic Asylums will, from time to time, show Medical officers in charge the direction in which improvements can be made. Proposed Civil medical form 49 will require confirmation by me under orders in G.O., No. 665, Public, dated 6th August 1895.

13. *Diet rules and how diet articles are to be procured.*—The Committee state that since the promulgation of G.O., No. 330 of the 13th May 1892, "Superintendents of State hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all; so, to a certain extent, hospitals have been getting their supplies for the last two and-a-half years more or less by "rule of thumb." To adhere to the Government order was impossible." They also point out that this has been represented from time to time and that the rules in the Government order as drawn up are not workable.

No doubt representations have been made, some of them far too early, even before, the rules had been given a fair trial. On my ascertaining that these rules were not being carried out properly, I called attention to them and at the same time appointed this Committee to report on how the rules could be made to work.

I considered the principles of these rules were sound and that apart from this, it was the manifest duty of the officers concerned to carry out the orders of Government making such representations as appeared to them desirable. I have dealt at length with the subject in my letter No. 38-Tour of the 24th November 1894, and when the final orders of Government are received on the proposals now submitted, I do not apprehend there will be the least difficulty in seeing that the orders of Government are carried out.

The Senior Medical Officer, General Hospital, has on the 3rd August this year, with reference to G.O., No. 165, Public, of the 7th March 1895, which pointed out how the original rules have been departed from, forwarded to me a list of tenders from which it is seen that out of 85 articles advertised for, tenders were received for only 27; that one man tendered for 24, one for 15, one for 10, and four for one article each. On the whole the bazaar rates were more favourable.

I circulated this to other Medical officers to ascertain if they had found similar difficulties, and if so, how they had dealt with them. The Superintendent, Lying-in Hospital, replies:—

"In the case of this hospital, the articles were divided into groups of somewhat similar articles such as 'bread and flour,' 'milk and butter-milk,' 'arrowroot and other farinaceous articles,' 'sugar, brown and white,' and tenders were obtained without difficulty for these groups—altogether 35 in number. On the whole more favourable rates were obtained than last year. If each individual petty article had been tendered for separately, the same difficulty as has been now experienced at the General Hospital would no doubt have been felt here"

The Acting Superintendent, Government Ophthalmic Hospital, writes:—

"As regards this hospital the articles were divided into fifteen groups. Tenders have been received for all except for one group consisting of hospital necessaries, &c., which are required in small quantities only. The articles in this group are now being purchased monthly as required."

The Superintendent, Lunatic Asylum, Madras, writes:—

"In accordance with G.O., No. 330, Public, of the 13th May 1892, tenders are invited for non-perishable articles, which are formed into five or six groups; this is published in the *Fort St. George Gazette* and spare copies of the notification are distributed amongst the known contractors. Tenders are received on a fixed date for the articles supplied in bulk and there is no difficulty in getting tenders for them all; when tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk."

The committee further point out that these rules deal (1) exclusively with *diets*, whereas by subsequent correction it is clear that other articles required in hospitals are to be obtained in the same way; (2) the names of articles enumerated in them did not include all requirements; (3) that *every article should be obtained by separate tender.*

They point out that shopkeepers would not thus tender depositing earnest-money and that departmental direct purchasing had to be resorted to.

Below will be found a copy of a General Hospital advertisement which the Senior Medical Officer drew up with an idea of adapting it to the Government rules. He says that tenders for only a few of the articles were obtained. It gives an idea of the actual requirements and of the trouble which its preparation must have cost him. His idea was adopted by the other Medical officers in charge.

MEDICAL DEPARTMENT.

General Hospital.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words "Tenders for Hospital supplies" written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest-money. Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 10, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5, and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"*I, the tenderer, agree to have the earnest-money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract.*"

A.

BULK SUPPLY FOR SIX MONTHS FROM 1ST APRIL 1895 TO 30TH SEPTEMBER 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gals.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gals.	1,200

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Salt, white, clean	„	370

No. 13.

Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

PERISHABLE (DAILY SUPPLY ON REQUISITION AS REQUIRED).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	„	15,000
Mutton, 1st sort, without bone	„	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital; specific gravity not under 1,025; pints of 20 oz.	„	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed.	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut, without shell	lb.	100
Chillies, green	„	8
Coriander leaves, green	„	5
Ginger, green	„	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	„	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	„	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	„	9,000
Vegetable, Europe, fresh (varied daily exclusive of wastage)	„	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	„	25
Bran, 1st sort	„	1,000
Flour, wheat	„	1,200
Soojee, 1st sort	„	75

No. 20.

Ice	lb.	35,000

C.

WINES, SPIRITS AND AERATED WATERS.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	„	36
Constantia	Bottles	54
Gin	„	6

No. 22—cont.

Sherry	Bottles	24
Whisky	„	14

No. 23.

Gingerade	Dozen	3
Lemonade	„	140
Lythia water	„	2
Soda water	„	700
Tonic water	„	10
Potash water	„	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Do. long, fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	„	3
Screens	„	2
Canvas stretchers	„	6
Cloth, red, 10 cubits	„	125
Do. table	„	8
Do. table for officers' quarters	„	2
Curtains, musquito	„	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	„	50
Mattresses, cotton	„	12
Slippers, 1st sort	Pairs	200
Towels, dungary	No.	200
Do. Patna	„	125
Do. rollers, coarse (Jack)	„	15
Do. bath, Calicut	„	10

No. 27.

Aprons, cook's	No.	50
Aprons, doctor's	No.	6
Banians, flannel	„	100
Caps	„	10
Mattress covers	„	10
Napkins	„	5
Paliasses, blue unstuffed	„	45
Pillow cases, large	„	400
Do. thick	„	15
Quilts, chintz	„	100
Do. cotton	„	240
Sheets, cotton	„	130
Do. draw	„	50
Do. dungary	„	10
Shirts, 1st size	„	200
Do. 2nd size	„	15
Socks, flannel	„	15
Trousers, flannel	„	10
Do. cotton, 1st size	„	100
Do. 3rd size	„	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	„	100
Baskets, large	„	72
Do. small	„	40
Bath-bricks	„	12
Bladders	„	600
Blue-powder packets	„	30
Books for prescription	„	48
Bottles, empty, clear glass	„	500
Do. pint, empty	„	700
Do. sauce, empty	„	300
Bratties	„	700
Brooms, long	Bundles	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Do. brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60
Cocoanut scrubbers	No.	36
Corks	„	2,500
Corkscrews	„	3
Cumblies for ice	„	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	„	30
Horse hair	„	1
Knife-polisher	Tins	3
Lamp thread	lb.	6
Do. wick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	„	12
Limestone, burnt	lb.	60
Liquorice root	„	96
Marking nuts	„	20
Matches	Boxes	350
Mats, common	No.	24
Needles	Packs	6

Miscellaneous—*cont.*

No. 28—cont.

Padlocks, patent, iron	No.	15
Pins	Paper	6
Red paper	Sheets	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards	15
Safety pins	Boxes	100
Sandpaper	Sheets	50
Sawdust	lb.	80
Spirit of wine	Bottles	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	„	70
Tape, country	Yards	500
Thread, sewing	lb.	12
Twine, Europe	Rolls	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Do. large	„	1,400
Goglets	„	100
Monthays	„	4,000
Mullays	„	5,000
Ovens	„	12
Pots and pans	„	300

No. 30.

Basins, China, white	No.	6
Do. iron, enamelled	„	6
Do. China, large	„	6
Bowls, China	„	100
Chamber utensils, glazed earthenware, with cover	„	12
Commodes, pan, China	„	12
Cups and saucers, fine	„	24
Chimney, large, kerosine	„	50
Do. small	„	40
Do. large, oval	„	12
Carving knives	„	1
Do. forks	„	1
Dish, white, with cover	„	12
Ewers, China	„	6
Feeding cups, China	„	12
Forks, table	„	26
Do. dessert	„	36
Finger glass	„	6
Jugs, milk, white	„	12
Jars, earthen (empty ginger preserve)	„	100
Knives, table	„	36
Do dessert	„	36
Lanterns, wall, kerosine	„	5
Lanterns, cocoanut, hanging	„	5
Lanterns, cocoanut, hand	No.	5
Looking glass, large	„	5
Mincing machine	„	1
Nutmeg-graters, large	„	1
Plates, hot-water	„	6
Do. dinner, white	„	50
Do. white, soup	„	6
Do. do. cheese	„	6
Do. do. dessert	„	6
Do. green for custard	„	50
Saucepans, iron, enamelled	„	2
Sneakers, with cover	„	6
Spoons, table	„	12
Do. metallic	„	24
Do. dessert	„	12
Do. tea	„	12
Saltcellars, China	„	6
Soap tray, China	„	12
Teapots, Rockingham	„	6
Tumblers, large	„	24
Do. small	„	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	„	12
Fomentation tins	„	12
Milk can, tin, to hold 40 pints	„	1
Do. do. 20 pints	„	1
Receptacles, zinc, small	„	6
Stool-pans, tin	„	50
Tin custard	„	100
Do. bed-head tickets	„	50
Do. funnels	„	6
Do. pots, large	„	100
Do. chart-holders	„	50
Do. hand-bath	„	6
Do. arm-bath	„	6
Tubs, bathing, zinc	„	3
Do. hip-bath, zinc	„	3
Do. foot-bath, zinc	„	3
Zinc ice boxes	„	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	„	3
Mamooties, with handles	„	3
Rakes for garden	„	6
Receptacles, iron, large	„	12
Urinals, iron	„	12

No. 33.

Tinning copper pots twice monthly	No.	74

General Hospital, Madras, *26th February* 1895.

(Signed) W. PRICE, M.D., Brigade-Surgn.-Lt.-Col.,
Senior Medical Officer, General Hospital.

The Committee point out that the above lists will give some idea of the requirements of a large hospital. The following is the list of hospital requirements given in the Government Order under consideration :—

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingelly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Do. seed.*	Vendium.

* Cummin seed is doubtless meant.

The committee are of opinion that the grouping form of advertisement is the only workable one.

I consider it is the best system, and hope Government will sanction its adoption. The idea of each article being tendered for separately appears to me to have been founded on the practice of people tendering for articles which were used in large quantities at a high rate and then making their tenders appear low by entering other articles which were not likely to be called for at impossibly low rates. This will be avoided if the grouping system is allowed and only articles of a similar kind are included in each group. In any case they will be able to select each article at the lowest price in the group as they will not be bound to accept the tender complete and, moreover, under the proposed rules, they will not be bound to accept any tender if they find they can procure the article elsewhere at a lower price.

The committee point out that the rule in the Government Order of 1892, *i.e.*, paragraph 2 " for the supply of such quantities (of nonperishable, *i.e.*, storable articles) as will fill the storage accommodation available," would lead to enormous loss and wastage, that it is not advisable to store such large quantities of diet articles and that it is impossible to test the quality of large quantities at a time.

I do not consider it was ever the intention of Government that enormous quantities of such stores should be taken in to fill available accommodation.

The committee do not appear to have been aware of the fact that Government had already modified the quantity of rice that was to be kept in store in the Calicut Lunatic Asylum on account of the representation which had been made about the deterioration it underwent in that climate if stored in large quantities.

The committee suggest " that the rule should be that such articles should be taken in in such quantities and at such times as the Superintendents shall judge right—what the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The committee state they use the word *leisurely* advisedly and that *in no other way can the diet of the sick be properly selected.*"

I agree with the committee in so far that the Medical officer in charge should be held responsible for the quantity taken in at a time and that it should never exceed the amount he can efficiently examine and see for himself that the quality is good and up to sample and the quantity is actually received. He alone is fitted to judge how he can best carry out this duty keeping in mind the necessity of obtaining the article of the best quality at the lowest possible rates.

The committee point out that this is a partial return to the contract system, but that it includes a workable store system. This is the system working in the large

hospitals in Great Britain will be seen by the following copy of the agreement form in use in hospitals where the uniform system of accounts is in force :—

" Should this tender be accepted (I or we) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

" If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or we) should fail to deliver them *from time to time* when ordered (I or we) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the committee of management shall at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or we) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp.

Signature.

Date

Accepted for

on behalf of the Committee of Management.

Chairman."

The committe consider that each individual Superintendent should receive tenders and conclude contracts for his own institution. This they will do, but the duties of the Surgeon-General in regard to all such contracts have since been laid down in G.O., No. 665 of the 11th July 1895, which, since the date of their report, has been circulated for general information. When each Superintendent is submitting these tenders for my approval he should prepare a comparative list in the same form now in use by the Medical Storekeeper to Government when he submits the tenders for my approval.

The committee also consider it desirable that a comparative statement (Civil Medical Form No. 46) should be compiled in my office, so that each Superintendent should see what the prices in the other institutions were. This has been done for 1894 and 1895 and I consider should be continued.

Diet rules.—I consider the diet rules (Appendix A) proposed by the committee should be adopted with the following modifications :—

Section II, rule 3.—Add after the word limitation " that he should purchase when the market is favourable but " and the words " the quantity " should be substituted for " it."

Rule 4 would, I consider, work well if the suggestions in paragraph 10 of this letter are sanctioned.

Rule 6.—Substitute the word " shall " for " should." The monthly price list of grains, &c., is now furnished to all such institutions.

Rule 7.—Omit last sentence.

Rule 8 *should become rule* 11 *and should read*—" Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorized form, before completing the contracts, which must be countersigned by the Surgeon-General."

Section III—Contracts, paragraph 23, *proposed schedules.*—It will be necessary for me, in consultation with the different officers concerned, to fix the quality which should be entered in the advertisement for each article in the index classification if my proposals in paragraph 10 of this letter are sanctioned.

Section IX, paragraph 2 as modified.—I do not consider necessary if the permanent advance suggested in paragraph 20 of this letter is sanctioned, and I would let the rules stand as originally printed.

Section XII—Hospital dietary, page 124.—There should be a foot-note added to the time-tables to the effect that Superintendents may modify the hours to suit their own hospital requirements. This was sanctioned in G.O., No. 1, Public, dated 1st January 1889, and is most important as the requirements in different institutions vary considerably.

Appendix II, page 131, *paragraph* 7.—Instead of the words "so-called pint" it would be better to insert "unit of measure."

Appendix III, page 132, *rule* 6.—The word "unauthorized" should be substituted for "non-contract."

14. *Stock-taking and control.*—The Committee suggest that a junior Medical officer should be deputed from time to time, and without any warning, to each of the institutions with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

I cannot see either the necessity for, or desirability of, this suggestion. Under existing rules each medical officer is responsible that he checks the quantity of any article remaining in stock before he submits a requisition for any fresh article.

I consider it is desirable that the medical officer in charge should, at least once every half-year, make a systematic inspection of an uncertain number of the articles of stock in hand, comparing the amount remaining with the entries in the stock-books, and that he should state in his annual administration report that he is satisfied that the stock-books of all such articles were properly kept up as is now done regarding service-books and valuable Government property. It will become part of my duty to see that these stock-books are properly kept when I am inspecting such institutions.

15. *Forms.*—The forms proposed by the Committee are attached to this letter and superscribed "Book of forms" (Appendix B). The Committee state they are given as models and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the book, will keep individual Superintendents to select those which suit their own particular institution best. At first sight the mode of use of these forms seems puzzling, but in practice, the Committee state, no real difficulties arise, and they do away with loose manuscript dockets, which are a waste of time and paper, are very untidy and get readily lost (*vide* Committee's rules, page 127, as to their use).

The forms recommended for the Storekeeper are taken from Commissariat sources for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

Captain Watson has, I know, given the Committee much assistance in this matter.

I recommend the adoption of these forms, as civil hospital forms, to be printed at the Government Press and distributed under the rules which Government will pass on a proposal of mine lately submitted on this subject.

It is desirable that whenever a medical officer in charge wishes to have any modification made in them, he should apply for sanction to this office.

Civil medical forms 50, 51 and 52 will have to be corrected for each institution.

Civil medical form 40 appears to require slight revision. The two headings "without diets," should, I think, read, "on extras alone" and the heading "average" should, I consider, read "average cost per day" including those on extras and diets, but both these I can correct with the Senior Medical Officer, General Hospital, if the general form is approved.

Civil medical form 42.—It is advisable that whoever fills in the admission register of the institution should be responsible for the completion of columns 1, 2, 3, 4 and 5, as regards those patients who are liable to pay. This will be a check on the Steward.

Civil medical form 49 will require confirmation by the Surgeon-General—*vide* G.O., No. 665, Public, of 6th August 1895, and this should appear on the form.

16. *Firewood to be used in Cooking diets.*—The attention of the Committee was called to the fact that, under G.O., No. 1, Public, dated the 1st January 1889, four pounds of firewood per each European diet and two pounds for each Native diet were being passed, and that I considered these scales excessive in face of the experience of the Calcutta Medical College Hospital in Calcutta, mentioned in the above Government Order, the experience in jails as shown by the Jail Code, which was sent to them and the facts dealt with in the report on Jail Administration of 1891, which was before them. The Committee consider the scale of 4 lb. per European and 2 lb. per Native diet a reasonable maximum. The recommendation of the Committee on this matter will be found in the "diet rules" (page 120), and I consider the proposed rules should be adopted.

17. *Cooking Ranges.*—The Committee report that the Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for Native patients, and, pending his report, they do not wish to commit themselves to any particular form of cooking range. Should his experiments fail, they think the Lying-in Hospital iron range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

On receipt of this report I will address Government on this subject.

18. *Storekeeper's and Steward's Bond.*—The proposed forms—Civil Medical Forms 51 and 52—have been prepared by the Government Solicitor and should, I consider, be adapted to the wants of each institution.

19. *General requisition form.*—Proposed Civil Medical form 45 has been drawn up in communication with me and will meet all requirements—all articles which require my sanction should be indented for on it.

20. *Permanent advance for petty departmental purchase.*—The Committee consider this is absolutely necessary, as hospitals are constantly requiring odds and ends which cannot be got by tender. The amount required will vary for each hospital and they suggest for—

	RS.
The General Hospital	300
The Lying-in Hospital (which is already sanctioned and is necessary on account of batta to pregnant women and hire of punka men)	400
The Ophthalmic Hospital	20
The Leper Hospital	20
The Voluntary Venereal Hospital	20

I would add—

The Madras Lunatic Asylum	100
Calicut and Vizagapatam Asylums, each	20

I consider it is desirable that these permanent advances should be sanctioned for each of these institutions.

21. *A uniform method of stock-book keeping.*—This appears most desirable, as there had been found to be a great diversity in procedure.

The proposed forms—Civil Medical Forms Nos. 30, 31, 32 and 33, which are founded on those in use in the Commissariat Department, explain themselves and will, I consider, meet the requirements. The Committee also propose a "furniture distribution form"—Civil Medical Form 44 which, when adopted, will show at a glance where the various articles of furniture may be found. This will be useful in checking annually the stock of Government property which has to be reported on in the annual administration report.

22. *A circular price list form.*—Proposed Civil Medical Form 46 will show the prices paid for diet articles, &c., in each institution and will be circulated from my office when the necessary figures are received. This comparison of prices should show medical officers whenever they are paying too high a price for any particular article.

23. *How hospital necessaries are to be procured.*—The Committee suggest that "they should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. In advertising for tenders for diet articles the Superintendents should include hospital necessaries." I concur in this proposal.

No fixed list of "hospital necessaries" exists. With the con e it of Government I shall, in communication with the medical officer concerned, authorise a list and direct that no unauthorised article should be included without my special sanction.

24. *The checking of hospital returns and bills in the Surgeon-General's office.*—As I know this to be unsatisfactory, I called on the Committee to report how it could be improved; they report as follows:—

"This question arose incidentally in connection with the controlling and checking of hospital stores. In a minute by the Committee to the Surgeon-General, a sentence was used which seemed to imply that hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"The audit in this office is governed by the following rules:—

"'(*a*) checking the daily register of dieting in-patients in the Government Presidency hospitals including Lunatic Asylums;

"'(*b*) bring to notice any inaccuracies of calculation, excess in cost where the money average is above 8 annas a day for European and 4 annas a day for Native patients or any other irregularities which may be found in the documents;

"'(*c*) comparing diet registers with ingredient statements and calling for explanation in case of discrepancies;

"'(*d*) seeing that the charges in the bills are not in excess of the quantities entered in the ingredient statements and other vouchers;

"'(*e*) seeing that the articles issued for each diet in the ingredient statements are in accordance with the sanctioned scale.

"'(*f*) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for medical stores, bedding and clothing, &c., and

"'(*g*) in disposing of hospital stoppage lists, &c.'"

The following office standing orders also are in force:—

"II.—Each clerk is individually responsible for his own share of the work.

"III.—All bills and statements should be minutely and carefully checked according to rules, and not in the casual way hitherto done."

The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For, it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw, they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

I concur in the opinion that the work has never been properly carried out in my office and it would be quite impossible for one clerk to carry it out especially when it is remembered that the diet returns and bills are due in my office about the 10th of each month and that the contractors cannot be paid until the bills have been passed.

Considering the number of bills and returns which have to be dealt with, the work could, I think, be done thoroughly if Government would sanction one clerk who had had previous experience of checking such accounts in the office of the Examiner of Commissariat Accounts or the Accountant-General's office on Rs. 80 and two Assistants—one on Rs. 30 and one on Rs. 20 a month—to assist him in the necessary checking and compilation of statements, which should be laid before me by my Secretary each month to show how the expenditure is going on in connection with the budget allotments.

25. *How far these rules and proposed forms can be adopted in the hospitals of the Lunatic Asylums.*—The Committee report—

"In considering the subject of Lunatic Asylums, the Committee has found that a large amount of uniformity in the methods of account may be established between their establishments and hospitals. It finds that many of the forms in the book of hospital forms, which it has drawn up, may be de applicable to the Lunatic Asylums, of course, the headings have to be somewhat different, just as they must be for each of the hospitals.

"The following is a list of the proposed forms they suggest Nos. 1, 15, 18, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52 and 53. Of these Nos. 1, 15, 18 and 43 require slight modification to fit them for Lunatic Asylum purposes. In place of the requisition forms 11 to 14 in the book of forms, the following forms should be substituted for use in Lunatic Asylums in making requisitions both on the contractors and on the Storekeeper. They should be bound in books, foil and counterfoil."

Requisition on $\frac{\text{Storekeeper}}{\text{Contractors}}$

List of articles

Required on 1895.

	lb.	oz.

Madras, 1895.

Steward,
Lunatic Asylum.

The Committee go on to say "many of the diet rules as recommended by the Committee are also applicable to Lunatic Asylums."

"Sections II, III, IV, V,* VI, VII, VIII, IX,* XI,* XII,* XIII,* and Appendix I are all applicable, but in regard to sections V, IX, XI, XII and XIII, the Committee would remark as follows:—(*a*) Section V as far as the Madras Asylum is concerned, this section is completely applicable, but in the case of the Lunatic Asylums at Waltair (Vizagapatam) and Calicut, the checking must be done either by the Surgeon-General himself while on tour or by some special officer deputed by him."

The method of stock-taking has already been dealt with by me in paragraph 14 of this letter, otherwise I consider all these suggestions may be adopted.

26. I hope these rules will meet with the approval of Government as adopting the principle embodied in the rules of G.O., No. 330 of the 13th May 1892, as far as they can be made applicable to the requirements of hospitals. I attach (Appendix C) copies of some diet sheets taken at random from such records showing how very different the work is in hospital compared with dealing with people on fixed scales of diet as in prisons and amongst healthy inmates of lunatic asylums.

I am convinced that, if Government sanction the present proposals and when they are put into working order, there will be more satisfactory results than have hitherto been achieved.

Pub c no 3675 of 95
D.O. 520 of 95
Pub 508 15 d 2-10-95 ors
" 875 d 22-10-95 Inv
" 665 d 6-8-95 Inv
570 d 9-7-95 Inv abstr
439 d 31-5-95 Pc
165 d 7-3-95 Inv
783 d 22-10-94 Inv
Inst 1570 d 25-6-94 Inv
" 1552 d 22-6-94 Inv
" 1280 d 25-5-94 ors
326 d 17-2-94 Inv
Pub 971 d 30-11-93
Inst 2211 d 23-10-93 ors
" 1449 d 17-7-93 Inv
1081 d 27-5-93 Inv
1066-67 d 25-5-93 Inv
2283 d 10-10-92 Inv
1915 d 11-10-92 Inv
Pub 1075-76 d 8-6-92 ors
Pub 330 d 13-5-92 ors
" 144 d 4-3-92 Inv
Inst 136 d 25-2-92 Inv
Inst 192 d 29-1-92 ors
Pub 984 d 21-11-91 Inv
Inst 2270 d 4-11-91 Inv
" 1320 d 4-7-91 Inv
Pub 402-3 d 22-5-91 ors
Inst (2067 d 19-12-90 Inv
" 1952 d 10-12-90 Inv
Pub 1068 d 23-6-90 Inv
Inst 1423 d 11-6-90 ors
" 1590 d 11-9-89 Inv
" 1307 d 30-7-89 ors
Pub 1446 d 22-5-89 Inv
Inst 337 d 22-2-89 ors
Pub 1 d 1-1-89 ors
Report Calcutta Municipal Statistics for 1893
" Madras Statistics for 1893
Madras Jail Report for 1890-
Pub 894 d 24-11-92 Inv
Inst 1288 d 12-7-92 Inv

REPORT

OF THE

SPECIAL COMMITTEE ON DIETS

ON THE DIETARY OF THE

PRESIDENCY STATE HOSPITALS,

AND ON

CERTAIN MISCELLANEOUS SUBJECTS REFERRED TO THEM

BY

THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

[*Accompanying this report are* 31 *fasciculi of MSS., &c., for reference. Throughout the report these are referred to as* (*F.* 1), (*F.* 2), *&c.; at page* 39 *begins the book of forms, referred to in the report as C.M.F. No.* 1, *&c.; at page* 107 *begin the* '*G.O.*' *Diet Rules; and at page* 115 *the Diet Rules as proposed by the Committee.*]

MADRAS:
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS.
1895.

SPECIAL COMMITTEE ON DIETS.

President :

Brigade-Surgeon-Lieutenant-Colonel W. PRICE, M.D.

Members :

Surgeon-Lieutenant-Colonel W. R. BROWNE, M.D.

Surgéon-Lieutenant-Colonel A. J. STURMER.

Secretary :

Surgeon-Major JOHN SMYTH, M.D.

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REPORT OF THE COMMITTEE APPOINTED BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS IN HIS No. 5157 OF 24TH AUGUST 1894.

THE following are copies of the original orders appointing the Committee and setting forth subjects for their consideration :—

No. 5157.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 24th August 1894.

Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., President.
Surgeon-Major A. J. Sturmer, Do. J. W. Evans } Members.

The Medical officers named in the margin will form a special Committee to report upon the forms herein enclosed and the rules contained therein (F. 1).

2. Their attention is drawn to the rules contained in the Army Regulations, India, Volume V, under Contracts, Advertisements, Estimates, Tenders, Earnest Money, Security Deposits, &c., and in the Military Account Code, chapter 28, paragraphs 4 and 22.

3. They are requested to draw up a set of rules, and to propose forms regarding these contracts and tenders, which would be applicable to all State Hospitals and Lunatic Asylums.

4. The President will fix the date and hour of meeting in consultation with the other members.

5. Copies of the codes alluded to above are herewith forwarded to be returned at an early date, as they are the only copies available for use in this office.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

To Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D.

No. 5533.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 4th September 1894.

The Committee assembled under this office No. 5157, dated the 24th August 1894, to report on contracts; will also be requested to report on the accompanying proof pamphlet (F. 2) of diet regulations :—

1. With regard to any additions or changes they consider necessary.

2. To prepare uniform printed forms and books for all Government State Hospitals concerning income and expenditure.

3. Whether the rules regarding ordinary diets for Lunatic Asylums should be included.

4. To prepare uniform printed forms and books for Lunatic Asylums dealing with income and expenditure to be as closely assimilated to those for Government State Hospitals as possible.

5. The following correspondence and book are forwarded for information and favour of return :—

(*a*) Letter No. 521, of 10th August 1894, from the Superintendent, Leper Hospital.

(*b*) Letter No. 314, of 15th August 1894, from the Superintendent, Voluntary Venereal Hospital.

(*c*) Letter No. 321, of 21st August 1894, from the Superintendent, Ophthalmic Hospital.

(*d*) Letters Nos. 434 and 438, dated 15th and 16th August 1894, respectively, from the Superintendent, Lying-in Hospital.

(*e*) Minute II, No. 768, of 7th August, and Letter No. 600, of 9th July 1894, from the Superintendent, Lunatic Asylum, Madras.

(*f*) Letter No. 202, of 21st August 1894, from the Superintendent, Lunatic Asylum, Calicut.

(*g*) Letter No. 185, of 12th August 1894, from the Medical Officer, Women and Children's Hospital.

(*h*) The uniform system of hospital accounts by Burdett (F. 3).

6. The pencil notes are those of the Surgeon-General.

7. Present Government forms may not be altered, as they are fixed by the Government of India, but can be explained by foot-notes or separate statements submitted.

8. The President is authorized to call direct for any information the Committee may require from responsible Medical officers.

(By order,)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

INTRODUCTION.

As the work of the Committee proceeded, a great many collateral subjects were, from time to time, brought before them by the Surgeon-General, many of them involving much discussion and a great expenditure of time in getting references from various sources.

For a considerable time the Committee had no Secretary, and afterwards a series of Secretaries. In addition to this, they had to carry on their proceedings in the midst of a great deal of other official work which necessitated their giving up their Saturday half holidays to their meetings, as this was the only spare time they had. They, therefore, laboured under many disadvantages, and it is no fault of theirs that their work has extended over nearly a twelvemonth. With rare omissions they met weekly, sometimes twice a week.

After three months Surgeon-Lieutenant-Colonel Browne took Surgeon-Major Evans' place on the Committee, while Surgeon-Major J. Smyth was appointed Secretary in March 1895.

The Committee would take this opportunity of thanking the numerous officials with whom they have been in correspondence for their prompt response to their communications. Outside the Presidency of Madras, they are chiefly indebted to the Principal, Medical College Hospital, Calcutta, for kindly furnishing them with details of the working of certain departments of that institution. *Vide* Appendix.

The Committee are specially indebted to the Senior Medical Officer,* General Hospital, Madras, for placing the services of his Steward's Department at their

* Throughout this report the title 'Superintendent' is used to designate the responsible Medical officers in the different hospitals.

disposal to obtain references, to make fair and keep office copies of the Secretary's principal MSS.

The Committee have also to acknowledge the kindness of Mrs. Nisbet, Matron Superintendent, General Hospital, in revising the ingredients in the formulæ for 'extra' diets (page 125, Committee's Rules). These formulæ were drawn up by the Committee of 1889, and in the opinion of the present Committee, were made unnecessarily costly. As now revised, the cost of many of them will be much reduced.

Owing to the manner in which new material for consideration was being constantly brought before them, their work proceeded on no definite lines, and this report is, therefore, a compilation, in which an attempt is made to introduce so much of order as will enable the reader to get a comprehensive and intelligible view of what the Committee have endeavoured to perform.

As a guide to the Committee, the Surgeon-General enclosed to the President 'The uniform system of accounts for Hospitals and Public Institutions' by Henry Burdett (F. 3) editor of *The Hospital*. The Committee may remark that the object with which Burdett wrote that book was that subscribers to hospitals might be able to see clearly how their money was laid out, and compare the management in different hospitals one with the other, as exhibited by the relative cost of each item of hospital requirement. At the same time Burdett says: "It must be borne in mind "that the bare statement that a bed costs so many pounds at one institution and "half as many at another does not necessarily, if at all, determine that the "management of the one is infinitely superior to the other or *vice versâ*. The "merits can be ascertained only by a careful inquiry into all the circumstances and "by a detailed examination of the figures which go to make up the total sum in each "case. It follows, therefore, that a uniform system of accounts will be more useful "to the managers than to any other persons, *because they alone*, in conjunction with "the comparatively few individuals who make a study of the questions involved, will "be able to test the figures and to deal with them on their merits."

The above is quoted in order to show the difficulty that has to be encountered in making comparisons between different hospitals. This difficulty has been forcibly brought to the notice of the Committee during their present labours.

The Committee now propose to take up in as much detail as possible the subjects brought before them by the Surgeon-General.

I.—THE UNIFORM SYSTEM OF KEEPING ACCOUNTS OF INCOME AND EXPENDITURE.

The advantage of having a system such as this is obvious. One great advantage is that expenditure in various hospitals can be compared. This is of course only an advantage where there are institutions that can be compared. No such institutions exist in Madras. In Madras the purpose of each institution differs radically from that of almost every other.

For example, the General Hospital, including the women and children, is the only hospital where genuine sick only are treated, and where therefore an exceedingly varied and often expensive dietary is necessary. There is absolutely no other State Hospital the condition of whose sick is similar. An exception may possibly be sought in the Voluntary Venereal Hospital. But even with the Voluntary Venereal Hospital, no fair comparison can be drawn. Remittent fevers, major operations, lung disease—all rife amongst the patients at the General Hospital—require a very different line of treatment in regard to dietary from the chancres and gonorrhœas, that characterise the Voluntary Venereal Hospital. Nor with the Leper Hospital can any of the other hospitals be compared. This hospital might be better compared with Her Majesty's Prisons so far as its dietary is concerned. The Ophthalmic Hospital has seldom or never any really sick, that is, persons requiring a varied dietary: the ordinary dietary has very rarely to be departed from.

It might possibly stand some comparison with the Lying-in Hospital, in which, so far at any rate as the lying-in cases are concerned, a uniform light diet is almost always given.

2. The Committee feel they have said enough to establish the difficulty of instituting useful comparisons between the Presidency State Hospitals. Each of these hospitals, within certain limitations, might possibly be compared with its fellow in Calcutta or Bombay. The Committee use the word 'possibly' advisedly, for, unless every detail is known, a just comparison cannot be made. A comparison of the expenditure of each Hospital with that of the previous years is no doubt both valuable and instructive, and ought always to be made with care.

3. The great variety thus exhibited by our State Hospitals necessitates expenditure on somewhat different lines for each. But the Committee are nevertheless fully alive to the wisdom of the Surgeon-General's suggestion that the hospital accounts should be kept as far as possible on the same lines. With the view of effecting this, the Secretary to the Committee visited all the hospitals and went thoroughly through their boo'ks. He considered that the accounts were remarkably well kept. The accounts to be kept in the Lying-in Hospital are about as complicated as in the General Hospital. The figures to be dealt with are not so large, but practically the same books have to be kept. The accounts were exceedingly neatly kept.

4. The Surgeon-General expressed his desire that a uniform system of accounts, similar to that of Burdett (F. 3.), should be drawn up for the State Hospitals. The Committee, however, find that they can do no more than follow the principles laid down by Burdett. These principles may be expressed in few words: show your receipts and expenditure under every heading clearly, and let all hospitals adopt the same method of doing so.

Burdett deals with hospitals supported on the voluntary system, whose income was derived from many sources, but whose expenditure was in much the same direction as that of our State Hospitals. It was the common complaint that subscribers to these institutions, owing to the careless way accounts were kept, could never discover exactly what was done with their money or whether one hospital made better use of its funds than another, and so was more worthy of support. It was Burdett's object to remedy this state of affairs. With the exception of those hospitals where paying patients are received, we have no subscribers to State Hospitals except the public purse; consequently there are none to concern themselves with how the money is spent by Government; and in statement V (annual), Government can see exactly how the public money is spent in their hospitals. From the books at present kept in the various hospitals, statement V can readily be made out, and so the principles of Burdett are carried out. The donors know exactly what is done with their money. The books kept at the General Hospital will serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Certain of these books are not required by the smaller hospitals, and this will be indicated opposite each.

(1) *Cash Book—Receipts and Payments.* C.M.F. No. 50; for all hospitals.

(2) *Establishment Acquittance Roll—Permanent Establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of Contingent Bills, Contractors' and Tenderers' Bills and of all Bills except those of the Permanent Establishment.*—Required for all hospitals. Simply a manuscript 'Office copy' book.

(4) *Book containing office copies of Permanent Establishment Bills.*—Required for all hospitals. A manuscript office copy book.

(5) *Book containing Acquittance Roll and copies of Bills of Temporary Establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental Purchase Book.*—If the 'tender system' were practicable for all the purposes of the hospitals, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present

exist in some of the hospitals. In one hospital it was got rid of by the simple process of barter between the Medical subordinate and contractor, *e.g.*, if a lock was wanted and no tender could be got for locks, this shrewd fellow made the contractor give him a lock in place of something of similar value that had been tendered for. The Committee do not approve of this method, though they admire the resourcefulness of the official who carried out the orders of Government—that everything must be got by separate tender—though he took a rather round-about way of doing it. C.M.F. No. 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50 respectively for sanitary purposes. No special form.

(8) *Register of Receipts and Payments of Personal Deposits by Patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. Patients frequently wish to use their deposits as a current account. This should not be permitted, as it greatly increases the Steward's scriptory work and his responsibilities. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank Receipt Book.*—Kept in all hospitals.

(10) *Receipt Book in counterfoil for Hospital Diet charges to patients.*—Only necessary for hospitals which receive paying patients. C.M.F. No. 38.

(11) *Grass Account Book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly;* required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.* C.M.F. No. 42.

(14) *Register of contingent charges.* C.M.F. No. 43.

(15) *Furniture distribution stock book.* C.M.F. No. 44; for all hospitals.

In addition to the above the Lying-in Hospital keeps—

(16) *A Batta Book for Pregnant Women.*—No special form required.

The Secretary noticed in some hospitals an item of expenditure 'Burial of paupers.' The Committee think this should be done away with in all hospitals, a possible exception being the Lying-in Hospital, where there may be a sentimental objection to sending the dead bodies of women who have died in child-birth to the Anatomical department of the Medical College. The same item used to exist in the General Hospital accounts till put a stop to by the present Senior Medical Officer. It was thought by some that this procedure would make the establishment less popular, but this turned out a fallacy. A difficulty was also anticipated in the case of Muhammadans and Christians, so the priests of these creeds, respectively, were communicated with. The Muhammadans agreed to take away their co-religionists' dead bodies on word being sent to the mosque close by, but the Christians raised no objection, intimating that a burial service was a matter of minor importance. It was also thought that a hardship might arise in the case of persons who might object to having their relatives sent to the College, and who, at the same time, were unable to pay for their burial. In actual practice however such a difficulty has never arisen. So that all bodies of paupers dying in the General Hospital, except those of Muhammadans, are now sent to the College.

5. While the Committee have testified above to the care which is taken in each hospital in the management of its accounts, they would at the same time notice that in some hospitals some of the books, though intended for the same purpose as those referred to above, are not drawn up in a very handy form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used. As already stated, statement V (Annual Financial) can readily be compiled from the books enumerated above.

6. Having thus laid down a uniform system of keeping State Hospital accounts so far as such uniformity is possible, the Committee would repeat that no comparison can be instituted between our State Hospitals on the figures which this system will

afford. The only real comparison that can be made is between the rates paid for articles by Superintendents, and in the diet rules the Committee have inserted a paragraph which requires all Superintendents to furnish the Surgeon-General with their price list; and they have recommended that these should be compiled in a comparative form (C.M.F. No. 46) in the Surgeon-General's office and circulated to all Superintendents for information.

II.—AUDITING OF ACCOUNTS.

The accounts should be audited periodically by an official of the Accountant-General's department. F. 4.

III.—A UNIFORM SYSTEM OF FORMS FOR THE DIETETIC MANAGEMENT OF HOSPITALS.

(*Vide* accompanying Book of Forms.) The Committee think something might be effected by greater uniformity in this direction. While they are of this opinion, they wish to express their cordial agreement with Burdett, where he says, in speaking of the internal administration of hospitals, "Everybody who has any "knowledge of hospital work is aware of the great differences which exist, and, "we are inclined to think, which usefully exist in the details connected with the "management of institutions under the voluntary system. Such differences excite "interest and comparison and give free scope to the ingenuity and intelligent "foresight of those who are responsible for the conduct of each institution. A "*uniform and common system of administration would tend to narrow the area for "improvement and development, and would therefore be anything but advantageous "to the best interests of all concerned.*" Such is the opinion of the highest modern authority on hospital management; and it has ample exemplification in this Presidency. The Committee would ask a simple question: How would it have been possible for the magnificent medical institutions, which we now have in Madras, ever have come into existence if they had originally been tied down to a uniform system of working? Would any set system have exerted the same progressive influence that the untiring, self-sacrificing, unselfish zeal of successive Superintendenting officers have exercised?

2. And so, while, the Committee are prepared to recommend a certain amount of uniformity in internal management, they would by no means seek to hamper individual Superintendents in their endeavours to improve even on what the Committee are about to recommend. The Committee give expression to this feeling, because they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

3. They feel moreover that, magnificent as are our charitable institutions, they are by no means perfect, and that therefore any attempt to crystalize them or petrify them in their present condition is much to be deprecated.

IV.—DIET RULES—HOW DIET ARTICLES ARE TO BE PROCURED.

In the Surgeon-General's Order No. 5533 of 4th September 1894, paragraph 1, a 'proof pamphlet of diet regulations' (F. 2) is referred to, and the Committee was asked to revise it. This the Committee found impossible. But, with the material placed at their disposal in that 'proof pamphlet,' added to in such manner as the Committee have thought right, they have drawn up two separate sets of Diet Rules. One of these, called G.O. Diet Rules (*vide* page 107) has been drawn up as far as possible in accordance with G.O., No. 330 of 13th May 1892. This has not been completed because, as the Committee have shown below, a hospital dietary cannot be procured by its means.

The other set is superscribed 'The Committee's Diet Rules.' (Page 115).

2. To begin, then, with the 'G.O. Diet Rules,' what the G.O. deals with is the method by which articles of diet are to be procured for the hospitals. Since the promulgation of that order, Superintendents of State Hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all. The hospitals have been getting their supplies for the last $2\frac{1}{2}$ years by a system which is that laid down by the G.O. in a very modified form. To adhere rigidly to the G.O. was impossible. This was repeatedly represented to the Surgeon-General without the desired alterations being made in the Government order.

3. The G.O., deals exclusively with *diets*, whereas by subsequent correspondence it is clear that kerosine oil and all other articles of hospital necessity were really meant to be included; *secondly*, taking it to have been originally actually meant to apply to diets only, it implies that only the dozen or so articles enumerated in the Order constitute a hospital's diet requirements; *thirdly*, it is ordered that every article shall be obtained by separate tender, not a word being said as to whether the lowest tender obtainable was to be accepted even though higher than market rates. The shopkeepers will not go to the trouble of going to the Bank and making a deposit of earnest money, and coming and standing about in the hospital wasting their time, waiting till the Superintendent has ransacked a score of other tenders for the same article. They know very well that they will ultimately sell the very article required to a contractor who will come and offer his tender at the hospital, but, of course, at a somewhat enhanced price. In the case of any small requirements, sticking still to the G.O., as if it really meant diets only, no merchant, however petty, will go to the Bank and make a deposit of earnest money to enable him to offer a tender, to an amount actually greater than the whole cost of the article for which tenders have been invited. But if we take the G.O. to extend to other than diet articles, that is to say, to all 'hospital necessaries,' from kerosine oil to rat traps, the very same thing occurs even more pronouncedly. The General Hospital wants three corkscrews during the next three months. Government orders that they shall be got by tender, and that the tenderer shall go to the Bank and deposit Rs. 5 as earnest money that the tenderer shall faithfully fulfil his tender. But will any man be found to do it? And so on is it with many other articles of hospital necessaries. These articles have not been obtained in this way—could not be obtained. Departmental direct purchasing had therefore to be resorted to.

4. When the tender system was first introduced, the Senior Medical Officer of the General Hospital grouped his requirements in his advertisements in the manner shown on the next page, the other Superintendents immediately following suit (F. 6). These groupings were made so as to bring together articles usually found in each bazaar or shop, as it was thought that in this way small shopkeepers might be brought to tender direct. Rule 13 in the advertisement empowers the Superintendent to cut out any individual article in any tender, the price of which may seem excessive; he might, in fact, take only one article out of any special tender. In this way the wishes of Government that each "article must be obtained by separate tender" is carried out as far as practicable.

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words 'Tenders for Hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest money.
	Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 10, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5, and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"I, the tenderer, agree to have the earnest money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract."

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicille	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gallons.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gallons.	1,200

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Do. white, clean	„	370

No. 13.

Baking powder	Tins.	6
Bisquits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	,,	15,000
Mutton, 1st sort, without bone	,,	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter-milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital specific gravity not under 1,025; pints of 20 oz.	,,	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut without shell	lb.	100
Chillies, green	,,	8
Coriander leaves, green	,,	5
Ginger, green	,,	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	,,	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	,,	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	9,000
Vegetable, Europe, fresh; (varied daily exclusive of wastage)	,,	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	,,	25
Bran, 1st sort	,,	1,000
Flour, wheat	,,	1,200
Soojee, 1st sort	,,	75

No. 20.

Ice		35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	,,	36
Constantia	Bottles	54
Gin	,,	6

No. 22—cont.

Sherry	Bottles	24
Whisky	,,	12

No. 23.

Gingerade	Dozen	3
Lemonade	,,	140
Lythea water	,,	2
Soda water	,,	700
Tonic water	,,	10
Potash water	,,	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Cloth, long fine	Yards	800
Jute, fine, well teased	lb	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Cloth, table	,,	8
Cloth, table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs.	200
Towels, dungary	No.	200
Towels, Patna	,,	125
Towels, rollers, coarse (Jack)	,,	15
Towels, bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50

No. 27—cont.

Aprons, doctor's	No.	6
Banians, flannel	,,	100
Caps	,,	10
Mattress covers	,,	10
Napkins	,,	5
Paliasses, blue, unstuffed	,,	45
Pillow cases, large	,,	400
Pillow cases, thick	,,	15
Quilts, chintz	,,	100
Quilts, cotton	,,	240
Sheets, cotton	,,	130
Sheets, draw	,,	50
Sheets, dungary	,,	10
Shirts, 1st size	,,	200
Shirts, 2nd size	,,	15
Socks, flannel	,,	15
Trousers, flannel	,,	10
Trousers, cotton, 1st size	,,	100
Trousers, cotton, 3rd size	,,	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Baskets, small	,,	40
[illegible] baskets	,,	12
[illegible]	,,	600
Blue-powder packets	,,	30
[illegible]oks for prescription	,,	48
Bottles, empty, clear glass	,,	500
Bottles, pint, empty	,,	700
Bottles, sauce, empty	,,	300
Bratties	,,	700
Brooms, long	Bundles.	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen.	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Chunam brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60
Cocoanut scrubbers	,,	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	,,	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	,,	30
Horse hair	,,	1
Knife-polisher	Tins.	3
Lamp thread	lb.	6
Lamp vick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	,,	12

No. 28—cont.

Limestone, burnt	lb.	60
Liquorice root	,,	96
Marking nuts	,,	20
Matches	Boxes.	350
Mats, common	No.	24
Needles	Packs.	6
Padlocks, patent, iron	No.	15
Pins	Paper.	6
Red paper	Sheets.	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards.	15
Safety pins	Boxes.	100
Sandpaper	Sheets.	50
Sawdust	lb.	80
Spirit of wine	Bottles.	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	,,	70
Tape, country	Yards.	500
Thread, sewing	lb.	12
Twine, Europe	Rolls.	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Chatties, large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Ovens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Basins, iron, enamelled	,,	6
Basins, China, large	,,	6
Bowls, China	,,	100
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	12
Cups and saucers, fine	,,	24
Chimney, large, kerosine	,,	50
Chimney, small	,,	40
Chimney, large, oval	,,	12
Carving knives	,,	1
Carving forks	,,	1
Dish, white, with cover	,,	12
Ewers, China	,,	6
Feeding cups, China	,,	12
Forks, table	,,	26
Forks, dessert	,,	36
Finger glass	,,	6
Jugs, milk, white	,,	12
Jars, earthen (empty ginger preserve)	,,	100
Knives, table	,,	36
Knives, dessert	,,	36
Lanterns, wall, kerosine	,,	5
Cocoanut, hanging, kerosine	,,	5
Cocoanut, hand, kerosine	,,	5
Looking glass, large	,,	5
Mincing machine	,,	1
Nutmeg-graters, large	,,	1
Plates, hot-water	,,	6
Plates, dinner, white	,,	50
Plates, white, soup	,,	6
Plates, white, cheese	,,	6
Plates, white, dessert	,,	6
Plates, green for custard	,,	50
Saucepans, iron, enamelled	,,	2
Sneakers, with cover	,,	6
Spoons, table	,,	12
Spoons, metallic	,,	24
Spoons, dessert	,,	12

No. 30—cont.

Spoons, tea	No.	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Tumblers, small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Milk can, tin, to hold 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Tin bed-head tickets	,,	50
Tin funnels	,,	6
Tin pots, large	,,	100
Tin chart-holders	,,	50
Tin hand-bath	,,	6
Tin, arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Tubs, hip-bath, zinc	,,	3
Tubs, foot-bath, zinc	,,	3
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	3
Rakes for garden	,,	6
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly.	No.	74

GENERAL HOSPITAL, MADRAS,
26*th February* 1895.

W. PRICE, M.D., Brigade-Surgn.-Lt.-Colonel,
Senior Medical Officer, General Hospital.

This list will give some idea of the requirements of a large hospital, and subjoined is the list of hospital requirements given in the G.O. under consideration. How far it goes to really supply these requirements can now be seen at a glance.

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingilly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Cinnamon seed.*	Vendium.

* Not used as an article of diet.

Government was far from pleased with the Senior Medical officer's attempts, and he was told he had given the orders of Government 'but scant attention.' Consequently the advertisement given in the 'G.O. Diet Rules,' (page 111) was issued, with the result that he got tenders for only a few of the articles.

5. The Committee are of opinion that the grouping form of advertisement is the only workable one.

6. The G.O. directs that all available store-rooms in each hospital are to be filled up with 'non-perishables' ('storable' articles is what is meant). In some hospitals this would mean two or three years' supply! So that, if the order were carried out, there would be an enormous loss from waste and 'deterioration' of diet articles. And here the Committee would protest most respectfully, but not the less strongly against the system of large storage of diet articles for hospital use.

In the first place, to state the weakest objection first, such a system is quite unprecedented where large hospitals have to be supplied.

Secondly, it is impossible to test every pound of such enormous supplies. The only way to test rice, for instance, *for hospital use*, is to turn out every bag into a tub and then refill the bags. The Secretary to this Committee has some experience of what this means, and informs the Committee that about one-third of every consignment thus tried had to be rejected, and it was with infinite difficulty that a supply of, say, 2,000 lb., all of uniform good quality could be obtained. For ordinary purposes, the rice as supplied would have answered very well, but not for the sick.

7. The Committee see no objection to store-keeping by Medical officers, provided it is done in a rational manner, and in a manner that a man with a conscience can carry out to the satisfaction of his conscience. The Committee only wish to see done here what is done in every well-managed hospital in the world, and that is, *not* that stores shall be taken in 'in quantities sufficient to fill in all the store-room accommodation available,' but that they shall be taken in in such quantities and at such times as the Superintendent shall judge right. What the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The Committee use the word 'leisurely' advisedly. *In no other way can the diet of the sick be properly selected.*

8. Such are some of the disadvantages of the bulk store system in hospitals. But the Committee would ask has it really saved money?

The following tables speak for themselves; the total result may be given in a very few figures:—

Average price per diet for the three *store* years *exceeds* that of the three previous years—

	A.	P.
in the Voluntary Venereal Hospital by	0	$10\frac{1}{3}$
in the General Hospital by	0	$3\frac{2}{3}$
in the Women and Children's Hospital by	1	$4\frac{1}{6}$
in the Ophthalmic Hospital by	0	$5\frac{1}{3}$
in the Lying-in Hospital by	0	$3\frac{2}{3}$
in the Lunatic Asylum by	0	$7\frac{1}{2}$

9. No more crucial test than that supplied by the Voluntary Venereal Hospital could be required, as the patients there are almost entirely native, and the store system affects them almost alone.

10. The cost of feeding Europeans, especially where extensive officers' quarters are provided, is hardly at all affected by the system, as their food is chiefly of the 'non-storable' type, for which the old system of daily supply still exists. In the Voluntary Venereal Hospital, then, which is practically entirely dieted by the store

system, the excess of the store years over the three previous years has attained the formidable figure of $10\frac{1}{3}$ pies per diet!

Voluntary Venereal Hospital.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	2 6¼	2 8¾	2 10½	2 9	3 1¾	3 6	3 5¼	3 11½	3 11½	3 11⅓
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	* 0 4⅔	0 2¼	0 2¾
3. Total actual cost per diet.	2 6¼	2 8¾	2 10½	2 9	3 1¾	3 6	3 5¾	4 4⅓ (Cost of alterations in store-room is Rs.125 15 10 and the average is 0 0 1).	4 2¼	4 2¾

* Storekeeper's establishment for nine months.

Alterations for storerooms originally cost ... ... Rs. A. P. 125 15 10
Weighing machines, &c. 135 0 0

Total initial expenditure ... 260 15 10

Average price per diet for the three store years exceeds that of three previous years by $10\frac{1}{3}$ pies.

General Hospital, Madras.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.†	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	7 0	7 3	6 10	7 4	6 4¼	5 3¾	6 6½	5 11¼	6 5½	6 1¾
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	0 3½	0 2	0 2
3. Total or actual cost per diet.	7 0	7 3	6 10	7 4	6 4¾	5 3¾	6 6½	6 2¾	6 7½	6 3¾

† Original cost of storerooms, Rs. 705; average price per diet of the three store years exceeds that of the three previous years by $3\frac{3}{4}$ pies.

Women and Children's Hospital.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.‡	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 4	6 11	6 9
2. Average cost per diet of charges for storekeeper's establishment.	No store system.							0 1	0 1½	0 1½
3. Total or actual cost per diet.	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 5¼	7 0½	6 10¼

‡ Storekeeper's establishment for nine months.

Average price per diet for the three store years exceeds that of the three previous years by 1 anna and $4\frac{1}{6}$ pies.

Government Lying-in Hospital.

Average Cost of each Diet for 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892. *	1893. *	1894. *
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
Average cost of each diet with stimulants.	6 0	6 2	6 6	5 10	6 7	6 0	6 2	†6 6	6 5	6 9
Average cost of each diet without stimulants.	5 11	5 11	5 11	5 8	6 4	5 10	5 11	6 3	6 3	6 6
Average cost of stimulants.	0 1	0 3	0 7	0 2	0 3	0 2	0 3	0 3	0 2	0 3

* Including store establishment. † Storekeeper's establishment for nine months only.

The cost of converting an old building into storekeeper's room in 1893, was Rs. 1,348-5-9.
Average price per diet for the three store years exceeds that of the three previous years by $3\frac{3}{4}$ pies.

Comparative statement showing the average cost per diet for the past ten official years of the Government Ophthalmic Hospital, Madras.

——	1885-86.	1886-87.	1887-88.	1888-89.	1889-90.	1890-91.	1891-92.	1892-93.	1893-94.	1894-95.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including 'Diets,' 'Extras' and stimulants.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 4 7	0 3 11	0 4 0
2. * Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 6	0 0 3	0 0 4
3. Total or actual cost per diet.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 5 1	0 4 2	0 4 4
4. Less average cost per diet on stimulants (as per post card, dated 25th January 1895).	0 0 1¼	0 0 2½	0 0 3¼	0 0 3¾	0 0 2¾	0 0 1¼	0 0 2	0 0 0½	0 0 0¾	0 0 0¾
5. Average cost on diets and extras alone.	0 4 0½	0 4 2½	0 4 1¾	0 4 6¼	0 4 5¼	0 3 8¾	0 3 7	0 4 6½	0 3 10¼	0 3 11¼

* The average cost per diet shown here does not include Rs. 3,510, the cost of the construction of the provision store.

Average price per diet for the three store years exceeds that of the three preceding years by $5\frac{1}{3}$ pies.

Statement showing the average cost per diet, &c., of the Lunatic Asylum during the last 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including, 'Diets,' 'Extras' and stimulants.	3 3	3 3	3 2	3 2¾	3 0	3 0½	3 2	0 3 8 9 months.	0 3 10¾	0 3 2
2. Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 1	0 0 1	0 0 1
3. Total or actual cost per diet.	3 3	3 3	3 2	3 2¾	3 0	3 0½	3 2	0 3 9	0 3 11¾	0 3 3
4. Total cost for Storekeeper's establishment, contingencies and wastage.	...	...	...	...	...	...	...	651 6 4 for 9 months.	859 14 1	993 4 8

Cost of store rooms newly built, Rs. 7,000.
Average cost per diet for the three store years exceeds that for the three preceding year by $7\frac{1}{12}$ pies.

N.B.—In the above calculation of the average cost per diet the initial cost of preparing and building store rooms and of supplying them with furniture, receptacles, trestles, &c., is not included, but it amounted to Rs. 12,688 for buildings alone, while for furniture, &c., a sum of Rs. 900 (the voluntary venereal portion cost Rs. 130) may safely be added, making a total of Rs. 13,588!

11. It occurred to the Committee that this great increase in prices might be due partly at any rate to increased prices of farm produce. They accordingly

consulted the *Fort St. George Gazette*, and from that source have compiled the following table. It gives the price of rice for the six years under discussion :—

Price of rice in seers of 80 *tolas per Rupee.*

—	1889.	1890.	1891.	1892.	1893.	1894.
January	13·4	11·3	10·8	8·9	9·6	13·8
April	13·4	11·4	11·0	9·0	10·5	14·2
July	12·8	11·9	11·0	8·9	10·5	12·3
October	12·5	11·0	10·0	10·0	9·7	12·0

This table shows that the average cost of rice for the three store years was higher than that of the three previous years by ·9 seer per rupee, a difference which, considering the small share rice takes in the general dietary, is quite inadequate to account for the excess in cost during the store year as compared with the non-storing years amounting to no less than 5¾ pies per diet !* The Committee are aware that these figures do not represent the results that would have been obtained by a rigid adherence to the G.O. The figures are, however, the result of the adoption of the G.O. as far as it was practicable to do so.

13. The only way that uniformly good fresh food can be procured for the sick is by a modified tender system, which obliges the tenderer to bring in the food as required, and in such quantities that every pound of it can be examined by the Superintendent or other responsible officer. This is the backbone of hospital-supply system as set forth by Burdett. The following is a copy of the agreement the contractor should sign (*vide* Burdett, page 62) :—

"Should this tender be accepted (I or We) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall, from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or We) should fail to deliver them *from time to time* when ordered, (I or We) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses, shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the Committee of management shall, at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or We) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the Committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp.

Accepted for..... *Signature.*

on behalf of the committee of management.

Date

Chairman."

To make this form suitable for our requirements, the only change necessary would be to substitute 'Superintendent' for 'Secretary' and for 'Committee of Management.' The Committee think however that the old form of agreement (C.M.F. No. 51) satisfies all requirements, and is perhaps better adapted to Indian customs than Burdett's form.

* During the years 1892, 1893 and 1894, the expenditure on rice alone was—in the General Hospital ¼th of total expenditure on diets, extra and stimulants; in the Leper Hospital ¼th; in the Voluntary Venereal Hospital ¼th; in the Ophthalmic Hospital ¼th; in the Lunatic Asylum ⅛th. (F. 30).

14. Head and front before all other considerations comes the question of the *quality* of the food, and the Committee maintain that this can only be insured by taking it in in quantities, that can be readily examined. This was their opinion long before they read Burdett, and they feel much indebted to the Surgeon-General for having lent them this book, as they have in its author a supporter of unquestionable authority in hospital management.

15. While the Committee give quality the place of highest consideration they are by no means insensible to the economic side of the question, and are decidedly of opinion that the modified tender system as now recommended by them will be found to work more cheaply than either the old contract or the bulk store system.

16. The Committee propose that with the adoption of their system, the acceptance of tenders shall no longer lie with the Surgeon-General, but with each Superintendent for his own institution.

17. In order to receive and decide on the merits of the various tenders, Brigade-Surgeon-Lieutenant-Colonel Price suggests a Committee composed of the Superintendents of hospitals, but the other members think that individual Superintendents catering each for himself would be the better method.

Under this latter condition, the Committee recommend that each Superintendent should furnish the Surgeon-General with a list of his prices, and that a comparative statement (C.M.F. No. 46) be compiled therefrom in the Surgeon-General's office and circulated to all Superintendents, so that each should see what the prices in the other institutions were.

18. During the discussion on this subject another method of catering for hospital supplies was suggested by one of the members of committee, viz., to transfer it to the care and management of the Superintendent of Her Majesty's Prisons in Madras (F. 7). His idea was that, with the large staff available in the prisons, storing of the food might be fairly satisfactorily carried out. The Committee asked the Inspector-General of Prisons what his views on the subject were, giving him a short outline of the conditions to be met. With much courtesy, and at the same time exhibiting a complete grasp of the question, he replied that he would do all he could to help the Medical department, and to give the system a trial should Government approve of its being undertaken by his department. He went into the subject in much detail even to the telephones by which it would be necessary to connect the prison with each of the different Presidency hospitals.

19. While the majority of the Committee concurred in the views of their colleague that catering by the prisons would not be devoid of advantage, they were not enthusiastic in their general support of the proposal. The difficulties pointed out by the Inspector-General of Prisons are very real, *e.g.*, the differences of opinion that might arise as to quality of food-stuffs, for the hospitals adopt a much higher standard than the prisons as their dietary is intended for the sick; the contentions that would arise from delays, &c. Consequently the Committee do not press this idea further, but they are not the less indebted to the Inspector-General of Prisons for the prompt and business-like manner with which he treated the proposal.

20. A counter-proposal (F. 7) was suggested to the Committee by the Surgeon-General, viz., that of transferring the catering to the Lunatic Asylum. But the Committee see the same or practically the same difficulties existing in this that exist in the 'Prison' proposal.

21. A further proposal (F. 7) of the Surgeon-General was that a Committee of Superintendents with a lay Secretary, 'A European gentleman,' should receive and decide on tenders.

The objections to this seem to be—

(i) The 'gentleman' would forthwith proceed to enrich himself.

(ii) It would be very costly.

(iii) Superintendents have no time to spare for the frequent meetings of Committee that would be necessary.

22. Finally the Surgeon-General proposed (F.7.) that the General Hospital should undertake the storage of supplies for the other hospitals.

The Committee regret they could not concur in this proposal. They object *in toto* to any proposal that is at all calculated to divert the attention of Medical officers from their proper professional duties, or divert a hospital from the purpose for which it is intended, an asylum for the sick. Once a part of the General Hospital is converted into a Commissariat store with all the hubbub and bustle that would be the consequence, and the rest of hospital may be closed. Even now the hospital precincts are quite enough invaded by strangers, and the quiet and order that should characterise them are very difficult to maintain. Even the daily contractor is a nuisance, but then he is an unavoidable nuisance, and it is that that alone that makes his presence and that of his myrmidons tolerable.

23. Once more, therefore, they would reiterate their opinion that a modified tender system, and no other, is the only true course to follow in providing articles of diet for the sick; that contracts should not be decided by the Surgeon-General, but by individual Superintendents, each for his own establishment; that each Superintendent should furnish the Surgeon-General with his accepted rates, and that a healthy rivalry to cater economically (always, of course, under proper control —vide *Stock-taking and Control*) for these hospitals should be cultivated by circulating to each Superintendent in a comparative form (C.M.F. No. 46) the rates of all the other Superintendents.

24. Superintendents should not be hampered by hard-and-fast rules for procuring their supplies. They should, of course, try to purchase in the cheapest market; that will usually be by tender, but if they can purchase more cheaply and obtain an equally good article any other way, they should be permitted to do so. Articles for which favourable tenders cannot be obtained should be bought departmentally out of a permanent advance that should be given to each hospital. Most of the articles under group F in the advertisement on page 17 would come under this head.

V.—STOCK-TAKING AND CONTROL (*F.* 4).

The Committee would thus allow very considerable freedom to each Superintendent, subject, of course, to the control of the Surgeon-General. The Surgeon-General is their head in this as in all other respects, and should be kept constantly informed as to how the work in the State hospitals in this all-important matter of catering is being conducted. The Committee, therefore, recommend that, just as is the case with the medical stores, so here, the Surgeon-General should, from time to time, and without any warning, send a Medical officer, now to one, and again to another of the hospitals with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

It should be impressed on Superintendents that it is the sick and helpless that they are in charge of, and that no consideration of money should for a moment be permitted to lower either the quantity or the quality of their food supplies; and that while Government is determined there shall be no waste, it is equally determined that there shall be no loss of efficiency through deterioration in the quality of food, &c., supplied.

2. The Committee, in making the proposal that Medical officers shall be deputed occasionally to visit the hospitals as inspectors, are well aware that Medical officers are already overworked, and that this will be an additional burthen. Nevertheless they at present see no other workable method of carrying out their

recommendations efficiently.* *There must be a skilled control.* The time taken at each inspection, however, need not be very long, as the amounts kept in store at any one time of any particular article would be such that stock-taking and quality examination could be readily effected. The details of how much the Inspecting officers shall inspect and how often the inspection shall take place may well be left to the discretion and judgment of the Surgeon-General.

3. Various other proposals as to who should be deputed to do this inspection were discussed by the Committee.

(i) The Surgeon to His Excellency the Governor. The difficulty that presented itself here was that this officer might be an officer of the Army Medical Staff, and it was doubtful whether he could thus be appointed to inspect civil hospital stores.

(ii) That an officer of the Commissariat department should be deputed. The Surgeon-General did not approve of this proposal, nor indeed on calm consideration does it look feasible. The Commissariat is a purely Military department under the Government of India, and it is quite likely it would not consent to allow one of its officers to inspect civil stores. A further objection is that the opinion of such an officer on the all-important point of 'quality' would not be a skilled one.

VI.—BOOK OF FORMS.

Having thus stated how articles of diet should be procured, &c., the Committee would now say a few words on the subject of the forms they recommend for use in the internal management of large hospitals. These forms are attached to this Report (page 39), and superscribed 'Book of Forms.' They are given as models, and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the Book, will help individual Superintendents to select those which suit their own particular establishments best. At first sight the mode of using some of these forms seems puzzling, but in practice no real difficulties arise, and they do away with loose manuscript dockets which are a waste of time and paper, are very untidy and get readily lost. (*Vide* Committee's Rules, page 127.)

2. The forms recommended for the Storekeeper are taken partly from Commissariat sources, for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

VII.—FIREWOOD TO BE USED IN COOKING DIETS (*F.* 8).

The Surgeon-General called the Committee's attention to this matter. He pointed out the apparent superior economy exercised in this item in the Calcutta Medical College as compared to the State Hospitals in Madras. A Committee appointed in 1889 to revise the diet rules allowed 4 lb. for cooking European and 2 lb. for cooking Native diets. The present Committee thinks this was a reasonable maximum, and, taking coal at the very cheap rate of Rs. 20 a ton, the State Hospitals of Madras, using 2 lb. of firewood for Native diets are only ·09 pie in excess of Calcutta per diet. Coal happens now to be Rs. 26 or Rs. 27 a ton (steam coal: no kitchen coal can be had in Madras); at which prices Madras cooks more cheaply than Calcutta. Calcutta is cheaper than Madras in cooking European diets. But then, in Calcutta, they cook for double the number that are cooked for in Madras, and that is, of course, a very important matter. Besides, in the General

* The Committee feel bound to state here *par parenthèse* that an Inspector of Hospitals should be appointed, whose duty, amongst other things, would be to carry out the inspection recommended above. The Committee would also remark that unless some such officer is appointed to examine Hospital Books and general management periodically, all their labour in trying to work up a uniform system will be ultimately thrown away. What with changes of Superintendents, over-worked officials, &c., hospitals will very soon lapse into the old grooves unless regularly and thoroughly inspected. It might seem that this duty should be performed by the Surgeon-General, but the Committee are satisfied that with work of administering such a large department as the medical, it is utterly impossible for him to find time for its performance; and also that it is not fitting that such work should be required of the Surgeon-General.

Hospital, Madras, a superior range is in use, which heats large steam presses in which diets are kept during distribution. The heating of these presses alone requires a good deal of fuel. So that, on the whole, Madras cooks more cheaply than Calcutta. However, as the circumstances of two hospitals are so completely different, it appears to the Committee a matter of not the least importance whether one is a bit cheaper or dearer than the other. Only like things can be compared, and there is little or no likeness between these two establishments. (*Vide* Appendix I, page 29).

The recommendations of the Committee on this matter are laid down in their 'Diet rules' (page 122), and it is hoped they will be found satisfactory to the Surgeon-General.

VIII.—COOKING RANGES (*F.* 8).

The Surgeon-General also required the Committee to go into this subject, referring them to the Penitentiary and the Lying-in Hospital as places where economical cooking arrangements might be seen.

The Secretary to the Committee specially visited all the State Hospitals, except the Leper and Voluntary Venereal Hospitals, to inquire into the matter.

(i) *The Penitentiary.*—The cooking arrangements for the healthy inmates were found quite unsuited to hospital purposes. They are suited only to establishments like prisons in which enormous quantities of a very simple article form the staple diet—in the Penitentiary this is raggi pudding.

For the sick the arrangements are very simple: the usual hobs with the smoke going out through the doors and through a hole in the roof.

(ii) *Lying-in Hospital.*—There is a fine iron range there on the 'hob' principle, which, the Committee have no doubt, is an excellent arrangement. As it is made of iron, it is of course a fuel waster, but the cleanliness of the kitchen and the convenience it affords the cooks are much in its favour. The Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for native patients, and pending his report the Committee do not wish to commit themselves to any particular form of cooking range. But should his experiments fail, the Committee certainly think the Lying-in Hospital iron hob range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

IX.—STOREKEEPER'S AND STEWARD'S BOND.

The Committee was called upon by the Surgeon-General to submit a form of agreement with the Storekeepers and Stewards. They were unable to find anything suitable ready made, so the Surgeon-General advised the adoption of A.H.F., No. 9. The Committee submitted this to the Government Solicitor, who said it was not at all suited to the desired purpose. At the request of the Committee, he drew up the two forms which are now presented to the Surgeon-General (C.M.Fs., Nos. 52 and 53).

X.—A GENERAL REQUISITION FORM (*F.* 9).

For a considerable time the Committee failed to see what the Surgeon-General meant by this, so he drew up one on the plan of that used in the Army hospitals, (A.H.F., No. 66.) This the Committee approved (C.M.F., No. 45).

XI.—PERMANENT ADVANCE TO HOSPITALS FOR PETTY DEPARTMENTAL PURCHASE (*F.* 10).

The Committee think this absolutely necessary. In discussing the keeping of accounts, the Committee have fully gone into this question. Hospitals are

constantly wanting odds and ends that cannot be got by tender. It is for these the permanent advance is needed. The sum required will vary for each hospital, but the following amounts should, in the Committee's opinion, suffice :—

	Rs.
General Hospital	300
Lying-in Hospital	* 400
Ophthalmic Hospital	20
Women and Children's Hospital	100
Leper Hospital	20
Voluntary Venereal Hospital	20

The Committee have carefully perused the Accountant-General's letter (F. 10) Nos. 1593–5 of 18th May 1895 on this subject, by which their opinion is in no way altered.

XII.—A UNIFORM METHOD OF PAYING BILLS.

This was referred to the Committee by the Surgeon-General. After considerable correspondence, the Committee and Surgeon-General came to an agreement, the result of which is embodied in the Committee's 'diet rules', page 121. The requisition form recommended by the Committee for obtaining cheques from the Accountant-General is No. 49 in the Book of forms.

XIII.—A UNIFORM METHOD OF STOCK-BOOK KEEPING (*F.* 11).

This was referred to the Committee by the Surgeon-General. The Committee recognised the wisdom of the step. During his inspection undertaken for the information of the Committee, the Secretary found the greatest diversity of procedure.

The Committee submitted the Commissariat forms as well as two other check forms, which the Surgeon-General approved. They are Nos. 30, 31, 32, 33 in the Book of forms.

The Committee also proposed a 'Furniture distribution' form, of which the Surgeon-General approved. It is No. 44 in the Book of forms. Its object is to show at a glance where the various articles of furniture in a hospital may be found.

XIV.—A CIRCULAR PRICE LIST FORM.

This is No. 46 in the Book of forms, and is intended to serve the purpose suggested by the Committee in their recommendations on page 17, where it is proposed that the Surgeon-General shall send a circular showing the prices paid for diet articles and hospital necessaries at the different hospitals to each Superintendent for his information.

XV.—HOW HOSPITAL NECESSARIES ARE TO BE PROCURED.

They should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles, *vide* section XII above. In advertising for tenders for diet articles, the Superintendents should include *Hospital necessaries*.

XVI.—THE CHECKING OF HOSPITAL RETURNS IN THE SURGEON-GENERAL'S OFFICE (*F.* 4).

This question arose incidentally in connection with the controlling and checking of Hospital stores. In a minute by the Committee to the Surgeon-General a sentence was used which seemed to imply that Hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"The audit in this office is governed by the following rules:—

"(*a*) checking the daily register of dieting in-patients in the Government "Presidency Hospitals including Lunatic asylums;

---

* This large amount, which has already been granted, is necessary on account of batta to pregnant women and hire of punka coolies.

"(*b*) bring to notice any inaccuracies of calculation, excess in cost where the "money average is above 8 annas a day for European and 4 annas a day for native "patients, or any other irregularities which may be found in the documents;

"(*c*) comparing Diet registers with ingredient statements and calling for "explanation in case of discrepancies;

"(*d*) seeing that the charges in the bills are not in excess of the quantities "entered in the ingredient statements and other vouchers;

"(*e*) seeing that the articles issued for each diet in the ingredient statements "are in accordance with the sanctioned scale;

"(*f*) checking and submitting to the Secretary all tenders, contract bills, "requisitions for Government hospitals, &c., for Medical stores, bedding and cloth-"ing, &c., and

"(*g*) in disposing of hospital stoppage lists, &c.

"II. Each clerk is individually responsible for his own share of the work.

"III. All bills and statements should be minutely and carefully checked accord-"ing to rules, and not in the casual way hitherto done."

2. The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return, was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

3. However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

W. PRICE, M.D., **Brigade-Surgeon-Lieutenant-Colonel,**
President.

W. R. BROWNE, M.D., **Surgeon-Lieutenant-Colonel,**
A. J. STURMER, **Surgeon-Lieutenant-Colonel,** } *Members.*

JOHN SMYTH, M.D., Surgeon-Major,
Secretary, Special Committee on Diets.

MADRAS,
1895.

APPENDIX I.[1]

Statement I.—Daily Average In-patients, 1894.

—	General Hospital, Madras.		Medical College Hospital, Calcutta.	
	European.	Native.	European.	Native.
Males	83·65	196·48	76· 4	151·13
Females	·09	·44	62·66	55·32
Children	·47	·19	7· 3	9·30
Total ..	84·21	197·11	146·36	215·75

Statement II.—Comparative Statement of Calcutta and Madras Diet Article Prices.

—	1894-95. Calcutta Medical College Hospital rates.	1895-96. Lying-in Hospital rates.	—	1894-95. Calcutta Medical College Hospital rates.	1895-96. Lying-in Hospital rates.
	RS. A. P.	RS. A. P.		RS. A. P.	RS. A. P.
Rice	0 0 11	0 0 8½	Vegetable, Native.	0 0 7	0 0 8
Do. table ..	0 1 1	0 1 2	Potatoes	0 0 11	0 0 9¾
Dholl	0 0 11	0 0 11½	Onions	0 0 6	0 0 8
Ghee	0 6 9	0 7 4	Cornflour	0 8 0	0 8 0
Salt	0 0 10	0 1 0	Pomegranate ..	0 4 0	0 1 10
Pepper	0 5 0	0 4 6	Oranges	0 0 6	0 0 5½
Arrowroot ..	0 2 0	0 3 0	Limes	0 0 3	0 0 1
Barley	0 3 0	0 3 0	Vermicelli	0 4 0	....
Sago	0 1 9	0 2 0	Tea	0 5 0	0 11 1⅘
Sugar, 2nd quality.	0 2 0	0 1 3	Coffee	0 12 0	0 13 6
Flour	0 0 11	0 1 0	Cocoa	1 0 0	0 8 0
Soojee	0 1 0	0 1 6	Biscuits	0 7 8	0 10 0
Barley, 1st quality.	0 8 0	....	Fish, European ..	0 3 6	0 2 6
Bread	0 1 2	0 1 7	Do. Native ..	0 2 6	
Do. special ..	0 3 6	0 1 6	Chicken, 8 oz. ..	0 2 8	*0 3 1
Butter, do. ..	1 6 0	0 14 0	Eggs	0 0 4½	0 0 4¼
Do.	0 6 5	....	Pigeon	0 2 6	0 4 3
Essence of Chicken, Brand's	1 8 0	1 15 0	Beef	0 2 0	0 1 11
Essence of Chicken.	0 14 0	....	Mutton	0 3 9	0 2 7
Essence of Beef, Brand's	1 0 0	1 7 0	Sodawater ..	0 0 5¼	0 0 8
Benger's food ..	0 6 0	1 7 11	Lemonade ..	0 0 9	0 1 1
Vegetable, Epurge.	0 0 9	0 1 0	Brandy .. doz.	17 0 0	34 0 0
			Portwine .. „	16 0 0	34 0 0

* For 10 oz.

[1] This appendix is given to enable the Surgeon-General to compare the State Hospitals in Madras with the Medical College Hospital, Calcutta:—

Statement I—shows the population.
„ II—is a comparative price list. The Lying-in hospital prices are given, as they happened to be at hand.
„ III & IV—show diet prices in General Hospital, Madras.
„ V & VI— Do. Medical College Hospital, Calcutta.

The population and dietary will be seen at a glance to differ so radically that no comparison can be instituted between the Madras and Calcutta Hospitals.

STATE HOSPITALS, MADRAS.

Statement III.—Table of Diets for European Patients.

—	—	Spoon.	Milk.	Half.	Mixed.	Full.
		Arrow-root ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ...12 oz. Hoppers. 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 12 „ Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Salt ... ¼ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Half boiled" issued: Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee. If stewed Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley. 30 grs.	Mutton ... 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers. 6 no. Butter ... 1 oz. Country Vegetable 6 „ Curry-powder ... ½ „ Tamarind. ... ½ „ Salt ... ¼ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton ... 12 oz. Bread ... 1 lb. Hoppers. 12 no. Butter ... 1 oz. Potatoes. 8 „ Country Vegetable 8 „ Salt ... ¼ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Full boiled" Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee.
Cost of each diet, 1894.	With Tea.	0 1 1¾	0 5 5	Mutton. 0 5 9¼ Chicken 0 7 3¼	0 5 9¼	0 6 5
	With Coffee...	0 1 7¼	0 5 11	Mutton. 0 6 3¼ Chicken 0 7 9¼	0 6 3¾	0 6 11

NOTES.—1. The meat in the "Half" diet may be roasted, grilled, stewed or boiled, in "Full" roasted, grilled or boiled only.

2. Extras may be ordered on all diets except "Full" and "Mixed." But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement IV.—Table of Diets for Native Patients.

—	Spoon.	Milk.	Coffee.	Half.	Full.
	Rice ... 6 oz. Salt ... 360 grs.	Bread or Rice ... 12 oz Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Bread ... 12 oz. Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Curry-powder ... ½ „ Tamarind. ... ½ „ Vegetable. 2 „ Salt ... ½ „ Coffee ... ½ „ Sugar ... ½ „ Milk ... 2 „ Hoppers. 2 no. Butter-milk ... ½ pt. Pepper-water ... ½ „	Rice ... 20 oz. Butter-milk ... ½ pt. Pepper-water ... ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dholl ... 1 „ Vegetable. 4 „ Curry-powder ... ½ „ Tamarind. ... ½ „ Ghee-Oil ... 1 „ Salt ... ½ „ Hoppers. 2 no. Coffee ... ½ oz. Sugar ... ½ „ Milk ... 2 „
Cost of each diet, 1894.	0 0 5½	Bread ... 0 3 4½ Rice ... 0 2 11¼	0 2 9½	0 2 9	Mutton. 0 3 6 Fish ... 0 3 2½

NOTES.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dholl and fish the next day.

2. Extras may be ordered on all diets except full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the Table. If meat is issued with bone, an additional 4 oz. per lb. should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement V—showing the component parts of the European diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894–95.

—	Full Diet.		Half Diet.		Chicken Diet.		Chicken Curry Diet.		Mutton Curry Diet.		Milk Diet.		Infant Diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Milk ...	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	28½ oz.	0 4½ 1 10	1 Seer.	2 6
Bread ...	14 „	1 0¼	12 „	0 10½	12 „	0 10½	8 „	0 7	8 „	0 7	4 „	0 3½	...	...
Butter ...	1 „	0 4½	¾ „	0 3⅛	¾ „	0 3⅛	¾ „	0 3⅛	¾ „	0 3⅛	...	...	...	...
Meat (Mutton)* ...	18 „	4 2¼	16 „	3 9	4 „	0 10½	4 „	0 10½	12 „	2 9	...	...	...	...
Meat (Beef) ...	...	...	...	...	...	...	...	...	...	...	12 oz.	1 6	...	...
Salt ...	½ oz.	0 5/16	½ oz.	0 5/16	½ oz.	0 5/16	1 oz.	0 5/16	1 oz.	0 5/16	...	...	...	...
Potato ...	8 „	0 5½	6 „	0 4⅛	6 „	0 4⅛	8 „	0 5½	8 „	0 5½	...	...	...	...
Vegetable ...	6 „	0 3⅜	4 „	0 2¼	4 „	0 2¼	...	...	...	...	...	...	...	...
Tea ...	½ „	0 2 1/16	½ „	0 2 1/16	½ „	0 2 1/16	½ oz.	0 2 1/16	½ oz.	0 2 1/16	½ oz.	0 2 1/16	...	...
Sugar ...	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	2½ „	0 3¾	1 oz.	0 1½
Pepper ...	2 dr.	0 5/16	2 dr.	0 5/16	2 dr.	0 5/16	...	...	...	...	...	...	...	...
Onion ...	1½ oz.	0 6¾	1¼ oz.	0 5⅝	1¼ oz.	0 5⅝	1¼ oz.	0 6¾	½ oz.	0 1 13/16	...	...	...	...
Ghee ...	1½ „	0 6¾	1¼ „	0 5⅝	1¼ „	0 5⅝	1¼ „	0 6¾	1¼ „	0 6¾	...	...	½ oz.	0 2½
Curry-stuff ...	2 dr.	...	2 dr.	...	2 dr.	...	2 dr.	...	2 dr.	...	...	...	...	...
Barley ...	½ oz.	0 1 13/16	½ oz.	0 1 13/16	½ oz.	0 1 13/16	...	...	...	...	...	...	...	...
Spices ...	½ „	0 3	½ „	0 3	½ „	0 3	2 oz.	0 3	2 oz.	0 3	...	...	...	...
Biscuit ...	2 oz.	0 1	1½ „	0 1	1½ „	0 1	5½ „	0 3½	5½ „	0 3½	...	...	2 oz.	0 1⅜
Rice ...	½ „	0 3/8	½ „	0 3/8	½ „	0 3/8	½ „	0 3/8	½ „	0 3/8	...	...	...	...
Dholl ...	8 „	2 6	8 „	2 6	8 „	2 6	...	...	...	...	...	...	1 No.	2 8
Chicken ...	...	...	...	...	...	...	...	...	...	...	2 oz.	0 2½	2 oz.	0 2½
Sago ...	½ lb.	0 7/8	½ lb.	0 7/8	½ lb.	0 7/8	½ lb.	0 7/8	½ lb.	0 7/8	½ lb.	0 3/8	⅛ lb.	0 7/8
Coal ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Total ...	...	8 2½	...	7 4	...	6 7	...	5 11¼	...	4 8½	...	5 11	...	2 8
Beef day ...	...	6 0¼	...	5 4	...	...	...	...	...	...	...	...	...	...

* Beef and mutton given alternate days.

Statement VI—showing the component parts of the Native diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894–95.

—	Full Rice.		Full Flour.		Mixed Full.		Mixed Half.		Half diet.		Rice and Milk.		Flour and Milk.		Milk and Sago.		Milk and Soojee.		Infant diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Rice ...	20 oz.	1 1¼	...	...	8 oz	0 5½	5½ oz.	0 4	10 oz.	0 6¾	10 oz.	0 6¾	...	...	...	...	...	...	2 oz.	0 1¾
Flour ...	...	...	20 oz.	1 1¼	10 ,,	0 6¾	6 ,,	0 4¼	...	...	...	...	10 oz.	0 6¾	...	...	...	...	...	...
Dholl ...	3 oz.	0 2¼	3 ,,	0 2¼	2 ,,	0 1½	1½ ,,	0 1¼	1 oz.	0 ¾	...	...	...	...	...	...	...	...	1½ oz.	0 1¼
Ghee ...	¼ ,,	0 1¼	1 ,,	0 5¼	¾ ,,	0 3¾	¾ ,,	0 3¾	¼ ,,	0 ¾	...	...	...	...	...	...	...	...	¼ ,,	0 1¼
Mustard oil ...	¼ ,,	0 1	¼ ,,	0 1¼	¼ ,,	0 1¼	¼ ,,	0 1¼	¼ ,,	0 1¼	...	...	...	...	...	...	...	...	...	...
Milk ...	3 ,,	0 2¼	3 ,,	0 2¼	3 ,,	0 2¼	3 ,,	0 2¼	7 ,,	0 6¼	24 oz.	1 10½	24 oz.	1 10½	16 oz.	1 3	16 oz.	1 3	¼ qr.	1 10¼
Sago ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	3 ,,	0 4	...	...	2 oz.	0 2½
Sugar ...	¼ oz	0 1¼	¼ oz.	0 1¼	¼ oz.	0 1¼	¼ oz.	0 1¼	¼ oz.	0 1¼	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	1 ,,	0 1¼
Soojee ...	2 ,,	0 1¼	2 ,,	0 1¼	2 ,,	0 1¼	2 ,,	0 1¼	...	...	2 ,,	0 1¼	...	...	...	...	6 ,,	0 4½	...	...
Salt ...	¼ ,,	0 ½	¼ ,,	0 ½	¼ ,,	0 ½	¼ ,,	0 ½	¼ ,,	0 ½	...	...	...	...	...	...	...	...	...	...
Dal ...	2 dr.	0 1	2 dr.	0 1	2 dr.	0 1	2 dr.	0 1	...	...	...	...	...	...	...	...	...	...	...	...
Curry-stuff ...	2 dr.	0 1	2 dr.	0 1	2 dr.	0 1	2 dr.	0 1	...	...	...	...	...	...	...	...	...	...	...	...
Fish ...	3 oz.	0 2½	...	...	4 oz.	0 3½	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Vegetable ...	3 ,,	0 2½	3 oz.	0 2½	4 ,,	0 3½	4 ,,	0 3½	...	...	...	...	...	...	...	...	...	...	...	...
Total ...	3 ¼	...	2 ¾	...	2 15½	...	2 3¼	...	2 7¼	...	2 11	...	2 10½	...	1 11½	...	1 11½	...	2 7½	...

APPENDIX II.

The Committee append here copies of half a dozen diet sheets taken at random from the shelves of the General Hospital. These will show clearly that no useful comparison can be drawn between the feeding of a healthy convict in a jail and the dieting of a sick patient in a hospital.

M-2.

EUROPEAN.

GENERAL HOSPITAL.

Diet Sheet of — *Month of July* 1895.

Occupation — Religion—E.I. — Disease—Fever, intermittent.

Admitted into hospital, 3rd July 1895.
Age —8 years
When last in hospital

Discharged from hospital, Cd., 28th July 1895.

Date.	Diet.	Extras. Custard pudding.	Milk.	Mutton broth.	Bread	Conjee.	Initial of Surgeon.	Student in charge.
			PTS.		OZ.	OZ.		
1	.....	Breakfast, No. 2.					Initialled R.R.	
2								
3	Milk and bread ..							
4	Milk and bread ...							
5	Milk and bread ...							
6	Milk and bread ...							
7	Milk and bread ...	1 one ...						
8	Milk and bread ...	1 one ...						
9	Milk and bread ...	1 one ...						
10	Milk and bread ...	1 one ...						
11		1 one ...	1 one ...	1 one ...	8 eight ...	1 one ...		
12		1 one ...	1 one ...	1 one ...	8 eight ...			
13	Milk	1 one ...		1 one ...				
14	Milk	1 one ...		1 one ...				
15	Milk	1 one ...		1 one ...				
16	Milk			1 one ...				
17	Milk			1 one ...				
18	Mixed							
19	Mixed							
20	Mixed							
21	Mixed							
22	Milk and bread ...							
23	Half ch. cts. ...		1 one ...					
24	Half ch. cts. ...		1 one ...					
25	Half ch. cts. ...		1 one ...					
26	Half ch. cts. ...		1 one ...					
27	Half ch. cts. ...		1 one ...					
28		Dinner No. 1.						
29								
30								
31		Discharged after dinner.						

RS. A. P. — RS. A. P.

Monthly income ... ... — Hospital stoppages ... ...

RS. A. P.

Lowest cost on any day 0 1 6¾
Highest cost on any day 0 9 10

S-2.

EUROPEAN.

GENERAL HOSPITAL.

Diet Sheet of *Month of* 189

Occupation—Assistant Accountant, Bank.
Religion—Prots., E.

Disease—Inflammation, inguinal glands.

Admitted in hospital—2nd July 1895.
Age—24 years.
When last in hospital—Never.

Discharged from hospital, Cd., 20th July 1895.

Date.	Diet.	Extras. Milk.	Mutton broth.	Sode.	Ice.	Custard pudding.	Fish.	Eggs.	Fish.	Chicken.	Mutton.	Initials of Surgeon.	Student in charge.
1		PTS.	PTS.		LB.		OZ.	NO.	LB.	NO.	OZ.		
2	Milk ...	2 two.	2 two.	4 four.	4 four.								
3	Milk ...	2 two.	2 two.	4 four.	4 four.								
4	Milk ...	2 two.	2 two.	4 four.	4 four.								
5	Milk ...	2 two.	2 two.	4 four.	4 four.								
6	Milk ...	2 two.	2 two.	4 four.	4 four.								
7	Milk ...			4 four.	4 four.	1 one...	4 four	2 two.					
8	Milk ...			4 four.	4 four.	1 one...	8 eight	2 two.					
9	Milk ...			4 four.	4 four.	1 one	8 eight	2 two.					
10	Milk ...			4 four.	4 four.	1 one...		2 two.	1 one				
11	Milk ...			4 four.	4 four.	1 one...		2 two.	1 one.				
12	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.	1 one.			
13	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.		Seight		
14	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one		2 two.	8 oz.		Seight		
15	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one			
16	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one			
17	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		Seight		
18	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		Seight		
19	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one			
20	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		Seight		
21	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		Seight		
22	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		Seight		
23	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one			
24	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		Seight		
25		4 four.	4 four.		4 four.	1 one		2 two.	8 oz.	1 one			
26													
27													
28													
29													
30													
31													

Vegetables. Potatoes. Initialled, C.L.W.

Initialled, C.L.W.

	RS. A. P.		RS. A. P.
Monthly income		Hospital stoppages	

Lowest cost on any one day ... ... RS. A. P. 0 10 3¼
Highest cost on any one day 1 1 3¼

GENERAL HOSPITAL.

Officers' Quarters. European.

Diet Sheet of *Month of July* 1895.

Occupation—Sheriff. Religion—Prot. E. Disease—Carbuncle (Diabetes).

Admitted into Hospital—18—7—95.
Age—58 years.
When last in hospital ——

Discharged from hospital
Died 27—7—1895.

Date.	Diet.	Extras. Chicken broth.	Milk.	Ice.	Soda.	Eggs.	Initial of Surgeon.	Student in charge.
1			PTS.	LB.				
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18	Milk	1 one ...	1 one ...	2 two ...	2 two ...	——		
19	Milk	2 two ...	1 one ...	4 four ...	4 four ...	——		
20	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
21	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
22	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
23	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
24	Milk	2 two ...	1 one ...	2 two ...	——	4 four ...		
25	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
26	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
27	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
28								
29								
30								
31								

Initialled C. L. W.

Initialled C. L. W.

	RS. A. P.		RS. A. P.
Monthly income		Hospital stoppages	

Lowest cost on any one day ... ... RS. A. P. 0 11 9¾
Highest cost on any one day 1 2 5½

M2.

GENERAL HOSPITAL.

Diet Sheet of Kebi Nair. *Month of July* 1895.

Occupation—Ryot. Religion—H. Disease—Ch. dyspepsia (dependent on anæmia)

Admitted into hospital—29—5—95.
Age—50 years.
When last in hospital—Never.

Discharged from hospital Died 24—7—1895.

Date.	Diet.	Extras. Milk.	Conjee.	Rice.			Initial of Surgeon.	Student in charge.
1		3 three ...	4 four ...	6 six ...				
2		3 three ...	4 four ...	6 six ...				
3		3 three ...	4 four ...	6 six ...				
4		3 three ...	4 four ...	6 six ...				
5		3 three ...	4 four ...	6 six ...				
6		3 three ...	4 four ...	6 six ...				
7		3 three ...	4 four ...	6 six ...				
8		3 three ...	4 four ...	6 six ...				
9		3 three ...	4 four ...	6 six ...				
10	Half	1 one ...	4 four ...					
11	Half							
12	Half							
13		3 three ...	4 four ...	6 six ...			Initialled. R.R.	
14		3 three ...	4 four ...	6 six ...				
15		3 three ...	4 four ...	6 six ...				
16		3 three ...	4 four ...	6 six ...				
17		3 three ...	4 four ...	6 six ...				
18		3 three ...	4 four ...	6 six ...				
19		3 three ...	4 four ...	6 six ...				
20		3 three ...	4 four ...	6 six ...				
21		3 three ...	4 four ...	6 six ...				
22		3 three ...	4 four ...	6 six ...				
23		3 three ...	4 four ...	6 six ...				
24		3 three ...	4 four ...	6 six ...				
25								
26								
27								
28								
29								
30								
31								

Initialled R.R.

Monthly income ... ... RS. A. P.

Hospital stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 2 9
Highest cost on any one day 0 5 2¼

S2.

GENERAL HOSPITAL.

Diet sheet of Abdul Kadir. *Month of July* 1895.

Occupation—Merchant. Religion—M. Disease—Hydrocele (Right).

Admitted into Hospital—6th July 1895.
Age—30 years
When last in Hospital—Never.

Discharged from Hospital—Cd. 18th July 1895.

Date.	Diet.	Extras. Milk.	Conjee.				Initial of Surgeon.	Student in charge.
		PTS.	PTS.					
1								
2								
3								
4								
5								
6	Milk B.	Breakfast No. II.						
7	Milk B.							
8		2 two ...	2 two ...					
9		2 two ...	2 two ...					
10		2 two ...	2 two ...					
11	Half		2 two ...				Initialled C.L.W.	
12	Half							
13	Full							
14	Full							
15	Full							
16	Full							
17	Full							
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Initialled C.L.W.

Monthly Income ... ... RS. A. P.

Hospital Stoppages ... ... RS. A. P.

RS. A. P.
Lowest cost on any one day 0 3 1
Highest cost on any one day 0 4 10¾

M-3.

M. 14.

GENERAL HOSPITAL.

Diet Sheet of Chinnaian.

Month of July 1895.

Occupation—Chokara. Religion—O.C. Disease—Pneumonia.

Admitted into hospital—24th July 1895.
Age, 19 years.
When last in hospital—Never.

Discharged from hospital 189

Date.	Diet.	Extras. Mutton* broth.	Conjee.	Milk.	Brandy.		Initial of Surgeon.	Initial of Student in charge.
		PTS.	PTS.	PTS.	OZ.			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24	Milk and bread ...	Breakfast No. II						
25		2 two ...	3 three ...	1 one ...				
26		2 two ...	3 three ...	1 one ...				
27		2 two ...	3 three ...	2 two ...	6 six ...			
28		2 two ...	3 three ...	2 two ...	6 six ...			
29		2 two ...	3 three ...	2 two ...	6 six ...			
30		2 two ...	3 three ...	2 two ...	2 two ...			
31		2 two ...	3 three ...	2 two ...	2 two ...			

C. F. rd.

Monthly income ... ... RS. A. P.

Hospital stoppages ... ... RS. A. P.

* Jugged.

Lowest cost on any one day ... ... RS A P. 0 4 10½

Highest cost on any one day 1 4 5½

BOOK OF FORMS

TO BE USED IN

THE GOVERNMENT STATE HOSPITALS, MADRAS.

COMPILED BY

THE SPECIAL COMMITTEE ON DIETS.

[*Appointed by the Surgeon-General with the Government of Madras in his No.* 5167 *of* 24*th August* 1894.]

NOTICE.

This book contains fifty-two forms. Of these—

Nos. 2, 8, 16, 21, 22, 25 and 26 are for the General Hospital only;

Nos. 37, 38, 39 and 42 are for the General and Lying-in Hospitals only;

No. 48 is for the Lying-in Hospital only;

No. 46 is for the Surgeon-General's Office.

The rest are for all Hospitals; but

Nos. 15, 18, 23, 24, 27, 34, 35, 51 and 53 will require slight modifications according to the Hospitals in which they are used.

Nos. 1, 15, 16, 17, 18 †, 19, 20, 21, 23, 24, 25, 26, 28, 29, 45, 46, 49, 51, 52 and 53 are to be printed on separate sheets.

Nos. 2, 3, 4, 5, 8 and 9 are to be printed on separate sheets, a copy on each side of the sheet.

Nos. 6,* 7,* 10,* 11,* 12,* 13,* 14,* 27, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 48*, 50 are to be printed and bound in books.

N.B.—These forms are *models*, and have been printed for the sake of convenience of binding on half foolscap paper. In ordering these forms Superintendents will have to send printed manuscripts of a size suitable for their respective Hospitals drawn up on the models here given.

† It is intended that the printed matter in this form should be printed on one side of the sheet, the tabular portion on the other.

* Forms distinguished by an asterisk are to be printed in foil and counterfoil books.

Hospital.

Diet Sheet of *Month of* 189 .

Occupation	Religion	Disease
Admitted into hospital Age years When last in hospital		Discharged from hospital 189 .

Date.	Diet.	Extras.					Initial of Surgeon.	Student in charge.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

	RS.	A.	P.		RS.	A.	P.
Monthly Income				Hospital Stoppages			

Hospital.

CIVIL MEDICAL FORM NO. 2.

Nurse's Diet Sheet of European Patients.

Date.	Section and Ward.	Breakfast No. 1.	Do. No. 2.	Dinner No. 1.	Do. No. 2.	No. discharged without diet.	No. dieted on extras only.	Spoon, arrowroot.	Milk.	Mutton Roast.	Do. Boiled.	Do. Stew.	Chicken Roast.	Do. Boiled.	Do. Stew.	Mixed.	Full Mutton Roast.	Full Mutton Boiled.	Total [illegible]	No. of Tea.	No. of Coffee.	Barleywater.	Extract Liebig's.	[illegible]	Broth [illegible]	Chicken [illegible]	Conjee [illegible]	Eggs: Raw.	Fried.	Omelette.

Date.	Section and Ward.	Fish: Boiled.	Curried.	Fried.	Milk.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton: Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Pudding: Bread.	Custard.	[illegible]	Rice.	Sago.	[illegible]	Sheep Trotter Jelly.	Sodawater.	Wines, &c. [illegible]

NOTE.—This Diet Sheet will be filled in by Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets.

CIVIL MEDICAL FORM NO. 3.

Nurse's Diet Sheet of Native Patients.

Group	Column
	Date.
	Section and Wards.
	Breakfast No. 1.
	Breakfast No. 2.
	Dinner No. 1.
	Dinner No. 2.
	No. discharged without diet.
	No. of self diets.
	No. dieted on extras only.
	Spoon.
MILK.	Bread.
MILK.	Rice.
	Coffee.
	Half.
FULL.	Mutton.
FULL.	Fish.
	Total.
	Barleywater.
BEEF.	Extract, Liebee's.
BEEF.	Roast.
BEEF.	Tea.
	Bran Biscuits.
	Bread.
	Butter.
BROTH.	Chicken.
BROTH.	Chicken Jugged.
BROTH.	Mutton.
BROTH.	Mutton Jugged.
	Chicken Curry.
	Chicken Pepperwater.
	Chutney.
	Coffee.
CONJEE.	Arrowroot.
CONJEE.	Cornflour.
CONJEE.	Rice.
CONJEE.	Sago.
	Soojee.
	Eggs, Raw.
	Eggs, Fried.
FISH.	Fried.
FISH.	Curry.
	Hoppers.
	Ice.
	Lemonade.
	Limes.
	Milk.
MUTTON.	Chops.
MUTTON.	Curry.
MUTTON.	Cutlets.
MUTTON.	Fried.
MUTTON.	Minced.
	Oranges.
	Plantains.
	Rice.
	Sheep Trotter Jelly.
	Sodawater.
	Sugar.
	Tea.
	Vegetable Curry.
WINES, &C.	Arrack.
WINES, &C.	Brandy.
WINES, &C.	Gin.
WINES, &C.	Portwine.

NOTE.—This diet sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets.

Diet Sheet of European Patients for 189 .

CIVIL MEDICAL FORM N[o. 5.]

Remaining as per Morning Report of ... Admitted ... Total ... As per diet sheet ... Discharges ... Extras only ... Total ... Senior Physician ... Second do. ... Additional Medical Officer. ... Senior Surgeon ... Second do. ... Total ...

	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. dieted on extras only.	Diets: Spoon, Arrowroot.	Milk.	Half: Mutton Roast.	Mutton Boiled.	Mutton Stew.	Chicken Roast.	Chicken Boiled.	Chicken Stew.	Mixed.	Full Mutton Roast.	Full Mutton Boiled.	[illegible]	Total: No. of Tea.	No. of Coffee.	Beef: [illegible]	Broth: [illegible]	Chicken: Grilled.	Jelly.	Pepperwater.	Stew.	Coffee.	Arrowroot.
Senior Physician ... Pottinger ...																												
Second Physician ... Harris ...																												
Second Physician ... Contagious Shed.																												
Total ...																												
Additional Medical Officer. Napier ...																												
Senior Surgeon ... Trevelyan ...																												
Second Surgeon ... Denison ...																												
Total of General wards ...																												
Officers' Quarters ... Senior Physician.																												
Officers' Quarters ... Second Physician.																												
Officers' Quarters ... Adl. Mdl. Officer.																												
Officers' Quarters ... Senior Surgeon...																												
Officers' Quarters ... Second Surgeon...																												
Total of Officers' Quarters ...																												
Grand Total ...																												

Remaining as per Morning Report of ... Admitted ... Total ... As per diet sheet ... Discharges ... Extras only ... Total ... Senior Physician ... Second do. ... Additional Medical Officer. ... Senior Surgeon ... Second do. ... Total ...

	Eggs: Raw.	Fried.	Omelette.	Fish: Boiled.	Curried.	Fried.	Melt.	Hoppers.	Ice.	Lemonade.	Lime.	Milk.	Mutton: Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	[illegible]	Pudding: [illegible]	Wines, &c.: Brandy.	Claret.	Gin.	Porter.	[illegible]
Senior Physician ... Pottinger ...																												
Second Physician Harris																												
Second Physician Contagious Shed.																												
Total ...																												
Additional Medical Officer. Napier																												
Senior Surgeon ... Trevelyan ...																												
Second Surgeon ... Denison																												
Total of General wards ...																												
Officers' Quarters ... Senior Physician.																												
Officers' Quarters ... Second Physician																												
Officers' Quarters ... Adl. Mdl. Officer.																												
Officers' Quarters ... Senior Surgeon ...																												
Officers' Quarters ... Second Surgeon .																												
Total of Officers' Quarters ...																												
Grand Total ...																												

CIVIL MEDICAL FORM No. 5.

Diet Sheet of Native Patients for 189 .

Remaining as per Morning Report of ... Admitted ... ... Total ... As per diet sheet ... Discharges ... Self diet ... Extras only ... Total ... Senior Physician ... Second Physician ... Additional Medical Officer ... Senior Surgeon ... Second Surgeon ... Total ...

	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. of Self diets.	No. dieted on Extras only.	Diets: Spoon.	Milk: Bread.	Rice.	Coffee.	Half.	Full.	Total.	Barleywater.	Biscuits, E.	Beef: Raw.	Tea.	Bran Biscuits.	Bread.	Butter.	Chicken.	Broth: Chicken Jugged.	Mutton.	Mutton Jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	Conjee: Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Eggs, Raw.	Eggs, Fried.	Fish: Fried.	Curry.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton: Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Plantain.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable Curry.	Wines, &c.: Arrack.	Brandy.	Gin.	Portwine.
Senior Physician ... Elgin and Canning ...																																																													
Second Physician Clive and Dalhousie ...																																																													
Second Physician A. Shed ...																																																													
Total ...																																																													
Additional Medical Officer. Munro and Elphinstone.																																																													
Additional Medical Officer. Lansdowne and Wenlock.																																																													
Additional Medical Officer. B. Shed ...																																																													
Total ...																																																													
Senior Surgeon. Dufferin ...																																																													
Senior Surgeon. Surgical Hut ...																																																													
Senior Surgeon. Buckingham ...																																																													
Total ...																																																													
Second Surgeon. Hobart and Argyle ...																																																													
Second Surgeon. Surgical Hut ...																																																													
Second Surgeon. Ophthalmic ...																																																													
Total ...																																																													
Total of General Wards ...																																																													
Officers' Quarters. Senior Physician ...																																																													
Officers' Quarters. Second Physician ...																																																													
Officers' Quarters. Additional Medical Officer.																																																													
Officers' Quarters. Senior Surgeon ...																																																													
Officers' Quarters. Second Surgeon ...																																																													
Total of Officers' Quarters ...																																																													
Grand Total ...																																																													

Indent for — *Ward.*

Biscuits	lb.
Bread	,,
Butter	,,
Eggs	No.
Coffee	pt.
Tea	,,
Sodawater	bt.
Lemonade	,,
Sugar	lb.
Limes	No.
Plantains	,,
Oranges	,,
Ice	lb.

HOSPITAL, MADRAS, 189 .

Steward.

CIVIL MEDICAL FORM No. 6.

Indent for — *Ward.*

Biscuits	lb.
Bread	,,
Butter	,,
Eggs	No.
Coffee	pt.
Tea	,,
Sodawater	bt.
Lemonade	,,
Sugar	lb.
Limes	No.
Plantains	,,
Oranges	,,
Ice	lb.

HOSPITAL, MADRAS, 189 .

Steward.

Indent on Storekeeper for Kitchen.

Bread	lb.
Bread Pudding	,,
Blanc mange	,,
Cornflour	,,
Custard	,,
Butter	,,
Table rice	,,
Sago	,,
Tapioca	,,
Vermicelli	,,
Plums	,,
Currants	,,
Almonds	,,
Soojee	,,
Ice	,,
Sugar	,,
Eggs	No.
Limes	,,
Sheep's feet jelly	,,
Milk	pts.
Rice	lb.
Chicken jelly	,,

HOSPL., MADRAS, 189 .

Steward.

CIVIL MEDICAL FORM No. 7.

Indent on Storekeeper for Kitchen.

Bread	lb.
Bread Pudding	,,
Blanc mange	,,
Cornflour	,,
Custard	,,
Butter	,,
Table rice	,,
Sago	,,
Tapioca	,,
Vermicelli	,,
Plums	,,
Currants	,,
Almonds	,,
Soojee	,,
Ice	,,
Sugar	,,
Eggs	No.
Limes	,,
Sheep's feet jelly	,,
Milk	pts.
Rice	lb.
Chicken jelly	,,

HOSPL., MADRAS, 189 .

Steward.

Ingredient Sheet for Europeans for 189 .

CIVIL MEDICAL FORM No. 8.

—	Arrowroot.		Sugar.		Barley.		Curry powder.		Tamarind.		Onions.		Flour.		Ghee.		Mutton for diet.		Salt.		Vegetable, country.		Potatoes.								Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.							lb.	oz.
1. Half quantity of actual diet requirements.																																
2. 3*rd Issue* for next day's breakfast.																																
3. Full quantity of Extras ...																																
4. Total of 2 and 3																																
5. Deduct 1*st Issue* given as advance.																																
6. 2*nd Issue* for this day's dinner.																																

—	Rice.		Sago.		Soojee.		Cornflour.		Pepper.		Mutton for Broth.		Bran.										A. FOR EUROPEAN KITCHEN WITH 1ST ISSUE.	B. FOR PUDDINGS WITH 2ND ISSUE.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.										
3. Full quantity of Extras ...																							Bread ... lb. Flour ... ,,	Bread ... ... lb. Cornflour ... ... ,, Butter ... ... ,, Table rice ... ... ,, Sago ... ... ,, Tapioca ... ... ,, Vermicelli ... ... ,, Plums ... ... ,, Currants ... ... ,, Almonds ... ... ,, Soojee ... ... ,, Ice ... ... ,, Sugar ... ... ,, Eggs ... ... No. Limes ... ... ,, Sheep's feet ... ,, Milk ... ... pts.
4. Total of 3																							C. FOR THIS EVENING AND EARLY BREAKFAST TO-MORROW, EACH TIME WITH 1ST ISSUE.	
5. Deduct 1*st Issue* given as advance.																							2. Bundles of each. Tea ... lb.; Sugar ... ,,; Coffee ... ,,; Sugar ... ,,	
6. 2*nd Issue* for this day's dinner.																							Bread, 4 oz. No.	

Ingredient Sheet for Natives *for* 189 . CIVIL MEDICAL FORM No. 9.

—	Curry powder.		Tamarind.		Rice.		Ghee.		Oil, gingelly.		Mutton for diet.		Salt.		Vegetable, country.		Dhall.		Fish.		Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
1. Half quantity of actual diet requirements.																						
2. 3rd *Issue* for next day's breakfast.																						
3. Full quantity of Extras ...																						
4. Total of 2 and 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

	Arrowroot.		Sago.		Soojee.		Sugar.		Barley.		Mutton for broth.		Onions.		Pepper.		Bran.			
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.		
3. Full quantity of Extras ...																				
4. Total of 3																				
5. Deduct 1st *Issue* given as advance.																				
6. 2nd *Issue* for this day's dinner.																				

A. PEPPERWATER WITH 2ND ISSUE.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt ...	...	,,
Tamarind	...	,,

B. FOR NATIVE KITCHEN WITH 1ST ISSUE.

Mustard	...	lb.
Cummin seed	...	,,
Flour, wheat	...	,,
Turmeric	...	,,

C. EXTRAS AND NEXT MORNING'S COFFEE WITH 1ST ISSUE.

Tea ...	...	lb.
Sugar	...	,,
Coffee	...	,,
Sugar	...	,,
Bread (6 oz.)		No.
Sugar	...	lb.
Rice	...	,,
...	...	,,

CIVIL MEDICAL FORM No. 10.

Indent for European Kitchen.

Articles.	Issue for
Arrowroot ... ... lb.	
Sugar ... ... ,,	
Barley ... ... ,,	
Curry powder ... ... ,,	
Tamarind ... ... ,,	
Onions ... ... ,,	
Flour ... ... ,,	
Ghee ... ... ,,	
Mutton for diet ... ... ,,	
Salt ... ... ,,	
Vegetable, country ... ... ,,	
Potatoes ... ... ,,	
Firewood ... ... ,,	
Rice ... ... ,,	
Sago ... ... ,,	
Soojee ... ... ,,	
Cornflour ... ... ,,	
Pepper ... ... ,,	
Mutton for broth ... ... ,,	
Bran ... ... ,,	

——— HOSPITAL, 189 . }

Steward.

CIVIL MEDICAL FORM No. 11.

Indent for European Kitchen.

Articles.	Issue for
Curry powder ... ... lb.	
Tamarind ... ... ,,	
Rice ... ... ,,	
Ghee ... ... ,,	
Oil, gingelly ... ... bot.	
Mutton for diet ... ... lb.	
Salt ... ... ,,	
Vegetable, country ... ... ,,	
Dhall ... ... ,,	
Fish ... ... ,,	
Firewood ... ... ,,	
Arrowroot ... ... ,,	
Sago ... ... ,,	
Soojee ... ... ,,	
Sugar ... ... ,,	
Barley ... ... ,,	
Mutton for broth ... ... ,,	
Onions ... ... ,,	
Pepper ... ... ,,	
Bran ... ... ,,	

——— HOSPITAL, 189 . }

Steward.

Indent for Native Kitchen for Pepperwater.

CIVIL MEDICAL FORM No. 12.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt	...	,,
Tamarind	...	,,

——— HOSPITAL, 189 . }

Steward.

Indent on Contractor for Supply on

Mutton		lb.
Beef		,,
Sheep's feet		No.
Chicken		No.
Eggs		,,
Fish		lb.
Country vegetables for Natives		lb.
Do. for Europeans		,,
Europe vegetable		,,
Potatoes		,,
Onions		,,
Mint and Parsley		,,
Salt		,,
Do. white		,,
Limes		,,
Oranges		No.
Spice		,,
Plantains		lb.
Cocoanut		No.
		lb.
Milk		Pts.
Buttermilk		,,
Butter		lb.
Hoppers		No.

MADRAS, HOSPITAL, 189 } *Steward.*

CIVIL MEDICAL FORM No. 13.

Indent on Contractor for Supply on

Mutton	lb
Beef	,,
Sheep's feet	No.

MADRAS, HOSPITAL, 189 } *Steward.*

Indent on Contractor for Supply on

Chicken	No.
Eggs	,,
Fish	lb.

MADRAS, HOSPITAL, 189 } *Steward.*

Indent on Contractor for Supply on

Country vegetable for Natives	lb.
Do. for Europeans	,,
Europe vegetable	,,
Potatoes	,,
Onions	,,
Mint and Parsley	,,
Salt	,,
Do. white	,,
Limes	,,
Oranges	No.
Spice	,,
Plantains	lb
Cocoanut	No.
	lb.

MADRAS, HOSPITAL, 189 } *Steward.*

Indent on Contractor for Supply on

Milk	
Buttermilk	Pts
Butter	,,
	lb

MADRAS, HOSPITAL, 189 } *Steward.*

Indent on Contractor for Supply on

Hoppers	No.

MADRAS, HOSPITAL, 189 } *Steward.*

CIVIL MEDICAL FORM No. 14.

Indent on Storekeeper for *Kitchen.*

Tea	lb.	
Sugar	,,	
Coffee	,,	
Sugar	,,	
Bread		4 oz.
Do.		6 oz.
Sugar	lb.	
Rice	,,	
Salt	,,	
Firewood	,,	

MADRAS, HOSPITAL, 189 } *Steward.*

Tea	lb.
Sugar	,,
Coffee	,,
Sugar	,,
Bread	
Do.	
Sugar	lb.
Rice	,,
Salt	,,
Firewood	,,

MADRAS, HOSPITAL, 189 } *Steward.*

CIVIL MEDICAL FORM No. 15.

——— HOSPITAL, MADRAS.

Census of Patients on the 189

		Occupied beds.	Vacant beds.	Admissions.	Discharges.	Deaths.	Detained.
European, Medical.							
Pottinger Ward	M_1						
Harris do.	M_2						
Napier do.	M_3						
Officers' Quarters	M_1						
Do. do.	M_2						
Do. do.	M_3						
A. Shed	M_2						
B. do.	M_3						
C. do.	M_2						
D. do.	M_2						
E. do.	M_2						
Cells	M_2						
Total							
Native, Medical.							
Canning Ward	M_1						
Elgin do.	M_1						
Clive do.	M_2						
Dalhousie do.	M_2						
Munro do.	M_3						
Elphinstone do.	M_3						
Wenlock do.	M_3						
Lansdowne do.	M_3						
Officers' Quarters	M_1						
Do. do.	M_2						
Do. do.	M_3						
A. Shed	M_2						
B. do.	M_3						
C. do.	M_2						
D. do.	M_2						
E. do.	M_2						
F. do.	M_2						
Cells	M_2						
Total							
European, Surgical.							
Trevelyan Ward	S_1						
Denison do.	S_2						
Officers' Quarters	S_1						
Do. do.	S_2						
Cells							
Total							
Native, Surgical.							
Dufferin Ward	S_1						
Hobart do.	S_2						
Argyle do.	S_2						
Ophthalmic do.	S_2						
Buckingham do.	S_1						
Surgical Hut	S_1						
Do. do.	S_2						
Contagious	S_1						
	S_2						
Officers' Quarters.	S_1						
	S_2						
Cells							
Total							

Dated 189 .

Apothecary on duty.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 16.

European Wards.

Cost of														
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon.
															Total.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 17.

Native Wards.

Cost of														
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon. (Officers' Quarters.)
															Total.

Civil Medical Form No. 18.

Hospital,

Madras, 6–30 A.M., 189 .

Morning Report.

From

The Apothecary on Duty,

Hospital,

To

The Superintendent,

Hospital.

Sir,

I have the honour to inform you that I came on duty at A.M. yesterday.

2. There were admissions and deaths * during the past twenty-four hours.

3. The following accidents and urgent cases were admitted since 6–30 A.M. yesterday :—

4. I had to make the following report to the Police :—

5. I visited the wards at the following hours and found all correct (or otherwise) ;—also the boiler room and found the firemen awake (or otherwise) ; punkahs have been worked continuously (except from).

6. The nurses were all awake and doing their duty (or otherwise).

7. I detailed the clinical clerks for duty on the following order :—

8. I visited the latrines at o'clock and found them clean (or otherwise).

9. I detained the following patients who presented themselves during the night :—

10. The following cases of contagious disease have been admitted during the past twenty-four hours :—

11. Paragraph 5, page 10 of the Hospital Rules has been attended to (or otherwise).

12. The following instruments were taken from the Operation Theatre and returned (or otherwise) :—

13. The following breach of the Hospital Rules by visitors has been brought to notice :—

14. I have to report the discharge of the following patient for misconduct (viz.) :—

*

Deaths.	
Names.	Disease.

I have the honour to be,

Sir,

Your most obedient servant,

Apothecary on Duty.

List of Admissions

Medical.			Surgical.		
Ward.	Name.	Disease.	Ward.	Name.	Disease.

Morning Statistics.

—	Medical.						Surgical.						Total.					
	Europeans.			Natives.			Europeans.			Natives.			Europeans.			Natives.		
	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.
Remaining at 6–30 A.M. yesterday.																		
Admitted since																		
Discharged																		
Died																		
Remaining at 6–30 A.M. this morning.																		
Total ...																		
Grand Total ...																		

Officers' Quarters. { Medical. Surgical.

N. E.

Cells.

Contagious Shed.

Civil Medical Form No. 19.

HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ____ *Ward for* ____ 189 .

Col.	Group		Unit	Item
1				Breakfast No. 1.
2				Breakfast No. 2.
3				Dinner.
4	Number of Patients.		No.	On diets.
5	Number of Patients.		No.	Discharges.
6	Number of Patients.		No.	Extras.
7	Number of Patients.		No.	Total.
8	Diets.	Spoon.	No.	Arrowroot.
9	Diets.	Half.	No.	Milk.
10	Diets.	Half.	No.	Mutton roasted.
11	Diets.	Half.	No.	Mutton boiled.
12	Diets.	Half.	No.	Mutton stew.
13	Diets.	Half.	No.	Chicken roasted.
14	Diets.	Half.	No.	Chicken boiled.
15	Diets.	Half.	No.	Chicken stew.
16	Diets.		No.	Mixed.
17	Diets.	Full.	No.	Mutton roasted.
18	Diets.	Full.	No.	Mutton boiled.
19	Diets.	Tea and Coffee.	Pts.	Tea.
20	Diets.	Tea and Coffee.	Pts.	Coffee.
21	Extras.		Pts.	Barley-water.
22	Extras.	Beef.	Tin.	Essence, Brandt's.
23	Extras.	Beef.	Tin.	Extract, Liebeg's.
24	Extras.	Beef.	Lb.	Raw.
25	Extras.	Beef.	Lb.	Steak.
26	Extras.	Beef.	Pts.	Tea.
27	Extras.		Oz.	Biscuits.
28	Extras.		No.	Blanc mange.
29	Extras.		Oz.	Bran-biscuits.
30	Extras.		Oz.	Bread.
31	Extras.		Oz.	Butter.
32	Extras.	Broth.	Pts.	Chicken.
33	Extras.	Broth.	Pts.	Chicken jugged.
34	Extras.	Broth.	Pts.	Mutton.
35	Extras.	Broth.	Pts.	Mutton jugged.
36	Extras.	Chicken.	No.	Boiled.
37	Extras.	Chicken.	No.	Curry.
38	Extras.	Chicken.	No.	Cutlets.
39	Extras.	Chicken.	No.	Fricasse.
40	Extras.	Chicken.	No.	Grilled.
41	Extras.	Chicken.	No.	Jelly.
42	Extras.	Chicken.	No.	Kusee.
43	Extras.	Chicken.	Pts.	Pepperwater.
44	Extras.	Chicken.	No.	Roast.
45	Extras.	Chicken.	No.	Stew.
46	Extras.		Pts.	Cocoa.
47	Extras.		Pts.	Coffee.
48	Extras.	Conjee.	Pts.	Arrowroot.
49	Extras.	Conjee.	Pts.	Cornflour.
50	Extras.	Conjee.	Pts.	Oatmeal.
51	Extras.	Conjee.	Pts.	Sago.
52	Extras.	Conjee.	Pts.	Soojee.
53	Extras.	Conjee.	Pts.	Tapioca.
54	Extras.	Eggs.	No.	Raw.
55	Extras.	Eggs.	No.	Fried.
56	Extras.	Eggs.	No.	Omelette.
57	Extras.	Eggs.	No.	Poached.
58	Extras.	Fish.	Oz.	Boiled.
59	Extras.	Fish.	Oz.	Curried.
60	Extras.	Fish.	Oz.	Fried.
61	Extras.	Fish.	Oz.	Moli.
62	Extras.		No.	Hoppers.
63	Extras.		Lb.	Ice.
61	Extras.		Bot.	Lemonade.
65	Extras.		No.	Limes.
66	Extras.		No.	Mangoes.
67	Extras.		Pts.	Milk.

Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Total ...

CIVIL MEDICAL FORM No. 19—*cont.*

———— HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ———— *Ward for* ———— 189 —cont.

Date	Extras—cont.																											Wines and Stimulants.												Cost of Diets.	Cost Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
	Mutton.												Padding.																																	
	Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Potatoe Cutlets.	Bread.	Cornflour.	Custard.	Lime.	Plum.	Rice.	Sago.	Tapioca.	Vermicelli.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetables.			Arrack.	Beer.	Brandy.	Burgundy.	Claret.	Constantin.	Frontignac.	Gin.	Porter.	Portwine.	Sherry.	Whiskey.						
	oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	No.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	oz.	lb.	Bot.	oz.	Pts.	oz.			oz.	Pts.	oz.	Pts.	oz.	Pts.	oz.	oz.	Pts.	oz.	oz.	oz.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113
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CIVIL MEDICAL FORM No. 20.

———— HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the ———— *Ward for* ———— 189 .

Date					No. of Patients.					Diets.							Extras.																														
											Milk.				Full.			Beef.							Broth.								Conjee.					Eggs.		Fish.							
	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	On Diets.	Discharges.	Self Diets.	Extras only.	Total.	Spoon, Rice.	Bread.	Rice.	Coffee.	Half.	Mutton.	Fish.	Barley-water.	Extract, Liebeg's.	Raw.	Tea.	Biscuits.	Bran-biscuits.	Bread.	Butter.	Chicken.	Chicken jugged.	Mutton.	Mutton jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Raw.	Fried.	Curry.	Fried.	Hoppers.	Ice.	Lemonade.	Limes.	Mangoes.	Milk.
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pts.	Tin.	lb.	lb.	oz.	oz.	oz.	oz.	Pts.	Pts.	Pts.	Pts.	No.	Pts.	oz.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	No.	No.	oz.	oz.	No.	lb.	Bot	No.	No.	Pts.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
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Total ...																																															

_____ HOSPITAL, MADRAS.

CIVIL MEDICAL FORM No. 20—*cont.*

Daily Register of dieting Native In-patients in the _____ *Ward* _____ 189 —cont.

Date.	—	EXTRAS—*cont.*																										STIMULANTS.				Cost of Diets.	Cost of Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
		Mutton.																																			
		Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Pepperwater.	Plantains.	Potatoes.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetable.										Arrack.	Brandy.	Gin.	Portwine.							
		oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	Pts.	No.	oz.	oz.	lb.	Bot	oz.	Pts.	oz.										oz.	oz.	oz.	oz.							
		48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92
																																								RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
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Total.																																													

_____ HOSPITAL, MADRAS.

CIVIL MEDICAL FORM No. 21.

Table showing the daily average cost of Diets, Extras and Stimulants for the patients under each Medical Officer for the month of 189 .

[Attention is drawn to Diet Rules, Appendix III, para. 3.]

Months and dates.	EUROPEAN GENERAL WARDS.						EUROPEAN OFFICERS' QUARTERS.						NATIVE GENERAL WARDS.						NATIVE OFFICERS' QUARTERS.						Initials of the Medical Officer.	Remarks.
	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.		
	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	£ A. P. F.	£ A. P. F.	£ A. P. F.	£ A. P. F.	£ A. P. F.	RS. A. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	RS. A. P. F.	RS. A. P. F.	£ A. P. F.	£ A. P. F.	RS. A. P. F.	£ A. P. F.		
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Initials of Apothecaries.

CIVIL MEDICAL FORM NO. 22.*

Senior Physician's Apothecary.	Second Physician's Apothecary.	Additional Medical Officer's Apothecary.	Senior Surgeon's Apothecary.	Second Surgeon's Apothecary.

MEMORANDUM.

Has the honour to circulate to the undermentioned Medical Officers for information and favour of initials.

Superintendent,
Hospital.

* *N.B.*—In actual use this is to be printed on back of No. 21.

CIVIL MEDICAL FORM NO. 23.
189 .

Statement showing the Quantities of the Ingredients used in the preparation of European diets and Extras during the month of

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Cocoa, lb.	Cocoanut, lb.	Coffee powder, lb.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Flour.	Gelatine.	Ghee, lb.	Hoppers, No.	Ice, lb.	Limes, No.	Lemonade, bot.	Milk, pints.	Mixt and parsley, lb.	Mutton with bone, lb.	Mutton without bone, lb.	Oatmeal, lb.	Onions, lb.	Partridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Sodawater, bot.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetables, country, lb.	Wood, lbs.
Spoon, arrowroot ...																																																	
Milk																																																
Half	Mutton roast																																															
	Do. boiled																																															
	Do. stew																																															
	Chicken roast																																															
	Do. boiled																																															
	Do. stew																																															
Mixed																																															
Full	Mutton roast																																															
	Do. boiled																																															
Number of Tea ...																																															
Number of Coffee ...																																															
Total Diets ...																																															
Extras.																																															
Barley-water ...	pt.																																															
Beef steaks ...	oz.																																														
Beef tea ...	pt.																																														
Bran biscuits ...	oz.																																														
Broth, chicken ...	pt.																																														
Do. mutton ...																																															
Chicken, boiled ...	No.																																														
Do. curry ...	"																																														
Do. cutlets ...	"																																														
Do. grilled ...	"																																														
Do. jelly ...	"																																														
Do. pepperwater ...	pt.																																														
Do. stew ...	No.																																														
Coffee ...	pt.																																														
Conjee, arrowroot ...	"																																														
Do. cornflour ...	"																																														
Do. sago ...	"																																														
Do. soojee ...	"																																														
Do. oatmeal ...	"																																														
Eggs, fried ...	No.																																														
Do. omelette ...	"																																														
Fish, boiled ...	oz.																																													
Do. curried ...	"																																														
Do. fried ...	"																																														
Do. moli ...	"																																														
Mutton chops ...	No.																																														
Do. curry ...	"																																														
Do. cutlets ...	"																																														
Do. fried ...	"																																														
Do. minced ...	"																																														
Do. pepperwater ...	pt.																																														
Do. stew ...	oz.																																														
Potato cutlets ...	No.																																														
Pudding, blancmange ...	"																																													
Do. bread ...	"																																														
Do. custard ...	"																																														
Do. lime ...	"																																														
Do. rice ...	"																																														
Do. sago ...	"																																														
Do. soojee ...	"																																														
Sheep's trotter jelly ...	lb.																																														
Tea	pt.																																														
Total ...																																															

Superintendent,
Hospital.

MADRAS, 189 .

CIVIL MEDICAL FORM NO. 24.

189 .

Statement showing the Quantities of the Ingredients used in the preparation of Native Diets and Extras during the month of

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Dhall, lb.	Cocoanut, lb.	Coffee powder.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Gingelly oil, bot.	Garlic, lb.	Ghee, lb.	Hoppers, No.	Ice, lb.	Limes, No.	Lemonade, bot.	Milk, pints.	Mint and parsley, lb.	Mutton with bone, lb.	Mutton without bone, lb.	Oatmeal, lb.	Onions, lb.	Partridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	[illegible]
Spoon, Rice ...																																														
Milk { Bread ...																																														
Milk { Rice ...																																														
Coffee ...																																														
Half ...																																														
Full { Mutton ...																																														
Full { Fish ...																																														
Total, Diets ...																																														
Extras.																																														
Barley water ... pt.																																														
Beef steaks ... oz.																																														
Beef tea ... pt.																																														
Bran biscuits ... oz.																																														
Broth, chicken ... pt.																																														
Do. mutton ... pt.																																														
Chicken, boiled ... No.																																														
Do. curry ...																																														
Do. cutlets ...																																														
Do. grilled ...																																														
Do. jelly ...																																														
Do. pepper water ... pt.																																														
Do. stew ... No.																																														
[illegible]																																														
Total ...																																														

MADRAS, 189 .

Superintendent,
Hospital.

CIVIL MEDICAL FORM NO. 25.

Expenditure of Perishable articles of Diets during 189 .

—	Group No. 12.							Group No. 13.						Group No. 14.				Group No. 15.																										Group No. 16.	Group No. 27.
	Beef.		Mutton without bone.		Mutton with bone.		Sheep's feet.	Milk.		Butter.		Buttermilk.		Fish.		Chicken.	Eggs.	Cocoanut.		Chillies, green.		Ginger, green.		Mint and parsley.		Onions.		Potatoes.		Salt, common.		Salt, white.		Spice powder.		Vegetable, country.		Vegetable, Europe.		Limes.	Oranges.	Plantains.	Hoppers.	Ice.
	lb.	oz.	lb.	oz.	lb.	oz.	No.	pts.	oz.	lb.	oz.	pts.	oz.	lb.	oz.	No.	No.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	No.	No.	No.	No.	lb.
Native diets ...																																												
Native extras ...																																												
European diets ...																																												
European extras ...																																												
Officers' Quarters diets ...																																												
Officers' Quarters extras.																																												
Perishable book ...																																												
Total ...																																												

CIVIL MEDICAL FORM No. 26.

Comparative statement of issues as shown in the monthly statement of Ingredients and the Store Accounts for 189 .

—	Arrowroot.		Barley.		Biscuits, English.		Bran.		Chillies.		Coffee.		Cornflour.		Cummin-seed.		Curry-powder, Europeans.		Curry-powder, Natives.		Dhall.		Flour, wheat.		Garlic.		Gelatine.		Ghee.		Mustard, country.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Native diets																																
Do. extras																																
European diets																																
Do. extra																																
Officers' Quarters diets ...																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

—	Oil, gingelly.		Oatmeal.		Pepper.		Rice.		Rice, table.		Sago.		Soojee.		Sugar.		Tamarind.		Tapioca.		Tea.		Turmeric.		Vermicelli.			Sodawater.	Lemonade.			Wood, fire.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.		Bottle.	Bottle.			lb.
Native diets																																
Do. extras																																
European diets																																
Do. extras																																
Officers' Quarters diets ...																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

HOSPITAL, MADRAS, }
189 . }

Superintendent,
Hospital.

CIVIL MEDICAL FORM No. 27.

Perishable Articles spent during the month of 189 .

Month and Date.	A.		B.																								C.																								
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets rattan, large.	Baskets rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear glass.	Bottles, pint, clear glass.	Bottles, Sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chanakays.	Charcoal.	Chatties, large.	Chatties, small.	Checoy.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage.	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot	No.	lb.	No.	No.	lb.	Doz	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yd.	yds.	yds.	yds.	lb.	No.
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Perishable Articles spent during the Month of 189 cont. CIVIL MEDICAL FORM No. 27—*cont.*

Month and Date.	C—cont.								D.	F.	G.				H.		I.	K.	L.								M.							N.			
	Cocoanut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton for wool.	Corks (bottle).	Cumbilies for ice.	Cumbilies for fomentation.	Dry earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Garnets.	Goglet.	Gravel carts.	Green cloth for eyes shades.	Green silk for eyes shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Lateritic carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fat.	Leaf leaf.	Leeches.	Lotions.	Lime stones, burnt.	Linseed meal.	Lapidifice tool.	Manure Loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, coir.	Mortlays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	No.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin.	No.	oz.	yds.	No.	No.	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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Perishable Articles spent during the month of 189 —cont. CIVIL MEDICAL FORM No. 27—*cont.*

Month and Date.	O.											P.								R.					S.														
	Oil, cocoanut, for dressing.		Oil, cocoanut, for lamp.		Oil, castor.		Oil, lamp.		Oil, linseed.		Oil, kerosine.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Palmyrah tool.	Pepperheads.	Pots and pans.	Red cloth.	Red paper.	River flour, first sort.	River sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Rubber sheet, small.	Safety pins, boxes.	Salt, common.	Saws.	Saws, bottle.	Sandal.	Soap, nut.	Soap, bar.	Soap, castable.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spool seeds.	Spirits of wine.	Straw.	Strainers.
	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.	No.	No.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot.	lb.	No.
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CIVIL MEDICAL FORM No. 27—*cont.*

Perishable Articles spent during the month of 189 —cont.

Month and Date.	S—*cont.*					T.				V.	W.			LIGHT.			
	Sugar, white.	Sugar, Ashtacram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Kerosene.	Lamp oil.	Cocoanut oil.	Initials of the Medical Officer.
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	No.	No.	No.	
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CIVIL MEDICAL FORM No. 28.

——— HOSPITAL, MADRAS.

Account of Liquor, the property of Government for the month of 189 .

—	Portwine.		Sherry.		Brandy.		Gin.		Whiskey.		Rum.		Arrack.								Beer.	Porter.	Claret.	Burgundy.	
	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.							pt.	pt.	pt.	pt.	
Remaining from last account																									
Received on indents, dated																									
Received on requisitions, dated																									
Total ...																									
Expended during the month ... Europeans ...																									
Natives																									
Dispensary ...																									
Animal jelly ...																									
Total ...																									
Remaining on 1st 189 ...																									

MADRAS, 189 .

Superintendent, Hospital.

HOSPITAL, MADRAS. CIVIL MEDICAL FORM No. 29.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town.

Number of Formulæ	Names.	Per	Cost. Rs. A. P.
	Almonds *	oz.	
1	Apples *	No.	
	Arrowroot	lb.	
2	Do. blanc mánge ...	No.	
3	Do. conjee ...	pt.	
	Do. jelly	No.	
4	Barley	lb.	
5	Barleywater	pt.	
	Batter-pudding	No.	
6	Beef	lb.	
7	Beef-juice	lb.	
8	Beef-steak *	8 oz.	
9	Beef-tea	pt.	
	Beef-tea, jugged ...	pt.	
	Biscuits arrowroot * ...	lb.	
	Biscuits, milk	lb.	
	Biscuits, butter	lb.	
10	Blanc mánge	No.	
	Bran-biscuits	lb.	
11	Bread	lb.	
	Bread-pudding	No.	
12	Butter	oz.	
	Buttermilk	pt.	
	Chicken	No.	
13	Chicken, boiled * ...	No.	
14	Do. broth	pt.	
15	Do. curry	No.	
16	Do. cutlets *	No.	
17	Do. fricasee *	No.	
18	Do. grilled *	No.	
19	Do. jelly *	No.	
20	Do. kusee *	No.	
21	Do. pepperwater ...	pt.	
22	Do. roast *	No.	
23	Do. stew	No.	
24	Chutney	oz.	
25	Do. Cocoa * ...	No.	
26	Coffee, with milk ...	pt.	
27	Cornflour	lb.	
	Do. blanc mánge ...	No.	
28	Do. conjee	No.	
29	Do. pudding * ...	No.	
30	Curry powder, Europeans	lb.	
31	Curry powder, Natives ...	lb.	
	Custard	No.	
	Dhall	lb.	
	Eggs	No.	
32	Do. fried *	No.	
33	Do. omelette * ...	No.	
34	Do. poached	No.	
	Essence of beef, Brand's.	Tin.	
	Do. chicken ...	Tin.	
	Liebeg's extract of beef...	Tin.	
	Fish	lb.	
35	Do. boiled	8 oz.	
36	Do. fried	oz.	
37	Do. moli	oz.	
38	Fruit, stewed *	oz.	
	Ghee	lb.	
	Do.	oz.	
39	Ginger tea	pt.	
	Grapes *	lb.	
	Hoppers	No.	
	Ice	lb.	
	Jam *	Tin.	
	Lemonade	Bot.	
40	Lime-juice	pt.	
41	Lime-pudding *	No.	
	Limes	No.	

Wines and Stimulants.

	Arrack	oz.
	Beer	pt
	Brandy	oz.
	Burgundy *	pt.
	Claret *	pt.
	Constantia *	oz.
	Frontignac *	oz
	Gin (Old Tom) ...	oz
	Porter * ...	pt
	Portwine ...	oz
	Sherry *	oz
	Whiskey ...	oz

Number of Formulæ	Names.	Per	Cost. Rs. A. P.
42	Linseed tea ...	pt.	
	Mangoes	No.	
	Milk	lb.	
43	Mutton without bone ...	lb.	
44	Mutton broth	pt.	
	Do. chops ...	lb.	
45	Do. chops, boiled ...	8 oz.	
46	Mutton with bone ...	lb.	
47	Mutton curry ...	8 oz.	
	Do. cutlets	8 oz.	
48	Do. fat	8 oz.	
49	Do. fried	8 oz.	
50	Do. minced	pt.	
51	Do. pepperwater ...	8 oz.	
52	Do. stew	pt.	
	Oatmeal porridge * ...	pt.	
	Oranges	No.	
53	Partridge roast * ...	No.	
54	Do. stew * ...	8 oz.	
	Peas *	lb.	
	Pepper	lb.	
55	Pepperwater	pt.	
56	Pigeon roast *	No.	
57	Do. stew *	No.	
	Plantains	No.	
	Plum *	oz.	
58	Plum-pudding	No.	
	Pomegranite	No.	
	Potatoes	lb.	
59	Potato cutlets * ...	lb.	
59½	Rabbit	8 oz.	
	Rice	No.	
60	Do. conjee water ...	lb.	
61	Do. pudding ...	pt.	
	Sago	No.	
62	Sago conjee	lb.	
63	Do. jelly	pt.	
64	Do. pudding	No.	
65	Scotch-broth, beef ...	pt.	
	Do. do. mutton ...	pt.	
66	Sheep-trotter jelly ...	pt.	
67	Do. stew ...	8 oz.	
	Snipe	pt.	
68	Snipe-roast *	No.	
69	Sponge-pudding ...	No.	
	Sodawater ...	pt.	
	Soojee	Bot.	
70	Soojee conjee ...	lb.	
71	Do. jelly	pt.	
72	Do. pudding ...	No.	
73	Spice powder ...	No.	
	Sugar	oz.	
	Tapioca	oz.	
74	Tapioca conjee	lb.	
75	Do. pudding ...	pt.	
76	Tea with milk	No.	
77	Teal roast *	pt.	
	Tyre, measure ...	No.	
	Vegetable, country ...	lb.	
78	Do. curry ...	lb.	
	Do. European ...	4 oz.	
79	Vermicelli pudding ...	1 lb.	
80	Wheat cakes ...	No.	
	Wheat flour	lb.	
	Gingerade	Bot.	
	Lythea water ...	Bot.	
	Tonic water ...	Bot.	
	Potash water ...	Bot.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

CIVIL MEDICAL FORM No. 29—*cont.*

GENERAL HOSPITAL, MADRAS.

Price List of European Diets for the year 1894–95.

	Names of Diets.	Cost. Rs. A. P.
Spoon	Arrowroot, with tea	
	Do. coffee	
Milk.	With tea	
	Do. coffee	
Half.	Mutton, roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
	Chicken, roasted, with tea	
	Do. do. coffee	
	Do. boiled with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
Mixed	With tea	
	Do. coffee	
Full.	Mutton roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	

Price List of Native Diets for the year 1894–95.

	Names of Diets.	Cost. Rs. A. P.
Spoon	... ...	
Milk.	Bread	
	Rice	
Coffee	... ...	
Half	... ...	
Full.	Mutton	
	Fish	

CIVIL MEDICAL FORM No. 30.

GOVERNMENT —— HOSPITAL.

Day Book.

Transaction No.	Ledger Folio No.	Articles.	Receipts.			Issues.			Initials.
			Serviceable.	Repairable.	Unserviceable.	Serviceable.	Repairable.	Unserviceable.	
		5th February 1895.							
1	1	**Received** from contractor as per office order No. 2, dated 3rd February 1895.							
		Arrowroot ... ... lbs.	30	...	...	...	...	...	
		5th March 1895.							
2	2	Received from Chief Commissariat Officer, Rangoon, as per Invoice No. L.J. 323, dated 5th March 1895.							
		Sago ... ... lbs.	100	...	...	...	...	...	
3	2	Issued to Officer Commanding 6th Madras Infantry, Madras, as per Indent No. 6, dated 3rd March 1895.							
		Sago ... ... lbs.	... ...	...	...	25	...	...	

CIVIL MEDICAL FORM No. 31.

GOVERNMENT —— HOSPITAL.

Ledger of Stores and Stock.

Month and Date.	Transaction number or folio in Day-book.	Particulars.	Receipts.			Issues.			Remains.			Initials.
			Serviceable.	Repairable.	Unserviceable.	Serviceable.	Repairable.	Unserviceable.	Serviceable.	Repairable.	Unserviceable.	
		Arrowroot.	Lbs.									
5-2-95	1	Received from contractor.	30 ...	...	...	...	...	...	30 ...	...	...	
		Sago.										
5-3-95	2	Received from Chief Commissariat Officer, Rangoon.	100 ...	...	...	...	...	...	100 ...	...	...	
5-3-95	3	Issued to Officer Commanding 6th M.I.	... ...	...	...	25 ...	...	...	75 ...	...	...	

Civil Medical Form No. 32.

Daily Comparative Statement of Receipts and Issues by the Storekeeper.

Month and Date.	A. Arrack for Dispensary. (oz.)	A. Arrowroot. (oz.)	A. Bael fruit. (oz.)	B. Baking powder, Tins. (No.)	B. Baskets, large. (No.)	B. Baskets, small. (No.)	B. Baskets, rattan, large. (No.)	B. Baskets, rattan, small. (No.)	B. Baskets for chamber pots. (No.)	B. Bath bricks. (No.)	B. Benzoin. (No.)	B. Bladders. (No.)	B. Blue packets. (No.)	B. Books for prescriptions. (No.)	B. Bottles, quarts, clear, glass. (No.)	B. Bottles, pint, clear, glass. (No.)	B. Bottles, sauce. (No.)	B. Bran. (lb.)	B. Brandy. (Bot.)	B. Bratties. (No.)	B. Bread. (lb.)	B. Brooms, bundles. (No.)	B. Brooms, long, bamboo handled. (No.)	B. Butea frondosa. (lb.)	B. Buttons, cotton. (doz.)	B. Buttons, thread. (Doz)	B. Camphor. (lb.)
Balance brought forward																											
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Balance ...																											

Month and Date.	C. Candles, wax. (No.)	C. Candles, sperm. (No.)	C. Carraway seeds. (oz.)	C. Catgut. (oz.)	C. Cement. (Tin)	C. Chalk. (oz.)	C. Chamois skins. (No.)	C. Chankays. (No.)	C. Charcoal. (lb.)	C. Chatties, large. (No.)	C. Chatties, small. (No.)	C. Cheakoy. (oz.)	C. Chunam for conservancy. (lb.)	C. Chunam bresush (No.)	C. Cloth for bandage (yds.)	C. Cloth, dunzry. (yds.)	C. Cloth, long, fine. (yds.)	C. Cloth, wax. (yds.)	C. Cole-tar, good quality. (lb.)	C. Cocoa ladles. (No.)
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Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	C cont. Cocoanut scrubbers. (No.)	C cont. Coir. (lb.)	C cont. Cotton for burns. (lb.)	C cont. Cotton for pillows. (lb.)	C cont. Cotton wool. (lb.)	C cont. Corks (bottle). (No.)	C cont. Cumblies for ice. (No.)	C cont. Cumblies for fomentation. (No.)	D. Dry-earth, thoroughly dried, carts. (No.)	F. Flour, wheat. (oz.)	F. Flower pots. (No.)	G. Ganja. (oz.)	G. Goglets. (No.)	G. Gravel carts. (No.)	G. Green cloth for eye shades. (yds.)	G. Green silk for eye shades. (yds.)	G. Gunny bags. (No.)	H. Hog's lard. (lb.)	H. Honey, clean, fresh. (lb)	H. Horse hair. (oz.)	H. Husks, paddy. (lb.)	I. Ice. (lb.)	K. Knife polisher. (Tin)
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Month and Date.	L. Laterite carts. (No.)	L. Lamp thread. (oz.)	L. Lamp wick, kerosine. (yds.)	L. Leaf fan. (No.)	L. Lead leaf. (No.)	L. Leeches. (No.)	L. Limes. (No.)	L. Lime stones, burnt. (lb.)	L. Linseed meal. (lb.)	L. Liquorice root. (oz.)	M. Manure loads. (No.)	M. Marking nuts. (lb.)	M. Match boxes. (No.)	M. Mats, common. (No.)	M. Mats, corah. (No.)	M. Monthays. (No.)	M. Mullays. (No.)	M. Muslin. (yds)	M. Mustard, Europe, 1 lb. bottle. (No.)	M. Mustard, country. (oz.)	N. Nails, iron. (No.)	N. Needles. (No.)	N. Needles, common, large. (No.)	N. Nutmeg. (oz.)
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Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	O.															P.										R.							S.														
	Oil, cocoanut, for Dispensary.		Oil, cocoanut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosine.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Special seeds.	Spirits of wine.	Straw.	Strain.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot	lb.	No.
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Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	S—*cont.*					T.					V.		W.																																	
	Sugar, white.	Sugar, Astracam.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee		Tapioca.		Vermicelli.		Chillies, dry.		Dholl.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
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Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	Tamarind.		Turmeric.		Rice. First sort.		Rice. Table.		Rice. Beaten.		Coffee.		Coffee powder.		Tea.		Sugar. Astragram.		Sugar. Brown.		Curry powder. Europeans.		Curry powder. Natives.		Bran.		Biscuits.		Flour, wheat.		Wood, fire.		Ginger-ale.	Lemonade.	Sodawater.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brandt's essence of beef.	Liebeg's extract of beef.	Mellin's food.		Initials of Storekeeper.	Initials of Head Steward.	Initials of Medical officer.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot				
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Civil Medical Form No. 33.

Monthly Comparative Statement of Expenditure of Perishable articles during the year 189 .

Names of months.	A. Arrack for Dispensary.	A. Arrowroot.	B. Bael fruit.	Baking powder, tins.	Baskets, large.	Baskets, small.	Baskets, rattan, large.	Baskets, rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Binders.	Blue pockets.	Books for prescriptions.	Bottles, quarts, clear glass.	Bottles, pint, clear glass.	Bottles, sauce.	Bran.	Brandy.	Brattles.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	C. Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chunakays.	Charcoal.	Chatties, large.	Chatties, small.	Chicory.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage.	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot	No.	lb.	No.	No	lb.	Doz	Doz.	lb.	No.	No.	oz.	oz.	Tin	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yds.	yds.	yds	yds	lb.	No.
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Daily Comparative Statement of Receipts and Issues by the Storekeeper--cont.

CIVIL MEDICAL FORM No. 32—*cont.*

Month and Date.	Tamarind.	Turmeric.	Rice. First sort.	Rice. Table.	Rice. Beaten.	Coffee.	Coffee powder.	Tea.	Sugar. Antiguan.	Sugar. Brown.	Curry powder. Europeans.	Curry powder. Natives.	Bran.	Biscuits.	Flour, wheat.	Wood, fire.	Ginger ale.	Lemonade.	Soda water.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brandt's essence of beef.	Liebig's extract of beef.	Mellin's food.		Initials of Storekeeper.	Initials of Head Steward.	Initials of Medical officer.
	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot				
Balance brought forward.																														
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Monthly Comparative Statement of Expenditure of Perishable articles during the year 189 .

CIVIL MEDICAL FORM No. 33.

Names of months.	A. Arrack for dispensary. oz.	A. Arrowroot. oz.	B. Bael fruit. oz.	B. Baking powder, tins. No.	B. Baskets, large. No.	B. Baskets, small. No.	B. Baskets, rattan, large. No.	B. Baskets, rattan, small. No.	B. Baskets for chamber pots. No.	B. Bath bricks. No.	B. Benzoin. No.	B. Binders. No.	B. Blue pockets. No.	B. Books for prescriptions. No.	B. Bottles, quarts, clear glass. No.	B. Bottles, pint, clear glass. No.	B. Bottles, sauce. No.	B. Bran. lb.	B. Brandy. Bot	B. Bruffies. No.	B. Bread. lb.	B. Brooms, bundles. No.	B. Brooms, long, bamboo handled. No	B. Buteu fronlons. lb.	B. Buttons, cotton. Doz.	B. Buttons, thread. Doz.	C. Camphor. lb.	C. Candles, wax. No.	C. Candles, sperm. No.	C. Carraway seeds. oz.	C. Cutent. oz.	C. Cement. Tin	C. Chalk. oz.	C. Chamois skins. No.	C. Chamkaes. No.	C. Charcoal. lb.	C. Chatties, large. No.	C. Chatties, small. No.	C. Cheroy. oz.	C. Chunam for conservancy. lb.	C. Chunam brushes. No.	C. Cloth for bandages. yds.	C. Cloth, dungery. yds.	C. Cloth, long, fine. yds	C. Cloth, wax. yds	C. Coal-tar, good quality. lb.	C. Cocoa-nuts. No.
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Monthly Comparative Statement of Expenditure of Perishable articles 189 —cont. CIVIL MEDICAL FORM No. 33—*cont.*

	Names of months. 189	January	February	March	April	May	June	July	August	September	October	November	December	Total
O.	Oil, cocoanut for Dispensary.	Oz.												
	Oil, cocoanut, for lamp.	Bot.												
	Oil, engelly.	Oz.												
	Oil, lamp.	Bot.												
	Oil, linseed.	Oz.												
	Oil, kerosene.	Bot.												
	Ochre.	Oz.												
	Orange peel.	lb.												
	Ovens for kitchen.	No.												
P.	Padlock.	No.												
	Paste boards.	No.												
	Perchloride of Mercury.	oz.												
	Pins, paper.	No.												
	Pith.	oz.												
	Plantain leaves.	No.												
	Plaster of Paris.	lb.												
	Pomegranate root.	oz												
	Poppy heads.	oz.												
	Poras and pans.	No.												
R.	Red cloth.	yds.												
	Red paper.	No.												
	Rice flour, 1st sort.	lb.												
	River-sand, carts.	No.												
	Rope, cotton, yards.	No.												
	Rope, hemp, yards.	No.												
	Removal of night-soil.													
S.	Safety pins, boxes.	No.												
	Salt, common.	lb.												
	Sieves.	No.												
	Sauce, bottles.	No.												
	Saw-dust.	lb.												
	Seapoint.	oz.												
	Soap, bar.	lb.												
	Soap, carbolic.	lb.												
	Soap, country.	lb.												
	Soap, Europe, cakes.	No.												
	Soda, washing.	lb.												
	Spanish seeds.	oz.												
	Spirits of wine.	Bot.												
	Straw.	lb.												
N.	Strainers.	No.												

Monthly Comparative Statement of Expenditure of Perishable articles 189 —cont. CIVIL MEDICAL FORM No. 33—*cont.*

	Names of months. 189	January	February	March	April	May	June	July	August	September	October	November	December	Total
C.—*cont.*	Cocoanut scrubbers.	No.												
	Coir.	lb.												
	Cotton for burns.	lb.												
	Cotton for pillows.	lb.												
	Cotton wool.	lb.												
	Corks (bottle).	No.												
	Crumbling for rice.	No.												
	Crumbling for fomentation.	No.												
D	Dry-earth, thoroughly dried, carts.	No.												
F.	Flour, wheat.	oz.												
	Flower pots.	No.												
G.	Gaulja.	oz.												
	Goglets.	No.												
	Gravel carts.	No.												
	Green cloth for eye shades.	yds.												
	Green silk for eye shades.	yds.												
	Gunny bag.	No.												
H.	Hog's lard.	lb.												
	Honey, clean, fresh.	lb.												
	Horse hair.	oz.												
	Husks, paddy.	lb.												
I.	Ice.	lb.												
K.	Knife polisher.	tin.												
	Laterite carts.	No.												
L.	Lamp thread.	oz.												
	Lamp wick, kerosene.	yds.												
	Leaf fan.	No.												
	Lead leaf.	No.												
	Leeches.	No.												
	Limes.	No.												
	Lime stones, burnt.	lb.												
	Linseed meal.	lb.												
	Liquorice root.	oz.												
	Manure loads.	No.												
	Marking nuts.	lb.												
	Match boxes.	No.												
M.	Mats, common.	No.												
	Mats, coral.	No.												
	Monthays.	No.												
	Mullays.	No.												
	Muslin.	yds.												
	Mustard, Europe, 1 lb. bottle.	No.												
	Mustard, country.	oz.												
	Nails, iron.	No.												
	Needles.	No.												
N.	Needles, common, large.	No.												
	Nutmeg.	oz.												

CIVIL MEDICAL FORM No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Perishable articles 189 —cont.

Names of months.	S—*cont.*					T.					V.		W.																																	
	Sugar, white.	Sugar, Astragram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee.		Tapioca.		Vermicelli.		Chillies, dry.		Dholl.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot	Bot.	lb.	No.	No.	No.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
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CIVIL MEDICAL FORM No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Perishable Articles, 189 —cont.

Names of months.					Rice.												Sugar.				Curry powder.																								Initials of		
	Tamarind.		Turmeric.		First sort.		Table.		Beaten.		Coffee.		Coffee powder.		Tea.		Astragram.		Brown.		Europeans.		Natives.		Bran.		Biscuits.		Flour, wheat.		Wood, fire.		Ginger ale.	Lemonade.	Sodawater.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brand's essence of beef.	Liebeg's extract of beef.	Mellin's food.			Storekeeper.	Head Steward.	Medical officer.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot					
January																																															
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CIVIL MEDICAL FORM No. 34.

HOSPITAL, MADRAS.

Salary Acquittance Roll of Establishment for the month of 189 .

Name.	Designation.	Amount of Salary and Allowances.	Not amount after Deductions in Pay Bill.	Stoppages.												Balance due to each person.	Total of columns 5 to 11.	Acknowledgment.
				Linen.		Instruments.		Rations.		Hospital Diet Charges.		Clothing.		Dhoby.				
		Rs. A. P.	Rs. A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs. A. P.	Rs. A. P.	

CIVIL MEDICAL FORM No. 35.

Departmental purchases for the month of June 1895.

				Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.
		DIETS AND EXTRAS.											
June	19	Oatmeal	Tins.	2	0	13	0	E.	1	10	0		
		White sugar, astragram ...	lb.	10	0	2	1½	lb.	1	5	3		
		Tamarind (new)	oz.	4		.....		...	0	0	6		
		Dhall	Mea.	12	0	2	8	E.	2	0	0		
												4	15	9
		HOSPITAL NECESSARIES.											
		Oil cloth	Yd.	1½	1	4	0	Yd.	1	14	0		
		Chunam	Parahs.	5½		.....		...	1	12	0		
		Cart-hire for above	...			.....		...	0	4½	0		
		Linseed meal	lb.	25	0	1	6	lb.	2	4	0		
		Toddy	oz.	2		.....		„	0	0	6		
		Jaggery	lb.	1		.....		„	0	1	0		
		Date mats	No.	2		.....		No.	0	6	0		
		Saw-dust	lb.	50		.....		lb.	0	5	0		
												6	14	6
		BAZAAR MEDICINES.											
		Butea frondoza	Viss.	1	0	10	8	lb.	2	0	0		
												2	0	0
		HOSPITAL MISCELLANIES.											
		Almirah lock, brass	No.	1		.....		E.	2	8	0		
		Soap, dish	„	1		.....		„	0	14	0		
												3	6	0
		REPAIR OF FURNITURE.											
		Brass hinges	Pair.	1		.....		...	0	5	0		
		Screw nails	Doz.	1½		.....		...	0	1	6		
		Iron wall hooks	No.	2		.....		...	0	3	0		
		File	„	1		.....		...	0	11	0		
												1	4	6
		CONTINGENCIES.											
		Market cooly	...			.....		...	0	1	0		
		Books for Messrs. Thacker & Co. (one copy Martindale) and Westcott's extra Pharmacopœia and one copy Squires, British Pharmacopœia.									19	0	0			
												19	1	0
												37	9	9

CIVIL MEDICAL FORM No. 36.

Abstract of Departmental Purchases for the month of June 1895.

Date.	Diets and extras.			Hospital necessaries.			Bazaar medicines.			Bedding and clothing.			Hospital miscellanies.			Repair of furniture.			Contingencies.			Total.		
19	4	15	9	6	14	6	2	0	0	...	...	...	3	6	0	1	4	6	19	1	0	37	2	9

CIVIL MEDICAL FORM No. 37.

Register of Receipts and Repayments of Personal Deposits.

Date.	Name of depositor.	Nurse and ward.	Amount deposited.			Amount withdrawn.			Balance after each transaction.			Signature of depositor and withdrawer.
			RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

——HOSPITAL.

Madras, ———— 189 .

RECEIVED from ————

the sum of Rupees ————

being payment of hospital stoppages in advance for 10 days, viz., from ———— to ————

at Rupee ———— per day.

Steward,

Rs. ———— *General Hospital.*

Book No. S.D./12 6/12-2-95.

CIVIL MEDICAL FORM No. 38.

——HOSPITAL.

Madras, ———— 189 .

RECEIVED from ————

the sum of Rupees ———— being payment of hospital stoppages in advance for 10 days, viz., from ———— to ———— 189 , at Rupees ———— per day.

Steward,

Rs. ———— ——*Hospital.*

————Dr.

TO THE HOSPITAL.

Hospital Stoppages from ————

to ————

No. of days.

Rate per day.

Amount, Rs.

—— 189 .

Steward,

——*Hospital.*

CIVIL MEDICAL FORM No. 39.

———— Dr.

TO THE HOSPITAL.

To Amount of your Hospital Stoppages from ———— to ———— being ———— days, at the rate of ———— per day	
Total Rupees ..	

Certified the above to be a correct account.

MADRAS, ———— 189 .

Steward,

——*Hospital.*

CIVIL MEDICAL FORM No. 40.

Monthly Comparative Statement of Cost of Dietary.

	European General Wards.									European Officers' Quarters.									
	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets. (RS. A. P.)	Cost of Extras. (RS. A. P.)	Cost of Wines. (RS. A. P.)	Total Cost. (RS. A. P.)	Average. (RS. A. P.)	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets. (RS. A. P.)	Cost of Extras. (RS. A. P.)	Cost of Wines. (R. A. P.)	Total Cost. (RS. A. P.)	Average. (RS. A. P.)	Average of Hospital. (RS. A. P.)
189 .																			
January ...																			
February ...																			
March ...																			
April ...																			
May ...																			
June ...																			
July ...																			
August ...																			
September ...																			
October ...																			
November ...																			
December ...																			
Total ...																			
189 .																			
January ...																			
February ...																			
March ...																			
April ...																			
May ...																			
June ...																			
July ...																			
August ...																			
September ...																			
October ...																			
November ...																			
December ...																			
Total ...																			

Monthly Comparative Statement of Cost of Dietary.

CIVIL MEDICAL FORM No. 41.

Native General Wards.

Native Officers' Quarters.

—	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average.	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average.	Average of Hospital.	Remarks.
189 .					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
January																				
February ...																				
March																				
April																				
May																				
June																				
July																				
August																				
September ...																				
October																				
November ...																				
December ...																				
Total ...																				
189 .																				
January																				
February ...																				
March																				
April ...																				
May																				
June																				
July ...																				
August ...																				
September ...																				
October																				
November ...																				
December ...																				
Total ...																				

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Hospital Stoppages for the Month of 189 .

CIVIL MEDICAL FORM No. 42.

No.	Name.	Occupation and residence.	Pay.	Dates and period charged for.			Demand.			Total.	Date on which Bill sent.	Collections.			Less refund.	Written off.	Due by	Steward's Initials.	Medical Officer's Initials.	Remarks.
				From	To	No. of days.	Rate per diem.	Arrears.	Current month.			1st.	2nd.	3rd.						
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15	16	17	18	19
							RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.			

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Furniture Distribution Stock Book. CIVIL MEDICAL FORM NO 44.

Names of articles of furniture.	Total quantity.	Where they are distributed.					
		Hobart ward.	Senior Medical Officers' office.	Officers' quarters.	Nurses' quarters.	Store room.	Out-patients, room.
Chairs	50	4	6	24	10	2	4

CIVIL MEDICAL FORM No. 45.

General requisition form.

GOVERNMENT_____HOSPITAL.

No. .

Requisition on _____

1	2	3	4	5	6	7
Nature of demand.	Established proportion.	Balance in hand.	Amount for which requisition is now made.	Why required.	Authority and date.	Remarks.

Date
Contents received
Date
Signature

Name
Rank
Designation

Sanctioned.
(By order.)

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

CIVIL MEDICAL FORM No. 46.

Statement showing comparative accepted rates of articles required for use in the Government Hospitals and Lunatic Asylum for the *ending* 189 .

Articles.	Contractor's or Tenderer's number.*	General Hospital, Madras.			Contractor's or Tenderer's number.	Lying-in Hospital, Madras.			Contractor's or Tenderer's number.	Leper Hospital, Madras.			Contractor's or Tenderer's number.	Ophthalmic Hospital, Madras.			Contractor's or Tenderer's number.	Women and Children's Hospital, Madras.			Contractor's or Tenderer's number.	Voluntary Venereal Hospital, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Calicut.			Contractor's or Tenderer's number.	Lunatic Asylum, Waltair.			Remarks.
		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.	

OFFICE OF SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS,
Date

Circulated for information to the undermentioned officers to be initialled by each and returned by the last-mentioned officer:—
(1) The Senior Medical Officer, General Hospital.
(2) The Superintendent, Lying-in Hospital.
(3) The Superintendent, Ophthalmic Hospital.
(4) The Superintendent, Voluntary Venereal Hospital.
(5) The Superintendent, Leper Hospital.
(6) The Superintendent, Lunatic Asylum.
(7) The Medical Officer, Women and Children's Hospital.

Name.	*Residence.*
* Ramaswami.	Madras.

(By order.)

Secretary to the Surgeon-General with the Government of Madras.

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Register of Government Loan Paper and Security Deposits. CIVIL MEDICAL FORM No. 47.

Register No.	Date of deposit.	By whom paid and on what account.	Particulars of the Notes, Treasury Receipts, &c., deposited.		Date of transmission to	Date of return from	Date of transmission to Controller.	Date of return from Controller.	Date of return to Depositor.	Receipt of Depositor for return of Notes.	Initials.
			No. and date.	Amount.	General or Local Treasury.						
				RS. A. P.							

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CIVIL MEDICAL FORM No. 48.

Order for an advance of Stock Articles to be supplied by the Storekeeper to the Cook on , 189.

Articles.	Quantity.	
	European kitchen.	Native kitchen.

CIVIL MEDICAL FORM No. 49.

Requisition for Cheques in payment of the Contingent Bill of the ——— *Hospital, Madras, for the month of* ——— 189 , *dated* ——— 189 .

Cheques in favour of	In payment for	Amount.			Total.		
	Supplies in 18 .	RS.	A.	P.	RS.	A.	P.

——— HOSPITAL,

Madras, ——— 189 .

Superintendent.

——— *Hospital.*

CIVIL MEDICAL FORM No. 50.

Cash Receipts of the ——— *Hospital, Madras, for the month of* ——— 189 .

Date.	Particulars.	Establishment. Permanent.	Establishment. Temporary.	Diet and regular contingencies.	Sanitary contingencies.	Deposit.	Hospital collections.	Miscellaneous receveries, Nurses account, &c.	Total.	Daily Total.		Amount.			Officer's initials.
		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS.	A. P.	RS.	A.	P.	

Civil Medical Form No. 50.

Cash Payments of the ——— *Hospital, Madras, for the month of* ——— 189 .

Date.	Particulars.	Establishment.						Diet and regular contingencies.			Sanitary contingencies.			Deposit.			Hospital collections.			Miscellaneous recoveries, Nurses account, &c.			Total.			Daily Total.			
		Permanent.			Temporary.																								
		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

Civil Medical Form No. 51.

CONTRACTOR'S BOND.

Form of Agreement for Articles of which Samples are not deposited

AGREEMENT made the day of 189 ,
between
(hereinafter called "Contractor") of the one part, and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Purchaser") of the other part.

WHEREAS the Contractor has agreed with the Purchaser to supply to the General Hospital at Madras, all such quantities of the articles and things specified and described in the Schedule hereto annexed (and which said articles and things) are hereinafter referr d to as the said articles and things as the Contractor shall be required by or on behalf of the Purchaser to supply for the said General Hospital at any time or times hereinafter dur ng the period of commencing from the first day of April 189 , and at the price or prices and in the manner and upon the terms and conditions hereinafter mentioned.

And whereas the Contractor has deposited in the Government Savings Bank the sum of Rs. as Security for the due and fai hful performance by the Contractor of this his coutract.

Now these presents witness, that for carrying the said Agreement into execution, the Contractor on the one part for himself, his heirs, executors, administrators and legal representatives; and the Purchaser on the other part for himself, his successors and assigns, mutually covenant, declare, contract and agree, each of them with the other of them in manner following: (that is to say.)

1. At any time or times, and at all times during the period of commencing with the first day of April 189 at which the Contractor shall be required by the Senior Medical Officer for the time being of the General Hospital at Madras (hereinafter referred to as the said Senior Medical Officer) so to do, the Contractor shall and will supply to the said General Hospital at and for such price or prices as are specified in the said Schedule, all such quantities of the said articles and things as the said Senior Medical Officer shall from time to time require the Contractor to supply under this contract; and all such articles and things shall be delivered by the Contractor between such hours, on such day or days, at such place or places, to such person or persons and in such manner as the said Senior Medical Officer shall from time to time and at any time require or direct.

2. All articles and things supplied by the Contractor under this contract shall be of the qualities and descriptions specified in the said Schedule, but it shall not be incumbent on the Purchaser to take from the Contractor the quantities of the said articles and things mentioned in the said Schedule or any larger quantity or quantities thereof respectively than may from time to time be required by the said Senior Medical Officer.

3. All articles and things supplied by the Contractor shall be subject to inspection and acceptance or rejection by such person as the Senior Medical Officer shall from time to time name and appoint to that duty or for that purpose (and which said person to be so named and appointed as aforesaid is hereinafter referred to as the Inspecting Officer).

4. All articles and things supplied by the Contractor which, in the opinion of the Inspecting Officer, shall be in bad order, unsound, unmerchantable, inferior in quality or description to the articles and things specified in the said Schedule, or otherwise faulty or unfit for use, or positively unwholesome, shall and may be rejected by the Inspecting Officer, and his opinion and rejection shall in all respects be final and conclusive and altogether operative and binding upon the Contractor, and shall not be open or subject to question or dispute by the Contractor upon any ground whatsoever.

5. All articles and things supplied by the Contractor which shall be rejected by the Inspecting Officer shall be removed by the Contractor within *one hour* after such rejection shall have been notified to the Contractor by the Inspecting Officer.

6. In lieu of any articles and things which shall have been rejected by the Inspecting Officer under the provisions hereinbefore contained, the Contractor shall and will within *one hour* after such rejection shall have been notified to him as aforesaid, supply and deliver to the said General Hospital between such hours, at such place or places, to such person or persons, and in such manner as the said Senior Medical Officer shall require or direct, such quantity or quantities of the said articles and things of the qualities and descriptions specified in the said Schedule, as shall be equivalent in quantity or quantities to the quantity or quantities of the said articles and things which shall have been so rejected as aforesaid.

7. All articles and things supplied in lieu of, or in substitution for, rejected articles and things shall be in like manner subject to such inspection, rejection and removal as aforesaid, as often as such Inspecting Officer as aforesaid shall consider necessary.

8. In case of neglect or refusal on the part of the Contractor to supply and deliver any of the said articles or things which the said Senior Medical Officer shall from time to time require the Contractor to supply and deliver, and of such appr oved quality, and at such time or times, place or places, and in such manner as hereinbefore provided, and so often as any such neglect or refusal shall happen, it shall be lawful for the Senior Medical Officer or any person by him thereunto authorized, to purchase elsewhere and from any other person or persons whomsoever such quantities of the said articles and things as shall not have been duly supplied and delivered by the Contractor, or as shall be required in lieu of any of the said articles and things which shall have been so rejected as aforesaid, and to charge the difference (if any) between the price or prices of the articles and things which may be so purchased, or the monies which may have been paid for the same, and the price or prices payable under this contract for such articles and things, against the Contractor, and in addition thereto charge the Contractor as and by way of compensation to the Purchaser and for each and every such breach of contract a sum not exceeding 10 per cent. of deposit money.

9. The Contractor shall pay and reimburse to the Purchaser such difference in price as aforesaid, within two days after the same shall have been demanded from him by or on half of the Purchaser.

10. The Contractor shall and will submit and deliver to the said Department on or before the *twelfth day* of every calendar month, a bill or bills, in the usual and proper form, for all articles and things supplied under this

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contract during the previous calendar month, and in default of the Contractor so doing, the Contractor shall pay to the Purchaser as compensation for such breach of contract a sum not exceeding *five Rupees* per diem for each and every day after the *twelfth day* of every calendar month that such bill or bills as last aforesaid shall remain undelivered; and the Contractor shall pay to the Purchaser such compensation as aforesaid within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

11. The Contractor shall not be in any way interested or concerned, directly or indirectly, with the servants of the said General Hospital, in any trade, business or other transaction whatsoever, nor shall the Contractor give or pay, or promise to give or pay to any such servants, directly or indirectly, any money or fee under the designation of "custom" or otherwise; nor shall the Contractor assign or make over this contract, directly or indirectly, to any person or persons whomsoever, or permit any person or persons whomsoever to interfere in the management or performance hereof either under power of attorney granted by the Contractor or otherwise without the consent in writing of the said Seinor Medical Officer.

12. The Contractor shall at all times during the continuance of this contract obey and carry out in all things the orders, instructions and driections of the said Senior Medical Officer for the time being, and of all officers and servants acting under his orders and by him authorized to act in all or any of the matters and things herein contained, and the Contractor shall, except in cases where the decision of the Inspecting Officer is by these presents made final and conclusive abide by the decision of the said Senior Medical Officer for the time being, and of any Officer or servant acting under his orders, and by him authorized to act for him in all matters relating to or in anywise concerning the construction of this contract, or any matter, clause or thing herein contained, or any question arising thereout; any and every such decision as last aforesaid shall be final and conclusive and altogether operative and binding on the Contractor, and shall not be subject to question or review upon any ground whatsoever.

13. Within thirty days after the delivery and acceptance of any articles and things supplied under this contract and the delivery of bills for the same the Purchaser shall and will pay the Contractor for all such articles and things so delivered and accepted, at the rates specified for such articles and things in the said Schedule.

14. Upon the complete fulfilment of this contract by the Contractor to the satisfaction of the said Senior Medical Officer the said Government Savings Bank Pass-Book shall be re-endorsed and returned to the Contractor.

15. In case the Contractor shall fail or neglect or refuse to observe, perform, fulfil and keep all or any one or more, or any part of any one or more of the covenants, stipulations and provisions herein contained, it shall be lawful for the said Senior Medical Officer (if he shall think fit so to do) without *prejudice*, and in addition to all and every other, the remedies hereinbefore contained on behalf of the Purchaser on any such failure, neglect, or refusal as aforesaid, by any writing under his hand, to put an end to this contract so far as regards the Purchaser, and thereupon every article, clause and thing on his part herein contained shall cease and be void, and (in case any monies, damages, losses, expenses, difference in price or compensation shall then or at any time during the continuance of this contract be due or payable by the Contractor to the Purchaser) it shall be lawful for the Senior Medical Officer for the time being to sell and dispose of all or any of the said deposit in the Government Savings Bank or Securities for the aggregate sum of Rs. , so endorsed over and deposited by the Contractor as hereinbefore recited, at and for the market value thereof, and with and out of the proceeds of such sale (after payment thereout of all expenses connected therewith), and also out of any monies then in the hands of the said Senior Medical Officer and payable or to become payable to the Contractor to reimburse to the Purchaser all such monies, damages, losses, expenses, difference in price and compensation as the Purchaser shall have sustained or been put to or be entitled to by reason of the Contractor having been guilty of any such failure, neglect, or refusal as aforesaid, or other breach in the performance of this his contract, or as shall for the time being be due and owing from or payable by the Contractor to the Purchaser, and if the amount of the proceeds realized by the sale of the said Promissory Note or Security, after payment thereout of all expenses connected therewith and such other monies as aforesaid, shall be insufficient to pay and satisfy the whole of all such damages, losses, expenses, difference in price and compensation as aforesaid, then and in that case it shall be lawful for the Purchaser to recover the residue thereof by legal proceedings against the Contractor upon the covenants and agreements herein contained.

IN WITNESS WHEREOF the said and the Senior Medical Officer, General Hospital, Madras, as for the time being by the order and direction of the Governor in Council of Fort Saint George, acting for and on behalf of the Secretary of State for India in Council, have hereunto set thier respective hands the day and year first above mentioned.

Signatures of Witnesses. {

Signatures of Principals. { *Contractor.*

Senior Medical Officer, General Hospital, Madras.

SCHEDULE.

Articles to be supplied.	Quality.	*Probable* Quantity or Number.	Price. Per	Rs.	A.	P.	Remarks.
							Compensation for each breach of contract not exceeding 10 per cent. of deposit.

Civil Medical Form No. 52.

STOREKEEPER'S BOND.

AGREEMENT made the day of 189 between of (hereinafter called the Storekeeper) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREAS the Storekeeper was on the day of 189 appointed to and now holds the office of Storekeeper of the Hospital at Madras. And Whereas the Storekeeper has deposited with the Superintendent of the said Hospital the sum of Rs. 500 in cash as security for the due and faithful performance by the Storekeeper of this his contract and the duties of his said office.

Now these Presents Witness that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Storekeeper hereby agrees with him the Secretary of State his successors and assigns that he the Storekeeper will during the continuance of these presents continue to act as the Storekeeper of the Hospital Madras. And from the hour of 8 o'clock in the morning until the hour of 5 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital devote his whole time and attention in carrying on his duties as such storekeeper to the utmost of his power skill and ability.

And also will do and perform all such services acts matters and things connected therewith as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Storekeeper.

And will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all hospital stores brought into the said Hospital.

And will see that all such stores are inspected by the Superintendent for the time being of the said Hospital (hereinafter referred to as the said Superintendent) or by some officer deputed by him for that purpose before such stores are respectively put into the places appointed for the custody thereof respectively.

And will forthwith report to the said Superintendent all damage to or deterioration of the said stores respectively whilst the same shall be in the charge of the Storekeeper.

And will from time to time issue such of the said stores to such person or persons as shall from time to time be required of the Storekeeper under the written authority of the proper officer of the said Hospital.

And also will write in all such books of account or other books as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all stores received and issued or otherwise expended by him the Storekeeper as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and will from time to time furnish to the Superintendent all such returns and information as shall be required of him the Storekeeper.

And the Secretary of State in consideration of such good and faithful services and of the Storekeeper well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Storekeeper the monthly salary of Rs. by equal monthly payments on the day of every month during the said service the first payment thereof to be made on the day of next

And also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

And it is further mutually agreed that if the Storekeeper shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of calendar months notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

And also that if the Storekeeper shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Storekeeper summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Storekeeper or in case any money shall then or at any time during the said service be owing by the Storekeeper to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 500 so deposited by the Storekeeper as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Storekeeper in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Storekeeper to the Secretary of State and in case such sum of Rs. 500 and such other moneys as shall be or become payable by the Secretary of State to the Storekeeper shall be insufficient to pay and satisfy all such

loss and damage as aforesaid and all such other money as shall for the time being be owing by the Storekeeper to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Storekeeper upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Storekeeper of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 500 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Storekeeper and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 500 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Storekeeper or his representatives upon the stipulations and agreements herein contained.

IN WITNESS WHEREOF the Storekeeper and Surgeon-Major-General Charles Sibthorpe Surgeon-General with the Government of Madras by order and direction of the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named

in the presence of

Signed by the above-named Charles Sibthorpe

in the presence of

Civil Medical Form No. 53.

STEWARD'S BOND.

AGREEMENT made the day of 1895
between of
(hereinafter called the Steward) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part Whereas the Steward was on the day of 189 appointed to and now holds the office of Steward of the General Hospital at Madras. And Whereas the Steward has deposited with the Superintendent of the said Hospital the sum of Rs. in cash as security for the due and faithful performance by the Steward of this his contract and the duties of his said office.

Now these Presents Witness that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Steward hereby agrees with him the Secretary of State his successors and assigns that he the Steward will during the continuance of these presents continue to act as the Steward of the Hospital Madras and from the hour of half past 6 o'clock in the morning until the hour of 6 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital and also in turn with his Assistants during the night and also on Sundays devote his whole time and attention in carrying on his duties as such Steward to the utmost of his power skill and ability and will not leave the premises of the said Hospital without placing one of his Assistants in charge of his duties.

And also will do and perform all such services acts matters and things connected with his said Office as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent) acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Steward.

And will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of such Hospital stores including wines and spirits as may be placed in his charge and will also take due care and charge of and be responsible for all the furniture for the time being in the said Hospital other than the furniture in the quarters of the Matron Superintendent and the Nurses of the said Hospital.

And will also receive take charge of and be responsible for all money and other valuables belonging to patients in the said Hospital during their stay there and shall enter the particulars thereof in the Deposit Register of the said Hospital obtaining to the entry therein the signature of the respective owners of such money and valuables both on receipt thereof from them and on the return thereof to them.

And will also receive and keep in safe custody and be responsible for the service books of every Non-gazetted Officer of the establishment of the said Hospital other than those of the Medical Subordinates.

And will take charge of and be responsible for the Government Grant of Rs. 100 sanctioned in the Order of Government dated 15th January 1875 No. 60 for petty repairs and improvements to the said Hospital and will submit monthly or when required the 'Petty Contingent Register' accounting for such Grant to the Superintendent for the time being of the said Hospital or to any officer whom the Superintendent may select for their information and to be initialled by them. He shall also take charge and render proper account of any other monies that may be intrusted to him by the Superintendent.

And will draw receive and disburse monthly the salaries of the establishment of the said Hospital in accordance with the Account Code the salaries of the Subordinate Medical Staff to be sent by him for disbursement to the persons entitled thereto to the Senior Assistant Surgeon and those of the Nursing Department to the Matron Superintendent respectively on the day following the receipt of such salaries by the Steward.

And also will write in all such books of account or other books, as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all moneys and other things received and paid or issued or otherwise expended by him the Steward as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and in particular will well and truly keep the following books accounts and returns namely :

(1) Petty Contingent register.
(2) Contingent register of Budget grants.
(3) Deposit book.
(4) Civil Bill book.
(5) Day and Cash book.

And monthly by the several undermentioned dates and annually :

Monthly.

- Medical Officers' Pay Bills ... ... } on the 1st.
- Pay Abstract of Hospital establishment (in duplicate). } on the 1st.
- Nominal list of fines and deductions ... } on the 1st.
- Houserent certificate ... ... } on the 15th.
- Indent for extra servants ... ... } on the 15th.
- Indent for funeral expenses ... ... } on the 15th.
- Indent for perishable articles ... ... } on the 15th.
- Liquor account ... ... } on the 15th.
- Contingent bill ... ... } on the 15th.
- Abstracts of diets of Europeans and Natives ... } on the 15th.
- Letters to the Secretary and Treasurer Bank of Madras sending diet collections.
- Indents for articles condemned.
- Departmental Purchase book.

Annually.

Acknowledgment for permanent advance for petty repairs and improvements Rs. 100.
Financial Statement for Calendar year on 1st January.
Financial Statement for Official year on 1st April.
Budget estimates on 15th August.

Steward's Department.

- Civil bills.
- Letter book.
- Correspondence book.
- Diet rolls for Europeans and Natives.
- Fine book.
- Government Proceedings file.
- Letter file.
- Letter Despatch book.
- Liquor Account book.
- Miscellaneous Return book.
- Perishable Articles book.
- Receipt file.

And will post up and balance daily the Day and Cash book of all receipts and payments and prepare therefrom monthly and as soon as may be after the close of each month and in prescribed form an abstract account current under all heads.

And will be responsible that the entries of the Storekeeper of the said Hospital of receipts and issues of stores are thoroughly checked.

And will have the cash for the time being in the hands of the Steward examined and checked by the Superintendent for the time being of the said Hospital on the 1st of each month.

And will from time to time furnish to the Superintendent or as otherwise required all such Hospital and other returns and accounts special to the department of the Steward and a statement in comparative form month by month

of the expenditure of the said Hospital and all such other information as shall be required of him and will be responsible that all correspondence both of his own and the Nursing Departments is properly kept and transcribed.

And will indent daily at fixed hours on the Storekeeper for all necessary articles of diet and extras for the patients of the said Hospital and will give his special attention to the cooking and regular issue of diets for patients in the said Hospital whether European or Native and take care that their several meals are served to them at the hours prescribed therefor respectively and will report to the Superintendent for the time being of the said Hospital all matters in any way affecting the quality or quantity of supplies furnished by any Contractor.

And will cause to be laid out in bulk before the Resident Medical Officer for the time being of the said Hospital for inspection before 7 o'clock in the morning of each day all non-storable articles of diet for patients in the said Hospital and will submit daily before the Superintendent or such officer as may be appointed by him for his signature the Perishable Article book.

And will be responsible that all weights and measures used in the said Hospital are correct in every respect.

And will see that the meals of the patients in the said Hospital are always distributed in the respective wards thereof in his presence or in that of his Assistants at the several undermentioned hours that is to say such hours as may from time to time be fixed by the Superintendent.

And will supervise or cause to be supervised by one of his Assistants the milking of the cows to be brought to the said Hospital between 9 o'clock in the morning and 6 o'clock in the evening of each day to supply milk to the said Hospital and that one pint of milk measures twenty fluid ounces and will also take care that such cows do no damage to the property of the said Hospital and will superintend or cause to be superintended by one of his Assistants the distribution of such milk to the Wards of the said Hospital.

And will at all times have copies of the diet tables and rules for the guidance of in-patients of the said Hospital hung up in the wards and in the Officers' quarters in the said Hospital and price lists of diets and extras posted up in the Committee room of the said Hospital for the information of the Medical Officers thereof.

And will not allow to be supplied and will prevent any article of diet being supplied by any Contractor of the said Hospital to any official thereof other than the Nurses and any article supplied by any such Contractor for patients of the said Hospital being used by any official thereof without the express sanction of the Superintendent.

And will prevent any cooking in the said Hospital at other than the regular hours and for the regular purposes unless the same be expressly sanctioned by the Superintendent for the time being of the said Hospital.

And will not without reference to the Apothecary of the said Hospital for the time being on duty permit any persons under the orders of the Steward to enter the grounds of the said Hospital after 9 o'clock in the evening or after such other hour as may be mentioned in the passes granted to such persons respectively by the Steward.

And will recover from each of the servants of the said Hospital the monthly sum of two annas for payment to the dhoby thereof for washing the clothes of such servants.

And will also recover from the persons liable to pay the same the funeral expenses of all patients dying in the said Hospital and leaving sufficient assets to pay such expenses.

And the Secretary of State in consideration of such good and faithful services and of the Steward well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Steward the monthly salary of Rs. by equal monthly payments on the day of next day of every month during the said services the first payment thereof to be made on the

And also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

And it is further mutually agreed that if the Steward shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of one calendar month notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

And also that if the Steward shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Steward summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Steward or in case any money shall then or at any time during the said service be owing by the Steward to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 5,000 so deposited by the Steward as aforesaid or together with any moneys then or thereafter to become payable by the Secretary of State to the Steward in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Steward to the Secretary of State and in case such sum of Rs. 5,000 and such other moneys as shall be or become payable by the Secretary of State to the Steward shall be insufficient to pay and satisfy all such loss and damage as aforesaid and all such other money as shall for the time being be owing by the Steward to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Steward upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Steward of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 5,000 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Steward and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 5,000 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Steward or his representatives upon the stipulations and agreements herein contained.

In Witness Whereof the Steward and Surgeon Major-General Charles Sibthorpe Surgeon-General with the Government of Madras by order and direction the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named
in the presence of

Signed by the above-named Charles Sibthorpe
in the presence of

DIET RULES ARRANGED BY THE SPECIAL COMMITTEE ON DIETS, AUGUST 1895.

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

*List of Staple Diet Articles for use in the State Hospitals.**

Names of articles.	Names of articles.	Names of articles.
Appums of 2 oz. each.	Cummin seed.	Potatoes.
Arrowroot.	Dholl.	Rice, 1st sort.
Barley.	Eggs, hen.	Do. beaten.
Beef without bone.	Fish.	Do. table.
Bran.	Flour, wheat.	Sago.
Bread.	Garlic.	Salt, common.
Butter.	Gelatine.	Do. white.
Buttermilk.	Ghee.	Sheep's feet.
Chickens or half fowls.	Ginger, green.	Soojee.
Chillies, green.	Do. dry.	Spice-powder.
Do. dry.	Milk.	Sugar, Astragam.
Cinnamon.	Mint and parsley.	Do. brown.
Cloves.	Mustard.	Tamarind.
Cocoa.	Mutton with bone.	Turmeric.
Cocoanut without shell.	Do. without bone.	Tyre or curd.
Coffee.	Nutmeg.	Vegetable, country.
Cornflour.	Oil, gingelly.	Do. Europe.
Coriander.	Onions.	Vendium.
Coriander leaves, green.	Pepper, black.	

N.B.—*With the consent of the Superintendent any article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW THEY ARE OBTAINED.†

Whenever possible, articles shall be obtained from Government institutions, *e.g.*, firewood from the Government wood depôt; oil, &c., from the Penitentiary. When this cannot be done the rules are as follows:—

1. Each Superintendent of a hospital is to provide for his own hospital in the following manner:—

In the case of non-storable articles he is to publish an advertisement from time to time inviting tenders for their supply in such quantities and at such times as he may require. The duration of such contracts is left entirely to him, and he is to exercise his discretion in regard both to the time of making the contracts and to the amounts contracted for.

2. In the case of storable ‡ articles, they are to be purchased, as far as possible, by tender. Advertisements for tenders and contracts are to be published in the *Fort St. George Gazette* in the form given under section III.

(*a*) Spare copies of advertisements are to be obtained from the Gazette Press by sending paper necessary for the printing off of the required number of copies.

(*b*) Short advertisements shall be sent to the local papers—English and Vernacular—calling attention to Gazette advertisements and informing those interested that copies and any particulars can be obtained on application to the Superintendent.

In stating the amounts of the various articles for which tenders are invited, the phrase 'more or less' should always be used, which means that, if required, the contractor must supply up to 25 per cent. in excess of the original tender.

3. The amount of any article of diet to be stored at any one time is left to the discretion of Superintendents, with the limitation that it is not to exceed what they

* For list of 'Extras' vide page 123.

† Throughout the following section 'tenderer' means any person who makes an offer to supply, 'contractor' means any person whose offer has been accepted. 'Superintendent' includes the Senior Medical Officer, General Hospital.

‡ 'Storable' and 'non-storable' are used in these rules instead of 'perishable' and 'non-perishable,' these latter being used in a peculiar sense in hospitals.

can thoroughly examine before taking into store, nor exceed what is likely to keep in perfect condition till it is consumed.

4. Superintendents may require the contractors to bring in the whole amount of their contract on a day to be named, or in such instalments and at such times as may be required of them—*vide* 'contractor's agreement, C.M.F. No. 49.'

5. As contractors or tenderers are mostly middlemen, Superintendents shall be at liberty to buy directly from large firms, or from producers, should they find they can get the required article more cheaply thus than from contractors. This shall not, of course, interfere with any contract on such articles as may have been already entered into by Superintendents.

6. Superintendents should take steps to keep themselves acquainted with the ruling market prices, so that they may be able to make purchases at advantageous rates.

7. Numerous petty articles such as mangoes, partridge, snipe, &c., which are used in very small quantity, should not be included in contract lists. Contractors generally offer them for next to nothing, which means that they are paid for out of something else.

8. Superintendents shall furnish the Surgeon-General with copies of the schedules to the contracts entered into by them and statements of the quantities of the articles purchased in bulk, and the prices paid for them.

9. When the Superintendent opens tenders, he will carefully examine them, certifying to erasures or corrections with his initials; should these be very numerous, the tenders should be declined as likely to cause inconvenience.

10. The Superintendent should retain one copy of each tender under lock and key, and the duplicate he will transfer to his Head Steward, who will, in his presence, examine the documents, and there and then report any existing erasures and omissions overlooked by him: any corrections made in the office must receive the prior sanction of the Superintendent, erasures being effected by a pen drawn through the mistake and certified to by his initials.

11. A register will be kept by the Superintendent of all security deposits, and particulars of all transactions in reference to the receipt and return of the deposits will be duly recorded therein—*vide* C.M.F. No. 47.

III.—CONTRACTS.

The following is the form of advertisement to be used in inviting tenders:—

MEDICAL DEPARTMENT.

HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.*

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on the day of 18 , by the Superintendent, Hospital, for the supply of the following articles:—

Schedule A, consisting of articles which must be supplied in bulk before the day of 189 . Payment will be made in full after delivery.

Schedule B consists of articles which must be supplied in such quantities and at such times as the Superintendent may require. Bills will be paid monthly. Samples of both schedules may be seen at the Hospital.

2. A separate tender must be sent in for articles marked.*

3. Tenders will be opened by the Superintendent at the Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Parties desiring to tender should apply to the Superintendent for printed forms of tender and will be supplied with such forms free of cost.

5. Parties tendering will forward duplicate copies of the tenders, so as to reach the Superintendent at least one day before that on which the tenders are to be opened. These tenders must be accompanied by a treasury deposit receipt for the sum mentioned in the advertisement as earnest money.

* 'Hospital supplies' should be entered in the same advertisement with Diet articles.

6. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written.

7. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) of the amount stated in the schedules, and in default of such deposits the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

8. No alteration in any rate in a tender can be made at the request of a contractor, but if there has clearly been some misapprehension and some very erroneous rate has been given, the Superintendent may permit the necessary alteration to be made under his initials.

9. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

10. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent., on the total value of the articles, failing which his deposit shall be forfeited to Government.

11. Security deposits are not to be returned to contractors when they have not completely fulfilled their contracts, until a report has been made to the Surgeon-General and authority for return has been obtained.

12. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Superintendent, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, of 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

13. The Government officer receiving the deposit will see that the notes stand in the name of the depositor, and that the contract or other document executed by the depositor conveys authority to Government to appropriate or cancel the notes if the contract is not fulfilled.

14. After satisfying himself on these points, the Government officer receiving the deposit, will lodge the note or notes for safe custody with the Accountant-General.

15. The depositor may draw interest on those notes by tendering receipts in the usual form countersigned by the officer with whom he deposited them.

16. No advance of cash will be made to the contractor.

17. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles marked with an asterisk.

18. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

19. The contract must not be sub-let without the express sanction in writing of the Superintendent. The contractor's security will be returned to him immediately on completion of his contract.

20. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the tenderer without assigning any reason for so doing.

21. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

22. The successful tenderer will be required to pay the value of the proper stamp duty on the contract (C.M.F. No. 50).

23. With reference to the stipulations contained in the preceding paragraphs, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest-money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

Name of article.	Quality.	Quantity.	Earnest-money.

SCHEDULE B.

Periodical Supply.

(i) The following articles are to be supplied daily :—

Name of article.	Quality.	Quantity.	Earnest-money.

(ii) The following articles are to be supplied on requisition at such times and in such quantities as they are required :—

Name of article.	Quality.	Quantity.	Earnest-money.

IV.—HOW STORABLE ARTICLES ARE TO BE STORED.

Tamarind freed from its seed, coffee and most of the smaller seeds should be stored in glazed Pegu jars. Chillies keep well in open cages or in bamboo baskets. Rice, salt and sugar had better be kept on trestles in the bags in which they are received. Tea, of course, should be kept in the sheet-lead covers in which it is received. Receptacles should all be carefully labelled with the names of their contents. Store-rooms should be kept as free as possible from dust, the direct rays of the sun, and from the wind.

V.—STOCK-CHECKING AND CONTROL.

Articles of food in store shall be checked, and their quality reported on at such times as the Surgeon-General may think necessary and without previously warning Superintendents. For this purpose, the Surgeon-General shall depute an officer to visit the hospital whose stores are to be checked and reported on. This officer shall be furnished with sealed instructions as to the articles he is to report on. He shall not open his instructions till he arrives at the hospital. He shall submit a report to the Surgeon-General in the following form :—

Control Report on Articles of Diet stored in the ..... *Hospital.*

Name of article.	Amount according to hospital stock book.	Actual amount.	Whether fit for hospital purposes or not.

MADRAS,

189 . (Signed)

Surgeon.

VI.—THE HEAD STOREKEEPER.

1. He shall enter into an agreement with the Superintendent in the prescribed form—*vide* C.M.F. No. 50.

2. He shall be present daily from 6 A.M. to 6 P.M., or for such other period as the Superintendent may direct except for two hours allowed for meals. On Sunday he will be permitted, if possible, to leave after the morning work is over. Arrangement for leave on public holidays will be made as far as practicable from time to time.

3. He shall be in charge of the store-rooms, and shall be directly responsible to the Superintendent.

4. He shall enter into a security of rupees in Government paper endorsed to the Superintendent.

5. He shall receive all grain, &c., brought into store, weigh the same, and certify to weight and quality on the bill, sending the bill to the Steward for disposal, and he shall bring to the notice of the Superintendent any deficiency in weight or quality before he forwards the bill.

6. He shall exercise all care that all articles in his charge are frequently examined, and he shall promptly report to the Superintendent any deterioration from vermin, damp or any other cause.

7. He shall issue grain, &c., strictly in accordance with the daily requisition, signed by a Steward or other proper authority, and shall be personally responsible for all receipts into, and issues from, his stores.

He shall keep the following books :—

(i) Day-book of stores and stock (C.M.B. No. 30).
(ii) Ledger of stores and stock (C.M.B. No. 31).
(iii) Daily comparative statement of receipts and issues of stores and stock (C.M.B. No. 32).
(iv) Monthly comparative statement of issues of stores and stock (C.M.B. No. 33).

8. He shall submit monthly a statement of receipts, issues and balances for transmission to the Surgeon-General with the Government of Madras.

9. At the end of each quarter he shall take stock and report to the Superintendent the amount and condition of the stores.

VII.—THE ASSISTANT STOREKEEPER.*

1. The Assistant Storekeeper shall be directly under the orders of the Head Storekeeper, sharing the responsibilities of the latter, and shall ordinarily take the Head Storekeeper's place when absent on leave or sickness. His hours of duty shall be fixed by the Superintendent.

2. He shall deposit a security in rupees, and enter into the same form of agreement for the faithful discharge of his duties that was entered into by the Head Storekeeper.

VIII.—THE QUALITY OF ARTICLES OF DIET.

The non-storable articles must be passed daily by a Medical officer. The Superintendent himself is responsible for the quality of the articles in store.

IX.—HOW ARTICLES OF DIET ARE TO BE PAID FOR.

1. A trustworthy peon shall be sent to the Accountant-General's office or Local Treasury with a requisition, asking that separate cheques may be made out in the names of all persons to whom sums are due for amounts above Rs. 100.

2. Requisitions for the aggregate amount of all bills under Rs. 100 shall be made in a cheque payable to the Superintendent. The Superintendent shall pay this sum into the Bank to his own credit, and shall draw cheques against it for the payment of the various bills.

* Required only in the General and Lying-in hospitals.

3. The cheques mentioned in paragraph 1 shall be forwarded to the individuals concerned from the Steward's office, and those in paragraph 2 shall be cashed by the Steward or other responsible subordinate after endorsement by the Superintendent.

4. All payees should be warned that stamped receipted bills must not be handed over to the Steward's department before actual payment by cash or cheque has been made.

5. The account of these payments is to be kept in the form prescribed for the General Hospital, C.M.F. Nos. 35 and 36, the necessary variations in the columns and headings being made to suit the convenience of each institution.

6. A copy of the requisition referred to in paragraph 1 should always be kept in the authorized form (C.M.F. No. 49).

7. Superintendents shall furnish the Surgeon-General with copies of the schedules to the contracts and purchases made by them showing the amount of each article purchased and its cost.

8. A circular of the accepted prices, with names and addresses of contractors and vendors, shall be issued half-yearly by the Surgeon-General's office showing the cost of each article in the different hospitals (C.M.F. No. 46).

9. All departmental purchases should be at once entered under their proper heading in the departmental purchase book and the entries carefully compared with the receipted bills by the Superintendent, the bills being cancelled in his presence. Monthly an abstract from this book should be forwarded to the Surgeon-General (C.M.F. No. 36).

X.—HOW ARTICLES OF DIET ARE ISSUED.

The articles either require cooking or they do not.

In the former case, requisitions are made on the Storekeeper by the Steward on various forms according to his requirements. Such articles are then sent to the kitchen.

In the latter case requisitions on the Storekeeper are also made on the proper forms and the articles go to the wards direct.

XI.—HOW ARTICLES OF DIET ARE COOKED.

1. In the General Hospital, Lying-in Hospital, Leper Hospital and Ophthalmic Hospital, cooking ranges of a modified Duff's style shall be used.* Cooking vessels with flat, not globular, bottoms should be used.

2. The amount of firewood allowed for each hospital is as follows †:—

For each Native diet in all hospitals	2 lb.
For each European diet—	
General Hospital	4 lb.
All others	3½ „

N.B.—(*a*) The General Hospital is allowed an extra half pound, as there are two steam chests to be heated for keeping food warm whilst it is being distributed.

(*b*) The above figures are for hospitals of 300 beds and under. As the number of patients increases, the amount of firewood required per diet will of course diminish. Superintendents should note this carefully, otherwise there will be an unnecessary waste of fuel.

(*c*) In the Leper Hospital, the above scale applies only to cooking for the sick.

For *ordinary diets* in that institution the amount sanctioned is—

For Europeans	2½ lb.
For Natives	1½ „

(*d*) Superintendents are to remark that the above figures are maxima, and that they are expected to make every endeavour to reduce them as much as possible consistently with efficiency. It is quite clear that the difference in the amount of fuel required to cook for 40 and 50 patients, respectively, cannot be very great, yet if cooks are not carefully watched they will use, or pretend to use as much fuel proportionately for 50 as for 40 patients.

3. Arrangements should be made in each hospital to prevent ward-servants or strangers from entering the kitchen on any pretence whatever. The only persons who should enter the kitchen are the responsible Medical officers, Stewards, and the kitchen servants.

* This is recommended pending the report of the Senior Medical Officer, General Hospital, on certain experiments in cooking ranges which he is carrying out at present.

† When the amounts here given are exceeded an explanation will have to be forwarded to the Surgeon-General.

4. Cooks should wear a neat white cap, clean jacket and trousers or dhoti. Turbans should be absolutely forbidden.

XII.—HOSPITAL DIETARY.

Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Rice ... 6 oz. Salt ... 180 grs.	Bread or Rice ... 12 oz. Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Bread ... 12 oz. Coffee ... 1 pt. Sugar ... 1 oz. Milk ... 4 oz. Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Curry-powder ½ „ Tamarind ⅜ „ Vegetable 2 „ Salt ... ½ „ Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz. Hoppers ... 2 no. Buttermilk, ½ pt. Pepper-water ½ „	Rice ... 20 oz. Buttermilk ½ pt. Pepper-water ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dhall ... 1 „ Vegetable 4 „ Curry-powder ½ „ Tamarind ½ „ Gingelly-oil. 1 „ Salt ... ¾ „ Hoppers ... 2 no. Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz.

Notes.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dhall and fish the next day.

2. Extras may be ordered on all diets except full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the table. If meat is issued with bone, an additional 4 oz. per pound should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

7. Rice conjee is preferred by Natives; if any other kind is required it can be ordered as an extra.

Time Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
	Early Breakfast, 6 *or* 6-30 A.M.			
Rice Conjee ... 1 pt.	Rice Conjee ... 1 pt.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.
	First Meal, 10-30 *or* 11 A.M.			
Rice Conjee... 1 pt.	Milk ... 1 pt. Bread or Rice ... 6 oz. Sugar ... 2 „	Bread ... 6 oz. Sugar ... 2 „ Rice Conjee ... 1 pt.	Rice ... 6 oz. Mutton ... 2 „ Vegetable. 1 „ Butter-milk. ½ pt.	Rice ... 10 oz. Mutton ... 3 „ or Vegetable ... 4 „ and Dhall ... 1 „ Butter-milk. ½ pt.
	Night Meal, 5-30 *or* 6 P.M.			
Rice Conjee ... 1 pt.	Milk ... ½ pt. Rice or Bread. ... 6 oz.	Coffee ... 1 pt. Bread ... 6 oz.	Rice ... 6 oz Mutton ... 2 „ Vegetable ... 1 „ Pepper-water ½ pt.	Rice ... 10 oz. Mutton ... 3 „ or Fish ... 4 „ Pepper-water ½ pt.

Note.—The water used for boiling rice should have a little salt added to it from the diet and served out in half cuts to those patients getting rice.

Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Arrowroot ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ... 12 oz. Hoppers. ... 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 16 „ Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Half boiled' issued— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee. If stewed— Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley ... 30 grs.	Mutton 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers ... 6 „ Butter ... 1 oz. Country Vegetable. 6 „ Curry-powder. ½ „ Tamarind ½ „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton ... 12 oz. Bread ... 1 lb. Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Country Vegetable. 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Full boiled'— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee.

Notes.—1. The meat in the 'Half' diet may be chops, cutlets, grilled, stewed, minced or boiled; in 'Full,' roasted, grilled or boiled only.

2. Extras may be ordered on all diets except 'Full,' and 'Mixed.' But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Time Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Early Morning Breakfast, 6 or 6-30 A.M.				
Tea or Coffee ... 1 pint.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee .. 1 pt.
Breakfast, 9-30 or 10 A.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt. Bread ... 8 oz. Butter ... 1 „	Bread ... 12 oz. Butter ... 1 „ Mutton or Chicken ... 5 „ Potatoes ... 4 „	Hoppers ... 4 no. Bread ... 8 oz. Butter ... 1 „ Mutton Chops 4 „	Bread ... 12 oz. Mutton ... 6 „ Potatoes ... 4 „ Vegetable ... 4 „
Dinner, 2 P.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt.	Mutton or Chicken ... 5 oz. Potatoes ... 4 „	Rice ... 8 oz. Mutton ... 4 „ Vegetable ... 6 „	Mutton ... 6 oz. Potatoes ... 4 „ Vegetable ... 4 „
Supper, 5-30 or 6 P.M.				
Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.

1. Special attention of Medical Officers is called to note No. 3 under Native diets.

2. Each diet is to be calculated from 12 noon on day of order to 12 noon next day. All new admissions before that hour shall be breakfasted on such extras as do not require much cooking. The diet ordered for that day shall commence with dinner.

3. In the case of admissions the Apothecary shall write '*Breakfast No.* 1' or '*No.* 2' across the extra columns of that day; the diet column being filled in by the Ward Apothecary or the Apothecary on duty.

4. This 'Breakfast' shall be as follows:—

	For Natives.		*For Europeans.*	
No. 1	Bread .. .. 6 oz. Mutton broth .. 1 pt.		Bread .. .. 8 oz. Butter .. .. 1 „ Eggs .. .. 2 no. Tea .. .. 1 pt.	
No. 2	Milk .. .. 1 pt. Conjee, arrowroot. 1 „		Milk .. .. 1 „ Conjee, arrowroot .. 1 „	

5. On day of discharge no diet should be ordered. Patients should, as a rule, be discharged after the Breakfast meal, but in the event of being necessarily detained '*Dinner No.* 1' or '*No.* 2' for Natives and '*Dinner*' for Europeans shall be entered in the Diet Ticket across the extra columns of the day, and shall consist of—

	For Natives.		*For Europeans.*	
No. 1	Rice .. .. 10 oz. Mutton .. .. 3 „ or Fish .. .. 4 „ Pepper-water .. ½ pt.		Bread .. .. .. 4 oz. Mutton .. .. .. 6 „ Potatoes .. .. .. 4 „ Vegetable .. .. .. 4 „	
No. 2	Bread .. .. 6 oz. Mutton broth .. 1 pt.			

6. The bed-head tickets with the Nurses' diet sheets shall be sent to the Steward's department not later than 9-30 A.M. daily.

7. All indents for perishable and other articles required by Nurses of wards, Senior Apothecary and Serjeant should reach the Steward's department by 12 noon daily. None but special or urgent indents can be received after that hour.

Indents for night punkah men may however be sent in up to 3 P.M.

XIII.—NOMENCLATURE OF EXTRAS AUTHORISED FOR USE IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.(*a*)

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Almonds.*	21	Cocoa.*
	Apples.*	22	Coffee with milk.
	Appums.	23	Cornflour blanemánge.*
1	Arrowroot blanemánge.	24	Do. conjee.
2	Do. conjee.	25	Do. pudding.*
3	Do. jelly.	26	Currypowder.
	Barley.	27	Custard.*
4	Barley-water.		Dhall.
5	Beef-juice.		Eggs.
6	Beef-tea.	28	Do. fried.*
7	Do. jugged.	29	Do. omelette.*
	Biscuits.*	30	Do. poached.
8	Blanemánge.		Essence of beef, Band's.
9	Bran-biscuits.		Extract of beef, Liebeg's.
	Bread.		Fish.
10	Bread-pudding.	31	Do. boiled.
	Butter.	32	Do. fried.
	Butter-milk.	33	Do. moli.
11	Chicken, boiled.*	34	Fruit, stewed.*
12	Do. broth.		Ghee.
13	Do. curry.	35	Ginger tea.
14	Do. cutlets.*		Grapes.*
15	Do. fricasee.*		Ice.
16	Do. grilled.*		Lemonade.
17	Do. jelly.*	36	Lime-juice.
18	Do. kussey.*	37	Lime-pudding.*
19	Do. pepper-water.		Limes.
20	Do. stew.*	38	Linseed tea.

Note.—The extras with asterisks are only for Europeans and Eurasians.

(*a*) From the report of the Committee of 1889, slightly modified.

Nomenclature of Extras authorised, &c.—cont.

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Mangoes.	60	Sheep-trottor jelly.
	Milk.	61	Do. stew.
39	Mutton broth.		Soda-water.
40	Do. chops.	62	Soojee conjee.
41	Mutton chops, boiled.	63	Do. jelly.
42	Do. curry.	64	Do. pudding.
43	Do. cutlets.	65	Spice powder.
	Do. fat.		Sugar.
44	Do. fried.	66	Tapioca conjee.
45	Do. minced.	67	Do. pudding.*
46	Do. pepper-water.	68	Tea with milk.
47	Do. stew.	69	Teal roast.*
48	Oatmeal porridge.*		Tyre.
	Oranges.		Vegetable, country.
	Peas.*	70	Do. curry, Europe.
	Pepper.		Do. Europe.*
49	Pepper-water.	71	Vermicelli pudding.
50	Pigeon roast.*	72	Wheat cakes.
51	Do. stew.*		*Wines and Stimulants.*
	Plantains.		Arrack.
	Plums.*		Beer.*
	Pomegranate.		Brandy.
	Potatoes.		Burgundy.*
52	Potatoe cutlets.*		Claret.*
53	Rabbit.		Constantia.*
	Rice.		Frontignac.*
54	Do. conjee-water.		Gin (Old Tom).
55	Do. pudding.		Porter.*
56	Sago conjee.		Port Wine.
57	Do. jelly		Sherry.*
58	Do. pudding.		Whiskey.*
59	Scotch broth, beef.		Champagne.

NOTE.—The extras with asterisks are only for Europeans and Eurasians.

Formulæ for preparation of Extra Diets.

1. Arrowroot blancmánge—
   Arrowroot .. .. .. oz. 1
   Sugar .. .. .. „ 1
   Lime .. .. .. no. 1
   Milk .. .. pt. 1
   Ice .. .. lb. ½
2. Arrowroot conjee, per pint—
   Arrowroot .. .. .. oz. ½
   Sugar .. .. .. „ ½
   Milk .. .. .. oz. 3
3. Arrowroot jelly—
   Arrowroot .. .. .. oz. 1½
   Sugar .. .. .. „ 1
   Egg .. .. .. no. 1
   Milk .. .. .. oz. 2
4. Barley water, 1 pint—
   Barley .. .. .. oz. 2
   Sugar .. .. .. drops 40
5. Beef-juice, lb. ½—
   Hydrochloric acid .. .. oz. ½
   Salt .. .. .. grs. 10
   or prepare as follows:—Mince the beef and put in a jar adding 60 grains of salt to one pound of beef, cover the jar with paste and leave it in hot water near fire for three hours and then strain the juice with a clean piece of muslin.
6. Beef-tea, 1 pint—
   Beef, without bone .. .. oz. 12
   Salt .. .. .. grs. 60
   Pepper .. .. .. grs. 10
7. Beef-tea, jugged—
   Beef .. .. .. oz. 16
   Salt .. .. .. grs. 60
   Pepper .. .. .. grs. 20
   Water sufficient to just cover meat when placed in jar. To be jugged for three hours.
8. Blancmánge—
   Gelatine .. .. .. oz. 1
   Sugar .. .. .. „ 1
   Lime .. .. .. no. 1
   Ice .. .. .. lb. ½
   Egg .. .. .. no. 2
   Milk .. .. .. pt. 1
9. Bran-biscuits, 1 lb—
   Bran .. .. .. oz. 16
   Salt .. .. .. „ ½
   Ghee .. .. .. oz. 2
10. Bread-pudding—
    Bread .. .. .. oz. 4
    Sugar .. .. .. „ 1
    Eggs .. .. .. no. 2
    Milk .. .. .. oz. 15
11. Chicken, boiled—
    Chicken, no. 1 .. .. oz. 10
    Salt .. .. .. grs. 60
    Flour .. .. .. oz. 1
12. Chicken broth, 1 pint—
    Chicken, no. 1 .. .. oz. 10
    Barley .. .. .. „ ½
    Salt .. .. .. grs. 60

Formulæ for preparation of Extra Diets—cont.

13. Chicken curry—
    Chicken, no. 1 .. .. oz. 10
    Ghee .. .. .. „ ½
    Curry-powder .. .. „ ½
    Tamarind .. .. .. „ ¼
    Onions .. .. .. „ ½
    Salt .. .. .. grs. 60
    Cocoanut .. .. .. oz. 3
14. Chicken cutlets—
    Chicken, no. 1 .. .. oz. 10
    Ghee .. .. .. „ 1
    Salt .. .. .. grs. 30
    Onions .. .. .. oz. ½
15. Chicken fricasee—
    Chicken, no. 1 .. .. oz. 10
    Milk .. .. .. pt. ½
    Onions .. .. .. oz. 1
    Salt .. .. .. grs. 60
    Pepper .. .. .. „ 10
    Butter .. .. .. „ 1
    Cornflour .. .. .. „ ½
16. Chicken, grilled—
    Chicken, no. 1 .. .. oz. 10
    Ghee .. .. .. „ 1
    Salt .. .. .. grs. 60
    Pepper .. .. .. „ 30
17. Chicken jelly—
    Chicken, no. 2 .. .. oz. 20
    Sugar .. .. .. „ 1
    Lime .. .. .. no. 1
    Eggs .. .. .. no. 2
    Ice .. .. .. lb. 1
18. Chicken kusee—
    Chicken, no. 1 .. .. oz. 10
    Rice .. .. .. „ 2
    Onions .. .. .. „ ½
    Salt .. .. .. grs. 60
    Pepper .. .. .. „ 10
    Ghee .. .. .. oz. ½
19. Chicken pepper-water, 1 pint—
    Chicken, no. 1 .. .. oz 10
    Curry-powder .. .. „ ½
    Ghee .. .. .. „ ½
    Salt .. .. .. grs. 60
    Tamarind .. .. .. „ ½
    Limes .. .. .. no. 1
    Cocoanut .. .. .. oz. 3
20. Chicken stew—
    Chicken .. .. .. no. 1
    Ghee .. .. .. oz. 1
    Flour .. .. .. „ 1
    Onion .. .. .. oz. ½
    Spice .. .. .. „ 30
    Salt .. .. .. grs. 120
21. Cocoa, 1 cup—
    Cocoa .. .. .. oz. 1
    Milk .. .. .. pt. 1
    Sugar .. .. .. oz. ½
22. Coffee, with milk, 1 pint—
    Coffee powder .. .. oz. 7
    Sugar .. .. .. „ ½
    Milk .. .. .. oz. 2
23. Cornflour blancmánge—
    Cornflour .. .. .. oz. 1
    Sugar .. .. .. „ 1
    Lime .. .. .. no. 1
    Ice .. .. .. lb. 2
    Milk .. .. .. pt. 1
24. Cornflour conjee—
    Cornflour .. .. .. oz. ½
    Sugar .. .. .. „ ½
    Milk .. .. .. oz. 3
25. Cornflour pudding—
    Cornflour .. .. .. oz. 2
    Sugar .. .. .. „ 1
    Eggs .. .. .. no. 2
    Milk .. .. .. oz. 15
    Spice-powder .. .. grs. 20

		Native.	European.
26. Curry-powder—			
Chillies	..	lb. 3	lb. 1
Black pepper	..	oz. 10	„ ½
Coriander	..	lb. 6	„ 8
Turmeric	..	oz. 10	„ 2
Cummin-seed	..	„ 10	„ 1
Mustard	..	„ 10	„ ½
Vendium	..	„ 10	„ ¾
Garlic	..	„ 3	„ ..
Dry ginger	..	..	lb. ½
Poppy seeds	..	..	„ ½

27. Custard—
    Milk .. .. .. pt. 1
    Sugar .. .. .. oz. 1
    Eggs .. .. .. no. 2
28. Eggs, fried—
    Egg .. .. .. no. 1
    Ghee .. .. .. oz. ¼
    Salt .. .. .. grs. 30
    Pepper .. .. .. „ 1
29. Eggs, omelette—
    Eggs .. .. .. no. 2
    Onions .. .. .. oz. ½
    Ghee .. .. .. „ 1
    Green chillies .. .. grs. 60
    Salt .. .. .. „ 1
30. Eggs, poached—
    Egg .. .. .. no. 1
    Butter .. .. .. grs. 60
    Bread for toast .. .. oz. 1
    Salt .. .. .. grs. 30
31. Fish, boiled—
    Fish .. .. .. oz. 8
    Pepper .. .. .. grs. 10
    Salt .. .. .. grs. 30
    Cornflour .. .. .. oz. ½
32. Fish, fried—
    Fish .. .. .. oz. 8
    Ghee .. .. .. „ 1
    Flour .. .. .. „ 1
    Salt .. .. .. grs. 30
    Turmeric .. .. .. oz. ¼
33. Fish moli—
    Fish .. .. .. oz. 8
    Ghee .. .. .. „ 1
    Flour .. .. .. „ 1
    Cocoanut .. .. .. „ 2
    Limes .. .. .. no. 1
    Green chillies .. .. dr. ½
    Ginger .. .. .. „ ¼
    Onions .. .. .. „ ¼
34. Fruit, stewed—
    Fruit .. .. .. oz. 8
    Sugar .. .. .. oz. 2
35. Ginger tea, 1 pint—
    Ginger .. .. .. oz. ¼
    Sugar .. .. .. „ ½
    Milk .. .. .. oz. 2
36. Lime-juice, 1 pint—
    Limes .. .. .. no. 2
    Sugar .. .. .. oz. ¾
37. Lime pudding—
    Eggs .. .. .. no. 4
    Sugar .. .. .. oz. 1
    Butter .. .. .. „ ½
    Limes .. .. .. no. 3

Formulæ for preparation of Extra Duties—cont.

38. Linseed tea—
Linseed		
Sugar	oz.	1
Milk	,,	½

39. Mutton broth, 1 pint—
Mutton with bone		
Barley	oz.	12
With sufficient water to produce 16 oz.		
Pepper	,,	¼
Salt	grs.	10
	,,	60

40. Mutton chops—
Mutton		
Ghee	lb.	1
Pepper	oz.	1
Salt	grs.	60

41. Mutton chops, boiled—
Mutton		
Ghee	oz.	8
Pepper	,,	½
Salt	grs.	10
Onions	,,	30
Barley	oz.	1

42. Mutton curry—
Mutton		
Ghee	oz.	8
Curry-powder	,,	½
Tamarind	,,	½
Onions	,,	½
Salt	,,	½
Cocoanut	grs.	30

43. Mutton cutlets—
Mutton		
Salt	oz.	8
Ghee	grs.	60
Onions	oz.	½
Pepper	,,	½

44. Mutton, fried—
Mutton		
Ghee	oz.	8
Salt	,,	1

45. Mutton, minced—
Mutton		
Ghee	oz.	8
Salt	,,	1
Pepper	grs.	30
Mint and parsley	grs.	10
	,,	30

46. Mutton pepper-water—
Mutton	oz.	12
Curry-powder	,,	½
Ghee	,,	½
Onions	,,	1
Salt	grs.	60
Lime	no.	1
Pepper	grs.	60
Cocoanut	grs.	60

47. Mutton stew—
Mutton		
Ghee	oz.	8
Flour	,,	1
Onions	,,	¼
Salt	,,	¼
Pepper	grs.	30

48. Oatmeal conjee—
	,,	30
Oatmeal		
Milk	oz.	2
Sugar	pt.	1

49. Pepper-water, 1 pint—
	oz.	2
Chillies		
Pepper	oz.	¼
Garlic	,,	¼
Tamarind	drs.	20
Salt	oz.	½
	drs.	½

50. Pigeon roast—
Pigeon	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Milk	oz.	3
Bread	,,	1

51. Pigeon stew—
Pigeon		
Ghee	no.	1
Flour	oz.	1
Onions	,,	½
Pepper	oz.	¼
Salt	grs.	10
	,,	30

52. Potatoe cutlets—
Potatoes		
Ghee	oz.	8
Salt	,,	1
Onions	grs.	60
Pepper	oz.	¼
Wheatflour	grs.	10
Mutton	oz.	1
	,,	8

53. Rabbit—Same formulæ as for chicken broth, chicken stew and chicken curry. Backs and legs the best parts for stewing or curry; the coarser parts to be used for roast.

54 Rice, conjee-water—
Rice	oz.	2
Salt	grs.	60

55. Rice pudding—
Rice		
Sugar	oz.	2
Milk	,,	1
Eggs	oz.	15
	no.	2

56. Sago conjee—
Sago		
Sugar	oz.	½
	,,	½

57. Sago jelly—
Sago		
Sugar	oz.	2
Milk	,,	½
	,,	2

58. Sago pudding—
Sago		
Sugar	oz.	2
Eggs	,,	1
Milk	no.	2

59. Scotch broth—
Beef or mutton		
Salt	oz.	12
Vegetable	grs.	60
Barley	oz.	4
	,,	½

60. Sheep-trotter jelly—
Sheep-trotters		
Water	no.	8
Sugar	pts.	2
Limes	oz.	2
Eggs	no.	3
Ice	no.	2
Sherry	lb.	1

61. Sheep-trotter stew—
Sheep-trotters		
Pepper	no.	8
Salt	grs.	10
Ghee	,,	60

62. Soojee conjee—
Soojee		
Sugar	oz.	½

63. Soojee jelly—
Soojee		
Sugar	oz.	½
Milk	oz.	2
	oz.	6

Formulæ for preparation of Extra Diets—cont.

64. Soojee pudding—
Soojee	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

65. Spice powder—
Ginger in powder	oz.	2¾
Cinnamon powder	,,	½
Nutmeg	,,	½
Cloves	,,	¼

66. Tapioca conjee—
Tapioca	oz.	½
Sugar	,,	½

67. Tapioca pudding—
Tapioca	oz.	2
Sugar	,,	1
Milk	,,	15
Eggs	no.	2

68. Tea—
Tea	oz.	¼
Sugar	,,	½
Milk	,,	2

69. Teal roast—
Teal	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Lime	no.	1

70. Vegetable curry—
Vegetable	oz.	4
Curry-powder	,,	¼
Tamarind	,,	¼
Onions	,,	¼
Salt	,,	½

71. Vermicelli pudding—
Vermicelli	oz.	2
Milk	pt.	1
Sugar	oz.	1
Eggs	no.	2
Nutmeg	oz.	¼

72. Wheat-cake, each—
Wheatflour	oz.	2
Ghee	,,	½
Sugar	oz.	½

XIV.—PROCEDURE IN THE DIETING OF PATIENTS.

The following is what is observed in the General Hospital,* and is given as a model for large establishments. The numbers refer to those in the Book of forms†.

In the smaller hospitals miniatures of some of these forms will suffice, *e.g.*, in the Voluntary Venereal and Ophthalmic Hospitals.

No. I is sent to the Surgeon-General's office. Nos. II and III (*a*) are filed by the Nurses.

The bed-head tickets No. I, prepared by the Apothecary with the diet sheets Nos. II and III, prepared by the Nurse, in charge of each ward, are sent to the Steward at the milk-shed not later than 9–30 A.M.

Nos. II and III are first checked with No. I and then posted into fresh diet sheets Nos. IV and V by the same Steward. The entries in Nos. IV and V are made in the first instance in pencil, as there are always constant changes, *e.g.*, 'admissions' and orders for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in: the 'remaining' and 'admissions' being obtained from the Apothecary's morning report No. XVIII, the other figures from the form itself. In this way Nos. IV and V and No. XVIII are mutual checks on each other.

Nos. IV. and V are filed in the Steward's office.

As Nos. IV and V are being filled in, the Steward gives requisitions marked No. VI to the ward boys for such articles as bread, sugar, butter, ærated waters, &c. (requiring no cooking). No. VI is handed over by the ward boys to the Storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

No. VI is filed by the Storekeeper.

The Steward then makes out from Nos. IV and V an indent No. VII for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley-water, &c. required urgently are also made and given to cooks.

No. VII is filed by the Storekeeper.

Nos. VIII and IX are filed in the Steward's office.

The Steward then prepares ingredient sheets Nos. VIII and IX for Natives and Europeans; these are necessary to enable him to make out his remaining indents on the Storekeeper for the cooks.

* It is of course not intended that all hospitals should follow this routine: it is indeed only necessary for very large hospitals. The principle involved however, is applicable to all; *i.e.*, to have a regular systematic method of dieting of patients. For its details the Committee are indebted to the Senior Medical Officer, General Hospital.

† Superintendents shall use the forms in this book as far as possible. The tabular statement on first page indicates those specially adapted for the different hospitals.

Europeans.—Form VIII. He first fills in line No. 5, which are the advances given to cooks early in the morning by requisition No. X on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 which quantities correspond with each other and are the half-quantities of the diets. He then fills in line No. 3 which show the whole quantity of extras required for the day. He then totals lines 2 and 3 and enters the totals in line No. 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on form X. In the evening he makes out requisitions No. X from line No. 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form VIII marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on requisition form No. VII.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on form No. XIV.

Natives.—*Vide* No. IX right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition form No. XII.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice cunjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on form No. XI.

No. XIII is kept by contractors, and the counterfoil is filed in the Steward's office.

He then fills in requisition No. XIII on contractors (mutton, chicken, vegetable, milk and hoppers, &c.), for the probable quantities required for the next day. He judges this from Nos. IV and V.

Is filed in office.

No. XV is the census which is taken daily at 2 P.M. by the Apothecary on duty.

No. XVIII is the morning report and is filled in by the Apothecary on duty just before going off duty at 6-30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of Nos. IV and V. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

Are filed in the Steward's office.

Nos. XVI and XVII show the cost of diets, extras and wines, &c., ordered by each individual Medical officer, as also his average per patient. They are worked out from Nos. IV and V by the Milk-shed Steward; after being filled in they are gummed on to Nos. IV and V.

Are sent with the monthly accounts and filed in the Surgeon-General's office.

Nos. XIX and XX are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. IV and V are posted daily into these forms by Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

Is forwarded for information of the Surgeon-General and when returned is filed in the Steward's office.

No. XXI is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from Nos. XVI and XVII (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz. (As. 8 for European general wards and As. 4 for Native general wards). This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

Are filed in the Surgeon-General's office.

Nos. XXIII and XXIV are the ingredient sheets, four in number, tallying all with the diet rolls Nos. XIX and XX. The totals from Nos. XIX and XX are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractors' bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

Is filed in the Steward's office.

No. XXV—*Expenditure Statement of Perishable Articles of Diet.*—Immediately after the preparation of Nos. XXIII and XXIV, the totals (of perishable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from Perishable Articles Book, No. XXVII, for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for perishable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

Is filed in the Surgeon-General's office.

No. XXVI—*Comparative Statement.*—Into this is posted by second Steward all the totals in Nos. XXIII and XXIV that have not been put into No. XXV; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. XXIII and XXIV. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

No. XXVII—*Perishable Articles Expenditure Book.*—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book No. XXXIII to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

Is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

No. XXVIII is the Liquor Account Form. The figures from the Diet Rolls Nos. XIX and XX are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

No. XXIX is the Price List which must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

No. XLVIII is used in the Lying-in Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It appears to be necessary in that

hospital on account of the fact that patients come in at no particular hours, but at any and all hours; so the cook must always have something to cook for them after their arrival.

APPENDIX I.

EXTRACT FROM CIRCULARS BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

No. 17 *of* 14*th August* 1884.

ADULTERATION OF TYRE—METHOD OF DETECTING.

1. The undersigned has the honour, by order, to forward to Medical officers in charge of Jails, for information and guidance, copy of Chemical Examiner's notes on the method of detecting adulteration of tyre and buttermilk issued to prisoners.

2. The Surgeon-General specially commends to Medical officers the Chemical Examiner's suggestion that these articles of diet should always be boiled before use as a means of neutralizing possible contamination by impure air, hands, and vessels, as well as by impure water.

NOTE ON MILK, TYRE WHEY, BUTTERMILK, BUTTER.

Milk.—Good pure cow's milk has a sp. gr. of 1,025 to 1,035, and milk below 1,025 should be rejected.

Skimming of the cream increases the sp. gr. about 2°. Every increase of 10 per cent. of water lowers the sp. gr. about 3°. Buffalo's milk is a little richer than cow's milk, but they do not differ very materially.

Milk should have no unpleasant odour or taste, and exhibit no deposit on standing.

Tyre, as sold in the bazaars, is usually mixed with about 50 per cent. of water.

Its purity may be judged to some extent by its thickness. Pure tyre has a sp. gr. rather higher than that of milk, owing to evaporation of water during boiling.

Its sp. gr. cannot be determined by the sp. gr. flask, owing to disengagement of gas bubbles during fermentation, nor by a hydrometer, owing to its thickness.

The following method, however, has been found to give reliable results:—

Apparatus.—A urinometer or lactometer, the accuracy of, or necessary correction for, which may be sufficiently ascertained by floating it in distilled water.

Alkaline solution prepared by adding Liq. potassæ to water, frequently stirring, until the sp. gr. of the solution is exactly 1,010.

Test.—The tyre (or buttermilk) having been well stirred or shaken, a carefully measured portion of it is mixed with an equal volume of the alkaline solution, and the mixture is agitated until the curds are completely dissolved. Its sp. gr. is then taken, and, after deducting 5 (sp. gr. due to potash), the excess over 1,000 is doubled.

The result thus obtained is the sp. gr. of the uncurdled milk, and it is a fair index of the proportion of water which has been added.

EXAMPLE.—

Sp. gr. of tyre and potash mixture	1,021
Deduct for potash	5
	1,016
Double for dilution	2
Sp. gr. of tyre	1,032

If 1,025 (or any other standard) be fixed as the minimum sp. gr. for tyre, a very simple method of using this test, without any measuring, would be by the employment of a caustic potash solution of sp. gr. 1,025 (or other standard). If this were mixed in any proportion with the tyre, the sp. gr. of the mixture should never fall below the standard. The following is a ready method of applying the test:—*Shake up a portion of the tyre in a bottle, adding by degrees sufficient standard potash solution* (*sp. gr.* 1,025) *to dissolve the curds. The sp. gr. of the mixture should be at least* 1,025.

Whey.—The sp. gr. of whey is 4 or 5 less than that of pure milk. Whey may be rapidly separated from the curd of tyre by straining through muslin, and its sp. gr. may be taken as an

index of the purity of the tyre; but as the casein is thus estimated indirectly only, the potash solution test appears preferable.

Buttermilk from the bazaars often has a sp. gr. of about 1,008, indicating a proportion of about 7 parts of water to 3 of milk. Allowing for the addition of a fair proportion of water, which is usually added during churning, the sp. gr. of buttermilk ought not to sink below 1,014.

The sp. gr. of buttermilk may be ascertained in the same manner as that of tyre. For a ready test, the potash solution should be diluted with water to a sp. gr. of 1,014 (or other standard) and be employed in the same way as in the examination of tyre.

Since it is likely that bazaar milk, buttermilk, and tyre may be contaminated by impure air, hands, and vessels, as well as by impure water, it is advisable that they should always be boiled before use.

Butter frequently contains a large excess of water and casein. When melted in a test tube the water and casein below the oil ought not to exceed 15 per cent.

APPENDIX II.

GENERAL RULES REGARDING DIETS AND EXTRAS.

ADMINISTRATIVE.

1. The articles composing the various diets and extras will be ready at the morning visit for the inspection of the Medical officer.

2. The Medical officer, without giving any previous warning, should visit the hospital occasionally for the purpose of ascertaining whether the sick get the full quantities of the articles ordered, as well as for inspecting the meal.

3. The dinners are invariably to be served in the presence of the Stewards.

4. The tea should be infused (not boiled) in the presence of one of the Stewards, a cauldron being exclusively reserved for the purpose.

5. The cows from which the milk is supplied will be brought to the hospital, morning and evening, and milked under the supervision of the Stewards. The milk will be put at once into clean cans and locked up till handed over to the cook for boiling, after which it will be again placed in the same cans and served out.

6. Printed copies of the diet scales will be hung up in a conspicuous place in each ward or hut.

7. Each pint of milk to consist of 20 oz.
Each so-called pint tea to consist of 13 oz., inclusive of milk.
Each so-called pint conjee to consist of 10 oz.
Each so-called pint broth to consist of 16 oz.
Each so-called pint of jug-broth to consist of 8 oz.

* * * *

9. Milk should always be boiled before issue to patients.

10. The quality of butter may be generally determined by the taste. When melted in a test tube, the water and the casein below the oil ought not to exceed 15 per cent.

11. A good and fresh egg should weigh 2 oz.

12. Ghee may be tested by taste and smell. It is most commonly adulterated with gingelly oil or other fixed oil, plantains or fats.

13. Good beef or mutton may be distinguished by appearance and smell; the fat should be fine and white, the flesh close ground and of a bright red colour, the inside of the leg of a sheep well formed and plump. The feet of the sheep should be attached when the mutton is being passed by the Medical officer.

14. Beef tea and all broths may be ordered 'jugged' when the total quantity of the pint will not exceed 8 oz., and meat, bones, &c., will be strained from the broth.

15. No broth or soup should be sent from the kitchen with grease on them.

16. In the General Hospital 51 oz. by weight or 64 by measure is the outturn of a pound of raw rice when boiled.

17. The salt used for all diets should be of the quality known as 'good white.'

18. The following country vegetables should be used to vary the diets for which country vegetables are ordered:—Potatoes, sweet potatoes, brinjals, bundaikai, pumpkins, country spinach, Goa potatoes, drumsticks, yams, country beans, country asparagus and spinach.

19. Children under 5 years are to be placed on extras as required. Those between 5 and 8 on 'half'; between 8 and 14 on two-thirds quantity of any diet allowed for adults.

20. All wines and spirits ordered for patients are to be sent before noon to the Nurse in charge of the ward in corked bottles properly labelled.

APPENDIX III.

INSTRUCTIONS TO MEDICAL OFFICERS REGARDING THE DIETETIC MANAGEMENT OF THE SICK IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.

1. The attention of Medical officers is called to appendix No. 3, page 273, Volume VI, Army Regulations, India, regarding the principles which ought to guide them in selecting the diets most suitable for particular classes of cases, and in avoiding unsuitable food.

2. Medical officers are reminded that from 25 to 30 grains of carbon and from 1 to 1·5 grains of nitrogen for every pound of body weight is calculated as sufficient to maintain health and vigour in a European—vide *Dr. Tidy's Legal Medicine, part I, Page* 275 Moleschol states that the following quantities of each of the alimentary groups are necessary to maintain in health an adult European under moderate labour:—

Albuminates	4·4 ounces.
Carbo-hydrates	14 do.
Fat	2·75 do.
Salts	437 grains.

Total water free food requires 22 ounces, or

Nitrogen	300 grains.
Carbon	5,000 do.

The following are the number of grains of nitrogen and carbon contained in a pound of different articles of diet:—

	Nitrogen.	Carbon.
Beaf, cooked	304	1,854
Bread, average	88	1,975
Butter	0·2	6,456
Buttermilk	44	387
Egg	149	1,144
Fish	195	871
Milk, fresh	44	599
Mutton, cooked	304	1,883
Oatmeal	136	2,831
Peas, dhall	248	2,699
Potatoes	22	769
Rice	68	2,732
Sago	13	2,555
Sugar	...	2,955
Vegetables, green	14	420
Wheat flour	116	2,700
Whey	13	154

3. The attention of Medical officers is called to the fact that the practice of most of the hospitals in the Presidency town shows that Europeans can be properly dieted at an annual average daily rate not exceeding 8 and Natives at an average cost not exceeding 4 annas, without unduly curtailing the discretionary powers of Medical officers in prescribing such diets and extras as they consider necessary. When these figures are exceeded, a report, justifying the excess, will have to be submitted to the Surgeon-General with the Government of Madras.

4. The bed-head diet tickets should be written up daily; where no extras are ordered, the blank columns should be scored through and the sheet initialled on the date the patient is discharged, or on the last day of the month.

5. When extras are ordered they should be entered in words, any blank columns should be scored through, and the daily entries initialled by the Medical officer.

6. All non-contract articles require the special sanction of the Surgeon-General. The necessity for such articles should be very rare.

7. All special orders regarding the cooking of diets must be endorsed on the diet sheets.

8. Each Medical officer will be provided with a printed copy of these rules on joining any of the hospitals in the Presidency town.

9. When the contractor's rates are published by the Surgeon-General, each Medical officer will be provided with a card showing cost of diets, extras and stimulants for the year.

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for European and East Indian Patients.

Spoon.		Milk.		Half.		Mixed.		Full.	
	Grains.		Grains.		Grains.		Grains.		Grains.
Nitrogen ...	12	Nitrogen ...	160	Nitrogen ...	300	Nitrogen ...	260	Nitrogen ...	340
Carbon ...	664	Carbon ...	3,771	Carbon ...	4,673	Carbon ...	5,100	Carbon ...	6,000

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for Native Patients.

Diets.	Nitrogen.	Carbon.
	GRAINS.	GRAINS.
Spoon	1	331
Milk and bread	150	3,027
Milk and rice	130	3,597
Coffee	80	1,914
Half	134	3,160
Full and bread	280	4,150
Full and rice	250	4,860

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

APPENDIX IV.

THE CALCULATION OF THE AVERAGE COST OF THE DAILY DIETARY OF PATIENTS IN MIXED HOSPITALS.

From enquiries made by the Secretary to the Committee during his visits to the various State Hospitals, the Committee have grounds for the belief that the method of calculating the average cost of a day's dietary in mixed hospitals differs in different institutions. There seem to be at least two methods—

(i) To calculate the average cost of a day's diet for each class, *i.e.*, Europeans and Natives, add these averages together and divide by two.

(ii) Simply to divide the total cost of dietary for all classes by the total number of days in hospital spent by the patients, or by the aggregate number of daily sick.

The Committee recommend that principle involved in the first of the these methods be adopted in future in all hospitals. The second method cannot give a true average, because items are lumped together which have no relation to each other, and the results arrived at by it are therefore misleading. The Committee recommend the *principle* of the first method to be adopted, because in some of the hospitals, although there are only Europeans and Natives, yet for the purposes of arriving at a true average, there are often more than two classes to be dealt with. For example, in the General Hospital * there are at least four classes, viz., European officers'

* In the General Hospital for 1894 the average cost per diet per day for the four different classes was—

	Rs.	A.	P.
European Officers' quarters	1	1	8½
European general wards	0	7	3½
Native Officers' quarters	0	13	8½
Native general wards	0	3	9½
	4)2	10	6
	0	10	7½

That is, when calculated by the first method, As. 10–7½ is the "average cost of each diet" (column 6, Statement V, Part I); whereas, calculated according to the second method (which has been the usual practice in this hospital) the average cost of each diet was given in the annual statement as As. 6–1½.

In sending in his financial statement for 1894 the Senior Medical Officer in an explanatory statement gave the average cost separately of each class. The Committee is of opinion that the average of these different classes should always be shown separately even when an average for the whole hospital is required.

quarters, European General wards, Native officers' quarters, Native General wards, so that in order to arrive at a mathematically true average and one which will be of real use for purposes of comparison, the average for each of these classes should be taken, added together and divided by four. Now that children have been added who must get a special dietary, there will be five or six classes to be dealt with. A simple example will illustrate what has just been stated—

Say A has a hospital with
6 natives costing 1 anna a day = 6 annas; and
2 Europeans costing 6 annas a day = 12 annas.
The average for the natives would be 1 anna.
The average for the Europeans would be 6 annas.

Now the Committee recommend that these two averages be added together and divided by 2, giving a true average of $3\frac{1}{2}$ annas.

But if the second method be adopted, *i.e.*, if the total cost, viz., 18 annas, be divided by the total number of patients, 8, the result is $2\frac{1}{4}$ annas, or an apparent average less than the other by $1\frac{1}{4}$ annas.

Now, say, B has a hospital with

	anna.	average.
50 natives costing 1 anna daily	= 50 =	1 and
2 Europeans costing 6 annas daily	= 12 =	6.

These figures give the same true average as in A's hospital, *i.e.*, $3\frac{1}{2}$ annas, and it is only natural that the average cost should remain the same, seeing that the actual cost for each class of patients is also the same.

But if the second method is taken, and we divide the total cost, viz., 62 annas, by total patients, 52, we get a spurious average of $1\frac{5}{26}$ anna, though the actual cost per day has not altered for each class; and so, if this method were adopted, B would get the credit of running his hospital very economically—$1\frac{5}{26}$ anna for average cost per day, while A would be dubbed extravagant with his $2\frac{1}{4}$ annas a day, the truth, nevertheless, being that in both cases the actual cost per day for each class was just the same, viz., 1 anna for Natives and 6 annas for Europeans.

If, however, we alter B's population and give him 6 natives and 20 Europeans, *still at the same rates per day*, and calculate by the second method we shall find that, instead of being economical, he has become very extravagant—

6 natives at 1 anna = 6
20 Europeans at 6 annas = 120
126 ÷ 26 = $4\frac{11}{13}$ annas!

The Committee must be excused for going into so much detail on what may seem so self-evident a fact; but the truth is they find the self-evidence of it is not generally accepted, and hence their attempt to make it perfectly clear by a concrete example.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1895, No. 405.

As already reported to Government, I appointed a special committee in August 1894 to report on certain questions regarding the administration of the State hospitals in the Presidency town.

2. This committee at first consisted of—

(1) Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., Senior Medical Officer, General Hospital, as President;
(2) Surgeon Lieutenant-Colonel A. J. Sturmer, Acting Superintendent, Government Lying-in Hospital, and
(3) Surgeon-Major J. W. Evans, Acting Superintendent, Madras Lunatic Asylum.

On the departure from Madras of Surgeon-Major Evans, Surgeon-Lieutenant-Colonel W. R. Browne, M.D., Senior Surgeon, General Hospital, was nominated to take his place. As the result of a private representation from the President, I nominated Surgeon-Captain Williams, Acting Resident Medical Officer, General Hospital, as Secretary to the Committee in February 1895. In March Surgeon-Major J. Smyth, M.D., the permanent Resident Medical Officer, having returned from leave, took up his own appointment and that of Secretary to the Committee.

3. During the long period the committee were deliberating, there were several points which turned up in connection with the above subjects and which it was desirable that they should consider.

4. The following are the principal subjects on which they were called upon to report :—

(1) A uniform system of accounts for all hospitals and asylums.
(2) The method of auditing the accounts.
(3) A uniform system of forms and books.
(4) Diet rules and how diet articles were to be procured.
(5) Stock taking and control.
(6) A book of authorized forms.
(7) Firewood.
(8) Cooking ranges.
(9) A form of bond for stewards and storekeepers to sign.
(10) A form for general requisitions.
(11) The question of a permanent advance to hospitals.
(12) A uniform method of paying bills.
(13) A uniform method of stock book keeping.
(14) A form for circulating comparative information regarding prices paid.
(15) How hospital necessaries were to be procured.
(16) How hospital returns were to be checked in the office of the Surgeon-General.

(17) How far these rules and proposed forms can be adopted in the hospitals of the lunatic asylums.

5. The following orders, &c., were placed before them for their information and guidance:—

Copies of—

(1) G.O., No. 1, Public, of 1st January 1889, regarding diets.
(2) G.O., No. 423, Public, of 11th June 1890, on same subject.
(3) G.O., No. 402, Public, of 22nd May 1891, on same subject.
(4) G.O., No. 1025, of 9th December 1891, regarding tenders for all requirements of hospitals.
(5) G.O., No. 330, Public, of 13th May 1892, containing rules regarding tenders and contracts and the departmental supply system.
(6) G.O., No. 165, Public, of the 7th March 1895, pointing out how the orders in G.O., No. 330, of the 13th May 1892, had been departed from.
(7) G.O., No. 1280, Judicial, dated 22nd May 1894, dealing with the result of the departmental supply system in jails.
(8) G.O., No. 1570, Judicial, of 26th June 1894, regarding the Jail department being consulted on the supply of articles before inviting tenders.
(9) The report on Jail administration, Madras, for 1891 with reference to the remarks on page 52, paragraphs 148 to 166 on diets, &c.
(10) G.O., No. 2286, Judicial, of 6th November 1891, page 108, paragraphs 24 and 25; page 59, paragraphs 167 to 194, and page 109, paragraph 109, with a view to the committee being guided by those orders and those already before it in submitting their proposals.
(11) Army Regulations, India, Volume V, Commissariat, sections on contracts, advertisements, estimates, tenders, earnest money, security, deposits, &c.
(12) Military Accounts Code, chapter 28, paragraphs 4 and 22.
(13) The uniform system of hospital accounts by Burdett, who is considered the best authority in Great Britain on hospital administration as regards expenditure.
(14) Reports from the different medical officers in charge of the Presidency State hospitals and lunatic asylums on the working of the departmental supply system.

6. The President was informed that the forms fixed by the Government of India for the annual returns could not be altered, but could be explained by foot-notes, or supplemental statements could be submitted when necessary. He was also authorized to call direct for any information that the committee might require from the responsible medical officers.

7. The report of the committee is now before me, but as I will have to send it back for reconsideration on some points, I now submit my proposals for the orders of Government, as I understand that Government wishes for them with as little delay as possible.

8. The committee report that the delay in submitting their report has been due to—

(1) The number of collateral subjects they had to deal with.
(2) The difficulty of finding time to work up the questions in addition to their ordinary work.
(3) The fact that at first there was no Secretary and that he was afterwards changed.
(4) The correspondence they had with other officers.

9. The mass of details I have now to lay before Government will explain, to a great extent, why it has taken the committee so long to submit their report. Even these details do not show nearly the amount of work the committee had to do in addition to their ordinary official duties which, as Government is aware, already very fully occupy the time of the officers composing it.

10. (*a*) As regards the *uniform system of keeping accounts of income and expenditure*, Burdett writes in his book on the subject—

"Uniformity of accounts must result in considerable economy, by enabling every one concerned in the management of great charities to compare his own expenditure with that of his neighbours, and so to ascertain to what extent and in what particulars differences exist.

* * * * *

"The expenditure of a great institution includes so many items that, unless the same classification is generally adopted, no uniform system of accounts can be successfully carried out."

And he suggests an index of classification such as has been accepted by the Lords Committee of the Metropolitan Hospitals, London. In his hospitals and charities annual for 1895, he states—

"It is of the first importance that every one using the uniform system should have an index of classification at hand to refer to" and again "The uniform system is a sound system from an accountant's point of view, providing and only providing, it is carried out in its entirety and every temptation to approximate, much less to adjust, certain items is steadily resisted."

(*b*) If Government accepts the following proposals, it will be necessary to make out such an index of classification for general guidance strictly in accordance with the headings in statement V of the annual returns submitted to the Government of India, viz.:—

(1) Establishment, which should, I consider, include both the sanctioned establishment and any temporary or extra establishment, with explanatory foot-notes on statement V.
(2) Bazaar medicines.
(3) European medicines (including instruments and appliances) with explanatory foot-notes on statement V.
(4) Diet (including all extras and firewood).
(5) Buildings and repairs (the cost of new works should always be given separately and explained in foot-notes to statement V).
(6) Miscellaneous charges (including registers, &c., supplied by Government).

Nos. (2), (4) and (6) of these should have their sub-heads grouped in accordance with the suggestions regarding non-storable articles and storable in paragraph 25 * under III, Contracts, of the proposed diet rules (appendix B,†), viz.:—

(i) Non-storable articles.
(ii) Bulk supply „
(iii) Periodical supply articles.
(iv) Articles on requisition.

(*c*) Burdett writes in another place—

"One object in publishing this system of books and accounts is to bring ascertained and accurate facts to the knowledge of those engaged in hospital administration with the view of exciting interest in the many questions, which will necessarily arise when uniformity is secured. Everybody who has any knowledge of hospital work is aware of the great differences which exist, and we are inclined to think which usefully exist, in the details connected with the management of institutions under the voluntary system; such differences excite interest and comparison and give free scope to the ingenuity and intelligent foresight of those who are responsible for the conduct of each institution. An uniform and common system of administration would tend to narrow the area for improvements and development and would therefore be anything but advantageous to the best interest of all concerned. It must further be borne in mind that the bare statement that a bed costs so many pounds at one institution and half as many pounds at another institution does not necessarily, if at all, determine that the management of the one is infinitely superior to the other or *vice versâ*. The merits can be ascertained only by a careful inquiry into all the circumstances, and by a detailed examination of the figures which go to make up the total sum in each case. It follows therefore that an uniform system of accounts will be more useful to the managers than to other persons, because they alone, in conjunction with the comparatively few individuals who make a study of the questions involved, will be able to test the figures and to deal with them on their merits.

* * * * *

"It will be very little use introducing a uniform system of accounts unless steps are at the same time taken to carefully supervise the commissariat arrangements, with a view to ensure that every article be of the best, and that it is produced under the most favourable conditions at the lowest price prevailing in the market for the best quality of the sample selected by the managers."

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* Not traceable. † Not so marked.

One great advantage of such a system of accounts in the Madras State hospitals and those of the lunatic asylums would be that the responsible officers could more accurately, from year to year, examine the different items of expenditure in their own hospitals, which will be dealt with fully in the annual reports on the State hospitals and lunatic asylums.

The committee report that "the advantage of having a system, such as this, is obvious," and that "from the books kept in the various hospitals, statement V of the annual returns can readily be made out."

* * * * *

(*d*) The books kept in the General Hospital the committee consider should serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Some of these books are not required by the smaller hospitals, and this is indicated opposite each.

(1) *Cash book—Receipts and payments.*—These forms are to be found facing* page 41 of appendix B, Book of Forms. To be used in all hospitals.

(2) *Establishment acquittance roll—Permanent establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of contingent bills, contractors' and tenderers' bills and of all bills except those of the permanent establishment.*—Required for all hospitals. Simply a manuscript "*office copy*" book.

(4) *Book containing office copies of permanent establishment bills.*—Required for all hospitals. A manuscript "*office copy*" book.

(5) *Book containing acquittance rolls and copies of bills of temporary establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental purchase book.*—If the "tender system" were practicable, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present exist in some of the hospitals. Civil Medical † Book 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50, respectively, for sanitary purposes. No special form.

(8) *Register of receipts and payments of personal deposits by patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank receipt book.*—Kept in all hospitals.

(10) *Receipt book in counterfoil for hospital diet charges to patients.*—C.M.F. No. 38.

(11) *Grass account book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly.*—Required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.*—C.M.F. No. 42.

(14) *Register of contingent charges.*—C.M.F. No. 43.

(15) *Furniture distribution stock book.*—C.M.F. No. 44; for all hospitals.

In addition to the above, the Lying-in Hospital keeps—

(16) *A batta book for pregnant women.*—No special form required.

(*e*) I am of opinion that separate cash accounts should be kept for all receipts and expenditure which should not appear in statement V under the ordinary income and expenditure of the institution, such as—

(i) The Poor Fund in the General Hospital.
(ii) The Batta Fund for pregnant women in the Lying-in Hospital.
(iii) The Amusements Fund in the Lunatic Asylum, Madras.
(iv) The cash deposits by patients—C.M.F. No. 37.

* Facing page 41 is a notice. The only cash book forms prescribed are on pages 99 and 100—C.M.F. No. 50.
† C.M.F. No. 35.

(now page 1 of Appendix A)

(v) The accounts of the Government school for midwives in the Lying-in Hospitals.

(vi) The accounts of the Lady Wenlock Nursing Institute in the General Hospital.

(vii) The accounts of the Madras Training school for sick nurses in the General Hospital.

It would be better if a statement of receipts and expenditure for each of such funds were attached to statement V of the annual returns. Government has already ordered in G.O., No. 439, of 31st May 1895, paragraph 1, that a separate report should be made on the Lady Wenlock Nursing Institute, and it would be well if this principle were adopted regarding all such funds.

(*f*) The committee have found that some of the books in different hospitals, though intended for the same purpose as those referred to above, are not drawn up in a convenient form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used, in which I concur and with the sanction of Government propose to issue them as civil hospital books and forms. As regards Nos. (3), (4) and (5), I consider such office copies should be kept on the printed forms in a portfolio and need not be bound into books.

11. (*a*) *Auditing of accounts.*—This the Accountant-General has already promised to arrange for periodically as regards the General Hospital—*vide* G.O., No. 570, Public, dated 9th July 1895.

(*b*) I would propose that he should, if possible, do the same for all the State hospitals and the Lunatic Asylum in Madras and that he should submit a report through my office to the medical officers in charge stating whether the accounts have been found in a satisfactory state or otherwise. It must, however, be clearly understood by the medical officers in charge that it is their duty to see that the monthly bills are correctly made out and kept.

12. (*a*) *A uniform system of forms for the dietetic management of hospitals.*—On this subject Burdett writes as follows:—

"Very many and varied attempts have been made by the lay committees to control the expenditure in the wards. It has been usual for them to make inquiries which have resulted in proving that certain cases were costing a great deal of money, and then to refer the matter to the medical officers, resident and honorary, who are immediately concerned. Having no knowledge of medical treatment, the result can be easily surmised. It almost invariably happens that the particular cases singled out are of some special nature where extraordinary expenditure is fully justified by the circumstances of the case, its emergency and severity. In some instances, with the object of enlisting the co-operation of the medical staff, the practice prevails of either (1) making the whole of the honorary physicians and surgeons members of the committee of management, or (2) empowering the medical staff to elect two physicians and two surgeons as members of the general committee. In practice, small results have followed the adoption of either of these courses, owing chiefly to the notorious fact that there is no profession where jealousies prevail to the same extent as they do in the medical, and each physician and surgeon has felt great delicacy in calling in question the work and treatment of his colleagues. For all these and many other reasons, we are convinced that the system introduced at the Edinburgh Royal Infirmary is the only one calculated to affect materially the expenditure of a general hospital, and therefore we strongly recommend its adoption by the committee of every institution which desires to be economically and properly administered."

(*b*) While not agreeing with Mr. Burdett as to the cause, there is no doubt that much difficulty arises even in such an office as mine, where the head is a medical man, in getting at the truth of expenditure and ascertaining how excessive expenditure may be prevented. This subject was well dealt with by the Calcutta Committee on hospital expenditure, and the Committee in Madras whose report is printed in G.O., No. 1, Public, dated the 1st January 1889, also dealt with it proposing such forms as might be of use in comparison and fixing that the annual average rate of diets and extras for Europeans was not to exceed 8 annas a day and for natives 4 annas a day.

(*c*) The Committee point out that there can be only a certain amount of uniformity in internal management, and that the Medical officers in charge should not be hampered in their endeavours to improve even on what the Committee recommend.

They state that they give expression to this feeling as they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

(*d*) In these views I largely concur. The general use of the forms now proposed in the Book of forms, Appendix * B, will go as far as I consider desirable and the comparisons made on the administration of these hospitals in the annual report on the State hospitals and Lunatic Asylums will, from time to time, show Medical officers in charge the direction in which improvements can be made. Proposed Civil medical form 49 will require confirmation by me under orders in G.O., No. 665, Public, dated 6th August 1895.

13. (*a*) *Diet rules and how diet articles are to be procured.*—The Committee state that since the promulgation of G.O., No. 330 of the 13th May 1892, "Superintendents of State hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all; so, to a certain extent, hospitals have been getting their supplies for the last two and-a-half years more or less by 'rule of thumb.' To adhere to the Government order was impossible." They also point out that this has been represented from time to time and that the rules in the Government order as drawn up are not workable.

(*b*) No doubt representations have been made, some of them far too early, even before, the rules had been given a fair trial. On my ascertaining that these rules were not being carried out properly, I called attention to them and at the same time appointed this Committee to report on how the rules could be made to work.

(*c*) I considered the principles of these rules were sound and that apart from this, it was the manifest duty of the officers concerned to carry out the orders of Government making such representations as appeared to them desirable. I have dealt at length with the subject in my letter No. 38-Tour of the 24th November 1894, and do not apprehend there will be the least difficulty in seeing that the orders of Government when the final orders of Government are received on the proposals now submitted, I are carried out.

(*d*) The Senior Medical Officer, General Hospital, has on the 3rd August this year, with reference to G.O., No. 165, Public, of the 7th March 1895, which pointed out how the original rules have been departed from, forwarded to me a list of tenders from which it is seen that out of 85 articles advertised for, tenders were received for only 27; that one man tendered for 24, one for 15, one for 10, and four for one article each. On the whole the bazaar rates were more favourable.

(*e*) I circulated this to other Medical officers to ascertain if they had found similar difficulties, and if so, how they had dealt with them. The Superintendent, Lying-in Hospital, replies—

"In the case of this hospital, the articles were divided into groups of somewhat similar articles such as 'bread and flour,' 'milk and butter-milk,' 'arrowroot and other farinaceous articles,' 'sugar, brown and white,' and tenders were obtained without difficulty for these groups—altogether 35 in number. On the whole more favourable rates were obtained than last year. If each individual petty article had been tendered for separately, the same difficulty as has been now experienced at the General Hospital would no doubt have been felt here."

(*f*) The Acting Superintendent, Government Ophthalmic Hospital, writes:—

"As regards this hospital the articles were divided into fifteen groups. Tenders have been received for all except for one group consisting of hospital necessaries, &c., which are required in small quantities only. The articles in this group are now being purchased monthly as required."

(*g*) The Superintendent, Lunatic Asylum, Madras, writes—

"In accordance with G.O., No. 330, Public, of the 13th May 1892, tenders are invited for non-perishable articles, which are formed into five or six groups; this is published in the *Fort St. George Gazette* and spare copies of the notification are distributed amongst the known contractors. Tenders are received on a fixed date for the articles supplied in bulk and there is no difficulty in getting tenders for them all; when tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk."

* Not so marked.

(*h*) The Committee further point out that these rules deal (1) exclusively with *diets*, whereas by subsequent correction it is clear that other articles required in hospitals are to be obtained in the same way; (2) the names of articles enumerated in them did not include all requirements; (3) that *every article should be obtained by separate tender*.

(*i*) They point out that shopkeepers would not thus tender depositing earnest-money and that departmental direct purchasing had to be resorted to.

(*j*) Below will be found a copy of a General Hospital advertisement which the Senior Medical Officer drew up with an idea of adapting it to the Government rules. He says that tenders for only a few of the articles were obtained. It gives an idea of the actual requirements and of the trouble which its preparation must have cost him. His idea was adopted by the other Medical officers in charge.

MEDICAL DEPARTMENT.

General Hospital.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words "Tenders for Hospital supplies" written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest-money.
	Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 13, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5 and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"I, the tenderer, agree to have the earnest-money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract."

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in london five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gals.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gals.	1,200

Bulk supply for six months from 1st April 1895 to 30th September 1895—*cont.*

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Salt, white, clean	„	370

No. 13.

Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	„	15,000
Mutton, 1st sort, without bone	„	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital; specific gravity not under 1,025; pints of 20 oz.	„	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed.	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut, without shell	lb.	100
Chillies, green	„	8
Coriander leaves, green	„	5
Ginger, green	„	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	„	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	„	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	„	9,000
Vegetable, Europe, fresh (varied daily exclusive of wastage)	„	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	„	25
Bran, 1st sort	„	1,000
Flour, wheat	„	1,200
Soojee, 1st sort	„	75

No. 20.

Ice	lb.	35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	„	36
Constantia	Bottles	54
Gin	„	6

No. 22—cont.

Sherry	Bottles	24
Whisky	„	14

No. 23.

Gingerade	Dozen	3
Lemonade	„	140
Lythia water	„	2
Soda water	„	700
Tonic water	„	10
Potash water	„	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Do. long, fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Do. table	,,	8
Do. table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs	200
Towels, dungary	No.	200
Do. Patna	,,	125
Do. rollers, coarse (Jack)	,,	15
Do. bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50
Aprons, doctor's	No.	6
Banians, flannel	,,	100
Caps	,,	10
Mattress covers	,,	10
Napkins	,,	5
Paliasses, blue unstuffed	,,	45
Pillow cases, large	,,	400
Do. thick	,,	15
Quilts, chintz	,,	100
Do. cotton	,,	240
Sheets, cotton	,,	130
Do. draw	,,	50
Do. dungary	,,	10
Shirts, 1st size	,,	200
Do. 2nd size	,,	15
Socks, flannel	,,	15
Trousers, flannel	,,	10
Do. cotton, 1st size	,,	100
Do. 3rd size	,,	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Do. small	,,	40
Bath-bricks	,,	12
Bladders	,,	600
Blue-powder packets	,,	30
Books for prescription	,,	48
Bottles, empty, clear glass	,,	500
Do. pint, empty	,,	700
Do. sauce, empty	,,	300
Bratties	,,	700
Brooms, long	Bundles	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Do. brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60
Cocoanut scrubbers	No.	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	,,	6
Fuchsine	,,	3
Gunny bags	lb.	20
Hogs' lard	No.	150
Honey, clean, fresh	lb.	30
Horse hair	,,	1
Knife-polisher	,,	3
Lamp thread	Tins	6
Do. wick, kerosine	lb.	200
Leeches	Yards	260
Leaf-fans	No.	12
Limestone, burnt	,,	60
Liquorice root	lb.	96
Marking nuts	,,	20
Matches	,,	350
Mats, common	Boxes	24
Needles	No.	6
Padlocks, patent, iron	Packs	15
Pins	No.	6
Red paper	Paper	48
Rice, broken, for flour	Sheets	2,500
Rope, cotton	lb.	15
Safety pins	Yards	100
Sandpaper	Boxes	50
Sawdust	Sheets	80
Spirit of wine	lb.	50
Straw	Bottles	9,000
Strainers, rice	lb.	12
Swabs, hemp	No.	70
Tape, country	,,	500
Thread, sewing	Yards	12
Twine, Europe	lb.	10
Wax, white or yellow	Rolls	20
Winnows	lb.	50
	No.	

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required—cont.

No. 29.

Chatties, small	No.	60
Do. large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Ovens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Do. iron, enamelled	,,	6
Do. China, large	,,	6
Bowls, China	,,	100
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	12
Cups and saucers, fine	,,	24
Chimney, large, kerosine	,,	50
Do. small	,,	40
Do. large, oval	,,	12
Carving knives	,,	1
Do. forks	,,	1
Dish, white, with cover	,,	12
Ewers, China	,,	6
Feeding cups, China	,,	12
Forks, table	,,	26
Do. dessert	,,	36
Finger glass	,,	6
Jugs, milk, white	,,	12
Jars, earthen (empty ginger preserve)	,,	100
Knives, table	,,	36
Do. dessert	,,	36
Lanterns, wall, kerosine	,,	5
Lanterns, cocoanut, hanging	,,	5
Lanterns, cocoanut, hand	No.	5
Looking glass, large	,,	5
Mincing machine	,,	1
Nutmeg-graters, large	,,	1
Plates, hot-water	,,	6
Do. dinner, white	,,	50
Do. white, soup	,,	6
Do. do. cheese	,,	6
Do. do. dessert	,,	6
Do. green for custard	,,	50
Saucepans, iron, enamelled	,,	2
Sneakers, with cover	,,	6
Spoons, table	,,	12
Do. metallic	,,	24
Do. dessert	,,	12
Do. tea	,,	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Do. small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Do. do. 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Do. bed-head tickets	,,	50
Do. funnels	,,	6
Do. pots, large	,,	100
Do. chart-holders	,,	50
Do. hand-bath	,,	6
Do. arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Do. hip-bath, zinc	,,	3
Do. foot-bath, zinc	,,	3
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	3
Rakes for garden	,,	6
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly	No.	74

General Hospital, Madras,
26th February 1895.

(Signed) W. PRICE, M.D., Brigade-Surgn.-Lt.-Col.,
Senior Medical Officer, General Hospital.

13. (*k*) The committee point out that the above lists will give some idea of the requirements of a large hospital. The following is the list of hospital requirements given in the Government Order under consideration :—

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingelly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Do. seed.*	Vendium.

* Cummin seed is doubtless meant.

(*l*) The committee are of opinion that the grouping form of advertisement is the only workable one.

I consider it is the best system, and hope Government will sanction its adoption. The idea of each article being tendered for separately appears to me to have been founded on the practice of people tendering for articles which were used in large quantities at a high rate and then making their tenders appear low by entering other articles which were not likely to be called for at impossibly low rates. This will be avoided if the grouping system is allowed and only articles of a similar kind are included in each group. In any case they will be able to select each article at the lowest price in the group as they will not be bound to accept the tender complete and, moreover, under the proposed rules, they will not be bound to accept any tender if they find they can procure the article elsewhere at a lower price.

(*m*) The committee point out that the rule in the Government Order of 1892, *i.e.*, paragraph 2 "for the supply of such quantities (of nonperishable, *i.e.*, storable articles) as will fill the storage accommodation available," would lead to enormous loss and wastage, that it is not advisable to store such large quantities of diet articles and that it is impossible to test the quality of large quantities at a time.

I do not consider it was ever the intention of Government that enormous quantities of such stores should be taken in to fill available accommodation.

(*n*) The committee do not appear to have been aware of the fact that Government had already modified the quantity of rice that was to be kept in store in the Calicut Lunatic Asylum on account of the representation which had been made about the deterioration it underwent in that climate if stored in large quantities.

(*o*) The committee suggest "that the rule should be that such articles should be taken in in such quantities and at such times as the Superintendents shall judge right—what the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The committee state they use the word *leisurely* advisedly and that *in no other way can the diet of the sick be properly selected.*"

I agree with the committee in so far that the Medical officer in charge should be held responsible for the quantity taken in at a time and that it should never exceed the amount he can efficiently examine and see for himself that the quality is good and up to sample and the quantity is actually received. He alone is fitted to judge how he can best carry out this duty keeping in mind the necessity of obtaining the article of the best quality at the lowest possible rates.

(*p*) The committee point out that this is a partial return to the contract system, but that it includes a workable store system. This is the system working in the large

hospitals in Great Britain will be seen by the following copy of the agreement form in use in hospitals where the uniform system of accounts is in force :—

"Should this tender be accepted (I or we) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

"If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or we) should fail to deliver them *from time to time* when ordered (I or we) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the committee of management shall at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or we) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp.

Signature.

Date

Accepted for

on behalf of the Committee of Management.

Chairman."

(*q*) The committe consider that each individual Superintendent should receive tenders and conclude contracts for his own institution. This they will do, but the duties of the Surgeon-General in regard to all such contracts have since been laid down in G.O., No. 665 of the 11th July * 1895, which, since the date of their report, has been circulated for general information. When each Superintendent is submitting these tenders for my approval he should prepare a comparative list in the same form now in use by the Medical Storekeeper to Government when he submits the tenders for my approval.

(*r*) The committee also consider it desirable that a comparative statement (Civil Medical Form No. 46) should be compiled in my office, so that each Superintendent should see what the prices in the other institutions were. This has been done for 1894 and 1895 and I consider should be continued.

(*s*) *Diet rules.*—I consider the diet rules (Appendix † A) proposed by the committee should be adopted with the following modifications :—

Section II, rule 3.—Add after the word limitation "that he should purchase when the market is favourable but" and the words "the quantity" should be substituted for "it."

Rule 4 would, I consider, work well if the suggestions in paragraph 10 ‡ of this letter are sanctioned.

Rule 6.—Substitute the word "shall" for "should." The monthly price list of grains, &c., is now furnished to all such institutions.

Rule 7.—Omit last sentence.

Rule 8 *should become rule* 11 *and should read*—"Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorized form, before completing the contracts, which must be countersigned by the Surgeon-General."

Section III—Contracts, paragraph 23, *proposed schedules.*—It will be necessary for me, in consultation with the different officers concerned, to fix the quality which should be entered in the advertisement for each article in the index classification if my proposals in paragraph 10 of this letter are sanctioned.

* 6th August 1895. † Not so marked. ‡ Paragraph 10 is about forms of accounts.

Section IX, paragraph 2, as modified.—I do not consider necessary if the permanent advance suggested in paragraph 20 of this letter is sanctioned, and I would let the rules stand as originally printed.

Section XII—Hospital dietary, page 121.*—There should be a foot-note added to the time-tables to the effect that Superintendents may modify the hours to suit their own hospital requirements. This was sanctioned in G.O., No. 1, Public, dated 1st January 1889, and is most important as the requirements in different institutions vary considerably.

Appendix II, page 131, † *paragraph* 7.—Instead of the words "so-called pint" it would be better to insert "unit of measure."

Appendix III, page 132, ‡ *rule* 6.—The word "unauthorized" should be substituted for "non-contract."

14. (*a*) *Stock-taking and control.*—The Committee suggest that a junior Medical officer should be deputed from time to time, and without any warning, to each of the institutions with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

(*b*) I cannot see either the necessity for, or desirability of, this suggestion. Under existing rules each medical officer is responsible that he checks the quantity of any article remaining in stock before he submits a requisition for any fresh article.

(*c*) I consider it is desirable that the medical officer in charge should, at least once every half-year, make a systematic inspection of an uncertain number of the articles of stock in hand, comparing the amount remaining with the entries in the stock-books, and that he should state in his annual administration report that he is satisfied that the stock-books of all such articles were properly kept up as is now done regarding service-books and valuable Government property. It will become part of my duty to see that these stock-books are properly kept when I am inspecting such institutions.

15. (*a*) *Forms.*—The forms proposed by the Committee are attached to this letter and superscribed "Book of forms" (Appendix B) §. The Committee state they are given as models and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the book, will ‖ keep individual Superintendents to select those which suit their own particular institution best. At first sight the mode of use of these forms seems puzzling, but in practice, the Committee state, no real difficulties arise, and they do away with loose manuscript dockets, which are a waste of time and paper, are very untidy and get readily lost (*vide* Committee's rules, page 127,¶ as to their use).

(*b*) The forms recommended for the Storekeeper are taken from Commissariat sources for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

(*c*) Captain Watson has, I know, given the Committee much assistance in this matter.

I recommend the adoption of these forms, as civil hospital forms, to be printed at the Government Press and distributed under the rules which Government will pass on a proposal of mine lately submitted on this subject.

(*d*) It is desirable that whenever a medical officer in charge wishes to have any modification made in them, he should apply for sanction to this office.

Civil medical forms 50, 51 and 52 will have to be corrected for each institution.

Civil medical form 40 appears to require slight revision. The two headings "without diets," should, I think, read "on extras alone" and the heading "average" should, I consider, read "average cost per day" including those on extras and diets, but both these I can correct with the Senior Medical Officer, General Hospital, if the general form is approved.

Civil medical form 42.—It is advisable that whoever fills in the admission register of the institution should be responsible for the completion of columns 1, 2, 3, 4 and 5, as regards those patients who are liable to pay. This will be a check on the Steward.

* Page 123. † Page 138. ‡ Page 134. § Not so marked. ‖ Help. ¶ Page 129.

N.B. These pages are now ... of Appendix C

Civil medical form 49 will require confirmation by the Surgeon-General—*vide* G.O., No. 665, Public, of 6th August 1895, and this should appear on the form.

16. *Firewood to be used in Cooking diets.*—The attention of the Committee was called to the fact that, under G.O., No. 1, Public, dated the 1st January 1889, four pounds of firewood per each European diet and two pounds for each Native diet were being passed, and that I considered these scales excessive in face of the experience of the Calcutta Medical College Hospital in Calcutta, mentioned in the above Government Order, the experience in jails as shown by the Jail Code, which was sent to them and the facts dealt with in the report on Jail Administration of 1891, which was before them. The Committee consider the scale of 4 lb. per European and 2 lb. per Native diet a reasonable maximum. The recommendation of the Committee on this matter will be found in the "diet rules" (page 120),* and I consider the proposed rules should be adopted.

17. *Cooking Ranges.*—The Committee report that the Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for Native patients, and, pending his report, they do not wish to commit themselves to any particular form of cooking range. Should his experiments fail, they think the Lying-in Hospital iron range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

On receipt of this report I will address Government on this subject.

18. *Storekeeper's and Steward's Bond.*—The proposed forms—Civil Medical Forms 51 and 52—have been prepared by the Government Solicitor and should, I consider, be adapted to the wants of each institution.

19. *General requisition form.*—Proposed Civil Medical form 45 has been drawn up in communication with me and will meet all requirements—all articles which require my sanction should be indented for on it.

20. *Permanent advance for petty departmental purchase.*—The Committee consider this is absolutely necessary, as hospitals are constantly requiring odds and ends which cannot be got by tender. The amount required will vary for each hospital and they suggest for—

	Rs.
The General Hospital	300
The Lying-in Hospital (which is already sanctioned and is necessary on account of batta to pregnant women and hire of punka men)	400
The Ophthalmic Hospital	20
The Leper Hospital	20
The Voluntary Venereal Hospital	20

I would add—

The Madras Lunatic Asylum	100
Calicut and Vizagapatam Asylums, each	20

I consider it is desirable that these permanent advances should be sanctioned for each of these institutions.

21. *A uniform method of stock-book keeping.*—This appears most desirable, as there had been found to be a great diversity in procedure.

The proposed forms—Civil Medical Forms Nos. 30, 31, 32 and 33, which are founded on those in use in the Commissariat Department, explain themselves and will, I consider, meet the requirements. The Committee also propose a "furniture distribution form"—Civil Medical Form 44 which, when adopted, will show at a glance where the various articles of furniture may be found. This will be useful in checking annually the stock of Government property which has to be reported on in the annual administration report.

22. *A circular price list form.*—Proposed Civil Medical Form 46 will show the prices paid for diet articles, &c., in each institution and will be circulated from my office when the necessary figures are received. This comparison of prices should show medical officers whenever they are paying too high a price for any particular article.

* Page 122. (correct page ... of Appendix C)

23. (*a*) *How hospital necessaries are to be procured.*—The Committee suggest that "they should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. In advertising for tenders for diet articles the Superintendents should include hospital necessaries." I concur in this proposal.

(*b*) No fixed list of "hospital necessaries" exists. With the consent of Government I shall, in communication with the medical officer concerned, authorise a list and direct that no unauthorised article should be included without my special sanction.

24. (*a*) *The checking of hospital returns and bills in the Surgeon-General's office.*—As I know this to be unsatisfactory, I called on the Committee to report how it could be improved; they report as follows:—

"This question arose incidentally in connection with the controlling and checking of hospital stores. In a minute by the Committee to the Surgeon-General, a sentence was used which seemed to imply that hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"The audit in this office is governed by the following rules:—

"'(i) checking the daily register of dieting in-patients in the Government Presidency hospitals including Lunatic Asylums;

"'(ii) bring to notice any inaccuracies of calculation, excess in cost where the money average is above 8 annas a day for European and 4 annas a day for Native patients or any other irregularities which may be found in the documents;

"'(iii) comparing diet registers with ingredient statements and calling for explanation in case of discrepancies;

"'(iv) seeing that the charges in the bills are not in excess of the quantities entered in the ingredient statements and other vouchers;

"'(v) seeing that the articles issued for each diet in the ingredient statements are in accordance with the sanctioned scale.

"'(vi) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for medical stores, bedding and clothing, &c., and

"'(vii) in disposing of hospital stoppage lists, &c.'"

(*b*) The following office standing orders also are in force:—

"II.—Each clerk is individually responsible for his own share of the work.

"III.—All bills and statements should be minutely and carefully checked according to rules, and not in the casual way hitherto done."

(*c*) The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For, it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw, they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

(*d*) However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

(*e*) I concur in the opinion that the work has never been properly carried out in my office and it would be quite impossible for one clerk to carry it out especially when it is remembered that the diet returns and bills are due in my office about the 10th of each month and that the contractors cannot be paid until the bills have been passed.

(*f*) Considering the number of bills and returns which have to be dealt with, the work could, I think, be done thoroughly if Government would sanction one clerk who had had previous experience of checking such accounts in the office of the Examiner of Commissariat Accounts or the Accountant-General's office on Rs. 80

and two Assistants—one on Rs. 30 and one on Rs. 20 a month—to assist him in the necessary checking and compilation of statements, which should be laid before me by my Secretary each month to show how the expenditure is going on in connection with the budget allotments.

25. *How far these rules and proposed forms can be adopted in the hospitals of the Lunatic Asylums.*—The Committee report—

"In considering the subject of Lunatic Asylums, the Committee has found that a large amount of uniformity in the methods of account may be established between their establishments and hospitals. It finds that many of the forms in the book of hospital forms, which it has drawn up, may be made applicable to the Lunatic Asylums, of course, the headings have to be somewhat different, just as they must be for each of the hospitals.

"The following is a list of the proposed forms they suggest Nos. 1, 15, 18, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52 and 53. Of these Nos. 1, 15, 18 and 43 require slight modification to fit them for Lunatic Asylum purposes. In place of the requisition forms 11 to 14 in the book of forms, the following forms should be substituted for use in Lunatic Asylums in making requisitions both on the contractors and on the Storekeeper. They should be bound in books, foil and counterfoil."

Requisition on Storekeeper / Contractors

List of articles

Required on 1895.

	lb.	oz.

Steward,

Lunatic Asylum.

MADRAS,
1895.

The Committee go on to say "many of the diet rules as recommended by the Committee are also applicable to Lunatic Asylums."

"Sections II, III, IV, V,* VI, VII, VIII, IX,* XI,* XII,* XIII,* and Appendix I are all applicable, but in regard to sections V, IX, XI, XII and XIII, the Committee would remark as follows:—(*a*) Section V as far as the Madras Asylum is concerned, this section is completely applicable, but in the case of the Lunatic Asylums at Waltair (Vizagapatam) and Calicut, the checking must be done either by the Surgeon-General himself while on tour or by some special officer deputed by him."

The method of stock-taking has already been dealt with by me in paragraph 14 of this letter, otherwise I consider all these suggestions may be adopted.

26. I hope these rules will meet with the approval of Government as adopting the principle embodied in the rules of G.O., No. 330 of the 13th May 1892, as far as they can be made applicable to the requirements of hospitals. I attach (Appendix C) copies of some diet sheets taken at random from such records showing how very different the work is in hospital compared with dealing with people on fixed scales of diet as in prisons and amongst healthy inmates of Lunatic Asylums.

I am convinced that, if Government sanction the present proposals and when they are put into working order, there will be more satisfactory results than have hitherto been achieved.

READ—also the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 30th October 1895, No. 470.

In continuation of my letter, No. 405, of the 23rd September 1895, I herewith submit a copy of the report of the Special Diet Committee, as I consider it is desirable that Government should be in possession of the views of the medical officers concerned, who have all had considerable experience in managing their institutions, though with many of them I do not altogether agree.

2. I cannot admire the so-called resourcefulness of the medical subordinate referred to in paragraph 4 (6) and am convinced that no commissioned officer would permit such an irregular action as is described.

3. I cannot concur with their suggestions in paragraph 4 regarding the item of expenditure for "burial of paupers" being omitted; they apparently leave out of consideration that it would not be desirable to send the bodies of pauper lepers to the dissecting room, nor possible to send the bodies of numerous unclaimed infants dying in the Lying-in hospital, and that it is most undesirable that any such rigid rule as they propose should exist. No medical officer should be required to send the bodies of all paupers to the College irrespective of the natural objections of surviving relatives.

4. With reference to the committee's idea in paragraph 2, section III, on page 12, as far as I am aware their view that any one wishes to fix a rigid uniformity in internal management of the different institutions is purely founded on conjecture.

5. I consider that the committee would have modified their assertions in paragraphs 2 and 3 on pages 12 and 18 and paragraph 6 on page 19 if they had been in possession of the orders of Government since received in G.O., No. 815, Public, of the 2nd October 1895. Their remarks only show, as I have written before, that the medical officers concerned have not properly appreciated the orders of Government.

6. In their comment on what they call the bulk store system in paragraph 8, page 19, they leave out the important fact that the system as directed by Government was never carried out thoroughly, and that the system that was working for some time was only the old contract system under another name, and that none of the figures they give can be considered to apply to such a system as Government contemplated.

7. The word "non-storable" should appear in Rule I, page 133,† Appendix II, before the word "articles".

8. *Note on Page* 117.—The word "authorised" should be entered before "article"—see my proposal in paragraph 13 as regards Appendix III, page 132 (now 134)‡ Rule 6.

9. *Appendix IV, Page* 135.—The method of calculating the average cost of diets I will deal with when replying to paragraph 9 of G.O., Nos. 712, 713, Public, dated the 28th August 1895.

* Not printed. † now pages ..... of Appendix C
‡ now pages ..... of Appendix D

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 14th January 1896, No. 10.

With reference to paragraph 22 of G.O., No. 815, Public, dated the 2nd October 1895, and to my letter, No. 470, dated the 30th October 1895, forwarding the report of the Special Diet Committee, I now attach a copy of a valuable letter on the subject of the departmental supply system as regards non-perishable articles which has been kindly furnished me by the Inspector-General of Prisons.

2. I have sent this to Brigade-Surgeon-Lieutenant-Colonel Price and Surgeon-Lieutenant-Colonel Branfoot for their remarks. The former considers it most useful and instructive, especially as regards calling for tenders when the articles are cheap instead of on a fixed date half-yearly or otherwise. He considers the principles of the Inspector-General's letter can be fitted into the proposals of the Diet Committee without any trouble and suggests it should be attached to it as an appendix, in which I concur.

3. As regards the forms and books referred to in paragraph 5 of the letter, I have sent them to the committee in order that they should propose any alterations in the forms and books which are now before Government in the report. On receipt of their report, I will submit it to Government.

4. Dr. Branfoot states that the principles of this letter have been adhered to in his hospital, but that articles are not, or have not been, bought always at the cheapest times, because in the Presidency town the fluctuations in the market are, as far as he has ascertained, not very great in the matter of grain, and because it is necessary to buy when the supply is falling low; also there is no Steward's establishment in the Lying-in Hospital from which any one could be spared to go into the bazaars to make purchases and the Storekeeper is forbidden by the order of Government to have anything to do with the purchasing.

ENCLOSURE.

From A. G. CARDEW, Esq., M.A., I.C.S., Inspector-General of Prisons, to the Surgeon-General with the Government of Madras, dated 3rd December 1895, No. 6451.

In reply to your letter No. O-1013, dated 30th October 1895, I have the honour to state that what is meant by the departmental system of obtaining rations is the plan of buying definite quantities of articles of rations from merchants instead of letting out to them the right to supply indefinite quantities that may be required during a given period. If a merchant undertakes to supply rice to a jail or hospital at a fixed price for a year or for half-year, he has necessarily to allow for a rise in price occurring during his contract, or if he guards against this contingency by laying in a stock of rice equal to probable requirements, he has to charge interest on the capital locked up. The central principle of the departmental system is that the Superintendent of the jail or other institution should himself calculate the probable requirements of the year in rice, and should then buy that amount and store it.

2. It is a consequence of this system that purchases should, as far as possible, be made in large quantities at that season of the year when prices are usually lowest. This season will differ with different articles. The connection with the merchant is as brief as possible. The Superintendent says, 'I want 10,000 lb. of rice delivered within so many days or weeks of this date; at what rate will you supply?" He accepts the cheapest rate, which must, of course, be up to a sealed sample, and the merchant delivers the whole 10,000 lb. within the number of days or weeks stipulated. Payment in cash is at once made, and the minimum amount of delay and uncertainty is caused to the merchant.

3. As regards the actual method of purchase, different plans can be followed. Some Superintendents themselves hold an auction in the bazaar, having first announced the hour and place by tom-tom. This system answers well in large jails, but the process of sitting in a bazaar with a crowd around is not always pleasant. Other Superintendents hold auctions at the jail gate. In either case the procedure at the auction is the same—the number of lb. of rice, chillies, &c., required is named, a sample is shown, and the merchants present are asked to bid against one another; the best rate being accepted. Probably the auction system would be found unsuited to the Medical department. Another plan is to send the jailor or other responsible subordinate into the bazaar to make purchases. This method answers well in the Jail department because the result of the jailor's purchases is clearly exhibited in the annual cost of the

jail and so responsibility is thoroughly enforced. It will probably not suit the Medical department. The other alternative is to call for written tenders by published advertisement. There seems to be no valid objection to this plan, care being taken that the merchants do not form a ring and that the rates offered are not dearer than those usually obtaining in the market.

4. It has been found useful in this department, when the merchants in the local market combine, to buy supplies from a distance. Even if no economy is obtained at the time, the merchants are taught that they are not indispensable.

5. A proper system of stock and diet accounts and of returns based on these is necessary in the working of the departmental system. The jail forms which are printed in the Jail Code are, I believe, as nearly perfect as possible for the objects required in jails. As soon as a purchase of rice is made, the quantity bought is brought on the Stock Book (Form No. 32) and no payment for rations should be made without seeing that the article is properly brought on to the Stock Book. Daily issues are recorded in the Diet Roll (Form No. 34) and the total of each day's issues is shown in the column "Quantity issued" of the Stock Book, a daily balance being struck under each article. In a large jail, the due calculation of issues and the maintenance of these two books takes about an hour per diem. The correctness of the entries in these forms is checked in my office by the returns—Forms Nos. 63, 64 and 65. In Form No. 65 purchases are checked by the actual cash expenditure, issues by the totals of Form No. 63, which is itself checked by Form No. 64. The Jail returns are so arranged that an over-issue of half an ounce of ragi in a monthly consumption of 30,000 lb. is at once checked, and so long as the Stock Statement (Form No. 65) agrees with the Stock Book (Form No. 32), fraud is impossible. To assure agreement, a certificate has been added at the end of Form No. 65, but Superintendents often sign it without complying with its requirements.

6. Store-rooms are, of course, required for the working of the departmental system, and some experience in storing grain is needed. In practice waste through errors in storage is not serious. If grain is thoroughly dry when it is put away, and if it has a pukka flooring, which will not admit damp under it, it cannot spoil.

7. It appears to me, however, that the central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much rice within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price, &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated 31st January 1896, No. 64.

In continuation of my letter, No. 10, of 14th January 1896, paragraph 3, I have the honour to inform you that the Diet Committee report as follows:—

The committee considered the letter to the Surgeon-General with the Government of Madras from the Inspector-General of Prisons, No. 6451, dated 3rd December 1895. They have also examined the Prisons forms referred to by the Inspector-General of Prisons in the above letter. The committee desire to record their complete agreement with the Inspector-General in the principles he lays down for the procuring of articles of diet. They are the principles which have guided the committee throughout their deliberations on the work given them to perform and are embodied in their rules "How articles of diet are to be procured" (Report, page 117).

To make paragraph 4, page 118, section II, of the report more clear, the committee desire that it be modified in the following manner:—

After the word *named* in the second line insert "which should be the rule with storable articles".

In regard to the Stock Book forms used in the prisons, the committee are of opinion that the forms they have adopted are better adapted to hospitals. They are, moreover, constructed on same principles as those used in prisons.

It appears to the committee that paragraph 7 of the Inspector-General of Prisons' letter might with advantage be added to the appendix of the committee rules.

2. I fully concur in their suggestions and commend them for the consideration of Government.

+ now page 1 of

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 6th March 1896, No. 178.

In continuation of my letters, Nos. 405 and 470, of 23rd September 1895 and 30th October 1895, respectively, I have the honour to inform you that in January last the Senior Medical Officer, General Hospital, having submitted the marginally-noted hospital order for my approval, he was asked to report what alterations would thereby be required in the report of the Diet Committee and in the proposed form.

"On and after 19th January 1896 (date) the hospital day will begin and end with the real day—viz., at midnight and not at 6-30 as at present—for all departments of the hospital.

"2. Men who are discharged or abscond from hospital will be shown as discharged on the actual date on which they leave the hospital and the hour of their so doing shall be marked by the Apothecary or Assistant-Surgeon clearly on the bed-head ticket.

"3. The necessary changes in the morning report will be made in manuscript until new forms are ready: see accompanying form."

2. The Senior Medical Officer in reply submits the following alterations in the Civil Medical forms printed in Diet Committee's report:—

"In Civil Medical Forms, Nos. 2, 3, 4 and 5, the following note should be added at the headings:—

'NOTE.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.'

"2. In Civil Medical Form, No. 18, the statement of morning statistics should be altered as follows:—

(*a*) The heading 'Morning Statistics' should be altered as 'Daily Statistics of 189 '.

(*b*) 'Remaining at 6-30 A.M. yesterday' to that of 'Remaining at 12 P.M. on 189 '.

(*c*) 'Remaining at 6-30 A.M. this morning' to that of 'Remaining at 12 P.M. on 189 '.

"3. The following should be introduced as Civil Medical Form No. 5 (*a*):—

NOTES by the Night-duty Steward for the information of the Steward who complies the Daily Diet Sheet.

Dated 1896.

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

"4. This form has been in use since 19th January 1896 and has only been required on two occasions."

3. I approve of the alterations proposed and commend them for the consideration of Government.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Ootacamund, 5th June 1896, No. 165-Tour.

With reference to G.O., No. 815, Public, dated 2nd October 1895, I have the honour to report for the information of Government that I circulated it to the Medical Officers in charge of Presidency Hospitals and Lunatic Asylums. They were asked to submit their remarks on paragraph 17 of the Government Order, and the Superintendent, Lunatic Asylum, Madras, was specially asked to submit a report on paragraph 14 and a full explanation as required by Government on paragraph 17 of the Government Order. Their particular attention was also drawn to paragraphs 16, 20 and 21.

2. The abstract of their reports is given below :—

General Hospital.—The Senior Medical Officer reports that the cost in both 1892–93 and 1893–94 is less than in 1891–92 by $6\frac{1}{2}$ pies and $5\frac{5}{6}$ pies, respectively, and when compared with that of 1890–91 it is found to exceed by $\frac{1}{2}$ a pie and $1\frac{1}{6}$ pies, respectively, and he finds it impossible to give any satisfactory explanation of such a small increase. He thinks that it is due to the fact that, since the introduction of the store system, the European patients prefer coffee to tea, as they find the coffee is now much better than it was formerly, and that there is a difference of 4 pies between a coffee and a tea diet.

Government Maternity Hospital.—The Superintendent reports that as regards non-perishable articles, such as grain, condiments, oil, they have been since April 1892, and are still, procured in bulk according to the storage capacity of the hospital. Though the advertisement in the Gazette may not have specially notified the fact, nevertheless the whole amount advertised for has been generally received into store within a month from the time of the acceptance of tender and the whole transaction completed as soon as the money could be drawn from the treasury. Owing to limitation in room, the articles have possibly not been always bought when supplies are cheapest, but unless he has an agent who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, it is impossible to obtain the best rates at the best times. In reference to paragraph 17 of the Government Order, he states that the average cost of European diets in the hospital has jumped up after the year 1890–91. It is due to special wards having been opened in that year and that patients of a higher social class have been accommodated in the hospital in increased numbers since that time; corresponding with this, the hospital stoppages have increased very largely. With regard to native diets, there has been slight increase in the cost, and this is well accounted for by the increase in general prices which has taken place in late years and the improvement in the quantity of the diet. He affirms that the quality of the diets, that the way in which they are cooked and issued, has entirely changed from what existed at the commencement of his service. The improvements have been effected at the cost of much personal labour and trouble and are well worth any small increase in cost which has occurred.

Ophthalmic Hospital.—The Superintendent states that no explanation is required from his hospital, and that particular attention will be paid to paragraphs 20 and 21 of the Government Order.

Voluntary Venereal Hospital.—The Superintendent reports that the increased cost in European diet is due to the total amount of brandy and constantia used and to some articles, such as limes, chicken, &c., which were given in 1893–94 but not in the two preceding years, and to the fact that in 1892–93 and 1893–94 the cost of constructing store godowns and the store establishment was reckoned in estimating the average cost of each diet.

Government Leper Hospital.—The Superintendent reports that the increase in cost of native diets is due to the issue of a milk diet for feeble leper patients who could not digest the ordinary diet, and to the departmental system of supply, which is somewhat more expensive than the old contract system, as merchants made higher tenders for each separate article than they would do when tendering for a large contract.

Lunatic Asylum, Calicut.—The Superintendent reports that there has been no change in the system of contract for perishable articles, which is made for a whole year from April, about which time the market is cheap. If the contract is to be for portions of a year, then tenders must be called in twice a year either in April and October or from April to August and from September to March. The monsoon, however, will intervene when the prices always rule high, and considering that the contract is for short periods, the contractor will take advantage of the circumstance and tender high rates, whereas if the contract is for a whole year and is entered into in April, as usual, reasonable rates can be expected.

Lunatic Asylum, Vizagapatam.—The Superintendent states that the orders of Government are adhered to in his asylum. Grains, dholl, tamarind and chillies are

purchased in bulk at the most favourable season. All vegetables, including onions, are grown in the asylum; they kill their own mutton, purchasing sheep whenever there is favourable opportunity and grazing them in the asylum grounds.

3. I herewith enclose a copy of the report from the Superintendent, Lunatic Asylum, Madras. This was circulated for general information with reference to paragraph 14 of the Government Order and for any remarks medical officers wished to record. Their replies are given below :—

General Hospital.—The Senior Medical Officer states that he agrees with the Superintendent, Lunatic Asylum, Madras, that while firewood is obtained from the Government depôt at a fixed rate for the year, it is to the advantage of the hospitals to get it as required except just before the monsoon when a stock should be put in; also that wood taken in from the compound should be dried before being put on the books or used quickly while green mixed with dried wood. By attention to these points and careful supervision of weighing by the storekeeper, the wastage on 76 tons and 1,731 lb. received during last nine months of 1895 has been reduced to $895\frac{1}{2}$ lb., or nearly half per cent. on receipts.

With reference to rice, he says that in June and July 1895 he put into store 23,125 lb. 1st sort and 994 lb. broken rice for rice flour. In November it was found to contain weevils. Consequently, $5,565\frac{1}{2}$ lb. 1st-sort rice were cleaned with a loss of $217\frac{1}{2}$ lb. and at a cost of Rs. 6–9–0 in labour, while of broken rice 800 lb. were cleaned at a loss of 29 lb. and at a cost of Annas 10 in labour.

Government Maternity Hospital.—The Superintendent reports that firewood is received in his hospital from the Forest Department in amount sufficient for about one month's expenditure, viz., 6 tons, and equal to the storage capacity of the hospital. The wood is well dried when delivered. *Kerosine Oil.*—There is always some surplus in this item. The two drums in use in the hospital do not leak. There is some very insignificant leakage from the taps which is easily secured by placing a tin underneath. The steel drums are kept in godowns away from the main buildings and there is no extraordinary risk in keeping the amount (240 gallons) in stock.

Ophthalmic Hospital.—The Superintendent reports that there was a loss of 3,219 lb. in firewood, which is supposed to be delivered by the Forest Department in a well dried condition, but it loses considerably in weight in course of time. It was stored in large quantities up to the storage capacity and he thinks it would be much more economical to take it in monthly according to the requirements of the hospital as suggested by the Superintendent, Lunatic Asylum, Madras, and that it would entail no loss as the rate is fixed for the whole year.

Voluntary Venereal Hospital.—The Superintendent states that about two tons of firewood are delivered monthly by the Forest Department. It is in a fairly dry condition on receipt. He thinks that it is better to get it monthly than to lay in a large stock. He says that at present a six months' supply of cleaned rice is laid down at one time. It would be better to get it quarterly. Kerosine oil is obtained monthly. He thinks it would be advisable to procure salt, ghee, garlic and cummin seeds daily from the contractor.

Government Leper Hospital.—The Superintendent reports that all the non-perishable articles are received thoroughly cleaned from dust, sand, stones, grit, husk, seeds and dirt of all kinds, and as soon as he was satisfied that he was dealing with the article itself that was being purchased, he then had the required amount weighed and took delivery; by this means there was no wastage on account of dirt, husk, &c.; consequently, the real wastage on the article itself was proportionately less and the total wastage figure for the year was small. He remarks that the wastage on dholl, rice and ragi at the Lunatic Asylum, Madras, was apparently very large. He writes as follows :—

"Article.	Stock. LB.	Wastage. LB.
Dholl	35,069	* 2,885
Rice	162,177	5,868
Ragi	103,190	16,631

* Revised to 2,885 f

"The Superintendent accounts for this apparently large wastage by the fact that he purchases his diet articles uncleaned and cleans them in the asylum; this plan, however, leaves him in the dark until the end of the year as to the actual cost of each article *minus the dirt*. Take rice for instance: a record is made at the time of purchase that 162,177 lb. of rice was obtained at a certain rate; by the end of the year, however, it is found that 5,868 lb. of the rice consisted of extraneous material (sand, husk, &c.) practically valueless; the rate therefore as recorded at time of purchase before cleaning must be fallacious, it should be calculated on 162,177 lb. of rice *minus* 5,868 lb. of dirt; the resulting rate will consequently be higher. If such correction is not made at the close of the year in the case of articles on which there is considerable wastage by subsequent cleaning, the comparison with the rates paid by other hospitals for *thoroughly cleaned articles* is misleading and is unfair to the latter institution."

He is of opinion that it is not safe to stock the following articles for a longer period than a month without risk of loss owing to their inherent tendency to deterioration, viz.—

Articles.	Remarks.
Sugar	Deliquesces and attracts ants.
Salt	Deliquesces.
Tobacco in leaf	Dries and is attacked by weevils.
Cheroots	Become weevil-eaten.
Bar soap	Dries and cracks.
Ghee	Becomes rancid and spoils.

Lunatic Asylum, Vizagapatam.—The Superintendent reports rice should never be stored as rice, but as paddy. He remarks that the Superintendent of the Leper Hospital appears to attach much importance to the purchase of cleaned articles, but the cleaning has to be paid for by some one, and where labour is available, as in a lunatic asylum, it is undoubtedly better to purchase in the rough so to speak.

Lunatic Asylum, Calicut.—*Rice*—Supplies to last three months only are taken. Purchases for a longer period always result in large wastages by deterioration and destruction by weevils. *Firewood* is obtained from the Government depôt at a fixed rate. Being exposed to the rains, the logs are generally wet and green when received here and the consequent loss by dryage and by white-ants is great. *Kerosine oil* is purchased every three months and stored away from the food supply. There has been no wastage on it.

4. It will be seen from the above reports that the medical officers are in favour of obtaining firewood monthly, as the rate is fixed for the whole year. None of the officers reported much loss in rice, salt and sugar, but the Superintendent, Leper Hospital, states that salt and sugar are subject to deterioration and wastage and should be purchased for a shorter period than in bulk. I beg to state that if the suggestions contained in the Diet Committee's report for their preservation are followed, no loss of any kind would occur. His attention will be drawn to them. The Superintendent, Lunatic Asylum, Calicut, buys rice to last for three months, as purchases for longer periods result in wastage. The same course is followed by the Jail Department on the West Coast on account of the nature of the climate.

—

ENCLOSURE.

From Surgeon-Captain C. H. LEET PALK, M.B., Superintendent, Madras Lunatic Asylum, to the Secretary to the Surgeon-General with the Government of Madras, dated Madras, 31st December 1895.

With reference to your circular No. 7415-A., dated 11th November 1895, I have the honour to report as follows.

2. Regarding paragraph 14 of G.O., Public, No. 815, dated the 2nd October 1895, I beg to attach a statement for the first eleven months of the current year—*i.e.*, from January to November 1895—of non-perishable articles which have been purchased in the uncleaned state, stored, cleaned and issued in this institution, also showing the total wastage of the different articles during the above period which require the following points of explanation:—

(*a*) The wastage of dholl—2,885 lb. 1 oz.—consisted of husk, broken dholl, rubbish and dirt in cleaning, which was quite unfit for issue as diets. The broken dholl and husk were sold to the public and the proceeds credited to Government.

(*b*) The wastage of common rice, 5,868 lb., consisted of broken rice, tour, rubbish and dust in cleaning and pounding. The broken rice and tour were sold to the public and the proceeds credited to Government.

(*c*) The wastage of ragi, 16,631 lb. 4 oz. Of this 7,599 lb. 12 oz. were condemned as unfit for human consumption and sold by order of the Surgeon-General and the amount credited to Government, the balance of 9031 lb. 8 oz. consisted of husk and dirt in cleaning and grinding; the former was sold to the public and the proceeds credited to Government.

(*d*) The wastage in firewood of 3½ tons is accounted for in this way, viz., that 19½ tons of green mango wood from the trees in the asylum were brought to account during the year, and the great loss in weight occurred in the drying of the wood when stored in the godown. The firewood has been purchased monthly for the following reasons: (1) one rate has been fixed for the year by the Forest Department, (2) want of storage accommodation, (3) to prevent destruction by white ants.

(*e*) Gingelly and cocoanut oils have been purchased monthly from the Jail Department on a fixed rate for the year; on account of wastage a biennial supply would result in a loss, and on account of the limited storage accommodation the monthly supply is preferable.

(*f*) The wastage on kerosine oil, 62 bottles 2 oz., has been the result of leakage of the drums, which is impossible to prevent to a limited extent, and evaporation; for these reasons and from the fact that storage in bulk is dangerous, a monthly supply has been adopted.

(*g*) The wastage of salt amounting to 175 lb. 7 oz. was due to the melting; this article has been purchased quarterly in bulk on account of the heavy loss by melting, and I think this has been a wise precaution and should be followed in every large institution; notwithstanding this large wastage, I have calculated that the salt is cheaper when supplied in bulk quarterly than when purchased daily through the contractor.

(*h*) The wastage of sugar of 102 lb. has likewise occurred through melting; this article has been purchased quarterly in bulk on this account and the result has answered well.

3. All the perishable articles of diets, with the exception of those mentioned above, have been purchased half-yearly on the tender system in bulk and stored in godowns. This system has worked well and the articles purchased have been of better quality for the rate than those procurable in the local market through the contractor.

4. I consider that supplies of non-perishable articles in bulk half-yearly is the limit of time that they can be stored safely without deterioration, and such articles as firewood, gingelly, cocoanut and kerosine oils, salt and sugar should be purchased for a shorter period as has been done in this asylum.

5. Regarding paragraph 17, the statement of cost of diets for Europeans and Natives notified by Government are certainly incorrect, and differ altogether from the statement in the Review of Government on the Lunatic Asylums for 1894. I append a true statement compiled from records in this office which shows that the cost of diets in this institution compares very favourably with other Presidency hospitals. It may be noted that these figures refer to the calendar years, whereas those of Government refer to official years; the result, however, will be practically the same.

Average daily cost of a patient during the last four years ending 31st December 1894.

—	Nine months in 1891.	1892.	1893.	1894.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
[illegible] and East Indians ..	0 5 6	0 5 9	0 6 3	0 5 9
.. ..	0 2 6	0 3 2	0 3 3	0 2 7

Receipts.

Months.	Almonds.	Arrowroot.	Barley.	Chillies.	Coffee.	Corriander.	Commin seeds.	Dholl.	Rice, C.	Ragi.	Firewood.	Garlic.	Mustard.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	TONS. OZ.	LB. OZ.	LB. OZ.
Remained 1st Jan. 1895..	4 12	119 6	..	72 4	183 13½	144 1½	20 5	1,071 7½	20,338 6	35,725 11	22 1,807	24 1·15½	17 3
January 1895	5 0	..	..	253 8	404 0	661 0	41 0	4,364 8	..	..	6 0	30 0	41 0
February ,, ...	..	..	..	..	..	..	..	3,010 0	3,500 0	..	10 0	..	..
March ,, ...	..	..	3 13	..	..	..	..	..	14,408 0	..	8 0	..	..
April ,, ...	15 0	..	..	768 0	1,254 0	796 0	119 0	15,267 8	62,361 0	..	7 0	150 0	125 0
May ,, ...	..	..	..	..	..	..	..	..	6,570 0	45,617 0	5 0	..	..
June ,, ...	..	..	..	..	..	..	..	..	..	..	7 0	..	..
July ,, ...	..	..	1 14	..	..	..	..	..	..	..	5 0	..	..
August ,, ...	..	..	5 0	..	..	..	..	..	..	..	3 0	..	..
September ,, ...	..	..	20 0	600 0	..	800 0	..	..	55,000 0	21,848 0	6 0	..	125 0
October ,, ...	4 0	120 0	..	..	1,260 0	..	120 0	..	..	..	8 0	150 0	..
November ,, ...	..	..	..	..	..	..	..	11,356 0	..	..	10 0	..	..
Total receipts ..	28 12	239 6	30 11	1,683 12·0	3,101 13½	2,401 1½	300 5	35,069 7½	1,62,177 6	1,03,190 11	97 1,807	354 1·15½	308 3
Total issues ..	19 14	145 1¾	24 0½	1,106 9·8	2,243 14	1,532 3	207 4	18,229 6	1,00,763 0	45,623 4	89 351	193 13¼	207 4
Remaining ..	8 14	94 4¼	6 10½	577 2·8	857 15½	868 14½	93 1	16,840 1½	61,414 0	57,567 7	8 1,456	160 4·15¼	100 15
Stock on 1st Dec. 1895 ..	8 12	94 4¼	6 10½	570 3·2	844 0½	826 0	93 1	13,985 0½	55,546 0	40,936 7	5 335	139 0	100 15
Wastage during eleven months	0 2	..	..	6 15·6	13 15	42 14½	..	2,855 1	5,868 0	16,631 0	3 1,121	21 4·15¼	..

Months.	Oil, gingelly.	Oil, cocoanut.	Oil kerosine.	Pepper.	Rice, T.	Sago.	Salt, black.	Spices.	Sugar.	Tamarind.	Tea.	Turmeric.	Vendiem.	Nutmegs.
	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	LB. OZ.	LB. OZ.	BTTS. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.
Remained 1st Jan. 1895..	106 0	14 14	155 20	68 14·14	993 12	80 5¾	827 10½	0 8½	210 0	470 0	36 10·7	45 13·0	9 10	..
January 1895	300 0	60 0	..	37 8·0	..	100 0	2,189 8	1 0	1,680 0	917 0	..	100 0	52 0	..
February ,, ...	250 0	70 0	240 0	..	..	..	..	..	..	..	..	..	..	..
March ,, ...	370 0	70 0	..	..	..	..	..	..	..	..	..	..	..	..
April ,, ...	350 0	60 0	..	175 0	490 0	31 0	155 0	2 0	840 0	2,234 0	70 0	60 0	121 0	..
May ,, ...	550 0	130 0	240 0	..	..	..	2,222 0	..	..	..	..	..	..	..
June ,, ...	..	..	..	..	..	..	..	..	..	..	..	..	..	..
July ,, ...	298 0	48 8	..	..	..	..	..	..	..	..	..	..	..	..
August ,, ...	300 0	70 0	288 0	..	..	..	2,130 8	..	1,661 0	..	..	..	..	0 10
September ,, ...	300 0	40 0	346 16	..	454 8	150 0	..	3 0	9 0	..	..	150 0	..	4 0
October ,, ...	300 0	60 0	320 0	250 0	..	..	..	..	..	1,991 0	25 0	..	125 0	..
November ,, ...	281 8	60 0	266 16	..	..	..	1,956 0	..	..	..	..	..	..	..
Total receipts ..	3,435 8	683 6	1,857 4	539 6·14	1,938 4	361 5¾	9,480 10½	6 8½	4,400 0	5,612 0	131 10·7	355 13·0	307 10	4 10
Total issues ..	3,350 9½	676 15	1,559 12	353 8·11½	1,449 2	261 5¼	7,415 2·10	4 1	3,702 14¼	3,917 1·9½	94 15·0	204 4·0	207 4	1 1
Remaining ..	84 14½	6 7	297 16	176 14·2½	489 2	100 ¼	2,035 7·14	2 7½	697 1¾	1,694 14·6½	36 11·7	151 9·0	100 6	3 9
Stock on 1st Dec. 1895 ..	67 0	6 7	234 14	175 10·5	452 0	100 10½	1,860 0	2 7½	595 0	1,694 14·6½	36 11·7	140 12·0	100 6	3 9
Wastage during eleven months	17 14½	..	63 2	1 3·13½	37 2	..	175 7·14	..	102 1¾	..	..	10 13	..	..

The wastage in the articles not accounted for in my letter here from the result of drying, while in store and dust and rubbish in cleaning.

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Issues.

Months.	Almonds.	Arrowroot.	Barley.	Chillies.	Coffee.	Corriander.	Cummin seeds.	Dholl.	Rice, C.	Ragi.	Firewood.	Garlic.	Mustard.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	TONS. OZ.	LB. OZ.	LB. OZ.
January 1895 ..	1 12½	4 6¼	.. ..	91 5·14	184 4½	176 12¾	17 14	1,930 6	10,155 2	4,027 9	9 1,527	14 0·13½	17 14
February ,, ..	1 11	4 ½	.. ..	90 3·0	168 14½	135 12	17 8	1,609 3	11,682 11	625 4	7 1,066	14 15·6	17 8
March ,, ..	2 1	4 6	1 1	103 2·10	202 6½	145 14	19 6	1,666 ..	9,466 8	3,927 12	8 217	17 15·10	19 6
April ,, ..	1 11¼	7 7	.. 8	100 1·0	198 3	134 2½	18 12	1,680 11	7,492 ..	5,317 6	7 1,232	17 3·11½	18 12
May ,, ..	1 10	11 ..	.. 10	102 11·12	203 8	138 4½	19 6	1,650 ..	7,936 12	5,448 12	8 843	18 7·12	19 6
June ,, ..	2 ..	11 3	1 ½	99 14·2	199 4½	138 2½	18 12	1,647 6	7,764 5	5,262 ..	8 132	16 13·4½	18 12
July ,, ..	1 8½	26 ½	2 3½	103 15·4	208 4½	134 2½	19 6	1,645 12	8,529 15	5,020 15	7 1,772	18 7·13	19 6
August ,, ..	1 11	34 13	3 3¼	103 0·8	210 9	135 15⅜	19 6	1,694 14	9,225 1	4,267 3	7 1,740	18 3·11¼	19 6
September ,, ..	1 15	15 13	5 3¼	101 6·8	214 ¼	123 11¼	18 12	1,560 ..	9,343 2	3,942 4	8 206	18 5·0	18 12
October ,, ..	1 14½	14 2¾	5 5½	105 7·4	224 7½	134 4½	19 6	1,655 1	9,982 10	3,749 8	8 500	19 1·3½	19 6
November ,, ..	1 15	11 13½	4 13½	105 5·10	229 15½	135 ½	18 12	1,590 2	9,185 4	4,034 11	8 76	20 2·11	18 12
Total issues ..	19 14	145 1¾	24 ½	1,106 9·8	2,243 14	1,532 3	207 4	18,229 6	100,763 6	45,623 4	89 351	193 13·¼	207 4

Months.	Oil, gingelly.	Oil, cocoanut.	Oil, kerosine.	Pepper.	Rice, T.	Sago.	Salt, black.	Spices.	Sugar.	Tamarind.	Tea.	Turmeric.	Vendiem.	Nut-megs.
	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	LB. OZ.	LB. OZ.	BOTLS. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.
January 1895 ..	331 ¼	66 ..	83 13	25 3·6	163 12	23 7½	742 4½	.. 6	289 4¾	369 1·2	10 2·8	20 14	17 14	.. ..
February ,, ..	303 10½	63 8	77 9	26 0·8	144 4	18 13	626 2·10½	.. 4	250 11	326 4·10	7 6·12	17 8	17 8	.. ..
March ,, ..	340 1	64 8	75 9	32 11·1¾	157 ..	20 9½	683 12·1½	.. 6	281 9¾	364 9·10	7 6·0	19 6	19 6	.. ..
April ,, ..	302 1	64 2	72 8	32 2·6	126 2	21 3½	654 10·6	.. 6	292 10	348 8·11	6 8·12	12 12	18 12	.. ..
May ,, ..	308 3½	51 4	68 22	32 0·9	114 ..	20 15	680 3·2½	.. 6½	314 1	359 12·10	7 10·0	19 6	19 6	.. ..
June ,, ..	299 8	58 6	60 ..	31 6·1¾	114 4	19 9	661 1·7	.. 5	306 14	353 12·0	7 0·4	18 12	18 12	.. ..
July ,, ..	298 3½	52 2	55 15	33 7·7½	114 .	22 13	682 9·11	.. 5½	363 ¾	360 3·13	7 14·8	19 6	19 6	.. ..
August ,, ..	301 ¾	59 7	144 22	32 7·15½	145 8	22 1	688 5·0	.. 6½	410 4½	359 8·2½	9 13·0	19 6	19 6	.. 3¾
September ,, ..	285 9½	60 12	300 ..	33 11·9	109 4	34 4	654 5·1½	.. 6½	434 6½	343 1·8	9 9·4	18 12	18 12	.. 6¼
October ,, ..	297 6½	68 8	313 8	36 10·6	131 ..	31 2½	688 4·6	.. 7½	410 3½	363 3·10	11 1·8	19 6	19 6	.. 5
November ,, ..	283 13	68 6	308 2	37 11·5	130 ..	26 7½	683 8·14	.. 6½	349 12¾	368 15·13	10 6·8	18 12	18 12	.. 2¾
Total issues ..	3,350 9½	676 15	1,559 12	353 8·11½	1,449 2	261 5¼	7,445 2·10	4 1	3,702 14¼	3,917 1·9½	94 15·0	204 4·0	207 4	1 1

27

50

ORDER—No. , Public, dated July 1896.

In G.O., No. 815, Public, dated 1d October 1895, an exhaustive review was made of the origin, scope and prese working of the departmental system of supplying articles of diet in Presidency Sta Hospitals and Lunatic Asylums; clear explanations were ~~also~~ added indicating ~~i what~~ manner the wishes of Government in this important matter were to be carri out, so as to ~~ensure~~ economy without loss of efficiency.

2. The Surgeon-General's letters, oted in the margin, which deal with the report of the Diet Committee (which sat from August 1894 to August 1895), were drawn up before the issue of the Government Order above referred to. The reporitself is couched in the same objectionable language and dictated by the same captis spirit which elicited the censures passed in the concluding paragraphs of that order and ~~ought to~~ have been more fully expurgated by the Surgeon-General before submisn to Government. The remarks regarding the burial services of Christian paupersand various other matters are in a very bad taste and should not have been allowe to stand. ~~But it~~ is characteristic of the Surgeon-General's office that the whole f the papers have been forwarded in a most imperfect and untidy manner; with pecil notes by ~~the manager and~~ the Surgeon-General on the margin of the report, with cross-references to enclosures and appendices wrongly * quoted, with most of the paragraphs unnumbered and wit numerous typographical errors ~~left wholly uncorrected.~~

No. 405, dated 23rd September 1895.
" 470 " 30th October 1895.

* These are pointed out in footnotes in the preceding pag.

3. The various subjects dealt with n the correspondence will now be taken up *seriatim*, and orders passed only on such points as have not been finally decided upon in G.O. No. 815, dated 2nd October 189.

4. The specimen forms appended to hese proceedings are those recommended for adoption by the Surgeon-General, with such modifications and corrections as have been deemed necessary. The instruction given for their use in section XIV of the Diet rules (~~page 124~~) are very confused. The best method, in circulating forms for adoption, is to print at the foot, or on the back, of each form, the instructions for its use, and it is often safer to repeat them on each separate copy given out for ~~actual use~~. All sets of forms circulated for adoption should also be filled in with specimen entries, which should be carried through all connected forms and made to tally. This method has been followed to some extent in revising the forms in ~~the~~ Appendix, but they are liable to such further amendments as may be advised by the Accountant-General with reference to the subjoined remarks.

4. *Uniform system of keeping accounts.*—Many of the forms appear to be very complicated, both in the arrangement of headings and in the classification of details. It is, desirable that the returns

Paragraph 10 of Surgeon General's letter, No. 405.

n hospitals should be as few and simple as possible, that same books should ~~be able~~ to furnish all the materials required for the annual administration reports, the annual budget estimates, &c., and that the main cassifications should be uniform with those of the Government accounts. Subject to this understanding, there is no objection to the "Index of classification" suggested by the Surgeon-General in paragraph 10 (*b*) or to the proposal to exclude private and deposit accounts from the general books, and to maintain separate statistics for the funds enumerated in paragraph 10 (*e*).

5. The numbering of the forms should be altered so as to bring together purely financial returns in one series, and all hospital statistics as a separate group. The Accountant-General will be requested to be so good as to to scrutinise the ~~whole~~ of these forms ~~in comparison~~ with those of the Jail department quoted by the Inspector-General of Prisons in paragraph 5 of his letter on page 20 *supra*, and to arrange with the Surgeon-General for simplifying them as far as possible.

C.M.F. Nos. ~~9, 10 to 14,~~ 38.—The double entries in the counterfoil forms prescribed in these cases must cause a great deal of extra labour. The adoption of carbon paper books, such as are used in mercantile offices, will save time and scriptory work.

C.M.F. No. 21 — The form does not see the use of a daily average cost statement. The calculation [illegible] The only safe way of showing averages is to give them for [illegible] as is done in the footnote [illegible]

C.M.F. Nos. 27, 32, 33 may be curtail considerably ~~according to~~ actual requirements in the various hospitals.

C.M.F. No. 34.—Temporary establishments may be entered separately at the foot in this form, as well as in the office-copy books of establishment bills.

C.M.F. No. 43.—Contingencies should be classified in accordance with the revised arrangements in G.O., No. 309, Financial, dated 2nd May 1896. Charges on account of the burial of paupers, sanitary contingencies in the General and Maternity hospitals, and batta to pregnant women in the latter hospital, should be classified in the same manner under appropriate heads.

C.M.F. No. 50.—Deposits, nurses' accounts, &c., should be shown under separate totals from genuine hospital transactions.

6. *Auditing of accounts and checking hospital returns and bills in the Surgeon-General's Office.*—The Accountant-General

Paragraphs 11 and 24 of Surgeon-General's letter, No. 405.

requested to ~~advise as to~~ what portion of this work should be done ~~by~~ his office and what ~~by~~ the office of the Surgeon-General, and in regard to the latter ~~what~~ establishment is necessary for the audit of such returns as should be submitted and what these should be. Much of the check required by audit rules (i) to (vii) in paragraph 24 should be automatic and exercised before the returns themselves are completed, so that they ~~might~~ require no further audit in higher administrative offices. Comparisons with sanctioned scales, budget allotments, &c., might be entered at the foot of each return so as to avoid separate compilation afterwards. By economising labour in these and other ways and distributing the work ~~fairly~~ between the Accountant-General's and Surgeon-General's offices, the Government trusts that there will be no necessity for entertaining the additional establishment asked for by the Surgeon-General.

8. *Uniform system of forms for the dietic management of hospitals.*—The Government does not see the necessity for using

Paragraphs 12 (*a*) and 15 of the Surgeon-General's letter, No. 405.

C.M.F., No. 49, which the Surgeon-General states will require confirmation in each case under G.O., No. 665, Public, dated 6th August 1895. Hospital contingent bills should be paid in the same way as all other contingent bills, viz., whenever a charge cannot be met from the permanent advance, an abstract contingent bill should be presented at the Accountant-General's office or the local treasury, on which the money could be drawn, and a detailed bill marked "Not payable at the treasury" should subsequently be forwarded to the Surgeon-General for audit and transmission to the Accountant-General. All questions of account procedure of this kind should be settled in communication with the Accountant-General.

9. *Diet rules and how diets are to be procured.*—The Committee practically admits that the old form of diet contract was a mistake, and, though still adhering to it in a modified form, proposes a compromise, which the Government considers may well be improved upon. It is the middleman who forms the pernicious element in the contract system and should be got rid of before any real economy can be effected. It is possible to buy many articles in lump—*e.g.*, tea and coffee, which are the better for keeping and which can be obtained direct from growers or manufacturers—and so with other articles—*e.g.*, arrow-root, sago, chillies, tamarind, linseed, pantry soap, &c. The Government has no objection to try the system of group tender now proposed. The danger in this mode of purchase is that in grouping a number of articles together, the tenderer will always endeavour to make a good show by quoting very low rates for articles of which small quantities are required and by quoting higher rates than the proper ones for articles of which large quantities are required. Such tactics can only be completely frustrated by the reservation, in the advertisement calling for tenders, of a right to make a selection out of each man's tender of one or more articles only and to reject the remainder. Paragraph 5 of the advertisement issued by the Senior Medical Officer (page 7 *supra*) will to a certain extent have the same effect in the case of tenders for groups of articles, and has been inserted in the form of advertisement proposed by the Committee (~~paragraph~~ 6, page 111).

Paragraph 13 of the Surgeon-General's letter, No. 405.

9. There is reason to apprehend that the stringent conditions laid down in the form of advertisement as regards deposits of earnest-money in Government promissory notes (paragraph 7), amount of security and forfeiture thereof (paragraph 10), cancellation of contract (paragraph 18), &c., account for the paucity of tenders referred to by the Surgeon-General rather than any defect in the system itself. The Accountant-General will advise the Surgeon-General how far all these precautions are necessary. In any case when tenderers fail to come forward, purchases should be made in the open market, and Superintendents should always bear in mind that it is often cheaper to buy from day to day from the ordinary bazaarman than from a tenderer or contractor, who will look for larger profits.

Paragraph 13 (*d* to *f*) of letter, No. 405.

The Surgeon-General can easily engage a common agent for all hospitals "who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, so as to obtain the best rates at the best times."

Paragraph 2 of letter, No. 165, dated 5th June 1896.

10. *Diet Rules.*—The Surgeon-General's modification of rule (8 now) 11 would apparently throw unnecessary work on his office and also cause delay in completing the contracts. The same remark applies to the filing in his office of a good number of hospital returns, *e.g.*, C.M.F. Nos. 1, 19, 20, 23, 24, 26, 28, &c. Rule 2 in Section IX has been altered so as to avoid the necessity of medical officers opening separate accounts in their own names for contingencies in the Bank of Madras, and to enable them to meet all petty expenditure from the permanent advance.

Paragraph 13 (*e*) of letter, No. 405.

11. *Stock taking and control.*—The Government agrees with the Surgeon-General in considering that there is no necessity for the deputation of a special officer from time to time to inspect the stock in each hospital. As the Surgeon-General spends a good portion of the year in the Presidency town, it will be preferable if he carries out the inspections himself, comparing the stock in hand with the books maintained in the case of selected articles.

Paragraph 14 of letter, No. 405.

12. *Firewood and cooking-ranges.*—The Surgeon-General and the Committee recommend 2 lb. per Native diet as a reasonable maximum, while for European diets 4 lb. is allowed in the General Hospital and 3½ lb. in others. The Government considers that for a large hospital this rate is high, and that more *per head* will be required when the numbers are small. The information furnished regarding the use of coal and cooking-ranges is scanty; a more detailed report will be awaited.

Paragraphs 16 and 17 of letter, No. 405.

13. The Surgeon-General's proposals in paragraphs 18 to 23 and 25 of his first letter are approved. The amounts of permanent advances proposed for the several hospitals appear to be necessary and will be sanctioned in the Financial Department on the receipt of formal applications through the Accountant-General.

14. With his letter, No. 165, dated 5th June 1896, the Surgeon-General forwards reports and statistics from medical officers replying to the remarks of Government in paragraphs 14 and 17 of G.O., No. 815, dated 2nd October 1895. The results reported of the storage of articles according to the departmental system in the Lunatic Asylum, Madras, are not, so far, very encouraging:—

Articles.	Receipts.	Wastage.	Per cent.
	lb.	lb	
Dholl	35,069	2,855	8·14
Rice	162,177	5,868	3·62
Ragi	103,191	16,631	16·12

But the large amount of wastage reported seems to be due to defective administration—*e.g.*, the purchase and storage of articles—

(i) in an uncleaned state, with rubbish, dust, &c., added to their legitimate weight;

(ii) in such a rotten state as to become unfit for human consumption within a very short time; and

(iii) in such damp or exposed places as to facilitate the deliquescence of sugar, salt, &c., the approach of weevils and white ants, ~~the leakage of kerosine oil, and so forth.~~

There is no reason why the course followed by the Superintendent, Leper Hospital, as regards the thorough cleaning of articles before purchase, and by the Superintendent, Maternity Hospital, as regards kerosine oil, should not be adopted in all hospitals. ~~It is evident~~ that the instructions in Section IV of the Diet rules ~~should be amplified so as to~~ provide for the safe custody of every description of storeable articles, ~~and~~ the Surgeon General should arrange for this being done in the final issue of the rules which should be submitted for the approval of Government as early as possible.

~~Chief Secretary.~~

1. To the Surgeon-General.
4. " Accountant-General.
3. " Financial Department.
2. " Revenue Dept.

18/7/86.

FORMS

TO BE USED IN

THE GOVERNMENT STATE HOSPITALS, MADRAS.

NOTICE.

This book contains fifty-two forms. Of these—

Nos. 2, 8, 16, 21, 22, 25 and 26 are for the General Hospital only;

Nos. 37, 38, 39 and 42 are for the General and Lying-in Hospitals only;

No. 48 is for the Lying-in Hospital only;

No. 46 is for the Surgeon-General's Office.

The rest are for all Hospitals; but

Nos. 15, 18, 23, 24, 27, 34, 35, 51 and 53 will require slight modifications according to the Hospitals in which they are used.

Nos. 1, 15, 16, 17, 18 †, 19, 20, 21, 23, 24, 25, 26, 28, 29, 45, 46, 49, 51, 52 and 53 are to be printed on separate sheets.

Nos. 2, 3, 4, 5, 8 and 9 are to be printed on separate sheets, a copy on each side of the sheet.

Nos. 6,* 7,* 10,* 11,* 12,* 13,* 14,* 27, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 48*, 50 are to be printed and bound in books.

N.B.—These forms are *models*, and have been printed for the sake of convenience of binding on half foolscap paper. In ordering these forms Superintendents will have to send printed manuscripts of a size suitable for their respective Hospitals drawn up on the models here given.

† It is intended that the printed matter in this form should be printed on one side of the sheet, the tabular portion on the other.

* Forms distinguished by an asterisk are to be in carbon paper-books.

CIVIL MEDICAL FORM No. 1.

(*Filed in the Surgeon-General's Office.*)

Hospital.

Apothecary's bed-head ticket of *Month of* 189 .

Occupation Religion Disease

Admitted into hospital Discharged from hospital 189 .

Age years

When last in hospital

Date.	Diet.	Extras.				Initials of Surgeon.	Student in charge.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Rs. A. P.

Monthly Income ... ...

Rs. A. P.

Hospital Stoppages ... ...

Apothecary, *Hospital.*

N.B.—This form should be sent to the Head [illegible] Steward at the milk-shed not later than 9-30 A.M.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 2.

Nurse's Diet Sheet of European Patients

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Date.	Section and Ward.	Breakfast No. 1.	Do. No. 2.	Dinner No. 1.	Do. No. 2.	No. discharged without diet.	No. dieted on extras only.	Spoon, arrowroot.	Milk.	Diets. Half. Mutton Roast.	Do. Boiled.	Do. Stew.	Chicken Roast.	Do. Boiled.	Do. Stew.	Mixed.	Full Mutton Roast.	Full Mutton Boiled.	Total diets.	Total. No. of Tea.	No. of Coffee.	Beef. Barleywater.	Extract, Liebeg's.	Raw.	Steak.	Tea.	Biscuits.	Blanc mange.	Bread.	Butter.	Broth. Chicken.	Do. jugged.	Mutton.	Do. jugged.	Boiled.	Chicken. [illegible]	[illegible]	[illegible]	[illegible]	Conjee. [illegible]	[illegible]	[illegible]	Eggs. [illegible]	Fried.	Omelette.

Date.	Section and Ward.	Fish. Boiled.	Curried.	Fried.	Moli.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton. Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Potatoe cutlets.	Pudding. Bread.	Custard.	Lime.	Rice.	Sago.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable.	Wines, &c. Arrack.	Beer.	Brandy.	Claret.	Porter.	Port wine.	Sherry.	Whisky.

NOTE.—This Diet Sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets (No. 1) not later than 9-30 A.M.

(Filed by Nurses.)

CIVIL MEDICAL FORM No. 3.

HOSPITAL.

Nurse's Diet Sheet of Native Patients.

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Date.	Section and Wards.	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. of self diets.	No. dieted on extras only.	[illegible]	Milk. Bread.	Rice.	Coffee.	Half.	Full. Mutton.	Fish.	Total.	Barleywater.	Beef. Extract, Liebeg's.	Roast.	Tea.	Bran Biscuits.	Bread.	Butter.	Broth. Chicken.	Chicken Jugged.	Mutton.	Mutton Jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Conjee. Gouee.	Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Eggs, Raw.	Eggs, Fried.	Fish. Fried.	Curry.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton. Chops.	Curry.	Cutlets.	Fried.	Minced.	Oranges.	Plantains.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable Curry.					Wines, &c. Arrack.	Brandy.	Gin.	Portwine.

NOTE.—This diet sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets. (No. 1) not later than 9-30 A.M.

(Filed by Nurses.)

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. [illegible]
(Filed in the Stewards's office.)
189 .

Diet Sheet of European Patients for

N.B.—Diet commences from 12 noon and ends with 12 noon next day.
Extras commence from 12 midnight and end with 12 midnight.

	Remaining as per Morning Report of ... Admitted ...	Total ...	As per diet sheet ... Discharges ... Extras only ...	Total ...	Senior Physician ... Second do. Additional Medical Officer. Senior Surgeon Second do.	Total	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. dieted on extras only.	Diets. Spoon. Arrowroot.	Milk.	Half. Mutton Roast.	Mutton Boiled.	Mutton Stew.	Chicken Roast.	Chicken Boiled.	Chicken Stew.	[illegible]	[illegible]	[illegible]	[illegible]	Total. [illegible]	[illegible]	Beef. [illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Broth. [illegible]	Chicken Jugged.	Mutton Jugged.	Chicken. Roast.	Curry.	Cutlets.	Grilled.	Jelly.	Pepperwater.	Stew.	Coffee.	Arrowroot.	Cornflour.	[illegible]
Senior Physician ... Pottinger																																															
Second Physician ... { Harris, Contagious Shed.																																															
Total																																															
Additional Medical Officer. { Napier																																															
Senior Surgeon ... Trevelyan																																															
Second Surgeon ... Denison																																															
Total of General wards																																															
Officers' Quarters ... { Senior Physician, Second Physician, Adl. Mdl. Officer, Senior Surgeon, Second Surgeon																																															
Total of Officers' Quarters																																															
Grand Total																																															

	Remaining as per Morning Report of ... Admitted ...	Total	As per diet sheet ... Discharges ... Extras only ...	Total	Senior Physician Second do. Additional Medical Officer. Senior Surgeon Second do.	Total	Eggs. Raw.	Fried.	Omelette.	Fish. Boiled.	Curried.	Fried.	[illegible]	Hoppers.	Ice.	Lemonade.	Lime.	Milk.	Mutton. Chops.	Curry.	[illegible]	[illegible]	Minced.	[illegible]	Oranges.	[illegible]	[illegible]	[illegible]	[illegible]	Pudding. [illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Tea.	Vegetable, Europe.	Vegetable, Country.	Arrack.	Wines, &c. Beer.	Brandy.	Claret.	Gin.	Porter.	Portwine.	[illegible]	[illegible]
Senior Physician ... Pottinger																																															
Second Physician ... { Harris, Contagious Shed.																																															
Total																																															
Additional Medical Officer. { Napier																																															
Senior Surgeon ... Trevelyan																																															
Second Surgeon ... Denison																																															
Total of General wards																																															
Officers' Quarters { Senior Physician, Second Physician, Adl. Mdl. Officer, Senior Surgeon, Second Surgeon																																															
Total of Officers' Quarters																																															
Grand Total																																															

N.B.—Civil Medical Form No. 2 and are first checked with No. 1 and then posted into Nos. 4 and 5 by the steward. The entries [illegible] Nos. 4 and 5 are first made in pencil, as there are always constant changes, e.g., 'admissions' and order for further '[illegible]' [illegible] following morning these entries are [illegible]d and the 'morning report' in the left top corner filled in. The 'remaining' and 'ad[illegible]' being obtained from the Apothecary's morning report No. 18, the other figure from the form itself. In this way Nos. 4 and 5 and No. [illegible] are mutual checks on one [illegible].

another ink [illegible] [illegible]

CIVIL MEDICAL FORM No. 5.
(Filed in the Stewards's Office).

GENERAL HOSPIATL.

Diet Sheet of Native Patients for 189 .

	Remaining as per Morning Report of ... Admitted ...	Total ...	As per diet sheet ... Discharges ... Self diet ... Extras only ...	Total ...	Senior Physician ... Second Physician ... Additional Medical Officer ... Senior Surgeon ... Second Surgeon ...	Total ...	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. of Self diets.	No. dieted on Extras only.	Diets. Milk. Spoon.	Bread.	Rice.	Coffee.	Half.	Full.	Total.	Barleywater.	Biscuits, E.	Beef. Raw.	Tea.	Bran Biscuits.	Bread.	Butter.	Broth. Chicken.	Chicken Jugged.	Mutton.	Mutton Jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Conjee. Coffee.	Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Eggs, Raw.	Eggs, Fried.	Fish. Fried.	Curry.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton. Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Plantain.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable Curry.						Wines, &c. Arrack.	Brandy.	Gin.	Portwine.
Senior Physician ... Elgin and Canning ...																																																																							
Second Physician { Clive and Dalhousie ..., A. Shed ...																																																																							
Total ...																																																																							
Additional Medical Officer. { Munro and Elphinstone, Lansdowne and Wenlock, B. Shed ...																																																																							
Total ...																																																																							
Senior Surgeon. { Dufferin ..., Surgical Hut ..., Buckingham ...																																																																							
Total ...																																																																							
Second Surgeon. { Hobart and Argyle ..., Surgical Hut ..., Ophthalmic ...																																																																							
Total ...																																																																							
Total of General Wards ...																																																																							
Officers' Quarters. { Senior Physician ..., Second Physician ..., Additional Medical Officer., Senior Surgeon ..., Second Surgeon ...																																																																							
Total of Officers' Quarters ...																																																																							
Grand Total ...																																																																							

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

CIVIL MEDICAL FORM No. 5-A.

Notes by the Night Duty Steward for the information of the Steward who compiles the Daily Diet sheet.

Dated 189 .

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

CIVIL MEDICAL FORM No. 6, (Filed by the Storekeeper.)

CARBON PAPER.

Indent for *Ward.*

Biscuits ... ... lb.		Lemonade ... ... ,,	
Bread ... ... ,,		Sugar ... ... lb.	
Butter ... ... ,,		Limes ... ... No.	
Eggs ... ... No.		Plantains ... ... ,,	
Coffee ... ... pt.		Oranges ... ... ,,	
Tea ... ... ,,		Ice ... ... lb.	
Sodawater ... ... bt.			

N.B.—As C. M. F. Nos. 4 and 5 are being filled in, the steward gives requisitions marked No. 6 to the ward boys for such articles as bread, sugar, butter, aerated waters, &c. (requiring no cooking). No. 6 is handed overby the ward boys to the storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

HOSPITAL, MADRAS, 189 . } *Steward.*

CIVIL MEDICAL FORM No. 7, (Filed by the Storekeeper.)

CARBON PAPER.

Indent on Storekeeper for Kitchen.

Bread ... ... lb.		Currants ... ... ,,	
Bread Pudding ... ... ,,		Almonds ... ... ,,	
Blanc mange ... ... ,,		Soojee ... ... ,,	
Cornflour ... ... ,,		Ice ... ... ,,	
Custard ... ... ,,		Sugar ... ... ,,	
Butter ... ... ,,		Eggs ... ... No.	
Table rice ... ... ,,		Limes ... ... ,,	
Sago ... ... ,,		Sheep's feet jelly ... ... ,,	
Tapioca ... ... ,,		Milk ... ... pts.	
Vermicelli ... ... ,,		Rice ... ... lb.	
Plums ... ... ,,		Chicken jelly ... ... ,,	

N.B.—The steward makes out from C. M. F. Nos. 4 and 5 an indent No. 7 for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley water, &c., required urgently are also made and given to cooks.

HOSPITAL., MADRAS, 189 . } *Steward.*

GENERAL HOSPITAL.

Ingredient Sheet for Europeans for

CIVIL MEDICAL FORM No. 8 (Filed in the Steward's Office.)
189 .

	Arrowroot.	Sugar.	Barley.	Curry powder.	Tamarind.	Onions.	Flour.	Ghee.	Mutton for diet.	Salt.	Vegetables country.	Potatoes.	Firewood.
	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.
1. Half quantity of actual diet requirements.													
2. *3rd Issue* for next day's breakfast.													
3. Full quantity of Extras ...													
4. Total of 2 and 3													
5. Deduct 1st *Issue* given as advance.													
6. *2nd Issue* for this day's dinner.													

	Rice.	Sago.	Soojee.	Cornflour.	Pepper.	Mutton for Broth	Bran.
	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.
3. Full quantity of Extras ...							
4. Total of 3							
5. Deduct 1st *Issue* given as advance.							
6. *2nd Issue* for this day's dinner.							

A. FOR EUROPEAN KITCHEN WITH 1ST ISSUE.

Bread ... lb.	
Flour ... ,,	

B. FOR PUDDINGS WITH 2ND ISSUE.

Bread ... lb.	
Cornflour ... ,,	
Butter ... ,,	
Table rice ... ,,	
Sago ... ,,	
Tapioca ... ,,	
Vermicelli ... ,,	
Plums ... ,,	
Currants ... ,,	
Almonds ... ,,	
Soojee ... ,,	
Ice ... ,,	
Sugar ... ,,	
Eggs ... No.	
Limes ... ,,	
Sheep's feet ... ,,	
Milk ... pts.	

C. FOR THIS EVENING AND EARLY BREAKFAST TOMORROW, EACH TIME WITH 1st ISSUE.

Bread, 4 oz. No.	
2. Bundles of each. Tea ... lb.	
Sugar ... ,,	
Coffee ... ,,	
Sugar ... ,,	

N.B.—The Steward prepares C.M.F. Nos. 8 and 9 for Europeans and natives to enable him to make out his remaining indents on the storekeeper for the cooks.
Form 8—Europeans.—He first fills in line 5, which shows the advances given to cooks early in the morning by C.M.F. No. 10 on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 the quantities in which correspond with each other and are the half-quantities of the diets. He then fills in line 3 which show the whole quantity of extras required for the day. He then totals 2 and 3 and enters the total in 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on C.M.F. No. 10. In the evening he makes out No. 10 from line 2 for next day's breakfast and certificates them and sends them to the Storekeeper for early issue in the morning.
Sub-Forms *in corner of* Form 8 marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.
B. shows the ingredients for puddings for which requisitions are made on C.M.F. No. 7.
C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on C.M.F. No. 14.

-13-

CIVIL MEDICAL FORM No. 9.

Ingredient Sheet for Natives *for* 189 .

—	Curry powder.		Tamarind.		Rice.		Ghee.		Oil, gingelly.		Mutton for diet.		Salt.		Vegetable, country.		Dhall.		Fish.		Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
1. Half quantity of actual diet requirements.																						
2. 3rd *Issue* for next day's breakfast.																						
3. Full quantity of Extras ...																						
4. Total of 2 and 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

	Arrowroot.		Sago.		Soojee.		Sugar.		Barley.		Mutton or broth.		Onions.		Pepper.		Bran.					
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.						
3. Full quantity of Extras ...																						
4. Total of 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

A. PEPPERWATER WITH 2ND ISSUE.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt ...	...	,,
Tamarind	...	,,

B. FOR NATIVE KITCHEN WITH 1ST ISSUE.

Mustard	...	lb.
Cummin seed	...	,,
Flour, wheat	...	,,
Turmeric	...	,,

C. EXTRAS AND NEXT MORNING'S COFFEE WITH 1ST ISSUE.

Tea ...	...	lb.
Sugar	...	,,
Coffee	...	,,
Sugar	...	,,
Bread (6 oz.)		No.
Sugar	...	lb.
Rice	...	,,
Salt ...	...	,,

(Filed in the Steward's office.)

N.B.—The Steward prepares ingredient sheet No. 9 to enable him to make out his remaining indents on the Storekeeper for the cooks (*vide* instructions on Form 8) right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition C.M.F. No. 12.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice cunjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on C.M.F. No. 11.

CIVIL MEDICAL FORM No. 10.

Indent for European Kitchen.

Articles.	Issue for
Arrowroot	lb.
Sugar	,,
Barley	,,
Curry powder	,,
Tamarind	,,
Onions	,,
Flour	,,
Ghee	,,
Mutton for diet	,,
Salt	,,
Vegetable, country	,,
Potatoes	,,
Firewood	,,
Rice	,,
Sago	,,
Soojee	,,
Cornflour	,,
Pepper	,,
Mutton for broth	,,
Bran	,,

HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 11.

Indent for Native Kitchen.

Articles.	Issue for
Curry powder	lb.
Tamarind	,,
Rice	,,
Ghee	,,
Oil, gingelly	... bot.
Mutton for diet	... lb.
Salt	,,
Vegetable, country	,,
Dhall	,,
Fish	,,
Firewood	,,
Arrowroot	,,
Sago	,,
Soojee	,,
Sugar	,,
Barley	,,
Mutton for broth	,,
Onions	,,
Pepper	,,
Bran	,,

HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 12.

Indent for Native Kitchen for Pepperwater.

Chillies	... ...	lb.
Pepper	... ...	,,
Garlic	... ...	,,
Salt	... ...	,,
Tamarind	... ...	,,

HOSPITAL, 189 .

Steward.

N.B.—Filed in the Steward's Office.

Civil Medical Form No. 13 (kept by contractors, carbn paper copy being filed in Steward's Office.

Indent on Contractor for Supply on

Mutton	lb.	
Beef	,,	
Sheep's feet	No.	

Madras, ——— Hospital, 189 .

Steward.

Indent on Contractor for Supply on

Chicken	No.	
Eggs	,,	
Fish	lb.	

Madras, ——— Hospital, 189 .

Steward.

Indent on Contractor for Supply on

Country, vegetable, for Natives ...	lb.	
Do. for Europeans	,,	
Europe vegetable	,,	
Potatoes	,,	
Onions	,,	
Mint and parsley	,,	
Salt	,,	
Salt white	,,	
Limes	No.	
Oranges	,,	
Spice	lb.	
Plantains	No.	
Cocoanut	lb.	

Madras, ——— Hospital, 189 .

Steward.

Indent on Contractor for Supply on

Milk	Pts.	
Buttermilk	,,	
Butter	lb.	

Madras, ——— Hospital, 189 .

Steward.

Indent on Contractor for Supply on

Hoppers	No.	

Madras, ——— Hospital, 189

Steward.

N.B.—The steward fills in requisitions in this form on contractors (mutton, chicken, vegetables, milk, hoppers, &c.) for the probable quantities required for the next day. He judges this from C. M. F. Nos. 4 and 5.

Civil Medical Form No. 14 (filed in the Steward's Office).

Indent on Storekeeper, European Kitchen.

Tea	lb.	Bread	
Sugar	,,	Sugar	lb.
Coffee	,,	Rice	,,
Sugar	,,	Salt	,,
Bread		Firewood	,,

N. B.—Vide instructions on C. M. F No. 8, sub-form C.

Madras, Hospital, 189 .

Steward.

14 9

CIVIL MEDICAL FORM No. 15

(Filed in the office.)

GENERAL HOSPITAL, MADRAS.

Census of Patients on the 189 .

——	Occupied beds.	Vacant beds.	Admissions.	Discharges.	Deaths.	Detained.
European, Medical.						
Pottinger Ward M_1						
Harris do. M_2						
Napier do. M_3						
Officers' Quarters M_1						
Do. do. M_2						
Do. do. M_3						
A. Shed M_2						
B. do. M_3						
C. do. M_2						
D. do. M_2						
E. do. M_2						
Cells						
Total ...						
Native, Medical.						
Canning Ward M_1						
Elgin do. M_1						
Clive do. M_2						
Dalhousie do. M_2						
Munro do. M_3						
Elphinstone do. M_3						
Wenlock do. M_3						
Lansdowne do. M_3						
Officers' Quarters M_1						
Do. do. M_2						
Do. do. M_3						
A. Shed M_2						
B. do. M_3						
C. do. M_2						
D. do. M_2						
E. do. M_2						
F. do. M_2						
Cells						
Total ...						
European, Surgical.						
Trevelyan Ward S_1						
Denison do. S_2						
Officers' Quarters S_1						
Do. do. S_2						
Cells						
Total ...						
Native, Surgical.						
Dufferin Ward S_1						
Hobart do. S_2						
Argyle do. S_2						
Ophthalmic do. S_2						
Buckingham do. S_1						
Surgical Hut S_1						
Do. do. S_2						
Contagious { S_1 / S_2						
Officers' Quarters. { S_1 / S_2						
Cells						
Total ...						

N.B.—This census is taken daily at 2 P.M. by the Apothecary on duty. The names of the wards willbe attered for other hospitals.

Dated 189 .

Apothecary on duty.

GENERAL HOSPITAL.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 16

(Filed in the Steward's office.)

European Wards.

Cost of												
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon.
															Total.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 17.

(Filed in the Steward's office.)

Native Wards.

Cost of												
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon.
															Total.

Officers' Quarters.

N.B.—These show the cost of diets, extras, wines &c., ordered by each individual Medical officer, as also his average per patient. They are worked over from C.M.F. Nos 4 and 5 by the Milkshed steward; after being filled in they are gummed on to C.M.F. Nos. 4 and 5.

CIVIL MEDICAL FORM No. 18.

FILED IN OFFICE

HOSPITAL,

Madras, 6-30 A.M., 189 .

Morning Report.

From

THE APOTHECARY ON DUTY,

HOSPITAL,

To

THE SUPERINTENDENT,

HOSPITAL.

SIR,

I have the honour to inform you that I came on duty at A.M. yesterday.

2. There were admissions and deaths * during the past twenty-four hours.

3. The following accidents and urgent cases were admitted since 6-30 A.M. yesterday :—

4. I had to make the following report to the Police :—

5. I visited the wards at the following hours and found all correct (or otherwise) :—also the boiler room and found the firemen awake (or otherwise); punkahs have been worked continuously (except from).

6. The nurses were all awake and doing their duty (or otherwise).

7. I detailed the clinical clerks for duty in the following order :—

8. I visited the latrines at o'clock and found them clean (or otherwise).

9. I detained the following patients who presented themselves during the night :—

10. The following cases of contagious disease have been admitted during the past twenty-four hours :—

11. Paragraph 5, page 10 of the Hospital Rules has been attended to (or otherwise).

12. The following instruments were taken from the Operation Theatre and returned (or otherwise) :—

13. The following breach of the Hospital Rules by visitors has been brought to notice :—

14. I have to report the discharge of the following patient for misconduct (viz.) :—

*

DEATHS.	
Names.	Disease.

I have the honour to be,

Sir,

Your most obedient servant,

Apothecary on Duty.

List of Admissions.

Medical.			Surgical.		
Ward.	Name.	Disease.	Ward.	Name.	Disease.

Daily Statistics. of 189 .

—	Medical.						Surgical.						Total.					
	Europeans.			Natives.			Europeans.			Natives.			Europeans.			Natives.		
	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.
Remaining at 12 P.M. on .																		
Admitted since																		
Discharged																		
Died																		
Remaining at 12 P.M. on .																		
Total ...																		
Grand Total ...																		

Contagious Sheds.

N. E.

fficers' Quarters. { Medical. / Surgical.

Cells.

N.B.—This is the morning report and is filled in by the Apothecary on duty just before going off duty at 6-30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of C.M.F. Nos. 4 and 5. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Modical officer. Both officers initial it.

CIVIL MEDICAL FORM No. 19.

HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the _____ *Ward for* _____ 189 .

Date.	Breakfast No. 1.	Breakfast No. 2.	Dinner.	Number of Patients: On diets. No.	Discharges. No.	Extras. No.	Total. No.	Diets: Spoon: Arrowroot. No.	Milk. No.	Half: Mutton roasted. No.	Mutton boiled. No.	Mutton stew. No.	Chicken roasted. No.	Chicken boiled. No.	Chicken stew. No.	Mixed. No.	Full: Mutton roasted. No.	Mutton boiled. No.	Tea and Coffee: Tea. Pts.	Coffee. Pts.	Extras: Barley-water. Pts.	Beef: Essence, Brandt's. Tin.	Extract, Liebeg's. Tin.	Raw. Lb.	Steak. Lb.	Tea. Pts.	Biscuits. Oz.	Blanc mange. No.	Bran-biscuits. Oz.	Bread. Oz.	Butter. Oz.	Broth: Chicken. Pts.	Chicken jugged. Pts.	Mutton. Pts.	Mutton jugged. Pts.	Chicken: Boiled. No.	Curry. No.	Cutlets. No.	Friccasse. No.	Grilled. No.	Jelly. No.	Kusee. No.	Pepperwater. Pts.	Roast. No.	Stew. No.	Cocoa. Pts.	Coffee. Pts.	Conjee: Arrowroot. Pts.	Cornflour. Pts.	Oatmeal. Pts.	Sago. Pts.	Soojee. Pts.	Tapioca. Pts.	Eggs: Raw. No.	Fried. No.	Omelette. No.	Poached. No.	Fish: Boiled. Oz.	Curried. Oz.	Fried. Oz.	Moli. Oz.	Hoppers. No.	Ice. Lb.	Lemonade. Bot.	Limes. No.	Mangoes. No.	Milk. Pts.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67
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Total ...																																																																			

N.B.—C.M.F. Nos. 19 and 20 are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. 4 and 5 are posted daily into these forms by Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

Are sent with the monthly accounts and filed in the Surgeon-General's office.

CIVIL MEDICAL FORM No. 19—*cont.*

______ HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ______ *Ward for* ______ 189 —cont.

Date.	Extras—cont. Mutton.							Extras—cont.				Padding.									Extras—cont.							
	Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Potatoe Cutlets.	Bread.	Cornflour.	Custard.	Lime.	Plum.	Rice.	Sago.	Tapioca.	Vermicelli.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetables.		
	oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	No.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	oz.	lb.	Bot.	oz.	Pts.	oz.		
	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
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Total ...																												

Date.	Wines and Stimulants.												Cost of Diets.	Cost Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
	Arrack.	Beer.	Brandy.	Burgundy.	Claret.	Constantia.	Frontignac.	Gin.	Porter.	Portwine.	Sherry.	Whiskey.						
	oz.	Pts.	oz.	Pts.	oz.	Pts.	oz.	oz.	Pts.	oz.	oz.	oz.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113
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N.B.—*Vide* instructions on Form No. 19.

CIVIL MEDICAL FORM No. 20.

______ HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the ______ *Ward for* ______ 189 .

Date.					No. of Patients.					Diets.						
											Milk.				Full.	
	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	On Diets.	Discharges.	Self Diets.	Extras only.	Total.	Spoon, Rice.	Bread.	Rice.	Coffee.	Half.	Mutton.	Fish.
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Date.	Extras.																														
		Beef.							Broth.								Conjee.					Eggs.		Fish.							
	Barley-water.	Extract, Liebeg's.	Raw.	Tea.	Biscuits.	Bran-biscuits.	Bread.	Butter.	Chicken.	Chicken jugged.	Mutton.	Mutton jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Raw.	Fried.	Curry.	Fried.	Hoppers.	Ice.	Lemonade.	Limes.	Mangoes.	Milk.
	Pts.	Tin.	lb.	lb.	oz.	oz.	oz.	oz.	Pts.	Pts.	Pts.	Pts.	No.	Pts.	oz.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	No.	No.	oz.	oz.	No.	lb.	Bot	No.	No.	Pts.
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
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N.B.—*Vide* instructions on Form No. 19.

_____ HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the _____ Ward _____ 189 —cont.

Date.	—	EXTRAS—*cont.*																															STIMULANTS.										Cost of Diets.	Cost of Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
		Mutton.																																														
		Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Pepperwater.	Plantains.	Potatoes.	Rice.	Sheep-trotter jelly.	Sodawater.	S. or.	Tea.	Vegetable.																Arrack.	Brandy.	Gin.	Portwine.												
		oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	Pts.	No.	oz.	oz.	lb.	Bot.	oz.	Pts.	oz.																oz.	oz.	oz.	oz.												
		48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	
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N.B.—Vide instructions on Form No. 19.

GENERAL HOSPITAL, MADRAS.

Table showing the daily and the Monthly average cost of Diets, Extras and Stimulants for the patients under each Medical Officer for the month of 189 .

[Attention is drawn to Diet Rules, Appendix III, para. 3.]

Month and date.	EUROPEAN GENERAL WARDS.						EUROPEAN OFFICERS' QUARTERS.						NATIVE GENERAL WARDS.						NATIVE OFFICERS' QUARTERS.						Initials of the Medical Officer.	Remarks.
	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer	Senior Surgeon.	Second Surgeon.	Average of the Hospital.		
	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.	Rs. A. P. F.		
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Monthly averages should also be shown.

N.B.—This is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from C.M.F. Nos. 16 and 17 (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz., (As. 8 for European general wards and As. 4 for Native general wards). This form also

This is forwarded for the information of the Surgeon- average cost of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

CIVIL MEDICAL FORM No. 24.

Statement showing the Quantities of the Ingredients used in the preparation of Native Diets and Extras during the month of 19 .

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Curry-powder, lb.	Dhall, lb.	Cocoanut, lb.	Coffee powder, lb.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Gingelly oil, lbs.	Garlic, lb.	Ghee, lb.	Ginger, green, lb.	Fowl, No.	Fruit, lb.	Lemon, No.	Lemonade, bot.	Milk, pints.	Mint and parsley, lb.	Mutton, with bone, lb.	Mutton, without bone, lb.	Oatmeal, lb.	Onions, lb.	Partridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	Wood, fire.
Spoon, Rice																																																
Milk — Bread																																																
Milk — Rice																																																
Coffee																																															
Half																																															
Full — Mutton																																															
Full — Fish																																															
Total, Diets																																															
Extras.																																															
Barley water pt.																																															
Beef steaks oz.																																															
Beef tea pt.																																															
Bran biscuits oz.																																															
Broth, chicken pt.																																															
Do. mutton																																															
Chicken, boiled No.																																															
Do. curry																																															
Do. cutlets																																															
Do. grilled																																															
Do. jelly																																															
Do. pepper water pt.																																															
Do. stew No.																																															
Coffee pt.																																															
Conjee, arrowroot																																															
Do. cornflour																																															
Do. sago																																															
Do. soojee																																															
Do. oatmeal																																															
Eggs, fried No.																																															
Do. omelette																																															
Fish, boiled oz.																																															
Do. curried																																															
Do. fried																																															
Do. molli																																															
Mutton chops																																															
Do. curry																																															
Do. cutlets																																															
Do. fried																																															
Do. minced																																															
Do. pepper water pt.																																															
Do. stew oz.																																															
Potato cutlets																																															
Pudding, bread No.																																															
Do. custard																																															
Do. lime																																															
Do. rice																																															
Do. sago																																															
Do. soojee																																															
Sheep's trotter jelly lb.																																															
Tea pt.																																															
Total																																															

N.B.—Vide instructions on Form No. 23.

MADRAS, 189 .

Superintendent, Hospital.

62

CIVIL MEDICAL FORM No. 25.

GENERAL HOSPITAL.

Expenditure of Non-storable articles of Diets during 189 .

	Group No. 12.				Group No. 13.				Group No. 14.			Group No. 15.																		Group No. 16.	Group No. 27.
	Beef.	Mutton without bone.	Mutton with bone.	Sheep's feet.	Milk.	Butter.	Buttermilk.	Fish.	Chicken.	Eggs.	Cocoanut.	Chillies, green.	Ginger, green.	Mint and parsley.	Onions.	Potatoes.	Salt, common.	Salt, white.	Spice powder.	Vegetable, country.	Vegetable, Europe.	Limes.	Oranges.	Plantains.	Hoppers.	Ice.
	lb. oz.	lb. oz.	lb. oz.	No.	pts. oz.	lb. oz.	pts. oz.	lb. oz.	lb. oz.	No.	No.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	No.	No.	No	No.	lb.
Native diets																											
Native extras																											
European diets																											
European extras																											
Officers' Quarters diets																											
Officers' Quarters extras.																											
Non-storable articles book.																											
Total																											

17

N.B.—Immediately after the preparation of Nos. 23 and 24, the totals (of non-storable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from non-storable Articles Book, No. 27 for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for non-storable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

This is filed in the Steward's office.

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CIVIL MEDICAL FORM No. 26.

GENERAL HOSPITAL.

Comparative statement of issues as shown in the monthly statement of Ingredients and the Store Accounts for 189 .

—	Arrowroot.		Barley.		Biscuits, English.		Bran.		Chillies.		Coffee.		Cornflour.		Cummin-seed.		Curry-powder, Europeans.		Curry-powder, Natives.		Dhall.		Flour, wheat.		Garlic.		Gelatine.		Ghee.		Mustard, country.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Native diets																																
Do. extras																																
European diets																																
Do. extra																																
Officers' Quarters diets																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

—	Oil, gingelly.		Oatmeal.		Pepper.		Rice.		Rice, table.		Sago.		Soojee.		Sugar.		Tamarind.		Tapioca.		Tea.		Turmeric.		Vermicelli.			Sodawater.	Lemonade.			Wood, fire.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.		Bottle.	Bottle.			lb.
Native diets																																
Do. extras																																
European diets																																
Do. extras																																
Officers' Quarters diets																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
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N.B.—Into this is posted by second Steward all the totals in C.M.F., Nos. 23 and 24 that have not been put into No. 25; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. 23 and 24. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisition and issues.

This is filed in the Surgeon-General's office.

HOSPITAL, MADRAS, }
189 .

Superintendent, *Hospital*.

CIVIL MEDICAL FORM No. 27.

Non-storable Articles spent during the month of 189 .

Month and Date.	A.		B.																								C.																					
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets rattan, large.	Baskets rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear glass.	Bottles, pint, clear glass.	Bottles, Sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chanakays.	Charcoal.	Chatties, large.	Chatties, small.	Cheecy.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage.	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot	No.	lb.	No.	No.	lb.	Doz	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yd.	yds.	yds.	yds.	lb.	N
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N.B.—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book C.M.F. No. 33, to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

CIVIL MEDICAL FORM No. 27—*cont.*

Non storable Articles spent during the Month of 189 cont.

Month and Date.	C—cont.								D.	P.		G.				H.			I.	K.	L.								M.								N.			
	Coconut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton for wool.	Corks (bottle).	Cumblies for ice.	Cumblies for fomentation.	Dry earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Ganja.	Goglet.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure Loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, coir.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin	No.	oz.	yds.	No.	No	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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CIVIL MEDICAL FORM No. 27—*cont.*

Nonstorable Articles spent during the month of 189 —cont.

Month and Date.	O.										P.								R.				S.																	
	Oil, coconut, for dispensary.		Oil, coconut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppyheads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, first sort.	River sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Saltpetre.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spices, seeds.	Spirits of wine.	Straw.	Strainers.
	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot.	lb.	No.
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CIVIL MEDICAL FORM No. 27—*cont.*

Nonstorable Articles spent during the month of 189 —cont.

Month and Date.	S—*cont.*					T.					V.		W.			LIGHT.			
	Sugar, white.	Sugar, Akhtazram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Teddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Windows.	Wooden bellies.	Wood, fire.	Kerosene.	Lamp oil.	Cocoa-nut oil.	Indian oil of the Nim tree.
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	No.	No.	No.	
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Total																			

CIVIL MEDICAL FORM No. 28.

_____ HOSPITAL, MADRAS.

Account of Liquor, the property of Government for the month of 189 .

—	Portwine.		Sherry.		Brandy.		Gin.		Whiskey.		Rum.		Arrack.								Beer.	Porter.	Claret.	Burgundy.	
	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.							pt.	pt.	pt.	pt.	
Remaining from last account																									
Received on indents, dated																									
Received on requisitions, dated																									
Total ...																									
Expended during the month ... Europeans ...																									
Natives																									
Dispensary ...																									
Animal jelly ...																									
Total ...																									
Remaining on 1st 189 ...																									

N.B.— The figures from the Diet Rolls Nos. 19 and 20 are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.
This is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

MADRAS,
189 .

Superintendent,
Hospital.

CIVIL MEDICAL FORM No. 29.

HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town.

Number of Formulæ.	Names.	Per	Cost. RS. A. P.
	Almonds *	oz.	
	Apples *	No.	
1	Arrowroot	lb.	
	Do. blanc mânge	No.	
2	Do. conjee	pt.	
3	Do. jelly	No.	
	Barley	lb.	
4	Barleywater	pt.	
5	Batter-pudding	No.	
	Beef	lb.	
6	Beef-juice	lb.	
7	Beef-steak *	8 oz.	
8	Beef-tea	pt.	
9	Beef-tea, jugged	pt.	
	Biscuits arrowroot *	lb.	
	Biscuits, milk	lb.	
	Biscuits, butter	lb.	
10	Blanc mânge	No.	
	Bran-biscuits	lb.	
11	Bread	lb.	
	Bread-pudding	No.	
12	Butter	oz.	
	Buttermilk	pt.	
	Chicken	No.	
13	Chicken, boiled *	No.	
14	Do. broth	pt.	
15	Do. curry	No.	
16	Do. cutlets *	No.	
17	Do. fricasee *	No.	
18	Do. grilled *	No.	
19	Do. jelly *	No.	
20	Do. kusee *	No.	
21	Do. pepperwater	pt.	
22	Do. roast *	No.	
23	Do. stew *	No.	
24	Chutney	oz.	
25	Do. Cocoa *	No.	
26	Coffee, with milk	pt.	
27	Cornflour	lb.	
	Do. blanc mânge	No.	
28	Do. conjee	pt.	
29	Do. pudding *	No.	
30	Curry powder, Europeans / Curry powder, Natives	lb.	
31	Custard	No.	
	Dhall	lb.	
	Eggs	No.	
32	Do. fried *	No.	
33	Do. omelette *	No.	
34	Do. poached	No.	
	Essence of beef, Brand's.	Tin.	
	Do. chicken	Tin.	
	Liebeg's extract of beef	Tin.	
	Fish	lb.	
35	Do. boiled	8 oz.	
36	Do. fried	oz.	
37	Do. *moli	oz.	
38	Fruit, stewed *	oz.	
	Ghee	lb.	
	Do.	oz.	
39	Ginger tea	pt.	
	Grapes *	lb.	
	Hoppers	No.	
	Ice	lb.	
	Jam *	Tin.	
	Lemonade	Bot.	
40	Lime-juice	pt.	
41	Lime-pudding *	No.	
	Limes	No.	
42	Linseed tea	pt.	
	Mangoes	No.	
	Milk	pt.	
	Mutton without bone	lb.	
43	Mutton broth	pt.	
44	Do. chops	lb.	
45	Do. chops, boiled	8 oz.	
	Mutton with bone	lb.	
46	Mutton curry	8 oz.	
47	Do. cutlets	8 oz.	
	Do. fat	8 oz.	
48	Do. fried	8 oz.	
49	Do. minced	8 oz.	
50	Do. pepperwater	pt.	
51	Do. stew	8 oz.	
52	Oatmeal porridge *	pt.	
	Oranges	No.	
53	Partridge roast *	No.	
54	Do. stew *	8 oz.	
	Peas *		
	Pepper	lb.	
55	Pepperwater	pt.	
56	Pigeon roast *	No.	
57	Do. stew *	No.	
	Plantains	No.	
	Plum *	oz.	
58	Plum-pudding	No.	
	Pomegranite	No.	
	Potatoes	lb.	
59	Potato cutlets *	8 oz.	
59½	Rabbit	No.	
	Rice	lb.	
60	Do. conjee water	pt.	
61	Do. pudding	No.	
	Sago	lb.	
62	Sago conjee	pt.	
63	Do. jelly	No.	
64	Do. pudding	No.	
65	Scotch-broth, beef	pt.	
	Do. do. mutton	pt.	
66	Sheep-trotter jelly	8 oz.	
67	Do. stew	pt.	
	Snipe	No.	
68	Snipe-roast *	No.	
69	Sponge-pudding	pt.	
	Sodawater	Bot.	
	Soojee	lb.	
70	Soojee conjee	pt.	
71	Do. jelly	No.	
72	Do. pudding	No.	
73	Spice powder	oz.	
	Sugar	oz.	
	Tapioca	lb.	
74	Tapioca conjee	pt.	
75	Do. pudding	No.	
76	Tea with milk	pt.	
77	Teal roast *	No.	
	Tyre, measure	No.	
	Vegetable, country	lb.	
78	Do. curry	4 oz.	
	Do. Europe	1 lb.	
79	Vermicelli pudding	No.	
80	Wheat cakes	No.	
	Wheat flour	lb.	
	Gingerade	Bot.	
	Lithia water	Bot.	
	Tonic water	Bot.	
	Potash water	Bot.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

N.B.—This price list must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

CIVIL MEDICAL FORM No. 29—*cont.*

HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town—cont.

Number of Formulæ.	Names.	Per	Cost. RS. A. P.	Number of Formulæ.	Names.	Per	Cost. RS. A. P.
	Wines and Stimulants.						
	Arrack	oz.			Frontignac *	oz.	
	Beer	pt.			Gin (Old Tom)	oz.	
	Brandy	oz.			Porter *	pt.	
	Burgundy *	pt.			Portwine	oz.	
	Claret *	pt.			Sherry *	oz.	
	Constantia *	oz.			Whiskey	oz.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

GENERAL HOSPITAL, MADRAS.

Price List of European Diets for the year 189 –9 .

	Names of Diets.	Cost. RS. A. P.
Spoon	Arrowroot, with tea	
	Do. coffee	
Milk.	With tea	
	Do. coffee	
Half.	Mutton, roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
	Chicken, roasted, with tea	
	Do. do. coffee	
	Do. boiled with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
Mixed	With tea	
	Do. coffee	
Full.	Mutton roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	

Price List of Native Diets for the year 189 –9 .

	Names of Diets.	Cost. RS. A. P.
Spoon		
Milk.	Bread	
	Rice	
Coffee		
Half		
Full.	Mutton	
	Fish	

19

A. 9

CIVIL MEDICAL FORM No. 30.

GOVERNMENT —— HOSPITAL.

Day Book.

Transaction No.	Ledger Folio No.	Articles.	Receipts. Serviceable.	Repairable.	Unserviceable.	Issues. Serviceable.	Repairable.	Unserviceable.	Initials.
		189.							
1	1	Received from contractor as per office order No. dated 189.							
		Arrowro ... ... lbs.	30	...	...	... ...	...	...	
		189.							
2	2	Received from as per Invoice No. dated 189.							
		Sago ... ... lbs.	100	...	...	... ...	...	...	
3	2	Issued to per Indent No. dated 189.							
		Sago ... ... lbs.	... ...	...	25	... ...	...	...	

CIVIL MEDICAL FORM No. 31.

GOVERNMENT —— HOSPITAL.

Ledger of Stores and Stock.

Month and Date.	Transaction number or folio in Day-book.	Particulars.	Receipts. Serviceable.	Repairable.	Unserviceable.	Issues. Serviceable.	Repairable.	Unserviceable.	Remains. Serviceable.	Repairable.	Unserviceable.	Initials.
		Arrowroot.	Lbs.									
5-2-95	1	Received from contractor.	30	...		... ...	...		30	...		
		Sago.										
5-3-95	2	Received from ...	100	...		... ...	...		100	...		
5-3-95	3	Issued to ...	... ...	...		25	...		75	...		

CIVIL MEDICAL FORM No. 32.

Daily Comparative Statement of Receipts and Issues by the Storekeeper.

Month and Date.	A.		B.																										C.																				
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets, rattan, large.	Baskets, rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear, glass.	Bottles, pint, clear, glass.	Bottles, sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chaunkays.	Charcoal.	Chatties, large.	Chatties, small.	Cheakoy.	Chunam for conservancy.	Chunam brush.	Cloth for bandage	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot.	No.	lb.	No.	No.	lb.	doz.	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yds.	yds.	yds.	yds.	lb.	No.
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CIVIL MEDICAL FORM No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	C—*cont.*								D.	F.		G.						H.				I.	K.	L.										M.										N.			
	Coconut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton wool.	Corks (bottle).	Cumblies for ice.	Cumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Ganja.	Goglets.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bags.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, corah.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin	No.	oz.	yds.	No.	No.	No.	No	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds	No.	oz.	No.	No.	No.	oz.
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Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	O.															P.										R.							S.														
	Oil, coconut, for Dispensary.		Oil, cocoanut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosine.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spogal seeds.	Spirits of wine.	Straw.	Strain.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb	No.	lb.	oz.	Bot	lb.	No.
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Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	S—*cont.*					T.					V.		W.																																
	Sugar, white.	Sugar, Astragam.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee		Tapioca.		Vermicelli.		Chillies, dry.		Dhell.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
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Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Dat	Tamarind.	Turmeric.	Rice. First sort.	Rice. Table.	Rice. Beaten.	Coffee.	Coffee powder.	Tea.	Sugar. Astragram.	Sugar. Brown.	Curry powder. Europeans.	Curry powder. Natives.	Bran.	Biscuits.	Flour, wheat.	Wood, fire.	Ginger ale.	Lemonade.	Sodawater.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brandt's essence of beef.	Liebeg's extract of beef.	Mellin's food.		Initials of Storekeeper.	Initials of Head Steward.	Initials of Medical officer.
	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb oz.	lb. oz.	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot				
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Monthly Comparative Statement of Expenditure of Non-storable articles during the year 189 .

Names of months.	A. Arrack for Dispensary.	A. Arrowroot.	B. Bael fruit.	B. Baking powder, tins.	B. Baskets, large.	B. Baskets, small.	B. Baskets, rattan, large.	B. Baskets, rattan, small.	B. Baskets for chamber pots.	B. Bath bricks.	B. Benzoin.	B. Bladders.	B. Blue packets.	B. Books for prescriptions.	B. Bottles, quarts, clear glass.	B. Bottles, pint, clear glass.	B. Bottles, sauce.	B. Bran.	B. Brandy.	B. Brattles.	B. Bread.	B. Brooms, bundles.	B. Brooms, long, bamboo handled.	B. Batea frondosa.	B. Buttons, cotton.	B. Buttons, thread.	C. Camphor.	C. Candles, wax.	C. Candles, sperm.	C. Carraway seeds.	C. Catgut.	C. Cement.	C. Chalk.	C. Chamois skins.	C. Chanakays.	C. Charcoal.	C. Chatties, large.	C. Chatties, small.	C. Cheeoy.	C. Chunam for conservancy.	C. Chunam brushes.	C. Cloth for bandage.	C. Cloth, dungry.	C. Cloth, long, fine.	C. Cloth, wax.	C. Coal-tar, good quality.	C. Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot	No.	lb.	No.	No	lb.	Doz	Doz	lb.	No.	No.	oz.	oz.	Tin	oz.	No.	No.	No.	No.	No.	oz.	lb.	No.	yds.	yds.	yds	yds	lb.	No.
189 . January ...																																														
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Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

CIVIL MEDICAL FORM No. 33—*cont.*

Names of months.	C—*cont.*								D.	F.	G.				H.			I.	K.	L.								M.												N.			
	Coconut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton wool.	Cu ks (bottle).	Cumblies for rice.	Cumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Gaiija.	Goglets.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosene.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, coral.	Moulhays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	tin.	No.	oz.	yds.	No.	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
189																																												
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CIVIL MEDICAL FORM No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

Names of months.	O.										P.							R.				S.																			
	Oil, coconut for Dispensary.		Oil, coconut, for lamp		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.		Ochre.	Orange peel.	Orris for kitchen.	Pa'lock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spices, seeds.	Spirits of wine.	Straw.	Strainers.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	No.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot	lb.	No.
189 .																																												
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Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

Names of months.	S—*cont.*					T.					V.		W.			
	Sugar, white.	Sugar, Astaugram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.
	oz.	oz.	lb.	No.	No.	yds.	lt.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.
189 January ...																
February ...																
March ...																
April ...																
May ...																
June ...																
July ...																
August ...																
September ...																
October ...																
November ...																
December ...																
Total ...																

Names of months.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee.		Tapioca.		Vermicelli.		Chillies, dry.		Dholl.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz	lb.	oz.	lb.	oz.	lb.	oz	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
189 January ...																														
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December ...																														
Total ...																														

Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable Articles, 189 —cont.

Names of months.	Tamarind.		Turmeric.		Rice.						Coffee.		Coffee powder.		Tea.		Sugar.				Curry powder.				Bran.		Biscuits.		Flour, wheat.		Wood, fire.	
					First sort.		Table.		Beaten.								~~Astragram.~~ Ashtagram		Brown.		Europeans.		Natives.									
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
January ...																																
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July ...																																
August ...																																
September ...																																
October ...																																
November ...																																
December ...																																
Total ...																																

Names of months.	Ginger ale.	Lemonade.	Sodawater.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brand's essence of beef.	Liebeg's extract of beef.	Mellin's food.			Initials of		
													Storekeeper.	Head Steward.	Medical officer.
	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot					
January ...															
February ...															
March ...															
April ...															
May ...															
June ...															
July ...															
August ...															
September ...															
October ...															
November ...															
December ...															
Total ...															

———— HOSPITAL, MADRAS.

CIVIL MEDICAL FORM No. 34.

Salary Acquittance Roll of Establishment for the month of 189 .

Name.	Designation.	Amount of Salary and Allowances.			Net amount after Deductions in Pay Bill.			Stoppages.																Balance due to each person.			Total of columns 5 to 11.			Acknowledgment.
								Linen.			Instruments.			Rations.			Hospital Diet Charges.			Clothing.			Dhoby.								
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	
Permanent Establishment.																														
Temporary Establishment.																														

CIVIL MEDICAL FORM No. 35.

Departmental purchases for the month of June 1895.

						Rs.	A.	P.	Rs.	A.	P.
		DIETS AND EXTRAS.									
June 19	Oatmeal	Tins.	2			0	13	0	1	10	0
	White sugar, ~~astragram~~ ...	lb.	10			0	2	1½	1	5	3
	Tamarind (new)	oz.	4			.....			0	0	6
	Dhall	Mea.	12			0	2	8	2	0	0
		HOSPITAL NECESSARIES.									
	Oil cloth	Yd.	1½			1	4	0	1	14	0
	Chunam	Parahs.	5½			.....			1	12	0
	Cart-hire for above ...	...	...			.....			0	4	0
	Linseed meal	lb.	25			0	1	6	2	4	0
	Toldy	oz.	2			.....			0	0	6
	Jaggery	lb.	1			.....			0	1	0
	Date mats	No.	2			.....			0	6	0
	Saw-dust	lb.	50			.....			0	5	0
		BAZAAR MEDICINES.									
	Buten frondosa	Viss.	1			0	10	8	2	0	0
		HOSPITAL MISCELLANIES.									
	Almirah lock, brass ...	No.	1			.....			2	8	0
	Soap, dish	,,	1			.....			0	14	0
		REPAIR OF FURNITURE.									
	Brass hinges	Pair.	1			.....			0	5	0
	Screw nails	Doz.	1½			.....			0	1	6
	Iron wall hooks ...	No.	2			.....			0	3	0
	File	,,	1			.....			0	11	0
		CONTINGENCIES.									
	Market cooly	...	...			.....			0	1	0
	Books for Messrs. Thacker & Co. (one copy Martindale) and Westcott's extra Pharmacopœia and one copy Squires, British Pharmacopœia.								19	0	0
									19	1	0
									37	9	9

CIVIL MEDICAL FORM No. 36.

Abstract of Departmental Purchases for the month of June 1895.

Date.	Diets and extras.			Hospital necessaries.			Bazaar medicines.			Bedding and clothing.			Hospital miscellanies.			Repair of furniture.			Contingencies.			Total.		
19	4	15	9	6	14	6	2	0	0	...	...	...	3	6	0	1	4	6	19	1	0	37	9	9

CIVIL MEDICAL FORM No. 37.

Register of Receipts and Repayments of Personal Deposits.

Date.	Name of depositor.	Nurse and ward.	Amount deposited.			Amount withdrawn.			Balance after each transaction.			Signature of depositor and withdrawer.
			RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

~~23~~ 2
10 13

Carbon paper books.

CIVIL MEDICAL FORM No. 38.

———HOSPITAL.

———

Madras, ———— 189 .

RECEIVED from ————

the sum of Rupees ———— being payment of hospital stoppages in advance for 10 days, viz., from ————

to ———— 189 , at Rupees———— per day.

Steward,

Rs. ———— ———*Hospital.*

CIVIL MEDICAL FORM No. 39.

———————Dr.

To THE HOSPITAL.

To Amount of your Hospital Stoppages from ———— to ———— being ———— days, at the rate of ———— per day ————			
Total Rupees ..			

Certified the above to be a correct account.

MADRAS, ———— 189 .

Steward,

———*Hospital.*

(General and Maternity Hospitals.)

CIVIL MEDICAL FORM No. 40.

Monthly Comparative Statement of Cost of Dietary.

European General Wards.

189 .	Self Diets.	On extras alone.	On Diets.	Total.	Cost of Diets. Rs. A. P.	Cost of Extras. Rs. A. P.	Cost of Wines. Rs. A. P.	Total Cost. Rs. A. P.	Average cost per day. Rs. A. P.
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total ...									

European Officers' Quarters.

189 .	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets. Rs. A. P.	Cost of Extras. Rs. A. P.	Cost of Wines. Rs. A. P.	Total Cost. Rs. A. P.	Average cost per day. Rs. A. P.	Average of Hospital. Rs. A. P.
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Total ...										

CIVIL MEDICAL FORM No. 41.

Monthly Comparative Statement of Cost of Dietary.

—	Native General Wards.									Native Officers' Quarters.										Remarks.
	Self Diets.	On extras alone.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average cost per day.	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average.	Average of Hospital.	
189 .					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
January																				
February ...																				
March																				
April																				
May																				
June																				
July																				
August																				
September ...																				
October																				
November ...																				
December ...																				
Total ...																				
189 ...																				
January																				
February ...																				
March																				
April																				
May																				
June																				
July																				
August																				
September ...																				
October																				
November ...																				
December ...																				
Total ...																				

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CIVIL MEDICAL FORM No. 42.

Hospital Stoppages for the Mo ith of 189 .

No.	Name.	Occupation and residence.	Pay.	Dates and period charged for.			Demand.			Total.	Date on which Bill sent.	Collections.			Less refund.	Written off.	Due by	Steward's Initials.	Medical Officer's Initials.	Remarks.
				From	To	No. of days.	Rate per diem.	Arrears.	Current month.			1st.	2nd.	3rd.						
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15	16	17	18	19
							RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.			

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NOTE.—The officer who fills in the admission registers of the hospital should be responsible for the completion of column 1 to 5. This will be a check on the Steward.
(General and Meternity Hospitals).

Register of Contingent Charges of the _____ *Hospital for* 189 -189 .

CIVIL MEDICAL FORM No. 43.

Date.	To whom paid. / Budget Grant for each head.	No. of {Sub-Voucher. {Contingent Abstract.	DETAILED HEADS OF BUDGET.																									
			DIETS.														MISCELLANEOUS.											
			European.						Native.						Bread.		Bazaar Medicines.			Hospital Necessaries.			Bedding and Clothing.			Hospital Miscellanies.					
			Ordinary.			Extra.			Ordinary.			Extra.			Wines and Spirits.															
	Brought forward ...		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
	Carried forward ...																											

The classification should be modified in accordance with G.O., No. 309, Financial, 2nd May 1896.

CIVIL MEDICAL FORM No. 43—*cont.*

Register of Contingent Charges of the _____ *Hospital for* 189 - 189 .—cont.

Date.	To whom paid. / Budget Grant for each head.	No. of {Sub-Voucher. {Contingent Abstract.	DETAILED HEADS OF BUDGET.								UNUSUAL CHARGES.		Total of each Contingent Abstract.	Total of each month's Bill.	Date of detailed Bill.	Date of admission with Initials.	Remarks.
			CONTINGENCIES.														
			Repair of Furniture.	Extra Servants.	Funeral Expenses.	Service Postage Labels.	Service Telegram.	Other Charges.	Punkah Machinery.	Special Contingencies.	Description.	Amount.					
	Brought forward ...																
	Carried forward ...																

CIVIL MEDICAL FORM No. 44.

Furniture Distribution Stock Book.

Names of articles of furniture.	Total quantity.	Where they are distributed.											
		Hobart ward.	Senior Medical Officers' office.	Officers' quarters.	Nurses' quarters.	Store room.	Out-patients, room.						
Chairs	50	4	6	24	10	2	4						

CIVIL MEDICAL FORM No. 45.

General requisition form.

GOVERNMENT_____HOSPITAL.

No.

*Requisition on*_____

1	2	3	4	5	6	7
Nature of demand.	Established proportion.	Balance in hand.	Amount for which requisition is now made.	Why required.	Authority and date.	Remarks.

Name
Rank
Designation

Date
Contents received
Date
Signature

Sanctioned.
(By order.)

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

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SURGEON-GENERAL'S OFFICE.

CIVIL MEDICAL FORM No. 46.

Statement showing comparative accepted rates of articles required for use in the Government Hospitals and Lunatic Asylum for the *ending* 189 .

Articles.	Contractor's or Tenderer's number.	General Hospital, Madras.			Contractor's or Tenderer's number.	Lying-in Hospital, Madras.			Contractor's or Tenderer's number.	Leper Hospital, Madras.			Contractor's or Tenderer's number.	Ophthalmic Hospital, Madras.			Contractor's or Tenderer's number.	Women and Children's Hospital, Madras.			Contractor's or Tenderer's number.	Voluntary Venereal Hospital, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Calicut.			Contractor's or Tenderer's number.	Lunatic Asylum, Waltair.			Remarks.
		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.		RS.	A.	P.	

OFFICE OF SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS,
Date

Circulated for information to the undermentioned officers to be initialled by each and returned by the last-mentioned officer:—
(1) The Senior Medical Officer, General Hospital.
(2) The Superintendent, Lying-in Hospital.
(3) The Superintendent, Ophthalmic Hospital.
(4) The Superintendent, Voluntary Venereal Hospital.
(5) The Superintendent, Leper Hospital.
(6) The Superintendent, Lunatic Asylum.
(7) The Medical Officer, Women and Children's Hospital.

Name.	*Residence.*
• Ramaswami.	Madras.

(By order.)

Secretary to the Surgeon-General with the Government of Madras.

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CIVIL MEDICAL FORM No. 47.

Register of Government Loan Paper and Security Deposits.

Register No.	Date of deposit.	By whom paid and on what account.	Particulars of the Notes, Treasury Receipts, &c., deposited.		Date of transmission to General or Local Treasury.	Date of return from General or Local Treasury.	Date of transmission to Accountant-General.	Date of return from Accountant-General.	Date of return to Depositor.	Receipt of Depositor for return of Notes.	Initials.
			No. and date.	Amount.							
				RS. A. P.							

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MATERNITY HOSPITAL.

CIVIL MEDICAL FORM No. 48.

Order for an advance of Stock Articles to be supplied by the Storekeeper to the Cook on , 189.

Articles.	Quantity.			
	European kitchen.		Native kitchen.	

N.B.—Is used in the Maternity Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It is necessary in that hospital on account of the fact that patients come in at no particular hours not at all times, so he cook must always have something to cook for them after their arrival.

CIVIL MEDICAL FORM No. 49.

Requisition for Cheques over Rs. 100 *in payment of the Contingent Bill of the* ——— *Hospital, Madras, for the month of* ——— 189 , *dated* ——— 189 .

Cheques in favour of	In payment for	Amount.			Total.		
	Supplies in 18 .	RS.	A.	P.	RS.	A.	P.

——— HOSPITAL,
Madras, ——— 189 .

Superintendent,
——— *Hospital.*

CIVIL MEDICAL FORM No. 50.

Cash Receipts of the ——— *Hospital, Madras, for the month of* ——— 189 .

Date.	Particulars.	Establishment. Permanent.			Establishment. Temporary.			Diet and regular contingencies.			Sanitary contingencies.			Deposit.			Hospital collections.			Miscellaneous recoveries, Nurses account, &c.			Total.			Daily Total.			Amount.			Officer's initials.
		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

CIVIL MEDICAL FORM No. 50.

Cash Payments of the ——— *Hospital, Madras, for the month of* ——— 189 .

Particulars.	Establishment. Permanent. A. P.	Rs.	Establishment. Temporary. A. P.	Rs.	Diet and regular contingencies. A. P.	Rs.	Sanitary contingencies. A. P.	Rs.	Deposit. A. P.	Rs.	Hospital collections. A. P.	Rs.	Miscellaneous recoveries, Nurses account, &c. A. P.	Rs.	Total. A. P.	Rs.	Daily Total. A. P.	Rs.
Date.																		

CIVIL MEDICAL FORM No. 51.

CONTRACTOR'S BOND.

Form of Agreement for Articles of which Samples are not deposited

AGREEMENT made the day of 189 , between (hereinafter called "Contractor") of the one part, and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Purchaser") of the other part.

WHEREAS the Contractor has agreed with the Purchaser to supply to the General Hospital at Madras, all such quantities of the articles and things specified and described in the Schedule hereto annexed (and which said articles and things) are hereinafter referred to as the said articles and things as the Contractor shall be required by or on behalf of the Purchaser to supply for the said General Hospital at any time or times hereinafter during the period of commencing from the first day of April 189 , and at the price or prices and in the manner and upon the terms and conditions hereinafter mentioned.

And whereas the Contractor has deposited in the Government Savings Bank the sum of Rs. as Security for the due and faithful performance by the Contractor of this his contract.

NOW THESE PRESENTS WITNESS, that for carrying the said Agreement into execution, the Contractor on the one part for himself, his heirs, executors, administrators and legal representatives; and the Purchaser on the other part for himself, his successors and assigns, mutually covenant, declare, contract and agree, each of them with the other of them in manner following: (that is to say,)

1. At any time or times, and at all times during the period of commencing with the first day of April 189 at which the Contractor shall be required by the Senior Medical Officer for the time being of the General Hospital at Madras (hereinafter referred to as the said Senior Medical Officer) so to do, the Contractor shall and will supply to the said General Hospital at and for such price or prices as are specified in the said Schedule, all such quantities of the said articles and things as the said Senior Medical Officer shall from time to time require the Contractor to supply under this contract; and all such articles and things shall be delivered by the Contractor between such hours, on such day or days, at such place or places, to such person or persons and in such manner as the said Senior Medical Officer shall from time to time and at any time require or direct.

2. All articles and things supplied by the Contractor under this contract shall be of the qualities and descriptions specified in the said Schedule, but it shall not be incumbent on the Purchaser to take from the Contractor the quantities of the said articles and things mentioned in the said Schedule or any larger quantity or quantities thereof respectively than may from time to time be required by the said Senior Medical Officer.

3. All articles and things supplied by the Contractor shall be subject to inspection and acceptance or rejection by such person as the Senior Medical Officer shall from time to time name and appoint to that duty or for that purpose (and which said person to be so named and appointed as aforesaid is hereinafter referred to as the Inspecting Officer).

4. All articles and things supplied by the Contractor which, in the opinion of the Inspecting Officer, shall be in bad order, unsound, unmerchantable, inferior in quality or description to the articles and things specified in the said Schedule, or otherwise faulty or unfit for use, or positively unwholesome, shall and may be rejected by the Inspecting Officer, and his opinion and rejection shall in all respects be final and conclusive and altogether operative and binding upon the Contractor, and shall not be open or subject to question or dispute by the Contractor upon any ground whatsoever.

5. All articles and things supplied by the Contractor which shall be rejected by the Inspecting Officer shall be removed by the Contractor within *one hour* after such rejection shall have been notified to the Contractor by the Inspecting Officer.

6. In lieu of any articles and things which shall have been rejected by the Inspecting Officer under the provisions hereinbefore contained, the Contractor shall and will within *one hour* after such rejection shall have been notified to him as aforesaid, supply and deliver to the said General Hospital between such hours, at such place or places, to such person or persons, and in such manner as the said Senior Medical Officer shall require or direct, such quantity or quantities of the said articles and things of the qualities and descriptions specified in the said Schedule, as shall be equivalent in quantity or quantities to the quantity or quantities of the said articles and things which shall have been so rejected as aforesaid.

7. All articles and things supplied in lieu of, or in substitution for, rejected articles and things shall be in like manner subject to such inspection, rejection and removal as aforesaid, as often as such Inspecting Officer as aforesaid shall consider necessary.

8. In case of neglect or refusal on the part of the Contractor to supply and deliver any of the said articles or things which the said Senior Medical Officer shall from time to time require the Contractor to supply and deliver, and of such approved quality, and at such time or times, place or places, and in such manner as hereinbefore provided, and so often as any such neglect or refusal shall happen, it shall be lawful for the Senior Medical Officer or any person by him thereunto authorized, to purchase elsewhere and from any other person or persons whomsoever such quantities of the said articles and things as shall not have been duly supplied and delivered by the Contractor, or as shall be required in lieu of any of the said articles and things which shall have been so rejected as aforesaid, and to charge the difference (if any) between the price or prices of the articles and things which may be so purchased, or the monies which may have been paid for the same, and the price or prices payable under this contract for such articles and things, against the Contractor, and in addition thereto charge the Contractor as and by way of compensation to the Purchaser and for each and every such breach of contract a sum not exceeding 10 per cent. of deposit money.

9. The Contractor shall pay and reimburse to the Purchaser such difference in price as aforesaid, within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

10. The Contractor shall and will submit and deliver to the said Department on or before the *twelfth day* of every calendar month, a bill or bills, in the usual and proper form, for all articles and things supplied under this

contract during the previous calendar month, and in default of the Contractor so doing, the Contractor shall pay to the Purchaser as compensation for such breach of contract a sum not exceeding *five Rupees* per diem for each and every day after the *twelfth day* of every calendar month that such bill or bills as last aforesaid shall remain undelivered; and the Contractor shall pay to the Purchaser such compensation as aforesaid within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

11. The Contractor shall not be in any way interested or concerned, directly or indirectly, with the servants of the said General Hospital, in any trade, business or other transaction whatsoever, nor shall the Contractor give or pay, or promise to give or pay to any such servants, directly or indirectly, any money or fee under the designation of "custom" or otherwise; nor shall the Contractor assign or make over this contract, directly or indirectly, to any person or persons whomsoever, or permit any person or persons whomsoever to interfere in the management or performance hereof either under power of attorney granted by the Contractor or otherwise without the consent in writing of the said Senior Medical Officer.

12. The Contractor shall at all times during the continuance of this contract obey and carry out in all things the orders, instructions and directions of the said Senior Medical Officer for the time being, and of all officers and servants acting under his orders and by him authorized to act in all or any of the matters and things hereinbefore contained, and the Contractor shall, except in cases where the decision of the Inspecting Officer is by these presents made final and conclusive abide by the decision of the said Senior Medical Officer for the time being, and of any Officer or servant acting under his orders, and by him authorized to act for him in all matters relating to or in anywise concerning the construction of this contract, or any matter, clause or thing herein contained, or any question arising thereout; any and every such decision as last aforesaid shall be final and conclusive and altogether operative and binding on the Contractor, and shall not be subject to question or review upon any ground whatsoever.

13. Within thirty days after the delivery and acceptance of any articles and things supplied under this contract and the delivery of bills for the same the Purchaser shall and will pay the Contractor for all such articles and things so delivered and accepted, at the rates specified for such articles and things in the said Schedule.

14. Upon the complete fulfilment of this contract by the Contractor to the satisfaction of the said Senior Medical Officer the said Government Savings Bank Pass-Book shall be re-endorsed and returned to the Contractor.

15. In case the Contractor shall fail or neglect or refuse to observe, perform, fulfil and keep all or any one or more, or any part of any one or more of the covenants, stipulations and provisions herein contained, it shall be lawful for the said Senior Medical Officer (if he shall think fit so to do) without *prejudice*, and in addition to all and every other, the remedies hereinbefore contained on behalf of the Purchaser on any such failure, neglect, or refusal as aforesaid, by any writing under his hand, to put an end to this contract so far as regards the Purchaser, and thereupon every article, clause and thing on his part herein contained shall cease and be void, and (in case any monies, damages, losses, expenses, difference in price or compensation shall then or at any time during the continuance of this contract be due or payable by the Contractor to the Purchaser) it shall be lawful for the Senior Medical Officer for the time being to sell and dispose of all or any of the said deposit in the Government Savings Bank or Securities for the aggregate sum of Rs. , so endorsed over and deposited by the Contractor as hereinbefore recited, at and for the market value thereof, and with and out of the proceeds of such sale (after payment thereout of all expenses connected therewith) and also out of any monies then in the hands of the said Senior Medical Officer and payable or to become payable to the Contractor to reimburse to the Purchaser all such monies, damages, losses, expenses, difference in price and compensation as the Purchaser shall have sustained or been put to or be entitled to by reason of the Contractor having been guilty of any such failure, neglect, or refusal as aforesaid, or other breach in the performance of this his contract, or as shall for the time being be due and owing from or payable by the Contractor to the Purchaser, and if the amount of the proceeds realized by the sale of the said Promissory Note or Security, after payment thereout of all expenses connected therewith and such other monies as aforesaid, shall be insufficient to pay and satisfy the whole of all such damages, losses, expenses, difference in price and compensation as aforesaid, then and in that case it shall be lawful for the Purchaser to recover the residue thereof by legal proceedings against the Contractor upon the covenants and agreements herein contained.

IN WITNESS WHEREOF the said and the Senior Medical Officer, General Hospital, Madras, as for the time being by the order and direction of the Governor in Council of Fort Saint George, acting for and on behalf of the Secretary of State for India in Council, have hereunto set their respective hands the day and year first above mentioned.

Signatures of Witnesses. { *Signatures of Principals.* } *Contractor.*

Senior Medical Officer,
General Hospital, Madras.

SCHEDULE.

Articles to be supplied.	Quality.	*Probable* Quantity or Number.	Price. Per	Rs.	A.	P.	Remarks.
							Compensation for each breach of contract not exceeding 10 per cent. of deposit.

CIVIL MEDICAL FORM No. 52.

STOREKEEPER'S BOND.

AGREEMENT made the day of 189 between of (hereinafter called the Storekeeper) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREAS the Storekeeper was on the day of 189 appointed to and now holds the office of Storekeeper of the Hospital at Madras. AND WHEREAS the Storekeeper has deposited with the Superintendent of the said Hospital the sum of Rs. 500 in cash as security for the due and faithful performance by the Storekeeper of this his contract and the duties of his said office.

NOW THESE PRESENTS WITNESS that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Storekeeper hereby agrees with him the Secretary of State his successors and assigns that he the Storekeeper will during the continuance of these presents continue to act as the Storekeeper of the Hospital Madras. AND from the hour of 8 o'clock in the morning until the hour of 5 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital devote his whole time and attention in carrying on his duties as such Storekeeper to the utmost of his power skill and ability.

AND also will do and perform all such services acts matters and things connected therewith as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Storekeeper.

AND will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all hospital stores brought into the said Hospital.

AND will see that all such stores are inspected by the Superintendent for the time being of the said Hospital (hereinafter referred to as the said Superintendent) or by some officer deputed by him for that purpose before such stores are respectively put into the places appointed for the custody thereof respectively.

AND will forthwith report to the said Superintendent all damage to or deterioration of the said stores respectively whilst the same shall be in the charge of the Storekeeper.

AND will from time to time issue such of the said stores to such person or persons as shall from time to time be required of the Storekeeper under the written authority of the proper officer of the said Hospital.

AND also will write in all such books of account or other books as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all stores received and issued or otherwise expended by him the Storekeeper as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and will from time to time furnish to the Superintendent all such returns and information as shall be required of him the Storekeeper.

AND the Secretary of State in consideration of such good and faithful services and of the Storekeeper well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Storekeeper the monthly salary of Rs. by equal monthly payments on the day of every month during the said service the first payment thereof to be made on the next day of

AND also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

AND it is further mutually agreed that if the Storekeeper shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of calendar months notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

AND also that if the Storekeeper shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Storekeeper summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Storekeeper or in case any money shall then or at any time during the said service be owing by the Storekeeper to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 500 so deposited by the Storekeeper as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Storekeeper in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Storekeeper to the Secretary of State and in case such sum of Rs. 500 and such other moneys as shall be or become payable by the Secretary of State to the Storekeeper shall be insufficient to pay and satisfy all such

loss and damage as aforesaid and all such other money as shall for the time being be owing by the Storekeeper to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Storekeeper upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Storekeeper of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 500 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Storekeeper and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 500 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Storekeeper or his representatives upon the stipulations and agreements herein contained.

IN WITNESS WHEREOF the Storekeeper and Surgeon-Major-General Charles Sibthorpe Surgeon-General with the Government of Madras by order and direction of the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named
in the presence of

Signed by the above-named Charles Sibthorpe
in the presence of

Civil Medical Form No. 53.

STEWARD'S BOND.

AGREEMENT made the day of 1895
between of
(hereinafter called the Steward) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part Whereas the Steward was on the day of 189 appointed to and now holds the office of Steward of the General Hospital at Madras. And Whereas the Steward has deposited with the Superintendent of the said Hospital the sum of Rs. in cash as security for the due and faithful performance by the Steward of this his contract and the duties of his said office.

Now these Presents Witness that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Steward hereby agrees with him the Secretary of State his successors and assigns that he the Steward will during the continuance of these presents continue to act as the Steward of the Hospital Madras and from the hour of half past 6 o'clock in the morning until the hour of 6 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital and also in turn with his Assistants during the night and also on Sundays devote his whole time and attention in carrying on his duties as such Steward to the utmost of his power skill and ability and will not leave the premises of the said Hospital without placing one of his Assistants in charge of his duties.

And also will do and perform all such services acts matters and things connected with his said Office as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent) acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Steward.

And will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of such Hospital stores including wines and spirits as may be placed in his charge and will also take due care and charge of and be responsible for all the furniture for the time being in the said Hospital other than the furniture in the quarters of the Matron Superintendent and the Nurses of the said Hospital.

And will also receive take charge of and be responsible for all money and other valuables belonging to patients in the said Hospital during their stay there and shall enter the particulars thereof in the Deposit Register of the said Hospital obtaining to the entry therein the signature of the respective owners of such money and valuables both on receipt thereof from them and on the return thereof to them.

And will also receive and keep in safe custody and be responsible for the service books of every Non-gazetted Officer of the establishment of the said Hospital other than those of the Medical Subordinates.

And will take charge of and be responsible for the Government Grant of Rs. 100 sanctioned in the Order of Government dated 15th January 1875 No. 60 for petty repairs and improvements to the said Hospital and will submit monthly or when required the 'Petty Contingent Register' accounting for such Grant to the Superintendent for the time being of the said Hospital or to any officer whom the Superintendent may select for their information and to be initialled by them. He shall also take charge and render proper account of any other monies that may be intrusted to him by the Superintendent.

And will draw receive and disburse monthly the salaries of the establishment of the said Hospital in accordance with the Account Code the salaries of the Subordinate Medical Staff to be sent by him for disbursement to the persons entitled thereto to the Senior Assistant Surgeon and those of the Nursing Department to the Matron Superintendent respectively on the day following the receipt of such salaries by the Steward.

And also will write in all such books of account or other books, as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all moneys and other things received and paid or issued or otherwise expended by him the Steward as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and in particular will well and truly keep the following books accounts and returns namely:

(1) Petty Contingent register.
(2) Contingent register of Budget grants.
(3) Deposit book.
(4) Civil Bill book.
(5) Day and Cash book.

And monthly by the several undermentioned dates and annually:

Monthly.

Medical Officers' Pay Bills ... } on the 1st.
Pay Abstract of Hospital establishment (in duplicate). }
Nominal list of fines and deductions }
House-rent certificate ... }
Indent for extra servants ... } on the 15th.
Indent for funeral expenses ... }
Indent for perishable articles }

Liquor account ... ... } on the 15th.
Contingent bill ... ... }
Abstracts of diets of Europeans and Natives ... }
Letters to the Secretary and Treasurer Bank of Madras sending diet collections.
Indents for articles condemned.
Departmental Purchase book.

Annually.

Acknowledgment for permanent advance for petty repairs and improvements Rs. 100.
Financial Statement for Calendar year on 1st January.
Financial Statement for Official year on 1st April.
Budget estimates on 15th August.

Steward's Department.

Civil bills.
Letter book.
Correspondence book.
Diet rolls for Europeans and Natives.
Fine book.
Government Proceedings file.
Letter file.
Letter Despatch book.
Liquor Account book.
Miscellaneous Return book.
Perishable Articles book.
Receipt file.

And will post up and balance daily the Day and Cash book of all receipts and payments and prepare therefrom monthly and as soon as may be after the close of each month and in prescribed form an abstract account current under all heads.

And will be responsible that the entries of the Storekeeper of the said Hospital of receipts and issues of stores are thoroughly checked.

And will have the cash for the time being in the hands of the Steward examined and checked by the Superintendent for the time being of the said Hospital on the 1st of each month.

And will from time to time furnish to the Superintendent or as otherwise required all such Hospital and other returns and accounts special to the department of the Steward and a statement in comparative form month by month

of the expenditure of the said Hospital and all such other information as shall be required of him and will be responsible that all correspondence both of his own and the Nursing Departments is properly kept and transcribed.

And will indent daily at fixed hours on the Storekeeper for all necessary articles of diet and extras for the patients of the said Hospital and will give his special attention to the cooking and regular issue of diets for patients in the said Hospital whether European or Native and take care that their several meals are served to them at the hours prescribed therefor respectively and will report to the Superintendent for the time being of the said Hospital all matters in any way affecting the quality or quantity of supplies furnished by any Contractor.

And will cause to be laid out in bulk before the Resident Medical Officer for the time being of the said Hospital for inspection before 7 o'clock in the morning of each day all non-storable articles of diet for patients in the said Hospital and will submit daily before the Superintendent or such officer as may be appointed by him for his signature the Perishable Article book.

And will be responsible that all weights and measures used in the said Hospital are correct in every respect.

And will see that the meals of the patients in the said Hospital are always distributed in the respective wards thereof in his presence or in that of his Assistants at the several undermentioned hours that is to say such hours as may from time to time be fixed by the Superintendent.

And will supervise or cause to be supervised by one of his Assistants the milking of the cows to be brought to the said Hospital between 9 o'clock in the morning and 6 o'clock in the evening of each day to supply milk to the said Hospital and that one pint of milk measures twenty fluid ounces and will also take care that such cows do no damage to the property of the said Hospital and will superintend or cause to be superintended by one of his Assistants the distribution of such milk to the Wards of the said Hospital.

And will at all times have copies of the diet tables and rules for the guidance of in-patients of the said Hospital hung up in the wards and in the Officers' quarters in the said Hospital and price lists of diets and extras posted up in the Committee room of the said Hospital for the information of the Medical Officers thereof.

And will not allow to be supplied and will prevent any article of diet being supplied by any Contractor of the said Hospital to any official thereof other than the Nurses and any article supplied by any such Contractor for patients of the said Hospital being used by any official thereof without the express sanction of the Superintendent.

And will prevent any cooking in the said Hospital at other than the regular hours and for the regular purposes unless the same be expressly sanctioned by the Superintendent for the time being of the said Hospital.

And will not without reference to the Apothecary of the said Hospital for the time being on duty permit any persons under the orders of the Steward to enter the grounds of the said Hospital after 9 o'clock in the evening or after such other hour as may be mentioned in the passes granted to such persons respectively by the Steward.

And will recover from each of the servants of the said Hospital the monthly sum of two annas for payment to the dhoby thereof for washing the clothes of such servants.

And will also recover from the persons liable to pay the same the funeral expenses of all patients dying in the said Hospital and leaving sufficient assets to pay such expenses.

And the Secretary of State in consideration of such good and faithful services and of the Steward well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Steward the monthly salary of Rs. by equal monthly payments on the day of next day of every month during the said services the first payment thereof to be made on the day of

And also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

And it is further mutually agreed that if the Steward shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of one calendar month notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

And also that if the Steward shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Steward summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Steward or in case any money shall then or at any time during the said service be owing by the Steward to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 5,000 so deposited by the Secretary of State to the Steward in or together with any moneys then or thereafter to become payable by the Secretary of State to the Steward as aforesaid towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Steward to the Secretary of State and in case such sum of Rs. 5,000 and such other moneys as shall be or become payable by the Secretary of State to the Steward shall be insufficient to pay and satisfy all such loss and damage as aforesaid and all such other money as shall for the time being be owing by the Steward to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Steward upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Steward of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 5,000 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Steward and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 5,000 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Steward or his representatives upon the stipulations and agreements herein contained.

In Witness Whereof the Steward and Surgeon Major-General [illegible] Surgeon-General with the Government of Madras by order and direction the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named
in the presence of

Signed by the above-named [illegible]
in the presence of

DIET RULES

COMPILED IN ACCORDANCE WITH G.O., No. 330, PUBLIC, OF 13TH MAY 1892,

BY

THE SPECIAL COMMITTEE ON DIETS.

[*Appointed by the Surgeon-General with the Government of Madras in his No. 5167, of 24th August* 1894.]

DIET RULES AS PER GOVERNMENT ORDER No. 330, PUBLIC, DATED 13TH MAY 1892.

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

Sanctioned List of Diet Articles for use in the State Hospitals. *

Names of articles.	Probable quantity for a year.	Names of articles.	Probable quantity for a year.
Arrowroot		Mango fruits	
Barley		Mellin's food	
Beef without bone		Milk	
Biscuits, country		Mint and parsley	
Biscuits, English, arrowroot		Mustard	
Do. do. butter		Mutton with bone	
Do. do. milk		Do. without bone	
Do. do. mixed		Nutmeg	
Bran		Oatmeal	
Brandt's essence of beef		Oil, gingelly	
Do. do. chicken		Onions	
Do. do. mutton		Oranges	
Bread		Partridge	
Butter		Pepper, black	
Butter-milk		Pigeons	
Chickens or half fowls		Plantains	
Chillies, green		Poppy seeds	
Do. dry		Potash water	
Cinnamon		Potatoes	
Cloves		Rice, 1st sort	
Cocoa		Rice, beaten	
Cocoanut without shell		Rice, table	
Coffee		Sago	
Cornflour		Salt, common	
Coriander		Do. white	
Coriander leaves, green		Sheep's feet	
Cummin seed		Snipe	
Dholl		Soda water	
Eggs, hen		Soojee	
Fish		Spice powder	
Flour, wheat		Sugar, Astragam	
Garlic		Do. brown	
Gelatine		Tamarind	
Ghee		Tapioca	
Ginger, green		Tea	
Do. dry		Teal	
Gingerade		Tonic water	
Grapes		Turmeric	
Hoppers of 2 oz. each		Tyre or curd	
Ice		Vegetable, country	
Liebeg's extract of beef		Do. Europe	
Lemonade		Vendium	
Limes		Vermicelli	
Lithia water			

N.B. *With the consent of the Superintendent any article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW DIET ARTICLES ARE OBTAINED. †

1. Medical officers will publish advertisements, from time to time, inviting tenders for the supply of 'Perishable' articles required. The duration of contracts for the supply of these articles is left entirely to the discretion of the Medical officers concerned, who will fix it in each case with the view of obtaining the most advantageous terms; *e.g.*, if the state of the market is very favourable the contract

* Last supplied by the Senior Medical Officer, General Hospital, Madras.

† Appendix to G.O., dated 13th May 1892, No. 330, Public.

should be fixed for a longer period than if the rates obtainable at the time that it is made or high. The articles named below will be regarded as 'perishable':—

Perishable Articles.

Beef.	Fish.	Mint and parsley.
Bread.	Flour, wheat.	Mutton.
Butter.	Ghee.	Mangoes.
Butter-milk.	Ginger, green.	Onions.
Calves' feet.	Hoppahs.	Oranges.
Chicken or fowl.	Ice.	Plantains.
Chillies, green.	Limes.	Potatoes
Eggs.	Milk.	Vegetables, green.

2. 'Non-perishable' articles (a list of which is appended) should be purchased *in bulk*. In lieu of contracts as heretofore, tenders should be invited at a time when prices are the most favourable for the supply of such quantities as will fill the storage accommodation available. The advertisement should call for the delivery of the whole of the quantity of the article required within a specified and early date.

Non-perishable Articles.

Almonds.	Cinnamon seed.	Rice.
Arrowroot.	Dholl.	Salt.
Barley.	Firewood.	Spice.
Cocoa.	Ginger, dry.	Sugar.
Coffee.	Garlic.	Sago.
Chillies, dry.	Gingelly oil.	Tamarind.
Cornflour.	Mustard seed.	Tea.
Coriander.	Pepper.	Turmeric.
Cinnamon.	Poppy seed.	Vendium.

3. Tenders should be opened by the Medical officer in the presence of the tenderers on a date and at an hour to be mentioned in the advertisement.

4. The Medical officer in charge will be held personally responsible that all necessary precautions are taken before any tender is accepted or contract entered into. He should, by every possible inquiry and by reference to the Revenue officials, do all that is in his power to ascertain, from time to time, the ruling market price of each article required. There should be a separate tender for each article.

5. Medical officers should bear in mind that the responsibility of adjudicating on tenders and of accepting or rejecting them has been specially imposed upon them by Government. They will furnish the Surgeon-General with copies of the schedules to the contracts entered into by them and statements of the quantities of the articles purchased in bulk and the rates paid for them.

6. Storekeepers should be furnished by the Medical officer in charge with a statement of their duties in detail. This should be strictly confined to instructions as to the receipt, safe-keeping and issue of articles placed in their charge, and the proper maintenance of such books and accounts connected with them as may be necessary. Storekeepers should have absolutely nothing to do with the purchase of articles.

III.—CONTRACTS AND TENDERS.*

The following is the form of advertisement to be used in inviting contracts and tenders:—

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on the day of 189 , by the Superintendent, Hospital, for the supply of the following articles:—

* The list of articles appended to the following advertisement is not meant to represent the whole requirements of a hospital, but is given as a model of how such a list must be made out, so as to be in accordance with Section II, paragraph 4, last sentence of paragraph. It, moreover, includes non-diet articles, because that is meant though not stated in section II.

Schedule A consisting of articles which must be supplied in bulk before the of 189 . Payment will be made in full after delivery. Samples may be seen in the Hospital.

2. *A separate tender must be sent in for each article.*

3. Tenders will be opened by the Senior Medical officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written.

5. Each tender must be accompanied by a deposit in Government promissory notes (or Bank receipts) of the amount stated after each article in the schedules, and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

6. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

7. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

8. No advance of cash will be made to the contractor.

9. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

10. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

11. The contract must not be sub-let. The contractor's security will be returned to him immediately on completion of his contract.

12. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

13. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

14. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

15. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

16. With reference to the stipulations contained in the preceding paragraph No. 15, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

	Quantity.	Earnest money. Rs.
1. Arrowroot, 1st sort	lb. 550	5
2. Barley	,, 250	5
3. Cornflour	,, 15	5
4. Oatmeal	,, 15	5
5. Sago, 1st sort	,, 30	5
6. Tapioca	,, 15	5
7. Vermicelli	,, 15	5
8. Chillies, dry	Viss. 70	5
9. Coriander	,, 70	5
10. Cummin seed	,, 15	5
11. Dholl, 1st sort	Measures. 120	5
12. Garlic	Viss. 25	5
13. Ghee, 1st sort	,, 300	30
14. Ginger, dry	,, 10	5
15. Mustard, country	,, 15	5
16. Pepper, black	,, 75	5
17. Poppy seeds	,, 8	5
18. Tamarind	,, 275	5

		Quantity.	Earnest money. Rs.
19. Turmeric	Viss.	14	5
20. Vendium	,,	15	5
21. Vinegar, Europe	Bottles.	40	5
22. Beaten rice	Measures.	4	5
23. Rice, 1st sort, well cleaned	,,	7,400	100
24. Rice, table	,,	10	5
25. Coffee, 1st sort	Viss.	500	50
26. Benzoin	,,	5	5
27. Butea frondoza	,,	3	5
28. Camphor	,,	3	5
29. ~~Chiakay~~	,,	2	5
30. Linseed meal	,,	100	5
31. Mustard, Europe, prepared 1 lb. bottle	Bottles.	50	5
32. Nutmeg	Viss.	1½	5
33. Poppy heads	,,	3	5
34. Soda, washing	lb.	50	5
35. Sulphur, country	Viss.	5	5
36. Candles	lb.	4	5
37. Soap, bar	,,	6	5
38. Do. carbolic	,,	100	5
39. Do. country	Viss.	400	5
40. Do. Europe	Cakes.	300	5
41. Salt, common, clean	Measures.	400	10
42. Do. white, clean	lb.	200	5
43. Baking powder	Tins.	5	5
44. Arrowroot biscuits, English	lb.	125	5
45. Milk biscuits, English	,,	65	5
46. Butter do. do	,,	10	5
47. Brandt's essence of beef	Tins.	12	5
48. Do. of chicken	,,	12	5
49. Cocoa tins	lb.	3	5
50. Gelatine	,,	3	5
51. Liebig's extract of meat	Tins.	25	5
52. Mellin's food (1 lb. bottles)	Bottles.	25	5
53. Baskets, large	Nos.	72	5
54. Do. small	,,	40	5
55. Bath bricks	,,	12	5
56. Bladders	,,	300	5
57. Blue-powder packets	,,	3	5
58. Bottles, empty, clear glass	,,	500	10
59. Do. pint, empty	,,	300	10
60. Do. sauce, do.	,,	200	10
61. Brooms, long	Bundles.	600	5
62. Cement, tins of 70 lb. each	Tins.	6	5
63. Chunam for conservancy	Parrahs.	30	5
64. Do. brushes	Nos.	50	5
65. Coal tar	lb.	1,200	5
66. Cocoa ladles	Nos.	60	5
67. Corks	,,	1,500	5
68. Corkscrews	,,	3	5
69. Hog's lard	lb.	75	5
70. Lamp wick, kerosine	Yards.	150	5
71. Matches	Boxes.	250	5
72. Mats, common	Nos.	21	5
73. Padlocks, patent, iron	,,	15	5
74. Pins	Papers.	6	5
75. Rice, broken, for flour	lb.	1,000	10
76. Safety pins	Boxes.	30	5
77. Sand paper	Sheets.	50	5
78. Saw-dust	lb.	50	5
79. Spirit of wine (methylated)	Bottles.	50	5
80. Twine, Europe	Rolls.	10	5
81. Wax, white or yellow	lb.	20	5
82. Winnows	Nos.	50	5

B.

PERISHABLE (DAILY SUPPLY ON INDENTS AS REQUIRED).

Probable quantity for one year from 1st April 1894 to 31st March 1895.

Earnest money for each article, Rs. 50.

Beef, 1st sort, without bone	lb.	120
Mutton, 1st sort, with bone	,,	15,000
Do. do. without bone	,,	17,000
Sheep's feet	No.	2,500
Butter, fresh, best	lb.	2,000
Do. milk, 20 oz. pint	Pints.	16,000
Milk, cow's, best; cows to be milked in the hospital; specific gravity not under 1025; pints of 20 oz.	,,	106,600
Chickens or half fowls, 10 oz. each in weight when dressed	No.	18,000
Plantains, good, full size	,,	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,500
Salt, common, clean	,,	2,500
Do. white, clean	,,	190
Spice-powder	,,	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	5,000
Vegetable, Europe, fresh; varied daily (exclusive of wastage)		180
Hoppers, white, fresh, 2 oz. each	No.	150,000

Superintendent,
Hospital.

MADRAS,

(Vide Report, Section IV, page 12.)

DIET RULES

FOR THE

PRESIDENCY STATE HOSPITALS, MADRAS.

COMPILED BY

THE SPECIAL COMMITTEE ON DIETS.

[*Appointed by the Surgeon-General with the Government of Madras in his No.* 5167 *of* 24*th August* 1894.]

DIET RULES

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

*List of Staple Diet Articles for use in the State Hospitals.**

Names of articles.	Names of articles.	Names of articles.
Appums of 2 oz. each.	Cummin seed.	Potatoes.
Arrowroot.	Dholl.	Rice, 1st sort.
Barley.	Eggs, hen.	Do. beaten.
Beef without bone.	Fish.	Do. table.
Bran.	Flour, wheat.	Sago.
Bread.	Garlic.	Salt, common.
Butter.	Gelatine.	Do. white.
Buttermilk.	Ghee.	Sheep's feet.
Chickens or half fowls.	Ginger, green.	Soojee.
Chillies, green.	Do. dry.	Spice-powder.
Do. dry.	Milk.	Sugar, Astragam.
Cinnamon.	Mint and parsley.	Do. brown.
Cloves.	Mustard.	Tamarind.
Cocoa.	Mutton with bone.	Turmeric.
Cocoanut without shell.	Do. without bone.	Tyre or curd.
Coffee.	Nutmeg.	Vegetable, country.
Cornflour.	Oil, gingelly.	Do. Europe.
Coriander.	Onions.	Vendium.
Coriander leaves, green.	Pepper, black.	

N.B.—*With the consent of the Superintendent any authorised article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW THEY ARE OBTAINED.†

Whenever possible, articles shall be obtained from Government institutions, *e.g.*, firewood from the Government wood depôt; oil, &c., from the Penitentiary. When this cannot be done the rules are as follows:—

1. Each Superintendent of a hospital is to provide for his own hospital in the following manner:—

In the case of non-storable articles he is to publish an advertisement from time to time inviting tenders for their supply in such quantities and at such times as he may require. The duration of such contracts is left entirely to him, and he is to exercise his discretion in regard both to the time of making the contracts and to the amounts contracted for.

2. In the case of storable‡ articles, they are to be purchased, as far as possible, by tender. Advertisements for tenders and contracts are to be published in the *Fort St. George Gazette* in the form given under section III.

(*a*) Spare copies of advertisements are to be obtained from the Gazette Press by sending paper necessary for the printing off of the required number of copies.

(*b*) Short advertisements shall be sent to the local papers—English and Vernacular—calling attention to Gazette advertisements and informing those interested that copies and any particulars can be obtained on application to the Superintendent.

In stating the amounts of the various articles for which tenders are invited, the phrase 'more or less' should always be used, which means that, if required, the contractor must supply up to 25 per cent. in excess of the original tender.

3. The amount of any article of diet to be stored at any one time is left to the discretion of Superintendents, with the limitation that he should purchase when the market is favourable, but that the quantity is not to exceed what they can thoroughly examine before taking into store, nor exceed what is likely to keep in perfect condition till it is consumed.

* For list of 'Extras'—*vide* page 123.

† Throughout the following section 'tenderer' means any person who makes an offer to supply, 'contractor' means any person whose offer has been accepted. 'Superintendent' includes the Senior Medical Officer, General Hospital.

‡ 'Storable' and 'non-storable' are used in these rules instead of 'perishable' and 'non-perishable,' these latter being used in a peculiar sense in hospitals.

4. Superintendents may require the contractors to bring in the whole amount of their contract on a day to be named, which should be the rule with storable articles, or in such instalments and at such times as may be required of them—*vide* 'contractor's agreement, C.M.F. No. 49.'

5. As contractors or tenderers are mostly middlemen, Superintendents shall be at liberty to buy directly from large firms, or from producers, or from ordinary shops should they find they can get the required article more cheaply thus than from contractors. This shall not, of course, interfere with any contract on such articles as may have been already entered into by Superintendents.

6. Superintendents shall take steps to keep themselves acquainted with the ruling market prices, so that they may be able to make purchases at advantageous rates.

7. Numerous petty articles such as mangoes, partridge, snipe, &c., which are used in very small quantities, should not be included in contract lists. Contractors generally offer them for next to nothing, which means that they are paid for out of something else.

8. When the Superintendent opens tenders, he will carefully examine them, certifying to erasures or corrections with his initials; should these be very numerous, the tenders should be declined as likely to cause inconvenience.

9. The Superintendent should retain one copy of each tender under lock and key, and the duplicate he will transfer to his Head Steward, who will, in his presence, examine the documents, and there and then report any existing erasures and omissions overlooked by him: any corrections made in the office must receive the prior sanction of the Superintendent, erasures being effected by a pen drawn through the mistake and certified to by his initials.

10. A register will be kept by the Superintendent of all security deposits, and particulars of all transactions in reference to the receipt and return of the deposits will be duly recorded therein—*vide* C.M.F. No. 47.

11. Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorised form, before completing the contracts, which must be countersigned by the Surgeon-General.

12. The central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much (rice) within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

III.—CONTRACTS.

The following is the form of advertisement to be used in inviting tenders:—

MEDICAL DEPARTMENT.

HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.*

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on the day of 18 , by the Superintendent, Hospital, for the supply of the following articles:—

Schedule A, consisting of articles which must be supplied in bulk before the day of 189 . Payment will be made in full after delivery.

Schedule B consists of articles which must be supplied in such quantities and at such times as the Superintendent may require. Bills will be paid monthly. Samples of both schedules may be seen at the Hospital.

2. A separate tender must be sent in for articles marked.*

3. Tenders will be opened by the Superintendent at the Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Parties desiring to tender should apply to the Superintendent for printed forms of tender and will be supplied with such forms free of cost.

5. Parties tendering will forward duplicate copies of the tenders, so as to reach the Superintendent at least one day before that on which the tenders are to be opened. These tenders must be accompanied by a treasury deposit receipt for the sum mentioned in the advertisement as earnest money.

* 'Hospital supplies' should be entered in the same advertisement with Diet articles.

6. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

7. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) of the amount stated in the schedules, and in default of such deposits the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

8. No alteration in any rate in a tender can be made at the request of a contractor, but if there has clearly been some misapprehension and some very erroneous rate has been given, the Superintendent may permit the necessary alteration to be made under his initials.

9. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

10. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent., on the total value of the articles, failing which his deposit shall be forfeited to Government.

11. Security deposits are not to be returned to contractors when they have not completely fulfilled their contracts, until a report has been made to the Surgeon-General and authority for return has been obtained.

12. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Superintendent, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, of 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

13. The Government officer receiving the deposit will see that the notes stand in the name of the depositor, and that the contract or other document executed by the depositor conveys authority to Government to appropriate or cancel the notes if the contract is not fulfilled.

14. After satisfying himself on these points, the Government officer receiving the deposit, will lodge the note or notes for safe custody with the Accountant-General.

15. The depositor may draw interest on those notes by tendering receipts in the usual form countersigned by the officer with whom he deposited them.

16. No advance of cash will be made to the contractor.

17. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles marked with an asterisk.

18. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

19. The contract must not be sub-let without the express sanction in writing of the Superintendent. The contractor's security will be returned to him immediately on completion of his contract.

20. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the tenderer without assigning any reason for so doing.

21. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

22. The successful tenderer will be required to pay the value of the proper stamp duty on the contract (C.M.F. No. 50).

23. With reference to the stipulations contained in the preceding paragraphs, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest-money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

Name of article.	Quality.*	Quantity.	Earnest-money.

* To be fixed by the Surgeon-General.

SCHEDULE B.

Periodical Supply.

(i) The following articles are to be supplied daily :—

Name of article.	Quality.	Quantity.	Earnest-money.

(ii) The following articles are to be supplied on requisition at such times and in such quantities as they are required :—

Name of article.	Quality.	Quantity.	Earnest-money.

IV.—HOW STORABLE ARTICLES ARE TO BE STORED.

Tamarind freed from its seed, coffee and most of the smaller seeds should be stored in glazed Pegu jars. Chillies keep well in open cages or in bamboo baskets. Rice, salt and sugar had better be kept on trestles in the bags in which they are received. Tea, of course, should be kept in the sheet-lead covers in which it is received. Receptacles should all be carefully labelled with the names of their contents. Store-rooms should be kept as free as possible from dust, the direct rays of the sun, and from the wind.

V.—STOCK-CHECKING AND CONTROL.

Articles of food in store shall be checked, and their quality reported on at such times as the Surgeon-General may think necessary and without previously warning Superintendents. For this purpose, the Surgeon-General shall depute an officer to visit the hospital whose stores are to be checked and reported on. This officer shall be furnished with sealed instructions as to the articles he is to report on. He shall not open his instructions till he arrives at the hospital. He shall submit a report to the Surgeon-General in the following form :—

Control Report on Articles of Diet stored in the *Hospital.*

Name of article.	Amount according to hospital stock book.	Actual amount.	Whether fit for hospital purposes or not.

MADRAS,

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(Signed)

Surgeon.

VI.—THE HEAD STOREKEEPER.

1. He shall enter into an agreement with the Superintendent in the prescribed form—*vide* C.M.F. No. 50.

2. He shall be present daily from 6 A.M. to 6 P.M., or for such other period as the Superintendent may direct except for two hours allowed for meals. On Sunday he will be permitted, if possible, to leave after the morning work is over. Arrangement for leave on public holidays will be made as far as practicable from time to time.

3. He shall be in charge of the store-rooms, and shall be directly responsible to the Superintendent.

4. He shall enter into a security of rupees in Government paper endorsed to the Superintendent.

5. He shall receive all grain, &c., brought into store, weigh the same, and certify to weight and quality on the bill, sending the bill to the Steward for disposal, and he shall bring to the notice of the Superintendent any deficiency in weight or quality before he forwards the bill.

6. He shall exercise all care that all articles in his charge are frequently examined, and he shall promptly report to the Superintendent any deterioration from vermin, damp or any other cause.

7. He shall issue grain, &c., strictly in accordance with the daily requisition, signed by a Steward or other proper authority, and shall be personally responsible for all receipts into, and issues from, his stores.

He shall keep the following books :—

(i) Day-book of stores and stock (C.M.B. No. 30).
(ii) Ledger of stores and stock (C.M.B. No. 31).
(iii) Daily comparative statement of receipts and issues of stores and stock (C.M.B. No. 32).
(iv) Monthly comparative statement of issues of stores and stock (C.M.B. No. 33).

8. He shall submit monthly a statement of receipts, issues and balances for transmission to the Surgeon-General with the Government of Madras.

9. At the end of each quarter he shall take stock and report to the Superintendent the amount and condition of the stores.

VII.—THE ASSISTANT STOREKEEPER.*

1. The Assistant Storekeeper shall be directly under the orders of the Head Storekeeper, sharing the responsibilities of the latter, and shall ordinarily take the Head Storekeeper's place when absent on leave or sickness. His hours of duty shall be fixed by the Superintendent.

2. He shall deposit a security in rupees and enter into the same form of agreement for the faithful discharge of his duties that was entered into by the Head Storekeeper.

VIII.—THE QUALITY OF ARTICLES OF DIET.

The non-storable articles must be passed daily by a Medical officer. The Superintendent himself is responsible for the quality of the articles in store.

IX.—HOW ARTICLES OF DIET ARE TO BE PAID FOR.

1. A trustworthy peon shall be sent to the Accountant-General's office or Local Treasury with a requisition, asking that separate cheques may be made out in the names of all persons to whom sums are due for amounts above Rs. 100.

2. Requisitions for the aggregate amount of all bills under Rs. 100 shall be met from the permanent advance, which may be replenished as often as necessary by means of minor abstract bills presented at the treasury.

* Required only in the General and Lying-in hospitals.

3. The cheques mentioned in paragraph 1 shall be forwarded to the individuals concerned from the Steward's office, and those in paragraph 2 shall be cashed by the Steward or other responsible subordinate after endorsement by the Superintendent.

4. All payees should be warned that stamped receipted bills must not be handed over to the Steward's department before actual payment by cash or cheque has been made.

5. The account of these payments is to be kept in the form prescribed for the General Hospital, C.M.F. Nos. 35 and 36, the necessary variations in the columns and headings being made to suit the convenience of each institution.

6. A copy of the requisition referred to in paragraph 1 should always be kept in the authorized form (C.M.F. No. 49).

7. Superintendents shall furnish the Surgeon-General with copies of the schedules to the contracts and purchases made by them showing the amount of each article purchased and its cost.

8. A circular of the accepted prices, with names and addresses of contractors and vendors, shall be issued half-yearly by the Surgeon-General's office showing the cost of each article in the different hospitals (C.M.F. No. 46).

9. All departmental purchases should be at once entered under their proper heading in the departmental purchase book and the entries carefully compared with the receipted bills by the Superintendent, the bills being cancelled in his presence. Monthly an abstract from this book should be forwarded to the Surgeon-General (C.M.F. No. 36).

X.—HOW ARTICLES OF DIET ARE ISSUED.

The articles either require cooking or they do not.

In the former case, requisitions are made on the Storekeeper by the Steward on various forms according to his requirements. Such articles are then sent to the kitchen.

In the latter case requisitions on the Storekeeper are also made on the proper forms and the articles go to the wards direct.

XI.—HOW ARTICLES OF DIET ARE COOKED.

1. In the General Hospital, Lying-in Hospital, Leper Hospital and Ophthalmic Hospital, cooking ranges of a modified Duff's style shall be used.* Cooking vessels with flat, not globular, bottoms should be used.

2. The amount of firewood allowed for each hospital is as follows † :—

For each Native diet in all hospitals	2 lb.
For each European diet—	
General Hospital	4 lb.
All others	3½ ,,

N.B.—(*a*) The General Hospital is allowed an extra half pound, as there are two steam chests to be heated for keeping food warm whilst it is being distributed.

(*b*) The above figures are for hospitals of 300 beds and under. As the number of patients increases, the amount of firewood required per diet will of course diminish. Superintendents should note this carefully, otherwise there will be an unnecessary waste of fuel.

(*c*) In the Leper Hospital, the above scale applies only to cooking for the sick.

For *ordinary diets* in that institution the amount sanctioned is :—

For Europeans	2½ lb.
For Natives	1½ ,,

(*d*) Superintendents are to remark that the above figures are maxima, and that they are expected to make every endeavour to reduce them as much as possible consistently with efficiency. It is quite clear that the difference in the amount of fuel required to cook for 40 and 50 patients, respectively, cannot be very great, yet, if cooks are not carefully watched they will use, or pretend to use as much fuel proportionately for 50 as for 40 patients.

3. Arrangements should be made in each hospital to prevent ward-servants or strangers from entering the kitchen on any pretence whatever. The only persons who should enter the kitchen are the responsible Medical officers, Stewards, and the kitchen servants.

* This is recommended pending the report of the Senior Medical Officer, General Hospital, on certain experiments in cooking ranges which he is carrying out at present.

† When the amounts here given are exceeded an explanation will have to be forwarded to the Surgeon-General.

4. Cooks should wear a neat white cap, clean jacket and trousers or dhoti. Turbans should be absolutely forbidden.

XII.—HOSPITAL DIETARY.

Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Rice ... 6 oz. Salt ... 180 grs.	Bread or Rice ... 12 oz. Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Bread ... 12 oz. Coffee ... 1 pt. Sugar ... 1 oz. Milk ... 4 oz. Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Rice ... 12 oz. Mutton ... 4 ,, Ghee ... ½ ,, Curry-powder ½ ,, Tamarind ⅜ ,, Vegetable 2 ,, Salt ... ½ ,, Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz. Hoppers ... 2 no. Buttermilk. ½ pt. Pepper-water ½ ,,	Rice ... 20 oz. Buttermilk ½ pt. Pepper-water ½ ,, Mutton ... 6 oz. or Fish ... 4 ,, Dhall ... 1 ,, Vegetable 4 ,, Curry-powder ½ ,, Tamarind ½ ,, Gingelly-oil. 1 ,, Salt ... ½ ,, Hoppers ... 2 no. Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz.

NOTES.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dhall and fish the next day.

2. Extras may be ordered on all diets except full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the table. If meat is issued with bone, an additional 4 oz. per pound should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

7. Rice conjee is preferred by Natives; if any other kind is required it can be ordered as an extra.

Time Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
*Early Breakfast, 6 or 6-30 A.M.**				
Rice Conjee ... 1 pt.	Rice Conjee ... 1 pt.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.
First Meal, 10-30 or 11 A.M.				
Rice Conjee... 1 pt.	Milk ... 1 pt. Bread or Rice ... 6 oz. Sugar ... 2 ,,	Bread ... 6 oz. Sugar ... 2 ,, Rice Conjee ... 1 pt.	Rice ... 6 oz. Mutton ... 2 ,, Vegetable. 1 ,, Butter-milk. ½ pt.	Rice ... 10 oz. Mutton ... 3 ,, or Vegetable ... 4 ,, and Dhall ... 1 ,, Butter-milk. ½ pt.
Night Meal, 5-30 or 6 P.M.				
Rice Conjee ... 1 pt.	Milk ... ½ pt. Rice or Bread. ... 6 oz.	Coffee ... 1 pt. Bread ... 6 oz.	Rice ... 6 oz Mutton ... 2 ,, Vegetable ... 1 ,, Pepper-water ½ pt.	Rice ... 10 oz. Mutton ... 3 ,, or Fish ... 4 ,, Pepper-water ½ pt.

NOTE.—The water used for boiling rice should have a little salt added to it from the diet and be served out in half pints to those patients getting rice.

* Superintendents may modify the hours to suit their own hospital requirements.

Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Arrowroot ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ... 12 oz. Hoppers. ... 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 16 „ Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Half boiled' issued— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee. If stewed— Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley ... 30 grs.	Mutton 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers ... 6 „ Butter ... 1 oz. Country Vegetable. 6 „ Curry-powder. ½ „ Tamarind ½ „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton ... 12 oz. Bread ... 1 lb. Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Country Vegetable. 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Full boiled'— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee.

Notes.—1. The meat in the 'Half' diet may be chops, cutlets, grilled, stewed, minced or boiled; in 'Full,' roasted, grilled or boiled only.

2. Extras may be ordered on all diets except 'Full,' and 'Mixed.' But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Time Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Early Morning Breakfast, 6 *or* 6–30 A.M.				
Tea or Coffee ... 1 pint.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.
Breakfast, 9–30 *or* 10 A.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt. Bread ... 8 oz. Butter ... 1 „	Bread ... 12 oz. Butter ... 1 „ Mutton or Chicken ... 5 „ Potatoes ... 4 „	Hoppers ... 4 no. Bread ... 8 oz. Butter ... 1 „ Mutton Chops 4 „	Bread ... 12 oz. Mutton ... 6 „ Potatoes ... 4 „ Vegetable ... 4 „
Dinner, 2 P.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt.	Mutton or Chicken ... 5 oz. Potatoes ... 4 „	Rice ... 8 oz. Mutton ... 4 „ Vegetable ... 6 „	Mutton ... 6 oz. Potatoes ... 4 „ Vegetable ... 4 „
Supper, 5–30 *or* 6 P.M.				
Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.

1. The special attention of Medical Officers is called to note No. 3 under Native diets.

2. Each diet is to be calculated from 12 noon on day of order to 12 noon next day. All new admissions before that hour shall be breakfasted on such extras as do not require much cooking. The diet ordered for that day shall commence with dinner.

3. In the case of admissions the Apothecary shall write '*Breakfast No.* 1' or '*No.* 2' across the extra columns of that day; the diet column being filled in by the Ward Apothecary or the Apothecary on duty.

4. This 'Breakfast' shall be as follows:—

	For Natives.		*For Europeans.*	
No. 1	Bread ... ... 6 oz. Mutton broth ... 1 pt.		Bread ... ... 8 oz. Butter ... ... 1 „ Eggs ... ... 2 no. Tea ... ... 1 pt.	
No. 2	Milk ... ... 1 pt. Conjee, arrowroot. 1 „		Milk ... ... 1 „ Conjee, arrowroot ... 1 „	

5. On day of discharge no diet should be ordered. Patients should, as a rule, be discharged after the Breakfast meal, but in the event of being necessarily detained '*Dinner No.* 1' or '*No.* 2' for Natives and '*Dinner*' for Europeans shall be entered in the Diet Ticket across the extra columns of the day, and shall consist of—

	For Natives.		*For Europeans.*	
No. 1	Rice ... ... 10 oz. Mutton ... ... 3 „ or Fish ... ... 4 „ Pepper-water ... ½ pt.		Bread ... ... 4 oz. Mutton ... ... 6 „ Potatoes ... ... 4 „ Vegetable ... ... 4 „	
No. 2	Bread ... ... 6 oz. Mutton broth ... 1 pt.			

6. The bed-head tickets with the Nurses' diet sheets shall be sent to the Steward's department not later than 9–30 A.M. daily.

7. All indents for perishable and other articles required by Nurses of wards, Senior Apothecary and Serjeant should reach the Steward's department by 12 noon daily. None but special or urgent indents can be received after that hour.

Indents for night punkah men may however be sent in up to 3 P.M.

XIII.—NOMENCLATURE OF EXTRAS AUTHORISED FOR USE IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.(*a*)

Number of Formulæ.	Names.
	Almonds.*
	Apples.*
	Appums.
1	Arrowroot blancmánge.
2	Do. conjee.
3	Do. jelly.
	Barley.
4	Barley-water.
5	Beef-juice.
6	Beef-tea.
7	Do. jugged.
	Biscuits.*
8	Blancmánge.
9	Bran-biscuits.
	Bread.
10	Bread-pudding.
	Butter.
	Butter-milk.
11	Chicken, boiled.*
12	Do. broth.
13	Do. curry.
14	Do. cutlets.*
15	Do. fricasee.*
16	Do. grilled.*
17	Do. jelly.*
18	Do. kusee.*
19	Do. pepper-water.
20	Do. stew.*
21	Cocoa.*
22	Coffee with milk.
23	Cornflour blancmánge.*
24	Do. conjee.
25	Do. pudding.*
26	Currypowder.
27	Custard.*
	Dhall.
	Eggs.
28	Do. fried.*
29	Do. omelette.*
30	Do. poached.
	Essence of beef, Band's.
	Extract of beef, Liebeg's.
	Fish.
31	Do. boiled.
32	Do. fried.
33	Do. moli.
34	Fruit, stewed.*
	Ghee.
35	Ginger tea.
	Grapes.*
	Ice.
	Lemonade.
36	Lime-juice.
37	Lime-pudding.*
	Limes.
38	Linseed tea.

Note.—The extras with asterisks are only for Europeans and Eurasians.

(*a*) From the report of the Committee of 1889, slightly modified.

Nomenclature of Extras authorised, &c.—cont.

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Mangoes.	60	Sheep-trotter jelly.
	Milk.	61	Do. stew.
39	Mutton broth.		Soda-water.
40	Do. chops.	62	Soojee conjee.
41	Mutton chops, boiled.	63	Do. jelly.
42	Do. curry.	64	Do. pudding.
43	Do. cutlets.	65	Spice powder.
	Do. fat.		Sugar.
44	Do. fried.	66	Tapioca conjee.
45	Do. minced.	67	Do. pudding.*
46	Do. pepper-water.	68	Tea with milk.
47	Do. stew.	69	Teal roast.*
48	Oatmeal porridge.*		Tyre.
	Oranges.		Vegetable, country.
	Peas.*	70	Do. curry, Europe.
	Pepper.		Do. Europe.*
49	Pepper-water.	71	Vermicelli pudding.
50	Pigeon roast.*	72	Wheat cakes.
51	Do. stew.*		*Wines and Stimulants.*
	Plantains.		Arrack.
	Plums.*		Beer.*
	Pomegranate.		Brandy.
	Potatoes.		Burgundy.*
52	Potatoe cutlets.*		Claret.*
53	Rabbit.		Constantia.*
	Rice.		Frontignac.*
54	Do. conjee-water.		Gin (Old Tom).
55	Do. pudding.		Porter.*
56	Sago conjee.		Port Wine.
57	Do. jelly.		Sherry.*
58	Do. pudding.		Whiskey.*
59	Scotch broth, beef.		Champagne.

Note.—The extras with asterisks are only for Europeans and Eurasians.

Formulæ for preparation of Extra Diets.

1. Arrowroot blancmange—
   - Arrowroot .. .. .. oz. 1
   - Sugar .. .. .. ,, 1
   - Lime .. .. .. no. 1
   - Milk .. .. pt. 1
   - Ice .. .. lb. ½
2. Arrowroot conjee, per pint—
   - Arrowroot .. .. .. oz. ½
   - Sugar .. .. .. ,, ½
   - Milk .. .. .. oz. 3
3. Arrowroot jelly—
   - Arrowroot .. .. .. oz. 1½
   - Sugar .. .. .. ,, 1
   - Egg .. .. .. no. 1
   - Milk .. .. .. oz. 2
4. Barley water, 1 pint—
   - Barley .. .. .. oz. 2
   - Sugar .. .. .. oz. 1
5. Beef-juice, lb. 1—
   - Hydrochloric acid .. drops 40
   - Salt .. .. .. oz. ½

   or prepare as follows:—Mince the beef and put in a jar adding 60 grains of salt to one pound of beef, cover the jar with paste and leave it in hot water near fire for three hours and then strain the juice with a clean piece of muslin.
6. Beef-tea, 1 pint—
   - Beef, without bone .. ..oz. 12
   - Salt .. .. .. grs. 60
   - Pepper .. .. .. grs. 10
7. Beef-tea, jugged—
   - Beef .. .. .. oz. 16
   - Salt .. .. .. grs. 60
   - Pepper .. .. .. grs. 20

   Water sufficient to just cover meat when placed in jar. To be jugged for three hours.
8. Blancmange—
   - Gelatine .. .. oz. 1
   - Sugar .. .. .. ,, 1
   - Lime .. .. .. no. 1
   - Ice .. .. .. lb. ½
   - Egg .. .. .. no. 2
   - Milk .. .. .. pt. 1
9. Bran-biscuits, 1 lb—
   - Bran .. .. .. oz. 16
   - Salt .. .. .. ,, ½
   - Ghee .. .. .. oz. 2
10. Bread-pudding—
    - Bread .. .. .. oz. 4
    - Sugar .. .. .. ,, 1
    - Eggs .. .. .. no. 2
    - Milk .. .. .. oz. 15
11. Chicken, boiled—
    - Chicken, no. 1 .. .. oz. 10
    - Salt .. .. .. grs. 60
    - Flour .. .. .. oz. 1
12. Chicken broth, 1 pint—
    - Chicken, no. 1 .. .. oz. 10
    - Barley .. .. .. ,, ½
    - Salt .. .. .. grs. 60

Formulæ for preparation of Extra Diets—cont.

13. Chicken curry—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. .. ,, ½
    - Curry-powder .. .. ,, ¼
    - Tamarind .. .. .. ,, ½
    - Onions .. .. .. grs. 60
    - Salt .. .. .. oz. 3
    - Cocoanut .. .. ..
14. Chicken cutlets—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. .. ,, 1
    - Salt .. .. .. grs. 30
    - Onions .. .. .. oz. ½
15. Chicken fricasee—
    - Chicken, no. 1 .. .. oz. 10
    - Milk .. .. .. pt. ½
    - Onions .. .. .. oz. 1
    - Salt .. .. .. grs. 60
    - Pepper .. .. .. ,, 10
    - Butter .. .. .. ,, 1
    - Cornflour .. .. .. ,, ½
16. Chicken, grilled—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. .. ,, 1
    - Salt .. .. .. grs. 60
    - Pepper .. .. .. ,, 30
17. Chicken jelly—
    - Chicken, no. 2 .. .. oz. 20
    - Sugar .. .. .. ,, 1
    - Lime .. .. .. no. 1
    - Eggs .. .. .. no. 2
    - Ice .. .. .. lb. 1
18. Chicken kusee—
    - Chicken, no. 1 .. .. oz. 10
    - Rice .. .. .. ,, 2
    - Onions .. .. .. ,, ½
    - Salt .. .. .. grs. 60
    - Pepper .. .. .. ,, 10
    - Ghee .. .. .. oz. ½
19. Chicken pepper-water, 1 pint—
    - Chicken, no. 1 .. .. oz 10
    - Curry-powder .. .. ,, ½
    - Ghee .. .. .. ,, ½
    - Salt .. .. .. grs. 60
    - Tamarind .. .. .. ,, ½
    - Limes .. .. .. no. 1
    - Cocoanut .. .. .. oz. 3
20. Chicken stew—
    - Chicken .. .. .. no. 1
    - Ghee .. .. .. oz. 1
    - Flour .. .. .. ,, 1
    - Onion .. .. .. oz. ½
    - Spice .. .. .. ,, 30
    - Salt .. .. .. grs. 120
21. Cocoa, 1 cup—
    - Cocoa .. .. .. oz. 1
    - Milk .. .. .. pt. 1
    - Sugar .. .. .. oz. ½
22. Coffee, with milk, 1 pint—
    - Coffee powder .. .. oz. 7
    - Sugar .. .. .. ,, ½
    - Milk .. .. .. oz. 2
23. Cornflour blancmange—
    - Cornflour .. .. .. oz. 1
    - Sugar .. .. .. ,, 1
    - Lime .. .. .. no. 1
    - Ice .. .. .. lb. 2
    - Milk .. .. .. pt. 1
24. Cornflour conjee—
    - Cornflour .. .. .. oz. ½
    - Sugar .. .. .. ,, ½
    - Milk .. .. .. oz. 3
25. Cornflour pudding—
    - Cornflour .. .. .. oz. 2
    - Sugar .. .. .. ,, 1
    - Eggs .. .. .. no. 2
    - Milk .. .. .. oz. 15
    - Spice-powder .. .. grs. 20

	Native.	European.
26. Curry-powder—	lb. 3	lb. 1
Chillies ..	oz. 10	,, ½
Black pepper ..	lb. 6	,, 8
Coriander ..	oz. 10	,, 2
Turmeric ..	,, 10	,, 1
Cummin-seed ..	,, 10	,, ½
Mustard ..	,, 10	,, ½
Vendium ..	,, 3	,, ..
Garlic ..	..	lb. ½
Dry ginger ..	..	,, ½
Poppy seeds ..	..	

27. Custard—
    - Milk .. .. .. pt. 1
    - Sugar .. .. .. oz. 1
    - Eggs .. .. .. no. 2
28. Eggs, fried—
    - Egg .. .. .. no. 1
    - Ghee .. .. .. oz. ½
    - Salt .. .. .. grs. 30
    - Pepper .. .. .. ,, 1
29. Eggs, omelette—
    - Eggs .. .. .. no. 2
    - Onions .. .. .. oz. ½
    - Ghee .. .. .. ,, 1
    - Green chillies .. .. grs. 60
    - Salt .. .. .. ,, 1
30. Eggs, poached—
    - Egg .. .. .. no. 1
    - Butter .. .. .. grs. 60
    - Bread for toast .. .. oz. 1
    - Salt .. .. .. grs. 30
31. Fish, boiled—
    - Fish .. .. .. oz. 8
    - Pepper .. .. .. grs. 10
    - Salt .. .. .. grs. 30
    - Cornflour .. .. .. oz. ½
32. Fish, fried—
    - Fish .. .. .. oz. 8
    - Ghee .. .. .. ,, 1
    - Flour .. .. .. ,, 1
    - Salt .. .. .. grs. 30
    - Turmeric .. .. .. oz. ½
33. Fish moli—
    - Fish .. .. .. oz. 8
    - Ghee .. .. .. ,, 1
    - Flour .. .. .. ,, 1
    - Cocoanut .. .. .. ,, 2
    - Limes .. .. .. no. 1
    - Green chillies .. .. dr. ½
    - Ginger .. .. .. ,, ½
    - Onions .. .. .. ,, ½
34. Fruit, stewed—
    - Fruit .. .. .. oz. 8
    - Sugar .. .. .. oz. 2
35. Ginger tea, 1 pint—
    - Ginger .. .. .. oz. ½
    - Sugar .. .. .. ,, ½
    - Milk .. .. .. oz. 2
36. Lime-juice, 1 pint—
    - Limes .. .. .. no. 2
    - Sugar .. .. .. oz. 2
37. Lime pudding—
    - Eggs .. .. .. no. 4
    - Sugar .. .. .. oz. 1
    - Butter .. .. .. ,, 1½
    - Limes .. .. .. no. 3

Formulæ for preparation of Extra Duties—cont.

38. Linseed tea—

Linseed		
Sugar	oz.	1
Milk	,,	½
	,,	2

39. Mutton broth, 1 pint—

Mutton with bone		
Barley	oz.	12
With sufficient water to produce	16 oz.	
Pepper	,,	¼
Salt	grs.	10
	,,	60

40. Mutton chops—

Mutton		
Ghee	lb.	1
Pepper	oz.	1
Salt	grs.	60

41. Mutton chops, boiled—

Mutton		
Ghee	oz.	8
Pepper	,,	½
Salt	grs.	10
Onions	,,	30
Barley	oz.	1
	,,	½

42. Mutton curry—

Mutton		
Ghee	oz.	8
Curry-powder	,,	½
Tamarind	,,	½
Onions	,,	¼
Salt	,,	½
Cocoanut	grs.	30

43. Mutton cutlets—

Mutton		
Salt	oz.	8
Ghee	grs.	60
Onions	oz.	½
Pepper	,,	½

44. Mutton, fried—

Mutton		
Ghee	oz.	8
Salt	,,	1
	grs.	30

45. Mutton, minced—

Mutton		
Ghee	oz.	8
Salt	,,	1
Pepper	grs.	30
Mint and parsley	grs.	10
	,,	30

46. Mutton pepper-water—

Mutton	oz.	12
Curry-powder	,,	½
Ghee	,,	½
Onions	,,	1
Salt	grs.	60
Lime	no.	1
Pepper	grs.	60
Cocoanut	oz.	3

47. Mutton stew—

Mutton		
Ghee	oz.	8
Flour	,,	1
Onions	,,	½
Salt	,,	½
Pepper	grs.	30
	,,	30

48. Oatmeal conjee—

Oatmeal		
Milk	oz.	2
Sugar	pt.	1
	oz.	2

49. Pepper-water, 1 pint—

Chillies		
Pepper	oz.	¼
Garlic	,,	¼
Tamarind	drs.	20
Salt	oz.	½
	drs.	½

50. Pigeon roast—

Pigeon	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Milk	oz.	3
Bread	,,	1

51. Pigeon stew—

Pigeon	no.	1
Ghee	oz.	1
Flour	,,	½
Onions	oz.	¼
Pepper	grs.	10
Salt	,,	30

52. Potatoe cutlets—

Potatoes	oz.	8
Ghee	,,	1
Salt	grs.	60
Onions	oz.	¼
Pepper	grs.	10
Wheatflour	oz.	1
Mutton	,,	8

53. Rabbit—Same formulæ as for chicken broth, chicken stew and chicken curry. Backs and legs the best parts for stewing or curry; the coarser parts to be used for roast.

54 Rice, conjee-water—

Rice	oz.	2
Salt	grs.	60

55. Rice pudding—

Rice	oz.	2
Sugar	,,	1
Milk	oz.	15
Eggs	no.	2

56. Sago conjee—

Sago	oz.	½
Sugar	,,	½

57. Sago jelly—

Sago	oz.	2
Sugar	,,	½
Milk	,,	2

58. Sago pudding—

Sago	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

59. Scotch broth—

Beef or mutton	oz.	12
Salt	grs.	60
Vegetable	oz.	4
Barley	,,	½

60. Sheep-trotter jelly—

Sheep-trotters	no.	8
Water	pts.	2
Sugar	oz.	2
Limes	no.	3
Eggs	no.	2
Ice	lb.	1
Sherry	oz.	1½

61. Sheep-trotter stew—

Sheep-trotters	no.	8
Pepper	grs.	10
Salt	,,	60
Ghee	oz.	½

62. Soojee conjee—

Soojee		
Sugar	oz.	½
	oz.	½

63. Soojee jelly—

Soojee		
Sugar	oz.	2
Milk	,,	½
	oz.	6

Formulæ for preparation of Extra Diets—cont.

64. Soojee pudding—

Soojee	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

65. Spice powder—

Ginger in powder	oz.	2¾
Cinnamon powder	,,	½
Nutmeg	,,	½
Cloves	,,	¼

66. Tapioca conjee—

Tapioca	oz.	½
Sugar	,,	½

67. Tapioca pudding—

Tapioca	oz.	2
Sugar	,,	1
Milk	,,	15
Eggs	no.	2

68. Tea—

Tea	oz.	¼
Sugar	,,	½
Milk	,,	2

69. Teal roast—

Teal	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Lime	no.	1

70. Vegetable curry—

Vegetable	oz.	4
Curry-powder	,,	¼
Tamarind	,,	¼
Onions	,,	½
Salt		

71. Vermicelli pudding—

Vermicelli	oz.	2
Milk	pt.	1
Sugar	oz.	1
Eggs	no.	2
Nutmeg	oz.	¼

72. Wheat-cake, each—

Wheatflour	oz.	2
Ghee	,,	½
Sugar	oz.	½

XIV.—PROCEDURE IN THE DIETING OF PATIENTS.

The following is what is observed in the General Hospital,* and is given as a model for large establishments. The numbers refer to those in the Book of forms†.

In the smaller hospitals miniatures of some of these forms will suffice, *e.g.*, in the Voluntary Venereal and Ophthalmic Hospitals.

No. I is sent to the Surgeon-General's office.

The bed-head tickets No. I, prepared by the Apothecary with the diet sheets Nos. II and III, prepared by the Nurse, in charge of each ward, are sent to the Steward at the milk-

Nos. II and (*a*) are filed by the Nurses.

shed not later than 9–30 A.M.

Nos. II and III are first checked with No. I and then posted into fresh diet sheets Nos. IV and V by the same Steward. The entries in

Nos. IV. and V are filed in the Steward's office.

Nos. IV and V are made in the first instance in pencil, as there are always constant changes, *e.g.*, 'admissions' and orders for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in: the 'remaining' and 'admissions' being obtained from the Apothecary's morning report No. XVIII, the other figures from the form itself. In this way Nos. IV and V and No. XVIII are mutual checks on each other.

As Nos. IV and V are being filled in, the Steward gives requisitions marked No. VI to the ward boys for such articles as bread,

No. VI is filed by the Storekeeper.

sugar, butter, ærated waters, &c. (requiring no cooking). No. VI is handed over by the ward boys to the Storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

The Steward then makes out from Nos. IV and V an indent No. VII for ingredients for puddings for all wards; this is sent at once

No. VII is filed by the Storekeeper.

to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley-water, &c. required urgently are also made and given to cooks.

The Steward then prepares ingredient sheets Nos. VIII and IX for Natives and Europeans; these are necessary to enable him to make out his remaining indents on the Storekeeper for the cooks.

Nos. VIII and IX are filed in the Steward's office.

* It is of course not intended that all hospitals should follow this routine: it is indeed only necessary for very large hospitals. The principle involved however, is applicable to all; *i.e.*, to have a regular systematic method of dieting of patients. For its details the Committee are indebted to the Senior Medical Officer, General Hospital.

† Superintendents shall use the forms in this book as far as possible. The tabular statement on first page indicates those specially adapted for the different hospitals.

Europeans.—Form VIII. He first fills in line No. 5, which are the advances given to cooks early in the morning by requisition No. X on *Storekeeper.* After the diet sheets are totalled, he fills in lines 1 and 2 which quantities correspond with each other and are the half-quantities of the diets. He then fills in line No. 3 which show the whole quantity of extras required for the day. He then totals lines 2 and 3 and enters the totals in line No. 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on form X. In the evening he makes out requisitions No. X from line No. 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form VIII marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on requisition form No. VII.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on form No. XIV.

Natives.—*Vide* No. IX right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition form No. XII.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice cunjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on form No. XI.

No. XIII is kept by contractors, and the counterfoil is filed in the Steward's office.

He then fills in requisition No. XIII on contractors (mutton, chicken, vegetable, milk and hoppers, &c.), for the probable quantities required for the next day. He judges this from Nos. IV and V.

Is filed in office.

No. XV is the census which is taken daily at 2 P.M. by the Apothecary on duty.

Is filed in office.

No. XVIII is the morning report and is filled in by the Apothecary on duty just before going off duty at 6–30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of Nos. IV and V. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

Are filed the Steward's office.

Nos. XVI and XVII show the cost of diets, extras and wines, &c., ordered by each individual Medical officer, as also his average per patient. They are worked out from Nos. IV and V by the Milk-shed Steward; after being filled in they are gummed on to Nos. IV and V.

Are sent with the monthly accounts and filed in the Surgeon-General's office.

Nos. XIX and XX are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. IV and V are posted daily into these forms by Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

No. XXI is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from Nos. XVI and XVII (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz. (As. 8 for European general wards and As. 4 for Native general wards). This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

Is forwarded for information of the Surgeon-General and when returned is filed in the Steward's office.

Are filed in the Surgeon-General's office.

Nos. XXIII and XXIV are the ingredient sheets, four in number, tallying all with the diet rolls Nos. XIX and XX. The totals from Nos. XIX and XX are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractors' bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

Is filed in the Steward's office.

No. XXV—*Expenditure Statement of Perishable Articles of Diet.*—Immediately after the preparation of Nos. XXIII and XXIV, the totals (of perishable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from Perishable Articles Book, No. XXVII, for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for perishable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

Is filed in the Surgeon-General's office.

No. XXVI—*Comparative Statement.*—Into this is posted by second Steward all the totals in Nos. XXIII and XXIV that have not been put into No. XXV; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. XXIII and XXIV. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

No. XXVII—*Perishable Articles Expenditure Book.*—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book No. XXXIII to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

Is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

No. XXVIII is the Liquor Account Form. The figures from the Diet Rolls Nos. XIX and XX are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

No. XXIX is the Price List which must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

No. XLVIII is used in the Lying-in Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It appears to be necessary in that

hospital on account of the fact that patients come in at no particular hours, but at any and all hours; so the cook must always have something to cook for them after their arrival.

APPENDIX I.

EXTRACT FROM CIRCULARS BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

No. 17 *of* 14*th August* 1884.

ADULTERATION OF TYRE—METHOD OF DETECTING.

1. The undersigned has the honour, by order, to forward to Medical officers in charge of Jails, for information and guidance, copy of Chemical Examiner's notes on the method of detecting adulteration of tyre and buttermilk issued to prisoners.

2. The Surgeon-General specially commends to Medical officers the Chemical Examiner's suggestion that these articles of diet should always be boiled before use as a means of neutralizing possible contamination by impure air, hands, and vessels, as well as by impure water.

NOTE ON MILK, TYRE WHEY, BUTTERMILK, BUTTER.

Milk.—Good pure cow's milk has a sp. gr. of 1,025 to 1,035, and milk below 1,025 should be rejected.

Skimming of the cream increases the sp. gr. about 2°. Every increase of 10 per cent. of water lowers the sp. gr. about 3°. Buffalo's milk is a little richer than cow's milk, but they do not differ very materially.

Milk should have no unpleasant odour or taste, and exhibit no deposit on standing.

Tyre, as sold in the bazaars, is usually mixed with about 50 per cent. of water.

Its purity may be judged to some extent by its thickness. Pure tyre has a sp. gr. rather higher than that of milk, owing to evaporation of water during boiling.

Its sp. gr. cannot be determined by the sp. gr. flask, owing to disengagement of gas bubbles during fermentation, nor by a hydrometer, owing to its thickness.

The following method, however, has been found to give reliable results:—

Apparatus.—A urinometer or lactometer, the accuracy of, or necessary correction for, which may be sufficiently ascertained by floating it in distilled water.

Alkaline solution prepared by adding Liq. potassæ to water, frequently stirring, until the sp. gr. of the solution is exactly 1,010.

Test.—The tyre (or buttermilk) having been well stirred or shaken, a carefully measured portion of it is mixed with an equal volume of the alkaline solution, and the mixture is agitated until the curds are completely dissolved. Its sp. gr. is then taken, and, after deducting 5 (sp. gr. due to potash), the excess over 1,000 is doubled.

The result thus obtained is the sp. gr. of the uncurdled milk, and it is a fair index of the proportion of water which has been added.

EXAMPLE.—

Sp. gr. of tyre and potash mixture	1,021
Deduct for potash	5
Double for dilution	1,016
	2
Sp. gr. of tyre	1,032

If 1,025 (or any other standard) be fixed as the minimum sp. gr. for tyre, a very simple method of using this test, without any measuring, would be by the employment of a caustic potash solution of sp. gr. 1,025 (or other standard). If this were mixed in any proportion with the tyre, the sp. gr. of the mixture should never fall below the standard. The following is a ready method of applying the test:—*Shake up a portion of the tyre in a bottle, adding by degrees sufficient standard potash solution* (*sp. gr.* 1,025) *to dissolve the curds. The sp. gr. of the mixture should be at least* 1,025.

Whey.—The sp. gr. of whey is 4 or 5 less than that of pure milk. Whey may be rapidly separated from the curd of tyre by straining through muslin, and its sp. gr. may be taken as an

index of the purity of the tyre; but as the casein is thus estimated indirectly only, the potash solution test appears preferable.

Buttermilk from the bazaars often has a sp. gr. of about 1,008, indicating a proportion of about 7 parts of water to 3 of milk. Allowing for the addition of a fair proportion of water, which is usually added during churning, the sp. gr. of buttermilk ought not to sink below 1,014.

The sp. gr. of buttermilk may be ascertained in the same manner as that of tyre. For a ready test, the potash solution should be diluted with water to a sp. gr. of 1,014 (or other standard) and be employed in the same way as in the examination of tyre.

Since it is likely that bazaar milk, buttermilk, and tyre may be contaminated by impure air, hands, and vessels, as well as by impure water, it is advisable that they should always be boiled before use.

Butter frequently contains a large excess of water and casein. When melted in a test tube the water and casein below the oil ought not to exceed 15 per cent.

APPENDIX II.

GENERAL RULES REGARDING DIETS AND EXTRAS.

ADMINISTRATIVE.

1. The non-storable articles composing the various diets and extras will be ready at the morning visit for the inspection of the Medical officer.

2. The Medical officer, without giving any previous warning, should visit the hospital occasionally for the purpose of ascertaining whether the sick get the full quantities of the articles ordered, as well as for inspecting the meal.

3. The dinners are invariably to be served in the presence of the Stewards.

4. The tea should be infused (not boiled) in the presence of one of the Stewards, a cauldron being exclusively reserved for the purpose.

5. The cows from which the milk is supplied will be brought to the hospital, morning and evening, and milked under the supervision of the Stewards. The milk will be put at once into clean cans and locked up till handed over to the cook for boiling, after which it will be again placed in the same cans and served out.

6. Printed copies of the diet scales will be hung up in a conspicuous place in each ward or hut.

7. Each pint of milk to consist of 20 oz.
Each unit of measurement of tea to consist of 13 oz., inclusive of milk.
Each unit of measurement of conjee to consist of 10 oz.
Each unit of measurement of broth to consist of 16 oz.
Each unit of measurement of jug-broth to consist of 8 oz.

* * * * *

9. Milk should always be boiled before issue to patients.

10. The quality of butter may be generally determined by the taste. When melted in a test tube, the water and the casein below the oil ought not to exceed 15 per cent.

11. A good and fresh egg should weigh 2 oz.

12. Ghee may be tested by taste and smell. It is most commonly adulterated with gingelly oil or other fixed oil, plantains or fats.

13. Good beef or mutton may be distinguished by appearance and smell; the fat should be fine and white, the flesh close ground and of a bright red colour, the inside of the leg of a sheep well formed and plump. The feet of the sheep should be attached when the mutton is being passed by the Medical officer.

14. Beef tea and all broths may be ordered 'jugged' when the total quantity of the pint will not exceed 8 oz., and meat, bones, &c., will be strained from the broth.

15. No broth or soup should be sent from the kitchen with grease on them.

16. In the General Hospital 51 oz. by weight or 64 by measure is the outturn of a pound of raw rice when boiled.

17. The salt used for all diets should be of the quality known as 'good white.'

18. The following country vegetables should be used to vary the diets for which country vegetables are ordered:—Potatoes, sweet potatoes, brinjals, bundaikai, pumpkins, country spinach, Goa potatoes, drumsticks, yams, country beans, country asparagus and spinach.

19. Children under 5 years are to be placed on extras as required. Those between 5 and 8 on 'half'; between 8 and 14 on two-thirds quantity of any diet allowed for adults.

20. All wines and spirits ordered for patients are to be sent before noon to the Nurse in charge of the ward in corked bottles properly labelled.

APPENDIX III.

INSTRUCTIONS TO MEDICAL OFFICERS REGARDING THE DIETETIC MANAGEMENT OF THE SICK IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.

1. The attention of Medical officers is called to appendix No. 3, page 273, Volume VI, Army Regulations, India, regarding the principles which ought to guide them in selecting the diets most suitable for particular classes of cases, and in avoiding unsuitable food.

2. Medical officers are reminded that from 25 to 30 grains of carbon and from 1 to 1·5 grains of nitrogen for every pound of body weight is calculated as sufficient to maintain health and vigour in a European—vide *Dr. Tidy's Legal Medicine, part I, Page* 275 Moleschol states that the following quantities of each of the alimentary groups are necessary to maintain in health an adult European under moderate labour:—

Albuminates	4·4 ounces.
Carbo-hydrates	14 do.
Fat	2·75 do.
Salts	437 grains.

Total water free food requires 22 ounces, or

Nitrogen	300 grains.
Carbon	5,000 do.

The following are the number of grains of nitrogen and carbon contained in a pound of different articles of diet:—

	Nitrogen.	Carbon.
Beaf, cooked	304	1,854
Bread, average	88	1,975
Butter	0·2	6,456
Buttermilk	44	387
Egg	149	1,144
Fish	135	871
Milk, fresh	44	599
Mutton, cooked	304	1,883
Oatmeal	136	2,831
Peas, dhall	248	2,699
Potatoes	22	769
Rice	68	2,732
Sago	13	2,555
Sugar	...	2,955
Vegetables, green	14	420
Wheat flour	116	2,700
Whey	13	154

3. The attention of Medical officers is called to the fact that the practice of most of the hospitals in the Presidency town shows that Europeans can be properly dieted at an annual average daily rate not exceeding 8 and Natives at an average cost not exceeding 4 annas, without unduly curtailing the discretionary powers of Medical officers in prescribing such diets and extras as they consider necessary. When these figures are exceeded, a report, justifying the excess, will have to be submitted to the Surgeon-General with the Government of Madras.

4. The bed-head diet tickets should be written up daily; where no extras are ordered, the blank columns should be scored through and the sheet initialled on the date the patient is discharged, or on the last day of the month.

5. When extras are ordered they should be entered in words, any blank columns should be scored through, and the daily entries initialled by the Medical officer.

6. All unauthorised articles require the special sanction of the Surgeon-General. The necessity for such articles should be very rare.

7. All special orders regarding the cooking of diets must be endorsed on the diet sheets.

8. Each Medical officer will be provided with a printed copy of these rules on joining any of the hospitals in the Presidency town.

9. When the contractor's rates are published by the Surgeon-General, each Medical officer will be provided with a card showing cost of diets, extras and stimulants for the year.

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for European and East Indian Patients.

Spoon.		Milk.		Half.		Mixed.		Full.	
	Grains.		Grains.		Grains.		Grains.		Grains.
Nitrogen ...	12	Nitrogen ...	160	Nitrogen ...	300	Nitrogen ...	260	Nitrogen ...	340
Carbon ...	664	Carbon ...	3,771	Carbon ...	4,673	Carbon ...	5,100	Carbon ...	6,000

(Calculated by Surgeon T. H. Pope, Assistant Physician, Gen. Hospital.)

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for Native Patients.

Diets.	Nitrogen.	Carbon.
	GRAINS.	GRAINS.
Spoon	1	331
Milk and bread	150	3,027
Milk and rice	130	3,597
Coffee	80	1,914
Half	134	3,160
Full and bread	280	4,150
Full and rice	250	4,860

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

APPENDIX IV.

THE CALCULATION OF THE AVERAGE COST OF THE DAILY DIETARY OF PATIENTS IN MIXED HOSPITALS.

From enquiries made by the Secretary to the Committee during his visits to the various State Hospitals, the Committee have grounds for the belief that the method of calculating the average cost of a day's dietary in mixed hospitals differs in different institutions. There seem to be at least two methods—

(i) To calculate the average cost of a day's diet for each class, *i.e.*, Europeans and Natives, add these averages together and divide by two.

(ii) Simply to divide the total cost of dietary for all classes by the total number of days in hospital spent by the patients, or by the aggregate number of daily sick.

The Committee recommend that principle involved in the first of the these methods be adopted in future in all hospitals. The second method cannot give a true average, because items are lumped together which have no relation to each other, and the results arrived at by it are therefore misleading. The Committee recommend the *principle* of the first method to be adopted, because in some of the hospitals, although there are only Europeans and Natives, yet for the purposes of arriving at a true average, there are often more than two classes to be dealt with. For example, in the General Hospital * there are at least four classes, viz., European officers' quarters, European general wards, Native officers' quarters, Native general wards.

* In the General Hospital for 1894 the average cost per diet per day for the four different classes was—

	Rs.	A.	P.
European Officers' quarters	1	1	8¾
European general wards	0	7	3¼
Native Officers' quarters	0	13	8½
Native general wards	0	3	9¼
	4)2	10	6
	0	10	7½

That is, when calculated by the first method, As. 10–7½ is the "average cost of each diet" (column 6, Statement V, Part I); whereas, calculated according to the second method (which has been the usual practice in this hospital) the average cost of each diet was given in the annual statement as As. 6–1½.

In sending in his financial statement for 1894 the Senior Medical Officer in an explanatory statement gave the average cost separately of each class. The Committee is of opinion that the average of these different classes should always be shown separately even when an average for the whole hospital is required.

quarters, European General wards, Native officers' quarters, Native General wards, so that in order to arrive at a mathematically true average and one which will be of real use for purposes of comparison, the average for each of these classes should be taken, added together and divided by four. Now that children have been added who must get a special dietary, there will be five or six classes to be dealt with. A simple example will illustrate what has just been stated—

Say A has a hospital with
6 natives costing 1 anna a day = 6 annas; and
2 Europeans costing 6 annas a day = 12 annas.
The average for the natives would be 1 anna.
The average for the Europeans would be 6 annas.

Now the Committee recommend that these two averages be added together and divided by 2, giving a true average of 3½ annas.

But if the second method be adopted, *i.e.*, if the total cost, viz., 18 annas, be divided by the total number of patients, 8, the result is 2¼ annas, or an apparent average less than the other by 1¼ annas.

Now, say, B has a hospital with

	anna.	average.
50 natives costing 1 anna daily	= 50 =	1 and
2 Europeans costing 6 annas daily	= 12 =	6.

These figures give the same true average as in A's hospital, *i.e*, 3½ annas, and it is only natural that the average cost should remain the same, seeing that the actual cost for each class of patients is also the same.

But if the second method is taken, and we divide the total cost, viz., 62 annas, by total patients, 52, we get a spurious average of $1\frac{5}{13}$ anna, though the actual cost per day has not altered for each class; and so, if this method were adopted, B would get the credit of running his hospital very economically—$1\frac{5}{13}$ anna for average cost per day, while A would be dubbed extravagant with his 2¼ annas a day, the truth, nevertheless, being that in both cases the actual cost per day for each class was just the same, viz., 1 anna for Natives and 6 annas for Europeans.

If, however, we alter B's population and give him 6 natives and 20 Europeans, *still at the same rates per day*, and calculate by the second method we shall find that, instead of being economical, he has become very extravagant—

6 natives at 1 anna = 6
20 Europeans at 6 annas = 120
126 ÷ 26 = 4¹¹⁄₁₃ annas!

The Committee must be excused for going into so much detail on what may seem so self-evident a fact; but the truth is they find the self-evidence of it is not generally accepted, and hence their attempt to make it perfectly clear by a concrete example.

REPORT

OF THE

SPECIAL COMMITTEE ON DIETS

ON THE DIETARY OF THE

PRESIDENCY STATE HOSPITALS,

AND ON

CERTAIN MISCELLANEOUS SUBJECTS REFERRED TO THEM

BY

THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

[Accompanying this report are 31 fasciculi of MSS., &c., for reference. Throughout the report these are referred to as (F. 1), (F. 2), &c.; at page 39 begins the book of forms, referred to in the report as C.M.F. No. 1, &c.; at page 107 begin the 'G.O.' Diet Rules; and at page 115 the Diet Rules as proposed by the Committee.]

MADRAS:
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS.
1895.

SPECIAL COMMITTEE ON DIETS.

President:

Brigade-Surgeon-Lieutenant-Colonel W. PRICE, M.D.

Members:

Surgeon-Lieutenant-Colonel W. R. BROWNE, M.D.
Surgeon-Lieutenant-Colonel A. J. STURMER.

Secretary:

Surgeon-Major JOHN SMYTH, M.D.

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REPORT OF THE COMMITTEE APPOINTED BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS IN HIS No. 5157 OF 24TH AUGUST 1894.

THE following are copies of the original orders appointing the Committee and setting forth subjects for their consideration:—

No. 5157.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 24th August 1894.

The Medical officers named in the margin will form a special Committee to report upon the forms herein enclosed and the rules contained therein (F. 1).

Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., President.
Surgeon-Major A. J. Sturmer, Do. J. W. Evans } Members.

2. Their attention is drawn to the rules contained in the Army Regulations, India, Volume V, under Contracts, Advertisements, Estimates, Tenders, Earnest Money, Security Deposits, &c., and in the Military Account Code, chapter 28, paragraphs 4 and 22.

3. They are requested to draw up a set of rules, and to propose forms regarding these contracts and tenders, which would be applicable to all State Hospitals and Lunatic Asylums.

4. The President will fix the date and hour of meeting in consultation with the other members.

5. Copies of the codes alluded to above are herewith forwarded to be returned at an early date, as they are the only copies available for use in this office.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

To Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D.

No. 5533.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 4th September 1894.

The Committee assembled under this office No. 5157, dated the 24th August 1894, to report on contracts; will also be requested to report on the accompanying proof pamphlet (F. 2) of diet regulations:—

1. With regard to any additions or changes they consider necessary.

2. To prepare uniform printed forms and books for all Government State Hospitals concerning income and expenditure.

3. Whether the rules regarding ordinary diets for Lunatic Asylums should be included.

4. To prepare uniform printed forms and books for Lunatic Asylums dealing with income and expenditure to be as closely assimilated to those for Government State Hospitals as possible.

5. The following correspondence and book are forwarded for information and favour of return :—

(*a*) Letter No. 521, of 10th August 1894, from the Superintendent, Leper Hospital.

(*b*) Letter No. 314, of 15th August 1894, from the Superintendent, Voluntary Venereal Hospital.

(*c*) Letter No. 321, of 21st August 1894, from the Superintendent, Ophthalmic Hospital.

(*d*) Letters Nos. 434 and 438, dated 15th and 16th August 1894, respectively, from the Superintendent, Lying-in Hospital.

(*e*) Minute II, No. 768, of 7th August, and Letter No. 600, of 9th July 1894, from the Superintendent, Lunatic Asylum, Madras.

(*f*) Letter No. 202, of 21st August 1894, from the Superintendent, Lunatic Asylum, Calicut.

(*g*) Letter No. 188, of 12th August 1894, from the Medical Officer, Women and Children's Hospital.

(*h*) The uniform system of hospital accounts by Burdett (F. 3).

6. The pencil notes are those of the Surgeon-General.

7. Present Government forms may not be altered, as they are fixed by the Government of India, but can be explained by foot-notes or separate statements submitted.

8. The President is authorized to call direct for any information the Committee may require from responsible Medical officers.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

INTRODUCTION.

As the work of the Committee proceeded, a great many collateral subjects were, from time to time, brought before them by the Surgeon-General, many of them involving much discussion and a great expenditure of time in getting references from various sources.

For a considerable time the Committee had no Secretary, and afterwards a series of Secretaries. In addition to this, they had to carry on their proceedings in the midst of a great deal of other official work which necessitated their giving up their Saturday half holidays to their meetings, as this was the only spare time they had. They, therefore, laboured under many disadvantages, and it is no fault of theirs that their work has extended over nearly a twelvemonth. With rare omissions they met weekly, sometimes twice a week.

After three months Surgeon-Lieutenant-Colonel Browne took Surgeon-Major Evans' place on the Committee, while Surgeon-Major J. Smyth was appointed Secretary in March 1895.

The Committee would take this opportunity of thanking the numerous officials with whom they have been in correspondence for their prompt response to their communications. Outside the Presidency of Madras, they are chiefly indebted to the Principal, Medical College Hospital, Calcutta, for kindly furnishing them with details of the working of certain departments of that institution. *Vide* Appendix.

The Committee are specially indebted to the Senior Medical Officer,* General Hospital, Madras, for placing the services of his Steward's Department at their

* Throughout this report the title 'Superintendent' is used to designate the responsible Medical officers in the different hospitals.

disposal to obtain references, to make fair and keep office copies of the Secretary's principal MSS.

The Committee have also to acknowledge the kindness of Mrs. Nisbet, Matron Superintendent, General Hospital, in revising the ingredients in the formulæ for 'extra' diets (page 125, Committee's Rules). These formulæ were drawn up by the Committee of 1889, and in the opinion of the present Committee, were made unnecessarily costly. As now revised, the cost of many of them will be much reduced.

Owing to the manner in which new material for consideration was being constantly brought before them, their work proceeded on no definite lines, and this report is, therefore, a compilation, in which an attempt is made to introduce so much of order as will enable the reader to get a comprehensive and intelligible view of what the Committee have endeavoured to perform.

As a guide to the Committee, the Surgeon-General enclosed to the President 'The uniform system of accounts for Hospitals and Public Institutions' by Henry Burdett (F. 3) editor of *The Hospital*. The Committee may remark that the object with which Burdett wrote that book was that subscribers to hospitals might be able to see clearly how their money was laid out, and compare the management in different hospitals one with the other, as exhibited by the relative cost of each item of hospital requirement. At the same time Burdett says: "It must be borne in mind "that the bare statement that a bed costs so many pounds at one institution and "half as many at another does not necessarily, if at all, determine that the "management of the one is infinitely superior to the other or *vice versâ*. The "merits can be ascertained only by a careful inquiry into all the circumstances and "by a detailed examination of the figures which go to make up the total sum in each "case. It follows, therefore, that a uniform system of accounts will be more useful "to the managers than to any other persons, *because they alone*, in conjunction with "the comparatively few individuals who make a study of the questions involved, will "be able to test the figures and to deal with them on their merits."

The above is quoted in order to show the difficulty that has to be encountered in making comparisons between different hospitals. This difficulty has been forcibly brought to the notice of the Committee during their present labours.

The Committee now propose to take up in as much detail as possible the subjects brought before them by the Surgeon-General.

I.—THE UNIFORM SYSTEM OF KEEPING ACCOUNTS OF INCOME AND EXPENDITURE.

The advantage of having a system such as this is obvious. One great advantage is that expenditure in various hospitals can be compared. This is of course only an advantage where there are institutions that can be compared. No such institutions exist in Madras. In Madras the purpose of each institution differs radically from that of almost every other.

For example, the General Hospital, including the women and children, is the only hospital where genuine sick only are treated, and where therefore an exceedingly varied and often expensive dietary is necessary. There is absolutely no other State Hospital the condition of whose sick is similar. An exception may possibly be sought in the Voluntary Venereal Hospital. But even with the Voluntary Venereal Hospital, no fair comparison can be drawn. Remittent fevers, major operations, lung disease—all rife amongst the patients at the General Hospital—require a very different line of treatment in regard to dietary from the chancres and gonorrhœas, that characterise the Voluntary Venereal Hospital. Nor with the Leper Hospital can any of the other hospitals be compared. This hospital might be better compared with Her Majesty's Prisons so far as its dietary is concerned. The Ophthalmic Hospital has seldom or never any really sick, that is, persons requiring a varied dietary: the ordinary dietary has very rarely to be departed from.

It might possibly stand some comparison with the Lying-in Hospital, in which, so far at any rate as the lying-in cases are concerned, a uniform light diet is almost always given.

2. The Committee feel they have said enough to establish the difficulty of instituting useful comparisons between the Presidency State Hospitals. Each of these hospitals, within certain limitations, might possibly be compared with its fellow in Calcutta or Bombay. The Committee use the word 'possibly' advisedly, for, unless every detail is known, a just comparison cannot be made. A comparison of the expenditure of each Hospital with that of the previous years is no doubt both valuable and instructive, and ought always to be made with care.

3. The great variety thus exhibited by our State Hospitals necessitates expenditure on somewhat different lines for each. But the Committee are nevertheless fully alive to the wisdom of the Surgeon-General's suggestion that the hospital accounts should be kept as far as possible on the same lines. With the view of effecting this, the Secretary to the Committee visited all the hospitals and went thoroughly through their books. He considered that the accounts were remarkably well kept. The accounts to be kept in the Lying-in Hospital are about as complicated as in the General Hospital. The figures to be dealt with are not so large, but practically the same books have to be kept. The accounts were exceedingly neatly kept.

4. The Surgeon-General expressed his desire that a uniform system of accounts, similar to that of Burdett (F. 3.), should be drawn up for the State Hospitals. The Committee, however, find that they can do no more than follow the principles laid down by Burdett. These principles may be expressed in few words: show your receipts and expenditure under every heading clearly, and let all hospitals adopt the same method of doing so.

Burdett deals with hospitals supported on the voluntary system, whose income was derived from many sources, but whose expenditure was in much the same direction as that of our State Hospitals. It was the common complaint that subscribers to these institutions, owing to the careless way accounts were kept, could never discover exactly what was done with their money or whether one hospital made better use of its funds than another, and so was more worthy of support. It was Burdett's object to remedy this state of affairs. With the exception of those hospitals where paying patients are received, we have no subscribers to State Hospitals except the public purse; consequently there are none to concern themselves with how the money is spent by Government; and in statement V (annual), Government can see exactly how the public money is spent in their hospitals. From the books at present kept in the various hospitals, statement V can readily be made out, and so the principles of Burdett are carried out. The donors know exactly what is done with their money. The books kept at the General Hospital will serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Certain of these books are not required by the smaller hospitals, and this will be indicated opposite each.

(1) *Cash Book—Receipts and Payments.* C.M.F. No. 50; for all hospitals.

(2) *Establishment Acquittance Roll—Permanent Establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of Contingent Bills, Contractors' and Tenderers' Bills and of all Bills except those of the Permanent Establishment.*—Required for all hospitals. Simply a manuscript 'Office copy' book.

(4) *Book containing office copies of Permanent Establishment Bills.*—Required for all hospitals. A manuscript office copy book.

(5) *Book containing Acquittance Roll and copies of Bills of Temporary Establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental Purchase Book.*—If the 'tender system' were practicable for all the purposes of the hospitals, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present

exist in some of the hospitals. In one hospital it was got rid of by the simple process of barter between the Medical subordinate and contractor, *e.g.*, if a lock was wanted and no tender could be got for locks, this shrewd fellow made the contractor give him a lock in place of something of similar value that had been tendered for. The Committee do not approve of this method, though they admire the resourcefulness of the official who carried out the orders of Government—that everything must be got by separate tender—though he took a rather round-about way of doing it. C.M.F. No. 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50 respectively for sanitary purposes. No special form.

(8) *Register of Receipts and Payments of Personal Deposits by Patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. Patients frequently wish to use their deposits as a current account. This should not be permitted, as it greatly increases the Steward's scriptory work and his responsibilities. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank Receipt Book.*—Kept in all hospitals.

(10) *Receipt Book in counterfoil for Hospital Diet charges to patients.*—Only necessary for hospitals which receive paying patients. C.M.F. No. 38.

(11) *Grass Account Book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly;* required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.* C.M.F. No. 42.

(14) *Register of contingent charges.* C.M.F. No. 43.

(15) *Furniture distribution stock book.* C.M.F. No. 44; for all hospitals.

In addition to the above the Lying-in Hospital keeps—

(16) *A Batta Book for Pregnant Women.*—No special form required.

The Secretary noticed in some hospitals an item of expenditure 'Burial of paupers.' The Committee think this should be done away with in all hospitals, a possible exception being the Lying-in Hospital, where there may be a sentimental objection to sending the dead bodies of women who have died in child-birth to the Anatomical department of the Medical College. The same item used to exist in the General Hospital accounts till put a stop to by the present Senior Medical Officer. It was thought by some that this procedure would make the establishment less popular, but this turned out a fallacy. A difficulty was also anticipated in the case of Muhammadans and Christians, so the priests of these creeds, respectively, were communicated with. The Muhammadans agreed to take away their co-religionists' dead bodies on word being sent to the mosque close by, but the Christians raised no objection, intimating that a burial service was a matter of minor importance. It was also thought that a hardship might arise in the case of persons who might object to having their relatives sent to the College, and who, at the same time, were unable to pay for their burial. In actual practice however such a difficulty has never arisen. So that all bodies of paupers dying in the General Hospital, except those of Muhammadans, are now sent to the College.

5. While the Committee have testified above to the care which is taken in each hospital in the management of its accounts, they would at the same time notice that in some hospitals some of the books, though intended for the same purpose as those referred to above, are not drawn up in a very handy form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used. As already stated, statement V (Annual Financial) can readily be compiled from the books enumerated above.

6. Having thus laid down a uniform system of keeping State Hospital accounts so far as such uniformity is possible, the Committee would repeat that no comparison can be instituted between our State Hospitals on the figures which this system will

afford. The only real comparison that can be made is between the rates paid for articles by Superintendents, and in the diet rules the Committee have inserted a paragraph which requires all Superintendents to furnish the Surgeon-General with their price list; and they have recommended that these should be compiled in a comparative form (C.M.F. No. 46) in the Surgeon-General's office and circulated to all Superintendents for information.

II.—AUDITING OF ACCOUNTS.

The accounts should be audited periodically by an official of the Accountant-General's department. F. 4.

III.—A UNIFORM SYSTEM OF FORMS FOR THE DIETETIC MANAGEMENT OF HOSPITALS.

(*Vide* accompanying Book of Forms.) The Committee think something might be effected by greater uniformity in this direction. While they are of this opinion, they wish to express their cordial agreement with Burdett, where he says, in speaking of the internal administration of hospitals, "Everybody who has any "knowledge of hospital work is aware of the great differences which exist, and, "we are inclined to think, which usefully exist in the details connected with the "management of institutions under the voluntary system. Such differences excite "interest and comparison and give free scope to the ingenuity and intelligent "foresight of those who are responsible for the conduct of each institution. *A* "*uniform and common system of administration would tend to narrow the area for* "*improvement and development, and would therefore be anything but advantageous* "*to the best interests of all concerned.*" Such is the opinion of the highest modern authority on hospital management; and it has ample exemplification in this Presidency. The Committee would ask a simple question: How would it have been possible for the magnificent medical institutions, which we now have in Madras, ever have come into existence if they had originally been tied down to a uniform system of working? Would any set system have exerted the same progressive influence that the untiring, self-sacrificing, unselfish zeal of successive Superintendenting officers have exercised?

2. And so, while, the Committee are prepared to recommend a certain amount of uniformity in internal management, they would by no means seek to hamper individual Superintendents in their endeavours to improve even on what the Committee are about to recommend. The Committee give expression to this feeling, because they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

3. They feel moreover that, magnificent as are our charitable institutions, they are by no means perfect, and that therefore any attempt to crystalize them or petrify them in their present condition is much to be deprecated.

IV.—DIET RULES—HOW DIET ARTICLES ARE TO BE PROCURED.

In the Surgeon-General's Order No. 5533 of 4th September 1894, paragraph 1, a 'proof pamphlet of diet regulations' (F. 2) is referred to, and the Committee was asked to revise it. This the Committee found impossible. But, with the material placed at their disposal in that 'proof pamphlet,' added to in such manner as the Committee have thought right, they have drawn up two separate sets of Diet Rules. One of these, called G.O. Diet Rules (*vide* page 107) has been drawn up as far as possible in accordance with G.O., No. 330 of 13th May 1892. This has not been completed because, as the Committee have shown below, a hospital dietary cannot be procured by its means.

The other set is superscribed 'The Committee's Diet Rules.' (Page 115).

2. To begin, then, with the 'G.O. Diet Rules,' what the G.O. deals with is the method by which articles of diet are to be procured for the hospitals. Since the

promulgation of that order, Superintendents of State Hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all. The hospitals have been getting their supplies for the last $2\frac{1}{2}$ years by a system which is that laid down by the G.O. in a very modified form. To adhere rigidly to the G.O. was impossible. This was repeatedly represented to the Surgeon-General without the desired alterations being made in the Government order.

3. The G.O., deals exclusively with *diets*, whereas by subsequent correspondence it is clear that kerosine oil and all other articles of hospital necessity were really meant to be included; *secondly*, taking it to have been originally actually meant to apply to diets only, it implies that only the dozen or so articles enumerated in the Order constitute a hospital's diet requirements; *thirdly*, it is ordered that every article shall be obtained by separate tender, not a word being said as to whether the lowest tender obtainable was to be accepted even though higher than market rates. The shopkeepers will not go to the trouble of going to the Bank and making a deposit of earnest money, and coming and standing about in the hospital wasting their time, waiting till the Superintendent has ransacked a score of other tenders for the same article. They know very well that they will ultimately sell the very article required to a contractor who will come and offer his tender at the hospital, but, of course, at a somewhat enhanced price. In the case of any small requirements, sticking still to the G.O., as if it really meant diets only, no merchant, however petty, will go to the Bank and make a deposit of earnest money to enable him to offer a tender, to an amount actually greater than the whole cost of the article for which tenders have been invited. But if we take the G.O. to extend to other than diet articles, that is to say, to all 'hospital necessaries,' from kerosine oil to rat traps, the very same thing occurs even more pronouncedly. The General Hospital wants three corkscrews during the next three months. Government orders that they shall be got by tender, and that the tenderer shall go to the Bank and deposit Rs. 5 as earnest money that the tenderer shall faithfully fulfil his tender. But will any man be found to do it? And so on is it with many other articles of hospital necessaries. These articles have not been obtained in this way—could not be obtained. Departmental direct purchasing had therefore to be resorted to.

4. When the tender system was first introduced, the Senior Medical Officer of the General Hospital grouped his requirements in his advertisements in the manner shown on the next page, the other Superintendents immediately following suit (F. .6). These groupings were made so as to bring together articles usually found in each bazaar or shop, as it was thought that in this way small shopkeepers might be brought to tender direct. Rule 13 in the advertisement empowers the Superintendent to cut out any individual article in any tender, the price of which may seem excessive; he might, in fact, take only one article out of any special tender. In this way the wishes of Government that each "article must be obtained by separate tender" is carried out as far as practicable.

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words 'Tenders for Hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest money. Rs.
Nos. 18, 29, 32 and 33	5 each number.
Nos. 8, 10, 11, 12, 10, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
Nos. 4, 5, and 24	50 do.
Nos. 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"I, the tenderer, agree to have the earnest money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract."

A.

BULK SUPPLY FOR SIX MONTHS FROM 1ST APRIL 1895 TO 30TH SEPTEMBER 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	,,	200
Cornflour	,,	20
Oatmeal	,,	30
Sago, 1st sort	,,	100
Tapioca	,,	40
Vermicelli	,,	70

No. 2.

Chillies, dry	lb.	250
Coriander	,,	300
Cummin seed	,,	50
Dhall, 1st sort	,,	300
Garlic	,,	100
Ghee, 1st sort	,,	1,000
Ginger, dry	,,	50
Mustard, country	,,	40
Pepper, black	,,	200
Poppy seeds	,,	30
Tamarind	,,	800
Turmeric	,,	50
Vendium	,,	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	,,	30,000
Rice, table	,,	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	,,	4,000

No. 6.

Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gallons.	150
Oil, gingelly	,,	70

No. 9.

Oil, kerosine	Gallons.	1,200

No. 10.

Benzoin	lb.	10
Butea frondosa	,,	8
Camphor	,,	12
Cheekoy	,,	20
Linseed meal	,,	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	,,	10
Soda, washing	,,	10
Sulphur, country	,,	15

No. 11.

Candles	lb.	12
Soap, bar	,,	15
Soap, carbolic	,,	100
Soap, country	,,	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Do. white, clean	,,	370

No. 13.

Baking powder	Tins.	6
Bisquits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	,,	100
Biscuits, butter	,,	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	,,	400
Cocoa tins	lb.	2
Gelatine	,,	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	,,	15,000
Mutton, 1st sort, without bone	,,	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter-milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital specific gravity not under 1,025; pints of 20 oz.	,,	108,000

No. 16.

Chickens or half-fowls. 10 oz. each in weight when dressed	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, $1\frac{1}{2}$ oz. in weight each	No.	40,000

No. 17.

Cocoanut without shell	lb.	100
Chillies, green	,,	8
Coriander leaves, green	,,	5
Ginger, green	,,	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	,,	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	,,	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	9,000
Vegetable, Europe, fresh; (varied daily exclusive of wastage)	,,	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	,,	25
Bran, 1st sort	,,	1,000
Flour, wheat	,,	1,200
Soojee, 1st sort	,,	75

No. 20.

Ice		35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	,,	36
Constantia	Bottles	54
Gin	,,	6

No. 22—cont.

Sherry	Bottles	24
Whisky	,,	12

No. 23.

Gingerade	Dozen	3
Lemonade	,,	140
Lythea water	,,	2
Soda water	,,	700
Tonic water	,,	10
Potash water	,,	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Cloth, long fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Cloth, table	,,	8
Cloth, table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs.	200
Towels, dungary	No.	200
Towels, Patna	,,	125
Towels, rollers, coarse (Jack)	,,	15
Towels, bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50

No. 27—cont.

Aprons, doctor's	No.	6
Banians, flannel	,,	100
Caps	,,	10
Mattress covers	,,	10
Napkins	,,	5
Paliasses, blue, unstuffed	,,	45
Pillow cases, large	,,	400
Pillow cases, thick	,,	15
Quilts, chintz	,,	100
Quilts, cotton	,,	240
Sheets, cotton	,,	130
Sheets, draw	,,	50
Sheets, dungary	,,	10
Shirts, 1st size	,,	200
Shirts, 2nd size	,,	15
Socks, flannel	,,	15
Trousers, flannel	,,	10
Trousers, cotton, 1st size	,,	100
Trousers, cotton, 3rd size	,,	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Baskets, small	,,	40
Bath-bricks	,,	12
Bladders	,,	600
Blue-powder packets	,,	30
Books for prescription	,,	48
Bottles, empty, clear glass	,,	500
Bottles, pint, empty	,,	700
Bottles, sauce, empty	,,	300
Bratties	,,	700
Brooms, long	Bundles.	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen.	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Chunam brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60
Cocoanut scrubbers	,,	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	,,	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	,,	30
Horse hair	,,	1
Knife-polisher	Tins.	3
Lamp thread	lb.	6
Lamp vick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	,,	12

No. 28—cont.

Limestone, burnt	lb.	60
Liquorice root	,,	96
Marking nuts	,,	20
Matches	Boxes.	350
Mats, common	No.	24
Needles	Packs.	6
Padlocks, patent, iron	No.	15
Pins	Paper.	6
Red paper	Sheets.	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards.	15
Safety pins	Boxes.	100
Sandpaper	Sheets.	50
Sawdust	lb.	80
Spirit of wine	Bottles.	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	,,	70
Tape, country	Yards.	500
Thread, sewing	lb.	12
Twine, Europe	Rolls.	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Chatties, large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Ovens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Basins, iron, enamelled	,,	6
Basins, China, large	,,	100
Bowls, China	,,	12
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	24
Cups and saucers, fine	,,	50
Chimney, large, kerosine	,,	40
Chimney, small	,,	12
Chimney, large, oval	,,	1
Carving knives	,,	1
Carving forks	,,	12
Dish, white, with cover	,,	6
Ewers, China	,,	12
Feeding cups, China	,,	26
Forks, table	,,	36
Forks, dessert	,,	6
Finger glass	,,	12
Jugs, milk, white	,,	100
Jars, earthen (empty ginger preserve)	,,	36
Knives, table	,,	36
Knives, dessert	,,	5
Lanterns, wall, kerosine	,,	5
Cocoanut, hanging, kerosine	,,	5
Cocoanut, hand, kerosine	,,	5
Looking glass, large	,,	1
Mincing machine	,,	1
Nutmeg-graters, large	,,	6
Plates, hot-water	,,	50
Plates, dinner, white	,,	6
Plates, white, soup	,,	6
Plates, white, cheese	,,	6
Plates, white, dessert	,,	50
Plates, green for custard	,,	2
Saucepans, iron, enamelled	,,	6
Sneakers, with cover	,,	12
Spoons, table	,,	24
Spoons, metallic	,,	12
Spoons, dessert	,,	12

No. 30—cont.

Spoons, tea	No.	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Tumblers, small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Milk can, tin, to hold 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Tin bed-head tickets	,,	50
Tin funnels	,,	6
Tin pots, large	,,	100
Tin chart-holders	,,	50
Tin hand-bath	,,	6
Tin, arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Tubs, hip-bath, zinc	,,	3
Tubs, foot-bath, zinc	,,	3
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	3
Rakes for garden	,,	6
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly.	No.	74

W. PRICE, M.D., Brigade-Surgn.-Lt.-Colonel,
Senior Medical Officer, General Hospital.

GENERAL HOSPITAL, MADRAS,
26*th February* 1895.

This list will give some idea of the requirements of a large hospital, and subjoined is the list of hospital requirements given in the G.O. under consideration. How far it goes to really supply these requirements can now be seen at a glance.

Beef.
Bread.
Butter.
Buttermilk.
Calves' feet.
Chicken or fowl.
Chillies, green.
Eggs.
Fish.
Flour, wheat.
Ghee.
Ginger, green.
Hoppers.
Ice.
Limes.
Milk.
Mint and parsley.
Mutton.
Mangoes.
Onions.
Oranges.
Plantains.
Potatoes.
Vegetables, green.
Almonds.
Arrowroot.
Barley.
Cocoa.
Coffee.
Chillies, dry.
Cornflour.
Coriander.
Cinnamon.
Cinnamon seed.*
Dhall.
Firewood.
Ginger, dry.
Garlic.
Gingilly oil.
Mustard seed.
Pepper.
Poppy seed.
Rice.
Salt.
Spice.
Sugar.
Sago.
Tamarind.
Tea.
Turmeric.
Vendium.

* Not used as an article of diet.

Government was far from pleased with the Senior Medical officer's attempts, and he was told he had given the orders of Government 'but scant attention.' Consequently the advertisement given in the 'G.O. Diet Rules,' (page 111) was issued, with the result that he got tenders for only a few of the articles.

5. The Committee are of opinion that the grouping form of advertisement is the only workable one.

6. The G.O. directs that all available store-rooms in each hospital are to be filled up with 'non-perishables' ('storable' articles is what is meant). In some hospitals this would mean two or three years' supply! So that, if the order were carried out, there would be an enormous loss from waste and 'deterioration' of diet articles. And here the Committee would protest most respectfully, but not the less strongly against the system of large storage of diet articles for hospital use.

In the first place, to state the weakest objection first, such a system is quite unprecedented where large hospitals have to be supplied.

Secondly, it is impossible to test every pound of such enormous supplies. The only way to test rice, for instance, *for hospital use*, is to turn out every bag into a tub and then refill the bags. The Secretary to this Committee has some experience of what this means, and informs the Committee that about one-third of every consignment thus tried had to be rejected, and it was with infinite difficulty that a supply of, say, 2,000 lb., all of uniform good quality could be obtained. For ordinary purposes, the rice as supplied would have answered very well, but not for the sick.

7. The Committee see no objection to store-keeping by Medical officers, provided it is done in a rational manner, and in a manner that a man with a conscience can carry out to the satisfaction of his conscience. The Committee only wish to see done here what is done in every well-managed hospital in the world, and that is, *not* that stores shall be taken in 'in quantities sufficient to fill in all the store-room accommodation available,' but that they shall be taken in in such quantities and at such times as the Superintendent shall judge right. What the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The Committee use the word 'leisurely' advisedly. *In no other way can the diet of the sick be properly selected.*

8. Such are some of the disadvantages of the bulk store system in hospitals. But the Committee would ask has it really saved money?

The following tables speak for themselves; the total result may be given in a very few figures:—

Average price per diet for the three *store* years *exceeds* that of the three previous years—

	A.	P.
in the Voluntary Venereal Hospital by	0	$10\frac{1}{3}$
in the General Hospital by	0	$3\frac{2}{3}$
in the Women and Children's Hospital by	1	$4\frac{1}{6}$
in the Ophthalmic Hospital by	0	$5\frac{1}{3}$
in the Lying-in Hospital by	0	$3\frac{2}{3}$
in the Lunatic Asylum by	0	$7\frac{1}{3}$

9. No more crucial test than that supplied by the Voluntary Venereal Hospital could be required, as the patients there are almost entirely native, and the store system affects them almost alone.

10. The cost of feeding Europeans, especially where extensive officers' quarters are provided, is hardly at all affected by the system, as their food is chiefly of the 'non-storable' type, for which the old system of daily supply still exists. In the Voluntary Venereal Hospital, then, which is practically entirely dieted by the store

system, the excess of the store years over the three previous years has attained the formidable figure of $10\frac{1}{3}$ pies per diet!

VOLUNTARY VENERAL HOSPITAL.

	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	2 6¼	2 8¾	2 10⅓	2 9	3 1¾	3 6	3 5¾	3 11½	3 11½	3 11⅓
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	*0 4⅔	0 2¾	0 2¾
3. Total actual cost per diet.	2 6¼	2 8¾	2 10⅓	2 9	3 1¾	3 6	3 5¾	4 4⅙ (Cost of alterations in store-room is Rs.125–15–10 and the average is 0-0-1).	4 2¼	4 2¼

* Storekeeper's establishment for nine months.

	Rs.	A.	P.
Alterations for storerooms originally cost	125	15	10
Weighing machines, &c.	135	0	0
Total initial expenditure ...	260	15	10

Average price per diet for the three store years exceeds that of three previous years by $10\frac{1}{3}$ pies.

GENERAL HOSPITAL, MADRAS.

	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.†	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	7 0	7 3	6 10	7 4	6 4¾	5 3¾	6 6½	5 11¼	6 5¼	6 1¾
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	0 3½	0 2	0 2
3. Total or actual cost per diet.	7 0	7 3	6 10	7 4	6 4¾	5 3¾	6 6½	6 2¾	6 7½	6 3¾

† Original cost of storerooms, Rs. 705; average price per diet of the three store years exceeds that of the three previous years by $3\frac{3}{8}$ pies.

WOMEN AND CHILDREN'S HOSPITAL.

	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.‡	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 4	6 11	6 9
2. Average cost per diet of charges for storekeeper's establishment.	No store system.							0 1	0 1½	0 1½
3. Total or actual cost per diet.	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 5¼	7 0½	6 10½

‡ Storekeeper's establishment for nine months.

Average price per diet for the three store years exceeds that of the three previous years by 1 anna and $4\frac{1}{6}$ pies.

Government Lying-in Hospital.

Average Cost of each Diet for 10 *years.*

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892. *	1893. *	1894. *
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
Average cost of each diet with stimulants.	6 0	6 2	6 6	5 10	6 7	6 0	6 2	†6 6	6 5	6 9
Average cost of each diet without stimulants.	5 11	5 11	5 11	5 8	6 4	5 10	5 11	6 3	6 3	6 6
Average cost of stimulants.	0 1	0 3	0 7	0 2	0 3	0 2	0 3	0 3	0 2	0 3

* Including store establishment. † Storekeeper's establishment for nine months only.

The cost of converting an old building into storekeeper's room in 1893, was Rs. 1,348-5-9.
Average price per diet for the three store years exceeds that of the three previous years by $3\frac{2}{3}$ pies.

Comparative statement showing the average cost per diet for the past ten official years of the Government Ophthalmic Hospital, Madras.

——	1885-86.	1886-87.	1887-88.	1888-89.	1889-90.	1890-91.	1891-92.	1892-93.	1893-94.	1894-95.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including 'Diets,' 'Extras' and stimulants.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 4 7	0 3 11	0 4 0
2. * Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 6	0 0 3	0 0 4
3. Total or actual cost per diet.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 5 1	0 4 2	0 4 4
4. Less average cost per diet on stimulants (as per post card, dated 25th January 1895).	0 0 $1\frac{1}{2}$	0 0 $2\frac{1}{2}$	0 0 $3\frac{1}{4}$	0 0 $3\frac{3}{4}$	0 0 $2\frac{3}{4}$	0 0 $1\frac{1}{4}$	0 0 2	0 0 $0\frac{1}{2}$	0 0 $0\frac{3}{4}$	0 0 $0\frac{3}{4}$
5. Average cost on diets and extras alone.	0 4 $0\frac{1}{2}$	0 4 $2\frac{1}{2}$	0 4 $1\frac{3}{4}$	0 4 $6\frac{1}{4}$	0 4 $5\frac{1}{4}$	0 3 $8\frac{3}{4}$	0 3 7	0 4 $6\frac{1}{2}$	0 3 $10\frac{1}{4}$	0 3 $11\frac{1}{4}$

* The average cost per diet shown here does not include Rs. 3,510, the cost of the construction of the provision store.

Average price per diet for the three store years exceeds that of the three preceding years by $5\frac{1}{3}$ pies.

Statement showing the average cost por diet, &c., of the Lunatic Asylum during the last 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including, 'Diets,' 'Extras' and stimulants.	3 3	3 3	3 2	3 $2\frac{3}{4}$	3 0	3 $0\frac{1}{2}$	3 2	0 3 8 9 months.	0 3 $10\frac{3}{4}$	0 3 2
2. Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 1	0 0 1	0 0 1
3. Total or actual cost per diet.	3 3	3 3	3 2	3 $2\frac{3}{4}$	3 0	3 $0\frac{1}{2}$	3 2	0 3 9	0 3 $11\frac{3}{4}$	0 3 3
4. Total cost for Storekeeper's establishment, contingencies and wastage.	...	...	...	...	...	...	...	651 6 4 for 9 months.	859 14 1	993 4 8

Cost of store rooms newly built, Rs. 7,000.
Average cost per diet for the three store years exceeds that for the three preceding year by $7\frac{1}{12}$ pies.

N.B.—In the above calculation of the average cost per diet the initial cost of preparing and building store rooms and of supplying them with furniture, receptacles, trestles, &c., is not included, but it amounted to Rs. 12,688 for buildings alone, while for furniture, &c., a sum of Rs. 900 (the voluntary venereal portion cost Rs. 130) may safely be added, making a total of Rs. 13,588!

11. It occurred to the Committee that this great increase in prices might be due partly at any rate to increased prices of farm produce. They accordingly

consulted the *Fort St. George Gazette*, and from that source have compiled the following table. It gives the price of rice for the six years under discussion :—

Price of rice in seers of 80 *tolas per Rupee.*

—	1889.	1890.	1891.	1892.	1893.	1894.
January	13·4	11·3	10·8	8·9	9·6	13·8
April	13·4	11·4	11·0	9·0	10·5	14·2
July	12·8	11·9	11·0	8·9	10·5	12·3
October	12·5	11·0	10·0	10·0	9·7	12·0

This table shows that the average cost of rice for the three store years was higher than that of the three previous years by ·9 seer per rupee, a difference which, considering the small share rice takes in the general dietary, is quite inadequate to account for the excess in cost during the store year as compared with the non-storing years amounting to no less than $5\frac{2}{3}$ pies per diet!* The Committee are aware that these figures do not represent the results that would have been obtained by a rigid adherence to the G.O. The figures are, however, the result of the adoption of the G.O. as far as it was practicable to do so.

13. The only way that uniformly good fresh food can be procured for the sick is by a modified tender system, which obliges the tenderer to bring in the food as required, and in such quantities that every pound of it can be examined by the Superintendent or other responsible officer. This is the backbone of hospital-supply system as set forth by Burdett. The following is a copy of the agreement the contractor should sign (*vide* Burdett, page 62) :—

"Should this tender be accepted (I or We) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall, from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or We) should fail to deliver them *from time to time* when ordered, (I or We) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses, shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the Committee of management shall, at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or We) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the Committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Signature.

Stamp.

Accepted for_____

on behalf of the committee of management.

Chairman."

Date

To make this form suitable for our requirements, the only change necessary would be to substitute 'Superintendent' for 'Secretary' and for 'Committee of Management.' The Committee think however that the old form of agreement (C.M.F. No. 51) satisfies all requirements, and is perhaps better adapted to Indian customs than Burdett's form.

* During the years 1892, 1893 and 1894, the expenditure on rice alone was—in the General Hospital $\frac{1}{14}$th of total expenditure on diets, extra and stimulants; in the Leper Hospital $\frac{1}{4}$th; in the Voluntary Venereal Hospital $\frac{1}{4}$th; in the Ophthalmic Hospital $\frac{1}{4}$th; in the Lunatic Asylum $\frac{1}{4}$th. (F. 30).

14. Head and front before all other considerations comes the question of the *quality* of the food, and the Committee maintain that this can only be insured by taking it in in quantities, that can be readily examined. This was their opinion long before they read Burdett, and they feel much indebted to the Surgeon-General for having lent them this book, as they have in its author a supporter of unquestionable authority in hospital management.

15. While the Committee give quality the place of highest consideration they are by no means insensible to the economic side of the question, and are decidedly of opinion that the modified tender system as now recommended by them will be found to work more cheaply than either the old contract or the bulk store system.

16. The Committee propose that with the adoption of their system, the acceptance of tenders shall no longer lie with the Surgeon-General, but with each Superintendent for his own institution.

17. In order to receive and decide on the merits of the various tenders, Brigade-Surgeon-Lieutenant-Colonel Price suggests a Committee composed of the Superintendents of hospitals, but the other members think that individual Superintendents catering each for himself would be the better method.

Under this latter condition, the Committee recommend that each Superintendent should furnish the Surgeon-General with a list of his prices, and that a comparative statement (C.M.F. No. 46) be compiled therefrom in the Surgeon-General's office and circulated to all Superintendents, so that each should see what the prices in the other institutions were.

18. During the discussion on this subject another method of catering for hospital supplies was suggested by one of the members of committee, viz., to transfer it to the care and management of the Superintendent of Her Majesty's Prisons in Madras (F. 7). His idea was that, with the large staff available in the prisons, storing of the food might be fairly satisfactorily carried out. The Committee asked the Inspector-General of Prisons what his views on the subject were, giving him a short outline of the conditions to be met. With much courtesy, and at the same time exhibiting a complete grasp of the question, he replied that he would do all he could to help the Medical department, and to give the system a trial should Government approve of its being undertaken by his department. He went into the subject in much detail even to the telephones by which it would be necessary to connect the prison with each of the different Presidency hospitals.

19. While the majority of the Committee concurred in the views of their colleague that catering by the prisons would not be devoid of advantage, they were not enthusiastic in their general support of the proposal. The difficulties pointed out by the Inspector-General of Prisons are very real, *e.g.*, the differences of opinion that might arise as to quality of food-stuffs, for the hospitals adopt a much higher standard than the prisons as their dietary is intended for the sick; the contentions that would arise from delays, &c. Consequently the Committee do not press this idea further, but they are not the less indebted to the Inspector-General of Prisons for the prompt and business-like manner with which he treated the proposal.

20. A counter-proposal (F. 7) was suggested to the Committee by the Surgeon-General, viz., that of transferring the catering to the Lunatic Asylum. But the Committee see the same or practically the same difficulties existing in this that exist in the 'Prison' proposal.

21. A further proposal (F. 7) of the Surgeon-General was that a Committee of Superintendents with a lay Secretary, 'A European gentleman,' should receive and decide on tenders.

The objections to this seem to be—

(i) The 'gentleman' would forthwith proceed to enrich himself.

(ii) It would be very costly.

(iii) Superintendents have no time to spare for the frequent meetings of Committee that would be necessary.

22. Finally the Surgeon-General proposed (F.7.) that the General Hospital should undertake the storage of supplies for the other hospitals.

The Committee regret they could not concur in this proposal. They object *in toto* to any proposal that is at all calculated to divert the attention of Medical officers from their proper professional duties, or divert a hospital from the purpose for which it is intended, an asylum for the sick. Once a part of the General Hospital is converted into a Commissariat store with all the hubbub and bustle that would be the consequence, and the rest of hospital may be closed. Even now the hospital precincts are quite enough invaded by strangers, and the quiet and order that should characterise them are very difficult to maintain. Even the daily contractor is a nuisance, but then he is an unavoidable nuisance, and it is that that alone that makes his presence and that of his myrmidons tolerable.

23. Once more, therefore, they would reiterate their opinion that a modified tender system, and no other, is the only true course to follow in providing articles of diet for the sick; that contracts should not be decided by the Surgeon-General, but by individual Superintendents, each for his own establishment; that each Superintendent should furnish the Surgeon-General with his accepted rates, and that a healthy rivalry to cater economically (always, of course, under proper control —vide *Stock-taking and Control*) for these hospitals should be cultivated by circulating to each Superintendent in a comparative form (C.M.F. No. 46) the rates of all the other Superintendents.

24. Superintendents should not be hampered by hard-and-fast rules for procuring their supplies. They should, of course, try to purchase in the cheapest market; that will usually be by tender, but if they can purchase more cheaply and obtain an equally good article any other way, they should be permitted to do so. Articles for which favourable tenders cannot be obtained should be bought departmentally out of a permanent advance that should be given to each hospital. Most of the articles under group F in the advertisement on page 17 would come under this head.

V.—STOCK-TAKING AND CONTROL (*F.* 4).

The Committee would thus allow very considerable freedom to each Superintendent, subject, of course, to the control of the Surgeon-General. The Surgeon-General is their head in this as in all other respects, and should be kept constantly informed as to how the work in the State hospitals in this all-important matter of catering is being conducted. The Committee, therefore, recommend that, just as is the case with the medical stores, so here, the Surgeon-General should, from time to time, and without any warning, send a Medical officer, now to one, and again to another of the hospitals with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

It should be impressed on Superintendents that it is the sick and helpless that they are in charge of, and that no consideration of money should for a moment be permitted to lower either the quantity or the quality of their food supplies; and that while Government is determined there shall be no waste, it is equally determined that there shall be no loss of efficiency through deterioration in the quality of food, &c., supplied.

2. The Committee, in making the proposal that Medical officers shall be deputed occasionally to visit the hospitals as inspectors, are well aware that Medical officers are already overworked, and that this will be an additional burthen. Nevertheless they at present see no other workable method of carrying out their

recommendations efficiently.* *There must be a skilled control.* The time taken at each inspection, however, need not be very long, as the amounts kept in store at any one time of any particular article would be such that stock-taking and quality examination could be readily effected. The details of how much the Inspecting officers shall inspect and how often the inspection shall take place may well be left to the discretion and judgment of the Surgeon-General.

3. Various other proposals as to who should be deputed to do this inspection were discussed by the Committee.

(i) The Surgeon to His Excellency the Governor. The difficulty that presented itself here was that this officer might be an officer of the Army Medical Staff, and it was doubtful whether he could thus be appointed to inspect civil hospital stores.

(ii) That an officer of the Commissariat department should be deputed. The Surgeon-General did not approve of this proposal, nor indeed on calm consideration does it look feasible. The Commissariat is a purely Military department under the Government of India, and it is quite likely it would not consent to allow one of its officers to inspect civil stores. A further objection is that the opinion of such an officer on the all-important point of 'quality' would not be a skilled one.

VI.—BOOK OF FORMS.

Having thus stated how articles of diet should be procured, &c., the Committee would now say a few words on the subject of the forms they recommend for use in the internal management of large hospitals. These forms are attached to this Report (page 39), and superscribed 'Book of Forms.' They are given as models, and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the Book, will help individual Superintendents to select those which suit their own particular establishments best. At first sight the mode of using some of these forms seems puzzling, but in practice no real difficulties arise, and they do away with loose manuscript dockets which are a waste of time and paper, are very untidy and get readily lost. (*Vide* Committee's Rules, page 127.)

2. The forms recommended for the Storekeeper are taken partly from Commissariat sources, for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

VII.—FIREWOOD TO BE USED IN COOKING DIETS (*F.* 8).

The Surgeon-General called the Committee's attention to this matter. He pointed out the apparent superior economy exercised in this item in the Calcutta Medical College as compared to the State Hospitals in Madras. A Committee appointed in 1889 to revise the diet rules allowed 4 lb. for cooking European and 2 lb. for cooking Native diets. The present Committee thinks this was a reasonable maximum, and, taking coal at the very cheap rate of Rs. 20 a ton, the State Hospitals of Madras, using 2 lb. of firewood for Native diets are only ·09 pie in excess of Calcutta per diet. Coal happens now to be Rs. 26 or Rs. 27 a ton (steam coal: no kitchen coal can be had in Madras); at which prices Madras cooks more cheaply than Calcutta. Calcutta is cheaper than Madras in cooking European diets. But then, in Calcutta, they cook for double the number that are cooked for in Madras, and that is, of course, a very important matter. Besides, in the General

* The Committee feel bound to state here *par parenthèse* that an Inspector of Hospitals should be appointed, whose duty, amongst other things, would be to carry out the inspection recommended above. The Committee would also remark that unless some such officer is appointed to examine Hospital Books and general management periodically, all their labour in trying to work up a uniform system will be ultimately thrown away. What with changes of Superintendents, over-worked officials, &c., hospitals will very soon lapse into the old grooves unless regularly and thoroughly inspected. It might seem that this duty should be performed by the Surgeon-General, but the Committee are satisfied that with work of administering such a large department as the medical, it is utterly impossible for him to find time for its performance; and also that it is not fitting that such work should be required of the Surgeon-General.

Hospital, Madras, a superior range is in use, which heats large steam presses in which diets are kept during distribution. The heating of these presses alone requires a good deal of fuel. So that, on the whole, Madras cooks more cheaply than Calcutta. However, as the circumstances of two hospitals are so completely different, it appears to the Committee a matter of not the least importance whether one is a bit cheaper or dearer than the other. Only like things can be compared, and there is little or no likeness between these two establishments. (*Vide* Appendix I, page 29).

The recommendations of the Committee on this matter are laid down in their 'Diet rules' (page 122), and it is hoped they will be found satisfactory to the Surgeon-General.

VIII.—COOKING RANGES (*F.* 8).

The Surgeon-General also required the Committee to go into this subject, referring them to the Penitentiary and the Lying-in Hospital as places where economical cooking arrangements might be seen.

The Secretary to the Committee specially visited all the State Hospitals, except the Leper and Voluntary Venereal Hospitals, to inquire into the matter.

(i) *The Penitentiary.*—The cooking arrangements for the healthy inmates were found quite unsuited to hospital purposes. They are suited only to establishments like prisons in which enormous quantities of a very simple article form the staple diet—in the Penitentiary this is raggi pudding.

For the sick the arrangements are very simple: the usual hobs with the smoke going out through the doors and through a hole in the roof.

(ii) *Lying-in Hospital.*—There is a fine iron range there on the 'hob' principle, which, the Committee have no doubt, is an excellent arrangement. As it is made of iron, it is of course a fuel waster, but the cleanliness of the kitchen and the convenience it affords the cooks are much in its favour. The Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for native patients, and pending his report the Committee do not wish to commit themselves to any particular form of cooking range. But should his experiments fail, the Committee certainly think the Lying-in Hospital iron hob range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

IX.—STOREKEEPER'S AND STEWARD'S BOND.

The Committee was called upon by the Surgeon-General to submit a form of agreement with the Storekeepers and Stewards. They were unable to find anything suitable ready made, so the Surgeon-General advised the adoption of A.H.F., No. 9. The Committee submitted this to the Government Solicitor, who said it was not at all suited to the desired purpose. At the request of the Committee, he drew up the two forms which are now presented to the Surgeon-General (C.M.Fs., Nos. 52 and 53).

X.—A GENERAL REQUISITION FORM (*F.* 9).

For a considerable time the Committee failed to see what the Surgeon-General meant by this, so he drew up one on the plan of that used in the Army hospitals, (A.H.F., No. 66.) This the Committee approved (C.M.F., No. 45).

XI.—PERMANENT ADVANCE TO HOSPITALS FOR PETTY DEPARTMENTAL PURCHASE (*F.* 10).

The Committee think this absolutely necessary. In discussing the keeping of accounts, the Committee have fully gone into this question. Hospitals are

constantly wanting odds and ends that cannot be got by tender. It is for these the permanent advance is needed. The sum required will vary for each hospital, but the following amounts should, in the Committee's opinion, suffice :—

	Rs.
General Hospital	300
Lying-in Hospital	* 400
Ophthalmic Hospital	20
Women and Children's Hospital	100
Leper Hospital	20
Voluntary Venereal Hospital	20

The Committee have carefully perused the Accountant-General's letter (F. 10) Nos. 1593–5 of 18th May 1895 on this subject, by which their opinion is in no way altered.

XII.—A UNIFORM METHOD OF PAYING BILLS.

This was referred to the Committee by the Surgeon-General. After considerable correspondence, the Committee and Surgeon-General came to an agreement, the result of which is embodied in the Committee's 'diet rules', page 121. The requisition form recommended by the Committee for obtaining cheques from the Accountant-General is No. 49 in the Book of forms.

XIII.—A UNIFORM METHOD OF STOCK-BOOK KEEPING (*F.* 11).

This was referred to the Committee by the Surgeon-General. The Committee recognised the wisdom of the step. During his inspection undertaken for the information of the Committee, the Secretary found the greatest diversity of procedure.

The Committee submitted the Commissariat forms as well as two other check forms, which the Surgeon-General approved. They are Nos. 30, 31, 32, 33 in the Book of forms.

The Committee also proposed a 'Furniture distribution' form, of which the Surgeon-General approved. It is No. 44 in the Book of forms. Its object is to show at a glance where the various articles of furniture in a hospital may be found.

XIV.—A CIRCULAR PRICE LIST FORM.

This is No. 46 in the Book of forms, and is intended to serve the purpose suggested by the Committee in their recommendations on page 17, where it is proposed that the Surgeon-General shall send a circular showing the prices paid for diet articles and hospital necessaries at the different hospitals to each Superintendent for his information.

XV.—HOW HOSPITAL NECESSARIES ARE TO BE PROCURED.

They should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles, *vide* section XII above. In advertising for tenders for diet articles, the Superintendents should include *Hospital necessaries.*

XVI.—THE CHECKING OF HOSPITAL RETURNS IN THE SURGEON-GENERAL'S OFFICE (*F.* 4).

This question arose incidentally in connection with the controlling and checking of Hospital stores. In a minute by the Committee to the Surgeon-General a sentence was used which seemed to imply that Hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows :—

"The audit in this office is governed by the following rules :—

"(*a*) checking the daily register of dieting in-patients in the Government Presidency Hospitals including Lunatic asylums ;

* This large amount, which has already been granted, is necessary on account of batta to pregnant women and hire of punkawallen.

"(*b*) bring to notice any inaccuracies of calculation, excess in cost where the "money average is above 8 annas a day for European and 4 annas a day for native "patients, or any other irregularities which may be found in the documents;

"(*c*) comparing Diet registers with ingredient statements and calling for "explanation in case of discrepancies;

"(*d*) seeing that the charges in the bills are not in excess of the quantities "entered in the ingredient statements and other vouchers;

"(*e*) seeing that the articles issued for each diet in the ingredient statements "are in accordance with the sanctioned scale;

"(*f*) checking and submitting to the Secretary all tenders, contract bills, "requisitions for Government hospitals, &c., for Medical stores, bedding and cloth-"ing, &c., and

"(*g*) in disposing of hospital stoppage lists, &c.

"II. Each clerk is individually responsible for his own share of the work.

"III. All bills and statements should be minutely and carefully checked accord-"ing to rules, and not in the casual way hitherto done."

2. The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return, was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

3. However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

W. PRICE, M.D., Brigade-Surgeon-Lieutenant-Colonel, *President.*

W. R. BROWNE, M.D., Surgeon-Lieutenant-Colonel,
A. J. STURMER, Surgeon-Lieutenant-Colonel, } *Members.*

JOHN SMYTH, M.D., Surgeon-Major,
Secretary, Special Committee on Diets.

MADRAS,
1895.

APPENDIX I.[1]

Statement I.—Daily Average In-patients, 1894.

—	General Hospital, Madras.		Medical College Hospital, Calcutta.	
	European.	Native.	European.	Native.
Males	83·65	196·48	76· 4	151·13
Females	·09	·44	62·66	55·32
Children	·47	·19	7· 3	9·30
Total ..	84·21	197·11	146·36	215·75

Statement II.—Comparative Statement of Calcutta and Madras Diet Article Prices.

—	1894–95. Calcutta Medical College Hospital rates.	1895–96. Lying-in Hospital rates.	—	1894–95. Calcutta Medical College Hospital rates.	1895–96. Lying-in Hospital rates.
	RS. A. P.	RS. A. P.		RS. A. P.	RS. A. P.
Rice	0 0 11	0 0 8½	Vegetable, Native.	0 0 7	0 0 8
Do. table ..	0 1 1	0 1 2	Potatoes	0 0 11	0 0 9¾
Dholl	0 0 11	0 0 11½	Onions	0 0 6	0 0 8
Ghee	0 6 9	0 7 4	Cornflour	0 8 0	0 8 0
Salt	0 0 10	0 1 0	Pomegranate ..	0 4 0	0 1 10
Pepper	0 5 0	0 4 6	Oranges	0 0 6	0 0 5½
Arrowroot ..	0 2 0	0 3 0	Limes	0 0 3	0 0 1
Barley	0 3 0	0 3 0	Vermicelli	0 4 0	....
Sago	0 1 9	0 2 0	Tea	0 5 0	0 11 1⅓
Sugar, 2nd quality.	0 2 0	0 1 3	Coffee	0 12 0	0 13 6
Flour	0 0 11	0 1 0	Cocoa	1 0 0	0 8 0
Soojee	0 1 0	0 1 6	Biscuits	0 7 8	0 10 0
Barley, 1st quality.	0 8 0	....	Fish, European ..	0 3 6	0 2 6
Bread	0 1 2	0 1 7	Do. Native ..	0 2 6	
Do. special ..	0 3 6	0 1 6	Chicken, 8 oz. ..	0 2 8	*0 3 1
Butter, do. ..	1 6 0	0 14 0	Eggs	0 0 4½	0 0 4¼
Do.	0 6 5	....	Pigeon	0 2 6	0 4 3
Essence of Chicken,			Beef	0 2 0	0 1 11
Brand's	1 8 0	1 15 0	Mutton	0 3 9	0 2 7
Essence of Chicken.	0 14 0	....	Sodawater ..	0 0 5¼	0 0 8
Essence of Beef,			Lemonade ..	0 0 9	0 1 1
Brand's	1 0 0	1 7 0	Brandy .. doz.	17 0 0	34 0 0
Benger's food ..	0 6 0	1 7 11	Portwine .. ,,	16 0 0	34 0 0
Vegetable, Europe.	0 0 9	0 1 0			

* For 10 oz.

[1] This appendix is given to enable the Surgeon-General to compare the State Hospitals in Madras with the Medical College Hospital, Calcutta:—

Statement I—shows the population.
" II—is a comparative price list. The Lying-in hospital prices are given, as they happened to be at hand.
" III & IV—show diet prices in General Hospital, Madras.
" V & VI— Do. Medical College Hospital, Calcutta.

The population and dietary will be seen at a glance to differ so radically that no comparison can be instituted between the Madras and Calcutta Hospitals.

Statement III.—Table of Diets for European Patients.

—	—	Spoon.	Milk.	Half.	Mixed.	Full.
		Arrow-root ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ...12 oz. Hoppers. 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 12 „ Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Half boiled" issued:— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee. If stewed— Pepper... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley. 30 grs.	Mutton... 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers. 6 no. Butter ... 1 oz. Country Vegetable 6 „ Curry-powder ½ „ Tamarind. ½ „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton... 12 oz. Bread ... 1 lb. Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Country Vegetable 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Full boiled"— Onions 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee.
Cost of each diet, 1894.	With Tea.	0 1 1¼	0 5 5	Mutton. 0 5 9¾ Chicken 0 7 3½	0 5 9¾	0 6 5
	With Coffee...	0 1 7¼	0 5 11	Mutton. 0 6 3¾ Chicken 0 7 9½	0 6 3¾	0 6 11

NOTES.—1. The meat in the "Half" diet may be roasted, grilled, stewed or boiled; in "Full" roasted, grilled or boiled only.

2. Extras may be ordered on all diets except "Full" and "Mixed." But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement IV.—Table of Diets for Native Patients.

—	Spoon.	Milk.	Coffee.	Half.	Full.
	Rice ... 6 oz. Salt ... 360 grs.	Bread or Rice ...12 oz Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Bread ... 12 oz. Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Currypowder ... ¼ „ Tamarind. ½ „ Vegetable. 2 „ Salt ... ½ „ Coffee ... ½ „ Sugar ... ½ „ Milk ... 2 „ Hoppers. 2 no. Butter-milk ... ½ pt. Pepper-water ... ½ „	Rice ... 20 oz. Butter-milk ... ½ pt. Pepper-water ... ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dholl ... 1 „ Vegetable. 4 „ Currypowder ... ½ „ Tamarind. ½ „ Gingelly oil ... 1 „ Salt ... ¾ „ Hoppers. 2 no. Coffee ... ½ oz. Sugar ... ½ „ Milk ... 2 „
Cost of each diet, 1894.	0 0 5½	Bread ... 0 3 4½ Rice ... 0 2 11¾	0 2 9½	0 2 9	Mutton. 0 3 6 Fish ... 0 3 2¾

NOTES.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dholl and fish the next day.

2. Extras may be ordered on all dietsexcept full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the Table. If meat is issued with bone, an additional 4 oz. per lb. should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement V—showing the component parts of the European diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894-95.

—	Full Diet.		Half Diet.		Chicken Diet.		Chicken Curry Diet.		Mutton Curry Diet.		Milk Diet.		Infant Diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Milk	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	28½ oz.	0 4¼ 1 10	1 Seer.	2 6
Bread	1½ „	1 0½	12 „	0 10½	12 „	0 10½	8 „	0 7	8 „	0 7	4 „	0 3½	...	...
Butter	1 „	0 4¾	¾ „	0 3½	¾ „	0 3½	½ „	0 3⅜	¾ „	0 3⅜	...	...	...	...
Meat (Mutton)*	18 „	4 2¼	16 „	3 9	4 „	0 10½	4 „	0 10½	12 „	2 9	...	...	...	...
Meat (Beef)	...	...	...	...	...	...	...	...	...	...	12 oz.	1 6	...	...
Salt	½ oz.	0 $\frac{5}{16}$	½ oz.	0 $\frac{5}{16}$	½ oz.	0 $\frac{5}{16}$	1 oz.	0 ½	1 oz.	0 ½	...	...	...	...
Potato	8 „	0 5½	6 „	0 4⅛	6 „	0 4⅛	8 „	0 5½	8 „	0 5½	...	...	...	...
Vegetable	6 „	0 3⅜	4 „	0 2¼	4 „	0 2¼	...	...	...	...	...	...	...	...
Tea	½ „	0 2$\frac{1}{16}$	½ „	0 2$\frac{1}{16}$	½ „	0 2$\frac{1}{16}$	½ oz.	0 2$\frac{1}{16}$	½ oz.	0 2$\frac{1}{16}$	½ oz.	0 2$\frac{1}{16}$	...	...
Sugar	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	2½ „	0 3¾	1 oz.	0 1½
Pepper	2 dr.	0 $\frac{9}{16}$	2 dr.	0 $\frac{9}{16}$	2 dr.	0 $\frac{9}{16}$	...	...	...	...	...	...	...	...
Onion	...	...	...	...	...	...	½ oz.	0 $\frac{3}{16}$	½ oz.	0 $\frac{3}{16}$	...	...	...	...
Ghee	1¼ oz.	0 6¼	1¼ oz.	0 6¼	1¼ oz.	0 6¼	1¼ „	0 6¼	1¼ „	0 6¼	...	...	½ oz.	0 2½
Curry-stuff	...	...	...	...	...	...	2 dr.	...	2 dr.	...	...	...	...	...
Barley	½ oz.	0 1⅛	½ oz.	0 1⅛	½ oz.	0 1⅛	...	...	...	...	...	...	...	...
Spices	1 dr.	0 ⅜	1 dr.	0 ⅜	1 dr.	0 ⅜	...	...	...	...	...	...	...	...
Biscuit	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	0 3	...	...	...
Rice	1½ „	0 1	1½ „	0 1	1½ „	0 1	5½ „	0 3¼	5½ „	0 3¼	0 3¼	...	2 oz.	0 1⅛
Dholl	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	0 ⅜	...	...	...
Chicken	...	...	...	...	8 „	2 6	8 „	2 6	...	...	...	...	1 No.	2 8
Sago	...	...	...	...	...	...	...	...	...	...	...	2 oz.	0 2½	2 oz.
Coal	⅞ lb.	0 ⅞	⅞ lb.	0 ⅞	⅞ lb.	0 ⅞	⅞ lb.	0 ⅞	⅞ lb.	0 ⅞	0 ⅞	½ lb.	0 ⅜	⅞ lb.
Total	...	8 2½	...	7 4	...	6 10¾	...	6 7	...	5 11¼	...	4 8¼	...	5 11
Beef day	...	6 0¼	...	5 4	...	...	...	...	...	...	...	...	...	...

* Beef and mutton given alternate days.

Statement VI—showing the component parts of the Native diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894-95.

—	Full Rice.		Full Flour.		Mixed Full.		Mixed Half.		Half diet.		Half Flour.		Rice and Milk.		Flour and Milk.		Milk and Sago.		Milk and Soojee.		Infant diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Rice	20 oz.	1 1¼	...	...	8 oz.	0 5½	5½ oz.	0 4	10 oz.	0 6⅛	...	...	10 oz.	0 6⅝	...	...	...	...	...	...	2 oz.	0 1⅜
Flour	...	...	20 oz.	1 1¾	10 „	0 6⅛	6 „	0 4⅛	...	...	10 oz.	0 6⅛	...	...	10 oz.	0 6⅛	...	...	...	...	...	...
Dholl	3 oz.	0 2¼	3 „	0 2¼	2 „	0 1½	1½ „	0 1¼	1 oz.	0 ¾	1 „	0 ¾	...	...	...	...	...	...	...	...	1½ oz.	0 1¼
Ghee	¼ „	0 1¼	1 „	0 5¼	¾ „	0 3¾	¾ „	0 3¼	⅛ „	0 ⅛	⅛ „	0 ¼	...	...	...	...	...	...	...	...	¼ „	0 1¼
Mustard oil ...	⅛ „	0 1	⅛ „	0 ¼	¼ „	0 ⅛	⅛ „	0 ⅛	⅛ „	0 ¼	⅛ „	0 ¼	...	...	...	...	...	...	...	...	...	...
Milk	3 „	0 2¾	3 „	0 2¾	3 „	0 2¾	3 „	9 2¾	7 „	0 6⅜	3 „	0 2¾	24 oz.	1 10½	24 oz.	1 10½	16 oz.	1 3	16 oz.	1 3	¾ sr.	1 10½
Sago	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	3 „	0 4	...	...	2 oz.	0 2⅝
Sugar	¾ oz.	0 1⅛	¾ oz.	0 1⅛	¾ oz.	0 1⅛	¾ oz.	0 1⅛	¾ oz.	0 1⅛	¾ oz.	0 1⅛	2 oz.	0 3	2 oz.	0 3	2 „	0 3	2 oz.	0 3	1 „	0 1½
Soojee	2 „	0 1½	2 „	0 1½	2 „	0 1½	2 „	0 1½	2 „	0 1½	2 „	0 1½	2½ „	0 1⅝	2 „	0 1½	...	...	6 „	0 4½	...	...
Salt	½ „	0 7/16	½ „	0 7/16	½ „	0 7/16	¼ „	0 3/16	½ „	0 3/16	½ „	0 7/16	...	...	...	...	...	...	...	...	...	...
Coal	16 „	0 ¾	16 „	0 ¾	16 „	0 ¾	16 „	0 ¾	12 „	0 ¼	12 „	0 ⅜	8 oz.	0 ⅜	8 oz.	0 ⅜	12 oz.	0 ⅜	12 oz.	0 ⅜	14 oz.	0 ¾
Curry-stuff ...	2 dr.	0 ⅛	2 dr.	0 ⅛	2 dr.	0 ⅛	...	...	2 dr.	0 ⅛	1 dr.	0 1/16	...	...	...	...	...	...	...	...	...	...
Fish	5 oz.	0 9⅜	...	...	4 oz.	0 7½	3 oz.	0 5⅝	2 oz.	0 3¾	...	...	...	...	...	...	...	...	...	...	...	...
Vegetable ...	5 „	0 2¼	5 oz.	0 2¼	4 „	0 1¾	4 „	0 1¾	4 „	0 1¾	4 oz.	0 1¾	...	...	...	...	...	...	...	...	...	...
Total ...	...	3 ⅛	...	2 6⅛	...	2 10⅛	...	2 3¼	...	2 ⅛	...	2 7⅛	...	2 11	...	2 10¾	...	1 10½	...	1 11¼	...	2 7¼

APPENDIX II.

The Committee append here copies of half a dozen diet sheets taken at random from the shelves of the General Hospital. These will show clearly that no useful comparison can be drawn between the feeding of a healthy convict in a jail and the dieting of a sick patient in a hospital.

M-2.

EUROPEAN.

GENERAL HOSPITAL.

Month of July 1895.

Diet Sheet of

Occupation — Religion—E.I.

Disease—Fever, intermittent.

Admitted into hospital, 3rd July 1895.
Age—8 years
When last in hospital

Discharged from hospital, Cd., 28th July 1895.

Date.	Diet.	Extras. Custard pudding.	Milk.	Mutton broth.	Bread	Conjee.	Initial of Surgeon.	Student in charge.
			PTS.		OZ.	OZ.		
1	.....	Breakfast, No. 2.	.				Initialled R.R.	
2								
3	Milk and bread ...							
4	Milk and bread ...							
5	Milk and bread ...							
6	Milk and bread ...	1 one ...						
7	Milk and bread ...	1 one ...						
8	Milk and bread ...	1 one ...						
9	Milk and bread ...	1 one ...	1 one ...	1 one ...	8 eight ...	1 one ...		
10	Milk and bread ...	1 one ...	1 one ...	1 one ...	8 eight ...			
11		1 one ...		1 one ...				
12		1 one ...		1 one ...				
13	Milk	1 one ...		1 one ...				
14	Milk	1 one ...		1 one ...				
15	Milk			1 one ...				
16	Milk							
17	Milk							
18	Mixed							
19	Mixed							
20	Mixed							
21	Mixed		1 one ...					
22	Milk and bread ...		1 one ...					
23	Half ch. cts. ...		1 one ...					
24	Half ch. cts. ...		1 one ...					
25	Half ch. cts. ...		1 one ...					
26	Half ch. cts. ...		1 one ...					
27	Half ch. cts. ...							
28		Dinner No. I.						
29								
30		Discharged after dinner.						
31								

	RS.	A.	P.
Monthly income			
Hospital stoppages			
Lowest cost on any day	0	1	6½
Highest cost on any day	0	9	10

9

S-2. EUROPEAN.

GENERAL HOSPITAL.

Month of 189 .

Diet Sheet of

Occupation—Assistant Accountant, Bank.
Religion—Prots., E.

Disease—Inflammation, inguinal glands.

Admitted in hospital—2nd July 1895.
Age—24 years.
When last in hospital—Never.

Discharged from hospital, Cd., 25th July 1895.

Date.	Diet.	Extras.										Initial of Surgeon.	Student in charge.
		Milk.	Mutton broth.	Sode.	Ice.	Custard pudding.	Fish.	Eggs.	Fish.	Chicken.	Mutton.		
		PTS.	PTS.		LB.		OZ.	NO.	LB.	NO.	OZ.		
1													
2	Milk ...	2 two.	2 two.	4 four.	4 four.								
3	Milk ...	2 two.	2 two.	4 four.	4 four.								
4	Milk ...	2 two.	2 two.	4 four.	4 four.								
5	Milk ...	2 two.	2 two.	4 four.	4 four.	1 one...	4 four	2 two.					
6	Milk ...			4 four.	4 four.	1 one...	8 eight	2 two.					
7	Milk ...			4 four.	4 four.	1 one...	8 eight	2 two.					
8	Milk ...			4 four.	4 four.	1 one...		2 two.	1 one.				
9	Milk ...			4 four.	4 four.	1 one...		2 two.	1 one.				
10	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.	1 one.			
11	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.		8 eight		
12	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.		8 eight		
13	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
14	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
15	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		8 eight		
16	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		8 eight		
17	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
18	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		8 eight		
19	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		8 eight		
20	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.	1 one.			
21	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		8 eight		
22	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
23	Milk ...	4 four.	4 four.		4 four.								
24	Milk ...	4 four.	4 four.										
25													
26													
27													
28													
29													
30													
31													

Vegetables. Potatoes. Initialled, C.L.W. Initialled, C.L.W.

	RS. A. P.		RS. A. P.
Monthly income		Hospital stoppages	
Lowest cost on any one day			0 10 3¾
Highest cost on any one day			1 1 3¾

GENERAL HOSPITAL.

European.

Officers' Quarters.

Month of July 1895.

Diet Sheet of

Occupation—Sheriff. Religion—Prot. E.

Disease—Carbuncle (Diabetes).

Admitted into Hospital—18—7—95.
Age—58 years.
When last in hospital ——

Discharged from hospital
Died 27—7—1895.

Date.	Diet.	Extras. Chicken broth.	Milk. PTS.	Ice. LBS.	Soda.	Eggs.	Initial of Surgeon.	Student in charge.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17	Milk	1 one ...	1 one ...	2 two ...	2 two ...			
18	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
19	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
20	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
21	Milk	2 two ...	1 one ...	4 four ...	4 four ...	4 four ...		
22	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
23	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
24	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
25	Milk	2 two ...	1 one ...	2 two ...	4 four ...	4 four ...		
26	Milk	2 two ...	1 one ...	2 two ...				
27	Milk							
28								
29								
30								
31								

Initialled C. L. W.

Initialled C. L. W.

Monthly income ... ... RS. A. P.

Hospital stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 11 9¾

Highest cost on any one day 1 2 5½

M2.

GENERAL HOSPITAL.

Month of July 1895.

Diet Sheet of Kebi Nair.

Occupation—Ryot. Religion—H. Disease—Ch. dyspepsia (dependent on anæmia.)

Admitted into hospital—29—5—95. Discharged from hospital Died 24—7—1895.
Age—50 years.
When last in hospital—Never.

Date.	Diet.	Extras. Milk.	Conjee.	Rice.			Initial of Surgeon.	Student in charge.
1		3 three ...	4 four ...	6 six ...			Initialled, R.R.	
2		3 three ...	4 four ...	6 six ...				
3		3 three ...	4 four ...	6 six ...				
4		3 three ...	4 four ...	6 six ...				
5		3 three ...	4 four ...	6 six ...				
6		3 three ...	4 four ...	6 six ...				
7		3 three ...	4 four ...	6 six ...				
8		3 three ...	4 four ...	6 six ...				
9		1 one ...	4 four ...					
10	Half							
11	Half							
12	Half	3 three ...	4 four ...	6 six ...				
13		3 three ...	4 four ...	6 six ...				
14		3 three ...	4 four ...	6 six ...				
15		3 three ...	4 four ...	6 six ...				
16		3 three ...	4 four ...	6 six ...				
17		3 three ...	4 four ...	6 six ...				
18		3 three ...	4 four ...	6 six ...				
19		3 three ...	4 four ...	6 six ...				
20		3 three ...	4 four ...	6 six ...				
21		3 three ...	4 four ...	6 six ...				
22		3 three ...	4 four ...	6 six ...				
23								
24								
25								
26								
27								
28								
29								
30		Initialled R.R.						
31								

Monthly income ... ... RS. A. P.

Hospital stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 2 9

Highest cost on any one day 0 5 2¾

S2.

GENERAL HOSPITAL.

Month of July 1895.

Diet sheet of Abdul Kadir.

Occupation—Merchant. Religion—M.

Admitted into Hospital—6th July 1895.
Age—30 years
When last in Hospital—Never.

Disease—Hydrocele (Right).

Discharged from Hospital—Cd. 18th July 1895.

Date.	Diet.	Extras. Milk.	Conjee.				Initial of Surgeon.	Student in charge.
		PTS.	PTS.					
1								
2								
3								
4								
5								
6	Milk B.	Breakfast No. II.						
7	Milk B.	2 two ...	2 two ...					
8		2 two ...	2 two ...					
9		2 two ...	2 two ...					
10			2 two ...					
11	Half							
12	Half							
13	Full							
14	Full							
15	Full							
16	Full							
17	Full							
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Initialled C.L.W.

Initialled C.L.W.

Monthly Income ... ... RS. A. P.

Hospital Stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 3 1

Highest cost on any one day ... ... 0 4 $10\frac{3}{4}$

10

Government {1896} of Madras.

PUBLIC.

Recd. } 1896. Enclosures

Regd. } Spare copies

G.O., No. 1022, 19th September 1896.

SEPTEMBER.

Diets in Presidency State Hospitals and Lunatic Asylums.

Passing orders on certain points connected with the supply of articles of diet for Presidency State Hospitals and Lunatic Asylums.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1895, No. 405.

As already reported to Government, I appointed a special committee in August 1894 to report on certain questions regarding the administration of the State hospitals in the Presidency town.

2. This committee at first consisted of—

(1) Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., Senior Medical Officer, General Hospital, as President;

(2) Surgeon Lieutenant-Colonel A. J. Sturmer, Acting Superintendent, Government Lying-in Hospital, and

(3) Surgeon-Major J. W. Evans, Acting Superintendent, Madras Lunatic Asylum.

On the departure from Madras of Surgeon-Major Evans, Surgeon-Lieutenant-Colonel W. R. Browne, M.D., Senior Surgeon, General Hospital, was nominated to take his place. As the result of a private representation from the President, I nominated Surgeon-Captain Williams, Acting Resident Medical Officer, General Hospital, as Secretary to the Committee in February 1895. In March Surgeon-Major J. Smyth, M.D., the permanent Resident Medical Officer, having returned from leave, took up his own appointment and that of Secretary to the Committee.

3. During the long period the committee were deliberating, there were several points which turned up in connection with the above subjects and which it was desirable that they should consider.

4. The following are the principal subjects on which they were called upon to report :—

(1) A uniform system of accounts for all hospitals and asylums.
(2) The method of auditing the accounts.
(3) A uniform system of forms and books.
(4) Diet rules and how diet articles were to be procured.
(5) Stock taking and control.
(6) A book of authorized forms.
(7) Firewood.
(8) Cooking ranges.
(9) A form of bond for stewards and storekeepers to sign.
(10) A form for general requisitions.
(11) The question of a permanent advance to hospitals.
(12) A uniform method of paying bills.
(13) A uniform method of stock book keeping.
(14) A form for circulating comparative information regarding prices paid.
(15) How hospital necessaries were to be procured.
(16) How hospital returns were to be checked in the office of the Surgeon-General.
(17) How far these rules and proposed forms can be adopted in the hospitals of the lunatic asylums.

5. The following orders, &c., were placed before them for their information and guidance:—

Copies of—

(1) G.O., No. 1, Public, of 1st January 1889, regarding diets.
(2) G.O., No. 423, Public, of 11th June 1890, on same subject.
(3) G.O., No. 402, Public, of 22nd May 1891, on same subject.
(4) G.O., No. 1025, of 9th December 1891, regarding tenders for all requirements of hospitals.
(5) G.O., No. 330, Public, of 13th May 1892, containing rules regarding tenders and contracts and the departmental supply system.
(6) G.O., No. 165, Public, of the 7th March 1895, pointing out how the orders in G.O., No. 330, of the 13th May 1892, had been departed from.
(7) G.O., No. 1280, Judicial, dated 22nd May 1894, dealing with the result of the departmental supply system in jails.
(8) G.O., No. 1570, Judicial, of 26th June 1894, regarding the Jail department being consulted on the supply of articles before inviting tenders.
(9) The report on Jail administration, Madras, for 1894 with reference to the remarks on page 52, paragraphs 148 to 166 on diets, &c.
(10) G.O., No. 2286, Judicial, of 6th November 1891, page 108, paragraphs 24 and 25; page 59, paragraphs 167 to 194, and page 109, paragraph 109, with a view to the committee being guided by those orders and those already before it in submitting their proposals.
(11) Army Regulations, India, Volume V, Commissariat, sections on contracts, advertisements, estimates, tenders, earnest money, security, deposits, &c.
(12) Military Accounts Code, chapter 28, paragraphs 4 and 22.
(13) The uniform system of hospital accounts by Burdett, who is considered the best authority in Great Britain on hospital administration as regards expenditure.
(14) Reports from the different medical officers in charge of the Presidency State hospitals and lunatic asylums on the working of the departmental supply system.

6. The President was informed that the forms fixed by the Government of India for the annual returns could not be altered, but could be explained by foot notes, or supplemental statements could be submitted when necessary. He was also authorized to call direct for any information that the committee might require from the responsible medical officers.

7. The report of the committee is now before me, but as I will have to send it back for reconsideration on some points, I now submit my proposals for the orders of Government, as I understand that Government wishes for them with as little delay as possible.

8. The committee report that the delay in submitting their report has been due to—

(1) The number of collateral subjects they had to deal with.
(2) The difficulty of finding time to work up the questions in addition to their ordinary work.
(3) The fact that at first there was no Secretary and that he was afterwards changed.
(4) The correspondence they had with other officers.

9. The mass of details I have now to lay before Government will explain, to a great extent, why it has taken the committee so long to submit their report. Even these details do not show nearly the amount of work the committee had to do in addition to their ordinary official duties which, as Government is aware, already very fully occupy the time of the officers composing it.

10. (*a*) As regards the *uniform system of keeping accounts of income and expenditure*, Burdett writes in his book on the subject—

"Uniformity of accounts must result in considerable economy, by enabling every one concerned in the management of great charities to compare his own expenditure with that of his neighbours, and so to ascertain to what extent and in what particulars differences exist.

* * * * *

"The expenditure of a great institution includes so many items that, unless the same classification is generally adopted, no uniform system of accounts can be successfully carried out."

And he suggests an index of classification such as has been accepted by the Lords Committee of the Metropolitan Hospitals, London. In his hospitals and charities annual for 1895, he states—

"It is of the first importance that every one using the uniform system should have an index of classification at hand to refer to" and again "The uniform system is a sound system from an accountant's point of view, providing and only providing, it is carried out in its entirety and every temptation to approximate, much less to adjust, certain items is steadily resisted."

(*b*) If Government accepts the following proposals, it will be necessary to make out such an index of classification for general guidance strictly in accordance with the headings in statement V of the annual returns submitted to the Government of India, viz.:—

(1) Establishment, which should, I consider, include both the sanctioned establishment and any temporary or extra establishment, with explanatory foot-notes on statement V.
(2) Bazaar medicines.
(3) European medicines (including instruments and appliances) with explanatory foot-notes on statement V.
(4) Diet (including all extras and firewood).
(5) Buildings and repairs (the cost of new works should always be given separately and explained in foot-notes to statement V).
(6) Miscellaneous charges (including registers, &c., supplied by Government).

Nos. (2), (4) and (6) of these should have their sub-heads grouped in accordance with the suggestions regarding non-storable articles and storable in paragraph 25 * under III, Contracts, of the proposed diet rules (appendix B †), viz.:—

(i) Non-storable articles.
(ii) Bulk supply "
(iii) Periodical supply articles.
(iv) Articles on requisition.

(*c*) Burdett writes in another place—

"One object in publishing this system of books and accounts is to bring ascertained and accurate facts to the knowledge of those engaged in hospital administration with the view of exciting interest in the many questions, which will necessarily arise when uniformity is secured. Everybody who has any knowledge of hospital work is aware of the great differences which exist, and we are inclined to think which usefully exist, in the details connected with the management of institutions under the voluntary system; such differences excite interest and comparison and give free scope to the ingenuity and intelligent foresight of those who are responsible for the conduct of each institution. An uniform and common system of administration would tend to narrow the area for improvements and development and would therefore be anything but advantageous to the best interest of all concerned. It must further be borne in mind that the bare statement that a bed costs so many pounds at one institution and half as many pounds at another institution does not necessarily, if at all, determine that the management of the one is infinitely superior to the other or *vice versâ*. The merits can be ascertained only by a careful inquiry into all the circumstances, and by a detailed examination of the figures which go to make up the total sum in each case. It follows therefore that an uniform system of accounts will be more useful to the managers than to other persons, because they alone, in conjunction with the comparatively few individuals who make a study of the questions involved, will be able to test the figures and to deal with them on their merits.

* * * * *

"It will be very little use introducing a uniform system of accounts unless steps are at the same time taken to carefully supervise the commissariat arrangements, with a view to ensure that every article be of the best, and that it is produced under the most favourable conditions at the lowest price prevailing in the market for the best quality of the sample selected by the managers."

One great advantage of such a system of accounts in the Madras State hospitals and those of the lunatic asylums would be that the responsible officers could more

* Not traceable. † Not so marked.

accurately, from year to year, examine the different items of expenditure in their own hospitals, which will be dealt with fully in the annual reports on the State hospitals and lunatic asylums.

The committee report that "the advantage of having a system, such as this, is obvious," and that "from the books kept in the various hospitals, statement V of the annual returns can readily be made out."

* * * * *

(*d*) The books kept in the General Hospital the committee consider should serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Some of these books are not required by the smaller hospitals, and this is indicated opposite each.

(1) *Cash book—Receipts and payments.*—These forms are to be found facing * page 41 of appendix B, Book of Forms. . To be used in all hospitals.

(2) *Establishment acquittance roll—Permanent establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of contingent bills, contractors' and tenderers' bills and of all bills except those of the permanent establishment.*—Required for all hospitals. Simply a manuscript "*office copy*" book.

(4) *Book containing office copies of permanent establishment bills.*—Required for all hospitals. A manuscript "*office copy*" book.

(5) *Book containing acquittance rolls and copies of bills of temporary establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental purchase book.*—If the "tender system" were practicable, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present exist in some of the hospitals. Civil Medical † Book 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50, respectively, for sanitary purposes. No special form.

(8) *Register of receipts and payments of personal deposits by patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank receipt book.*—Kept in all hospitals.

(10) *Receipt book in counterfoil for hospital diet charges to patients.*—C.M.F. No. 38.

(11) *Grass account book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly.*—Required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.*—C.M.F. No. 42.

(14) *Register of contingent charges.*—C.M.F. No. 43.

(15) *Furniture distribution stock book.*—C.M.F. No. 44 ; for all hospitals.

In addition to the above, the Lying-in Hospital keeps—

(16) *A batta book for pregnant women.*—No special form required.

(*e*) I am of opinion that separate cash accounts should be kept for all receipts and expenditure which should not appear in statement V under the ordinary income and expenditure of the institution, such as—

(i) The Poor Fund in the General Hospital.
(ii) The Batta Fund for pregnant women in the Lying-in Hospital.
(iii) The Amusements Fund in the Lunatic Asylum, Madras.
(iv) The cash deposits by patients—C.M.F. No. 37.

* Facing page 41 (now page 3 of Appendix A) is a notice. The only cash book forms prescribed are on pages 61 and 62 of Appendix A.
† C.M.F. No. 35.

(v) The accounts of the Government school for midwives in the Lying-in Hospitals.
(vi) The accounts of the Lady Wenlock Nursing Institute in the General Hospital.
(vii) The accounts of the Madras Training school for sick nurses in the General Hospital.

It would be better if a statement of receipts and expenditure for each of such funds were attached to statement V of the annual returns. Government has already ordered in G.O., No. 439, of 31st May 1895, paragraph 1, that a separate report should be made on the Lady Wenlock Nursing Institute, and it would be well if this principle were adopted regarding all such funds.

(*f*) The committee have found that some of the books in different hospitals, though intended for the same purpose as those referred to above, are not drawn up in a convenient form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used, in which I concur and with the sanction of Government propose to issue them as civil hospital books and forms. As regards Nos. (3), (4) and (5), I consider such office copies should be kept on the printed forms in a portfolio and need not be bound into books.

11. (*a*) *Auditing of accounts.*—This the Accountant-General has already promised to arrange for periodically as regards the General Hospital—*vide* G.O., No. 570, Public, dated 9th July 1895.

(*b*) I would propose that he should, if possible, do the same for all the State hospitals and the Lunatic Asylum in Madras and that he should submit a report through my office to the medical officers in charge stating whether the accounts have been found in a satisfactory state or otherwise. It must, however, be clearly understood by the medical officers in charge that it is their duty to see that the monthly bills are correctly made out and kept.

12. (*a*) *A uniform system of forms for the dietetic management of hospitals.*—On this subject Burdett writes as follows :—

"Very many and varied attempts have been made by the lay committees to control the expenditure in the wards. It has been usual for them to make inquiries which have resulted in proving that certain cases were costing a great deal of money, and then to refer the matter to the medical officers, resident and honorary, who are immediately concerned. Having no knowledge of medical treatment, the result can be easily surmised. It almost invariably happens that the particular cases singled out are of some special nature where extraordinary expenditure is fully justified by the circumstances of the case, its emergency and severity. In some instances, with the object of enlisting the co-operation of the medical staff, the practice prevails of either (1) making the whole of the honorary physicians and surgeons members of the committee of management, or (2) empowering the medical staff to elect two physicians and two surgeons as members of the general committee. In practice, small results have followed the adoption of either of these courses, owing chiefly to the notorious fact that there is no profession where jealousies prevail to the same extent as they do in the medical, and each physician and surgeon has felt great delicacy in calling in question the work and treatment of his colleagues. For all these and many other reasons, we are convinced that the system introduced at the Edinburgh Royal Infirmary is the only one calculated to affect materially the expenditure of a general hospital, and therefore we strongly recommend its adoption by the committee of every institution which desires to be economically and properly administered."

(*b*) While not agreeing with Mr. Burdett as to the cause, there is no doubt that much difficulty arises even in such an office as mine, where the head is a medical man, in getting at the truth of expenditure and ascertaining how excessive expenditure may be prevented. This subject was well dealt with by the Calcutta Committee on hospital expenditure, and the Committee in Madras whose report is printed in G.O., No. 1, Public, dated the 1st January 1889, also dealt with it proposing such forms as might be of use in comparison and fixing that the annual average rate of diets and extras for Europeans was not to exceed 8 annas a day and for natives 4 annas a day.

(*c*) The Committee point out that there can be only a certain amount of uniformity in internal management, and that the Medical officers in charge should not be hampered in their endeavours to improve even on what the Committee recommend.

They state that they give expression to this feeling as they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

(*d*) In these views I largely concur. The general use of the forms now proposed in the Book of forms, Appendix * B, will go as far as I consider desirable and the comparisons made on the administration of these hospitals in the annual report on the State hospitals and Lunatic Asylums will, from time to time, show Medical officers in charge the direction in which improvements can be made. Proposed Civil medical form 49 will require confirmation by me under orders in G.O., No. 665, Public, dated 6th August 1895.

13. (*a*) *Diet rules and how diet articles are to be procured.*—The Committee state that since the promulgation of G.O., No. 330 of the 13th May 1892, "Superintendents of State hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all; so, to a certain extent, hospitals have been getting their supplies for the last two and-a-half years more or less by 'rule of thumb.' To adhere to the Government order was impossible." They also point out that this has been represented from time to time and that the rules in the Government order as drawn up are not workable.

(*b*) No doubt representations have been made, some of them far too early, even before, the rules had been given a fair trial. On my ascertaining that these rules were not being carried out properly, I called attention to them and at the same time appointed this Committee to report on how the rules could be made to work.

(*c*) I considered the principles of these rules were sound and that apart from this, it was the manifest duty of the officers concerned to carry out the orders of Government making such representations as appeared to them desirable. I have dealt at length with the subject in my letter No. 38-Tour of the 24th November 1894, and when the final orders of Government are received on the proposals now submitted, I do not apprehend there will be the least difficulty in seeing that the orders of Government are carried out.

(*d*) The Senior Medical Officer, General Hospital, has on the 3rd August this year, with reference to G.O., No. 165, Public, of the 7th March 1895, which pointed out how the original rules have been departed from, forwarded to me a list of tenders from which it is seen that out of 85 articles advertised for, tenders were received for only 27; that one man tendered for 24, one for 15, one for 10, and four for one article each. On the whole the bazaar rates were more favourable.

(*e*) I circulated this to other Medical officers to ascertain if they had found similar difficulties, and if so, how they had dealt with them. The Superintendent, Lying-in Hospital, replies—

"In the case of this hospital, the articles were divided into groups of somewhat similar articles such as 'bread and flour,' 'milk and butter-milk,' 'arrowroot and other farinaceous articles,' 'sugar, brown and white,' and tenders were obtained without difficulty for these groups—altogether 35 in number. On the whole more favourable rates were obtained than last year. If each individual petty article had been tendered for separately, the same difficulty as has been now experienced at the General Hospital would no doubt have been felt here."

(*f*) The Acting Superintendent, Government Ophthalmic Hospital, writes:—

"As regards this hospital the articles were divided into fifteen groups. Tenders have been received for all except for one group consisting of hospital necessaries, &c., which are required in small quantities only. The articles in this group are now being purchased monthly as required."

(*g*) The Superintendent, Lunatic Asylum, Madras, writes—

"In accordance with G.O., No. 330, Public, of the 13th May 1892, tenders are invited for non-perishable articles, which are formed into five or six groups; this is published in the *Fort St. George Gazette* and spare copies of the notification are distributed amongst the known contractors. Tenders are received on a fixed date for the articles supplied in bulk and there is no difficulty in getting tenders for them all; when tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk."

* Not so marked.

(*h*) The Committee further point out that these rules deal (1) exclusively with *diets*, whereas by subsequent correction it is clear that other articles required in hospitals are to be obtained in the same way; (2) the names of articles enumerated in them did not include all requirements; (3) that *every article should be obtained by separate tender.*

(*i*) They point out that shopkeepers would not thus tender depositing earnest-money and that departmental direct purchasing had to be resorted to.

(*j*) Below will be found a copy of a General Hospital advertisement which the Senior Medical Officer drew up with an idea of adapting it to the Government rules. He says that tenders for only a few of the articles were obtained. It gives an idea of the actual requirements and of the trouble which its preparation must have cost him. His idea was adopted by the other Medical officers in charge.

MEDICAL DEPARTMENT.

General Hospital.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words "Tenders for Hospital supplies" written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest-money. Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 13, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5 and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"I, the tenderer, agree to have the earnest-money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract."

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in loaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gals.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gals.	1,200

Bulk supply for six months from 1st April 1895 to 30th September 1895—*cont.*

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Salt, white, clean	„	370

No. 13.

Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	„	15,000
Mutton, 1st sort, without bone	„	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital; specific gravity not under 1,025; pints of 20 oz.	„	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed.	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut, without shell	lb.	100
Chillies, green	„	8
Coriander leaves, green	„	5
Ginger, green	„	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	„	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	„	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	„	9,000
Vegetable, Europe, fresh (varied daily exclusive of wastage)	„	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	„	25
Bran, 1st sort	„	1,000
Flour, wheat	„	1,200
Soojee, 1st sort	„	75

No. 20.

Ice	lb.	35,000

C.

Wines, Spirits and Aërated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	„	36
Constantia	Bottles	54
Gin	„	6
Sherry	Bottles	24
Whisky	„	14

No. 23.

Gingerade	Dozen	3
Lemonade	„	140
Lythia water	„	2
Soda water	„	700
Tonic water	„	10
Potash water	„	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Do. long, fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Do. table	,,	8
Do. table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs	200
Towels, dungary	No.	200
Do. Patna	,,	125
Do. rollers, coarse (Jack)	,,	15
Do. bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50
Aprons, doctor's	No.	6
Banians, flannel	,,	100
Caps	,,	10
Mattress covers	,,	10
Napkins	,,	5
Paliasses, blue unstuffed	,,	45
Pillow cases, large	,,	400
Do. thick	,,	15
Quilts, chintz	,,	100
Do. cotton	,,	240
Sheets, cotton	,,	130
Do. draw	,,	50
Do. dungary	,,	10
Shirts, 1st size	,,	200
Do. 2nd size	,,	15
Socks, flannel	,,	15
Trousers, flannel	,,	10
Do. cotton, 1st size	,,	100
Do. 3rd size	,,	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Do. small	,,	40
Bath-bricks	,,	12
Bladders	,,	600
Blue-powder packets	,,	30
Books for prescription	,,	48
Bottles, empty, clear glass	,,	500
Do. pint, empty	,,	700
Do. sauce, empty	,,	300
Bratties	,,	700
Brooms, long	Bundles	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Do. brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60

No. 28—cont.

Cocoanut scrubbers	No.	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	,,	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	,,	30
Horse hair	,,	1
Knife-polisher	Tins	3
Lamp thread	lb.	6
Do. wick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	,,	12
Limestone, burnt	lb.	60
Liquorice root	,,	96
Marking nuts	,,	20
Matches	Boxes	350
Mats, common	No.	24
Needles	Packs	6

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required—cont.

No. 28—cont.

Padlocks, patent, iron	No.	15
Pins	Paper	6
Red paper	Sheets	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards	15
Safety pins	Boxes	100
Sandpaper	Sheets	50
Sawdust	lb.	80
Spirit of wine	Bottles	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	,,	70
Tape, country	Yards	500
Thread, sewing	lb.	12
Twine, Europe	Rolls	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Do. large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Ovens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Do. iron, enamelled	,,	6
Do. China, large	,,	6
Bowls, China	,,	100
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	12
Cups and saucers, fine	,,	24
Chimney, large, kerosine	,,	50
Do. small	,,	40
Do. large, oval	,,	12
Carving knives	,,	1
Do. forks	,,	1
Dish, white, with cover	,,	12
Ewers, China	,,	6
Feeding cups, China	,,	12
Forks, table	,,	26
Do. dessert	,,	36
Finger glass	,,	6
Jugs, milk, white	,,	12
Jars, earthen (empty ginger preserve)	,,	100
Knives, table	,,	36
Do. dessert	,,	36
Lanterns, wall, kerosine	,,	5
Lanterns, cocoanut, hanging	,,	5

No. 30—cont.

Lanterns, cocoanut, hand	No.	5
Looking glass, large	,,	5
Mincing machine	,,	1
Nutmeg-graters, large	,,	1
Plates, hot-water	,,	6
Do. dinner, white	,,	50
Do. white, soup	,,	6
Do. do. cheese	,,	6
Do. do. dessert	,,	6
Do. green for custard	,,	50
Saucepans, iron, enamelled	,,	2
Sneakers, with cover	,,	6
Spoons, table	,,	12
Do. metallic	,,	24
Do. dessert	,,	12
Do. tea	,,	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Do. small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Do. do. 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Do. bed-head tickets	,,	50
Do. funnels	,,	6
Do. pots, large	,,	100
Do. chart-holders	,,	50
Do. hand-bath	,,	6
Do. arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Do. hip-bath, zinc	,,	3
Do. foot-bath, zinc	,,	3
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	6
Rakes for garden	,,	12
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly	No.	74

General Hospital, Madras,
26th February 1895.

(Signed) W. PRICE, M.D., Brigade-Surgn.-Lt.-Col.,
Senior Medical Officer, General Hospital.

13. (*k*) The committee point out that the above lists will give some idea of the requirements of a large hospital. The following is the list of hospital requirements given in the Government Order under consideration :—

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingelly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Do. seed.*	Vendium.

* Cummin seed is doubtless meant.

(*l*) The committee are of opinion that the grouping form of advertisement is the only workable one.

I consider it is the best system, and hope Government will sanction its adoption. The idea of each article being tendered for separately appears to me to have been founded on the practice of people tendering for articles which were used in large quantities at a high rate and then making their tenders appear low by entering other articles which were not likely to be called for at impossibly low rates. This will be avoided if the grouping system is allowed and only articles of a similar kind are included in each group. In any case they will be able to select each article at the lowest price in the group as they will not be bound to accept the tender complete and, moreover, under the proposed rules, they will not be bound to accept any tender if they find they can procure the article elsewhere at a lower price.

(*m*) The committee point out that the rule in the Government Order of 1892, *i.e.*, paragraph 2 "for the supply of such quantities (of nonperishable, *i.e.*, storable articles) as will fill the storage accommodation available," would lead to enormous loss and wastage, that it is not advisable to store such large quantities of diet articles and that it is impossible to test the quality of large quantities at a time.

I do not consider it was ever the intention of Government that enormous quantities of such stores should be taken in to fill available accommodation.

(*n*) The committee do not appear to have been aware of the fact that Government had already modified the quantity of rice that was to be kept in store in the Calicut Lunatic Asylum on account of the representation which had been made about the deterioration it underwent in that climate if stored in large quantities.

(*o*) The committee suggest "that the rule should be that such articles should be taken in in such quantities and at such times as the Superintendents shall judge right—what the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The committee state they use the word *leisurely* advisedly and that *in no other way can the diet of the sick be properly selected.*"

I agree with the committee in so far that the Medical officer in charge should be held responsible for the quantity taken in at a time and that it should never exceed the amount he can efficiently examine and see for himself that the quality is good and up to sample and the quantity is actually received. He alone is fitted to judge how he can best carry out this duty keeping in mind the necessity of obtaining the article of the best quality at the lowest possible rates.

(*p*) The committee point out that this is a partial return to the contract system, but that it includes a workable store system. This is the system working in the large

hospitals in Great Britain will be seen by the following copy of the agreement form in use in hospitals where the uniform system of accounts is in force :—

"Should this tender be accepted (I or we) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

"If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or we) should fail to deliver them *from time to time* when ordered (I or we) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the committee of management shall at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or we) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp. *Signature.*

Date Accepted for

on behalf of the Committee of Management.

Chairman."

(*q*) The committee consider that each individual Superintendent should receive tenders and conclude contracts for his own institution. This they will do, but the duties of the Surgeon-General in regard to all such contracts have since been laid down in G.O., No. 665 of the 11th July * 1895, which, since the date of their report, has been circulated for general information. When each Superintendent is submitting these tenders for my approval he should prepare a comparative list in the same form now in use by the Medical Storekeeper to Government when he submits the tenders for my approval.

(*r*) The committee also consider it desirable that a comparative statement (Civil Medical Form No. 46) should be compiled in my office, so that each Superintendent should see what the prices in the other institutions were. This has been done for 1894 and 1895 and I consider should be continued.

(*s*) *Diet rules.*—I consider the diet rules (Appendix † A) proposed by the committee should be adopted with the following modifications :—

Section II, rule 3.—Add after the word limitation "that he ‡ should purchase when the market is favourable but" and the words "the quantity" should be substituted for "it."

Rule 4 would, I consider, work well if the suggestions in paragraph 10 § of this letter are sanctioned.

Rule 6.—Substitute the word "shall" for "should." The monthly price list of grains, &c., is now furnished to all such institutions.

Rule 7.—Omit last sentence.

Rule 8 *should become rule* 11 *and should read*—"Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorized form, before completing the contracts, which must be countersigned by the Surgeon-General."

Section III—Contracts, paragraph 23, *proposed schedules.*—It will be necessary for me, in consultation with the different officers concerned, to fix the quality which should be entered in the advertisement for each article in the index classification if my proposals in paragraph 10 of this letter are sanctioned.

* th August 1895. † Not so marked, but now Appendix B. ‡ They. § Paragraph 10 is about forms of accounts.

Section IX, paragraph 2 *as modified.*—I do not consider necessary if the permanent advance suggested in paragraph 20 of this letter is sanctioned, and I would let the rules stand as originally printed.

Section XII—Hospital dietary, page 121.*—There should be a foot-note added to the time-tables to the effect that Superintendents may modify the hours to suit their own hospital requirements. This was sanctioned in G.O., No. 1, Public, dated 1st January 1889, and is most important as the requirements in different institutions vary considerably.

Appendix II, page 131, † *paragraph* 7.—Instead of the words "so-called pint" it would be better to insert "unit of measure."

Appendix III, page 132,‡ *rule* 6.—The word "unauthorized" should be substituted for "non-contract."

14. (*a*) *Stock-taking and control.*—The Committee suggest that a junior Medical officer should be deputed from time to time, and without any warning, to each of the institutions with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

(*b*) I cannot see either the necessity for, or desirability of, this suggestion. Under existing rules each medical officer is responsible that he checks the quantity of any article remaining in stock before he submits a requisition for any fresh article.

(*c*) I consider it is desirable that the medical officer in charge should, at least once every half-year, make a systematic inspection of an uncertain number of the articles of stock in hand, comparing the amount remaining with the entries in the stock-books, and that he should state in his annual administration report that he is satisfied that the stock-books of all such articles were properly kept up as is now done regarding service-books and valuable Government property. It will become part of my duty to see that these stock-books are properly kept when I am inspecting such institutions.

15. (*a*) *Forms.*—The forms proposed by the Committee are attached to this letter and superscribed "Book of forms" (Appendix B) §. The Committee state they are given as models and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the book, will ‖ keep individual Superintendents to select those which suit their own particular institution best. At first sight the mode of use of these forms seems puzzling, but in practice, the Committee state, no real difficulties arise, and they do away with loose manuscript dockets, which are a waste of time and paper, are very untidy and get readily lost (*vide* Committee's rules, page 127,¶ as to their use).

(*b*) The forms recommended for the Storekeeper are taken from Commissariat sources for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

(*c*) Captain Watson has, I know, given the Committee much assistance in this matter.

I recommend the adoption of these forms, as civil hospital forms, to be printed at the Government Press and distributed under the rules which Government will pass on a proposal of mine lately submitted on this subject.

(*d*) It is desirable that whenever a medical officer in charge wishes to have any modification made in them, he should apply for sanction to this office.

Civil medical forms 50, 51 and 52 will have to be corrected for each institution.

Civil medical form 40 appears to require slight revision. The two headings "without diets," should, I think, read, "on extras alone" and the heading "average" should, I consider, read "average cost per day" including those on extras and diets, but both these I can correct with the Senior Medical Officer, General Hospital, if the general form is approved.

Civil medical form 42.—It is advisable that whoever fills in the admission register of the institution should be responsible for the completion of columns 1, 2, 3, 4 and 5, as regards those patients who are liable to pay. This will be a check on the Steward.

* Page 123. † Page 138. ‡ Page 134. § Not so marked, but now Appendix A. ‖ Help. ¶ Page 129.
N.B.—These pages are now 14, 24, 25 and 20 of Appendix B.

Civil medical form 49 will require confirmation by the Surgeon-General—*vide* G.O., *No.* 665, Public, of 6th August 1895, and this should appear on the form.

16. *Firewood to be used in Cooking diets.*—The attention of the Committee was called to the fact that, under G.O., No. 1, Public, dated the 1st January 1889, four pounds of firewood per each European diet and two pounds for each Native diet were being passed, and that I considered these scales excessive in face of the experience of the Calcutta Medical College Hospital in Calcutta, mentioned in the above Government Order, the experience in jails as shown by the Jail Code, which was sent to them and the facts dealt with in the report on Jail Administration of 1891, which was before them. The Committee consider the scale of 4 lb. per European and 2 lb. per Native diet a reasonable maximum. The recommendation of the Committee on this matter will be found in the "diet rules" (page 120),* and I consider the proposed rules should be adopted.

17. *Cooking Ranges.*—The Committee report that the Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for Native patients, and, pending his report, they do not wish to commit themselves to any particular form of cooking range. Should his experiments fail, they think the Lying-in Hospital iron range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

On receipt of this report I will address Government on this subject.

18. *Storekeeper's and Steward's Bond.*—The proposed forms—Civil Medical Forms 51 and 52—have been prepared by the Government Solicitor and should, I consider, be adapted to the wants of each institution.

19. *General requisition form.*—Proposed Civil Medical form 45 has been drawn up in communication with me and will meet all requirements—all articles which require my sanction should be indented for on it.

20. *Permanent advance for petty departmental purchase.*—The Committee consider this is absolutely necessary, as hospitals are constantly requiring odds and ends which cannot be got by tender. The amount required will vary for each hospital and they suggest for—

	Rs.
The General Hospital	300
The Lying-in Hospital (which is already sanctioned and is necessary on account of batta to pregnant women and hire of punka men)	400
The Ophthalmic Hospital	20
The Leper Hospital	20
The Voluntary Venereal Hospital	20

I would add—

The Madras Lunatic Asylum	100
Calicut and Vizagapatam Asylums, each	20

I consider it is desirable that these permanent advances should be sanctioned for each of these institutions.

21. *A uniform method of stock-book keeping.*—This appears most desirable, as there had been found to be a great diversity in procedure.

The proposed forms—Civil Medical Forms Nos. 30, 31, 32 and 33, which are founded on those in use in the Commissariat Department, explain themselves and will, I consider, meet the requirements. The Committee also propose a "furniture distribution form"—Civil Medical Form 44 which, when adopted, will show at a glance where the various articles of furniture may be found. This will be useful in checking annually the stock of Government property which has to be reported on in the annual administration report.

22. *A circular price list form.*—Proposed Civil Medical Form 46 will show the prices paid for diet articles, &c., in each institution and will be circulated from my office when the necessary figures are received. This comparison of prices should show medical officers whenever they are paying too high a price for any particular article.

* Page 122 (now page 13 of Appendix B).

23. (*a*) *How hospital necessaries are to be procured.*—The Committee suggest that "they should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. In advertising for tenders for diet articles the Superintendents should include hospital necessaries." I concur in this proposal.

(*b*) No fixed list of "hospital necessaries" exists. With the consent of Government I shall, in communication with the medical officer concerned, authorise a list and direct that no unauthorised article should be included without my special sanction.

24. (*a*) *The checking of hospital returns and bills in the Surgeon-General's office.*—As I know this to be unsatisfactory, I called on the Committee to report how it could be improved; they report as follows:—

"This question arose incidentally in connection with the controlling and checking of hospital stores. In a minute by the Committee to the Surgeon-General, a sentence was used which seemed to imply that hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"'The audit in this office is governed by the following rules:—

"'(i) checking the daily register of dieting in-patients in the Government Presidency hospitals including Lunatic Asylums;

"'(ii) bring to notice any inaccuracies of calculation, excess in cost where the money average is above 8 annas a day for European and 4 annas a day for Native patients or any other irregularities which may be found in the documents;

"'(iii) comparing diet registers with ingredient statements and calling for explanation in case of discrepancies;

"'(iv) seeing that the charges in the bills are not in excess of the quantities entered in the ingredient statements and other vouchers;

"'(v) seeing that the articles issued for each diet in the ingredient statements are in accordance with the sanctioned scale.

"'(vi) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for medical stores, bedding and clothing, &c., and

"'(vii) in disposing of hospital stoppage lists, &c.'"

(*b*) The following office standing orders also are in force:—

"II.—Each clerk is individually responsible for his own share of the work.

"III.—All bills and statements should be minutely and carefully checked according to rules, and not in the casual way hitherto done."

(*c*) The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For, it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw, they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

(*d*) However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

(*e*) I concur in the opinion that the work has never been properly carried out in my office and it would be quite impossible for one clerk to carry it out especially when it is remembered that the diet returns and bills are due in my office about the 10th of each month and that the contractors cannot be paid until the bills have been passed.

(*f*) Considering the number of bills and returns which have to be dealt with, the work could, I think, be done thoroughly if Government would sanction one clerk who had had previous experience of checking such accounts in the office of the Examiner of Commissariat Accounts or the Accountant-General's office on Rs. 80

and two Assistants—one on Rs. 30 and one on Rs. 20 a month—to assist him in the necessary checking and compilation of statements, which should be laid before me by my Secretary each month to show how the expenditure is going on in connection with the budget allotments.

25. *How far these rules and proposed forms can be adopted in the hospitals of the Lunatic Asylums.*—The Committee report—

"In considering the subject of Lunatic Asylums, the Committee has found that a large amount of uniformity in the methods of account may be established between their establishments and hospitals. It finds that many of the forms in the book of hospital forms, which it has drawn up, may be made applicable to the Lunatic Asylums, of course, the headings have to be somewhat different, just as they must be for each of the hospitals.

"The following is a list of the proposed forms they suggest Nos. 1, 15, 18, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52 and 53. Of these Nos. 1, 15, 18 and 43 require slight modification to fit them for Lunatic Asylum purposes. In place of the requisition forms 11 to 14 in the book of forms, the following forms should be substituted for use in Lunatic Asylums in making requisitions both on the contractors and on the Storekeeper. They should be bound in books, foil and counterfoil."

Requisition on $\frac{\text{Storekeeper}}{\text{Contractors}}$

List of articles

Required on 1895.

	lb.	oz.

Steward,
Lunatic Asylum.

Madras,
1895.

The Committee go on to say "many of the diet rules as recommended by the Committee are also applicable to Lunatic Asylums."

"Sections II, III, IV, V,* VI, VII, VIII, IX,* XI,* XII,* XIII,* and Appendix I are all applicable, but in regard to sections V, IX, XI, XII and XIII, the Committee would remark as follows:—(*a*) Section V—As far as the Madras Asylum is concerned, this section is completely applicable, but in the case of the Lunatic Asylums at Waltair (Vizagapatam) and Calicut, the checking must be done either by the Surgeon-General himself while on tour or by some special officer deputed by him."

The method of stock-taking has already been dealt with by me in paragraph 14 of this letter, otherwise I consider all these suggestions may be adopted.

26. I hope these rules will meet with the approval of Government as adopting the principle embodied in the rules of G.O., No. 330 of the 13th May 1892, as far as they can be made applicable to the requirements of hospitals. I attach (Appendix C) * copies of some diet sheets taken at random from such records showing how very different the work is in hospital compared with dealing with people on fixed scales of diet as in prisons and amongst healthy inmates of Lunatic Asylums.

I am convinced that, if Government sanction the present proposals and when they are put into working order, there will be more satisfactory results than have hitherto been achieved.

Read—also the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 30th October 1895, No. 470.

In continuation of my letter, No. 405, of the 23rd September 1895, I herewith submit a copy of the report of the Special Diet Committee, as I consider it is desirable that Government should be in possession of the views of the medical officers concerned, who have all had considerable experience in managing their institutions, though with many of them I do not altogether agree.

2. I cannot admire the so-called resourcefulness of the medical subordinate referred to in paragraph 4 (6) and am convinced that no commissioned officer would permit such an irregular action as is described.

3. I cannot concur with their suggestions in paragraph 4 regarding the item of expenditure for "burial of paupers" being omitted; they apparently leave out of consideration that it would not be desirable to send the bodies of pauper lepers to the dissecting room, nor possible to send the bodies of numerous unclaimed infants dying in the Lying-in hospital, and that it is most undesirable that any such rigid rule as they propose should exist. No medical officer should be required to send the bodies of all paupers to the College irrespective of the natural objections of surviving relatives.

4. With reference to the committee's idea in paragraph 2, section III, on page 12 †, as far as I am aware their view that any one wishes to fix a rigid uniformity in internal management of the different institutions is purely founded on conjecture.

5. I consider that the committee would have modified their assertions in paragraphs 2 and 3 on pages 12 and 13 † and paragraph 6 on page 19 † if they had been in possession of the orders of Government since received in G.O., No. 815, Public, of the 2nd October 1895. Their remarks only show, as I have written before, that the medical officers concerned have not properly appreciated the orders of Government.

6. In their comment on what they call the bulk store system in paragraph 8, page 19, † they leave out the important fact that the system as directed by Government was never carried out thoroughly, and that the system that was working for some time was only the old contract system under another name, and that none of the figures they give can be considered to apply to such a system as Government contemplated.

7. The word "non-storable" should appear in Rule I, page 133 ‡, Appendix II, before the word "articles".

8. *Note on Page* 117§.—The word "authorised" should be entered before "article" —see my proposal in paragraph 13 as regards Appendix III, page 132 (now 134) ‡, Rule 6.

9. *Appendix IV, Page* 135‡.—The method of calculating the average cost of diets I will deal with when replying to paragraph 9 of G.O., Nos. 712, 713, Public, dated the 28th August 1895.

* Not marked so, now page 33 of Appendix C.
† Now pages 12, 13 and 19 of Appendix C.
‡ Now pages 24, 25 and 26 of Appendix B.
§ Now page 7 of Appendix B.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 14th January 1896, No. 10.

With reference to paragraph 22 of G.O., No. 815, Public, dated the 2nd October 1895, and to my letter, No. 470, dated the 30th October 1895, forwarding the report of the Special Diet Committee, I now attach a copy of a valuable letter on the subject of the departmental supply system as regards non-perishable articles which has been kindly furnished me by the Inspector-General of Prisons.

2. I have sent this to Brigade-Surgeon-Lieutenant-Colonel Price and Surgeon-Lieutenant-Colonel Branfoot for their remarks. The former considers it most useful and instructive, especially as regards calling for tenders when the articles are cheap instead of on a fixed date half-yearly or otherwise. He considers the principles of the Inspector-General's letter can be fitted into the proposals of the Diet Committee without any trouble and suggests it should be attached to it as an appendix, in which I concur.

3. As regards the forms and books referred to in paragraph 5 of the letter, I have sent them to the committee in order that they should propose any alterations in the forms and books which are now before Government in the report. On receipt of their report, I will submit it to Government.

4. Dr. Branfoot states that the principles of this letter have been adhered to in his hospital, but that articles are not, or have not been, bought always at the cheapest times, because in the Presidency town the fluctuations in the market are, as far as he has ascertained, not very great in the matter of grain, and because it is necessary to buy when the supply is falling low; also there is no Steward's establishment in the Lying-in Hospital from which any one could be spared to go into the bazaars to make purchases and the Storekeeper is forbidden by the order of Government to have anything to do with the purchasing.

Enclosure.

From A. G. CARDEW, Esq., M.A., I.C.S., Inspector-General of Prisons, to the Surgeon-General with the Government of Madras, dated 3rd December 1895, No. 6451.

In reply to your letter No. O-1013, dated 30th October 1895, I have the honour to state that what is meant by the departmental system of obtaining rations is the plan of buying definite quantities of articles of rations from merchants instead of letting out to them the right to supply indefinite quantities that may be required during a given period. If a merchant undertakes to supply rice to a jail or hospital at a fixed price for a year or for half-year, he has necessarily to allow for a rise in price occurring during his contract, or if he guards against this contingency by laying in a stock of rice equal to probable requirements, he has to charge interest on the capital locked up. The central principle of the departmental system is that the Superintendent of the jail or other institution should himself calculate the probable requirements of the year in rice, and should then buy that amount and store it.

2. It is a consequence of this system that purchases should, as far as possible, be made in large quantities at that season of the year when prices are usually lowest. This season will differ with different articles. The connection with the merchant is as brief as possible. The Superintendent says, "I want 10,000 lb. of rice delivered within so many days or weeks of this date; at what rate will you supply?" He accepts the cheapest rate, which must, of course, be up to a sealed sample, and the merchant delivers the whole 10,000 lb. within the number of days or weeks stipulated. Payment in cash is at once made, and the minimum amount of delay and uncertainty is caused to the merchant.

3. As regards the actual method of purchase, different plans can be followed. Some Superintendents themselves hold an auction in the bazaar, having first announced the hour and place by tom-tom. This system answers well in large jails, but the process of sitting in a bazaar with a crowd around is not always pleasant. Other Superintendents hold auctions at the jail gate. In either case the procedure at the auction is the same—the number of lb. of rice, chillies, &c., required is named, a sample is shown, and the merchants present are asked to bid against one another; the best rate being accepted. Probably the auction system would be found unsuited to the Medical department. Another plan is to send the jailor or other responsible subordinate into the bazaar to make purchases This method answers well in the Jail department because the result of the jailor's purchases is clearly exhibited in the annual cost of the

jail and so responsibility is thoroughly enforced. It will probably not suit the Medical department. The other alternative is to call for written tenders by published advertisement. There seems to be no valid objection to this plan, care being taken that the merchants do not form a ring and that the rates offered are not dearer than those usually obtaining in the market.

4. It has been found useful in this department, when the merchants in the local market combine, to buy supplies from a distance. Even if no economy is obtained at the time, the merchants are taught that they are not indispensable.

5. A proper system of stock and diet accounts and of returns based on these is necessary in the working of the departmental system. The jail forms which are printed in the Jail Code are, I believe, as nearly perfect as possible for the objects required in jails. As soon as a purchase of rice is made, the quantity bought is brought on the Stock Book (Form No. 32) and no payment for rations should be made without seeing that the article is properly brought on to the Stock Book. Daily issues are recorded in the Diet Roll (Form No. 34) and the total of each day's issues is shown in the column "Quantity issued" of the Stock Book, a daily balance being struck under each article. In a large jail, the due calculation of issues and the maintenance of these two books takes about an hour per diem. The correctness of the entries in these forms is checked in my office by the returns—Forms Nos. 63, 64 and 65. In Form No. 65 purchases are checked by the actual cash expenditure, issues by the totals of Form No. 63, which is itself checked by Form No. 64. The Jail returns are so arranged that an over-issue of half an ounce of ragi in a monthly consumption of 30,000 lb. is at once checked, and so long as the Stock Statement (Form No. 65) agrees with the Stock Book (Form No. 32), fraud is impossible. To assure agreement, a certificate has been added at the end of Form No. 63, but Superintendents often sign it without complying with its requirements.

6. Store-rooms are, of course, required for the working of the departmental system, and some experience in storing grain is needed. In practice waste through errors in storage is not serious. If grain is thoroughly dry when it is put away, and if it has a pukka flooring, which will not admit damp under it, it cannot spoil.

7. It appears to me, however, that the central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much rice within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price, &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated 31st January 1896, No. 64.

In continuation of my letter, No. 10, of 14th January 1896, paragraph 3, I have the honour to inform you that the Diet Committee report as follows:—

The committee considered the letter to the Surgeon-General with the Government of Madras from the Inspector-General of Prisons, No. 6451, dated 3rd December 1895. They have also examined the Prisons forms referred to by the Inspector-General of Prisons in the above letter. The committee desire to record their complete agreement with the Inspector-General in the principles he lays down for the procuring of articles of diet. They are the principles which have guided the committee throughout their deliberations on the work given them to perform and are embodied in their rules "How articles of diet are to be procured" (Report, page 117) *.

To make paragraph 4 *, page 118, section II, of the report more clear, the committee desire that it be modified in the following manner:—

After the word *named* in the second line insert "which should be the rule with storable articles".

In regard to the Stock Book forms used in the prisons, the committee are of opinion that the forms they have adopted are better adapted to hospitals. They are, moreover, constructed on same principles as those used in prisons.

It appears to the committee that paragraph 7 of the Inspector-General of Prisons' letter might with advantage be added to the appendix of the committee rules.

2. I fully concur in their suggestions and commend them for the consideration of Government.

* Now pages 7 and 8 of Appendix B.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 6th March 1896, No. 178.

In continuation of my letters, Nos. 405 and 470, of 23rd September 1895 and 30th October 1895, respectively, I have the honour to inform you that in January last the Senior Medical Officer, General Hospital, having submitted the marginally-noted hospital order for my approval, he was asked to report what alterations would thereby be required in the report of the Diet Committee and in the proposed form.

"On and after 19th January 1896 (date) the hospital day will begin and end with the real day—viz., at midnight and not at 6-30 as at present—for all departments of the hospital.

"2. Men who are discharged or abscond from hospital will be shown as discharged on the actual date on which they leave the hospital and the hour of their so doing shall be marked by the Apothecary or Assistant-Surgeon clearly on the bed-head ticket.

"3. The necessary changes in the morning report will be made in manuscript until new forms are ready: see accompanying form."

2. The Senior Medical Officer in reply submits the following alterations in the Civil Medical forms printed in Diet Committee's report:—

"In Civil Medical Forms, Nos. 2, 3, 4 and 5, the following note should be added at the headings:—

'Note.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.'

"2. In Civil Medical Form, No. 18, the statement of morning statistics should be altered as follows:—

(*a*) The heading 'Morning Statistics' should be altered as 'Daily Statistics of 189 '.

(*b*) 'Remaining at 6-30 A.M. yesterday' to that of 'Remaining at 12 P.M. on 189 '.

(*c*) 'Remaining at 6-30 A.M. this morning' to that of 'Remaining at 12 P.M. on 189 '.

"3. The following should be introduced as Civil Medical Form No. 5 (*a*):—

Notes by the Night-duty Steward for the information of the Steward who complies the Daily Diet Sheet.

Dated 1896.

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

4. This form has been in use since 19th January 1896 and has only been required on two ns."

I approve of the alterations proposed and commend them for the consideration ernment.

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om Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Ootacamund, 5th June 1896, No. 165-Tour.

reference to G.O., No. 815, Public, dated 2nd October 1895, I have the eport for the information of Government that I circulated it to the Medical harge of Presidency Hospitals and Lunatic Asylums. They were asked ir remarks on paragraph 17 of the Government Order, and the Superintic Asylum, Madras, was specially asked to submit a report on paragraph explanation as required by Government on paragraph 17 of the Govern- Their particular attention was also drawn to paragraphs 16, 20 and 21.

2. The abstract of their reports is given below :—

General Hospital.—The Senior Medical Officer reports that the cost in both 1892–93 and 1893–94 is less than in 1891–92 by 6½ pies and 5⅚ pies, respectively, and when compared with that of 1890–91 it is found to exceed by ½ a pie and 1⅛ pies, respectively, and he finds it impossible to give any satisfactory explanation of such a small increase. He thinks that it is due to the fact that, since the introduction of the store system, the European patients prefer coffee to tea, as they find the coffee is now much better than it was formerly, and that there is a difference of 4 pies between a coffee and a tea diet.

Government Maternity Hospital.—The Superintendent reports that as regards non-perishable articles, such as grain, condiments, oil, they have been since April 1892, and are still, procured in bulk according to the storage capacity of the hospital. Though the advertisement in the Gazette may not have specially notified the fact, nevertheless the whole amount advertised for has been generally received into store within a month from the time of the acceptance of tender and the whole transaction completed as soon as the money could be drawn from the treasury. Owing to limitation in room, the articles have possibly not been always bought when supplies are cheapest, but unless he has an agent who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, it is impossible to obtain the best rates at the best times. In reference to paragraph 17 of the Government Order, he states that the average cost of European diets in the hospital has jumped up after the year 1890–91. It is due to special wards having been opened in that year and that patients of a higher social class have been accommodated in the hospital in increased numbers since that time; corresponding with this, the hospital stoppages have increased very largely. With regard to native diets, there has been slight increase in the cost, and this is well accounted for by the increase in general prices which has taken place in late years and the improvement in the quantity of the diet. He affirms that the quality of the diets, that the way in which they are cooked and issued, has entirely changed from what existed at the commencement of his service. The improvements have been effected at the cost of much personal labour and trouble and are well worth any small increase in cost which has occurred.

Ophthalmic Hospital.—The Superintendent states that no explanation is required from his hospital, and that particular attention will be paid to paragraphs 20 and 21 of the Government Order.

Voluntary Venereal Hospital.—The Superintendent reports that the increased cost in European diet is due to the total amount of brandy and constantia used and to some articles, such as limes, chicken, &c., which were given in 1893–94 but not in the two preceding years, and to the fact that in 1892–93 and 1893–94 the cost of construct store godowns and the store establishment was reckoned in estimating the average of each diet.

Government Leper Hospital.—The Superintendent reports that the increase cost of native diets is due to the issue of a milk diet for feeble leper patients could not digest the ordinary diet, and to the departmental system of supply, which somewhat more expensive than the old contract system, as merchants made tenders for each separate article than they would do when tendering for contract.

Lunatic Asylum, Calicut.—The Superintendent reports that there has change in the system of contract for perishable articles, which is made for a from April, about which time the market is cheap. If the contract is to be of a year, then tenders must be called in twice a year either in April and from April to August and from September to March. The monsoon, intervene when the prices always rule high, and considering that the short periods, the contractor will take advantage of the circumstance an rates, whereas if the contract is for a whole year and is entered into in reasonable rates can be expected.

Lunatic Asylum, Vizagapatam.—The Superintendent states that Government are adhered to in his asylum. Grains, dholl, tamarind

purchased in bulk at the most favourable season. All vegetables, including onions, are grown in the asylum; they kill their own mutton, purchasing sheep whenever there is favourable opportunity and grazing them in the asylum grounds.

3. I herewith enclose a copy of the report from the Superintendent, Lunatic Asylum, Madras. This was circulated for general information with reference to paragraph 14 of the Government Order and for any remarks medical officers wished to record. Their replies are given below :—

General Hospital.—The Senior Medical Officer states that he agrees with the Superintendent, Lunatic Asylum, Madras, that while firewood is obtained from the Government depôt at a fixed rate for the year, it is to the advantage of the hospitals to get it as required except just before the monsoon when a stock should be put in; also that wood taken in from the compound should be dried before being put on the books or used quickly while green mixed with dried wood. By attention to these points and careful supervision of weighing by the storekeeper, the wastage on 76 tons and 1,731 lb. received during last nine months of 1895 has been reduced to 895½ lb., or nearly half per cent. on receipts.

With reference to rice, he says that in June and July 1895 he put into store 23,125 lb. 1st sort and 994 lb. broken rice for rice flour. In November it was found to contain weevils. Consequently, 5,565½ lb. 1st-sort rice were cleaned with a loss of 217½ lb. and at a cost of Rs. 6–9–0 in labour, while of broken rice 800 lb. were cleaned at a loss of 29 lb. and at a cost of Annas 10 in labour.

Government Maternity Hospital.—The Superintendent reports that firewood is received in his hospital from the Forest Department in amount sufficient for about one month's expenditure, viz., 6 tons, and equal to the storage capacity of the hospital. The wood is well dried when delivered. *Kerosine Oil.*—There is always some surplus in this item. The two drums in use in the hospital do not leak. There is some very insignificant leakage from the taps which is easily secured by placing a tin underneath. The steel drums are kept in godowns away from the main buildings and there is no extraordinary risk in keeping the amount (240 gallons) in stock.

Ophthalmic Hospital.—The Superintendent reports that there was a loss of 3,219 lb. in firewood, which is supposed to be delivered by the Forest Department in a well dried condition, but it loses considerably in weight in course of time. It was stored in large quantities up to the storage capacity and he thinks it would be much more economical to take it in monthly, according to the requirements of the hospital as suggested by the Superintendent, Lunatic Asylum, Madras, and that it would entail no loss as the rate is fixed for the whole year.

Voluntary Venereal Hospital.—The Superintendent states that about two tons of firewood are delivered monthly by the Forest Department. It is in a fairly dry condition on receipt. He thinks that it is better to get it monthly than to lay in a large stock. He says that at present a six months' supply of cleaned rice is laid down at one time. It would be better to get it quarterly. Kerosine oil is obtained monthly. He thinks it would be advisable to procure salt, ghee, garlic and cummin daily from the contractor.

Government Leper Hospital.—The Superintendent reports that all the non-perishable articles are received thoroughly cleaned from dust, sand, stones, grit, husk, seeds and refuse of all kinds, and as soon as he was satisfied that he was dealing with the article itself that was being purchased, he then had the required amount weighed and delivered; by this means there was no wastage on account of dirt, husk, &c.; similarly, the real wastage on the article itself was proportionately less and the wastage figure for the year was small. He remarks that the wastage on dholl, as at the Lunatic Asylum, Madras, was apparently very large. He writes as

"Article.	Stock.	Wastage.
	LB.	LB.
holl	35,069	2,885
ce	162,177	5,868
ghi	103,190	15,631

"The Superintendent accounts for this apparently large wastage by the fact that he purchases his diet articles uncleaned and cleans them in the asylum; this plan, however, leaves him in the dark until the end of the year as to the actual cost of each article *minus the dirt*. Take rice for instance: a record is made at the time of purchase that 162,177 lb. of rice was obtained at a certain rate; by the end of the year, however, it is found that 5,868 lb. of the rice consisted of extraneous material (sand, husk, &c.) practically valueless; the rate therefore as recorded at time of purchase before cleaning must be fallacious, it should be calculated on 162,177 lb. of rice *minus* 5,868 lb. of dirt; the resulting rate will consequently be higher. If such correction is not made at the close of the year in the case of articles on which there is considerable wastage by subsequent cleaning, the comparison with the rates paid by other hospitals for *thoroughly cleaned articles* is misleading and is unfair to the latter institution."

He is of opinion that it is not safe to stock the following articles for a longer period than a month without risk of loss owing to their inherent tendency to deterioration, viz.—

Articles.	Remarks.
Sugar	Deliquesces and attracts ants.
Salt	Deliquesces.
Tobacco in leaf	Dries and is attacked by weevils.
Cheroots	Become weevil-eaten.
Bar soap	Dries and cracks.
Ghee	Becomes rancid and spoils.

Lunatic Asylum, Vizagapatam.—The Superintendent reports rice should never be stored as rice, but as paddy. He remarks that the Superintendent of the Leper Hospital appears to attach much importance to the purchase of cleaned articles, but the cleaning has to be paid for by some one, and where labour is available, as in a lunatic asylum, it is undoubtedly better to purchase in the rough so to speak.

Lunatic Asylum, Calicut.—Rice—Supplies to last three months only are taken. Purchases for a longer period always result in large wastages by deterioration and destruction by weevils. *Firewood* is obtained from the Government depôt at a fixed rate. Being exposed to the rains, the logs are generally wet and green when received here and the consequent loss by dryage and by white-ants is great. *Kerosine oil* is purchased every three months and stored away from the food supply. There has been no wastage on it.

4. It will be seen from the above reports that the medical officers are in favour of obtaining firewood monthly, as the rate is fixed for the whole year. None of the officers reported much loss in rice, salt and sugar, but the Superintendent, Leper Hospital, states that salt and sugar are subject to deterioration and wastage and should be purchased for a shorter period than in bulk. I beg to state that if the suggestion contained in the Diet Committee's report for their preservation are followed, no loss of any kind would occur. His attention will be drawn to them. The Superintendent, Lunatic Asylum, Calicut, buys rice to last for three months, as purchases for longer periods result in wastage. The same course is followed by the Jail Department on the West Coast on account of the nature of the climate.

Enclosure.

From Surgeon-Captain C. H. LEET PALK, M.B., Superintendent, Madras Lunatic Asylum, to the Secretary to the Surgeon-General with the Government of Madras, dated 31st December 1895.

With reference to your circular No. 7445-A., dated 11th November 1895, I have to report as follows.

2. Regarding paragraph 14 of G.O., Public, No. 815, dated the 2nd October to attach a statement for the first eleven months of the current year—*i.e.*, from November 1895—of non-perishable articles which have been purchased in the under stored, cleaned and issued in this institution, also showing the total wastage on articles during the above period which require the following points of explanation.

(*a*) The wastage of dholl—2,885 lb. 1 oz.—consisted of husk, broken dholl and dirt in cleaning, which was quite unfit for issue as diets. The broken dholl and dirt to the public and the proceeds credited to Government.

(*b*) The wastage of common rice, 5,868 lb., consisted of broken rice, tour and in cleaning and pounding. The broken rice and tour were sold to the public and credited to Government.

(*c*) The wastage of ragi, 16,631 lb. 4 oz. Of this 7,599 lb. 12 oz. were condemned as unfit for human consumption and sold by order of the Surgeon-General and the amount credited to Government, the balance of 9031 lb. 8 oz. consisted of husk and dirt in cleaning and grinding; the former was sold to the public and the proceeds credited to Government.

(*d*) The wastage in firewood of 3½ tons is accounted for in this way, viz., that 19½ tons of green mango wood from the trees in the asylum were brought to account during the year, and the great loss in weight occurred in the drying of the wood when stored in the godown. The firewood has been purchased monthly for the following reasons: (1) one rate has been fixed for the year by the Forest Department, (2) want of storage accommodation, (3) to prevent destruction by white ants.

(*e*) Gingelly and cocoanut oils have been purchased monthly from the Jail Department on a fixed rate for the year; on account of wastage a biennial supply would result in a loss, and on account of the limited storage accommodation the monthly supply is preferable.

(*f*) The wastage on kerosine oil, 62 bottles 2 oz., has been the result of leakage of the drums, which is impossible to prevent to a limited extent, and evaporation; for these reasons and from the fact that storage in bulk is dangerous, a monthly supply has been adopted.

(*g*) The wastage of salt amounting to 175 lb. 7 oz. was due to the melting; this article has been purchased quarterly in bulk on account of the heavy loss by melting, and I think this has been a wise precaution and should be followed in every large institution; notwithstanding this large wastage, I have calculated that the salt is cheaper when supplied in bulk quarterly than when purchased daily through the contractor.

(*h*) The wastage of sugar of 102 lb. has likewise occurred through melting: this article has been purchased quarterly in bulk on this account and the result has answered well.

3. All the perishable articles of diets, with the exception of those mentioned above, have been purchased half-yearly on the tender system in bulk and stored in godowns. This system has worked well and the articles purchased have been of better quality for the rate than those procurable in the local market through the contractor.

4. I consider that supplies of non-perishable articles in bulk half-yearly is the limit of time that they can be stored safely without deterioration, and such articles as firewood, gingelly, cocoanut and kerosine oils, salt and sugar should be purchased for a shorter period as has been done in this asylum.

5. Regarding paragraph 17, the statement of cost of diets for Europeans and Natives notified by Government are certainly incorrect, and differ altogether from the statement in the Review of Government on the Lunatic Asylums for 1894. I append a true statement compiled from records in this office which shows that the cost of diets in this institution compares very favourably with other Presidency hospitals. It may be noted that these figures refer to the calendar years, whereas those of Government refer to official years; the result, however, will be practically the same.

Average daily cost of a patient during the last four years ending 31st December 1894.

—	Nine months in 1891.	1892.	1893.	1894.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Europeans and East Indians ..	0 5 6	0 5 9	0 6 3	0 5 9
Natives	0 2 6	0 3 2	0 3 3	0 2 7

Order—No. 1022, Public, dated 19th September 1896.

In G.O., No. 815, Public, dated 2nd October 1895, an exhaustive review was made of the origin, scope and present working of the departmental system of supplying articles of diet for Presidency State Hospitals and Lunatic Asylums and clear explanations were added indicating the manner in which, in view to effect economy without the loss of efficiency, the wishes of Government in this important matter were to be carried out.

2. The Surgeon-General's letters, noted in the margin, dealing with the report of the Diet Committee (which sat from August 1894 to August 1895), were drawn up before the issue of the Government Order above referred to. The report itself is couched in language similar to that which elicited the censures passed in the concluding paragraphs of that order.

No. 405, dated 23rd September 1895.
,, 470 ,, 30th October 1895.

Portions of it have evidently been struck out by the Surgeon-General, but it still contains several remarks of a very objectionable character and should, before submission, have either been more fully expurgated or else returned to the committee for revision of the language in which it was couched. The whole of the papers have been forwarded in a most imperfect and untidy manner, with pencil notes by the Surgeon-General on the margin of the report, with cross-references to enclosures and appendices wrongly * quoted, with most of the paragraphs unnumbered and with numerous typographical errors. The papers have been re-arranged and the Book of Forms, the Diet Rules, and the Diet Committee's report now form Appendices A, B and C, respectively, to this order.

* These are pointed out in foot-notes in the preceding pages.

3. The various subjects dealt with in the correspondence will now be taken up *seriatim*, and orders passed on such points as have not been the subject of final decision in G.O., No. 815, Public, dated 2nd October 1895.

4. The specimen forms embodied in Appendix A to these proceedings are those recommended for adoption by the Surgeon-General, with such modifications and corrections as have been deemed necessary. The instructions given for their use in section XIV of the Diet Rules (page 20 of Appendix B) are very confused. The best method, in circulating forms for adoption, is to print at the foot, or on the back, of each form, the instructions for its use, and it is often safer to repeat them on each separate copy given out for distribution. All sets of forms circulated for adoption should also be filled in with specimen entries, which should be carried through all connected forms and made to tally. These methods have been followed to some extent in revising the forms in Appendix A but they are liable to such further amendments as may be advised by the Accountant-General with reference to the subjoined remarks.

5. *Uniform system of keeping accounts.*—Many of the forms appear to be very complicated, both in the arrangement of headings and in the classification of details. It is desirable that the returns in hospitals should be as few and simple as possible, that the same books should furnish all the materials required for the annual administration reports, the annual budget estimates, &c., and that the main classifications should be uniform with those of the Government accounts. Subject to these conditions, there is no objection to the "Index of classification" suggested by the Surgeon-General in paragraph 10 (*b*) or to the proposal to exclude private and deposit accounts from the general books, and to maintain separate statistics for the funds enumerated in paragraph 10 (*e*).

Paragraph 10 of Surgeon-General's letter, No. 405.

6. The numbering of the forms should be altered so as to bring together purely financial returns in one series, and all hospital statistics in a separate group. The Accountant-General will be requested to be so good as to scrutinise the whole of these forms and compare them with those in use in the Jail department referred to by the Inspector-General of Prisons in paragraph 5 of his letter on page 20 of these proceedings, and to arrange with the Surgeon-General for simplifying them as far as possible.

Form No. 1.—The Government considers that the arrangement under which a *bed-head* ticket is sent to and from the Head Steward is open to several objections, *e.g.*, it might not be in its proper place when the medical officer is going his rounds, and, on the other hand, there is the possibility of its being misplaced on return. The reason why all these bed-head tickets should eventually be filed in the Surgeon-General's office is not apparent.

Forms Nos. 6, 7, 13, 14, 38 and 39.—The double entries in the counterfoil forms prescribed in these cases must cause a great deal of extra labour. The use of carbon paper, as is the practice in European shops, will save time and scriptory work.

Form No. 21.—The Government does not see the need for a *daily* average cost statement. The calculation should be made *weekly* instead of *daily*. In this connection it may be remarked that the only safe way of showing averages is to exhibit them for each class separately as is done in the footnote on page 26 of Appendix B, a course approved in G.O., No. 201, Public, dated 8th February 1896.

Forms Nos. 27, 32 and 33 might be curtailed considerably with reference to the actual requirements of the various hospitals.

Form No. 34.—Temporary establishments when specially sanctioned may be entered separately at the foot of this form, as well as in the office-copies of establishment bills.

Form No. 43.—Contingencies should be classified in accordance with the revised arrangements specified in G.O., No. 309, Financial, dated 2nd May 1896. Charges on account of the burial of paupers, sanitary contingencies in the General and Maternity hospitals, and batta to pregnant women in the latter hospital, should be classified in the same manner under appropriate heads.

Form No. 50.—Deposits, nurses' accounts, &c., should be shown under separate totals from purely hospital transactions.

7. *Auditing of accounts and checking of hospital returns and bills in the Surgeon-General's Office.*—The Accountant-General will be requested to report what portion of this work should be done in his office and what in that of the Surgeon-General, and to advise in regard to the latter as to the establishment that will be necessary for the audit of such returns as should be submitted, and what these should be. Much of the check required by audit rules (i) to (vii) in paragraph 24 should be automatic and exercised before the returns themselves are completed, so that they should require no further audit in the higher administrative offices. Comparisons with sanctioned scales, budget allotments, &c., might be entered at the foot of each return so as to avoid separate compilation afterwards. By economising labour in these and other ways and distributing the work between the Accountant-General's and the Surgeon-General's offices, the Government trusts that there will be no necessity for entertaining the additional establishment asked for by the Surgeon-General.

Paragraphs 11 and 24 of Surgeon-General's letter, No. 405.

8. *Uniform system of forms for the dietetic management of hospitals.*—The Government does not see the necessity for using Form No. 49, which the Surgeon-General states would require his confirmation in each case under G.O., No. 665, Public, dated 6th August 1895. Hospital contingent bills should be paid in the same way as all other contingent bills, *viz.*, whenever a charge cannot be met from the permanent advance, an abstract contingent bill should be presented at the Accountant-General's office or the local treasury, on which the money could be drawn, and a detailed bill marked "Not payable at the treasury" should subsequently be forwarded to the Surgeon-General for audit and transmission to the Accountant-General. All questions of account procedure of this kind should be settled in communication with the Accountant-General.

Paragraphs 12 (*d*) and 15 of the Surgeon-General's letter, No. 405.

9. *Diet rules and how diets are to be procured.*—The Committee practically admits that the old form of diet contract was a mistake, and, though still adhering to it in a modified form, proposes a compromise, which the Government considers could well be improved upon. It is the middleman who forms the pernicious element in the contract system and who must be got rid of before any real economy can be effected. It is possible to purchase many articles which would last for a whole year—*e.g.*, tea and coffee, which are the better for keeping and which could no doubt be obtained direct from the producers—and so with other articles—*e.g.*, arrow-root, sago, chillies, tamarind, linseed, country soap, &c. The Government has no objection to the system of group tenders now proposed being given a trial. The danger of this mode of purchase is however that in grouping a number of articles together the tenderer will always endeavour to make his offer appear on the whole favourable by quoting very low rates for articles of which small quantities are required and putting higher rates than the proper ones on those of which large supplies are needed. Such tactics can only be completely frustrated by the reservation, in the advertisement calling for tenders, of a right to make a selection from each tender of one or more articles only and to reject the remainder. Paragraph 13 of the advertisement issued by the Senior Medical Officer

Paragraph 13 of the Surgeon-General's letter, No. 405.

(on page 8 of these proceedings) will to a certain extent have the same effect in the case of tenders for groups of articles, and has now been inserted in the form of advertisement proposed by the Committee (condition 12, page 5 of appendix B).

Paragraph 13 (*d* to *j*) of letter, No. 405.

10. There is reason to apprehend that the stringent conditions laid down in the form of advertisement as regards deposits of earnest-money in Government promissory notes, amount of security and forfeiture thereof, cancellation of contract, &c., rather than any defect in the system itself account for the paucity of tenders referred to by the Surgeon-General. The Accountant-General will be requested to advise the Surgeon-General how far all these precautions are necessary. In any case when tenderers fail to come forward, purchases should be made in the open market, and it should always be borne in mind that it is often cheaper to buy from day to day from the ordinary bazaarman than from a tenderer or contractor, who will look for larger profits. The Superintendent, Lunatic Asylum, Madras, reports that, when the tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk. This is the proper course to pursue in such circumstances.

Paragraph 13 (*s*) of letter, No. 405.

11. *Diet Rules.*—The Surgeon-General's modification of rule 8 (now 11) would apparently throw unnecessary work on his office and also cause delay in completing the contracts. The same remark applies to the filing in his office of many of the hospital returns, *e.g.*, Forms Nos. 1, 19, 20, 23, 24, 26, 28, &c. Rule 2 in Section IX has been altered so as to put a stop to medical officers opening separate accounts in their own names for contingencies with the Bank of Madras, and to enable them to meet all petty expenditure from the permanent advance.

Paragraph 14 of letter, No. 405.

12. *Stocktaking and control.*—The Government agrees with the Surgeon-General in considering that there is no necessity for the deputation of a special officer from time to time to inspect the stock in each hospital. As the Surgeon-General spends an appreciable portion of the year in the Presidency town, it will be advisable that he should carry out the inspections himself. Articles should be selected at the time of inspection and the stock in hand compared with the balance according to the books maintained.

Paragraphs 16 and 17 of letter, No. 405.

13. *Firewood and cooking-ranges.*—The Surgeon-General and the Committee recommend 2 lb. per Native diet as a reasonable maximum, while for European diets 4 lb. is allowed in the General Hospital and 3½ lb. in others. The Government considers that for a large hospital this rate is high, and that more *per head* would be required when the numbers are small. The information furnished regarding the use of coal and cooking-ranges is scanty; a more detailed report will be awaited.

14. The Surgeon-General's proposals in paragraphs 18 to 23 of his letter, No. 405, dated 23rd September 1895, are approved. The amounts of permanent advances proposed for the several hospitals appear to be necessary and the matter will be dealt with in the Financial Department on the receipt of formal applications through the Accountant-General.

15. With his letter, No. 165, dated 5th June 1896, the Surgeon-General forwards reports and statistics from medical officers replying to the remarks of Government in paragraphs 14 and 17 of G.O., No. 815, Public, dated 2nd October 1895. The results of the storage of articles under the departmental system in the Lunatic Asylum, Madras, are not, so far, very encouraging. The amount of wastage reported seems, however, to be largely owing to defective administration and want of due care as regards purchase and storage.

There is no reason why the course followed by the Superintendent, Leper Hospital, as regards the thorough cleaning of articles before purchase, and by the Superintendent, Maternity Hospital, as regards the storage of kerosine oil, should not be adopted in all hospitals. When, however, free labour is available for the cleaning

process it may still be cheaper to buy the article in its rough state. This point can only be determined by the Superintendent after consideration of the average wastage on account of foreign matter and the prices of the article cleaned and uncleaned. The Surgeon-General states that if the suggestions contained in the Diet Committee's report for the preservation of articles are followed no loss of any kind will occur. It seems to the Government, however, that the instructions in Section IV of the Diet Rules (page 11 of Appendix B) will require amplification if they are to provide for the safe custody of every description of storeable article. The Surgeon-General should arrange for this being done in the final issue of the rules which should be submitted for the approval of Government as early as possible.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Surgeon-General.
" Financial Department.
" Accountant-General.

APPENDIX A TO G.O., No. 1022, PUBLIC, DATED 19th SEPT. 1896.

FORMS

TO BE USED IN

THE GOVERNMENT STATE HOSPITALS, MADRAS.

NOTICE.

This book contains fifty-three forms. Of these—

Nos. 2, 8, 16, 21, 22, 25 and 26 are for the General Hospital only;

Nos. 37, 38, 39 and 42 are for the General and Lying-in Hospitals only;

No. 48 is for the Lying-in Hospital only;

No. 46 is for the Surgeon-General's Office.

The rest are for all Hospitals; but

Nos. 15, 18, 23, 24, 27, 34, 35, 51 and 53 will require slight modifications according to the Hospitals in which they are used.

Nos. 1, 15, 16, 17, 18 †, 19, 20, 21, 23, 24, 25, 26, 28, 29, 45, 46, 49, 51, 52 and 53 are to be printed on separate sheets.

Nos. 2, 3, 4, 5, 8 and 9 are to be printed on separate sheets, a copy on each side of the sheet.

Nos. 6,* 7,* 10,* 11,* 12,* 13,* 14,* 27, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 48,* 50 are to be printed and bound in books.

N.B.—These forms are *models*, and have been printed for the sake of convenience of binding on half foolscap paper. In ordering these forms Superintendents will have to send printed manuscripts of a size suitable for their respective Hospitals drawn up on the models here given.

† It is intended that the printed matter in this form should be printed on one side of the page, the tabular portion on the other.

* Forms distinguished by an asterisk are to be used with carbon paper.

CIVIL MEDICAL FORM No. 1.

(*Filed in the Surgeon-General's Office.*)

Hospital.

Apothecary's bed-head ticket of *Month of* 189 .

Occupation Religion | Disease

Admitted into hospital
Age years
When last in hospital | Discharged from hospital 189 .

Date.	Diet.	Extras.					Initials of Surgeon.	Student in charge.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

	RS. A. P.		RS. A. P.
Monthly Income		Hospital Stoppages	

Apothecary, *Hospital.*

N.B.—This form should be sent to the Head Steward at the milk-shed not later than 9-30 A.M.

CIVIL MEDICAL FORM NO. 2.

GENERAL HOSPITAL.

Nurse's Diet Sheet of European Patients.

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Date.	Section and Ward.	Breakfast No. 1.	Do. No. 2.	Dinner No. 1.	Do. No. 2.	No. discharged without diet.	No. dieted on extras only.	Diets.											Total.		Beef.								Broth.				Chicken.						Conjee.					Eggs		
										Half.																																				
								Spoon, arrowroot.	Milk.	Mutton Roast.	Do. Boiled.	Do. Stew.	Chicken Roast.	Do. Boiled.	Do. Stew.	Mixed.	Full Mutton Roast.	Full Mutton Boiled.	Total diets.	No. of Tea.	No. of Coffee.	Barleywater.	Extract, Liebeg's.	Raw.	Steak.	Tea.	Biscuits.	Blanc mange.	Bread.	Butter.	Chicken.	Do. jugged.	Mutton.	Do. jugged.	Boiled.	Curry.	Cutlets.	Grilled.	Jelly.	Pepperwater.	Stew.	Coffee.	Arrowroot.	Cornflour.	Sago.	Soojee.	Raw.	Fried.	Omelette.

Date.	Section and Ward.	Fish.				Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton.							Oranges.	Plantains.	Potatoes.	Potatoe cutlets.	Pudding.					Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable.	Wines, &c.								
		Boiled.	Curried.	Fried.	Moli.						Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.					Bread.	Custard.	Lime.	Rice.	Sago.							Arrack.	Beer.	Brandy.	Claret.	Gin.	Porter.	Portwine.	Sherry.	Whiskey.

(Filed by Nurses.)

NOTE.—This Diet Sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed tickets (No. 1) not later than 9-30 A.M.

CIVIL MEDICAL FORM NO. 3.

HOSPITAL.

Nurse's Diet Sheet of Native Patients.

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Group	Item	
	Date.	
	Section and Wards.	
	Breakfast No. 1.	
	Breakfast No. 2.	
	Dinner No. 1.	
	Dinner No. 2.	
	No. discharged without diet.	
	No. of self diets.	
	No. dieted on extras only.	
	Spoon.	
Milk.	Bread.	
	Rice.	
	Coffee.	
	Half.	
Full.	Mutton.	
	Fish.	
	Total.	
	Barleywater.	
Beef.	Extract, Liebek's.	
	Roast.	
	Tea.	
	Bran Biscuits.	
	Bread.	
	Butter.	
Broth.	Chicken.	
	Chicken Jugged.	
	Mutton.	
	Mutton Jugged.	
	Chicken Curry.	
	Chicken Pepperwater.	
	Chutney.	
	Coffee.	
Conjee.	Arrowroot.	
	Cornflour.	
	Rice.	
	Sago.	
	Soojee.	
	Eggs, Raw.	
	Eggs, Fried.	
Fish.	Fried.	
	Curry.	
	Hoppers.	
	Ice.	
	Lemonade.	
	Limes.	
	Milk.	
Mutton.	Chops.	
	Curry.	
	Cutlets.	
	Fried.	
	Minced.	
	Oranges.	
	Plantains.	
	Rice.	
	Sheep Trotter Jelly.	
	Sodawater.	
	Sugar.	
	Tea.	
	Vegetable Curry.	
Wines, &c.	Arrack.	
	Brandy.	
	Gin.	
	Portwine.	

(Filed by Nurses.)

NOTE.—This diet sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets. (No. 1) not later than 9-30 A.M.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 4.
(Filed in the Steward's office.)

Diet Sheet of European Patients for 189 .

N.B.—Diet commences from 12 noon and ends with 12 noon next day.
Extras commence from 12 midnight and end with 12 midnight.

Remaining as per Morning Report of ... Admitted ... Total ... / As per diet sheet ... Discharges ... Extras only ... Total ... / Senior Physician ... Second do. ... Additional Medical Officer ... Senior Surgeon ... Second do. ... Total ...	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. dieted on extras only.	Diets: Spoon, Arrowroot.	Diets: Milk.	Diets: Half: Mutton Roast.	Diets: Half: Mutton Boiled.	Diets: Half: Mutton Stew.	Diets: Half: Chicken Roast.	Diets: Half: Chicken Boiled.	Diets: Half: Chicken Stew.	Diets: Mixed.	Diets: Full Mutton Roast.	Diets: Full Mutton Boiled.	Total. Diets.	Total: No. of Tea.	Total: No. of Coffee.	Barleywater.	Beef: Extract, Leibeg's.	Beef: Raw.	Beef: Steak.	Beef: Tea.	Biscuits.	Blanc mange.	Bread.	Butter.	Broth: Chicken.	Broth: Chicken Jugged.	Broth: Mutton.	Broth: Mutton Jugged.	Chicken: Boiled.	Chicken: Curry.	Chicken: Cutlets.	Chicken: Grilled.	Chicken: Jelly.	Chicken: Pepperwater.	Chicken: Stew.	Coffee.	Conjee: Arrowroot.	Conjee: Cornflour.	Conjee: Sago.	Conjee: Soojee.
Senior Physician ... Pottinger ...																																													
Second Physician ... Harris / Contagious Shed.																																													
Total ...																																													
Additional Medical Officer. Napier																																													
Senior Surgeon ... Trevelyan ...																																													
Second Surgeon ... Denison ...																																													
Total of General wards ...																																													
Officers' Quarters ... Senior Physician. / Second Physician. / Adl. Mdl. Officer. / Senior Surgeon... / Second Surgeon...																																													
Total of Officers' Quarters ...																																													
Grand Total ...																																													

Remaining as per Morning Report of ... Admitted ... Total ... / As per diet sheet ... Discharges ... Extras only ... Total ... / Senior Physician ... Second do. ... Additional Medical Officer ... Senior Surgeon ... Second do. ... Total ...	Eggs: Raw.	Eggs: Fried.	Eggs: Omelette.	Fish: Boiled.	Fish: Curried.	Fish: Fried.	Fish: Moli.	Hoppers.	Ice.	Lemonade.	Lime.	Milk.	Mutton: Chops.	Mutton: Curry.	Mutton: Cutlets.	Mutton: Fried.	Mutton: Minced.	Mutton: Pepperwater.	Mutton: Stew.	Oranges.	Plantains.	Potatoes.	Potatoes, Cutlets.	Pudding: Bread.	Pudding: Custard.	Pudding: Lime.	Pudding: Rice.	Pudding: Sago.	Pudding: Tapioca.	Pudding: Vermicelli.	Pudding: Plum.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable, Europe.	Vegetable, Country.	Wines, &c.: Arrack.	Wines, &c.: Beer.	Wines, &c.: Brandy.	Wines, &c.: Claret.	Wines, &c.: Gin.	Wines, &c.: Porter.	Wines, &c.: Portwine.	Wines, &c.: Sherry.	Wines, &c.: Whiskey.
Senior Physician ... Pottinger ...																																															
Second Physician Harris ... ... / Contagious Shed.																																															
Total ...																																															
Additional Medical Officer. Napier																																															
Senior Surgeon ... Trevelyan ...																																															
Second Surgeon ... Denison																																															
Total of General wards ...																																															
Officers' Quarters ... Senior Physician. / Second Physician / Adl. Mdl. Officer. / Senior Surgeon... / Second Surgeon .																																															
Total of Officers' Quarters ...																																																
Grand Total ...																																															

N.B.—Civil Medical Forms No. 2 and 3 are first checked with No. 1 and then posted into Nos. 4 and 5 by the steward. The entries in Nos. 4 and 5 are first made in pencil, as there are always constant changes, *e. g.*, 'admissions' and orders for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in. The 'remaining' and 'admissions' should be obtained from the Apothecary's morning report No. 18, the other figures from the form itself. In this way Nos. 4 and 5 and No. 18 are mutual checks on one another.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 5.
(Filed in the Steward's Office.)

Diet Sheet of Native Patients for 189 .

Remaining as per Morning Report of ... Admitted ... Total ... / As per diet sheet ... Discharges ... Self diet ... Extras only ... Total ... / Senior Physician ... Second Physician ... Additional Medical Officer ... Senior Surgeon ... Second Surgeon ... Total ...	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. of Self diets.	No. dieted on Extras only.	Diets: Milk: Spoon.	Diets: Milk: Bread.	Diets: Milk: Rice.	Diets: Coffee.	Diets: Half.	Diets: Full.	Diets: Total.	Barleywater.	Biscuits, E.	Beef: Raw.	Beef: Tea.	Bran Biscuits.	Bread.	Butter.	Broth: Chicken.	Broth: Chicken Jugged.	Broth: Mutton.	Broth: Mutton Jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	Conjee: Arrowroot.	Conjee: Cornflour.	Conjee: Rice.	Conjee: Sago.	Conjee: Soojee.	Eggs, Raw.	Eggs, Fried.	Fish: Fried.	Fish: Curry.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Mutton: Chops.	Mutton: Curry.	Mutton: Cutlets.	Mutton: Fried.	Mutton: Minced.	Pepperwater.	Plantain.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable Curry.	Wines, &c.: Arrack.	Wines, &c.: Brandy.	Wines, &c.: Gin.	Wines, &c.: Portwine.
Senior Physician ... Elgin and Canning ...																																																												
Second Physician Clive and Dalhousie / A. Shed ...																																																												
Total ...																																																													
Additional Medical Officer. Munro and Elphinstone. / Lansdowne and Wenlock. / B. Shed ...																																																													
Total ...																																																													
Senior Surgeon. Dufferin / Surgical Hut / Buckingham ...																																																												
Total ...																																																													
Second Surgeon. Hobart and Argyle / Surgical Hut / Ophthalmic ...																																																												
Total ...																																																													
Total of General Wards ...																																																													
Officers' Quarters. Senior Physician / Second Physician / Additional Medical Officer. / Senior Surgeon / Second Surgeon ...																																																													
Total of Officers' Quarters ...																																																													
Grand Total ...																																																													

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

CIVIL MEDICAL FORM No. 5-A.

Notes by the Night Duty Steward for the information of the Steward who compiles the Daily Diet sheet.

Dated 189 .

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

CIVIL MEDICAL FORM No. 6. (Filed by the Storekeeper.)

Indent for *Ward.*

Biscuits ... ... lb.	Lemonade ... ... lb.		
Bread ... ... ,,	Sugar ... ... lb.		
Butter ... ... ,,	Limes ... ... No.	●	
Eggs ... ... No.	Plantains ... ... ,,		
Coffee ... ... pt.	Oranges ... ... ,,		
Tea ... ... ,,	Ice ... ... lb.		
Sodawater ... ... bt.			

N.B.—As C. M. F. Nos. 4 and 5 are being filed in, the steward gives requisitions marked No. 6 to the ward boys for such articles as bread, sugar, butter, aerated waters, &c. (requiring no cooking). No. 6 is handed over by the ward boys to the storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

HOSPITAL, MADRAS,
189 .

Steward

CIVIL MEDICAL FORM No. 7. (Filed by the Storekeeper.)

Indent on Storekeeper for Kitchen.

Bread ... ... lb.	Currants ... ... lb.		
Bread Pudding ... ... ,,	Almonds ... ... ,,		
Blanc mange ... ... ,,	Soojee ... ... ,,		
Cornflour ... ... ,,	Ice ... ... ,,		
Custard ... ... ,,	Sugar ... ... ,,		
Butter ... ... ,,	Eggs ... ... No.		
Table rice ... ... ,,	Limes ... ... ,,		
● Sago ... ... ,,	Sheep's feet jelly ... ... ,,		
Tapioca ... ... ,,	Milk ... ... pts.		
Vermicelli ... ... ,,	Rice ... ... lb.		
Plums ... ... ,,	Chicken jelly ... ... ,,		

N.B.—The steward makes out from C. M. F. Nos. 4 and 5 an indent No. 7 for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley water, &c., required urgently are also made and given to cooks.

HOSPITAL, MADRAS,
189 .

Steward.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 8 (Filed in the Steward's Office).

Ingredient Sheet for Europeans for 189 .

—	Arrowroot.		Sugar.		Barley.		Curry powder.		Tamarind.		Onions.		Flour.		Ghee.		Mutton for diet.		Salt.		Vegetable, country.		Potatoes.								Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.							lb.	oz.
1. Half quantity of actual diet requirements.																																
2. *3rd Issue* for next day's breakfast.																																
3. Full quantity of Extras ...																																
4. Total of 2 and 3																																
5. Deduct *1st Issue* given as advance.																																
6. *2nd Issue* for this day's dinner.																																

—	Rice.		Sago.		Soojee.		Cornflour.		Pepper.		Mutton for Broth.		Bran.																			
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.																		
3. Full quantity of Extras ...																																
4. Total of 3																																
5. Deduct *1st Issue* given as advance.																																
6. *2nd Issue* for this day's dinner.																																

A. FOR EUROPEAN KITCHEN WITH 1ST ISSUE.

Bread ... lb.
Flour ... ,,

C. FOR THIS EVENING AND EARLY BREAKFAST TO-MORROW, EACH TIME WITH 1st ISSUE.

2. Bundles of each.
- Tea ... lb.
- Sugar ... ,,
- Coffee ... ,,
- Sugar ... ,,

Bread, 4 oz. No.

B. FOR PUDDINGS WITH 2ND ISSUE.

Bread	... ...	lb.
Cornflour	... ...	,,
Butter	... ...	,,
Table rice	... ...	,,
Sago	... ...	,,
Tapioca	... ...	,,
Vermicelli	... ...	,,
Plums	... ...	,,
Currants	... ...	,,
Almonds	... ...	,,
Soojee	... ...	,,
Ice	... ...	,,
Sugar	... ...	,,
Eggs	... ...	No.
Limes	... ...	,,
Sheep's feet	... ...	,,
Milk	... ...	pts.

N.B.—The Steward prepares C.M.F. Nos. 8 and 9 for Europeans and natives to enable him to make out his remaining indents on the storekeeper for the cooks.

Form 8—Europeans.—He first fills in line 5, which shows the advances given to cooks early in the morning by C.M.F. No. 10 on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 the quantities in which correspond with each other and are the half-quantities of the diets. He then fills in line 3 which shows the whole quantity of extras required for the day. He then totals 2 and 3 and enters the totals in 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on C.M.F. No. 10. In the evening he makes out No. 10 from line 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form 8 marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions), bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on C.M.F. No. 7.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on C.M.F. No. 14.

CIVIL MEDICAL FORM No. 9.

Ingredient Sheet for Natives for 189 .

—	Curry powder.		Tamarind.		Rice.		Ghee.		Oil, gingelly.		Mutton for diet.		Salt.		Vegetable, country.		Dhall.		Fish.		Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
1. Half quantity of actual diet requirements.																						
2. 3rd *Issue* for next day's breakfast.																						
3. Full quantity of Extras ...																						
4. Total of 2 and 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

	Arrowroot.		Sago.		Soojee.		Sugar.		Barley.		Mutton for broth.		Onions.		Pepper.		Bran.					
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.						
3. Full quantity of Extras ...																						
4. Total of 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

A. PEPPERWATER WITH 2ND ISSUE.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt ...	...	,,
Tamarind	...	,,

B. FOR NATIVE KITCHEN WITH 1ST ISSUE.

Mustard	...	lb.
Cummin seed	...	,,
Flour, wheat	...	,,
Turmeric	...	,,

C. EXTRAS AND NEXT MORNING'S COFFEE WITH 1ST ISSUE.

Tea ...	...	lb.
Sugar	...	,,
Coffee	...	,,
Sugar	...	,,
Bread (6 oz.)		No.
Sugar	...	lb.
Rice	...	,,
Salt ...	...	,,

(Filed in the Steward's office.)

N.B.—The Steward prepares ingredient sheet No. 9 to enable him to make out his remaining indents on the Storekeeper for the cooks (*vide* instructions on Form 8 right-hand side). B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on C.M.F. No. 12.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice conjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on C.M.F. No. 11.

[APPENDIX A.

CIVIL MEDICAL FORM No. 10.

Indent for European Kitchen.

Articles.		Issue for
Arrowroot	lb.	
Sugar	,,	
Barley	,,	
Curry powder	,,	
Tamarind	,,	
Onions	,,	
Flour	,,	
Ghee	,,	
Mutton for diet	,,	
Salt	,,	
Vegetable, country	,,	
Potatoes	,,	
Firewood	,,	
Rice	,,	
Sago	,,	
Soojee	,,	
Cornflour	,,	
Pepper	,,	
Mutton for broth	,,	
Bran	,,	

——— HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 11.

Indent for Native Kitchen.

Articles.		Issue for
Curry powder	lb.	
Tamarind	,,	
Rice	,,	
Ghee	,,	
Oil, gingelly	bot.	
Mutton for diet	lb.	
Salt	,,	
Vegetable, country	,,	
Dhall	,,	
Fish	,,	
Firewood	,,	
Arrowroot	,,	
Sago	,,	
Soojee	,,	
Sugar	,,	
Barley	,,	
Mutton for broth	,,	
Onions	,,	
Pepper	,,	
Bran	,,	

——— HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 12.

Indent for Native Kitchen for Pepperwater.

Chillies	... ...	lb.
Pepper	... ...	,,
Garlic	... ...	,,
Salt	... ...	,,
Tamarind	... ...	,,

——— HOSPITAL, 189 .

Steward.

N.B.—Filed in the Steward's Office.

CIVIL MEDICAL FORM No. 13 (kept by contractors, copy being filed in Steward's Office).

Indent on Contractor for Supply on

Mutton	lb.	
Beef	,,	
Sheep's feet	No.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Chicken	No.	
Eggs	,,	
Fish	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Country, vegetable, for Natives	lb.	
Do. for Europeans	,,	
Europe vegetable	,,	
Potatoes	,,	
Onions	,,	
Mint and parsley	,,	
Salt	,,	
Salt white	,,	
Limes	,,	
Oranges	No.	
Spice	,,	
Plantains	lb.	
Cocoanut	No.	
	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Sup ply on

Milk	Pts.	
Buttermilk	,,	
Butter	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Hoppers	No.	

MADRAS, ——— HOSPITAL, 189

Steward.

N.B.—The steward fills in requisitions in this form on contractors (mutton, chicken, vegetables, milk, hoppers' &c.) for the probable quantities required for the next day. He judges this from C. M. F. Nos. 4 and 5.

CIVIL MEDICAL FORM No. 14 (filed in the Steward's Office).

Indent on Storekeeper, European Kitchen.

Tea	lb.		Bread	,,	
Sugar	,,		Sugar	lb.	
Coffee	,,		Rice	,,	
Sugar	,,		Salt	,,	
Bread			Firewood	,,	

N. B.—*Vide* instructions on C.M.F No. 8, sub-form C.

MADRAS. HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 15.
(To be filled in the Steward's office.)

GENERAL HOSPITAL, MADRAS.

Statement of Daily Average Cost of Diets under each Officer, for the Month of ... 189

Diets.	Extras.	Wines.	Total.	Average.	
					European Wards.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.

Statement of Daily Average Cost of Diets under each Officer.

CIVIL MEDICAL FORM No. 17.
(Filed in the Steward's office.)

Diets.	Extras.	Wines.	Total.	Average.	
					Native Wards.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.

Note.—The above Statements are to be entered by each Assistant Medical Officer in charge of Wards, and signed by the Monegar Steward, after being checked and verified by the Steward.

GENERAL HOSPITAL.

Statement of Daily Average Cost of Diets under each Officer.

CIVIL MEDICAL FORM No. 16.
(Filed in the Steward's office.)

Diets.	Extras.	Wines.	Total.	Average.	
					European Wards.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.
					Senior Physician.
					Second Physician.
					Additional Medical Officer.
					Senior Surgeon.
					Second Surgeon.
					Total.

CIVIL MEDICAL FORM No. 18.

MADRAS, 189

From

To

Sir,

11. Paragraph ... page ... of the Hospital Rules ...

14. I have to report the discharge of the following patient ...

Date. Name. Disease.

I have the honour to be,
Sir,
Your most obedient servant,

Civil Surgeon on Duty.

Ward	Name	Disease	Ward	Name	Disease

Daily Statement of 189

	Medical						Surgical						Total					
	Europeans			Natives			Europeans			Natives			Europeans			Natives		
	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.
Grand Total																		

Officers' Quarters { Medical / Surgical } No. 1 ... Contagious Sheds ... Cells

CIVIL MEDICAL FORM No. 19.

HOSPITAL, MADRAS.

Ward for 189

Daily Register of dieting European Inpatients ...

Date	Number of Patients	...	Total

N.B.—C.M.F. Nos. 19 and 20 are the diet rolls, four in number, viz., one for European general wards, one for European officers' quarters, and a similar one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. 4 and 5 are posted daily into these forms by the Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second steward.

CIVIL MEDICAL FORM No. 18.
(Field in the office)
HOSPITAL,
Madras, 6–30 A.M., 189 .

Morning Report.

From
THE APOTHECARY ON DUTY, HOSPITAL,
To
THE SUPERINTENDENT, HOSPITAL.

SIR,

I have the honour to inform you that I came on duty at A.M. yesterday.
2. There were admissions and deaths * during the past twenty-four hours.
3. The following accidents and urgent cases were admitted since 6–30 A.M. yesterday :—
4. I had to make the following report to the Police :—
5. I visited the wards at the following hours and found all correct (or otherwise) :—also the boiler room and found the firemen awake (or otherwise); punkahs have been worked continuously (except from).
6. The nurses were all awake and doing their duty (or otherwise).
7. I detailed the clinical clerks for duty in the following order :—
8. I visited the latrines at o'clock and found them clean (or otherwise).
9. I detained the following patients who presented themselves during the night :—
10. The following cases of contagious disease have been admitted during the past twenty-four hours :—
11. Paragraph 5, page 10 of the Hospital Rules has been attended to (or otherwise).
12. The following instruments were taken from the Operation Theatre and returned (or otherwise) :—
13. The following breach of the Hospital Rules by visitors has been brought to notice :—
14. I have to report the discharge of the following patient for misconduct (viz.) :—

*

Deaths.	
Names.	Disease.

I have the honour to be,
Sir,
Your most obedient servant,

Apothecary on Duty.

List of Admissions.

Medical.			Surgical.		
Ward.	Name.	Disease.	Ward.	Name.	Disease.

Daily Statistics. *of* 189 .

—	Medical.						Surgical.						Total.					
	Europeans.			Natives.			Europeans.			Natives.			Europeans.			Natives.		
	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.
Remaining at 12 P.M. on 189 .																		
Admitted since																		
Discharged																		
Died																		
Remaining at 12 P.M. on 189 .																		
Total ...																		
Grand Total ...																		

N. E. Contagious Sheds.

Officers' Quarters. { Medical. / Surgical.

Cells.

N.B.—This is the morning report and is filled in by the Apothecary on duty just before going off duty at 6-30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of C.M.F. Nos. 4 and 5. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

CIVIL MEDICAL FORM No. 19.

HOSPITAL, MADRAS.

HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ______ *Ward for* ______ 189 .

(Rows of the form: Date 1, 2, 3 … 31; Total ...)

Col.	Group	Sub-group	Item	Unit
	Date.			
1			Breakfast No. 1.	
2			Breakfast No. 2.	
3			Dinner.	
4	Number of Patients.		On diets.	No.
5	Number of Patients.		Discharges.	No.
6	Number of Patients.		Extras.	No.
7	Number of Patients.		Total.	No.
8	Diets.	Spoon.	Arrowroot.	No.
9	Diets.	Half.	Milk.	No.
10	Diets.	Half.	Mutton, roasted.	No.
11	Diets.	Half.	Mutton, boiled.	No.
12	Diets.	Half.	Mutton stew.	No.
13	Diets.	Half.	Chicken, roasted.	No.
14	Diets.	Half.	Chicken, boiled.	No.
15	Diets.	Half.	Chicken stew.	No.
16	Diets.	Half.	Mixed.	No.
17	Diets.	Full.	Mutton, roasted.	No.
18	Diets.	Full.	Mutton, boiled.	No.
19	Diets.	Tea and Coffee.	Tea.	Pts.
20	Diets.	Tea and Coffee.	Coffee.	Pts.
21	Extras.		Barley-water.	Pts.
22	Extras.	Beef.	Essence, Brandt's.	Tin.
23	Extras.	Beef.	Extract, Liebeg's.	Tin.
24	Extras.	Beef.	Raw.	Lb.
25	Extras.	Beef.	Steak.	Lb.
26	Extras.	Beef.	Tea.	Pts.
27	Extras.		Biscuits.	Oz.
28	Extras.		Blanc mange.	No.
29	Extras.		Bran-biscuits.	Oz.
30	Extras.		Bread.	Oz.
31	Extras.		Butter.	Oz.
32	Extras.	Broth.	Chicken.	Pts.
33	Extras.	Broth.	Chicken jugged.	Pts.
34	Extras.	Broth.	Mutton.	Pts.
35	Extras.	Broth.	Mutton jugged.	Pts.
36	Extras.	Chicken.	Boiled.	No.
37	Extras.	Chicken.	Curry.	No.
38	Extras.	Chicken.	Cutlets.	No.
39	Extras.	Chicken.	Fricasse.	No.
40	Extras.	Chicken.	Grilled.	No.
41	Extras.	Chicken.	Jelly.	No.
42	Extras.	Chicken.	Kusse.	No.
43	Extras.	Chicken.	Pepperwater.	Pts.
44	Extras.	Chicken.	Roast.	No.
45	Extras.	Chicken.	Stew.	No.
46	Extras.		Cocoa.	Pts.
47	Extras.		Coffee.	Pts.
48	Extras.	Conjee.	Arrowroot.	Pts.
49	Extras.	Conjee.	Cornflour.	Pts.
50	Extras.	Conjee.	Oatmeal.	Pts.
51	Extras.	Conjee.	Sago.	Pts.
52	Extras.	Conjee.	Sooiee.	Pts.
53	Extras.	Conjee.	Tapioca.	Pts.
54	Extras.	Eggs.	Raw.	No.
55	Extras.	Eggs.	Fried.	No.
56	Extras.	Eggs.	Omelette.	No.
57	Extras.	Eggs.	Poached.	No.
58	Extras.	Fish.	Boiled.	Oz.
59	Extras.	Fish.	Curried.	Oz.
60	Extras.	Fish.	Fried.	Oz.
61	Extras.	Fish.	Moli.	Oz.
62	Extras.		Hoppers.	No.
63	Extras.		Ice.	Lb.
64	Extras.		Lemonade.	Bot.
65	Extras.		Limes.	No.
66	Extras.		Mangoes.	No.
67	Extras.		Milk.	Pts.

N.B.—C.M.F. Nos. 19 and 20 are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. 4 and 5 are posted daily into these forms by the Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second steward.

These are sent with the monthly accounts and filed in the Surgeon-General's office.

CIVIL MEDICAL FORM No. 20—*cont.*

_____ HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the_____ Ward_____ 189 —cont.

Date.	—	EXTRAS—*cont.*																											STIMULANTS.				Cost of Diets.	Cost of Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
		Mutton.																																				
		Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Pepperwater.	Plantains.	Potatoes.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetable.											Arrack.	Brandy.	Gin.	Portwine.						
		oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	Pts.	No.	oz.	oz.	lb.	Bot	oz.	Pts.	oz.											oz.	oz.	oz.	oz.						
		48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92
																																								RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
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Total ...																																													

Table showing the daily and the Monthly average cost of Diets, Extras and Stimulants for the patients under each Medical Officer for the month of 189 .

[Attention is drawn to Diet Rules, Appendix III, para. 3.]

Month and date.	EUROPEAN GENERAL WARDS.						EUROPEAN OFFICERS' QUARTERS.						NATIVE GENERAL WARDS.						NATIVE OFFICERS' QUARTERS.						Initials of the Medical Officer.	Remarks.
	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer	Senior Surgeon.	Second Surgeon.	Average of the Hospital.		
	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	AS. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.		
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Monthly averages should also be shown.

N.B.—This is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from C.M.F. Nos. 16 and 17 (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz., As. 8 for European general wards and As. 4 for Native general wards. This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

This is forwarded for the information of the Surgeon-General and when returned is filed in the Steward's office.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 22.*

Initials of Apothecaries in support of the accuracy of figures in Form No. 21.

Senior Physician's Apothecary.	Second Physician's Apothecary.	Additional Medical Officer's Apothecary.	Senior Surgeon's Apothecary.	Second Surgeon's Apothecary.

MEMORANDUM.

Has the honour to circulate to the undermentioned Medical Officers for information and favour of initials.

Superintendent,
Hospital.

* N.B.—In actual use this is to be printed on back of No. 21.

CIVIL MEDICAL FORM No. 23.

Statement showing the Quantities of the Ingredients used in the preparation of European diets and Extras during the month of* 189 .

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Cocoa, lb.	Cocoanut, lb.	Coffee powder.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Flour.	Gelatine.	Ghee, lb.	Hoppers, No.	Ice, lb.	Limes, No.	Lemonade, bot.	Milk, pints.	Mint and parsley, lb.	Mutton, with home, lb.	Mutton, without home, lb.	Oatmeal, lb.	Onions, lb.	Partridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Sodawater, bot.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	Wood, fire.
Spoon, arrowroot																																																		
Milk																																																		
Half	Mutton ... roast																																																
	Do. boiled																																																
	Do. stew																																																
	Chicken roast																																																
	Do. boiled																																																
	Do. stew																																																
Mixed																																																
Full	Mutton roast																																																
	Do. boiled																																																
Number of Tea ...																																																
Number of Coffee ...																																																
Total Diets ...																																																
Extras.																																																
Barley-water ...	pt.																																																
Beef steaks ...	oz.																																																
Bran biscuits ...	pt.																																																
Broth, chicken ...	oz.																																																
Do. mutton ...	pt.																																																
Chicken, boiled ...	No.																																																
Do. curry ...	"																																																
Do. cutlets ...	"																																																
Do. grilled ...	"																																																
Do. jelly ...	pt.																																																
Do. pepperwater ...	No.																																																
Do. stew ...	pt.																																																
Coffee ...																																																
Congee, arrowroot ...	"																																																
Do. cornflour ...	"																																																
Do. sago ...	"																																																
Do. soojee ...	"																																																
Do. oatmeal ...	"																																																
Eggs, fried ...	No.																																																
Do. omelette ...	"																																																
Fish, boiled ...	oz.																																																
Do. curried ...	"																																																
Do. fried ...	"																																																
Do. moli ...	"																																																
Mutton chops ...	"																																																
Do. curry ...	"																																																
Do. cutlets ...	"																																																
Do. fried ...	"																																																
Do. minced ...	"																																																
Do. pepperwater ...	pt.																																																
Do. stew ...	oz.																																																
Potato cutlets ...	"																																																
Pudding, blancmange ...	No.																																																
Do. bread ...	"																																																
Do. custard ...	"																																																
Do. lime ...	"																																																
Do. rice ...	"																																																
Do. sago ...	"																																																
Do. soojee ...	"																																															
Sheep's trotter jelly ...	lb.																																																
Tea	pt.																																																
Total ...																																																

N.B.—C.M.F. Nos. 23 and 24 are the ingredient sheets, four in number, tallying all with the diet rolls Nos. 19 and 20. The totals from Nos. 19 and 20 are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractor's bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

These are filed in the Surgeon-General's office.

MADRAS, 189 .

Statement showing the Quantities of the Ingredients used in the preparation of Native Diets and Extras during the month of 189 .

CIVIL MEDICAL FORM No. 24.

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Dhall, lb.	Cocoanut, lb.	Coffee powder.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Gingelly oil, bot.	Garlic, lb.	Ghee, lb.	Hoppers, No.	Ice, lb.	Limes, No.	Lemonade, bot.	Milk, pints.	Mint and parsely, lb.	Mutton with bone, lb.	Mutton with out bone, lb.	Oatmeal, lb.	Onions, lb.	Partridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	Wood, fire.
Spoon, Rice																																															
Milk ... Bread																																														
Milk ... Rice																																														
Coffee																																														
Half																																														
Full ... Mutton																																														
Full ... Fish																																														
Total, Diets ...																																														
Extras.																																														
Barley water ... ... pt.																																														
Beef steaks ... ... oz.																																														
Beef tea ... ... pt.																																														
Bran biscuits ... oz.																																														
Broth, chicken ... pt.																																														
Do. mutton ... ... ,,																																														
Chicken, boiled ... ... No.																																														
Do. curry ... ... ,,																																														
Do. cutlets ... ... ,,																																														
Do. grilled ... ... ,,																																														
Do. jelly ... ... ,,																																														
Do. pepper water ... pt.																																														
Do. stew ... No.																																														
Coffee ... ... pt.																																														
Conjee, arrowroot ... ,,																																														
Do. cornflour ... ,,																																														
Do. sago ... ... ,,																																														
Do. soojee ... ... ,,																																														
Do. oatmeal ... ... ,,																																														
Eggs, fried ... ... No.																																														
Do. omelette ... ... ,,																																														
Fish, boiled ... ... oz.																																														
Do. curried ... ... ,,																																														
Do. fried ... ... ,,																																														
Do. moli ... ... ,,																																														
Mutton chops ... ... ,,																																														
Do. curry ... ... ,,																																														
Do. cutlets ... ... ,,																																														
Do. fried ... ... ,,																																														
Do. minced ... ... ,,																																														
Do. pepper water ... pt.																																														
Do. stew ... ,,																																														
Potato cutlets ... oz.																																														
Puddings, blancmange ... No.																																														
Do. bread ... ... ,,																																														
Do. custard ... ... ,,																																														
Do. ... ... ,,																																														
Do. ... ... ,,																																														
Do. ... ... ,,																																														
Do. ... ... ,,																																														
Sheep's trotter jelly ... lb.																																														
Tea ... ... pt.																																														
Total																																														

N.B.—*Vide* instructions on Form No. 23.

MADRAS, 189 .

Superintendent.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 25.

Expenditure of Non-storable articles of Diets during 189 .

—	Group No. 12.				Group No. 13.			Group No. 14.			Group No. 15.																		Group No. 16.	Group No. 27.
	Beef.	Mutton without bone.	Mutton with bone.	Sheep's feet.	Milk.	Butter.	Buttermilk.	Fish.	Chicken.	Eggs.	Cocoanut.	Chillies, green.	Ginger, green.	Mint and parsley.	Onions.	Potatoes.	Salt, common.	Salt, white.	Spice powder.	Vegetable, country.	Vegetable, Europe.	Limes.	Oranges.	Plantains.	Hoppers.	Ice.
	lb. oz.	lb. oz.	lb. oz.	No.	pts. oz.	lb. oz.	pts. oz.	lb. oz.	No.	No.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	No.	No.	No	No.	lb.
Native diets																										
Native extras																										
European diets																										
European extras																										
Officers' Quarters diets ...																										
Officers' Quarters extras.																										
Non-storable articles book.																										
Total ...																										

N.B.—Immediately after the preparation of Nos. 23 and 24, the totals (of non-storable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from non-storable Articles Book, No. 27 for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for non-storable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

This is filed in the Steward's office.

CIVIL MEDICAL FORM No. 26.

GENERAL HOSPITAL.

Comparative statement of issues as shown in the monthly statement of Ingredients and the Store Accounts for 189 .

—	Arrowroot.		Barley.		Biscuits, English.		Bran.		Chillies.		Coffee.		Cornflour.		Cummin-seed.		Curry-powder, Europeans.		Curry-powder, Natives.		Dhall.		Flour, wheat.		Garlic.		Gelatine.		Ghee.		Mustard, country.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Native diets ...																																
Do. extras ...																																
European diets ...																																
Do. extras ...																																
Officers' Quarters diets ...																																
Do. extras.																																
Kitchen ...																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue ...																																
Difference { More ...																																
Difference { Less ...																																

—	Oil, gingelly.		Oatmeal.		Pepper.		Rice.		Rice, table.		Sago.		Soojee.		Sugar.		Tamarind.		Tapioca.		Tea.		Turmeric.		Vermicelli.			Sodawater.	Lemonade.			Wood, fire.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.		Bottle.	Bottle.			lb.
Native diets —																																
Do. extras																																
European diets																																
Do. extras																																
Officers' Quarters diets																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

N.B.—Into this is posted by second Steward all the totals in C.M.F., Nos. 23 and 24 that have not been put into No. 25; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. 23 and 24. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

This is filed in the Surgeon-General's office.

Superintendent,

Hospital.

CIVIL MEDICAL FORM No. 27.

Non-storable Articles spent during the month of 189 .

Month and Date.	A.		B.																								C.																				
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets rattan, large.	Baskets rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear glass.	Bottles, pint, clear glass.	Bottles, Sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chanakays.	Charcoal.	Chatties, large.	Chatties, small.	Checoy.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage.	Cloth, dungary.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No	No.	No.	lb.	Bot	No.	lb.	No.	No.	lb.	Doz	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yd.	yds.	yds.	yds.	lb.	No.
1																																															
2																																															
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Total ...																																															

N.B.—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book C.M.F. No. 33, to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

Non-storable Articles spent during the month of 189 —cont.

CIVIL MEDICAL FORM No. 27—*cont.*

Month and Date.	C—*cont.*								D.	F.	G.				H.			I.	K.	L.										M.										N.			
	Coconut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton for wool.	Corks (bottle).	Cumblies for ice.	Cumblies for fomentation.	Dry earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Ganja.	Goglet.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hop's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure Loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, coral.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin.	No.	oz.	yds.	No.	No	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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Non-storable Articles spent during the month of 189 —cont.

CIVIL MEDICAL FORM No. 27—*cont.*

Month and Date.	O.														P.											R.					S.																
	Oil, coconut, for dispensary.		Oil, coconut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppyheads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, first sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spogal seeds.	Spirits of wine.	Straw.	Strainers.
	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot.	oz.	lb.	oz.	No	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.	No.	No.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot.	lb.	No.
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CIVIL MEDICAL FORM No. 27—*cont.*

Non-storable Articles spent during the month of 189 —cont.

Month and Date.	S—*cont.*					T.				V.		W.				LIGHT.			Initials of the Medical Officer.
	Sugar, white.	Sugar, Ashtagram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Kerosene.	Lamp oil.	Cocoanut oil.	
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	No.	No.	No.	
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———— HOSPITAL, MADRAS.

CIVIL MEDICAL FORM No. 28.

Account of Liquor, the property of Government for the month of 189. .

—	Portwine.		Sherry.		Brandy.		Gin.		Whiskey.		Rum.		Arrack.																				Beer.	Porter.	Claret.	Burgundy.	
	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.																			pt.	pt.	pt.	pt.	
Remaining from last account																																				
Received on indents, dated																																				
Received on requisitions, dated																																				
Total ...																																				
Expended during the month ... Europeans ...																																				
Natives																																				
Dispensary ...																																				
Animal jelly ...																																				
Total ...																																				
Remaining on 1st 189 ...																																				

N.B.— The figures from the Diet Rolls Nos. 19 and 20 are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

This is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

MADRAS, 189 .

Superintendent, Hospital.

CIVIL MEDICAL FORM No. 29.

——— HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town.

Number of Formulæ.	Names.	Per	Cost.	Number of Formulæ.	Names.	Per	Cost.
			Rs. A. P.				Rs. A. P.
	Almonds *	oz.					
	Apples *	No.					
1	Arrowroot	lb.		42	Linseed tea	pt.	
	Do. blanc mánge ...	No.			Mangoes	No.	
2	Do. conjee ...	pt.			Milk	pt.	
3	Do. jelly	No.			Mutton without bone ...	lb.	
	Barley	lb.		43	Mutton broth	pt.	
4	Barleywater	pt.		44	Do. chops	lb.	
5	Batter-pudding	No.		45	Do. chops, boiled ...	8 oz.	
	Beef	lb.			Mutton with bone ...	lb.	
6	Beef-juice	lb.		46	Mutton curry	8 oz.	
7	Beef-steak *	8 oz.		47	Do. cutlets	8 oz.	
8	Beef-tea	pt.			Do. fat	8 oz.	
9	Beef-tea, jugged ...	pt.		48	Do. fried	8 oz.	
	Biscuits arrowroot * ...	lb.		49	Do. minced	8 oz.	
	Biscuits, milk	lb.		50	Do. pepperwater ...	pt.	
	Biscuits, butter	lb.		51	Do. stew	8 oz.	
10	Blanc mánge	No.		52	Oatmeal porridge * ...	pt.	
	Bran-biscuits	lb.			Oranges	No.	
11	Bread	lb.		53	Partridge roast * ...	No.	
	Bread-pudding	No.		54	Do. stew * ...	8 oz.	
12	Butter	oz.			Peas *	...	
	Buttermilk	pt.			Pepper	lb.	
	Chicken	No.		55	Pepperwater	pt.	
13	Chicken, boiled * ...	No.		56	Pigeon roast *	No.	
14	Do. broth	pt.		57	Do. stew *	No.	
15	Do. curry	No.			Plantains	No.	
16	Do. cutlets * ...	No.			Plum *	oz.	
17	Do. fricasee * ...	No.		58	Plum-pudding	No.	
18	Do. grilled * ...	No.			Pomegranite	No.	
19	Do. jelly *	No.			Potatoes	lb.	
20	Do. kusee *	No.		59	Potatoe cutlets * ...	8 oz.	
21	Do. pepperwater ...	pt.		59½	Rabbit	No.	
22	Do. roast *	No.			Rice	lb.	
23	Do. stew	No.		60	Do. conjee water ...	pt.	
24	Chutney	oz.		61	Do. pudding	No.	
25	Do. Cocoa * ...	No.			Sago	lb.	
26	Coffee, with milk ...	pt.		62	Sago conjee	pt.	
27	Cornflour	lb.		63	Do. jelly	No.	
	Do. blanc mánge ...	No.		64	Do. pudding	No.	
28	Do. conjee	pt.		65	Scotch-broth, beef ...	pt.	
29	Do. pudding * ...	No.			Do. do. mutton ...	pt.	
30	Curry powder, Europeans }	lb.		66	Sheep-trotter jelly ...	8 oz.	
31	Curry powder, Natives ... }			67	Do. stew ...	pt.	
	Custard	No.			Snipe	No.	
	Dhall	lb.		68	Snipe-roast *	No.	
	Eggs	No.		69	Sponge-pudding ...	pt.	
32	Do. fried *	No.			Sodawater	Bot.	
33	Do. omelette * ...	No.			Soojee	lb.	
34	Do. poached	No.		70	Soojee conjee	pt.	
	Essence of beef, Brand's.	Tin.		71	Do. jelly	No.	
	Do. chicken ...	Tin.		72	Do. pudding	No.	
	Liebeg's extract of beef...	lb.		73	Spice powder	oz.	
	Fish	8 oz.			Sugar	oz.	
35	Do. boiled	oz.			Tapioca	lb.	
36	Do. fried	oz.		74	Tapioca conjee	pt.	
37	Do. moli	oz.		75	Do. pudding	No.	
38	Fruit, stewed *	oz.		76	Tea with milk	pt.	
	Ghee	lb.		77	Teal roast *	No.	
	Do.	oz.			Tyre, measure	No.	
39	Ginger tea	pt.		78	Vegetable, country ...	lb.	
	Grapes *	lb.			Do. curry ...	4 oz.	
	Hoppers	No.			Do. Europe ...	1 lb.	
	Ice	lb.		79	Vermicelli pudding ...	No.	
	Jam *	Tin.		80	Wheat cakes	No.	
	Lemonade	Bot.			Wheat flour	lb.	
40	Lime-juice	pt.			Gingerade	Bot.	
41	Lime-pudding *	No.			Lithia water	Bot.	
	Limes	No.			Tonic water	Bot.	
					Potash water	Bot.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

N.B.—This price list must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

CIVIL MEDICAL FORM No. 29—*cont.*

———HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town— cont.

Number of Formulæ.	Names.	Per	Cost.	Number of Formulæ.	Names.	Per	Cost.
	Wines and Stimulants.						
			Rs. A. P.				Rs. A. P.
	Arrack	oz.			Frontignac *	oz.	
	Beer	pt.			Gin (Old Tom)	oz.	
	Brandy	oz.			Porter *	pt.	
	Burgundy *	pt.			Portwine	oz.	
	Claret *	pt.			Sherry *	oz.	
	Constantia *	oz.			Whiskey	oz.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

GENERAL HOSPITAL, MADRAS.

Price List of European Diets for the year 189 –9 .

	Names of Diets.	Cost.
		Rs. A. P.
Spoon	Arrowroot, with tea	
	Do. coffee	
Milk.	With tea	
	Do. coffee	
Half.	Mutton, roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
	Chicken, roasted, with tea	
	Do. do. coffee	
	Do. boiled with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
Mixed	With tea	
	Do. coffee	
Full.	Mutton roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	

Price List of Native Diets for the year 189 –9 .

	Names of Diets.	Cost.
		Rs. A. P.
Spoon	... ...	
Milk	Bread	
	Rice	
Coffee	... ...	
Half	... ...	
Full	Mutton	
	Fish	

CIVIL MEDICAL FORM No. 30.

GOVERNMENT —— HOSPITAL.

Day Book.

Transaction No.	Ledger Fol o No.	Articles.	Receipts. Serviceable.	Repairable.	Unserviceable.	Issues. Serviceable.	Repairable.	Unserviceable.	Initials.
		189 .							
1	1	Received from contractor as per office order No. dated 189 .							
		Arrowroot ... ... lbs.	30	...	...	...	...	...	
		189 .							
2	2	Received from as per Invoice No. dated 189 .							
		Sago ... ... lbs.	100	...	...	...	...	...	
3	2	Issued to per Indent No. dated 189 .							
		Sago ... ... lbs.	... ...	...		25 ...	...	...	

CIVIL MEDICAL FORM No. 31.

GOVERNMENT —— HOSPITAL.

Ledger of Stores and Stock.

Month and Date.	Transaction number or folio in Day-book.	Particulars.	Receipts. Serviceable.	Repairable.	Unserviceable.	Issues. Serviceable.	Repairable.	Unserviceable.	Remains. Serviceable.	Repairable.	Unserviceable.	Initials.
		Arrowroot.	Lbs.									
5-2-95	1	Received from contractor.	30 ...	...	...	...	...	...	30 ...	...	...	
		Sago.										
5-3-95	2	Received from ...	100 ...	...	...	...	...	...	100 ...	...	...	
5-3-95	3	Issued to ...	... ...	...	...	25 ...	...	...	75 ...	...	...	

CIVIL MEDICAL FORM No. 32.

Daily Comparative Statement of Receipts and Issues by the Storekeeper.

Class	Article	Unit
A.	Arrowroot for Dispensary.	[illegible]
	Arrowroot.	[illegible]
B.	Bael fruit.	lb.
	Baskets, wicker, l...	No.
	Baskets, large.	No.
	Baskets, small.	No.
	Baskets, rattan, large.	No.
	Baskets, rattan, small.	No.
	Baskets for chunam pots.	No.
	Bath bricks.	No.
	Benzoin.	No.
	Bladders.	No.
	Blue packets.	No.
	Books for prescriptions.	No.
	Bottles, quarts, clear glass.	No.
	Bottles, pint, clear glass.	No.
	Bottles, sauce.	No.
	Bran.	lb.
	Brandy.	Bot.
	Brattles.	No.
	Bread.	lb.
	Brooms, bundles.	No.
	Brooms, long, bamboo handled.	No.
	Butea frondosa.	lb.
	Buttons, cotton.	doz.
	Buttons, thread.	Doz.
C.	Camphor.	lb.
	Candles, wax.	No.
	Candles, sperm.	No.
	Carraway seeds.	oz.
	Catgut.	oz.
	Cement.	Tin.
	Chalk.	oz.
	Chamois skins.	No.
	Chankays.	No.
	Charcoal.	lb.
	Chatties, large.	No.
	Chatties, small.	No.
	Cheakoy.	oz.
	Chunam for conservancy.	lb.
	Chunam brushes.	No.
	Cloth for bandage.	yds.
	Cloth, dungary.	yds.
	Cloth, long, fine.	yds.
	Cloth, wax.	yds.
	Coal-tar, good quality.	lb.
	Cocoa ladles.	No.

Month and Date.

Balance brought forward 18

Receipts

Total

Issues 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Total

Balance

CIVIL MEDICAL FORM No. 32—*cont.*

*Daily Comparative Statement of Receipts and Issues by the Storekeeper—*cont.

Class	Article	Unit
C—*cont.*	Cocoanut scrubbers.	No.
	Coir.	lb.
	Cotton for burns.	lb.
	Cotton for pillows.	lb.
	Cotton wool.	lb.
	Corks (bottle).	No.
	Cumblies for ice.	No.
	Cumblies for fomentation.	No.
D.	Dry-earth, thoroughly dried, carts.	No.
F.	Flour, wheat.	oz.
	Flower pots.	No.
G.	Ganja.	oz.
	Goglets.	No.
	Gravel carts.	No.
	Green cloth for eye shades.	yds.
	Green silk for eye shades.	yds.
	Gunny bags.	No.
H.	Hog's lard.	lb.
	Honey, clean, fresh.	lb.
	Horse hair.	oz.
	Husks, paddy.	lb.
I.	Ice.	lb.
K.	Knife polisher.	Tin
L.	Laterite carts.	No.
	Lamp thread.	oz.
	Lamp wick, kerosine.	yds.
	Leaf fan.	No.
	Lead leaf.	No.
	Leeches.	No.
	Limes.	No.
	Lime stones, burnt.	lb.
	Linseed meal.	lb.
	Liquorice root.	oz.
M.	Manure loads.	No.
	Marking nuts.	lb.
	Match boxes.	No.
	Mats, common.	No.
	Mats, coral.	No.
	Monthays.	No.
	Mulleys.	No.
	Muslin.	yds.
	Mustard, Europe, 1 lb. bottle.	No.
	Mustard, country.	oz.
N.	Nails, iron.	No.
	Needles.	No.
	Needles, common, large.	No.
	Nutmegs.	oz.

Month and Date.

Balance brought forward. 180

Receipts

Total ...

Issues ...

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Total ...

Balance ...

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

CIVIL MEDICAL FORM No. 32—*cont.*

Month and Date.	O.								P.							R.					S.																		
	Oil, coconut, for Dispensary.	Oil, coconut, for lamp.	Oil, gingelly.	Oil, lamp.	Oil, linseed.	Oil, kerosine.	Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste-boards.	Perchloride of mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Sporal seeds.	Spirits of wine.	Straw.	Strainers.
	Bot oz.	Bot oz.	Bot oz.	Bot oz.	Bot oz.	Bot oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot	lb.	No.
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Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

CIVIL MEDICAL FORM No. 32—*cont.*

Month and Date.	S—*cont.*					T.					V.		W.																											
	Sugar, white.	Sugar, Ashtogram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Arrowroot.	Barley.	Cornflour.	Gelatine.	Oatmeal.	Sago.	Soojee.	Tapioca.	Vermicelli.	Chillies, dry.	Dhall.	Garlic.	Mustard.	Oil, gingelly.	Pepper.								
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	Bot oz.	lb. oz.								
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Daily Comparative Statement of Receipts and Issues by the Storekeeper--cont.

CIVIL MEDICAL FORM No. 32--*cont.*

Month and Date.	Tamarind. lb.	Tamarind. oz.	Turmeric. lb.	Turmeric. oz.	Rice. First sort. lb.	Rice. Table. lb.	Rice. Boiled. lb.	Rice. Boiled. oz.	Coffee. lb.	Coffee. oz.	Coffee powder. lb.	Coffee powder. oz.	Tea. lb.	Tea. oz.	Sugar. Ashtagram. lb.	Sugar. Ashtagram. oz.	Sugar. Brown. lb.	Sugar. Brown. oz.	Curry powder. Europeans. lb.	Curry powder. Europeans. oz.	Curry powder. Natives. lb.	Curry powder. Natives. oz.	Bran. lb.	Bran. oz.	Biscuits. lb.	Biscuits. oz.	Flour, wheat. lb.	Flour, wheat. oz.	Wood, fire. lb.	Wood, fire. oz.	Ginger ale. Bot	Lemonade. Bot	Soda water. Bot	Potash water. Bot	Tonic water. Bot	Brandt's essence of chicken. Tin	Brandt's essence of mutton. Tin	Brandt's essence of beef. Tin	Liebeg's extract of beef. Pot	Mellin's food. Bot		Initials of Storekeeper.	Initials of Head Steward.	Initials of Medical officer.
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Monthly Comparative Statement of Expenditure of Non-storable articles during the year 189 .

CIVIL MEDICAL FORM No. 33.

Names of months.	A. Arrack for Dispensary. oz.	A. Arrowroot. oz.	B. Bael fruit. oz.	B. Baking powder, tins. No.	B. Baskets, large. No.	B. Baskets, small. No.	B. Baskets, rattan, large. No.	B. Baskets, rattan, small. No.	B. Baskets for chamber pots. No.	B. Bath bricks. No.	B. Benzoin. No.	B. Bladders. No.	B. Blue packets. No.	B. Books for prescriptions. No.	B. Bottles, quarts, clear glass. No.	B. Bottles, pint, clear glass. No.	B. Bottles, sauce. No.	B. Bran. lb.	B. Brandy, Bot	B. Brattles. No.	B. Bread. lb.	B. Brooms, bundles. No.	B. Brooms, long, bamboo handled. No.	B. Butea frondosa. lb.	B. Buttons, cotton. Doz	B. Buttons, thread. Doz	C. Camphor. lb.	C. Candles, wax. No.	C. Candles, sperm. No.	C. Caraway seeds. oz.	C. Catgut. oz.	C. Cement. Tin	C. Chalk. oz.	C. Chamois skins. No.	C. Chanakays. No.	C. Charcoal. lb.	C. Chatties, large. No.	C. Chatties, small. No.	C. Cheeoy. oz.	C. Chunam for conservancy. lb.	C. Chunam brushes. No.	C. Cloth for bandage. yds.	C. Cloth, dunnary. yds.	C. Cloth, long, fine. yds	C. Cloth, wax. yds	C. Coal-tar, good quality. lb.	C. Cocoa-ladles. No.
189 . January ...																																												
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Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont. CIVIL MEDICAL FORM No. 33—*cont.*

Names of months.	C—cont.								D.	F.		G.					H.				I.	K.	L.												M.														N.			
	Cocoanut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton wool.	Corks (bottle).	Crumblies for rice.	Crumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Ganja.	Goglets.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosene.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, comb.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	tin.	No.	oz.	yds.	No.	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont. CIVIL MEDICAL FORM No. 33—*cont.*

Names of months.	O.											P.								R.					S.																											
	Oil, cocoanut for Dispensary.		Oil, cocoanut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.	Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Stuce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spoon seeds.	Spirits of wine.	Straw.	Strainers.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot	lb.	No.
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Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

	S—*cont.*					T.						V.		W.																																
Names of months.	Sugar, white.	Sugar, Ashtagram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee.		Tapioca.		Vermicelli.		Chillies, dry.		Dholl.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot	Bot.	lb.	No.	No.	No.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
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Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable Articles, 189 —cont.

					Rice.												Sugar.				Curry powder.																								Initials of		
Names of months.	Tamarind.		Turmeric.		First sort.		Table.		Beaten.		Coffee.		Coffee powder.		Tea.		Ashtagram.		Brown.		Europeans.		Natives.		Bran.		Biscuits.		Flour, wheat.		Wood, fire.		Ginger ale.	Lemonade.	Sodawater.	Potash water.	Tonic water.	Brandt's essence of chicken.	Brandt's essence of mutton.	Brand's essence of beef.	Liebeg's extract of beef.	Mellin's food.			Storekeeper.	Head Steward.	Medical officer.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	Bot	Bot	Bot	Bot	Tin	Tin	Tin	Pot	Bot					
January ...																																															
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CIVIL MEDICAL FORM No. 34.

HOSPITAL, MADRAS.

Salary Acquittance Roll of Establishment for the month of 189 .

Name.	Designation.	Amount of Salary and Allowances.	Net amount after Deductions in Pay Bill.	Stoppages.										Balance due to each person.	Total of columns 5 to 11.	Acknowledgment.
				Rations.	Hospital Diet Charges.	Clothing.	Dhoby.	Linen.	Instruments.							
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.					Rs. A. P.	Rs. A. P.	
Permanent Establishment.																
Temporary Establishment.																

CIVIL MEDICAL FORM No. 35.

Departmental purchases for the month of June 1895.

						Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.
		DIETS AND EXTRAS.													
June	19	Oatmeal	Tins.	2		0	13	0	E.	1	10	0			
		White sugar, Ashtagram ...	lb.	10		0	2	1½	lb.	1	5	3			
		Tamarind (new)	oz.	4			.....		...	0	0	6			
		Dhall	Mea.	12		0	2	8	E.	2	0	0			
		HOSPITAL NECESSARIES.											4	15	9
		Oil cloth	Yd.	1½		1	4	0	Yd.	1	14	0			
		Chunam	Parahs.	5½			.....		...	1	12	0			
		Cart-hire for above	...	...			.....		...	0	4	0			
		Linseed meal	lb.	25		0	1	6	lb.	2	4	0			
		Toddy	oz.	2			.....		„	0	0	6			
		Jaggery	lb.	1			.....		„	0	1	0			
		Date mats	No.	2			.....		No.	0	6	0			
		Saw-dust	lb.	50			.....		lb.	0	5	0			
		BAZAAR MEDICINES.											6	14	6
		Butea frondosa	Viss.	1		0	10	8	lb.	2	0	0			
		HOSPITAL MISCELLANIES.											2	0	0
		Almirah lock, brass	No.	1			.....		E.	2	8	0			
		Soap, dish	„	1			.....		„	0	14	0			
		REPAIR OF FURNITURE.											3	6	0
		Brass hinges	Pair.	1			.....		...	0	5	0			
		Screw nails	Doz.	1½			.....		...	0	1	6			
		Iron wall hooks	No.	2			.....		...	0	3	0			
		File	„	1			.....		...	0	11	0			
		CONTINGENCIES.											1	4	6
		Market cooly	...	...			.....		...	0	1	0			
		Books for Messrs. Thacker & Co. (one copy Martindale) and Westcott's extra Pharmacopœia and one copy Squires' British Pharmacopœia.								19	0	0			
													19	1	0
													37	9	9

CIVIL MEDICAL FORM No. 36.

Abstract of Departmental Purchases for the month of June 1895.

Date.	Diets and extras.	Hospital necessaries.	Bazaar medicines.	Bedding and clothing.	Hospital miscellanies.	Repair of furniture.	Contingencies.	Total
19	4 15 9	6 14 6	2 0 0	... ...	3 6 0	1 4 6	19 1 0	37 9 9

CIVIL MEDICAL FORM No. 37.

Register of Receipts and Repayments of Personal Deposits.

Date.	Name of depositor.	Nurse and ward.	Amount deposited.			Amount withdrawn.			Balance after each transaction.			Signature of depositor and withdrawer.
			RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

To be used with carbon paper.

CIVIL MEDICAL FORM No. 38.

——— HOSPITAL.

Madras, ——— 189 .

RECEIVED from ———

the sum of Rupees ——— being payment of hospital stoppages in advance for 10 days, viz., from ———

to ——— 189 , at Rupees ——— per day.

Steward,

Rs. ——— *Hospital.*

CIVIL MEDICAL FORM No. 39.

Dr.

TO THE HOSPITAL

To Amount of your Hospital Stoppages from to being days, at the rate of per day

Total Rupees ...

Certified the above to be a correct account.

MADRAS, 189 .

Steward,

——— *Hospital.*

(General and Maternity Hospitals)

CIVIL MEDICAL FORM No. 40.

Monthly Comparative Statement of Cost of Dietary.

		European Officers' Quarters.																											
		Self Diets.			On extras alone.			On Diets.			Total.			Cost of Diets.			Cost of Extras.			Cost of Wines.			Total Cost.			Average cost per day.			Average of Hospital.		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
189 .																													
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October	...																												
November	...																												
December	...																												
Total	...																												

Monthly Comparative Statement of Cost of Dietary.

CIVIL MEDICAL FORM No. 41.

—	Native General Wards.										Native Officers' Quarters.										
	Self Diets.	On extras alone.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average cost per day.		Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average.	Average of Hospital.	Remarks.
189 .					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.						RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
January																					
February ...																					
March																					
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July																					
August ...																					
September ...																					
October																					
November ...																					
December ...																					
Total ...																					

Hospital Stoppages for the Month of 189 .

CIVIL MEDICAL FORM No. 42.

No.	Name.	Occupation and residence.	Pay.	Dates and period charged for.			Demand.			Total.	Date on which Bill sent.	Collections.			Less refund.	Written off.	Due by	Steward's Initials.	Medical Officer's Initials.	Remarks.
				From	To	No. of days.	Rate per diem.	Arrears.	Current month.			1st.	2nd.	3rd.						
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15	16	17	18	19
							RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.			

NOTE.—The officer who fills in the admission register of the hospital should be responsible for the completion of columns 1 to 5. This will be a check on the Steward. (General and Maternity Hospitals).

Register of Contingent Charge of the _____ Hospital for 189 -189 .

CIVIL MEDICAL FORM No. 43.

Date.	To whom paid.	No. of (Sub-Voucher. (Contingent Abstract.	DETAILED HEADS OF BUDGET.																			
			DIETS.							MISCELLANEOUS.												
			European.			Native.			Bread.	Bazaar Medicines.		Hospital Necessaries.		Bedding and Clothing.		Hospital Miscellanies.					
			Ordinary.	Extra.	Wines and Spirits.	Ordinary.	Extra.	Wines and Spirits.														
	Budget Grant for each head.																					
	Brought forward		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		
	Carried forward ...																					

The classification should be modified in accordance with G.O., No. 309, Financial, 2nd May 1896.

CIVIL MEDICAL FORM No. 43—*cont.*

Register of Contingent Charges of the _____ Hospital for 189 - 189 —cont.

Date.	To whom paid.	No. of (Sub-Voucher. (Contingent Abstract.	DETAILED HEADS OF BUDGET.								UNUSUAL CHARGES		Total of each Contingent Abstract.	Total of each month's Bill.	Date of detailed Bill.	Date of admission with Initials.	Remarks.
			CONTINGENCIES.														
			Repair of Furniture.	Extra Servants.	Funeral Expenses.	Service Postage Labels.	Service Telegram.	Other Charges.	Punkah Machinery.	Special Contingencies.	Description.	Amount.					
	Budget Grant for each head.																
	Brought forward ...																
	Carried forward ...																

Furniture Distribution Stock Book. CIVIL MEDICAL FORM No. 44.

Names of articles of furniture.	Total quantity.	Where they are distributed.											
		Hobart ward.	Senior Medical Officers' office.	Officers' quarters.	Nurses' quarters.	Store room.	Out-patients' room.						
Chairs	50	4	6	24	10	2	4						

CIVIL MEDICAL FORM No. 45.

General requisition form.

GOVERNMENT _____ HOSPITAL.

No.

Requisition on _____

1	2	3	4	5	6	7
Nature of demand.	Established proportion.	Balance in hand.	Amount for which requisition is now made.	Why required.	Authority and date.	Remarks.

Date
Contents received
Date
Signature

Name
Rank
Designation

Sanctioned.
(By order.)

SURGEON-GENERAL'S OFFICE.

CIVIL MEDICAL FORM No. 46

Statement showing comparative accepted rates of articles required for use in the Government Hospitals and Lunatic Asylum for the *ending* 189 .

Articles.	Contractor's or Tenderer's number.	General Hospital, Madras.			Contractor's or Tenderer's number.	Lying-in Hospital, Madras.			Contractor's or Tenderer's number.	Leper Hospital, Madras.			Contractor's or Tenderer's number.	Ophthalmic Hospital, Madras.			Contractor's or Tenderer's number.	Women and Children Hospital, Madras.			Contractor's or Tenderer's number.	Voluntary Venereal Hospital, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Calicut.			Contractor's or Tenderer's number.	Lunatic Asylum, Waltair.			Remarks.
		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.	

OFFICE OF SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.
Date

Circulated for information to the undermentioned officers to be initialled by each and returned by the last-mentioned officer:—

(1) The Senior Medical Officer, General Hospital.
(2) The Superintendent, Lying-in Hospital.
(3) The Superintendent, Ophthalmic Hospital.
(4) The Superintendent, Voluntary Venereal Hospital.
(5) The Superintendent, Leper Hospital.
(6) The Superintendent, Lunatic Asylum.
(7) The Medical Officer, Women and Children Hospital.

Name.	*Residence.*
* Ramaswami.	Madras.

(By order.)

CIVIL MEDICAL FORM No. 47.

Register of Government Loan Paper and Security Deposits.

Register No.	Date of deposit.	By whom paid and on what account.	Particulars of the Notes, Treasury Receipts, &c., deposited.			Date of transmission to General or Local Treasury.	Date of return from General or Local Treasury.	Date of transmission to Accountant-General.	Date of return from Accountant-General.	Date of return to Depositor.	Receipt of Depositor for return of Notes.	Initials.
			No. and date.		Amount.							
					Rs. A. P.							

MATERNITY HOSPITAL.

CIVIL MEDICAL FORM No. 48.

Order for an advance of Stock Articles to be supplied by the Storekeeper to the Cook on , 189 .

Articles.	Quantity.			
	European kitchen.		Native kitchen.	

N.B.—This is used in the Maternity Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It is necessary in that hospital on account of the fact that patients come in at no particular hours but at all times, so that the cook must always have something to cook for them after their arrival.

CIVIL MEDICAL FORM No. 50.

Cash Receipts of the ——— *Hospital, Madras, for the month of* ——— 189 .

Date.	Particulars.	Establishment. Permanent.		Establishment. Temporary.		Diet and regular contingencies.		Sanitary contingencies.		Deposit.		Hospital collections.		Miscellaneous recoveries, Nurses account, &c.		Total.		Daily Total.		Amount.		Officer's initials.
		Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	

CIVIL MEDICAL FORM No. 50.

Cash Payments of the ——— Hospital, Madras, for the month of ——— 189

Date.	Particulars.	Establishment. Permanent.	Establishment. Temporary.	Diet and regular contingencies.	Sanitary contingencies.	Deposit.	Hospital collections.	Miscellaneous recoveries, Nurses account, &c.	Total.	Daily Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.

CIVIL MEDICAL FORM No. 51.

CONTRACTOR'S BOND.

Form of Agreement for Articles of which Samples are not deposited.

AGREEMENT made the day of 189 , between (hereinafter called "Contractor") of the one part, and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Purchaser") of the other part.

WHEREAS the Contractor has agreed with the Purchaser to supply to the General Hospital at Madras, all such quantities of the articles and things specified and described in the Schedule hereto annexed (and which said articles and things) are hereinafter referred to as the said articles and things as the Contractor shall be required by or on behalf of the Purchaser to supply for the said General Hospital at any time or times hereinafter during the period of commencing from the first day of April 189 , and at the price or prices and in the manner and upon the terms and conditions hereinafter mentioned.

And whereas the Contractor has deposited in the Government Savings Bank the sum of Rs. as Security for the due and faithful performance by the Contractor of this his contract.

Now THESE PRESENTS WITNESS, that for carrying the said Agreement into execution, the Contractor on the one part for himself, his heirs, executors, administrators and legal representatives; and the Purchaser on the other part for himself, his successors and assigns, mutually covenant, declare, contract and agree, each of them with the other of them in manner following: (that is to say,)

1. At any time or times, and at all times during the period of commencing with the first day of April 189 at which the Contractor shall be required by the Senior Medical Officer for the time being of the General Hospital at Madras (hereinafter referred to as the said Senior Medical Officer) so to do, the Contractor shall and will supply to the said General Hospital at and for such price or prices as are specified in the said Schedule, all such quantities of the said articles and things as the said Senior Medical Officer shall from time to time require the Contractor to supply under this contract; and all such articles and things shall be delivered by the Contractor between such hours, on such day or days, at such place or places, to such person or persons and in such manner as the said Senior Medical Officer shall from time to time and at any time require or direct.

2. All articles and things supplied by the Contractor under this contract shall be of the qualities and descriptions specified in the said Schedule, but it shall not be incumbent on the Purchaser to take from the Contractor the quantities of the said articles and things mentioned in the said Schedule or any larger quantity or quantities thereof respectively than may from time to time be required by the said Senior Medical Officer.

3. All articles and things supplied by the Contractor shall be subject to inspection and acceptance or rejection by such person as the Senior Medical Officer shall from time to time name and appoint to that duty or for that purpose (and which said person to be so named and appointed as aforesaid is hereinafter referred to as the Inspecting Officer).

4. All articles and things supplied by the Contractor which, in the opinion of the Inspecting Officer, shall be in bad order, unsound, unmerchantable, inferior in quality or description to the articles and things specified in the said Schedule, or otherwise faulty or unfit for use, or positively unwholesome, shall and may be rejected by the Inspecting Officer, and his opinion and rejection shall in all respects be final and conclusive and altogether operative and binding upon the Contractor, and shall not be open or subject to question or dispute by the Contractor upon any ground whatsoever.

5. All articles and things supplied by the Contractor which shall be rejected by the Inspecting Officer shall be removed by the Contractor within *one hour* after such rejection shall have been notified to the Contractor by the Inspecting Officer.

6. In lieu of any articles and things which shall have been rejected by the Inspecting Officer under the provisions hereinbefore contained, the Contractor shall and will within *one hour* after such rejection shall have been notified to him as aforesaid, supply and deliver to the said General Hospital between such hours, at such place or places, to such person or persons, and in such manner as the said Senior Medical Officer shall require or direct, such quantity or quantities of the said articles and things of the qualities and descriptions specified in the said Schedule, as shall be equivalent in quantity or quantities to the quantity or quantities of the said articles and things which shall have been so rejected as aforesaid.

7. All articles and things supplied in lieu of, or in substitution for, rejected articles and things shall be in like manner subject to such inspection, rejection and removal as aforesaid, as often as such Inspecting Officer as aforesaid shall consider necessary.

8. In case of neglect or refusal on the part of the Contractor to supply and deliver any of the said articles or things which the said Senior Medical Officer shall from time to time require the Contractor to supply and deliver, and of such approved quality, and at such time or times, place or places, and in such manner as hereinbefore provided, and so often as any such neglect or refusal shall happen, it shall be lawful for the Senior Medical Officer or any person by him thereunto authorized, to purchase elsewhere and from any other person or persons whomsoever such quantities of the said articles and things as shall not have been duly supplied and delivered by the Contractor, or as shall be required in lieu of any of the said articles and things which shall have been so rejected as aforesaid, and to charge the difference (if any) between the price or prices of the articles and things which may be so purchased, or the moneys which may have been paid for the same, and the price or prices payable under this contract for such articles and things, against the Contractor, and in addition thereto charge the Contractor as and by way of compensation to the Purchaser and for each and every such breach of contract a sum not exceeding 10 per cent. of deposit money.

9. The Contractor shall pay and reimburse to the Purchaser such difference in price as aforesaid, within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

10. The Contractor shall and will submit and deliver to the said Department on or before the *twelfth day* of every calendar month, a bill or bills, in the usual and proper form, for all articles and things supplied under this

contract during the previous calendar month, and in default of the Contractor so doing, the Contractor shall pay
the Purchaser as compensation for such breach of contract a sum not exceeding *five Rupees* per diem for each a
every day after the *twelfth day* of every calendar month that such bill or bills as last aforesaid shall remain
delivered; and the Contractor shall pay to the Purchaser such compensation as aforesaid within two days after
same shall have been demanded from him by or on behalf of the Purchaser.

11. The Contractor shall not be in any way interested or concerned, directly or indirectly, with the servants
the said General Hospital, in any trade, business or other transaction whatsoever, nor shall the Contractor give
pay, or promise to give or pay to any such servants, directly or indirectly, any money or fee under the designati
of "custom" or otherwise; nor shall the Contractor assign or make over this contract, directly or indirectly, to a
person or persons whomsoever, or permit any person or persons whomsoever to interfere in the management
performance hereof either under power of attorney granted by the Contractor or otherwise without the consent
writing of the said Senior Medical Officer.

12. The Contractor shall at all times during the continuance of this contract obey and carry out in all things the
orders, instructions and directions of the said Senior Medical Officer for the time being, and of all officers and
servants acting under his orders and by him authorized to act in all or any of the matters and things herein
contained, and the Contractor shall, except in cases where the decision of the Inspecting Officer is by these presents
made final and conclusive abide by the decision of the said Senior Medical Officer for the time being, and of any
Officer or servant acting under his orders, and by him authorized to act for him in all matters relating to or in any
wise concerning the construction of this contract, or any matter, clause or thing herein contained, or any question
arising thereout; any and every such decision as last aforesaid shall be final and conclusive and altogether operative
and binding on the Contractor, and shall not be subject to question or review upon any ground whatsoever.

13. Within thirty days after the delivery and acceptance of any articles and things supplied under this contract
and the delivery of bills for the same the Purchaser shall and will pay the Contractor for all such articles and things
so delivered and accepted, at the rates specified for such articles and things in the said Schedule.

14. Upon the complete fulfilment of this contract by the Contractor to the satisfaction of the said Senior
Medical Officer the said Government Savings Bank Pass-Book shall be re-endorsed and returned to the Contractor.

15. In case the Contractor shall fail or neglect or refuse to observe, perform, fulfil and keep all or any one of
more, or any part of any one or more of the covenants, stipulations and provisions herein contained, it shall be
lawful for the said Senior Medical Officer (if he shall think fit so to do) without *prejudice*, and in addition to all
every other, the remedies hereinbefore contained on behalf of the Purchaser on any such failure, neglect, or refusal
aforesaid, by any writing under his hand, to put an end to this contract so far as regards the Purchaser, and there
upon every article, clause and thing on his part herein contained shall cease and be void, and (in case any monies
damages, losses, expenses, difference in price or compensation shall then or at any time during the continuance of
this contract be due or payable by the Contractor to the Purchaser) it shall be lawful for the Senior Medical Officer
for the time being to sell and dispose of all or any of the said deposit in the Government Savings Bank or Securities
for the aggregate sum of Rs. , so endorsed over and deposited
by the Contractor as hereinbefore recited, at and for the market value thereof, and with and out of the proceeds of
such sale (after payment thereout of all expenses connected therewith), and also out of any moneys then in the hands
of the said Senior Medical Officer and payable or to become payable to the Contractor to reimburse to the Purchaser
all such moneys, damages, losses, expenses, difference in price and compensation as the Purchaser shall have sus-
tained or been put to or be entitled to by reason of the Contractor having been guilty of any such failure, neglect,
or refusal as aforesaid, or other breach in the performance of this his contract, or as shall for the time being be due
and owing from or payable by the Contractor to the Purchaser, and if the amount of the proceeds realized by the sale
of the said Promissory Note or Security, after payment thereout of all expenses connected therewith and such other
moneys as aforesaid, shall be insufficient to pay and satisfy the whole of all such damages, losses, expenses, and
difference in price and compensation as aforesaid, then and in that case it shall be lawful for the Purchaser to
recover the residue thereof by legal proceedings against the Contractor upon the covenants and agreements herein
contained.

IN WITNESS WHEREOF the said
the Senior Medical Officer, General Hospital, Madras, as for the time being by the order and direction of the
Governor in Council of Fort Saint George, acting for and on behalf of the Secretary of State for India in Council,
have hereunto set their respective hands the day and year first above mentioned.

Signatures of Witnesses. { *Signatures of Principals.* { *Contractor.*

Senior Medical Officer,
General Hospital, Madras.

SCHEDULE.

Articles to be supplied.	Quality.	*Probable* Quantity or Number.	Price. Per	Rs.	A.	P.	Remarks.
							Compensation for each breach of contract not exceeding 10 per cent. of deposit.

STOREKEEPER'S BOND.

1895

AGREEMENT made the day of
between
of
(hereinafter called the Storekeeper) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREAS the Storekeeper was on the day of 189 appointed to and now holds the office of Storekeeper of the Hospital at Madras. AND WHEREAS the Storekeeper has deposited with the Superintendent of the said Hospital the sum of Rs. 500 in cash as security for the due and faithful performance by the Storekeeper of this his contract and the duties of his said office.

NOW THESE PRESENTS WITNESS that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Storekeeper hereby agrees with him the Secretary of State his successors and assigns that he the Storekeeper will during the continuance of these presents continue to act as the Storekeeper of the Hospital Madras. AND from the hour of 8 o'clock in the morning until the hour of 5 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital devote his whole time and attention in carrying on his duties as such Store-keeper to the utmost of his power skill and ability.

AND also will do and perform all such services acts matters and things connected therewith as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Storekeeper.

AND will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all hospital stores brought into the said Hospital.

AND will see that all such stores are inspected by the Superintendent for the time being of the said Hospital (hereinafter referred to as the said Superintendent) or by some officer deputed by him for that purpose before such stores are respectively put into the places appointed for the custody thereof respectively.

AND will forthwith report to the said Superintendent all damage to or deterioration of the said stores respectively whilst the same shall be in the charge of the Storekeeper.

AND will from time to time issue such of the said stores to such person or persons as shall from time to time be required of the Storekeeper under the written authority of the proper officer of the said Hospital.

AND also will write in all such books of account or other books as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all stores received and issued or otherwise expended by him the Storekeeper as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and will from time to time furnish to the Superintendent all such returns and information as shall be required of him the Storekeeper.

AND the Secretary of State in consideration of such good and faithful services and of the Store-keeper well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Storekeeper the monthly salary of Rs. by equal monthly payments on the day of every month during the said service the first payment thereof to be made on the next day of

AND also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

AND it is further mutually agreed that if the Storekeeper shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of calendar months notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

AND also that if the Storekeeper shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Storekeeper summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Storekeeper or in case any money shall then or at any time during the said service be owing by the Storekeeper to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 500 so deposited by the Storekeeper as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Storekeeper in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Storekeeper to the Secretary of State and in case such sum of Rs. 500 and such other moneys as shall be or become payable by the Secretary of State to the Storekeeper shall be insufficient to pay and satisfy all such

loss and damage as aforesaid and all such other money as shall for the time being be owing by the Storekeeper to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Storekeeper upon the stipulations and agreements herein contained.

AND it is hereby further mutually agreed by and between the parties hereto that on the vacating by the Storekeeper of his said office whether by death or on notice or otherwise howsoever the sum of Rs. 500 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Storekeeper and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 500 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Storekeeper or his representatives upon the stipulations and agreements herein contained.

IN WITNESS WHEREOF the Storekeeper and Surgeon-Major-General by order and direction of the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named

in the presence of

Signed by the above-named

in the presence of

CIVIL MEDICAL FORM No. 53.

STEWARD'S BOND.

AGREEMENT made the day of 1895 between of (hereinafter called the Steward) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part WHEREAS the Steward was on the day of 189 appointed to and now holds the office of Steward of the General Hospital at Madras. AND WHEREAS the Steward has deposited with the Superintendent of the said Hospital the sum of Rs. in cash as security for the due and faithful performance by the Steward of this his contract and the duties of his said office.

NOW THESE PRESENTS WITNESS that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Steward hereby agrees with him the Secretary of State his successors and assigns that he the Steward will during the continuance of these presents continue to act as the Steward of the Hospital Madras and from the hour of half past 6 o'clock in the morning until the hour of 6 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital and also in turn with his Assistants during the night and also on Sundays devote his whole time and attention in carrying on his duties as such Steward to the utmost of his power skill and ability and will not leave the premises of the said Hospital without placing one of his Assistants in charge of his duties.

AND also will do and perform all such services acts matters and things connected with his said Office as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent) acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Steward.

AND will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of such Hospital stores including wines and spirits as may be placed in his charge and will also take due care and charge of and be responsible for all the furniture for the time being in the said Hospital other than the furniture in the quarters of the Matron Superintendent and the Nurses of the said Hospital.

AND will also receive take charge of and be responsible for all money and other valuables belonging to patients in the said Hospital during their stay there and shall enter the particulars thereof in the Deposit Register of the said Hospital obtaining to the entry therein the signature of the respective owners of such money and valuables both on receipt thereof from them and on the return thereof to them.

AND will also receive and keep in safe custody and be responsible for the service books of every Non-gazetted Officer of the establishment of the said Hospital other than those of the Medical Subordinates.

AND will take charge of and be responsible for the Government Grant of Rs. 100 sanctioned in the Order of Government dated 15th January 1875 No. 60 for petty repairs and improvements to the said Hospital and will submit monthly or when required the 'Petty Contingent Register' accounting for such Grant to the Superintendent for the time being of the said Hospital or to any officer whom the Superintendent may select for their information and to be initialled by them. He shall also take charge and render proper account of any other monies that may be intrusted to him by the Superintendent.

AND will draw receive and disburse monthly the salaries of the establishment of the said Hospital in accordance with the Account Code the salaries of the Subordinate Medical Staff to be sent by him for disbursement to the persons entitled thereto to the Senior Assistant Surgeon and those of the Nursing Department to the Matron Superintendent respectively on the day following the receipt of such salaries by the Steward.

AND also will write in all such books of account or other books, as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all moneys and other things received and paid or issued or otherwise expended by him the Steward as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and in particular will well and truly keep the following books accounts and returns namely :

(1) Petty Contingent register.
(2) Contingent register of Budget grants.
(3) Deposit book.
(4) Civil Bill book.
(5) Day and Cash book.

AND monthly by the several undermentioned dates and annually :

MONTHLY.

- Medical Officers' Pay Bills ... ... } on the 1st.
- Pay Abstract of Hospital establishment (in duplicate). } on the 1st.
- Nominal list of fines and deductions ... } on the 1st.
- House-rent certificate ... ... } on the 15th.
- Indent for extra servants ... ... } on the 15th.
- Indent for funeral expenses ... ... } on the 15th.
- Indent for perishable articles ... ... } on the 15th.
- Liquor account ... ... } on the 15th.
- Contingent bill ... ... } on the 15th.
- Abstracts of diets of Europeans and Natives ... } on the 15th.
- Letters to the Secretary and Treasurer Bank of Madras sending diet collections. } on the 15th.
- Indents for articles condemned. } on the 15th.
- Departmental Purchase book. } on the 15th.

ANNUALLY.

- Acknowledgment for permanent advance for petty repairs and improvements Rs. 100.
- Financial Statement for Calendar year on 1st January.
- Financial Statement for Official year on 1st April.
- Budget estimates on 15th August.

Steward's Department.

- Civil bills.
- Letter book.
- Correspondence book.
- Diet rolls for Europeans and Natives.
- Fine book.
- Government Proceedings file.
- Letter file.
- Letter Despatch book.
- Liquor Account book.
- Miscellaneous Return book.
- Perishable Articles book.
- Receipt file.

AND will post up and balance daily the Day and Cash book of all receipts and payments and prepare therefrom monthly and as soon as may be after the close of each month and in prescribed form an abstract account current under all heads.

AND will be responsible that the entries of the Storekeeper of the said Hospital of receipts and issues of stores are thoroughly checked.

AND will have the cash for the time being in the hands of the Steward examined and checked by the Superintendent for the time being of the said Hospital on the 1st of each month.

AND will from time to time furnish to the Superintendent or as otherwise required all such Hospital and other returns and accounts special to the department of the Steward and a statement in comparative form month by month

of the expenditure of the said Hospital and all such other information as shall be required of him and will be responsible that all correspondence both of his own and the Nursing Departments is properly kept and transcribed.

AND will indent daily at fixed hours on the Storekeeper for all necessary articles of diet and extras for the patients of the said Hospital and will give his special attention to the cooking and regular issue of diets for patients in the said Hospital whether European or Native and take care that their several meals are served to them at the hours prescribed therefor respectively and will report to the Superintendent for the time being of the said Hospital all matters in any way affecting the quality or quantity of supplies furnished by any Contractor.

AND will cause to be laid out in bulk before the Resident Medical Officer for the time being of the said Hospital for inspection before 7 o'clock in the morning of each day all non-storable articles of diet for patients in the said Hospital and will submit daily before the Superintendent or such officer as may be appointed by him for his signature the Perishable Article book.

AND will be responsible that all weights and measures used in the said Hospital are correct in every respect.

AND will see that the meals of the patients in the said Hospital are always distributed in the respective wards thereof in his presence or in that of his Assistants at the several undermentioned hours that is to say such hours as may from time to time be fixed by the Superintendent.

AND will supervise or cause to be supervised by one of his Assistants the milking of the cows to be brought to the said Hospital between 9 o'clock in the morning and 6 o'clock in the evening of each day to supply milk to the said Hospital and that one pint of milk measures twenty fluid ounces and will also take care that such cows do no damage to the property of the said Hospital and will superintend or cause to be superintended by one of his Assistants the distribution of such milk to the Wards of the said Hospital.

AND will at all times have copies of the diet tables and rules for the guidance of in-patients of the said Hospital hung up in the wards and in the Officers' quarters in the said Hospital and price lists of diets and extras posted up in the Committee room of the said Hospital for the information of the Medical Officers thereof.

AND will not allow to be supplied and will prevent any article of diet being supplied by any Contractor of the said Hospital to any official thereof other than the Nurses and any article supplied by any such Contractor for patients of the said Hospital being used by any official thereof without the express sanction of the Superintendent.

AND will prevent any cooking in the said Hospital at other than the regular hours and for the regular purposes unless the same be expressly sanctioned by the Superintendent for the time being of the said Hospital.

AND will not without reference to the Apothecary of the said Hospital for the time being on duty permit any persons under the orders of the Steward to enter the grounds of the said Hospital after 9 o'clock in the evening or after such other hour as may be mentioned in the passes granted to such persons respectively by the Steward.

AND will recover from each of the servants of the said Hospital the monthly sum of two annas for payment to the dhoby thereof for washing the clothes of such servants.

AND will also recover from the persons liable to pay the same the funeral expenses of all patients dying in the said Hospital and leaving sufficient assets to pay such expenses.

AND the Secretary of State in consideration of such good and faithful services and of the Steward well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Steward the monthly salary of Rs. by equal monthly payments on the day of day of every month during the said services the first payment thereof to be made on the day of next .

AND also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

AND it is further mutually agreed that if the Steward shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of one calendar month notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

AND also that if the Steward shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Steward summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Steward or in case any money shall then or at any time during the said service be owing by the Steward to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 5,000 so deposited by the Steward as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Steward in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Steward to the Secretary of State and in case such sum of Rs. 5,000 and such other moneys as shall be or become payable by the Secretary of State to the Steward shall be insufficient to pay and satisfy all such loss and damage as aforesaid and all such other money as shall for the time being be owing by the Steward to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Steward upon the stipulations and agreements herein contained.

AND it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Steward of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 5,000 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Steward and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 5,000 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Steward or his representatives upon the stipulations and agreements herein contained.

IN WITNESS WHEREOF the Steward and Surgeon-Major-General by order and direction the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named
in the presence of

Signed by the above-named
in the presence of

APPENDIX B TO G.O., No. 1022, PUBLIC, DATED 19th SEPT. 1896.

DIET RULES.

DIET RULES COMPILED IN ACCORDANCE WITH G.O., No.330, PUBLIC, DATED 13TH MAY 1892, BY THE SPECIAL COMMITTEE ON DIETS, APPOINTED BY THE SURGEON GENERAL ON THE 24TH AUGUST 1894.

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

Sanctioned List of Diet Articles for use in the State Hospitals. *

Names of articles.	Probable quantity for a year.	Names of articles.	Probable quantity for a year.
Arrowroot		Mango fruits	
Barley		Mellin's food	
Beef without bone		Milk	
Biscuits, country		Mint and parsley	
Biscuits (English), arrowroot		Mustard	
Do. do butter		Mutton with bone	
Do. do. milk		Do. without bone	
Do. do. mixed		Nutmeg	
Bran		Oatmeal	
Brandt's essence of beef		Oil, gingelly	
Do. do. chicken		Onions	
Do. do. mutton		Oranges	
Bread		Partridge	
Butter		Pepper, black	
Butter-milk		Pigeons	
Chickens or half fowls		Plantains	
Chillies, green		Poppy seeds	
Do. dry		Potash water	
Cinnamon		Potatoes	
Cloves		Rice, 1st sort	
Cocoa		Rice, beaten	
Cocoanut without shell		Rice, table	
Coffee		Sago	
Cornflour		Salt, common	
Coriander		Do. white	
Coriander leaves, green		Sheep's feet	
Cummin seed		Snipe	
Dholl		Soda water	
Eggs, hen		Soojee	
Fish		Spice powder	
Flour, wheat		Sugar, Ashtagram	
Garlic		Do. brown	
Gelatine		Tamarind	
Ghee		Tapioca	
Ginger, green		Tea	
Do. dry		Teal	
Gingerade		Tonic water	
Grapes		Turmeric	
Hoppers of 2 oz. each		Tyre or curd	
Ice		Vegetable, country	
Liebeg's extract of beef		Do. Europe	
Lemonade		Vendium	
Limes		Vermicelli	
Lithia water			

N.B.—*With the consent of the Superintendent any article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW DIET ARTICLES ARE OBTAINED. †

1. Medical officers will publish advertisements, from time to time, inviting tenders for the supply of 'perishable' articles required. The duration of contracts for the supply of these articles is left entirely to the discretion of the Medical officers concerned, who will fix it in each case with the view of obtaining the most advantageous terms; *e.g.*, if the state of the market is very favourable the contract

* List supplied by the Senior Medical Officer, General Hospital, Madras.
† Appendix to G.O., No. 330, Public. dated 13th May 1892,

should be fixed for a longer period than if the rates obtainable at the time that it is made or high. The articles named below will be regarded as 'perishable':—

Perishable Articles.

Beef.	Fish.	Mint and parsley.
Bread.	Flour, wheat.	Mutton.
Butter.	Ghee.	Mangoes.
Butter-milk.	Ginger, green.	Onions.
Calves' feet.	Hoppers.	Oranges.
Chicken or fowl.	Ice.	Plantains.
Chillies, green.	Limes.	Potatoes.
Eggs.	Milk.	Vegetables, green.

2. 'Non-perishable' articles (a list of which is appended) should be purchased *in bulk*. In lieu of contracts as heretofore, tenders should be invited at a time when prices are the most favourable for the supply of such quantities as will fill the storage accommodation available. The advertisement should call for the delivery of the whole of the quantity of the article required within a specified and early date.

Non-perishable Articles.

Almonds.	Cinnamon seed.	Rice.
Arrowroot.	Dholl.	Salt.
Barley.	Firewood.	Spice.
Cocoa.	Ginger, dry.	Sugar.
Coffee.	Garlic.	Sago.
Chillies, dry.	Gingelly oil.	Tamarind.
Cornflour.	Mustard seed.	Tea.
Coriander.	Pepper.	Turmeric.
Cinnamon.	Poppy seed.	Vendium.

3. Tenders should be opened by the Medical officer in the presence of the tenderers on a date and at an hour to be mentioned in the advertisement.

4. The Medical officer in charge will be held personally responsible that all necessary precautions are taken before any tender is accepted or contract entered into. He should, by every possible inquiry and by reference to the Revenue officials, do all that is in his power to ascertain, from time to time, the ruling market price of each article required. There should be a separate tender for each article.

5. Medical officers should bear in mind that the responsibility of adjudicating on tenders and of accepting or rejecting them has been specially imposed upon them by Government. They will furnish the Surgeon-General with copies of the schedules to the contracts entered into by them and statements of the quantities of the articles purchased in bulk and the rates paid for them.

6. Storekeepers should be furnished by the Medical officer in charge with a statement of their duties in detail. This should be strictly confined to instructions as to the receipt, safe-keeping and issue of articles placed in their charge, and the proper maintenance of such books and accounts connected with them as may be necessary. Storekeepers should have absolutely nothing to do with the purchase of articles.

III.—CONTRACTS AND TENDERS.*

The following is the form of advertisement to be used in inviting contracts and tenders:—

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on the day of 189 , by the Superintendent, Hospital, for the supply of the following articles:—

* The list of articles appended to the following advertisement is not meant to represent the whole requirements of a hospital, but is given as a model of how such a list must be made out, so as to be in accordance with Section II, paragraph 4, last sentence of paragraph. It, moreover, includes non-diet articles, because that is meant though not stated in section II.

Schedule A consisting of articles which must be supplied in bulk before the of 189 . Payment will be made in full after delivery. Samples may be seen in the Hospital.

2. *A separate tender must be sent in for each article.*

3. Tenders will be opened by the Senior Medical officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written.

5. Each tender must be accompanied by a deposit in Government promissory notes (or Bank receipts) of the amount stated after each article in the schedules, and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

6. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

7. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

8. No advance of cash will be made to the contractor.

9. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

10. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

11. The contract must not be sub-let. The contractor's security will be returned to him immediately on completion of his contract.

12. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

13. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

14. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

15. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

16. With reference to the stipulations contained in the preceding paragraph No. 15, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

	Quantity.	Earnest money. Rs.
1. Arrowroot, 1st sort	lb. 550	5
2. Barley	,, 250	5
3. Cornflour	,, 15	5
4. Oatmeal	,, 15	5
5. Sago, 1st sort	,, 30	5
6. Tapioca	,, 15	5
7. Vermicelli	,, 15	5
8. Chillies, dry	Viss. 70	5
9. Coriander	,, 70	5
10. Cummin seed	,, 15	5
11. Dholl, 1st sort	Measures. 120	5
12. Garlic	Viss. 25	5
13. Ghee, 1st sort	,, 300	30
14. Ginger, dry	,, 10	5
15. Mustard, country	,, 15	5
16. Pepper, black	,, 75	5
17. Poppy seeds	,, 8	5
18. Tamarind	,, 275	5

		Quantity.	Earnest money. Rs.
19. Turmeric	Viss.	14	5
20. Vendium	,,	15	5
21. Vinegar, Europe	Bottles.	40	5
22. Beaten rice	Measures.	4	5
23. Rice, 1st sort, well cleaned	,,	7,400	100
24. Rice, table	,,	10	5
25. Coffee, 1st sort	Viss.	500	50
26. Benzoin	,,	5	5
27. Butea frondosa	,,	3	5
28. Camphor	,,	3	5
29. Chiakai	,,	2	5
30. Linseed meal	,,	100	5
31. Mustard, Europe, prepared 1 lb. bottle	Bottles.	50	5
32. Nutmeg	Viss.	1½	5
33. Poppy heads	,,	3	5
34. Soda, washing	lb.	50	5
35. Sulphur, country	Viss.	5	5
36. Candles	lb.	4	5
37. Soap, bar	,,	6	5
38. Do. carbolic	,,	100	5
39. Do. country	Viss.	400	5
40. Do. Europe	Cakes.	300	5
41. Salt, common, clean	Measures.	400	10
42. Do. white, clean	lb.	200	5
43. Baking powder	Tins.	5	5
44. Arrowroot biscuits, English	lb.	125	5
45. Milk biscuits, English	,,	65	5
46. Butter do. do	,,	10	5
47. Brandt's essence of beef	Tins.	12	5
48. Do. of chicken	,,	12	5
49. Cocoa tins	lb.	3	5
50. Gelatine	,,	3	5
51. Liebig's extract of meat	Tins.	25	5
52. Mellin's food (1 lb. bottles)	Bottles.	25	5
53. Baskets, large	Nos.	72	5
54. Do. small	,,	40	5
55. Bath bricks	,,	12	5
56. Bladders	,,	300	5
57. Blue-powder packets	,,	3	5
58. Bottles, empty, clear glass	,,	500	10
59. Do. pint, empty	,,	300	10
60. Do. sauce, do.	,,	200	10
61. Brooms, long	Bundles.	600	5
62. Cement, tins of 70 lb. each	Tins.	6	5
63. Chunam for conservancy	Parrahs.	30	5
64. Do. brushes	Nos.	50	5
65. Coal tar	lb.	1,200	5
66. Cocoa ladles	Nos.	60	5
67. Corks	,,	1,500	5
68. Corkscrews	,,	3	5
69. Hog's lard	lb.	75	5
70. Lamp wick, kerosine	Yards.	150	5
71. Matches	Boxes.	250	5
72. Mats, common	Nos.	24	5
73. Padlocks, patent, iron	,,	15	5
74. Pins	Papers.	6	5
75. Rice, broken, for flour	lb.	1,000	10
76. Safety pins	Boxes.	30	5
77. Sand-paper	Sheets.	50	5
78. Saw-dust	lb.	50	5
79. Spirit of wine (methylated)	Bottles.	50	5
80. Twine, Europe	Rolls.	10	5
81. Wax, white or yellow	lb.	20	5
82. Winnows	Nos.	50	5

B.

PERISHABLE (DAILY SUPPLY ON INDENTS AS REQUIRED).

Probable quantity for one year from 1st April 1894 to 31st March 1895.

Earnest money for each article, Rs. 50.

Beef, 1st sort, without bone	lb.	120	Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,500
Mutton, 1st sort, with bone	,,	15,000	Salt, common, clean	,,	2,500
Do. do. without bone	,,	17,000	Do. white, clean	,,	190
Sheep's feet	No.	2,500	Spice-powder	,,	20
Butter, fresh, best	lb.	2,000	Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	5,000
Do. milk, 20 oz. pint	Pints.	16,000	Vegetable, Europe, fresh; varied daily (exclusive of wastage)		180
Milk, cow's, best; cows to be milked in the hospital; specific gravity not under 1025; pints of 20 oz.	,,	106,600	Hoppers, white, fresh, 2 oz. each	No.	150,000
Chickens or half fowls, 10 oz. each in weight when dressed	No.	18,000			
Plantains, good, full size	,,	2,000			

MADRAS,

Superintendent,
Hospital.

(*Vide Report, Section IV, page 12 of Appendix C.*)

DIET RULES FOR THE PRESIDENCY STATE HOSPITALS, MADRAS, COMPILED BY THE SPECIAL COMMITTEE ON DIETS, APPOINTED BY THE SURGEON-GENERAL ON THE 24TH AUGUST 1894.

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

*List of Staple Diet Articles for use in the State Hospitals.**

Names of articles.	Names of articles.	Names of articles.
Appums of 2 oz. each.	Cummin seed.	Potatoes.
Arrowroot.	Dholl.	Rice, 1st sort.
Barley.	Eggs, hen.	Do. beaten.
Beef without bone.	Fish.	Do. table.
Bran.	Flour, wheat.	Sago.
Bread.	Garlic.	Salt, common.
Butter.	Gelatine.	Do. white.
Buttermilk.	Ghee.	Sheep's feet.
Chickens or half fowls.	Ginger, green.	Soojee.
Chillies, green.	Do. dry.	Spice-powder.
Do. dry.	Milk.	Sugar, Ashtagram.
Cinnamon.	Mint and parsley.	Do. brown.
Cloves.	Mustard.	Tamarind.
Cocoa.	Mutton with bone.	Turmeric.
Cocoanut without shell.	Do. without bone.	Tyre or curd.
Coffee.	Nutmeg.	Vegetable, country.
Cornflour.	Oil, gingelly.	Do. Europe.
Coriander.	Onions.	Vendium.
Coriander leaves, green.	Pepper, black.	

N.B.—*With the consent of the Superintendent any authorised article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

* For list of 'Extras'—*vide* page 16.

II.—HOW THEY ARE OBTAINED.*

Whenever possible, articles shall be obtained from Government institutions, *e.g.*, firewood from the Government wood depôt; oil, &c., from the Penitentiary. When this cannot be done the rules are as follows:—

1. Each Superintendent of a hospital is to provide for his own hospital in the following manner:—

In the case of non-storable articles he is to publish an advertisement from time to time inviting tenders for their supply in such quantities and at such times as he may require. The duration of such contracts is left entirely to him, and he is to exercise his discretion in regard both to the time of making the contracts and to the amounts contracted for.

2. In the case of storable† articles, they are to be purchased, as far as possible, by tender. Advertisements for tenders and contracts are to be published in the *Fort St. George Gazette* in the form given under section III.

(*a*) Spare copies of advertisements are to be obtained from the Gazette Press by sending paper necessary for the printing off of the required number of copies.

(*b*) Short advertisements shall be sent to the local papers—English and Vernacular—calling attention to Gazette advertisements and informing those interested that copies and any particulars can be obtained on application to the Superintendent.

In stating the amounts of the various articles for which tenders are invited, the phrase 'more or less' should always be used, which means that, if required, the contractor must supply up to 25 per cent. in excess of the original tender.

3. The amount of any article of diet to be stored at any one time is left to the discretion of Superintendents, with the limitation that they should purchase when the market is favourable, but the quantity should not exceed what they can thoroughly examine before taking into store, nor exceed what is likely to keep in perfect condition till it is consumed.

4. Superintendents may require the contractors to bring in the whole amount of their contract on a day to be named, which should be the rule with storable articles, or in such instalments and at such times as may be required of them—*vide* 'contractor's agreement, C.M.F. No. 49.'

5. As contractors or tenderers are mostly middlemen, Superintendents shall be at liberty to buy directly from large firms, or from producers, or from ordinary shops should they find they can get the required article more cheaply thus than from contractors. This shall not, of course, interfere with any contract on such articles as may have been already entered into by Superintendents.

6. Superintendents shall take steps to keep themselves acquainted with the ruling market prices, so that they may be able to make purchases at advantageous rates.

7. Numerous petty articles such as mangoes, partridge, snipe, &c., which are used in very small quantities, should not be included in contract lists. Contractors generally offer them for next to nothing, which means that they are paid for out of something else.

8. When the Superintendent opens tenders, he will carefully examine them, certifying to erasures or corrections with his initials; should these be very numerous, the tenders should be declined as likely to cause inconvenience.

9. The Superintendent should retain one copy of each tender under lock and key, and the duplicate he will transfer to his Head Steward, who will, in his presence, examine the documents, and there and then report any existing erasures and omissions overlooked by him: any corrections made in the office must receive the prior sanction of the Superintendent, erasures being effected by a pen drawn through the mistake and certified to by his initials.

* Throughout the following section 'tenderer' means any person who makes an offer to supply, 'contractor' means any person whose offer has been accepted. 'Superintendent' includes the Senior Medical Officer, General Hospital.

† 'Storable' and 'non-storable' are used in these rules instead of 'perishable' and 'non-perishable,' these latter being used in a peculiar sense in hospitals.

10. A register will be kept by the Superintendent of all security deposits, and particulars of all transactions in reference to the receipt and return of the deposits will be duly recorded therein—*vide* C.M.F. No. 47.

11. Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorised form, before completing the contracts, which must be countersigned by the Surgeon-General.

12. The central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much (rice) within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price, &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

III.—CONTRACTS.

The following is the form of advertisement to be used in inviting tenders:—

MEDICAL DEPARTMENT.

HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.*

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning(on day of 18 , by the Superintendent, Hospital, for the supply of the following articles:—

Schedule A, consisting of articles which must be supplied in bulk before the day of 189 . Payment will be made in full after delivery.

Schedule B consists of articles which must be supplied in such quantities and at such times as the Superintendent may require. Bills will be paid monthly. Samples of both schedules may be seen at the Hospital.

2. A separate tender must be sent in for articles marked.*

3. Tenders will be opened by the Superintendent at the Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Parties desiring to tender should apply to the Superintendent for printed forms of tender and will be supplied with such forms free of cost.

5. Parties tendering will forward duplicate copies of the tenders, so as to reach the Superintendent at least one day before that on which the tenders are to be opened. These tenders must be accompanied by a treasury deposit receipt for the sum mentioned in the advertisement as earnest money.

6. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

7. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) of the amount stated in the schedules, and in default of such deposits the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

8. No alteration in any rate in a tender can be made at the request of a contractor, but if there has clearly been some misapprehension and some very erroneous rate has been given, the Superintendent may permit the necessary alteration to be made under his initials.

9. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

10. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent., on the total value of the articles, failing which his deposit shall be forfeited to Government.

* 'Hospital supplies' should be entered in the same advertisement with Diet articles.

11. Security deposits are not to be returned to contractors when they have not completo fulfilled their contracts, until a report has been made to the Surgeon-General and authority f return has been obtained.

12. Government promissory notes lodged as earnest security money or security deposit fo period of 12 months or less *shall not be endorsed over to the Superintendent, but shall remain in t name of the depositor*. Government will appropriate or cancel the notes as per G.O., No. 235 of 31st March 1890, authority to that effect being duly entered in the contract or other docume executed by the depositor.

13. The Government officer receiving the deposit will see that the notes stand in the nar of the depositor, and that the contract or other document executed by the depositor conve authority to Government to appropriate or cancel the notes if the contract is not fulfilled.

14. After satisfying himself on these points, the Government officer receiving the depos will lodge the note or notes for safe custody with the Accountant-General.

15. The depositor may draw interest on those notes by tendering receipts in the usual for countersigned by the officer with whom he deposited them.

16. No advance of cash will be made to the contractor.

17. Bills on presentation will be passed by the Deputy Accountant-General for payment the Madras Bank after delivery of the articles marked with an asterisk.

18. A fine not exceeding 10 per cent. of deposit money will be levied for any infringeme of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and t security confiscated to Government.

19. The contract must not be sub-let without the express sanction in writing of the Superi tendent. The contractor's security will be returned to him immediately on completion of h contract.

20. The Superintendent reserves to himself the right to decline to accept the tender for a one or more of the articles tendered for by the tenderer without assigning any reason for doing.

21. The Superintendent also reserves to himself the right of rejecting tenders witho assigning any reason for so doing.

22. The successful tenderer will be required to pay the value of the proper stamp duty o the contract (C.M.F. No. 50).

23. With reference to the stipulations contained in the preceding paragraphs, the tender should attach a certificate to his schedule or schedules to the following effect :—

"I, the tenderer, agree to have the earnest-money confiscated to Government in case of m failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

Name of article.	Quality.*	Quantity.	Earnest-money.

* To be fixed by the Surgeon-General.

SCHEDULE B.

Periodical Supply.

(i) The following articles are to be supplied daily :—

Name of article.	Quality.	Quantity.	Earnest-money.

(ii) The following articles are to be supplied on requisition at such times and in such quantities as they are required :—

Name of article.	Quality.	Quantity.	Earnest-money.

IV.—HOW STORABLE ARTICLES ARE TO BE STORED.

Tamarind freed from its seed, coffee and most of the smaller seeds should be stored in glazed Pegu jars. Chillies keep well in open cages or in bamboo baskets. Rice, salt and sugar had better be kept on trestles in the bags in which they are received. Tea, of course, should be kept in the sheet-lead covers in which it is received. Receptacles should all be carefully labelled with the names of their contents. Store-rooms should be kept as free as possible from dust, the direct rays of the sun, and from the wind.

NOTE.—This rule to be revised with reference to para. 15 of G.O., No. 1022, Public, dated 19th September 1896.

V.—STOCK-CHECKING AND CONTROL.

Articles of food in store shall be checked, and their quality reported on at such times as the Surgeon-General may think necessary and without previously warning Superintendents. For this purpose, the Surgeon-General shall depute an officer to visit the hospital whose stores are to be checked and reported on. This officer shall be furnished with sealed instructions as to the articles he is to report on. He shall not open his instructions till he arrives at the hospital. He shall submit a report to the Surgeon-General in the following form :—

Control Report on Articles of Diet stored in the Hospital.

Name of article.	Amount according to hospital stock book.	Actual amount.	Whether fit for hospital purposes or not.

(Signed)

Surgeon.

MADRAS,
189 .

NOTE.—This rule to be revised with reference to para. 12 of G.O., No. , Public, dated September 1896.

VI.—THE HEAD STOREKEEPER.

1. He shall enter into an agreement with the Superintendent in the prescribed form—*vide* C.M.F. No. 50.

2. He shall be present daily from 6 A.M. to 6 P.M., or for such other period as the Superintendent may direct except for two hours allowed for meals. On Sunday he will be permitted, if possible, to leave after the morning work is over. Arrangement for leave on public holidays will be made as far as practicable from time to time.

3. He shall be in charge of the store-rooms, and shall be directly responsible to the Superintendent.

4. He shall enter into a security of rupees in Government paper endorsed to the Superintendent.

5. He shall receive all grain, &c., brought into store, weigh the same, and certify to weight and quality on the bill, sending the bill to the Steward for disposal, and he shall bring to the notice of the Superintendent any deficiency in weight or quality before he forwards the bill.

6. He shall exercise all care that all articles in his charge are frequently examined, and he shall promptly report to the Superintendent any deterioration from vermin, damp or any other cause.

7. He shall issue grain, &c., strictly in accordance with the daily requisition, signed by a Steward or other proper authority, and shall be personally responsible for all receipts into, and issues from, his stores.

He shall keep the following books :—

(i) Day-book of stores and stock (C.M.B. No. 30).
(ii) Ledger of stores and stock (C.M.B. No. 31).
(iii) Daily comparative statement of receipts and issues of stores and stock (C.M.B. No. 32).
(iv) Monthly comparative statement of issues of stores and stock (C.M.B. No. 33).

8. He shall submit monthly a statement of receipts, issues and balances for transmission to the Surgeon-General with the Government of Madras.

9. At the end of each quarter he shall take stock and report to the Superintendent the amount and condition of the stores.

VII.—THE ASSISTANT STOREKEEPER.*

1. The Assistant Storekeeper shall be directly under the orders of the Head Storekeeper, sharing the responsibilities of the latter, and shall ordinarily take the Head Storekeeper's place when absent on leave or sickness. His hours of duty shall be fixed by the Superintendent.

2. He shall deposit a security in rupees and enter into the same form of agreement for the faithful discharge of his duties that was entered into by the Head Storekeeper.

VIII.—THE QUALITY OF ARTICLES OF DIET.

The non-storable articles must be passed daily by a Medical officer. The Superintendent himself is responsible for the quality of the articles in store.

IX.—HOW ARTICLES OF DIET ARE TO BE PAID FOR.

1. A trustworthy peon shall be sent to the Accountant-General's office or Local Treasury with a requisition, asking that separate cheques may be made out in the names of all persons to whom sums are due for amounts above Rs. 100.

2. Requisitions for the aggregate amount of all bills under Rs. 100 shall be met from the permanent advance, which may be replenished as often as necessary by means of minor abstract bills presented at the treasury.

* Required only in the General and Maternity hospitals.

3. The cheques mentioned in paragraph 1 shall be forwarded to the individuals concerned from the Steward's office, while the requisitions in paragraph 2 shall be cashed by the Steward or other responsible subordinate after endorsement by the Superintendent.

4. All payees should be warned that stamped receipted bills must not be handed over to the Steward's department before actual payment by cash or cheque has been made.

5. The account of these payments is to be kept in the form prescribed for the General Hospital, C.M.F. Nos. 35 and 36, the necessary variations in the columns and headings being made to suit the convenience of each institution.

6. A copy of the requisition referred to in paragraph 1 should always be kept in the authorized form (C.M.F. No. 49).

7. Superintendents shall furnish the Surgeon-General with copies of the schedules to the contracts and purchases made by them showing the amount of each article purchased and its cost.

8. A circular of the accepted prices, with names and addresses of contractors and vendors, shall be issued half-yearly by the Surgeon-General's office showing the cost of each article in the different hospitals (C.M.F. No. 46).

9. All departmental purchases should be at once entered under their proper heading in the departmental purchase book and the entries carefully compared with the receipted bills by the Superintendent, the bills being cancelled in his presence. Monthly an abstract from this book should be forwarded to the Surgeon-General (C.M.F. No. 36).

X.—HOW ARTICLES OF DIET ARE ISSUED.

The articles either require cooking or they do not.

In the former case, requisitions are made on the Storekeeper by the Steward on various forms according to his requirements. Such articles are then sent to the kitchen.

In the latter case requisitions on the Storekeeper are also made on the proper forms and the articles go to the wards direct.

XI.—HOW ARTICLES OF DIET ARE COOKED.

1. In the General Hospital, Lying-in Hospital, Leper Hospital and Ophthalmic Hospital, cooking ranges of a modified Duff's style shall be used.* Cooking vessels with flat, not globular, bottoms should be used.

2. The amount of firewood allowed for each hospital is as follows † :—

For each Native diet in all hospitals	2 lb.
For each European diet—	
General Hospital	4 lb.
All others	3½ ,,

N.B.—(*a*) The General Hospital is allowed an extra half pound, as there are two steam chests to be heated for keeping food warm whilst it is being distributed.

(*b*) The above figures are for hospitals of 300 beds and under. As the number of patients increases, the amount of firewood required per diet will of course diminish. Superintendents should note this carefully, otherwise there will be an unnecessary waste of fuel.

(*c*) In the Leper Hospital, the above scale applies only to cooking for the sick.

For *ordinary diets* in that institution the amount sanctioned is—	
For Europeans	2½ lb.
For Natives	1½ ,,

(*d*) Superintendents are to remark that the above figures are maxima, and that they are expected to make every endeavour to reduce them as much as possible consistently with efficiency. It is quite clear that the difference in the amount of fuel required to cook for 40 and 50 patients, respectively, cannot be very great, yet if cooks are not carefully watched they will use, or pretend to use as much fuel proportionately for 50 as for 40 patients.

3. Arrangements should be made in each hospital to prevent ward-servants or strangers from entering the kitchen on any pretence whatever. The only persons who should enter the kitchen are the responsible Medical officers, Stewards, and the kitchen servants.

* This is recommended pending the report of the Senior Medical Officer, General Hospital, on certain experiments in cooking ranges which he is carrying out at present.

† When the amounts here given are exceeded an explanation will have to be forwarded to the Surgeon-General.

4. Cooks should wear a neat white cap, clean jacket and trousers or dho Turbans should be absolutely forbidden.

XII.—HOSPITAL DIETARY.

Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Rice ... 6 oz. Salt ... 180 grs.	Bread or Rice ... 12 oz. Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Bread ... 12 oz. Coffee ... 1 pt. Sugar ... 1 oz. Milk ... 4 oz. Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Curry-powder ... ½ „ Tamarind ... ½ „ Vegetable ... 2 „ Salt ... ½ „ Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz. Hoppers ... 2 no. Buttermilk ... ½ pt. Pepper-water ... ½ „	Rice ... 20 oz. Buttermilk ... ½ pt. Pepper-water ... ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dhall ... 1 „ Vegetable ... 4 „ Curry-powder ... ½ „ Tamarind ... ½ „ Gingelly-oil ... 1 „ Salt ... ½ „ Hoppers ... 2 no. Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz.

NOTES.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dhall and fish the next day.

2. Extras may be ordered on all diets except full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the table. If meat is issued with bone, an additional 4 oz. per pound should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

7. Rice conjee is preferred by Natives; if any other kind is required it can be ordered as an extra.

Time Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Early Breakfast, 6 or 6 30 A.M.*				
Rice Conjee ... 1 pt.	Rice Conjee ... 1 pt.	Coffee ... 1 pt Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.
First Meal, 10 30 or 11 A.M.				
Rice Conjee... 1 pt.	Milk ... 1 pt. Bread or Rice ... 6 oz. Sugar ... 2 „	Bread ... 6 oz. Sugar ... 2 „ Rice Conjee ... 1 pt.	Rice ... 6 oz. Mutton ... 2 „ Vegetable ... 1 „ Butter milk ... ½ pt.	Rice ... 10 oz. Mutton ... 3 „ or Vegetable ... 4 „ and Dhall ... 1 „ Butter milk ... ½ pt
Night Meal, 5 30 or 6 P.M.				
Rice Conjee ... 1 pt.	Milk ... ½ pt. Rice or Bread. 6 oz.	Coffee ... 1 pt. Bread ... 6 oz.	Rice ... 6 oz. Mutton ... 2 „ Vegetable ... 1 „ Pepper water ... ½ pt.	Rice ... 10 oz. Mutton ... 3 „ or Fish ... 4 „ Pepper-water ... ½ pt.

NOTE.—The water used for boiling rice should have a little salt added to it from the diet and be served out in half pints to those patients getting rice.

* Superintendents may modify the hours to suit their own hospital requirements.

Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Arrowroot ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ... 12 oz. Hoppers ... 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 16 „ Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Half boiled' issued— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee. If stewed— Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley ... 30 grs.	Mutton 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers ... 6 no. Butter ... 1 oz. Country Vegetable. 6 „ Curry-powder. ½ „ Tamarind ½ „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton ... 12 oz. Bread ... 1 lb. Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Country Vegetable. 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Full boiled'— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee.

NOTES.—1. The meat in the 'Half' diet may be chops, cutlets, grilled, stewed, minced or boiled; in 'Full,' roasted, grilled or boiled only.

2. Extras may be ordered on all diets except 'Full,' and 'Mixed.' But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Time Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Early Morning Breakfast, 6 or 6–30 A.M.				
Tea or Coffee ... 1 pint.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.
Breakfast, 9–30 or 10 A.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt. Bread ... 8 oz. Butter ... 1 „	Bread ... 12 oz. Butter ... 1 „ Mutton or Chicken ... 5 „ Potatoes ... 4 „	Hoppers ... 4 no. Bread ... 8 oz. Butter ... 1 „ Mutton Chops 4 „	Bread ... 12 oz. Mutton ... 6 „ Potatoes ... 4 „ Vegetable ... 4 „
Dinner, 2 P.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt.	Mutton or Chicken ... 5 oz. Potatoes ... 4 „	Rice ... 8 oz. Mutton ... 4 „ Vegetable ... 6 „	Mutton ... 6 oz. Potatoes ... 4 „ Vegetable ... 4 „
Supper, 5–30 or 6 P.M.				
Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.

1. The special attention of Medical Officers is called to note No. 3 under Native diets.

2. Each diet is to be calculated from 12 noon on day of order to 12 noon next day. All new admissions before that hour shall be breakfasted on such extras as do not require much cooking. The diet ordered for that day shall commence with dinner.

3. In the case of admissions the Apothecary shall write '*Breakfast No.* 1' or '*No.* 2' across the extra columns of that day; the diet column being filled in by the Ward Apothecary or the Apothecary on duty.

4. This 'Breakfast' shall be as follows:—

	For Natives.		*For Europeans.*	
No. 1	Bread	6 oz.	Bread	8 oz.
	Mutton broth ..	1 pt.	Butter	1 ,,
			Eggs	2 no.
			Tea	1 pt.
No. 2	Milk	1 pt.	Milk	1 ,,
	Conjee, arrowroot.	1 ,,	Conjee, arrowroot ..	1 ,,

5. On day of discharge no diet should be ordered. Patients should, as a rule, be discharged after the Breakfast meal, but in the event of being necessarily detained '*Dinner No.* 1' or '*No.* 2' for Natives and '*Dinner*' for Europeans shall be entered in the Diet Ticket across the extra columns of the day, and shall consist of—

	For Natives.		*For Europeans.*	
No. 1	Rice	10 oz.	Bread	4 oz.
	Mutton	3 ,,	Mutton	6 ,,
	or		Potatoes	4 ,,
	Fish	4 ,,	Vegetable	4 ,,
	Pepper-water ..	½ pt.		
No. 2	Bread	6 oz.		
	Mutton broth ..	1 pt.		

6. The bed-head tickets with the Nurses' diet sheets shall be sent to the Steward's department not later than 9–30 A.M. daily.

7. All indents for perishable and other articles required by Nurses of wards, Senior Apothecary and Serjeant should reach the Steward's department by 12 noon daily. None but special or urgent indents can be received after that hour.

Indents for night punkah men may however be sent in up to 3 P.M.

XIII.—NOMENCLATURE OF EXTRAS AUTHORISED FOR USE IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.(*a*)

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Almonds.*	21	Cocoa.*
	Apples.*	22	Coffee with milk.
	Appums.	23	Cornflour blanc mánge.*
1	Arrowroot blanc mánge.	24	Do. conjee.
2	Do. conjee.	25	Do. pudding.*
3	Do. jelly.	26	Currypowder.
	Barley.	27	Custard.*
4	Barley-water.		Dhall.
5	Beef-juice.		Eggs.
6	Beef-tea.	28	Do. fried.*
7	Do. jugged.	29	Do. omelette.*
	Biscuits.*	30	Do. poached.
8	Blanc mánge.		Essence of beef, Band's.
9	Bran-biscuits.		Extract of beef, Liebeg's.
	Bread.		Fish.
10	Bread-pudding.	31	Do. boiled.
	Butter.	32	Do. fried.
	Butter-milk.	33	Do. moli.
11	Chicken, boiled.*	34	Fruit, stewed.*
12	Do. broth.		Ghee.
13	Do. curry.	35	Ginger tea.
14	Do. cutlets.*		Grapes.*
15	Do. fricasee.*		Ice.
16	Do. grilled.*		Lemonade.
17	Do. jelly.*	36	Lime-juice.
18	Do. kussa.*	37	Lime-pudding.*
19	Do. pepper-water.		Limes.
20	Do. stew.*	38	Linseed tea.

NOTE.—The extras with asterisks are only for Europeans and Eurasians.
(*a*) From the report of the Committee of 1849, slightly modified.

Nomenclature of Extras authorised, &c.—cont.

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Mangoes.	60	Sheep-trotter jelly.
	Milk.	61	Do. stew.
39	Mutton broth.		Soda-water.
40	Do. chops.	62	Soojee conjee.
41	Mutton chops, boiled.	63	Do. jelly.
42	Do. curry.	64	Do. pudding.
43	Do. cutlets.	65	Spice powder.
	Do. fat.		Sugar.
44	Do. fried.	66	Tapioca conjee.
45	Do. minced.	67	Do. pudding.*
46	Do. pepper-water.	68	Tea with milk.
47	Do. stew.	69	Teal roast.*
48	Oatmeal porridge.*		Tyre.
	Oranges.		Vegetable, country.
	Peas.*	70	Do. curry, Europe.
	Pepper.		Do. Europe.*
49	Pepper-water.	71	Vermicelli pudding.
50	Pigeon roast.*	72	Wheat cakes.
51	Do. stew.*		*Wines and Stimulants.*
	Plantains.		Arrack.
	Plums.*		Beer.*
	Pomegranate.		Brandy.
	Potatoes.		Burgundy.*
52	Potatoe cutlets.*		Claret.*
53	Rabbit.		Constantia.*
	Rice.		Frontignac.*
54	Do. conjee-water.		Gin (Old Tom).
55	Do pudding.		Porter.*
56	Sago conjee.		Port Wine.
57	Do. jelly		Sherry.*
58	Do. pudding.		Whiskey.*
59	Scotch broth, beef.		Champagne.

NOTE.—The extras with asterisks are only for Europeans and Eurasians.

Formulæ for preparation of Extra Diets.

1. Arrowroot blanc mange—
   - Arrowroot .. .. .. oz. 1
   - Sugar .. .. .. ,, 1
   - Lime .. .. .. no. 1
   - Milk .. .. pt. 1
   - Ice .. .. lb. ½
2. Arrowroot conjee, per pint—
   - Arrowroot .. .. .. oz. ½
   - Sugar .. .. .. ,, ½
   - Milk .. .. .. oz. 3
3. Arrowroot jelly—
   - Arrowroot .. .. .. oz. 1½
   - Sugar .. .. ,, 1
   - Egg .. .. no. 1
   - Milk .. .. oz. 2
4. Barley water, 1 pint—
   - Barley .. .. .. oz. 2
   - Sugar .. .. .. oz. 1
5. Beef-juice, 1 lb.—
   - Hydrochloric acid .. drops 40
   - Salt .. .. oz. ½

   or prepare as follows:—Mince the beef and put in a jar adding 60 grains of salt to one pound of beef, cover the jar with paste and leave it in hot water near fire for three hours and then strain the juice with a clean piece of muslin.
6. Beef-tea, 1 pint—
   - Beef, without bone .. .. oz. 12
   - Salt .. .. grs. 60
   - Pepper .. .. .. ,, 10
7. Beef-tea, jugged—
   - Beef .. .. oz. 16
   - Salt .. .. grs. 60
   - Pepper .. .. .. ,, 20

   Water sufficient to just cover meat when placed in jar. To be jugged for three hours.
8. Blanc mange—
   - Gelatine .. .. .. oz. 1
   - Sugar .. .. ,, 1
   - Lime .. .. no. 1
   - Ice .. .. lb. ½
   - Egg .. .. no. 2
   - Milk .. .. pt. 1
9. Bran-biscuits, 1 lb—
   - Bran .. .. oz. 16
   - Salt .. .. ,, ½
   - Ghee .. .. ,, 2
10. Bread-pudding—
    - Bread .. .. oz. 4
    - Sugar .. .. ,, 1
    - Eggs .. .. no. 2
    - Milk .. .. oz. 15
11. Chicken, boiled—
    - Chicken, no. 1 .. .. oz. 10
    - Salt .. .. grs. 60
    - Flour .. .. oz. 1
12. Chicken broth, 1 pint—
    - Chicken, no. 1 .. .. oz. 10
    - Barley .. .. .. ,, ½
    - Salt .. .. grs. 60

Formulæ for preparation of Extra Diets—cont.

13. Chicken curry—
Chicken, no. 1	oz.	10
Ghee	,,	½
Curry-powder	,,	½
Tamarind	,,	1
Onions	,,	½
Salt	grs.	60
Cocoanut	oz.	3

14. Chicken cutlets—
Chicken, no. 1	oz.	10
Ghee	,,	1
Salt	grs.	30
Onions	oz.	½

15. Chicken fricasee—
Chicken, no. 1	oz.	10
Milk	pt.	½
Onions	oz.	1
Salt	grs.	60
Pepper	,,	10
Butter	,,	1
Cornflour	,,	½

16. Chicken, grilled—
Chicken, no. 1	oz.	10
Ghee	,,	1
Salt	grs.	60
Pepper	,,	30

17. Chicken jelly—
Chicken, no. 2	oz.	20
Sugar	,,	1
Lime	no.	1
Eggs	no.	2
Ice	lb.	1

18. Chicken kusee—
Chicken, no. 1	oz.	10
Rice	,,	2
Onions	,,	½
Salt	grs.	60
Pepper	,,	10
Ghee	oz.	½

19. Chicken pepper-water, 1 pint—
Chicken, no. 1	oz.	10
Curry-powder	,,	½
Ghee	,,	½
Salt	grs.	60
Tamarind	,,	½
Limes	no.	1
Cocoanut	oz.	3

20. Chicken stew—
Chicken	no.	1
Ghee	oz.	1
Flour	,,	1
Onion	oz.	½
Spice	,,	30
Salt	grs.	120

21. Cocoa, 1 cup—
Cocoa	oz.	1
Milk	pt.	1
Sugar	oz.	½

22. Coffee, with milk, 1 pint—
Coffee powder	oz.	7
Sugar	,,	½
Milk	,,	2

23. Cornflour blanc mange—
Cornflour	oz.	1
Sugar	,,	1
Lime	no.	1
Ice	lb.	2
Milk	pt.	1

24. Cornflour conjee—
Cornflour	oz.	½
Sugar	,,	½
Milk	,,	3

25. Cornflour pudding—
Cornflour	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15
Spice-powder	grs.	20

	Native.	European.
26. Curry-powder—		
Chillies	lb. 3	lb. 1
Black pepper	oz. 10	,, ½
Coriander	lb. 6	,, 8
Turmeric	oz. 10	,, 2
Cummin-seed	,, 10	,, 1
Mustard	,, 10	,, ½
Vendium	,, 10	,, ½
Garlic	,, 3	
Dry ginger	lb.	½
Poppy seeds	,,	½

27. Custard—
Milk	pt.	1
Sugar	oz.	1
Eggs	no.	2

28. Eggs, fried—
Egg	no.	1
Ghee	oz.	½
Salt	grs.	30
Pepper	,,	1

29. Eggs, omelette—
Eggs	no.	2
Onions	oz.	½
Ghee	,,	1
Green chillies	grs.	60
Salt	,,	1

30. Eggs, poached—
Egg	no.	1
Butter	grs.	60
Bread for toast	oz.	1
Salt	grs.	30

31. Fish, boiled—
Fish	oz.	8
Pepper	grs.	10
Salt	grs.	30
Cornflour	oz.	½

32. Fish, fried—
Fish	oz.	8
Ghee	,,	1
Flour	,,	1
Salt	grs.	30
Turmeric	oz.	½

33. Fish moli—
Fish	oz.	8
Ghee	,,	1
Flour	,,	1
Cocoanut	,,	2
Limes	no.	1
Green chillies	dr.	½
Ginger	,,	½
Onions	,,	½

34. Fruit, stewed—
Fruit	oz.	8
Sugar	,,	2

35. Ginger tea, 1 pint—
Ginger	oz.	½
Sugar	,,	½
Milk	,,	2

36. Lime-juice, 1 pint—
Limes	no.	2
Sugar	oz.	½

37. Lime pudding—
Eggs	no.	4
Sugar	oz.	1
Butter	,,	½
Limes	no.	3

Formulæ for preparation of Extra Duties—cont.

38. Linseed tea—
Linseed	oz.	1
Sugar	,,	½
Milk	,,	2

39. Mutton broth, 1 pint—
Mutton with bone	oz.	12
Barley	,,	½
With sufficient water to produce 16 oz.		
Pepper	grs.	10
Salt	,,	60

40. Mutton chops—
Mutton	lb.	1
Ghee	oz.	1
Pepper	grs.	60
Salt	,,	60

41. Mutton chops, boiled—
Mutton	oz.	8
Ghee	,,	½
Pepper	grs.	10
Salt	,,	30
Onions	oz.	1
Barley	,,	½

42. Mutton curry—
Mutton	oz.	8
Ghee	,,	½
Curry-powder	,,	½
Tamarind	,,	¼
Onions	,,	½
Salt	grs.	30
Cocoanut	oz.	3

43. Mutton cutlets—
Mutton	oz.	8
Salt	grs.	60
Ghee	oz.	½
Onions	,,	½
Pepper	grs.	30

44. Mutton, fried—
Mutton	oz.	8
Ghee	,,	1
Salt	grs.	30

45. Mutton, minced—
Mutton	oz.	8
Ghee	,,	1
Salt	grs.	30
Pepper	,,	10
Mint and parsley	,,	30

46. Mutton pepper-water—
Mutton	oz.	12
Curry-powder	,,	½
Ghee	,,	½
Onions	,,	1
Salt	grs.	60
Lime	no.	1
Pepper	grs.	60
Cocoanut	oz.	3

47. Mutton stew—
Mutton	oz.	8
Ghee	,,	1
Flour	,,	¼
Onions	,,	½
Salt	grs.	30
Pepper	,,	30

48. Oatmeal conjee—
Oatmeal	oz.	2
Milk	pt.	1
Sugar	oz.	2

49. Pepper-water, 1 pint—
Chillies	oz.	¼
Pepper	,,	¼
Garlic	drs.	20
Tamarind	oz.	½
Salt	drs.	½

50. Pigeon roast—
Pigeon	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Milk	oz.	3
Bread	,,	1

51. Pigeon stew—
Pigeon	no.	1
Ghee	oz.	1
Flour	,,	½
Onions	,,	¼
Pepper	grs.	10
Salt	,,	30

52. Potatoe cutlets—
Potatoes	oz.	8
Ghee	,,	1
Salt	grs.	60
Onions	oz.	¼
Pepper	grs.	10
Wheatflour	oz.	½
Mutton	,,	8

53. Rabbit—Same formulæ as for chicken broth, chicken stew and chicken curry. Backs and legs the best parts for stewing or curry; the coarser parts to be used for roast.

54 Rice, conjee-water—
Rice	oz.	2
Salt	grs.	60

55. Rice pudding—
Rice	oz.	2
Sugar	,,	1
Milk	,,	15
Eggs	no.	2

56. Sago conjee—
Sago	oz.	½
Sugar	,,	½

57. Sago jelly—
Sago	oz.	2
Sugar	,,	½
Milk	,,	2

58. Sago pudding—
Sago	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

59. Scotch broth—
Beef or mutton	oz.	12
Salt	grs.	60
Vegetable	oz.	4
Barley	,,	½

60. Sheep-trotter jelly—
Sheep-trotters	no.	8
Water	pts.	2
Sugar	oz.	2
Limes	no.	3
Eggs	no.	2
Ice	lb.	1
Sherry	oz.	1½

61. Sheep-trotter stew—
Sheep-trotters	no.	8
Pepper	grs.	10
Salt	,,	60
Ghee	oz.	½

62. Soojee conjee—
Soojee	oz.	½
Sugar	,,	½

63. Soojee jelly—
Soojee	oz.	2
Sugar	,,	½
Milk	,,	6

Formulæ for preparation of Extra Diets—cont.

64. Soojee pudding—
Soojee .. .. .. oz. 2
Sugar.. .. .. .. ,, 1
Eggs .. .. no. 2
Milk .. .. oz. 15

65. Spice powder—
Ginger in powder .. .. oz. 2½
Cinnamon powder .. .. ,, ½
Nutmeg .. .. .. ,, ½
Cloves .. .. .. ,, ½

66. Tapioca conjee—
Tapioca .. .. .. oz. ½
Sugar.. .. .. .. ,, ½

67. Tapioca pudding—
Tapioca .. .. .. oz. 2
Sugar.. .. .. .. ,, 1
Milk .. .. ,, 15
Eggs .. .. no. 2

68. Tea—
Tea .. .. oz. ¼
Sugar .. .. ,, ½
Milk.. .. .. .. ,, 2

69. Teal roast—
Teal .. .. no. 1
Ghee .. .. oz. ½
Pepper .. .. grs. 10
Salt .. .. ,, 30
Lime .. .. no. 1

70. Vegetable curry—
Vegetable .. .. .. oz. 4
Curry-powder .. .. ,, ½
Tamarind .. .. .. ,, ½
Onions .. .. .. ,, ½
Salt .. .. ,, ½

71. Vermicelli pudding—
Vermicelli .. .. .. oz. 2
Milk .. .. pt. 1
Sugar.. .. .. .. oz. 1
Eggs .. .. no. 2
Nutmeg .. .. .. oz. ½

72. Wheat-cake, each—
Wheatflour .. .. .. oz. 2
Ghee .. .. ,, ½
Sugar .. .. ,, ½

XIV.—PROCEDURE IN THE DIETING OF PATIENTS.

The following is what is observed in the General Hospital,* and is given as a model for large establishments. The numbers refer to those in the Book of forms†.

In the smaller hospitals miniatures of some of these forms will suffice, *e.g.*, in the Voluntary Venereal and Ophthalmic Hospitals.

No. I is sent to the Surgeon-General's office.

The bed-head tickets No. I, prepared by the Apothecary with the diet sheets Nos. II and III, prepared by the Nurse, in charge of each ward, are sent to the Steward at the milk-shed not later than 9–30 A.M.

Nos. II and III (*a*) are filed by the Nurses.

Nos. II and III are first checked with No. I and then posted into fresh diet sheets Nos. IV and V by the same Steward. The entries in Nos. IV and V are made in the first instance in pencil, as there are always constant changes, *e.g.*, 'admissions' and orders for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in: the 'remaining' and 'admissions' being obtained from the Apothecary's morning report No. XVIII, the other figures from the form itself. In this way Nos. IV and V and No. XVIII are mutual checks on each other.

Nos. IV and V are filed in the Steward's office.

As Nos. IV and V are being filled in, the Steward gives requisitions marked No. VI to the ward boys for such articles as bread, sugar, butter, aërated waters, &c. (requiring no cooking). No. VI is handed over by the ward boys to the Storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

No. VI is filed by the Storekeeper.

The Steward then makes out from Nos. IV and V an indent No. VII for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley-water, &c., required urgently are also made and given to cooks.

No. VII is filed by the Storekeeper.

The Steward then prepares ingredient sheets Nos. VIII and IX for Natives and Europeans; these are necessary to enable him to make out his remaining indents on the Storekeeper for the cooks.

Nos. VIII and IX are filed in the Steward's office.

* It is of course not intended that all hospitals should follow this routine: it is indeed only necessary for very large hospitals. The principle involved however, is applicable to all; i.e., to have a regular systematic method of dieting of patients. For its details the Committee are indebted to the Senior Medical Officer, General Hospital.

† Superintendents shall use the forms in this book as far as possible. The tabular statement on first page indicates those specially adapted for the different hospitals.

Europeans.—Form VIII. He first fills in line No. 5, which are the advances given to cooks early in the morning by requisition No. X on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 which quantities correspond with each other and are the half-quantities of the diets. He then fills in line No. 3 which show the whole quantity of extras required for the day. He then totals lines 2 and 3 and enters the totals in line No. 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on form X. In the evening he makes out requisitions No. X from line No. 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form VIII marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on requisition form No. VII.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on form No. XIV.

Natives.—*Vide* No. IX right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition form No. XII.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice cunjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on form No. XI.

No. XIII is kept by contractors, and the counterfoil is filed in the Steward's office.

He then fills in requisition No. XIII on contractors (mutton, chicken, vegetable, milk and hoppers, &c.), for the probable quantities required for the next day. He judges this from Nos. IV and V.

No. XV is the census which is taken daily at 2 P.M. by the Apothecary on duty.

Is filed in office.

No. XVIII is the morning report and is filled in by the Apothecary on duty just before going off duty at 6–30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of Nos. IV and V. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

Is filed in office.

Nos. XVI and XVII show the cost of diets, extras and wines, &c., ordered by each individual Medical officer, as also his average per patient. They are worked out from Nos. IV and V by the Milk-shed Steward; after being filled in they are gummed on to Nos. IV and V.

Are filed in the Steward's office.

Nos. XIX and XX are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. IV and V are posted daily into these forms by Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

Are sent with the monthly accounts and filed in the Surgeon-General's office.

No. XXI is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from Nos. XVI and XVII (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz. (As. 8 for European general wards and As. 4 for Native general wards). This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

Is forwarded for information of the Surgeon-General and when returned is filed in the Steward's office.

Nos. XXIII and XXIV are the ingredient sheets, four in number, tallying all with the diet rolls Nos. XIX and XX. The totals from Nos. XIX and XX are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractors' bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

Are filed in the Surgeon-General's office.

No. XXV—*Expenditure Statement of Perishable Articles of Diet.*—Immediately after the preparation of Nos. XXIII and XXIV, the totals (of perishable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from Perishable Articles Book, No. XXVII, for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for perishable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

Is filed in the Steward's office.

No. XXVI—*Comparative Statement.*—Into this is posted by second Steward all the totals in Nos. XXIII and XXIV that have not been put into No. XXV; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. XXIII and XXIV. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

Is filed in the Surgeon-General's office.

No. XXVII—*Perishable Articles Expenditure Book.*—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book No. XXXIII to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

No. XXVIII is the Liquor Account Form. The figures from the Diet Rolls Nos. XIX and XX are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

Is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

No. XXIX is the Price List which must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

No. XLVIII is used in the Lying-in Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It appears to be necessary in that hospital on account of the fact that patients come in at no particular hours, but at any and all hours; so the cook must always have something to cook for them after their arrival.

APPENDIX I.

EXTRACT FROM CIRCULARS BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

No. 17 *of* 14*th August* 1884.

ADULTERATION OF TYRE—METHOD OF DETECTING.

1. The undersigned has the honour, by order, to forward to Medical officers in charge of Jails, for information and guidance, copy of Chemical Examiner's notes on the method of detecting adulteration of tyre and buttermilk issued to prisoners.

2. The Surgeon-General specially commends to Medical officers the Chemical Examiner's suggestion that these articles of diet should always be boiled before use as a means of neutralizing possible contamination by impure air, hands, and vessels, as well as by impure water.

NOTE ON MILK, TYRE WHEY, BUTTERMILK, BUTTER.

Milk.—Good pure cow's milk has a sp. gr. of 1,025 to 1,035, and milk below 1,025 should be rejected.

Skimming of the cream increases the sp. gr. about 2°. Every increase of 10 per cent. of water lowers the sp. gr. about 3°. Buffalo's milk is a little richer than cow's milk, but they do not differ very materially.

Milk should have no unpleasant odour or taste, and exhibit no deposit on standing.

Tyre, as sold in the bazaars, is usually mixed with about 50 per cent. of water.

Its purity may be judged to some extent by its thickness. Pure tyre has a sp. gr. rather higher than that of milk, owing to evaporation of water during boiling.

Its sp. gr. cannot be determined by the sp. gr. flask, owing to disengagement of gas bubbles during fermentation, nor by a hydrometer, owing to its thickness.

The following method, however, has been found to give reliable results:—

Apparatus.—A urinometer or lactometer, the accuracy of, or necessary correction for, which may be sufficiently ascertained by floating it in distilled water.

Alkaline solution prepared by adding Liq. potassæ to water, frequently stirring, until the sp. gr. of the solution is exactly 1,010.

Test.—The tyre (or buttermilk) having been well stirred or shaken, a carefully measured portion of it is mixed with an equal volume of the alkaline solution, and the mixture is agitated until the curds are completely dissolved. Its sp. gr. is then taken, and, after deducting 5 (sp. gr. due to potash), the excess over 1,000 is doubled.

The result thus obtained is the sp. gr. of the uncurdled milk, and it is a fair index of the proportion of water which has been added.

EXAMPLES.—

Sp. gr. of tyre and potash mixture	1,021
Deduct for potash	5
	1,016
Double for dilution	2
Sp. gr. of tyre	1,032

If 1,025 (or any other standard) be fixed as the minimum sp. gr. for tyre, a very simple method of using this test, without any measuring, would be by the employment of a caustic potash solution of sp. gr. 1,025 (or other standard). If this were mixed in any proportion with the tyre, the sp. gr. of the mixture should never fall below the standard. The following is a ready method of applying the test:—*Shake up a portion of the tyre in a bottle, adding by degrees sufficient standard potash solution* (*sp. gr.* 1,025) *to dissolve the curds. The sp. gr. of the mixture should be at least* 1,025.

Whey.—The sp. gr. of whey is 4 or 5 less than that of pure milk. Whey may be rapidly separated from the curd of tyre by straining through muslin, and its sp. gr. may be taken as an

index of the purity of the tyre; but as the casein is thus estimated *indirectly only*, the potash solution test appears preferable.

Buttermilk from the bazaars often has a sp. gr. of about 1,008, indicating a proportion of about 7 parts of water to 3 of milk. Allowing for the addition of a fair proportion of water, which is usually added during churning, the sp. gr. of buttermilk ought not to sink below 1,014.

The sp. gr. of buttermilk may be ascertained in the same manner as that of tyre. For a ready test, the potash solution should be diluted with water to a sp. gr. of 1,014 (or other standard) and be employed in the same way as in the examination of tyre.

Since it is likely that bazaar milk, buttermilk, and tyre may be contaminated by impure air, hands, and vessels, as well as by impure water, it is advisable that they should always be boiled before use.

Butter frequently contains a large excess of water and casein. When melted in a test tube the water and casein below the oil ought not to exceed 15 per cent.

APPENDIX II.

GENERAL RULES REGARDING DIETS AND EXTRAS.

ADMINISTRATIVE.

1. The non-storable articles composing the various diets and extras will be ready at the morning visit for the inspection of the Medical officer.

2. The Medical officer, without giving any previous warning, should visit the hospital occasionally for the purpose of ascertaining whether the sick get the full quantities of the articles ordered, as well as for inspecting the meal.

3. The dinners are invariably to be served in the presence of the Stewards.

4. The tea should be infused (not boiled) in the presence of one of the Stewards, a cauldron being exclusively reserved for the purpose.

5. The cows from which the milk is supplied will be brought to the hospital, morning and evening, and milked under the supervision of the Stewards. The milk will be put at once into clean cans and locked up till handed over to the cook for boiling, after which it will be again placed in the same cans and served out.

6. Printed copies of the diet scales will be hung up in a conspicuous place in each ward or hut.

7. Each pint of milk to consist of 20 oz.
Each unit of measure of tea to consist of 13 oz., inclusive of milk.
Each unit of measure of conjee to consist of 10 oz.
Each unit of measure of broth to consist of 16 oz.
Each unit of measure of jug-broth to consist of 8 oz.

* * * *

9. Milk should always be boiled before issue to patients.

10. The quality of butter may be generally determined by the taste. When melted in a test tube, the water and the casein below the oil ought not to exceed 15 per cent.

11. A good and fresh egg should weigh 2 oz.

12. Ghee may be tested by taste and smell. It is most commonly adulterated with gingelly oil or other fixed oil, plantains or fats.

13. Good beef or mutton may be distinguished by appearance and smell; the fat should be fine and white, the flesh close ground and of a bright red colour, the inside of the leg of a sheep well formed and plump. The feet of the sheep should be attached when the mutton is being passed by the Medical officer.

14. Beef tea and all broths may be ordered 'jugged' when the total quantity of the pint will not exceed 8 oz., and meat, bones, &c., will be strained from the broth.

15. No broth or soup should be sent from the kitchen with grease on them.

16. In the General Hospital 51 oz. by weight or 64 by measure is the outturn of a pound of raw rice when boiled.

17. The salt used for all diets should be of the quality known as 'good white.'

18. The following country vegetables should be used to vary the diets for which country vegetables are ordered:—Potatoes, sweet potatoes, brinjals, bundaikai, pumpkins, country spinach, Goa potatoes, drumsticks, yams, country beans, country asparagus and spinach.

19. Children under 5 years are to be placed on extras as required. Those between 5 and 8 on 'half'; between 8 and 14 on two-thirds quantity of any diet allowed for adults.

20. All wines and spirits ordered for patients are to be sent before noon to the Nurse in charge of the ward in corked bottles properly labelled.

APPENDIX III.

INSTRUCTIONS TO MEDICAL OFFICERS REGARDING THE DIETETIC MANAGEMENT OF THE SICK IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.

1. The attention of Medical officers is called to appendix No. 3, page 273, Volume VI, Army Regulations, India, regarding the principles which ought to guide them in selecting the diets most suitable for particular classes of cases, and in avoiding unsuitable food.

2. Medical officers are reminded that from 25 to 30 grains of carbon and from 1 to 1·5 grains of nitrogen for every pound of body weight is calculated as sufficient to maintain health and vigour in a European—vide *Dr. Tidy's Legal Medicine, Part I, page* 275. Moleschol states that the following quantities of each of the alimentary groups are necessary to maintain in health an adult European under moderate labour:—

Albuminates	4·4 ounces.
Carbo-hydrates	14 do.
Fat	2·75 do.
Salts	437 grains.
Total water free food requires 22 ounces, or	300 grains.
Nitrogen	5,000 do.
Carbon	

The following are the number of grains of nitrogen and carbon contained in a pound of different articles of diet:—

	Nitrogen.	Carbon.
Beaf, cooked	304	1,854
Bread, average	88	1,975
Butter	0·2	6,456
Buttermilk	44	387
Egg	149	1,144
Fish	195	871
Milk, fresh	44	599
Mutton, cooked	304	1,883
Oatmeal	136	2,831
Peas, dhall	248	2,699
Potatoes	22	769
Rice	68	2,732
Sago	13	2,555
Sugar		2,955
Vegetables, green	14	420
Wheat flour	116	2,700
Whey	13	154

3. The attention of Medical officers is called to the fact that the practice of most of the hospitals in the Presidency town shows that Europeans can be properly dieted at an annual average daily rate not exceeding 8 and Natives at an average cost not exceeding 4 annas, without unduly curtailing the discretionary powers of Medical officers in prescribing such diets and extras as they consider necessary. When these figures are exceeded, a report, justifying the excess, will have to be submitted to the Surgeon-General with the Government of Madras.

4. The bed-head diet tickets should be written up daily; where no extras are ordered, the blank columns should be scored through and the sheet initialled on the date the patient is discharged, or on the last day of the month.

5. When extras are ordered they should be entered in words, any blank columns should be scored through, and the daily entries initialled by the Medical officer.

6. All unauthorised articles require the special sanction of the Surgeon-General. The necessity for such articles should be very rare.

7. All special orders regarding the cooking of diets must be endorsed on the diet sheets.

8. Each Medical officer will be provided with a printed copy of these rules on joining any of the hospitals in the Presidency town.

9. When the contractor's rates are published by the Surgeon-General, each Medical office will be provided with a card showing cost of diets, extras and stimulants for the year.

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for European and East Indian Patients.

Spoon.		Milk.		Half.		Mixed.		Full.	
	Grains.		Grains.		Grains.		Grains.		Grains.
Nitrogen ...	12	Nitrogen ...	160	Nitrogen ...	300	Nitrogen ...	260	Nitrogen ...	340
Carbon ...	664	Carbon ...	3,771	Carbon ...	4,673	Carbon ...	5,100	Carbon ...	6,000

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for Native Patients.

Diets.	Nitrogen.	Carbon.
	GRAINS.	GRAINS.
Spoon	1	331
Milk and bread	150	3,027
Milk and rice	130	3,597
Coffee	80	1,914
Half	134	3,160
Full and bread	280	4,150
Full and rice	250	4,860

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

APPENDIX IV.

THE CALCULATION OF THE AVERAGE COST OF THE DAILY DIETARY OF PATIENTS IN MIXED HOSPITALS.

From enquiries made by the Secretary to the Committee during his visits to the various State Hospitals, the Committee have grounds for the belief that the method of calculating the average cost of a day's dietary in mixed hospitals differs in different institutions. There seem to be at least two methods—

(i) To calculate the average cost of a day's diet for each class, *i.e.*, Europeans and Natives, *add* these averages together and *divide* by two.

(ii) Simply to divide the total cost of dietary for all classes by the total number of days in hospital spent by the patients, or by the aggregate number of daily sick.

The Committee recommend that the principle involved in the first of these methods be adopted in future in all hospitals. The second method cannot give a true average, because items are lumped together which have no relation to each other, and the results arrived at by it are therefore misleading. The Committee recommend the *principle* of the first method to be adopted, because in some of the hospitals, although there are only Europeans and Natives, yet for the purposes of arriving at a true average, there are often more than two classes to be dealt with. For example, in the General Hospital * there are at least four classes, viz., European officers' quarters, European General wards, Native officers' quarters, Native General wards, so that in order to arrive at a mathematically true average and one which will be of real use for purposes of comparison, the average for each of these classes should be taken, added together and divided by four. Now that children have been added who must get a special dietary, there will be five or six classes to be dealt with. A simple example will illustrate what has just been stated—

Say A has a hospital with
6 natives costing 1 anna a day = 6 annas; and
2 Europeans costing 6 annas a day = 12 annas.
The average for the natives would be 1 anna.
The average for the Europeans would be 6 annas.

Now the Committee recommend that these two averages be added together and divided by 2, giving a true average of $3\frac{1}{2}$ annas.

But if the second method be adopted, *i.e.*, if the total cost, viz., 18 annas, be divided by the total number of patients, 8, the result is $2\frac{1}{4}$ annas, or an apparent average less than the other by $1\frac{1}{4}$ annas.

Now, say, B has a hospital with

	anna.	average.
50 natives costing 1 anna daily	=50=	1 and
2 Europeans costing 6 annas daily	=12=	6.

These figures give the same true average as in A's hospital, *i.e*, $3\frac{1}{2}$ annas, and it is only natural that the average cost should remain the same, seeing that the actual cost for each class of patients is also the same.

But if the second method is, taken, and we divide the total cost, viz., 62 annas, by total patients, 52, we get a spurious average of $1\frac{5}{26}$ anna, though the actual cost per day has not altered for each class; and so, if this method were adopted, B would get the credit of running his hospital very economically—$1\frac{5}{26}$ anna for average cost per day, while A would be dubbed extravagant with his $2\frac{1}{4}$ annas a day, the truth, nevertheless, being that in both cases the actual cost per day for each class was just the same, viz., 1 anna for Natives and 6 annas for Europeans.

If, however, we alter B's population and give him 6 natives and 20 Europeans, *still at the same rates per day*, and calculate by the second method we shall find that, instead of being economical, he has become very extravagant—

6 natives at 1 anna = 6
20 Europeans at 6 annas = 120
126 ÷ 26 = $4\frac{1}{13}$ annas!

The Committee must be excused for going into so much detail on what may seem so self-evident a fact; but the truth is they find the self-evidence of it is not generally accepted, and hence their attempt to make it perfectly clear by a concrete example.

* In the General Hospital for 1894 the average cost per diet per day for the four different classes was—

	Rs.	A.	P.
European officers' quarters	1	1	8¼
European General wards	0	7	3¼
Native officers' quarters	0	13	8¼
Native General wards	0	3	9¼
	4)2	10	6
	0	10	7½

That is, when calculated by the first method, As. 10 7½ is the "average cost of each diet" (column 6, Statement V, Part I); whereas, calculated according to the second method (which has been the usual practice in this hospital) the average cost of each diet was given in the annual statement as As. 6 1½.

In sending in his financial statement for 1894 the Senior Medical Officer in an explanatory statement gave the average cost separately of each class. The Committee is of opinion that the average of these different classes should always be shown separately even when an average for the whole hospital is required.

APPENDIX C TO G.O., No.1022, PUBLIC, DATED 19th SEPT. 1896.

REPORT OF THE SPECIAL COMMITTEE ON DIETS ON THE DIETARY OF THE PRESIDENCY STATE HOSPITALS,

AND ON CERTAIN MISCELLANEOUS SUBJECTS REFERRED TO THEM BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

SPECIAL COMMITTEE ON DIETS.

President :

Brigade-Surgeon-Lieutenant-Colonel W. PRICE, M.D.

Members :

Surgeon-Lieutenant-Colonel W. R. BROWNE, M.D.
Surgeon-Lieutenant-Colonel A. J. STURMER.

Secretary :

Surgeon-Major JOHN SMYTH, M.D.

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REPORT OF THE COMMITTEE APPOINTED BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS IN HIS No. 5157 OF 24TH AUGUST 1894.

THE following are copies of the original orders appointing the Committee and setting forth subjects for their consideration :—

No. 5157.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 24th August 1894.

Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., President.
Surgeon-Major A. J. Sturmer } Members.
Do. J. W. Evans }

The Medical officers named in the margin will form a special Committee to report upon the forms herein enclosed and the rules contained therein (F. 1).

2. Their attention is drawn to the rules contained in the Army Regulations, India, Volume V, under Contracts, Advertisements, Estimates, Tenders, Earnest Money, Security Deposits, &c., and in the Military Account Code, chapter 28, paragraphs 4 and 22.

3. They are requested to draw up a set of rules, and to propose forms regarding these contracts and tenders, which would be applicable to all State Hospitals and Lunatic Asylums.

4. The President will fix the date and hour of meeting in consultation with the other members.

5. Copies of the codes alluded to above are herewith forwarded to be returned at an early date, as they are the only copies available for use in this office.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

To Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D.

No. 5533.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 4th September 1894.

The Committee assembled under this office No. 5157, dated the 24th August 1894, to report on contracts; will also be requested to report on the accompanying proof pamphlet (F. 2) of diet regulations:—

1. With regard to any additions or changes they consider necessary.

2. To prepare uniform printed forms and books for all Government State Hospitals concerning income and expenditure.

3. Whether the rules regarding ordinary diets for Lunatic Asylums should be included.

4. To prepare uniform printed forms and books for Lunatic Asylums dealing with income and expenditure to be as closely assimilated to those for Government State Hospitals as possible.

5. The following correspondence and book are forwarded for information and favour of return :—

(*a*) Letter No. 521, of 10th August 1894, from the Superintendent, Leper Hospital.

(*b*) Letter No. 314, of 15th August 1894, from the Superintendent, Voluntary Venereal Hospital.

(*c*) Letter No. 321, of 21st August 1894, from the Superintendent, Ophthalmic Hospital.

(*d*) Letters Nos. 434 and 438, dated 15th and 16th August 1894, respectively, from the Superintendent, Lying-in Hospital.

(*e*) Minute II, No. 768, of 7th August, and Letter No. 600, of 9th July 1894, from the Superintendent, Lunatic Asylum, Madras.

(*f*) Letter No. 202, of 21st August 1894, from the Superintendent, Lunatic Asylum, Calicut.

(*g*) Letter No. 188, of 12th August 1894, from the Medical Officer, Women and Children's Hospital.

(*h*) The uniform system of hospital accounts by Burdett (F. 3).

6. The pencil notes are those of the Surgeon-General.

7. Present Government forms may not be altered, as they are fixed by the Government of India, but can be explained by foot-notes or separate statements submitted.

8. The President is authorized to call direct for any information the Committee may require from responsible Medical officers.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

INTRODUCTION.

As the work of the Committee proceeded, a great many collateral subjects were, from time to time, brought before them by the Surgeon-General, many of them involving much discussion and a great expenditure of time in getting references from various sources.

For a considerable time the Committee had no Secretary, and afterwards a series of Secretaries. In addition to this, they had to carry on their proceedings in the midst of a great deal of other official work which necessitated their giving up their Saturday half holidays to their meetings, as this was the only spare time they had. They, therefore, laboured under many disadvantages, and it is no fault of theirs that their work has extended over nearly a twelvemonth. With rare omissions they met weekly, sometimes twice a week.

After three months Surgeon-Lieutenant-Colonel Browne took Surgeon-Major Evans' place on the Committee, while Surgeon-Major J. Smyth was appointed Secretary in March 1895.

The Committee would take this opportunity of thanking the numerous officials with whom they have been in correspondence for their prompt response to their communications. Outside the Presidency of Madras, they are chiefly indebted to the Principal, Medical College Hospital, Calcutta, for kindly furnishing them with details of the working of certain departments of that institution. *Vide* Appendix.

The Committee are specially indebted to the Senior Medical Officer,* General Hospital, Madras, for placing the services of his Steward's Department at their

* Throughout this report the title 'Superintendent' is used to designate the responsible Medical officers in the different hospitals.

disposal to obtain references, to make fair and keep office copies of the Secretary's principal MSS.

The Committee have also to acknowledge the kindness of Mrs. Nisbet, Matron Superintendent, General Hospital, in revising the ingredients in the formulæ for 'extra' diets (page 125, Committee's Rules). These formulæ were drawn up by the Committee of 1889, and in the opinion of the present Committee, were made unnecessarily costly. As now revised, the cost of many of them will be much reduced.

Owing to the manner in which new material for consideration was being constantly brought before them, their work proceeded on no definite lines, and this report is, therefore, a compilation, in which an attempt is made to introduce so much of order as will enable the reader to get a comprehensive and intelligible view of what the Committee have endeavoured to perform.

As a guide to the Committee, the Surgeon-General enclosed to the President 'The uniform system of accounts for Hospitals and Public Institutions' by Henry Burdett (F. 3) editor of *The Hospital*. The Committee may remark that the object with which Burdett wrote that book was that subscribers to hospitals might be able to see clearly how their money was laid out, and compare the management in different hospitals one with the other, as exhibited by the relative cost of each item of hospital requirement. At the same time Burdett says: "It must be borne in mind "that the bare statement that a bed costs so many pounds at one institution and "half as many at another does not necessarily, if at all, determine that the "management of the one is infinitely superior to the other or *vice versâ*. The "merits can be ascertained only by a careful inquiry into all the circumstances and "by a detailed examination of the figures which go to make up the total sum in each "case. It follows, therefore, that a uniform system of accounts will be more useful "to the managers than to any other persons, *because they alone*, in conjunction with "the comparatively few individuals who make a study of the questions involved, will "be able to test the figures and to deal with them on their merits."

The above is quoted in order to show the difficulty that has to be encountered in making comparisons between different hospitals. This difficulty has been forcibly brought to the notice of the Committee during their present labours.

The Committee now propose to take up in as much detail as possible the subjects brought before them by the Surgeon-General.

I.—THE UNIFORM SYSTEM OF KEEPING ACCOUNTS OF INCOME AND EXPENDITURE.

The advantage of having a system such as this is obvious. One great advantage is that expenditure in various hospitals can be compared. This is of course only an advantage where there are institutions that can be compared. No such institutions exist in Madras. In Madras the purpose of each institution differs radically from that of almost every other.

For example, the General Hospital, including the women and children, is the only hospital where genuine sick only are treated, and where therefore an exceedingly varied and often expensive dietary is necessary. There is absolutely no other State Hospital the condition of whose sick is similar. An exception may possibly be sought in the Voluntary Venereal Hospital. But even with the Voluntary Venereal Hospital, no fair comparison can be drawn. Remittent fevers, major operations, lung disease—all rife amongst the patients at the General Hospital—require a very different line of treatment in regard to dietary from the chancres and gonorrhœas, that characterise the Voluntary Venereal Hospital. Nor with the Leper Hospital can any of the other hospitals be compared. This hospital might be better compared with Her Majesty's Prisons so far as its dietary is concerned. The Ophthalmic Hospital has seldom or never any really sick, that is, persons requiring a varied dietary: the ordinary dietary has very rarely to be departed from.

It might possibly stand some comparison with the Lying-in Hospital, in which, far at any rate as the lying-in cases are concerned, a uniform light diet is almost always given.

2. The Committee feel they have said enough to establish the difficulty of instituting useful comparisons between the Presidency State Hospitals. Each of these hospitals, within certain limitations, might possibly be compared with its fellow in Calcutta or Bombay. The Committee use the word 'possibly' advisedly, for, unless every detail is known, a just comparison cannot be made. A comparison of the expenditure of each hospital with that of the previous years is no doubt both valuable and instructive, and ought always to be made with care.

3. The great variety thus exhibited by our State Hospitals necessitates expenditure on somewhat different lines for each. But the Committee are nevertheless fully alive to the wisdom of the Surgeon-General's suggestion that the hospital accounts should be kept as far as possible on the same lines. With the view of effecting this, the Secretary to the Committee visited all the hospitals and went thoroughly through their books. He considered that the accounts were remarkably well kept. The accounts to be kept in the Lying-in Hospital are about as complicated as in the General Hospital. The figures to be dealt with are not so large, but practically the same books have to be kept. The accounts were exceedingly neatly kept.

4. The Surgeon-General expressed his desire that a uniform system of accounts, similar to that of Burdett (F. 3.), should be drawn up for the State Hospitals. The Committee, however, find that they can do no more than follow the principles laid down by Burdett. These principles may be expressed in few words: show your receipts and expenditure under every heading clearly, and let all hospitals adopt the same method of doing so.

Burdett deals with hospitals supported on the voluntary system, whose income was derived from many sources, but whose expenditure was in much the same direction as that of our State Hospitals. It was the common complaint that subscribers to these institutions, owing to the careless way accounts were kept, could never discover exactly what was done with their money or whether one hospital made better use of its funds than another, and so was more worthy of support. It was Burdett's object to remedy this state of affairs. With the exception of those hospitals where paying patients are received, we have no subscribers to State Hospitals except the public purse; consequently there are none to concern themselves with how the money is spent by Government; and in statement V (annual), Government can see exactly how the public money is spent in their hospitals. From the books at present kept in the various hospitals, statement V can readily be made out, and so the principles of Burdett are carried out. The donors know exactly what is done with their money. The books kept at the General Hospital will serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Certain of these books are not required by the smaller hospitals, and this will be indicated opposite each.

(1) *Cash Book—Receipts and Payments.*—C.M.F. No. 50; for all hospitals.

(2) *Establishment Acquittance Roll—Permanent Establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of Contingent Bills, Contractors' and Tenderers' Bills and of all Bills except those of the Permanent Establishment.*—Required for all hospitals. Simply a manuscript 'Office copy' book.

(4) *Book containing office copies of Permanent Establishment Bills.*—Required for all hospitals. A manuscript office copy book.

(5) *Book containing Acquittance Roll and copies of Bills of Temporary Establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental Purchase Book.*—If the 'tender system' were practicable for all the purposes of the hospitals, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present

exist in some of the hospitals. In one hospital it was got rid of by the simple process of barter between the Medical subordinate and contractor, *e.g.*, if a lock was wanted and no tender could be got for locks, this shrewd fellow made the contractor give him a lock in place of something of similar value that had been tendered for. The Committee do not approve of this method, though they admire the resourcefulness of the official who carried out the orders of Government—that everything must be got by separate tender—though he took a rather round-about way of doing it. C.M.F. No. 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50 respectively for sanitary purposes. No special form.

(8) *Register of Receipts and Payments of Personal Deposits by Patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. Patients frequently wish to use their deposits as a current account. This should not be permitted, as it greatly increases the Steward's scriptory work and his responsibilities. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank Receipt Book.*—Kept in all hospitals.

(10) *Receipt Book in counterfoil for Hospital Diet charges to patients.*—Only necessary for hospitals which receive paying patients. C.M.F. No. 38.

(11) *Grass Account Book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly;* required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.* C.M.F. No. 42.

(14) *Register of contingent charges.* C.M.F. No. 43.

(15) *Furniture distribution stock book.* C.M.F. No. 44; for all hospitals.

In addition to the above the Lying-in Hospital keeps—

(16) *A Batta Book for Pregnant Women.*—No special form required.

The Secretary noticed in some hospitals an item of expenditure 'Burial of paupers.' The Committee think this should be done away with in all hospitals, a possible exception being the Lying-in Hospital, where there may be a sentimental objection to sending the dead bodies of women who have died in child-birth to the Anatomical department of the Medical College. The same item used to exist in the General Hospital accounts till put a stop to by the present Senior Medical Officer. It was thought by some that this procedure would make the establishment less popular, but this turned out a fallacy. A difficulty was also anticipated in the case of Muhammadans and Christians, so the priests of these creeds, respectively, were communicated with. The Muhammadans agreed to take away their co-religionists' dead bodies on word being sent to the mosque close by, but the Christians raised no objection, intimating that a burial service was a matter of minor importance. It was also thought that a hardship might arise in the case of persons who might object to having their relatives sent to the College, and who, at the same time, were unable to pay for their burial. In actual practice however such a difficulty has never arisen. So that all bodies of paupers dying in the General Hospital, except those of Muhammadans, are now sent to the College.

5. While the Committee have testified above to the care which is taken in each hospital in the management of its accounts, they would at the same time notice that in some hospitals some of the books, though intended for the same purpose as those referred to above, are not drawn up in a very handy form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used. As already stated, statement V (Annual Financial) can readily be compiled from the books enumerated above.

6. Having thus laid down a uniform system of keeping State Hospital accounts so far as such uniformity is possible, the Committee would repeat that no comparison can be instituted between our State Hospitals on the figures which this system will

afford. The only real comparison that can be made is between the rates paid for articles by Superintendents, and in the diet rules the Committee have inserted a paragraph which requires all Superintendents to furnish the Surgeon-General with their price list; and they have recommended that these should be compiled in a comparative form (C.M.F. No. 46) in the Surgeon-General's office and circulated to all Superintendents for information.

II.—AUDITING OF ACCOUNTS.

The accounts should be audited periodically by an official of the Accountant-General's department. F. 4.

III.—A UNIFORM SYSTEM OF FORMS FOR THE DIETETIC MANAGEMENT OF HOSPITALS.

(*Vide* accompanying Book of Forms.) The Committee think something might be effected by greater uniformity in this direction. While they are of this opinion, they wish to express their cordial agreement with Burdett, where he says, in speaking of the internal administration of hospitals, "Everybody who has any "knowledge of hospital work is aware of the great differences which exist, and, "we are inclined to think, which usefully exist in the details connected with the "management of institutions under the voluntary system. Such differences excite "interest and comparison and give free scope to the ingenuity and intelligent "foresight of those who are responsible for the conduct of each institution. *A* "*uniform and common system of administration would tend to narrow the area for* "*improvement and development, and would therefore be anything but advantageous* "*to the best interests of all concerned.*" Such is the opinion of the highest modern authority on hospital management; and it has ample exemplification in this Presidency. The Committee would ask a simple question: How would it have been possible for the magnificent medical institutions, which we now have in Madras, ever to have come into existence if they had originally been tied down to a uniform system of working? Would any set system have exerted the same progressive influence that the untiring, self-sacrificing, unselfish zeal of successive Superintendenting officers have exercised?

2. And so, while, the Committee are prepared to recommend a certain amount of uniformity in internal management, they would by no means seek to hamper individual Superintendents in their endeavours to improve even on what the Committee are about to recommend. The Committee give expression to this feeling, because they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

3. They feel moreover that, magnificent as are our charitable institutions, they are by no means perfect, and that therefore any attempt to crystalize them or petrify them in their present condition is much to be deprecated.

IV.—DIET RULES—HOW DIET ARTICLES ARE TO BE PROCURED.

In the Surgeon-General's Order No. 5533 of 4th September 1894, paragraph 1, a 'proof pamphlet of diet regulations' (F. 2) is referred to, and the Committee was asked to revise it. This the Committee found impossible. But, with the material placed at their disposal in that 'proof pamphlet,' added to in such manner as the Committee have thought right, they have drawn up two separate sets of Diet Rules. One of these, called G.O. Diet Rules (*vide* page 107) has been drawn up as far as possible in accordance with G.O., No. 330 of 13th May 1892. This has not been completed because, as the Committee have shown below, a hospital dietary cannot be procured by its means.

The other set is superscribed 'The Committee's Diet Rules.' (Page 115).

2. To begin, then, with the 'G.O. Diet Rules,' what the G.O. deals with is the method by which articles of diet are to be procured for the hospitals. Since the promulgation of that order, Superintendents of State Hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all. The hospitals have been getting their supplies for the last $2\frac{1}{2}$ years by a system which is that laid down by the G.O. in a very modified form. To adhere rigidly to the G.O. was impossible. This was repeatedly represented to the Surgeon-General without the desired alterations being made in the Government order.

3. The G.O., deals exclusively with *diets*, whereas by subsequent correspondence it is clear that kerosine oil and all other articles of hospital necessity were really meant to be included; *secondly*, taking it to have been originally actually meant to apply to diets only, it implies that only the dozen or so articles enumerated in the Order constitute a hospital's diet requirements; *thirdly*, it is ordered that every article shall be obtained by separate tender, not a word being said as to whether the lowest tender obtainable was to be accepted even though higher than market rates. The shopkeepers will not go to the trouble of going to the Bank and making a deposit of earnest money, and coming and standing about in the hospital wasting their time, waiting till the Superintendent has ransacked a score of other tenders for the same article. They know very well that they will ultimately sell the very article required to a contractor who will come and offer his tender at the hospital, but, of course, at a somewhat enhanced price. In the case of any small requirements, sticking still to the G.O., as if it really meant diets only, no merchant, however petty, will go to the Bank and make a deposit of earnest money to enable him to offer a tender, to an amount actually greater than the whole cost of the article for which tenders have been invited. But if we take the G.O. to extend to other than diet articles, that is to say, to all 'hospital necessaries,' from kerosine oil to rat traps, the very same thing occurs even more pronouncedly. The General Hospital wants three corkscrews during the next three months. Government orders that they shall be got by tender, and that the tenderer shall go to the Bank and deposit Rs. 5 as earnest money that the tenderer shall faithfully fulfil his tender. But will any man be found to do it? And so on is it with many other articles of hospital necessaries. These articles have not been obtained in this way—could not be obtained. Departmental direct purchasing had therefore to be resorted to.

4. When the tender system was first introduced, the Senior Medical Officer of the General Hospital grouped his requirements in his advertisements in the manner shown on the next page, the other Superintendents immediately following suit (F. 6). These groupings were made so as to bring together articles usually found in each bazaar or shop, as it was thought that in this way small shopkeepers might be brought to tender direct. Rule 13 in the advertisement empowers the Superintendent to cut out any individual article in any tender, the price of which may seem excessive; he might, in fact, take only one article out of any special tender. In this way the wishes of Government that each "article must be obtained by separate tender" is carried out as far as practicable.

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words 'Tenders for Hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest money.
Nos. 18, 29, 32 and 33	Rs. 5 each number.
„ 8, 10, 11, 12, 10, 17, 30 and 31	5 each number.
No. 26	10 do.
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	15
„ 4, 5 and 24	25 each number.
„ 16 and 19	50 do.
No. 15	60 do.
Nos. 3, 14, 22 and 25	80
	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"*I, the tenderer, agree to have the earnest money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract.*"

A.

BULK SUPPLY FOR SIX MONTHS FROM 1ST APRIL 1895 TO 30TH SEPTEMBER 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Ashtagram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gallons.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gallons.	1,200

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Chiakai	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Do. white, clean	„	370

No. 13.

Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

PERISHABLE (DAILY SUPPLY ON REQUISITION AS REQUIRED).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	,,	15,000
Mutton, 1st sort, without bone	,,	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter-milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital specific gravity not under 1,025; pints of 20 oz.	,,	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut without shell	lb.	100
Chillies, green	,,	8
Coriander leaves, green	,,	5
Ginger, green	,,	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	,,	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	,,	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	9,000
Vegetable, Europe, fresh; (varied daily exclusive of wastage)	,,	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	,,	25
Bran, 1st sort	,,	1,000
Flour, wheat	,,	1,200
Soojee, 1st sort	,,	75

No. 20.

Ice		35,000

C.

WINES, SPIRITS AND AERATED WATERS.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	,,	36
Constantia	Bottles	54
Gin	,,	6

No. 22—cont.

Sherry	Bottles	24
Whiskey	,,	12

No. 23.

Gingerade	Dozen	3
Lemonade	,,	140
Lithia water	,,	2
Soda water	,,	700
Tonic water	,,	10
Potash water	,,	2

D.

SURGICAL DRESSINGS.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Cloth, long fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

BEDDING AND CLOTHING.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Cloth, table	,,	8
Cloth, table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs.	200
Towels, dungary	No.	200
Towels, Patna	,,	125
Towels, rollers, coarse (Jack)	,,	15
Towels, bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50

No. 27—cont.

Aprons, doctor's	No.	6
Banians, flannel	,,	100
Caps	,,	10
Mattress covers	,,	10
Napkins	,,	5
Paliasses, blue, unstuffed	,,	45
Pillow cases, large	,,	400
Pillow cases, thick	,,	15
Quilts, chintz	,,	100
Quilts, cotton	,,	240
Sheets, cotton	,,	130
Sheets, draw	,,	50
Sheets, dungary	,,	10
Shirts, 1st size	,,	200
Shirts, 2nd size	,,	15
Socks, flannel	,,	15
Trousers, flannel	,,	10
Trousers, cotton, 1st size	,,	100
Trousers, cotton, 3rd size	,,	25

F.

MISCELLANEOUS.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Baskets, small	,,	40
Bath-bricks	,,	12
Bladders	,,	600
Blue-powder packets	,,	30
Books for prescription	,,	48
Bottles, empty, clear glass	,,	500
Bottles, pint, empty	,,	700
Bottles, sauce, empty	,,	300
Bratties	Bundles.	700
Brooms, long	No.	1,200
Brushes, hair	Dozen.	6
Buttons, thread	Tins.	144
Cement, tins of 70 lb. each	Parrahs	12
Chunam for conservancy	No.	60
Chunam brushes	lb.	50
Coal tar	No.	1,500
Cocoa ladles	,,	60
Cocoanut scrubbers	,,	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	lb.	6
Fuchsine	No.	3
Gunny bags	lb.	20
Hogs' lard	,,	150
Honey, clean, fresh	,,	30
Horse hair	Tins.	1
Knife-polisher	lb.	3
Lamp thread	Yards	6
Lamp vick, kerosine	No.	200
Leeches	,,	260
Leaf-fans	,,	12

No. 28—cont.

Limestone, burnt	lb.	60
Liquorice root	,,	96
Marking nuts	,,	20
Matches	Boxes.	350
Mats, common	No.	24
Needles	Packs.	6
Padlocks, patent, iron	No.	15
Pins	Paper.	6
Red paper	Sheets.	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards.	15
Safety pins	Boxes.	100
Sandpaper	Sheets.	50
Sawdust	lb.	80
Spirit of wine	Bottles.	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	,,	70
Tape, country	Yards.	500
Thread, sewing	lb.	12
Twine, Europe	Rolls.	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Chatties, large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Ovens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Basins, iron, enamelled	,,	6
Basins, China, large	,,	6
Bowls, China	,,	100
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	12
Cups and saucers, fine	,,	24
Chimney, large, kerosine	,,	50
Chimney, small	,,	40
Chimney, large, oval	,,	12
Carving knives	,,	1
Carving forks	,,	1
Dish, white, with cover	,,	12
Ewers, China	,,	6
Feeding cups, China	,,	12
Forks, table	,,	26
Forks, dessert	,,	36
Finger glass	,,	6
Jugs, milk, white	,,	12
Jars, earthen (empty ginger preserve)	,,	100
Knives, table	,,	36
Knives, dessert	,,	36
Lanterns, wall, kerosine	,,	6
Cocoanut, hanging, kerosine	,,	5
Cocoanut, hand, kerosine	,,	5
Looking glass, large	,,	5
Mincing machine	,,	1
Nutmeg-graters, large	,,	1
Plates, hot-water	,,	6
Plates, dinner, white	,,	50
Plates, white, soup	,,	6
Plates, white, cheese	,,	6
Plates, white, dessert	,,	6
Plates, green for custard	,,	50
Saucepans, iron, enamelled	,,	2
Sneakers, with cover	,,	6
Spoons, table	,,	12
Spoons, metallic	,,	24
Spoons, dessert	,,	12

No. 30—cont.

Spoons, tea	No.	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Tumblers, small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Milk can, tin, to hold 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Tin bed-head tickets	,,	50
Tin funnels	,,	6
Tin pots, large	,,	100
Tin chart-holders	,,	50
Tin hand-bath	,,	6
Tin, arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Tubs, hip-bath, zinc	,,	3
Tubs, foot-bath, zinc	,,	6
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	3
Rakes for garden	,,	6
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly.	No.	74

GENERAL HOSPITAL, MADRAS,
26th February 1895.

W. PRICE, M.D., Brigade-Surgn.-Lt.-Colonel,
Senior Medical Officer, General Hospital.

This list will give some idea of the requirements of a large hospital, and subjoined is the list of hospital requirements given in the G.O. under consideration. How far it goes to really supply these requirements can now be seen at a glance.

Beef.
Bread.
Butter.
Buttermilk.
Calves' feet.
Chicken or fowl.
Chillies, green.
Eggs.
Fish.
Flour, wheat.
Ghee.
Ginger, green.
Hoppers.
Ice.
Limes.
Milk.
Mint and parsley.
Mutton.
Mangoes.
Onions.
Oranges.
Plantains.
Potatoes.
Vegetables, green.
Almonds.
Arrowroot.
Barley.
Cocoa.
Coffee.
Chillies, dry.
Cornflour.
Coriander.
Cinnamon.
Cinnamon seed.*
Dhall.
Firewood.
Ginger, dry.
Garlic.
Gingilly oil.
Mustard seed.
Pepper.
Poppy seed.
Rice.
Salt.
Spice.
Sugar.
Sago.
Tamarind.
Tea.
Turmeric.
Vendium.

* Not used as an article of diet.

Government was far from pleased with the Senior Medical officer's attempts, and he was told he had given the orders of Government 'but scant attention.' Consequently the advertisement given in the 'G.O. Diet Rules,' (page 111) was issued, with the result that he got tenders for only a few of the articles.

5. The Committee are of opinion that the grouping form of advertisement is the only workable one.

6. The G.O. directs that all available store-rooms in each hospital are to be filled up with 'non-perishables' ('storable' articles is what is meant). In some hospitals this would mean two or three years' supply! So that, if the order were carried out, there would be an enormous loss from waste and 'deterioration' of diet articles. And here the Committee would protest most respectfully, but not the less strongly against the system of large storage of diet articles for hospital use.

In the first place, to state the weakest objection first, such a system is quite unprecedented where large hospitals have to be supplied.

Secondly, it is impossible to test every pound of such enormous supplies. The only way to test rice, for instance, *for hospital use*, is to turn out every bag into a tub and then refill the bags. The Secretary to this Committee has some experience of what this means, and informs the Committee that about one-third of every consignment thus tried had to be rejected, and it was with infinite difficulty that a supply of, say, 2,000 lb., all of uniform good quality could be obtained. For ordinary purposes, the rice as supplied would have answered very well, but not for the sick.

7. The Committee see no objection to store-keeping by Medical officers, provided it is done in a rational manner, and in a manner that a man with a conscience can carry out to the satisfaction of his conscience. The Committee only wish to see done here what is done in every well-managed hospital in the world, and that is, *not* that stores shall be taken in 'in quantities sufficient to fill in all the store-room accommodation available,' but that they shall be taken in in such quantities and at such times as the Superintendent shall judge right. What the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The Committee use the word 'leisurely' advisedly. *In no other way can the diet of the sick be properly selected.*

8. Such are some of the disadvantages of the bulk store system in hospitals. But the Committee would ask has it really saved money?

The following tables speak for themselves; the total result may be given in a very few figures:—

Average price per diet for the three *store* years *exceeds* that of the three previous years—

	A.	P.
in the Voluntary Venereal Hospital by	0	10⅓
in the General Hospital by	0	3⅔
in the Women and Children Hospital by	1	4⅙
in the Ophthalmic Hospital by	0	5⅓
in the Lying-in Hospital by	0	3⅔
in the Lunatic Asylum by	0	7⅓

9. No more crucial test than that supplied by the Voluntary Venereal Hospital could be required, as the patients there are almost entirely native, and the store system affects them almost alone.

10. The cost of feeding Europeans, especially where extensive officers' quarters are provided, is hardly at all affected by the system, as their food is chiefly of the 'non-storable' type, for which the old system of daily supply still exists. In the Voluntary Venereal Hospital, then, which is practically entirely dieted by the store

system, the excess of the store years over the three previous years has attained the formidable figure of 10⅓ pies per diet!

VOLUNTARY VENEREAL HOSPITAL.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras and 'stimulants.'	2 6¼	2 8¼	2 10½	2 9	3 1½	3 6	3 5¼	3 11½	3 11½	3 11½
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	*0 4½	0 2½	0 2½
3. Total actual cost per diet.	2 6¼	2 8¼	2 10½	2 9	3 1½	3 6	3 5¼	4 4¼ (Cost of alterations in store-room is Rs.125 15 10 and the average is 0-0-1).	4 2½	4 2½

* Storekeeper's establishment for nine months.

	Rs. A. P.
Alterations for storerooms originally cost	125 15 10
Weighing machines, &c.	135 0 0
Total initial expenditure ...	260 15 10

Average price per diet for the three store years exceeds that of three previous years by 10½ pies.

GENERAL HOSPITAL, MADRAS.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.†	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	7 0	7 3	6 10	7 4	6 4½	5 3½	6 6½	5 11½	6 5½	6 1½
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	0 3½	0 2	0 2
3. Total or actual cost per diet.	7 0	7 3	6 10	7 4	6 4½	5 3½	6 6½	6 2½	6 7½	6 3½

† Original cost of storerooms, Rs. 705; average price per diet of the three store years exceeds that of the three previous years by 3½ pies.

WOMEN AND CHILDREN HOSPITAL.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.‡	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 4	6 11	6 9
2. Average cost per diet of charges for storekeeper's establishment.	No store system.							0 1	0 1½	0 1½
3. Total or actual cost per diet.	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 5½	7 0½	6 10½

‡ Storekeeper's establishment for nine months.

Average price per diet for the three store years exceeds that of the three previous years by 1 anna and 4½ pies.

GOVERNMENT LYING-IN HOSPITAL.

Average Cost of each Diet for 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.*	1893.*	1894.*
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
Average cost of each diet with stimulants.	6 0	6 2	6 6	5 10	6 7	6 0	6 2	†6 6	6 5	6 9
Average cost of each diet without stimulants.	5 11	5 11	5 11	5 8	6 4	5 10	5 11	6 3	6 3	6 6
Average cost of stimulants.	0 1	0 3	0 7	0 2	0 3	0 2	0 3	0 3	0 2	0 3

* Including store establishment. † Storekeeper's establishment for nine months only.

The cost of converting an old building into storekeeper's room in 1893, was Rs. 1,348-5-9.
Average price per diet for the three store years exceeds that of the three previous years by 3⅔ pies.

COMPARATIVE STATEMENT SHOWING THE AVERAGE COST PER DIET FOR THE PAST 10 OFFICIAL YEARS OF THE GOVERNMENT OPHTHALMIC HOSPITAL, MADRAS.

——	1885–86.	1886–87.	1887–88.	1888–89.	1889–90.	1890–91.	1891–92.	1892–93.	1893–94.	1894–95.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including 'Diets,' 'Extras' and stimulants.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 4 7	0 3 11	0 4 0
2. * Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	*0 0 6	0 0 3	0 0 4
3. Total or actual cost per diet.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 5 1	0 4 2	0 4 4
4. Less average cost per diet on stimulants (as per post card, dated 25th January 1895).	0 0 1⅛	0 0 2½	0 0 3¼	0 0 3¾	0 0 2¾	0 0 1½	0 0 2	0 0 0½	0 0 0¾	0 0 0¾
5. Average cost on diets and extras alone.	0 4 0⅞	0 4 2½	0 4 1¾	0 4 6¼	0 4 5½	0 3 8¾	0 3 7	0 4 6½	0 3 10½	0 3 11¼

* The average cost per diet shown here does not include Rs. 3,510, the cost of the construction of the provision store.

Average price per diet for the three store years exceeds that of the three preceding years by 5⅛ pies.

STATEMENT SHOWING THE AVERAGE COST PER DIET, &C., OF THE LUNATIC ASYLUM DURING THE LAST 10 YEARS.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including 'Diets,' 'Extras' and stimulants.	3 3	3 3	3 2	3 2¾	3 0	3 0½	3 2	0 3 8 9 months.	0 3 10¾	0 3 2
2. Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 1	0 0 1	0 0 1
3. Total or actual cost per diet.	3 3	3 3	3 2	3 2¾	3 0	3 0½	3 2	0 3 9	0 3 11¾	0 3 3
4. Total cost for Storekeeper's establishment, contingencies and wastage.	...	...	...	...	...	...	...	651 6 4 for 9 months.	859 14 1	993 4 8

Cost of store rooms newly built, Rs. 7,000.
Average cost per diet for the three store years exceeds that for the three preceding years by 7 1/12 pies.

N.B.—In the above calculation of the average cost per diet the initial cost of preparing and building store rooms and of supplying them with furniture, receptacles, trestles, &c., is not included, but it amounted to Rs. 12,688 for buildings alone, while for furniture, &c., a sum of Rs. 900 (the voluntary venereal portion cost Rs. 130) may safely be added, making a total of Rs. 13,588!

11. It occurred to the Committee that this great increase in prices might be due partly at any rate to increased prices of farm produce. They accordingly

consulted the *Fort St. George Gazette*, and from that source have compiled the following table. It gives the price of rice for the six years under discussion :—

Price of rice in seers of 80 tolas per Rupee.

	1889.	1890.	1891.	1892.	1893.	1894.
January	13·4	11·3	10·8	8·9	9·6	13·6
April	13·4	11·4	11·0	9·0	10·5	14·2
July	12·8	11·2	11·0	8·9	10·5	12·3
October	12·5	11·0	10·0	10·0	9·7	13·0

This table shows that the average cost of rice for the three store years was higher than that of the three previous years by ·9 seer per rupee, a difference which, considering the small share rice takes in the general dietary, is quite inadequate to account for the excess in cost during the store year as compared with the non-storing years amounting to no less than 5¼ pies per diet!* The Committee are aware that these figures do not represent the results that would have been obtained by a rigid adherence to the G.O. The figures are, however, the result of the adoption of the G.O. as far as it was practicable to do so.

13. The only way that uniformly good fresh food can be procured for the sick is by a modified tender system, which obliges the tenderer to bring in the food as required, and in such quantities that every pound of it can be examined by the Superintendent or other responsible officer. This is the backbone of hospital-supply system as set forth by Burdett. The following is a copy of the agreement the contractor should sign (*vide* Burdett, page 62) :—

"Should this tender be accepted (I or We) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall, from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or We) should fail to deliver them *from time to time* when ordered, (I or We) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses, shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the Committee of management shall, at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or We) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the Committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp.

Signature.

Accepted for _____

on behalf of the committee of management.

Date

Chairman."

To make this form suitable for our requirements, the only change necessary would be to substitute 'Superintendent' for 'Secretary' and for 'Committee of Management.' The Committee think however that the old form of agreement (C.M.F. No. 51) satisfies all requirements, and is perhaps better adapted to Indian customs than Burdett's form.

* During the years 1892, 1893 and 1894, the expenditure on rice alone was— in the General Hospital $\frac{1}{14}$th of total expenditure on diets, extra and stimulants; in the Leper Hospital $\frac{1}{4}$th; in the Voluntary Venereal Hospital $\frac{1}{5}$th; in the Ophthalmic Hospital $\frac{1}{4}$th; in the Lunatic Asylum $\frac{1}{3}$th. (F. 30).

14. Head and front before all other considerations comes the question of the *quality* of the food, and the Committee maintain that this can only be insured by taking it in in quantities, that can be readily examined. This was their opinion long before they read Burdett, and they feel much indebted to the Surgeon-General for having lent them this book, as they have in its author a supporter of unquestionable authority in hospital management.

15. While the Committee give quality the place of highest consideration they are by no means insensible to the economic side of the question, and are decidedly of opinion that the modified tender system as now recommended by them will be found to work more cheaply than either the old contract or the bulk store system.

16. The Committee propose that with the adoption of their system, the acceptance of tenders shall no longer lie with the Surgeon-General, but with each Superintendent for his own institution.

17. In order to receive and decide on the merits of the various tenders, Brigade-Surgeon-Lieutenant-Colonel Price suggests a Committee composed of the Superintendents of hospitals, but the other members think that individual Superintendents catering each for himself would be the better method.

Under this latter condition, the Committee recommend that each Superintendent should furnish the Surgeon-General with a list of his prices, and that a comparative statement (C.M.F. No. 46) be compiled therefrom in the Surgeon-General's office and circulated to all Superintendents, so that each should see what the prices in the other institutions were.

18. During the discussion on this subject another method of catering for hospital supplies was suggested by one of the members of committee, viz., to transfer it to the care and management of the Superintendent of Her Majesty's Prisons in Madras (F. 7). His idea was that, with the large staff available in the prisons, storing of the food might be fairly satisfactorily carried out. The Committee asked the Inspector-General of Prisons what his views on the subject were, giving him a short outline of the conditions to be met. With much courtesy, and at the same time exhibiting a complete grasp of the question, he replied that he would do all he could to help the Medical department, and to give the system a trial should Government approve of its being undertaken by his department. He went into the subject in much detail even to the telephones by which it would be necessary to connect the prison with each of the different Presidency hospitals.

19. While the majority of the Committee concurred in the views of their colleague that catering by the prisons would not be devoid of advantage, they were not enthusiastic in their general support of the proposal. The difficulties pointed out by the Inspector-General of Prisons are very real, *e.g.*, the differences of opinion that might arise as to quality of food-stuffs, for the hospitals adopt a much higher standard than the prisons as their dietary is intended for the sick; the contentions that would arise from delays, &c. Consequently the Committee do not press this idea further, but they are not the less indebted to the Inspector-General of Prisons for the prompt and business-like manner with which he treated the proposal.

20. A counter-proposal (F. 7) was suggested to the Committee by the Surgeon-General, viz., that of transferring the catering to the Lunatic Asylum. But the Committee see the same or practically the same difficulties existing in this that exist in the 'Prison' proposal.

21. A further proposal (F. 7) of the Surgeon-General was that a Committee of Superintendents with a lay Secretary, 'A European gentleman,' should receive and decide on tenders.

The objections to this seem to be—

(i) The 'gentleman' would forthwith proceed to enrich himself.

(ii) It would be very costly.

(iii) Superintendents have no time to spare for the frequent meetings of Committee that would be necessary.

22. Finally the Surgeon-General proposed (F.7) that the General Hospital should undertake the storage of supplies for the other hospitals.

The Committee regret they could not concur in this proposal. They object *in toto* to any proposal that is at all calculated to divert the attention of Medical officers from their proper professional duties, or divert a hospital from the purpose for which it is intended, an asylum for the sick. Once a part of the General Hospital is converted into a Commissariat store with all the hubbub and bustle that would be the consequence, and the rest of hospital may be closed. Even now the hospital precincts are quite enough invaded by strangers, and the quiet and order that should characterise them are very difficult to maintain. Even the daily contractor is a nuisance, but then he is an unavoidable nuisance, and it is that that alone that makes his presence and that of his myrmidons tolerable.

23. Once more, therefore, they would reiterate their opinion that a modified tender system, and no other, is the only true course to follow in providing articles of diet for the sick; that contracts should not be decided by the Surgeon-General, but by individual Superintendents, each for his own establishment; that each Superintendent should furnish the Surgeon-General with his accepted rates, and that a healthy rivalry to cater economically (always, of course, under proper control —vide *Stock-taking and Control*) for these hospitals should be cultivated by circulating to each Superintendent in a comparative form (C.M.F. No. 46) the rates of all the other Superintendents.

24. Superintendents should not be hampered by hard-and-fast rules for procuring their supplies. They should, of course, try to purchase in the cheapest market; that will usually be by tender, but if they can purchase more cheaply and obtain an equally good article any other way, they should be permitted to do so. Articles for which favourable tenders cannot be obtained should be bought departmentally out of a permanent advance that should be given to each hospital. Most of the articles under group F in the advertisement on page 17 would come under this head.

V.—STOCK-TAKING AND CONTROL (*F.* 4).

The Committee would thus allow very considerable freedom to each Superintendent, subject, of course, to the control of the Surgeon-General. The Surgeon-General is their head in this as in all other respects, and should be kept constantly informed as to how the work in the State hospitals in this all-important matter of catering is being conducted. The Committee, therefore, recommend that, just as is the case with the medical stores, so here, the Surgeon-General should, from time to time, and without any warning, send a Medical officer, now to one, and again to another of the hospitals with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

It should be impressed on Superintendents that it is the sick and helpless that they are in charge of, and that no consideration of money should for a moment be permitted to lower either the quantity or the quality of their food supplies; and that while Government is determined there shall be no waste, it is equally determined that there shall be no loss of efficiency through deterioration in the quality of food, &c., supplied.

2. The Committee, in making the proposal that Medical officers shall be deputed occasionally to visit the hospitals as inspectors, are well aware that Medical officers are already overworked, and that this will be an additional burthen. Nevertheless they at present see no other workable method of carrying out their

recommendations efficiently.* *There must be a skilled control.* The time taken at each inspection, however, need not be very long, as the amounts kept in store at any one time of any particular article would be such that stock-taking and quality examination could be readily effected. The details of how much the Inspecting officers shall inspect and how often the inspection shall take place may well be left to the discretion and judgment of the Surgeon-General.

3. Various other proposals as to who should be deputed to do this inspection were discussed by the Committee.

(i) The Surgeon to His Excellency the Governor. The difficulty that presented itself here was that this officer might be an officer of the Army Medical Staff, and it was doubtful whether he could thus be appointed to inspect civil hospital stores.

(ii) That an officer of the Commissariat department should be deputed. The Surgeon-General did not approve of this proposal, nor indeed on calm consideration does it look feasible. The Commissariat is a purely Military department under the Government of India, and it is quite likely it would not consent to allow one of its officers to inspect civil stores. A further objection is that the opinion of such an officer on the all-important point of 'quality' would not be a skilled one.

VI.—BOOK OF FORMS.

Having thus stated how articles of diet should be procured, &c., the Committee would now say a few words on the subject of the forms they recommend for use in the internal management of large hospitals. These forms are attached to this Report (page 39), and superscribed 'Book of Forms.' They are given as models, and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the Book, will help individual Superintendents to select those which suit their own particular establishments best. At first sight the mode of using some of these forms seems puzzling, but in practice no real difficulties arise, and they do away with loose manuscript dockets which are a waste of time and paper, are very untidy and get readily lost. (*Vide* Committee's Rules, page 127.)

2. The forms recommended for the Storekeeper are taken partly from Commissariat sources, for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

VII.—FIREWOOD TO BE USED IN COOKING DIETS (*F.* 8).

The Surgeon-General called the Committee's attention to this matter. He pointed out the apparent superior economy exercised in this item in the Calcutta Medical College as compared to the State Hospitals in Madras. A Committee appointed in 1889 to revise the diet rules allowed 4 lb. for cooking European and 2 lb. for cooking Native diets. The present Committee thinks this was a reasonable maximum, and, taking coal at the very cheap rate of Rs. 20 a ton, the State Hospitals of Madras, using 2 lb. of firewood for Native diets are only ·09 pie in excess of Calcutta per diet. Coal happens now to be Rs. 26 or Rs. 27 a ton (steam coal: no kitchen coal can be had in Madras); at which prices Madras cooks more cheaply than Calcutta. Calcutta is cheaper than Madras in cooking European diets. But then, in Calcutta, they cook for double the number that are cooked for in Madras, and that is, of course, a very important matter. Besides, in the General

* The Committee feel bound to state here *par parenthèse* that an Inspector of Hospitals should be appointed, whose duty, amongst other things, would be to carry out the inspection recommended above. The Committee would also remark that unless some such officer is appointed to examine Hospital Books and general management periodically, all their labour in trying to work up a uniform system will be ultimately thrown away. What with changes of Superintendents, over-worked officials, &c., hospitals will very soon lapse into the old grooves unless regularly and thoroughly inspected. It might seem that this duty should be performed by the Surgeon-General, but the Committee are satisfied that with work of administering such a large department as the medical, it is utterly impossible for him to find time for its performance; and also that it is not fitting that such work should be required of the Surgeon-General.

Hospital, Madras, a superior range is in use, which heats large steam presses in which diets are kept during distribution. The heating of these presses alone requires a good deal of fuel. So that, on the whole, Madras cooks more cheaply than Calcutta. However, as the circumstances of two hospitals are so completely different, it appears to the Committee a matter of not the least importance whether one is a bit cheaper or dearer than the other. Only like things can be compared, and there is little or no likeness between these two establishments. (*Vide* Appendix I, page 125).

The recommendations of the Committee on this matter are laid down in their 'Diet rules' (page 122), and it is hoped they will be found satisfactory to the Surgeon-General.

VIII.—COOKING RANGES (*F.* 8).

The Surgeon-General also required the Committee to go into this subject, referring them to the Penitentiary and the Lying-in Hospital as places where economical cooking arrangements might be seen.

The Secretary to the Committee specially visited all the State Hospitals, except the Leper and Voluntary Venereal Hospitals, to inquire into the matter.

(i) *The Penitentiary.*—The cooking arrangements for the healthy inmates were found quite unsuited to hospital purposes. They are suited only to establishments like prisons in which enormous quantities of a very simple article form the staple diet—in the Penitentiary this is raggi pudding.

For the sick the arrangements are very simple: the usual hobs with the smoke going out through the doors and through a hole in the roof.

(ii) *Lying-in Hospital.*—There is a fine iron range there on the 'hob' principle, which, the Committee have no doubt, is an excellent arrangement. As it is made of iron, it is of course a fuel waster, but the cleanliness of the kitchen and the convenience it affords the cooks are much in its favour. The Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for native patients, and pending his report the Committee do not wish to commit themselves to any particular form of cooking range. But should his experiments fail, the Committee certainly think the Lying-in Hospital iron hob range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

IX.—STOREKEEPER'S AND STEWARD'S BOND.

The Committee was called upon by the Surgeon-General to submit a form of agreement with the Storekeepers and Stewards. They were unable to find anything suitable ready made, so the Surgeon-General advised the adoption of A.H.F., No. 9. The Committee submitted this to the Government Solicitor, who said it was not at all suited to the desired purpose. At the request of the Committee, he drew up the two forms which are now presented to the Surgeon-General (C.M.Fs., Nos. 52 and 53).

X.—A GENERAL REQUISITION FORM (*F.* 9).

For a considerable time the Committee failed to see what the Surgeon-General meant by this, so he drew up one on the plan of that used in the Army hospitals, (A.H.F., No. 66.) This the Committee approved (C.M.F., No. 45).

XI.—PERMANENT ADVANCE TO HOSPITALS FOR PETTY DEPARTMENTAL PURCHASE (*F.* 10).

The Committee think this absolutely necessary. In discussing the keeping of accounts, the Committee have fully gone into this question. Hospitals are

constantly wanting odds and ends that cannot be got by tender. It is for these the permanent advance is needed. The sum required will vary for each hospital, but the following amounts should, in the Committee's opinion, suffice :—

	RS.
General Hospital	300
Lying-in Hospital	* 400
Ophthalmic Hospital	20
Women and Children Hospital	100
Leper Hospital	20
Voluntary Venereal Hospital	20

The Committee have carefully perused the Accountant-General's letter (F. 10) Nos. 1593–5 of 18th May 1895 on this subject, by which their opinion is in no way altered.

XII.—A UNIFORM METHOD OF PAYING BILLS.

This was referred to the Committee by the Surgeon-General. After considerable correspondence, the Committee and Surgeon-General came to an agreement, the result of which is embodied in the Committee's 'diet rules', page 121. The requisition form recommended by the Committee for obtaining cheques from the Accountant-General is No. 49 in the Book of forms.

XIII.—A UNIFORM METHOD OF STOCK-BOOK KEEPING (*F.* 11).

This was referred to the Committee by the Surgeon-General. The Committee recognised the wisdom of the step. During his inspection undertaken for the information of the Committee, the Secretary found the greatest diversity of procedure.

The Committee submitted the Commissariat forms as well as two other check forms, which the Surgeon-General approved. They are Nos. 30, 31, 32, 33 in the Book of forms.

The Committee also proposed a 'Furniture distribution' form, of which the Surgeon-General approved. It is No. 44 in the Book of forms. Its object is to show at a glance where the various articles of furniture in a hospital may be found.

XIV.—A CIRCULAR PRICE LIST FORM.

This is No. 46 in the Book of forms, and is intended to serve the purpose suggested by the Committee in their recommendations on page 17, where it is proposed that the Surgeon-General shall send a circular showing the prices paid for diet articles and hospital necessaries at the different hospitals to each Superintendent for his information.

XV.—HOW HOSPITAL NECESSARIES ARE TO BE PROCURED.

They should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles, *vide* section XII above. In advertising for tenders for diet articles, the Superintendents should include *Hospital necessaries.*

XVI.—THE CHECKING OF HOSPITAL RETURNS IN THE SURGEON-GENERAL'S OFFICE (*F.* 4).

This question arose incidentally in connection with the controlling and checking of Hospital stores. In a minute by the Committee to the Surgeon-General a sentence was used which seemed to imply that Hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows :—

"The audit in this office is governed by the following rules :—

"(*a*) checking the daily register of dieting in-patients in the Government "Presidency Hospitals including Lunatic asylums ;

* This large amount, which has already been granted, is necessary on account of batta to pregnant women and hire of punka men.

"(*b*) bring to notice any inaccuracies of calculation, excess in cost where the "money average is above 8 annas a day for European and 4 annas a day for native "patients, or any other irregularities which may be found in the documents;

"(*c*) comparing Diet registers with ingredient statements and calling for "explanation in case of discrepancies;

"(*d*) seeing that the charges in the bills are not in excess of the quantities "entered in the ingredient statements and other vouchers;

"(*e*) seeing that the articles issued for each diet in the ingredient statements "are in accordance with the sanctioned scale;

"(*f*) checking and submitting to the Secretary all tenders, contract bills, "requisitions for Government hospitals, &c., for Medical stores, bedding and cloth-"ing, &c., and

"(*g*) in disposing of hospital stoppage lists, &c.

"II. Each clerk is individually responsible for his own share of the work.

"III. All bills and statements should be minutely and carefully checked accord-"ing to rules, and not in the casual way hitherto done."

2. The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return, was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

3. However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

W. PRICE, M.D., Brigade-Surgeon-Lieutenant-Colonel, *President.*

W. R. BROWNE, M.D., Surgeon-Lieutenant-Colonel,
A. J. STURMER, Surgeon-Lieutenant-Colonel, } *Members.*

JOHN SMYTH, M.D., Surgeon-Major,
Secretary, Special Committee on Diets.

MADRAS,
1895.

APPENDIX I.[1]

Statement I.—Daily Average In-patients, 1894.

—	General Hospital, Madras.		Medical College Hospital, Calcutta.	
	European.	Native.	European.	Native.
Males	83·65	196·48	76· 4	151·13
Females	·09	·44	62·66	55·32
Children	·47	· ·19	7· 3	9·30
Total ..	84·21	197·11	146·36	215·75

Statement II.—Comparative Statement of Calcutta and Madras Diet Article Prices.

—	1894–95. Calcutta Medical College Hospital rates.	1895–96. Lying-in Hospital rates.	—	1894–95. Calcutta Medical College Hospital rates.	1895–96. Lying-in Hospital rates.
	RS. A. P.	RS. A. P.		RS. A. P.	RS. A. P.
Rice	0 0 11	0 0 8½	Vegetable, Native.	0 0 7	0 0 8
Do. table ..	0 1 1	0 1 2	Potatoes	0 0 11	0 0 9¾
Dholl	0 0 11	0 0 11½	Onions	0 0 6	0 0 8
Ghee	0 6 9	0 7 4	Cornflour	0 8 0	0 8 0
Salt	0 0 10	0 1 0	Pomegranate ..	0 4 0	0 1 10
Pepper	0 5 0	0 4 6	Oranges	0 0 6	0 0 5½
Arrowroot ..	0 2 0	0 3 0	Limes	0 0 3	0 0 1
Barley	0 3 0	0 3 0	Vermicelli	0 4 0	....
Sago	0 1 9	0 2 0	Tea	0 5 0	0 11 1⅘
Sugar, 2nd quality.	0 2 0	0 1 3	Coffee	0 12 0	0 13 6
Flour	0 0 11	0 1 0	Cocoa	1 0 0	0 8 0
Soojee	0 1 0	0 1 6	Biscuits	0 7 8	0 10 0
Barley, 1st quality.	0 8 0	....	Fish, European ..	0 3 6	0 2 6
Bread	0 1 2	0 1 7	Do. Native ..	0 2 6	
Do. special ..	0 3 6	0 1 6	Chicken, 8 oz. ..	0 2 8	*0 3 1
Butter, do. ..	1 6 0	0 14 0	Eggs	0 0 4½	0 0 4¼
Do.	0 6 5	....	Pigeon	0 2 6	0 4 3
Essence of Chicken, Brand's	1 8 0	1 15 0	Beef	0 2 0	0 1 11
Essence of Chicken.	0 14 0	....	Mutton	0 3 9	0 2 7
Essence of Beef, Brand's	1 0 0	1 7 0	Sodawater ..	0 0 5½	0 0 8
Benger's food ..	0 6 0	1 7 11	Lemonade ..	0 0 9	0 1 1
Vegetable, Europe.	0 0 9	0 1 0	Brandy .. doz.	17 0 0	34 0 0
			Portwine .. „	16 0 0	34 0 0

* For 10 oz.

[1] This appendix is given to enable the Surgeon-General to compare the State Hospitals in Madras with the Medical College Hospital, Calcutta:—

Statement I—shows the population.
„ II—is a comparative price list. The Lying-in hospital prices are given, as they happened to be at hand.
„ III & IV—show diet prices in General Hospital, Madras.
„ V & VI— Do. Medical College Hospital, Calcutta.
„

The population and dietary will be seen at a glance to differ so radically that no comparison can be instituted between the Madras and Calcutta Hospitals.

STATE HOSPITALS, MADRAS.

Statement III.—Table of Diets for European Patients.

—	—	Spoon.	Milk.	Half.	Mixed.	Full.
		Arrow-root ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ...12 oz. Hoppers. 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... ½ „	Mutton or Chicken. 10 oz. Bread 12 „ Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Salt ½ „ Ghee 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk 4 „ If "Half boiled" issued. Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee. If stewed Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley. 30 grs.	Mutton... 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers. 6 no. Butter ... 1 oz. Country Vegetable 6 „ Curry-powder ½ „ Tamarind. ½ „ Salt ½ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton... 12 oz. Bread ... 1 lb. Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Country Vegetable 8 „ Salt ... ½ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 4 „ Milk ... 4 „ If "Full boiled"— Onions 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee.
Cost of each diet, 1894.	With Tea.	0 1 1¼	0 5 5	Mutton. 0 5 9½ Chicken 0 7 3½	0 5 9¼	0 6 5
	With Coffee...	0 1 7¼	0 5 11	Mutton. 0 6 3½ Chicken 0 7 9¼	0 6 3¼	0 6 11

NOTES.—1. The meat in the "Half" diet may be roasted, grilled, stewed or boiled; in "Full" roasted, grilled or boiled only.

2. *Extras* may be ordered on all diets except "Full" and "Mixed." But stimulants and *eggs* may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, ¼ oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement IV.—Table of Diets for Native Patients.

—	Spoon.	Milk.	Coffee.	Half.	Full.
	Rice ... 6 oz. Salt ... 360 grs.	Bread or Rice ... 12 oz Milk ... 1½ pt. Sugar ... 2 oz *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Bread ... 12 oz. Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Currypowder ... ½ „ Tamarind. ½ „ Vegetable. 2 „ Salt ... ½ „ Coffee ... ½ „ Sugar ... ½ „ Milk ... 2 „ Hoppers. 2 no. Butter-milk ... ½ pt. Pepper-water ... ½ „	Rice ... 20 oz. Butter-milk ... ½ pt. Pepper-water ... ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dholl ... 1 „ Vegetable. 4 „ Currypowder ½ „ Tamarind. ½ „ Gingelly oil ... 1 „ Salt ... ½ „ Hoppers. 2 no. Coffee ... ½ oz. Sugar ... ½ „ Milk ... 2 „
Cost of each diet, 1894.	0 0 5½	Bread ... 0 3 4½ Rice ... 0 2 11½	0 2 9½	0 2 9	Mutton. 0 3 6 Fish ... 0 3 3½

NOTES. 1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dholl and fish the next day.

2. *Extras* may be ordered on all diets except full. But *stimulants* and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the Table. If meat is issued with bone, an additional ¼ oz. per lb. should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patient on extras alone.

Statement V—showing the component parts of the European diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894-95.

—	Full Diet.		Half Diet.		Chicken Curry Diet.		Mutton Curry Diet.		Milk Diet.		Infant Diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Milk ...	4½ oz.	0 4½	4½ oz.	0 4⅛	4½ oz.	0 4⅛	4½ oz.	0 4⅛	28½ oz.	0 4⅛ 1 10	1 Seer.	2 6
Bread ...	1¼ „	1 0¼	12 „	0 10¼	8 „	0 7	8 „	0 7	4 „	0 3½	...	...
Butter ...	1 „	0 4⅜	¾ „	0 3⅛	¾ „	0 3⅛	½ „	0 3⅛	...	...	...	...
Meat (Mutton)* ...	18 „	4 2¼	16 „	3 9	4 „	0 10½	12 „	2 6	...	...	...	...
Meat (Beef) ...	...	...	...	...	...	...	...	...	12 oz.	1 6	...	...
Salt ...	½ oz.	0 1/16	½ oz.	0 1/16	½ oz.	0 1/16	1 oz.	0 ⅛	...	...	...	...
Potatoe ...	8 „	0 5½	6 „	0 4⅛	6 „	0 4⅛	8 „	0 5½	...	...	...	...
Vegetable ...	6 „	0 3⅜	4 „	0 2¼	4 „	0 2¼	...	...	...	...	...	...
Tea ...	½ „	0 2 1/16	½ „	0 2 1/16	½ „	0 2 1/16	½ oz.	0 2 1/16	½ oz.	0 2 1/16	...	...
Sugar ...	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	2½ „	0 3⅜	2½ „	0 3⅜	1 oz.	0 1½
Pepper ...	2 dr.	0 1/16	2 dr.	0 1/16	2 dr.	0 1/16	...	...	...	...	...	...
Onion ...	...	...	...	...	...	...	...	...	...	...	...	...
Ghee ...	1¼ oz.	0 6¼	1¼ oz.	0 6¼	1¼ oz.	0 6¼	½ oz.	0 1⅜	½ oz.	0 1⅜	½ oz.	0 2½
Curry-stuff ...	½ oz.	0 1⅛	½ oz.	0 1⅛	...	...	1 dr.	0 ⅜	1 dr.	0 ⅜	...	...
Barley ...	1 dr.	0 ⅜	1 dr.	0 ⅜	...	...	2 oz.	0 3	2 oz.	0 3	...	...
Spices ...	2 oz.	0 3	2 oz.	0 3	2 oz.	0 3	5½ „	0 3¼	...	...	...	...
Biscuit ...	1½ „	0 1	1½ „	0 1	5½ „	0 3½	...	...	...	...	2 oz.	0 1½
Rice ...	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	...	...	...	...
Dholl ...	8 „	2 6	8 „	2 6	8 „	2 6	...	...	...	...	1 No.	2 8
Chicken ...	...	...	...	...	...	...	...	...	2 oz.	0 2½	2 oz.	0 2½
Sago ...	½ lb.	0 ⅛	½ lb.	0 ⅛	½ lb.	0 ⅛	½ lb.	0 ⅛	½ lb.	0 ⅜	½ lb.	0 ⅛
Coal ...	...	6 10⅜	...	6 7	...	6 7	...	5 11¼	...	4 8½	...	5 11
Total ...	...	8 2¼	...	7 4	...	6 7	...	5 11¼	...	4 8½	...	5 11
Beef day ...	...	6 0¼	...	5 4	...	5 4	...	4 11¼	...	3 12½	...	5 11

* Beef and mutton given on alternate days.

Statement VI—showing the component parts of the Native diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894–95.

—	Full Rice.		Full Flour.		Mixed Full.		Mixed Half.		Half diet.		Rice and Milk.		Flour and Milk.		Milk and Sago.		Milk and Soojee.		Infant diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Rice	20 oz.	1 1¼	...	...	8 oz.	0 6¼	5½ oz.	0 4	10 oz.	0 6¼	10 oz.	0 6¼	...	...	...	...	...	...	2 oz.	0 1¾
Flour	...	...	20 oz.	1 1¼	10 ,,	0 6¼	6 ,,	0 4½	...	...	...	...	...	...	...	...	...	...	...	...
Dholl	3 oz.	0 2¼	3 ,,	0 2¼	2 ,,	0 1¼	1½ ,,	0 1½	1 oz.	0 1	...	...	...	...	...	...	...	...	1½ oz.	0 1¼
Ghee	½ ,,	0 1½	1 ,,	0 5¼	½ ,,	0 3¼	½ ,,	0 2¼	½ ,,	0 1½	...	...	...	...	...	...	16 oz.	1 3	½ ,,	0 1½
Mustard oil	½ ,,	0 1	½ ,,	0 4½	½ ,,	0 3	½ ,,	0 2	½ ,,	0 1	...	...	...	...	...	...	...	...	...	...
Milk	3 ,,	0 2¼	3 ,,	0 2¼	3 ,,	0 2¼	3 ,,	0 2¼	7 ,,	0 6¼	24 oz.	1 10½	16 oz.	1 1	16 oz.	1 3	16 oz.	1 3	½ sr.	1 10½
Sago	...	...	...	...	...	...	...	...	...	...	...	...	3 ,,	0 4	...	...	...	...	2 oz.	0 2½
Sugar	...	...	½ oz.	0 1½	½ oz.	0 1½	½ oz.	0 1½	½ oz.	0 1½	2 oz.	0 3	2 ,,	0 3	2 oz.	0 3	2 oz.	0 3	1 ,,	0 1½
Soojee	2 ,,	0 1½	2 ,,	0 1½	2 ,,	0 1½	2 ,,	0 1½	...	...	2½ ,,	0 1½	...	...	...	...	6 ,,	0 4½	...	...
Salt	½ ,,	0 1½	½ ,,	0 1½	½ ,,	0 1½	½ ,,	0 1½	...	...	...	...	...	...	...	...	...	...	...	...
Coal	16 ,,	0 1	16 ,,	0 1	16 ,,	0 1	15 ,,	0 1	12 ,,	0 1	8 oz.	0 1	12 oz.	0 1	12 oz.	0 1	12 oz.	0 1	14 oz.	0 1
Curry-stuff	2 dr.	0 1	2 dr.	0 1	2 dr.	0 1	...	...	2 dr.	0 1	...	...	...	...	...	...	...	...	...	...
Fish	3 oz.	0 9¼	...	...	4 oz.	0 7½	3 oz.	0 5½	2 oz.	0 3½	...	...	...	...	...	...	...	...	...	...
Vegetable	5 ,,	0 2½	5 oz.	0 2½	4 ,,	0 1½	4 ,,	0 1½	4 ,,	0 1½	...	...	...	...	...	...	...	...	...	...
Total	...	3 4	...	2 6½	...	2 10½	...	2 3½	...	2 1	...	2 11	...	2 10½	...	1 10½	...	1 11½	...	2 7½

APPENDIX II.

THE Committee append here copies of half a dozen diet sheets taken at random from the shelves of the General Hospital. These will show clearly that no useful comparison can be drawn between the feeding of a healthy convict in a jail and the dieting of a sick patient in a hospital.

M-2.

EUROPEAN.

GENERAL HOSPITAL.

Month of July 1895.

Diet Sheet of

Occupation — Religion—E.I. — Disease—Fever, intermittent.

Admitted into hospital, 3rd July 1895.
Age –8 years
When last in hospital

Discharged from hospital, Cd., 28th July 1895.

Date.	Diet.	Extras. Custard pudding.	Milk.	Mutton broth.	Bread	Conjee.	Initial of Surgeon.	Student in charge.
			PTS.		oz.	oz.		
1								
2	.....	Breakfast. No. 2.						
3	Milk and bread ...							
4	Milk and bread ...							
5	Milk and bread ...							
6	Milk and bread ...	1 one ...						
7	Milk and bread ...	1 one ...						
8	Milk and bread ...	1 one ...						
9	Milk and bread ...	1 one ...	1 one ...	1 one ...	8 eight ...	1 one ...	Initialled R.R.	
10	Milk and bread ...	1 one ...	1 one ...	1 one ...	8 eight ...			
11		1 one ...		1 one ...				
12		1 one ...		1 one ...				
13	Milk	1 one ...		1 one ...				
14	Milk	1 one ...		1 one ...				
15	Milk							
16	Milk							
17	Milk							
18	Mixed							
19	Mixed							
20	Mixed							
21	Mixed							
22	Milk and bread ...	1 one ...						
23	Half ch. cts. ...	1 one ...						
24	Half ch. cts. ...	1 one ...						
25	Half ch. cts. ...	1 one ...						
26	Half ch. cts. ...	1 one ...						
27	Half ch. cts. ...	Dinner No. I.						
28								
29								
30		Discharged after dinner.						
31								

	RS.	A.	P.
Monthly income			
Hospital stoppages			
Lowest cost on any day	0	1	6¼
Highest cost on any day	0	9	10

S-2.

EUROPEAN.

GENERAL HOSPITAL.

Diet Sheet of *Month of* 189

Occupation—Assistant Accountant, Bank.
Religion—Prots., E.

Disease—Inflammation, inguinal glands.

Admitted in hospital—2nd July 1895.
Age—24 years.
When last in hospital—Never.

Discharged from hospital, Cd., 25th July 1895.

Date.	Diet.	Extras. Milk.	Mutton broth.	Soda.	Ice.	Custard pudding.	Fish.	Eggs.	Fish.	Chicken.	Mutton.	Initial of Surgeon.	Student in charge.
		PTS.	PTS.		LB.		OZ.	NO.	LB.	NO.	OZ.		
1													
2	Milk ...	2 two.	2 two.	4 four.	4 four.								
3	Milk ...	2 two.	2 two.	4 four.	4 four.								
4	Milk ...	2 two.	2 two.	4 four.	4 four.								
5	Milk ...	2 two.	2 two.	4 four.	4 four.								
6	Milk ...	2 two.	2 two.	4 four.	4 four.	1 one...	4 four	2 two.					
7	Milk ...			4 four.	4 four.	1 one	8 eight	2 two.					
8	Milk ...			4 four.	4 four.	1 one	8 eight	2 two.					
9	Milk ...			4 four.	4 four.	1 one		2 two.	1 one.				
10	Milk ...			4 four.	4 four.	1 one...		2 two.	1 one.				
11	Milk ...			4 four.	4 four.	1 one...		2 two.	8 oz.	1 one.			
12	Milk ...			4 four.	4 four.	1 one		2 two.	8 oz.		8 eight		
13	Milk ...			2 two.	4 four.	1 one		2 two.	8 oz.		8 eight		
14	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
15	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
16	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one		2 two.	8 oz.		8 eight		
17	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.		8 eight		
18	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one		2 two.	8 oz.	1 one			
19	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		8 eight		
20	Milk ...	4 four.	4 four.		4 four.	1 one		2 two.	8 oz.		8 eight		
21	Milk ...	4 four.	4 four.		4 four.	1 one...		2 two.	8 oz.		8 eight		
22	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...		2 two.	8 oz.	1 one.			
23	Milk ...	4 four.	4 four.		4 four.	1 one		2 two.	8 oz.		8 eight		
24	Milk ...	4 four.	4 four.		4 four.	1 one		2 two.	8 oz.	1 one.			
25													
26													
27													
28													
29													
30													
31													

Vegetables. Potatoes. Initialled, C.L.W.

RS. A. P.

Monthly income ... ...

Hospital stoppages ... ...

Lowest cost on any one day ... ... RS. A. P. 0 10 3½

Highest cost on any one day 1 1 3½

GENERAL HOSPITAL.

EUROPEAN.

Officers' Quarters. *Month of July* 1895.

Diet Sheet of

Occupation—Sheriff. Religion—Prot. E.

Disease—Carbuncle (Diabetes).

Admitted into hospital—18—7—95.
Age—58 years.
When last in hospital —

Discharged from hospital
Died 27—7—1895.

Date.	Diet.	Extras. Chicken broth.	Milk.	Ice.	Soda.	Eggs.	Initial of Surgeon	Student in charge.
			PTS.	LB.				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17			1 one ...	1 one ...	2 two ...	2 two ...		
18	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
19	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
20	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
21	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
22	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
23	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
24	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
25	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
26	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
27	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
28								
29								
30								
31								

Initialled C. L. W.

Initialled C. L. W.

RS. A. P.

Monthly income ... ...

Hospital stoppages ... ...

Lowest cost on any one day ... ... RS. A. P. 0 11 9½

Highest cost on any one day 1 2 5½

M2.

GENERAL HOSPITAL.

Diet Sheet of Kebi Nair. *Month of July* 1895.

Occupation—Ryot. Religion—H. Disease—Ch. dyspepsia (dependent on anæmia.)

Admitted into hospital—29—5—95.
Age—50 years.
When last in hospital—Never.

Discharged from hospital
Died 24—7—1895.

Date.	Diet.	Extras. Milk.	Conjee.	Rice.			Initial of Surgeon.	Student in charge.
1		3 three ...	4 four ...	6 six ...				
2		3 three ...	4 four ...	6 six ...				
3		3 three ...	4 four ...	6 six ...				
4		3 three ...	4 four ...	6 six ...				
5		3 three ...	4 four ...	6 six ...				
6		3 three ...	4 four ...	6 six ...				
7		3 three ...	4 four ...	6 six ...				
8		3 three ...	4 four ...	6 six ...				
9		3 three ...	4 four ...	6 six ...				
10	Half	1 one ...	4 four ...					
11	Half							
12	Half						Initialled R.R.	
13		3 three ...	4 four ...	6 six ...				
14		3 three ...	4 four ...	6 six ...				
15		3 three ...	4 four ...	6 six ...				
16		3 three ...	4 four ...	6 six ...				
17		3 three ...	4 four ...	6 six ...				
18		3 three ...	4 four ...	6 six ...				
19		3 three ...	4 four ...	6 six ...				
20		3 three ...	4 four ...	6 six ...				
21		3 three ...	4 four ...	6 six ...				
22		3 three ...	4 four ...	6 six ...				
23		3 three ...	4 four ...	6 six ...				
24								
25								
26								
27								
28								
29								
30								
31								

Initialled R.R.

Monthly income ... RS. A. P. | Hospital stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 2 0
Highest cost on any one day 0 5 2½

S2.

GENERAL HOSPITAL.

Diet Sheet of Abdul Kadir. *Month of July* 1895.

Occupation—Merchant. Religion—M. Disease—Hydrocele (Right).

Admitted into hospital—6—7—1895.
Age—30 years
When last in hospital—Never.

Discharged from Hospital—Cd. 18—7—1895.

Date.	Diet.	Extras. Milk.	Conjee.				Initial of Surgeon.	Student in charge.
		PTS.	PTS.					
1								
2								
3								
4								
5								
6	Milk B.	Breakfast No. II.						
7	Milk B.							
8		2 two ...	2 two ...					
9		2 two ...	2 two ...					
10		2 two ...	2 two ...					
11	Half		2 two ...				Initialled C.L.W.	
12	Half							
13	Full							
14	Full							
15	Full							
16	Full							
17	Full							
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Initialled C.L.W.

Monthly income ... ... RS. A. P. | Hospital Stoppages ... ... RS. A. P.

RS. A. P.
Lowest cost on any one day 0 3 1
Highest cost on any one day 0 4 10½

[G. / 25 A.]
1,000—21-3-96.

Pub Department

C. No.s. 3163 + 3675 of 95
+ 163, 421, 870 + 1866

FOR ORDERS.

I have made some further notes in some places (pages turned down). But I have no time to compare the draft sp. now all through with the notes I recorded before. I earnestly trust that all is right. The 1st Asstt must be held responsible. His errors in subjects, I think.

BB
1/9/96

C.S.

Revised proof is sub?

BB.
14.9.96.

The Draft G.O on the Report of the Dress Committee is submitted for approval. It has been much & disgracefully delayed by Chinnaswami Moodelliar MA the late acting 2nd Asst whose introduction into is. Going through it has given me an infinite of trouble and I had to spend quite half a day over it. I do not yet feel certain that it expresses all that the writer but I have done what I could to make that tangle straight and I do not think that anything has been omitted.

Chinnaswamy Moodelliar's explanation was already called for in ~~not~~ regard to delay with another papers and his answer was the illness & death of his wife. I have severely reprimanded him and pointed out that if he were in consequence of the reason stated by him unable to work he should have said so another day frequently demanded fresh papers for re

unconscionable time in Court assigning any
reasonable cause for so doing.
I have made no entry in his Service
Book which will prevent his ever again
occupying the position in which he
was lately tried. I would have fined
him heavily had he not in the Court
done much good work as Budget
Clerk. He has shown himself quite
unfit for anything but petty and
accounts.

18/8/96

rals.

H. M.

FOR ORDERS.

[G. 25] 1,000—5-11-95

Public Department

C. No.

⊗ Certain suggestions should be made in despatch.

These papers have at them carefully dealt with in the office attached through them will be found ⊗ certain suggestions made by me, & great number of which might, and ought, to have been made in the office. The Cs., as we take it in the Public Dept. direct—pur the papers in the Public Dept. direct—pur the Assts. should see that the 1st Asst. & Assistant them in the same complete & comprehensive manner as is suggested by the Undersecretary.

As regards the proposed forms recommended by the Auditor General, the opinion of the Auditor Generals Office is that the making of the returns would be very complicated, but not impracticable. The Auditor General's Office is unanimously of opinion that the experienced officials of the A.G.'s office should be better able to judge than I am.

As Auditor, also, the A.G. should be asked for his advice as to what should be done by his office & what by the office of the L.G.; and, in regard to the latter what sort of establishment is necessary for the audit of such returns as should be submitted, and what those should be.

As regards the system of purchase, the danger, of course, of grouping together a number of articles together is that a tenderer will, in such case, always endeavour to make a good show by putting down rates for articles of small quantities at high rates & by putting higher quantities are required at low rates than the prices of articles for which small quantities are required. Such frauds can only be completely frustrated by the reservation in the Govt. calling for tenders of a right to make a selection out of each tender of one or more articles only and to reject the remainder. But such tenders would stand this test:- The Secretary Tender Committee should have a certain discretion in the matter of the Govt. draft has entered a provision (see form (K.) of proof) in para 5 of this advt. to that effect have the which will be a certain discretion in the case of tenders for same effect in the case of tenders for stamps & articles. The Committee might also have omitted this useful provision 1180 & 1191 have omitted this useful provision. If should be reinserted. Subject to this item might be tried. But it seems to me that a long lease in hopes of stamps should not be given from mind that it is often cheaper to buy from

In his letter No.405 d./ 23rd Septr. last, the Surgeon General submits his remarks on the report of the Special Diet Committee, which was referred to in para 25 of G.O. No.815 Pub., d./ 2nd Octr. 1895, but added that the report had had to be returned to the Committee for reconsideration on some points.

With his letter No.470 d./ 30th Octr., the Surgeon General forwards a copy of the report with certain further remarks in regard to it. The file took a few days to reference and it has not been possible to take it up before. It is characteristic of the Surgeon General's office that they should have sent up a copy of the report in the margin of which some pencil notes have been made by the Surgeon General himself and the manager of his office. It should be remarked that the report was completed and with the Surgeon General before he received G.O.No.815 Pub., d./ 2nd Octr. The whole tone of the report leaves no doubt that it was drafted by Surgn. Lt. Col.Price and it is clear from some of

the

the pencil remarks in the margin that although the Surgeon General has in his letter largely extracted from the report he was aware that they were portions of it which might probably fall under the displeasure of Govt.

The principal subjects which have been dealt with by the Committee are enumerated in para 4 of the Surgeon General's letter of the 23rd Septr. The first of these relates to a uniform system of accounts and the second to the method of auditing them. The Committee's remarks on these matters will be found at pages 9-12 of the report and the Surgeon General's observations in paras. 10 and 11 of his letter. It is submitted that the safest course to adopt in regard to these recommendations would be to ask the Acct. General to favour Govt with his opinion on report on them. He is in the best position for checking the various recommendations made by the Committee and for stating how far the auditing of the accounts of all hospitals can be undertaken by his dept. It will be seen from para 3 of the G.No.3075 that the Surgeon General does not agree with the Committe that the item "Burial of paupers" should be omitted. The inclusion in the report of the remark relating to Christian paupers seems to be in very bad taste. See on these remarks, & which the same observation applies

The next subject dealt with by the Committee is the introduction of uniform system of forms for the dietetic management of hospitals. While recommending the

FOR ORDERS.

H E. THE GOVERNOR.

THE HON'BLE MR. H. W. BLISS.

THE HON'BLE MR. J. GROSE.

As to this Appendix B, see note on p. 3 ante prof. Deane's find it anywhere. WH

His letter of transmittal → WH

certain amount of uniformity in internal management the Committee would not hamper individual Superintendents in their endeavours to improve them matters. The subject is briefly dealt with by the S.G. in his para 12. He "largely concurs" in the Committee's views and agrees to the general adoption of the forms they propose, and which are given in appendix B at pages 41 et seq of the report. The S.G. should, it is submitted, have entered into some explanation of his reasons for the adoption of these forms. It is a technical question which should be dealt with by the Doctors, but it would be more satisfactory if some reasons were adduced for the information of the layman.

The principal subject of all is dealt with in para 4 of the report viz. how articles of diet are to be procured. This question has recently been so fully dealt with in G.O. No. 815, Pub., d./ 2nd Octr. '95. that it will be unnecessary here to recapitulate the details of the wishes of the Govt. in the matter and the way in which attention has been paid to them Dr. Price's hand shows itself in the observations of the Committee in regard to the matter orders which have been passed by the Govt. on the subject It is submitted that sufficient evidence has now been adduced to demonstrate the inadvisability of pressing further for a strict compliance of with the rules which were promulgated by Govt.

Govt. in '92 on this subject. The changes proposed by the Committee are however not very radical. In inviting tenders they propose that the articles should be grouped as has been done in the/General Hospital. There is much force in the Committee's remarks in support of this proposal and there can be no doubt that the modifications would have received the careful consideration of Govt. long ago had they been properly placed before it. Much of what the Committee has writ on may be considered to have been cancelled by G.O. No.815 Pub., d./ 2nd Octr. 1895.

The ~~con~~dition of supply ~~recommended is in such quantities of supply~~ of non-storable articles recommended is "in such "quantities and at such times as the "Supts. shall judge right." The object of this is stated to be to enable the Medical Officer to examine the whole of the supply before it is stored and to obviate loss from deterioration by over storage. The Committee attach the utmost importance to the quality of the supply being ensured by personal inspection by the Supt. Medical Officer. Dr. Sibthorpe considers the modified system now recommended to be the best one and hopes that Govt. will sanction its adoption although it is a partial return to the contract system. The Committee further recommend that each Supt. should receive tenders and conclude the contracts for his own institution. This matter has however been finally dealt with in G.O. No.665 Pub., d./ 6th August 1895. The rules on the subject of the purchase of diets which have been drawn up by the Committee will be found at pages 117 et seq of the report. The S.G. recommends their adoption with slight modifications which are enumerated on pages 13 and 14 of his letter No.405.

In regard to stock-taking and control, the Committee recommends that the Surgeon General should from time to time and without warning send a medical officer to selected hospitals with sealed instructions as to what articles he is to examine. The S.G. in his para 14, however, cannot see either the necessity for or the desirability of the suggestion. Under the existing rules the responsibility rests with the medical officer, who should make a systematic inspection of a certain number of articles once every half year. It is submitted that as the S.G. spends so much of his time at the Presy. town he might without inconvenience carry out some inspections himself. This would have a good effect. The forms recommended by the Committee and the S.G. for use in hospitals will be found at pages 38 et seq of the report and the S.G.'s remarks on them in his para 15. This is a technical question on which the Medical Officers are best able to form an opinion.

The question of firewood to be used in cooking diets is next dealt

dealt with. The proposed rules will be found at page 122. The Committee gives some particulars as to the ~~rates of~~ costs of coal and firewood and arrives at the conclusion that Madras cooks cheaper than Calcutta. The S.G. considers that the rules proposed by the Committee on this subject should be adopted.

"Cooking-ranges" dealt with by the Committee in sec. VIII of the report, and by the Surgeon General in his para 17, is perhaps a subject which can be ~~dealt better~~ best left to Medical officers to decide from experience.

The form of bond recommended for storekeepers and stewards and the general requisition form appear to be suitable.

The question of the permanent advance to hospitals recommended by the Committee and the S.G. should be referred for remarks to the A.G.

The introduction of a uniform method of stock book keeping as recommended seems very desirable and is approved by the S.G.

The circular price list form will also no doubt be useful.

The S.G. ~~con~~ agrees with the Committee that hospital ~~s~~ supplies should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. There appears no objection to this.

The S.G proposes to draw up a list of authorised hospital necessaries for the guidance of

Please see Sanitary note flagged 'A' Nos. 815 dy 2.10.95- Thereon G.O. issued on the 18th idem. G.O. 1288 Judl. 12.7.92 and Pgs Proc. dy 7.4.12.92 - to which reference obtained but before action can be taken the current file came in.

See note above
WS

See note on appendix
WS

The next subject dealt with by is the checking of hospital returns in the S.G.'s office. This gives Dr. Sibthorpe an opportunity for again raising the question of increasing his office establishment and there seems no reasonable doubt that if any effective check is to be maintained some additional assistance is necessary. In lieu of one clerk on Rs.50, he asks for three on Rs.80, Rs.30 and Rs.20 respectively, but even were that establishment sanctioned the check will would be incomplete without the careful and thorough supervision of the S.G. himself and the his Secretary.

In para 25 of his letter, the S.G. reproduces some of the remarks of the Committee about as to how far the proposed rules and forms can be adopted in the hospitals of the Lunatic Asylums. These remarks do not find a place in the Committee's revised report which is now before Govt. The instructions in appendix 4 at page 135 of the report for the calculation of the average cost of diet per diem

are at variance with the orders in para 9 of G.O. No.712 d./ 28th August 1895. The S.G. states in para 9 of C. No.3675 that he will will deal with this matter separately.

F.D.B. 13.11.95

The Committee still adhere to the old long though in a modified form and do practically admit that the old form of diet contract was a mistake & must I think be admitted

that there is some force in the contention that the dietary of convicts and the sick officers and that a system of supplying which is suitable to the one cannot be applied in the interests to another. Still it seems to me that it would be possible to improve upon the compromise proposed. It is the middleman who forms the pernicious element in the contract system and it is of this individual that one must get rid before any real economy can be effected. Retain him in some instances one might but ensure that it is possible to buy many things in lumps - e.g. tea & coffee - which are the better for keeping so there no maker of tea or brewer of coffee in the Presidency where while it would be work to apply there advantages direct? So too perhaps with other things e.g. arrowroot Sago Chillies Tamarinds Cocoa Country Soap (there is a feeling in Madras I think). The Middlemen (and possibly the hospital Subordinates) if left out of these would make a difference. The doctors do not like the plan and they will have some fault of they can help it & the undertaking

Administration of the Sick

The system in regard to diet is more complicated, but I think that it need not exist in future

Report of the special Diet-Committee

—

Hon: H. W. Bliss. C.B.

Thanks &c

WS

[G 25] 600—23-7-95,

DEPARTMENT.

C. No.

FOR ORDERS.

See above. I do not mind trying Stamped Cinders WS

Supplies forms a difficulty of the Senior Medical Officer & he do the work. See above WS

They have not proposed any change of diet, that I cannot WS

do not like it either as it prevents their getting their "constoon". The Question is will Govt accept the Proposal now made or still keep for a closer approximation to the system holding as regards fuels. It is no doubt the case that in the Presidency Hospitals the Officers as a rule - no the General Hospital certainly - have far less time on their hands than Supts of Jails and when at work are far harder worked and consequently more overtaxing and examining in the matter of accounts - Nothing I submit should be done until they have been pronounced upon by the Govt. Genl.

On the subject of diet I do not see what can be said; it is essentially a professional matter and it is impossible for any outsider to say whether any particular diet should have any particular thing cut out or added to it &c.

The establishment which the G

has for the purpose of audit is unsatisfactory inadequate and he wants whether the existing accts are altered to or have instructed whatever have existing heads who are trained accountants.

The S. G. has already sent up a second edition of the report. This might with advantage have been taken to a third edition and further suspended.

22/11/95

see above

FOR ORDERS.

13/11/95

No. , PUBLIC, TH SEPTEMBER 1896.

1022.

19

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1895, No. 405.

As already reported to Government, I appointed a special committee in August 1894 to report on certain questions regarding the administration of the State hospitals in the Presidency town.

2. This committee at first consisted of—

(1) Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., Senior Medical Officer, General Hospital, as President;
(2) Surgeon Lieutenant-Colonel A. J. Sturmer, Acting Superintendent, Government Lying-in Hospital, and
(3) Surgeon-Major J. W. Evans, Acting Superintendent, Madras Lunatic Asylum.

On the departure from Madras of Surgeon-Major Evans, Surgeon-Lieutenant-Colonel W. R. Browne, M.D., Senior Surgeon, General Hospital, was nominated to take his place. As the result of a private representation from the President, I nominated Surgeon-Captain Williams, Acting Resident Medical Officer, General Hospital, as Secretary to the Committee in February 1895. In March Surgeon-Major J. Smyth, M.D., the permanent Resident Medical Officer, having returned from leave, took up his own appointment and that of Secretary to the Committee.

3. During the long period the committee were deliberating, there were several points which turned up in connection with the above subjects and which it was desirable that they should consider.

4. The following are the principal subjects on which they were called upon to report :—

(1) A uniform system of accounts for all hospitals and asylums.
(2) The method of auditing the accounts.
(3) A uniform system of forms and books.
(4) Diet rules and how diet articles were to be procured.
(5) Stock taking and control.
(6) A book of authorized forms.
(7) Firewood.
(8) Cooking ranges.
(9) A form of bond for stewards and storekeepers to sign.
(10) A form for general requisitions.
(11) The question of a permanent advance to hospitals.
(12) A uniform method of paying bills.
(13) A uniform method of stock book keeping.
(14) A form for circulating comparative information regarding prices paid.
(15) How hospital necessaries were to be procured.
(16) How hospital returns were to be checked in the office of the Surgeon-General.

(17) How far these rules and proposed forms can be adopted in the hospitals of the lunatic asylums.

5. The following orders, &c., were placed before them for their information and guidance:—

Copies of—

(1) G.O., No. 1, Public, of 1st January 1889, regarding diets.
(2) G.O., No. 423, Public, of 11th June 1890, on same subject.
(3) G.O., No. 402, Public, of 22nd May 1891, on same subject.
(4) G.O., No. 1025, of 9th December 1891, regarding tenders for all requirements of hospitals.
(5) G.O., No. 330, Public, of 13th May 1892, containing rules regarding tenders and contracts and the departmental supply system.
(6) G.O., No. 165, Public, of the 7th March 1895, pointing out how the orders in G.O., No. 330, of the 13th May 1892, had been departed from.
(7) G.O., No. 1280, Judicial, dated 22nd May 1894, dealing with the result of the departmental supply system in jails.
(8) G.O., No. 1570, Judicial, of 26th June 1894, regarding the Jail department being consulted on the supply of articles before inviting tenders.
(9) The report on Jail administration, Madras, for 1891 with reference to the remarks on page 52, paragraphs 148 to 166 on diets, &c.
(10) G.O., No. 2286, Judicial, of 6th November 1891, page 108, paragraphs 24 and 25; page 59, paragraphs 167 to 194, and page 109, paragraph 109, with a view to the committee being guided by those orders and those already before it in submitting their proposals.
(11) Army Regulations, India, Volume V, Commissariat, sections on contracts, advertisements, estimates, tenders, earnest money, security, deposits, &c.
(12) Military Accounts Code, chapter 28, paragraphs 4 and 22.
(13) The uniform system of hospital accounts by Burdett, who is considered the best authority in Great Britain on hospital administration as regards expenditure.
(14) Reports from the different medical officers in charge of the Presidency State hospitals and lunatic asylums on the working of the departmental supply system.

6. The President was informed that the forms fixed by the Government of India for the annual returns could not be altered, but could be explained by foot-notes, or supplemental statements could be submitted when necessary. He was also authorised to call direct for any information that the committee might require from the responsible medical officers.

7. The report of the committee is now before me, but as I will have to send it back for reconsideration on some points, I now submit my proposals for the orders of Government, as I understand that Government wishes for them with as little delay as possible.

8. The committee report that the delay in submitting their report has been due to—

(1) The number of collateral subjects they had to deal with.
(2) The difficulty of finding time to work up the questions in addition to their ordinary work.
(3) The fact that at first there was no Secretary and that he was afterwards changed.
(4) The correspondence they had with other officers.

9. The mass of details I have now to lay before Government will explain, to a great extent, why it has taken the committee so long to submit their report. Even these details do not show nearly the amount of work the committee had to do in addition to their ordinary official duties which, as Government is aware, already very fully occupy the time of the officers composing it.

10. (*a*) As regards the *uniform system of keeping accounts of income and expenditure*, Burdett writes in his book on the subject—

"Uniformity of accounts must result in considerable economy, by enabling every one concerned in the management of great charities to compare his own expenditure with that of his neighbours, and so to ascertain to what extent and in what particulars differences exist.

* * * * *

"The expenditure of a great institution includes so many items that, unless the same classification is generally adopted, no uniform system of accounts can be successfully carried out."

And he suggests an index of classification such as has been accepted by the Lords Committee of the Metropolitan Hospitals, London. In his hospitals and charities annual for 1895, he states—

"It is of the first importance that every one using the uniform system should have an index of classification at hand to refer to" and again "The uniform system is a sound system from an accountant's point of view, providing and only providing, it is carried out in its entirety and every temptation to approximate, much less to adjust, certain items is steadily resisted."

(*b*) If Government accepts the following proposals, it will be necessary to make out such an index of classification for general guidance strictly in accordance with the headings in statement V of the annual returns submitted to the Government of India, viz.:—

(1) Establishment, which should, I consider, include both the sanctioned establishment and any temporary or extra establishment, with explanatory foot-notes on statement V.
(2) Bazaar medicines.
(3) European medicines (including instruments and appliances) with explanatory foot-notes on statement V.
(4) Diet (including all extras and firewood).
(5) Buildings and repairs (the cost of new works should always be given separately and explained in foot-notes to statement V).
(6) Miscellaneous charges (including registers, &c., supplied by Government).

Nos. (2), (4) and (6) of these should have their sub-heads grouped in accordance with the suggestions regarding non-storable articles and storable in paragraph 25 * under III, Contracts, of the proposed diet rules (appendix B †), viz.:—

(i) Non-storable articles.
(ii) Bulk supply ,,
(iii) Periodical supply articles.
(iv) Articles on requisition.

(*c*) Burdett writes in another place—

"One object in publishing this system of books and accounts is to bring ascertained and accurate facts to the knowledge of those engaged in hospital administration with the view of exciting interest in the many questions, which will necessarily arise when uniformity is secured. Everybody who has any knowledge of hospital work is aware of the great differences which exist, and we are inclined to think which usefully exist, in the details connected with the management of institutions under the voluntary system; such differences excite interest and comparison and give free scope to the ingenuity and intelligent foresight of those who are responsible for the conduct of each institution. An uniform and common system of administration would tend to narrow the area for improvements and development and would therefore be anything but advantageous to the best interest of all concerned. It must further be borne in mind that the bare statement that a bed costs so many pounds at one institution and half as many pounds at another institution does not necessarily, if at all, determine that the management of the one is infinitely superior to the other or *vice versâ*. The merits can be ascertained only by a careful inquiry into all the circumstances, and by a detailed examination of the figures which go to make up the total sum in each case. It follows therefore that an uniform system of accounts will be more useful to the managers than to other persons, because they alone, in conjunction with the comparatively few individuals who make a study of the questions involved, will be able to test the figures and to deal with them on their merits.

* * * * *

"It will be very little use introducing a uniform system of accounts unless steps are at the same time taken to carefully supervise the commissariat arrangements, with a view to ensure that every article be of the best, and that it is produced under the most favourable conditions at the lowest price prevailing in the market for the best quality of the sample selected by the managers."

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* Not traceable. † Not so marked.

One great advantage of such a system of accounts in the Madras State hospitals and those of the lunatic asylums would be that the responsible officers could more accurately, from year to year, examine the different items of expenditure in their own hospitals, which will be dealt with fully in the annual reports on the State hospitals and lunatic asylums.

The committee report that "the advantage of having a system, such as this, is obvious," and that "from the books kept in the various hospitals, statement V of the annual returns can readily be made out."

* * * * *

(*d*) The books kept in the General Hospital the committee consider should serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Some of these books are not required by the smaller hospitals, and this is indicated opposite each.

(1) *Cash book—Receipts and payments.*—These forms are to be found facing * page 41 of appendix B, Book of Forms. To be used in all hospitals.

(2) *Establishment acquittance roll—Permanent establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of contingent bills, contractors' and tenderers' bills and of all bills except those of the permanent establishment.*—Required for all hospitals. Simply a manuscript "*office copy*" book.

(4) *Book containing office copies of permanent establishment bills.*—Required for all hospitals. A manuscript "*office copy*" book.

(5) *Book containing acquittance rolls and copies of bills of temporary establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental purchase book.*—If the "tender system" were practicable, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present exist in some of the hospitals. Civil Medical † Book 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50, respectively, for sanitary purposes. No special form.

(8) *Register of receipts and payments of personal deposits by patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank receipt book.*—Kept in all hospitals.

(10) *Receipt book in counterfoil for hospital diet charges to patients.*—C.M.F. No. 38.

(11) *Grass account book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly.*—Required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.*—C.M.F. No. 42.

(14) *Register of contingent charges.*—C.M.F. No. 43.

(15) *Furniture distribution stock book.*—C.M.F. No. 44; for all hospitals.

In addition to the above, the Lying-in Hospital keeps—

(16) *A batta book for pregnant women.*—No special form required

(*e*) I am of opinion that separate cash accounts should be kept for all receipts and expenditure which should not appear in statement V under the ordinary income and expenditure of the institution, such as—

(i) The Poor Fund in the General Hospital.
(ii) The Batta Fund for pregnant women in the Lying-in Hospital.
(iii) The Amusements Fund in the Lunatic Asylum, Madras.
(iv) The cash deposits by patients—C.M.F. No. 37.

* Facing page 41 (now page 2 of Appendix A) is a notice. The only cash book forms prescribed are on pages 61 and 62 of Appendix A.
† C.M.F. No. 35.

(v) The accounts of the Government school for midwives in the Lying-in Hospitals.

(vi) The accounts of the Lady Wenlock Nursing Institute in the General Hospital.

(vii) The accounts of the Madras Training school for sick nurses in the General Hospital.

It would be better if a statement of receipts and expenditure for each of such funds were attached to statement V of the annual returns. Government has already ordered in G.O., No. 439, of 31st May 1895, paragraph 1, that a separate report should be made on the Lady Wenlock Nursing Institute, and it would be well if this principle were adopted regarding all such funds.

(*f*) The committee have found that some of the books in different hospitals, though intended for the same purpose as those referred to above, are not drawn up in a convenient form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used, in which I concur and with the sanction of Government propose to issue them as civil hospital books and forms. As regards Nos. (3), (4) and (5), I consider such office copies should be kept on the printed forms in a portfolio and need not be bound into books.

11. (*a*) *Auditing of accounts.*—This the Accountant-General has already promised to arrange for periodically as regards the General Hospital—*vide* G.O., No. 570, Public, dated 9th July 1895.

(*b*) I would propose that he should, if possible, do the same for all the State hospitals and the Lunatic Asylum in Madras and that he should submit a report through my office to the medical officers in charge stating whether the accounts have been found in a satisfactory state or otherwise. It must, however, be clearly understood by the medical officers in charge that it is their duty to see that the monthly bills are correctly made out and kept.

12. (*a*) *A uniform system of forms for the dietetic management of hospitals.*—On this subject Burdett writes as follows:—

"Very many and varied attempts have been made by the lay committees to control the expenditure in the wards. It has been usual for them to make inquiries which have resulted in proving that certain cases were costing a great deal of money, and then to refer the matter to the medical officers, resident and honorary, who are immediately concerned. Having no knowledge of medical treatment, the result can be easily surmised. It almost invariably happens that the particular cases singled out are of some special nature where extraordinary expenditure is fully justified by the circumstances of the case, its emergency and severity. In some instances, with the object of enlisting the co-operation of the medical staff, the practice prevails of either (1) making the whole of the honorary physicians and surgeons members of the committee of management, or (2) empowering the medical staff to elect two physicians and two surgeons as members of the general committee. In practice, small results have followed the adoption of either of these courses, owing chiefly to the notorious fact that there is no profession where jealousies prevail to the same extent as they do in the medical, and each physician and surgeon has felt great delicacy in calling in question the work and treatment of his colleagues. For all these and many other reasons, we are convinced that the system introduced at the Edinburgh Royal Infirmary is the only one calculated to affect materially the expenditure of a general hospital, and therefore we strongly recommend its adoption by the committee of every institution which desires to be economically and properly administered."

(*b*) While not agreeing with Mr. Burdett as to the cause, there is no doubt that much difficulty arises even in such an office as mine, where the head is a medical man, in getting at the truth of expenditure and ascertaining how excessive expenditure may be prevented. This subject was well dealt with by the Calcutta Committee on hospital expenditure, and the Committee in Madras whose report is printed in G.O., No. 1, Public, dated the 1st January 1889, also dealt with it proposing such forms as might be of use in comparison and fixing that the annual average rate of diets and extras for Europeans was not to exceed 8 annas a day and for natives 4 annas a day.

(*c*) The Committee point out that there can be only a certain amount of uniformity in internal management, and that the Medical officers in charge should not be hampered in their endeavours to improve even on what the Committee recommend.

They state that they give expression to this feeling as they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

(*d*) In these views I largely concur. The general use of the forms now proposed in the Book of forms, Appendix * B, will go as far as I consider desirable and the comparisons made on the administration of these hospitals in the annual report on the State hospitals and Lunatic Asylums will, from time to time, show Medical officers in charge the direction in which improvements can be made. Proposed Civil medical form 49 will require confirmation by me under orders in G.O., No. 665, Public, dated 6th August 1895.

13. (*a*) *Diet rules and how diet articles are to be procured.*—The Committee state that since the promulgation of G.O., No. 330 of the 13th May 1892, "Superintendents of State hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all; so, to a certain extent, hospitals have been getting their supplies for the last two and-a-half years more or less by 'rule of thumb.' To adhere to the Government order was impossible." They also point out that this has been represented from time to time and that the rules in the Government order as drawn up are not workable.

(*b*) No doubt representations have been made, some of them far too early, even before, the rules had been given a fair trial. On my ascertaining that these rules were not being carried out properly, I called attention to them and at the same time appointed this Committee to report on how the rules could be made to work.

(*c*) I considered the principles of these rules were sound and that apart from this, it was the manifest duty of the officers concerned to carry out the orders of Government making such representations as appeared to them desirable. I have dealt at length with the subject in my letter No. 38-Tour of the 24th November 1894, and when the final orders of Government are received on the proposals now submitted, I do not apprehend there will be the least difficulty in seeing that the orders of Government are carried out.

(*d*) The Senior Medical Officer, General Hospital, has on the 3rd August this year, with reference to G.O., No. 165, Public, of the 7th March 1895, which pointed out how the original rules have been departed from, forwarded to me a list of tenders from which it is seen that out of 85 articles advertised for, tenders were received for only 27; that one man tendered for 24, one for 15, one for 10, and four for one article each. On the whole the bazaar rates were more favourable.

(*e*) I circulated this to other Medical officers to ascertain if they had found similar difficulties, and if so, how they had dealt with them. The Superintendent, Lying-in Hospital, replies—

"In the case of this hospital, the articles were divided into groups of somewhat similar articles such as 'bread and flour,' 'milk and butter-milk,' 'arrowroot and other farinaceous articles,' 'sugar, brown and white,' and tenders were obtained without difficulty for these groups—altogether 35 in number. On the whole more favourable rates were obtained than last year. If each individual petty article had been tendered for separately, the same difficulty as has been now experienced at the General Hospital would no doubt have been felt here."

(*f*) The Acting Superintendent, Government Ophthalmic Hospital, writes:—

"As regards this hospital the articles were divided into fifteen groups. Tenders have been received for all except for one group consisting of hospital necessaries, &c., which are required in small quantities only. The articles in this group are now being purchased monthly as required."

(*g*) The Superintendent, Lunatic Asylum, Madras, writes—

"In accordance with G.O., No. 330, Public, of the 13th May 1892, tenders are invited for non-perishable articles, which are formed into five or six groups; this is published in the *Fort St. George Gazette* and spare copies of the notification are distributed amongst the known contractors. Tenders are received on a fixed date for the articles supplied in bulk and there is no difficulty in getting tenders for them all; when tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk."

* Not so marked.

(*h*) The Committee further point out that these rules deal (1) exclusively with *diets*, whereas by subsequent correction it is clear that other articles required in hospitals are to be obtained in the same way; (2) the names of articles enumerated in them did not include all requirements; (3) that *every article should be obtained by separate tender.*

(*i*) They point out that shopkeepers would not thus tender depositing earnest-money and that departmental direct purchasing had to be resorted to.

(*j*) Below will be found a copy of a General Hospital advertisement which the Senior Medical Officer drew up with an idea of adapting it to the Government rules. He says that tenders for only a few of the articles were obtained. It gives an idea of the actual requirements and of the trouble which its preparation must have cost him. His idea was adopted by the other Medical officers in charge.

MEDICAL DEPARTMENT.

General Hospital.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words "Tenders for Hospital supplies" written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest-money. Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 13, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5 and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No such will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"*I, the tenderer, agree to have the earnest-money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract.*"

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.		
Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70
No. 2.		
Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30
No. 3.		
Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30
No. 4.		
Coffee, 1st sort	lb.	2,500
No. 5.		
Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000
No. 6.		
Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150
No. 7.		
Charcoal	lb.	10,000
No. 8.		
Oil, cocoanut	Gals.	150
Oil, gingelly	„	70
No. 9.		
Oil, kerosine	Gals.	1,200

Bulk supply for six months from 1st April 1895 to 30th September 1895—*cont.*

No. 10.		
Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15
No. 11.		
Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200
No. 12.		
Salt, common, clean	lb.	2,500
Salt, white, clean	„	370
No. 13.		
Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.		
Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	„	15,000
Mutton, 1st sort, without bone	„	17,000
Sheep's feet	No.	2,500
No. 15.		
Butter, fresh, best	lb.	2,000
Butter milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital; specific gravity not under 1,025; pints of 20 oz.	„	108,000
No. 16.		
Chickens or half-fowls, 10 oz. each in weight when dressed.	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000
No. 17.		
Cocoanut, without shell	lb.	100
Chillies, green	„	8
Coriander leaves, green	„	5
Ginger, green	„	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100
No. 17—cont.		
Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	„	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	„	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	„	9,000
Vegetable, Europe, fresh (varied daily exclusive of wastage)	„	150
No. 18.		
Hoppers, white, fresh, 2 oz. each	No.	150,000
No. 19.		
Bread (white)	lb.	50,000
Biscuits, country	„	25
Bran, 1st sort	„	1,000
Flour, wheat	„	1,200
Soojee, 1st sort	„	75
No. 20.		
Ice	lb.	35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.		
Arrack, Colombo, 25° under-proof	Gallons	30
No. 22.		
Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	„	36
Constantia	Bottles	54
Gin	„	6
No. 22—cont.		
Sherry	Bottles	24
Whisky	„	14
No. 23.		
Gingerade	Dozen	3
Lemonade	„	140
Lythia water	„	2
Soda water	„	700
Tonic water	„	10
Potash water	„	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Do. long, fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	„	3
Screens	„	2
Canvas stretchers	„	6
Cloth, red, 10 cubits	„	125
Do. table	„	8
Do. table for officers' quarters	„	2
Curtains, musquito	„	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	„	50
Mattresses, cotton	„	12
Slippers, 1st sort	Pairs	200
Towels, dungary	No.	200
Do. Patna	„	125
Do. rollers, coarse (Jack)	„	15
Do. bath, Calicut	„	10

No. 27.

Aprons, cook's	No.	50
Aprons, doctor's	No.	6
Banians, flannel	„	100
Caps	„	10
Mattress covers	„	10
Napkins	„	5
Paliasses, blue unstuffed	„	45
Pillow cases, large	„	400
Do. thick	„	15
Quilts, chintz	„	100
Do. cotton	„	240
Sheets, cotton	„	130
Do. draw	„	50
Do. dungary	„	10
Shirts, 1st size	„	200
Do. 2nd size	„	15
Socks, flannel	„	15
Trousers, flannel	„	10
Do. cotton, 1st size	„	100
Do. 3rd size	„	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	„	100
Baskets, large	„	72
Do. small	„	40
Bath-bricks	„	12
Bladders	„	600
Blue-powder packets	„	30
Books for prescription	„	48
Bottles, empty, clear glass	„	500
Do. pint, empty	„	700
Do. sauce, empty	„	300
Bratties	„	700
Brooms, long	Bundles	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Do. brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60

No. 28—cont.

Cocoanut scrubbers	No.	36
Corks	„	2,500
Corkscrews	„	3
Cumblies for ice	„	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	„	30
Horse hair	„	1
Knife-polisher	Tins	3
Lamp thread	lb.	6
Do. wick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	„	12
Limestone, burnt	lb.	60
Liquorice root	„	96
Marking nuts	„	20
Matches	Boxes	350
Mats, common	No.	24
Needles	Packs	6

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required—cont.

No. 28—cont.

Padlocks, patent, iron	No.	15
Pins	Paper	6
Red paper	Sheets	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards	15
Safety pins	Boxes	100
Sandpaper	Sheets	50
Sawdust	lb.	80
Spirit of wine	Bottles	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	„	70
Tape, country	Yards	500
Thread, sewing	lb.	12
Twine, Europe	Rolls	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Do. large	„	1,400
Goglets	„	100
Monthays	„	4,000
Mullays	„	5,000
Ovens	„	12
Pots and pans	„	300

No. 30.

Basins, China, white	No.	6
Do. iron, enamelled	„	6
Do. China, large	„	6
Bowls, China	„	100
Chamber utensils, glazed earthenware, with cover	„	12
Commodes, pan, China	„	12
Cups and saucers, fine	„	24
Chimney, large, kerosine	„	50
Do. small	„	40
Do. large, oval	„	12
Carving knives	„	1
Do. forks	„	1
Dish, white, with cover	„	12
Ewers, China	„	6
Feeding cups, China	„	12
Forks, table	„	26
Do. dessert	„	36
Finger glass	„	6
Jugs, milk, white	„	12
Jars, earthen (empty ginger preserve)	„	100
Knives, table	„	36
Do. dessert	„	36
Lanterns, wall, kerosine	„	5
Lanterns, cocoanut, hanging	„	5

No. 30—cont.

Lanterns, cocoanut, hand	No.	5
Looking glass, large	„	5
Mincing machine	„	1
Nutmeg-graters, large	„	1
Plates, hot-water	„	6
Do. dinner, white	„	50
Do. white, soup	„	6
Do. do. cheese	„	6
Do. do. dessert	„	6
Do. green for custard	„	50
Saucepans, iron, enamelled	„	2
Sneakers, with cover	„	6
Spoons, table	„	12
Do. metallic	„	24
Do. dessert	„	12
Do. tea	„	12
Saltcellars, China	„	12
Soap tray, China	„	6
Teapots, Rockingham	„	6
Tumblers, large	„	24
Do. small	„	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	„	12
Fomentation tins	„	12
Milk can, tin, to hold 40 pints	„	1
Do. do. 20 pints	„	1
Receptacles, zinc, small	„	6
Stool-pans, tin	„	50
Tin custard	„	100
Do. bed-head tickets	„	50
Do. funnels	„	6
Do. pots, large	„	100
Do. chart-holders	„	50
Do. hand-bath	„	6
Do. arm-bath	„	6
Tubs, bathing, zinc	„	3
Do. hip-bath, zinc	„	3
Do. foot-bath, zinc	„	3
Zinc ice boxes	„	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	„	3
Mamooties, with handles	„	3
Rakes for garden	„	6
Receptacles, iron, large	„	12
Urinals, iron	„	12

No. 33.

Tinning copper pots twice monthly	No.	74

General Hospital, Madras, 26th *February* 1895.

(Signed) W. PRICE, M.D., Brigade-Surgn.-Lt.-Col.,
Senior Medical Officer, General Hospital.

13. (*k*) The committee point out that the above lists will give some idea of the requirements of a large hospital. The following is the list of hospital requirements given in the Government Order under consideration :—

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingelly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Do. seed.*	Vendium.

* Cummin seed is doubtless meant.

(*l*) The committee are of opinion that the grouping form of advertisement is the only workable one.

I consider it is the best system, and hope Government will sanction its adoption. The idea of each article being tendered for separately appears to me to have been founded on the practice of people tendering for articles which were used in large quantities at a high rate and then making their tenders appear low by entering other articles which were not likely to be called for at impossibly low rates. This will be avoided if the grouping system is allowed and only articles of a similar kind are included in each group. In any case they will be able to select each article at the lowest price in the group as they will not be bound to accept the tender complete and, moreover, under the proposed rules, they will not be bound to accept any tender if they find they can procure the article elsewhere at a lower price.

(*m*) The committee point out that the rule in the Government Order of 1892, *i.e.*, paragraph 2 "for the supply of such quantities (of nonperishable, *i.e.*, storable articles) as will fill the storage accommodation available," would lead to enormous loss and wastage, that it is not advisable to store such large quantities of diet articles and that it is impossible to test the quality of large quantities at a time.

I do not consider it was ever the intention of Government that enormous quantities of such stores should be taken in to fill available accommodation.

(*n*) The committee do not appear to have been aware of the fact that Government had already modified the quantity of rice that was to be kept in store in the Calicut Lunatic Asylum on account of the representation which had been made about the deterioration it underwent in that climate if stored in large quantities.

(*o*) The committee suggest "that the rule should be that such articles should be taken in in such quantities and at such times as the Superintendents shall judge right—what the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The committee state they use the word *leisurely* advisedly and that *in no other way can the diet of the sick be properly selected.*"

I agree with the committee in so far that the Medical officer in charge should be held responsible for the quantity taken in at a time and that it should never exceed the amount he can efficiently examine and see for himself that the quality is good and up to sample and the quantity is actually received. He alone is fitted to judge how he can best carry out this duty keeping in mind the necessity of obtaining the article of the best quality at the lowest possible rates.

(*p*) The committee point out that this is a partial return to the contract system, but that it includes a workable store system. This is the system working in the large

hospitals in Great Britain will be seen by the following copy of the agreement form in use in hospitals where the uniform system of accounts is in force :—

"Should this tender be accepted (I or we) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

"If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or we) should fail to deliver them *from time to time* when ordered (I or we) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the committee of management shall at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or we) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp. *Signature.*

Date Accepted for

on behalf of the Committee of Management.

Chairman."

(*q*) The committee consider that each individual Superintendent should receive tenders and conclude contracts for his own institution. This they will do, but the duties of the Surgeon-General in regard to all such contracts have since been laid down in G.O., No. 665 of the 11th July * 1895, which, since the date of their report, has been circulated for general information. When each Superintendent is submitting these tenders for my approval he should prepare a comparative list in the same form now in use by the Medical Storekeeper to Government when he submits the tenders for my approval.

(*r*) The committee also consider it desirable that a comparative statement (Civil Medical Form No. 46) should be compiled in my office, so that each Superintendent should see what the prices in the other institutions were. This has been done for 1894 and 1895 and I consider should be continued.

(*s*) *Diet rules.*—I consider the diet rules (Appendix † A) proposed by the committee should be adopted with the following modifications :—

Section II, rule 3.—Add after the word limitation "that he ‡ should purchase when the market is favourable but" and the words "the quantity" should be substituted for "it."

Rule 4 would, I consider, work well if the suggestions in paragraph 10 § of this letter are sanctioned.

Rule 6.—Substitute the word "shall" for "should." The monthly price list of grains, &c., is now furnished to all such institutions.

Rule 7.—Omit last sentence.

Rule 8 *should become rule* 11 *and should read*—"Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorized form, before completing the contracts, which must be countersigned by the Surgeon-General."

Section III—Contracts, paragraph 23, *proposed schedules.*—It will be necessary for me, in consultation with the different officers concerned, to fix the quality which should be entered in the advertisement for each article in the index classification if my proposals in paragraph 10 of this letter are sanctioned.

* 6th August 1895. † Not so marked, but now Appendix B. ‡ They. § Paragraph 10 is about forms of accounts.

Section IX, paragraph 2 *as modified.*—I do not consider necessary if the permanent advance suggested in paragraph 20 of this letter is sanctioned, and I would let the rules stand as originally printed.

Section XII—Hospital dietary, page 121.*—There should be a foot-note added to the time-tables to the effect that Superintendents may modify the hours to suit their own hospital requirements. This was sanctioned in G.O., No. 1, Public, dated 1st January 1889, and is most important as the requirements in different institutions vary considerably.

Appendix II, page 131, † *paragraph* 7.—Instead of the words "so-called pint" it would be better to insert "unit of measure."

Appendix III, page 132,‡ *rule* 6.—The word "unauthorized" should be substituted for "non-contract."

14. (*a*) *Stock-taking and control.*—The Committee suggest that a junior Medical officer should be deputed from time to time, and without any warning, to each of the institutions with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

(*b*) I cannot see either the necessity for, or desirability of, this suggestion. Under existing rules each medical officer is responsible that he checks the quantity of any article remaining in stock before he submits a requisition for any fresh article.

(*c*) I consider it is desirable that the medical officer in charge should, at least once every half-year, make a systematic inspection of an uncertain number of the articles of stock in hand, comparing the amount remaining with the entries in the stock-books, and that he should state in his annual administration report that he is satisfied that the stock-books of all such articles were properly kept up as is now done regarding service-books and valuable Government property. It will become part of my duty to see that these stock-books are properly kept when I am inspecting such institutions.

15. (*a*) *Forms.*—The forms proposed by the Committee are attached to this letter and superscribed "Book of forms" (Appendix B) §. The Committee state they are given as models and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the book, will ‖ keep individual Superintendents to select those which suit their own particular institution best. At first sight the mode of use of these forms seems puzzling, but in practice, the Committee state, no real difficulties arise, and they do away with loose manuscript dockets, which are a waste of time and paper, are very untidy and get readily lost (*vide* Committee's rules, page 127,¶ as to their use).

(*b*) The forms recommended for the Storekeeper are taken from Commissariat sources for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

(*c*) Captain Watson has, I know, given the Committee much assistance in this matter.

I recommend the adoption of these forms, as civil hospital forms, to be printed at the Government Press and distributed under the rules which Government will pass on a proposal of mine lately submitted on this subject.

(*d*) It is desirable that whenever a medical officer in charge wishes to have any modification made in them, he should apply for sanction to this office.

Civil medical forms 50, 51 and 52 will have to be corrected for each institution.

Civil medical form 40 appears to require slight revision. The two headings "without diets," should, I think, read, "on extras alone" and the heading "average" should, I consider, read "average cost per day" including those on extras and diets, but both these I can correct with the Senior Medical Officer, General Hospital, if the general form is approved.

Civil medical form 42.—It is advisable that whoever fills in the admission register of the institution should be responsible for the completion of columns 1, 2, 3, 4 and 5, as regards those patients who are liable to pay. This will be a check on the Steward.

* Page 123. † Page 133. ‡ Page 134. § Not so marked, but now Appendix A. ‖ Help. ¶ Page 129.
N.B.—These pages are now of Appendix B.

Civil medical form 49 will require confirmation by the Surgeon-General—*vide* G.O., No. 665, Public, of 6th August 1895, and this should appear on the form.

16. *Firewood to be used in Cooking diets.*—The attention of the Committee was called to the fact that, under G.O., No. 1, Public, dated the 1st January 1889, four pounds of firewood per each European diet and two pounds for each Native diet were being passed, and that I considered these scales excessive in face of the experience of the Calcutta Medical College Hospital in Calcutta, mentioned in the above Government Order, the experience in jails as shown by the Jail Code, which was sent to them and the facts dealt with in the report on Jail Administration of 1891, which was before them. The Committee consider the scale of 4 lb. per European and 2 lb. per Native diet a reasonable maximum. The recommendation of the Committee on this matter will be found in the "diet rules" (page 120),* and I consider the proposed rules should be adopted.

17. *Cooking Ranges.*—The Committee report that the Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for Native patients, and, pending his report, they do not wish to commit themselves to any particular form of cooking range. Should his experiments fail, they think the Lying-in Hospital iron range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

On receipt of this report I will address Government on this subject.

18. *Storekeeper's and Steward's Bond.*—The proposed forms—Civil Medical Forms 51 and 52—have been prepared by the Government Solicitor and should, I consider, be adapted to the wants of each institution.

19. *General requisition form.*—Proposed Civil Medical form 45 has been drawn up in communication with me and will meet all requirements—all articles which require my sanction should be indented for on it.

20. *Permanent advance for petty departmental purchase.*—The Committee consider this is absolutely necessary, as hospitals are constantly requiring odds and ends which cannot be got by tender. The amount required will vary for each hospital and they suggest for—

	RS.
The General Hospital	300
The Lying-in Hospital (which is already sanctioned and is necessary on account of batta to pregnant women and hire of punka men) ..	400
The Ophthalmic Hospital	20
The Leper Hospital	20
The Voluntary Venereal Hospital	20

I would add—

The Madras Lunatic Asylum	100
Calicut and Vizagapatam Asylums, each	20

I consider it is desirable that these permanent advances should be sanctioned for each of these institutions.

21. *A uniform method of stock-book keeping.*—This appears most desirable, as there had been found to be a great diversity in procedure.

The proposed forms—Civil Medical Forms Nos. 30, 31, 32 and 33, which are founded on those in use in the Commissariat Department, explain themselves and will, I consider, meet the requirements. The Committee also propose a "furniture distribution form"—Civil Medical Form 44 which, when adopted, will show at a glance where the various articles of furniture may be found. This will be useful in checking annually the stock of Government property which has to be reported on in the annual administration report.

22. *A circular price list form.*—Proposed Civil Medical Form 46 will show the prices paid for diet articles, &c., in each institution and will be circulated from my office when the necessary figures are received. This comparison of prices should show medical officers whenever they are paying too high a price for any particular article.

* Page 122 (now page . . . . of Appendix B).

23. (*a*) *How hospital necessaries are to be procured.*—The Committee suggest that "they should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. In advertising for tenders for diet articles the Superintendents should include hospital necessaries." I concur in this proposal.

(*b*) No fixed list of "hospital necessaries" exists. With the consent of Government I shall, in communication with the medical officer concerned, authorise a list and direct that no unauthorised article should be included without my special sanction.

24. (*a*) *The checking of hospital returns and bills in the Surgeon-General's office.*—As I know this to be unsatisfactory, I called on the Committee to report how it could be improved; they report as follows:—

"This question arose incidentally in connection with the controlling and checking of hospital stores. In a minute by the Committee to the Surgeon-General, a sentence was used which seemed to imply that hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"'The audit in this office is governed by the following rules:—

"'(i) checking the daily register of dieting in-patients in the Government Presidency hospitals including Lunatic Asylums;

"'(ii) bring to notice any inaccuracies of calculation, excess in cost where the money average is above 8 annas a day for European and 4 annas a day for Native patients or any other irregularities which may be found in the documents;

"'(iii) comparing diet registers with ingredient statements and calling for explanation in case of discrepancies;

"'(iv) seeing that the charges in the bills are not in excess of the quantities entered in the ingredient statements and other vouchers;

"'(v) seeing that the articles issued for each diet in the ingredient statements are in accordance with the sanctioned scale.

"'(vi) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for medical stores, bedding and clothing, &c., and

"'(vii) in disposing of hospital stoppage lists, &c.'"

(*b*) The following office standing orders also are in force:—

"II.—Each clerk is individually responsible for his own share of the work.

"III.—All bills and statements should be minutely and carefully checked according to rules, and not in the casual way hitherto done."

(*c*) The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For, it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw, they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

(*d*) However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

(*e*) I concur in the opinion that the work has never been properly carried out in my office and it would be quite impossible for one clerk to carry it out especially when it is remembered that the diet returns and bills are due in my office about the 10th of each month and that the contractors cannot be paid until the bills have been passed.

(*f*) Considering the number of bills and returns which have to be dealt with, the work could, I think, be done thoroughly if Government would sanction one clerk who had had previous experience of checking such accounts in the office of the Examiner of Commissariat Accounts or the Accountant-General's office on Rs. 80

and two Assistants—one on Rs. 30 and one on Rs. 20 a month—to assist him in the necessary checking and compilation of statements, which should be laid before me by my Secretary each month to show how the expenditure is going on in connection with the budget allotments.

25. *How far these rules and proposed forms can be adopted in the hospitals of the Lunatic Asylums.*—The Committee report—

"In considering the subject of Lunatic Asylums, the Committee has found that a large amount of uniformity in the methods of account may be established between their establishments and hospitals. It finds that many of the forms in the book of hospital forms, which it has drawn up, may be made applicable to the Lunatic Asylums, of course, the headings have to be somewhat different, just as they must be for each of the hospitals.

"The following is a list of the proposed forms they suggest Nos. 1, 15, 18, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52 and 53. Of these Nos. 1, 15, 18 and 43 require slight modification to fit them for Lunatic Asylum purposes. In place of the requisition forms 11 to 14 in the book of forms, the following forms should be substituted for use in Lunatic Asylums in making requisitions both on the contractors and on the Storekeeper. They should be bound in books, foil and counterfoil."

Requisition on $\frac{\text{Storekeeper}}{\text{Contractors}}$

List of articles

Required on 1895.

	lb.	oz.

Steward,
Lunatic Asylum.

MADRAS,
1895.

The Committee go on to say "many of the diet rules as recommended by the Committee are also applicable to Lunatic Asylums."

"Sections II, III, IV, V,* VI, VII, VIII, IX,* XI,* XII,* XIII,* and Appendix I are all applicable, but in regard to sections V, IX, XI, XII and XIII, the Committee would remark as follows:—(*a*) Section V—As far as the Madras Asylum is concerned, this section is completely applicable, but in the case of the Lunatic Asylums at Waltair (Vizagapatam) and Calicut, the checking must be done either by the Surgeon-General himself while on tour or by some special officer deputed by him."

The method of stock-taking has already been dealt with by me in paragraph 14 of this letter, otherwise I consider all these suggestions may be adopted.

26. I hope these rules will meet with the approval of Government as adopting the principle embodied in the rules of G.O., No. 330 of the 13th May 1892, as far as they can be made applicable to the requirements of hospitals. I attach (Appendix C) * copies of some diet sheets taken at random from such records showing how very different the work is in hospital compared with dealing with people on fixed scales of diet as in prisons and amongst healthy inmates of Lunatic Asylums.

I am convinced that, if Government sanction the present proposals and when they are put into working order, there will be more satisfactory results than have hitherto been achieved.

READ—also the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 30th October 1895, No. 470.

In continuation of my letter, No. 405, of the 23rd September 1895, I herewith submit a copy of the report of the Special Diet Committee, as I consider it is desirable that Government should be in possession of the views of the medical officers concerned, who have all had considerable experience in managing their institutions, though with many of them I do not altogether agree.

2. I cannot admire the so-called resourcefulness of the medical subordinate referred to in paragraph 4 (6) and am convinced that no commissioned officer would permit such an irregular action as is described.

3. I cannot concur with their suggestions in paragraph 4 regarding the item of expenditure for "burial of paupers" being omitted; they apparently leave out of consideration that it would not be desirable to send the bodies of pauper lepers to the dissecting room, nor possible to send the bodies of numerous unclaimed infants dying in the Lying-in hospital, and that it is most undesirable that any such rigid rule as they propose should exist. No medical officer should be required to send the bodies of all paupers to the College irrespective of the natural objections of surviving relatives.

4. With reference to the committee's idea in paragraph 2, section III, on page 12 †, as far as I am aware their view that any one wishes to fix a rigid uniformity in internal management of the different institutions is purely founded on conjecture.

5. I consider that the committee would have modified their assertions in paragraphs 2 and 3 on pages 12 and 13 † and paragraph 6 on page 19 † if they had been in possession of the orders of Government since received in G.O., No. 815, Public, of the 2nd October 1895. Their remarks only show, as I have written before, that the medical officers concerned have not properly appreciated the orders of Government.

6. In their comment on what they call the bulk store system in paragraph 8, page 19, † they leave out the important fact that the system as directed by Government was never carried out thoroughly, and that the system that was working for some time was only the old contract system under another name, and that none of the figures they give can be considered to apply to such a system as Government contemplated.

7. The word "non-storable" should appear in Rule I, page 133 ‡, Appendix II, before the word "articles".

8. *Note on Page* 117§.—The word "authorised" should be entered before "article" —see my proposal in paragraph 13 as regards Appendix III, page 132 (now 134) ‡, Rule 6.

9. *Appendix IV, Page* 135†.—The method of calculating the average cost of diets I will deal with when replying to paragraph 9 of G.O., Nos. 712, 713, Public, dated the 28th August 1895.

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* Not marked so, now page 33 of Appendix C.
† Now pages 12, 13 and 19 of Appendix C.
‡ Now page of Appendix B.
§ Now page of Appendix B.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 14th January 1896, No. 10.

With reference to paragraph 22 of G.O., No. 815, Public, dated the 2nd October 1895, and to my letter, No. 470, dated the 30th October 1895, forwarding the report of the Special Diet Committee, I now attach a copy of a valuable letter on the subject of the departmental supply system as regards non-perishable articles which has been kindly furnished me by the Inspector-General of Prisons.

2. I have sent this to Brigade-Surgeon-Lieutenant-Colonel Price and Surgeon-Lieutenant-Colonel Branfoot for their remarks. The former considers it most useful and instructive, especially as regards calling for tenders when the articles are cheap instead of on a fixed date half-yearly or otherwise. He considers the principles of the Inspector-General's letter can be fitted into the proposals of the Diet Committee without any trouble and suggests it should be attached to it as an appendix, in which I concur.

3. As regards the forms and books referred to in paragraph 5 of the letter, I have sent them to the committee in order that they should propose any alterations in the forms and books which are now before Government in the report. On receipt of their report, I will submit it to Government.

4. Dr. Branfoot states that the principles of this letter have been adhered to in his hospital, but that articles are not, or have not been, bought always at the cheapest times, because in the Presidency town the fluctuations in the market are, as far as he has ascertained, not very great in the matter of grain, and because it is necessary to buy when the supply is falling low; also there is no Steward's establishment in the Lying-in Hospital from which any one could be spared to go into the bazaars to make purchases and the Storekeeper is forbidden by the order of Government to have anything to do with the purchasing.

ENCLOSURE.

From A. G. CARDEW, Esq., M.A., I.C.S., Inspector-General of Prisons, to the Surgeon-General with the Government of Madras, dated 3rd December 1895, No. 6451.

In reply to your letter No. O-1013, dated 30th October 1895, I have the honour to state that what is meant by the departmental system of obtaining rations is the plan of buying definite quantities of articles of rations from merchants instead of letting out to them the right to supply indefinite quantities that may be required during a given period. If a merchant undertakes to supply rice to a jail or hospital at a fixed price for a year or for half-year, he has necessarily to allow for a rise in price occurring during his contract, or if he guards against this contingency by laying in a stock of rice equal to probable requirements, he has to charge interest on the capital locked up. The central principle of the departmental system is that the Superintendent of the jail or other institution should himself calculate the probable requirements of the year in rice, and should then buy that amount and store it.

2. It is a consequence of this system that purchases should, as far as possible, be made in large quantities at that season of the year when prices are usually lowest. This season will differ with different articles. The connection with the merchant is as brief as possible. The Superintendent says, "I want 10,000 lb. of rice delivered within so many days or weeks of this date; at what rate will you supply?" He accepts the cheapest rate, which must, of course, be up to a sealed sample, and the merchant delivers the whole 10,000 lb. within the number of days or weeks stipulated. Payment in cash is at once made, and the minimum amount of delay and uncertainty is caused to the merchant.

3. As regards the actual method of purchase, different plans can be followed. Some Superintendents themselves hold an auction in the bazaar, having first announced the hour and place by tom-tom. This system answers well in large jails, but the process of sitting in a bazaar with a crowd around is not always pleasant. Other Superintendents hold auctions at the jail gate. In either case the procedure at the auction is the same—the number of lb. of rice, chillies, &c., required is named, a sample is shown, and the merchants present are asked to bid against one another; the best rate being accepted. Probably the auction system would be found unsuited to the Medical department. Another plan is to send the jailor or other responsible subordinate into the bazaar to make purchases. This method answers well in the Jail department because the result of the jailor's purchases is clearly exhibited in the annual cost of the

jail and so responsibility is thoroughly enforced. It will probably not suit the Medical department. The other alternative is to call for written tenders by published advertisement. There seems to be no valid objection to this plan, care being taken that the merchants do not form a ring and that the rates offered are not dearer than those usually obtaining in the market.

4. It has been found useful in this department, when the merchants in the local market combine, to buy supplies from a distance. Even if no economy is obtained at the time, the merchants are taught that they are not indispensable.

5. A proper system of stock and diet accounts and of returns based on these is necessary in the working of the departmental system. The jail forms which are printed in the Jail Code are, I believe, as nearly perfect as possible for the objects required in jails. As soon as a purchase of rice is made, the quantity bought is brought on the Stock Book (Form No. 32) and no payment for rations should be made without seeing that the article is properly brought on to the Stock Book. Daily issues are recorded in the Diet Roll (Form No. 34) and the total of each day's issues is shown in the column "Quantity issued" of the Stock Book, a daily balance being struck under each article. In a large jail, the due calculation of issues and the maintenance of these two books takes about an hour per diem. The correctness of the entries in these forms is checked in my office by the returns—Forms Nos. 63, 64 and 65. In Form No. 65 purchases are checked by the actual cash expenditure, issues by the totals of Form No. 63, which is itself checked by Form No. 64. The Jail returns are so arranged that an over-issue of half an ounce of ragi in a monthly consumption of 30,000 lb. is at once checked, and so long as the Stock Statement (Form No. 65) agrees with the Stock Book (Form No. 32), fraud is impossible. To assure agreement, a certificate has been added at the end of Form No. 65, but Superintendents often sign it without complying with its requirements.

6. Store-rooms are, of course, required for the working of the departmental system, and some experience in storing grain is needed. In practice waste through errors in storage is not serious. If grain is thoroughly dry when it is put away, and if it has a pukka flooring, which will not admit damp under it, it cannot spoil.

7. It appears to me, however, that the central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much rice within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price, &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated 31st January 1896, No. 64.

In continuation of my letter, No. 10, of 14th January 1896, paragraph 3, I have the honour to inform you that the Diet Committee report as follows:—

The committee considered the letter to the Surgeon-General with the Government of Madras from the Inspector-General of Prisons, No. 6451, dated 3rd December 1895. They have also examined the Prisons forms referred to by the Inspector-General of Prisons in the above letter. The committee desire to record their complete agreement with the Inspector-General in the principles he lays down for the procuring of articles of diet. They are the principles which have guided the committee throughout their deliberations on the work given them to perform and are embodied in their rules "How articles of diet are to be procured" (Report, page 117)*.

To make paragraph 4*, page 118, section II, of the report more clear, the committee desire that it be modified in the following manner:—

After the word *named* in the second line insert "which should be the rule with storable articles".

In regard to the Stock Book forms used in the prisons, the committee are of opinion that the forms they have adopted are better adapted to hospitals. They are, moreover, constructed on same principles as those used in prisons.

It appears to the committee that paragraph 7 of the Inspector-General of Prisons' letter might with advantage be added to the appendix of the committee rules.

2. I fully concur in their suggestions and commend them for the consideration of Government.

Now pages of Appendix B.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 6th March 1896, No. 178.

In continuation of my letters, Nos. 405 and 470, of 23rd September 1895 and 30th October 1895, respectively, I have the honour to inform you that in January last the Senior Medical Officer, General Hospital, having submitted the marginally-noted hospital order for my approval, he was asked to report what alterations would thereby be required in the report of the Diet Committee and in the proposed form.

"On and after 19th January 1896 (date) the hospital day will begin and end with the real day—viz., at midnight and not at 6-30 as at present—for all departments of the hospital.

"2. Men who are discharged or abscond from hospital will be shown as discharged on the actual date on which they leave the hospital and the hour of their so doing shall be marked by the Apothecary or Assistant-Surgeon clearly on the bed-head ticket.

"3. The necessary changes in the morning report will be made in manuscript until new forms are ready: see accompanying form."

2. The Senior Medical Officer in reply submits the following alterations in the Civil Medical forms printed in Diet Committee's report:—

"In Civil Medical Forms, Nos. 2, 3, 4 and 5, the following note should be added at the headings:—

'NOTE.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.'

"2. In Civil Medical Form, No. 18, the statement of morning statistics should be altered as follows:—

(*a*) The heading 'Morning Statistics' should be altered as 'Daily Statistics of 189 '.

(*b*) 'Remaining at 6-30 A.M. yesterday' to that of 'Remaining at 12 P.M. on 189 '.

(*c*) 'Remaining at 6-30 A.M. this morning' to that of 'Remaining at 12 P.M. on 189 '.

"3. The following should be introduced as Civil Medical Form No. 5 (*a*):—

NOTES by the Night-duty Steward for the information of the Steward who complies the Daily Diet Sheet.

Dated 1896.

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

"4. This form has been in use since 19th January 1896 and has only been required on two occasions."

3. I approve of the alterations proposed and commend them for the consideration of Government.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Ootacamund, 5th June 1896, No. 165-Tour.

With reference to G.O., No. 815, Public, dated 2nd October 1895, I have the honour to report for the information of Government that I circulated it to the Medical Officers in charge of Presidency Hospitals and Lunatic Asylums. They were asked to submit their remarks on paragraph 17 of the Government Order, and the Superintendent, Lunatic Asylum, Madras, was specially asked to submit a report on paragraph 14 and a full explanation as required by Government on paragraph 17 of the Government Order. Their particular attention was also drawn to paragraphs 16, 20 and 21.

2. The abstract of their reports is given below :—

General Hospital.—The Senior Medical Officer reports that the cost in both 1892–93 and 1893–94 is less than in 1891–92 by $6\frac{1}{2}$ pies and $5\frac{1}{6}$ pies, respectively, and when compared with that of 1890–91 it is found to exceed by $\frac{1}{2}$ a pie and $1\frac{1}{6}$ pies, respectively, and he finds it impossible to give any satisfactory explanation of such a small increase. He thinks that it is due to the fact that, since the introduction of the store system, the European patients prefer coffee to tea, as they find the coffee is now much better than it was formerly, and that there is a difference of 4 pies between a coffee and a tea diet.

Government Maternity Hospital.—The Superintendent reports that as regards non-perishable articles, such as grain, condiments, oil, they have been since April 1892, and are still, procured in bulk according to the storage capacity of the hospital. Though the advertisement in the Gazette may not have specially notified the fact, nevertheless the whole amount advertised for has been generally received into store within a month from the time of the acceptance of tender and the whole transaction completed as soon as the money could be drawn from the treasury. Owing to limitation in room, the articles have possibly not been always bought when supplies are cheapest, but unless he has an agent who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, it is impossible to obtain the best rates at the best times. In reference to paragraph 17 of the Government Order, he states that the average cost of European diets in the hospital has jumped up after the year 1890–91. It is due to special wards having been opened in that year and that patients of a higher social class have been accommodated in the hospital in increased numbers since that time; corresponding with this, the hospital stoppages have increased very largely. With regard to native diets, there has been slight increase in the cost, and this is well accounted for by the increase in general prices which has taken place in late years and the improvement in the quantity of the diet. He affirms that the quality of the diets, that the way in which they are cooked and issued, has entirely changed from what existed at the commencement of his service. The improvements have been effected at the cost of much personal labour and trouble and are well worth any small increase in cost which has occurred.

Ophthalmic Hospital.—The Superintendent states that no explanation is required from his hospital, and that particular attention will be paid to paragraphs 20 and 21 of the Government Order.

Voluntary Venereal Hospital.—The Superintendent reports that the increased cost in European diet is due to the total amount of brandy and constantia used and to some articles, such as limes, chicken, &c., which were given in 1893–94 but not in the two preceding years, and to the fact that in 1892–93 and 1893–94 the cost of constructing store godowns and the store establishment was reckoned in estimating the average cost of each diet.

Government Leper Hospital.—The Superintendent reports that the increase in cost of native diets is due to the issue of a milk diet for feeble leper patients who could not digest the ordinary diet, and to the departmental system of supply, which is somewhat more expensive than the old contract system, as merchants made higher tenders for each separate article than they would do when tendering for a large contract.

Lunatic Asylum, Calicut.—The Superintendent reports that there has been no change in the system of contract for perishable articles, which is made for a whole year from April, about which time the market is cheap. If the contract is to be for portions of a year, then tenders must be called in twice a year either in April and October or from April to August and from September to March. The monsoon, however, will intervene when the prices always rule high, and considering that the contract is for short periods, the contractor will take advantage of the circumstance and tender high rates, whereas if the contract is for a whole year and is entered into in April, as usual, reasonable rates can be expected.

Lunatic Asylum, Vizagapatam.—The Superintendent states that the orders of Government are adhered to in his asylum. Grains, dholl, tamarind and chillies are

purchased in bulk at the most favourable season. All vegetables, including onions, are grown in the asylum; they kill their own mutton, purchasing sheep whenever there is favourable opportunity and grazing them in the asylum grounds.

3. I herewith enclose a copy of the report from the Superintendent, Lunatic Asylum, Madras. This was circulated for general information with reference to paragraph 14 of the Government Order and for any remarks medical officers wished to record. Their replies are given below :—

General Hospital.—The Senior Medical Officer states that he agrees with the Superintendent, Lunatic Asylum, Madras, that while firewood is obtained from the Government depôt at a fixed rate for the year, it is to the advantage of the hospitals to get it as required except just before the monsoon when a stock should be put in; also that wood taken in from the compound should be dried before being put on the books or used quickly while green mixed with dried wood. By attention to these points and careful supervision of weighing by the storekeeper, the wastage on 76 tons and 1,731 lb. received during last nine months of 1895 has been reduced to $895\frac{1}{2}$ lb., or nearly half per cent. on receipts.

With reference to rice, he says that in June and July 1895 he put into store 23,125 lb. 1st sort and 994 lb. broken rice for rice flour. In November it was found to contain weevils. Consequently, $5,565\frac{1}{2}$ lb. 1st-sort rice were cleaned with a loss of $217\frac{1}{2}$ lb. and at a cost of Rs. 6–9–0 in labour, while of broken rice 800 lb. were cleaned at a loss of 29 lb. and at a cost of Annas 10 in labour.

Government Maternity Hospital.—The Superintendent reports that firewood is received in his hospital from the Forest Department in amount sufficient for about one month's expenditure, viz., 6 tons, and equal to the storage capacity of the hospital. The wood is well dried when delivered. *Kerosine Oil.*—There is always some surplus in this item. The two drums in use in the hospital do not leak. There is some very insignificant leakage from the taps which is easily secured by placing a tin underneath. The steel drums are kept in godowns away from the main buildings and there is no extraordinary risk in keeping the amount (240 gallons) in stock.

Ophthalmic Hospital.—The Superintendent reports that there was a loss of 3,219 lb. in firewood, which is supposed to be delivered by the Forest Department in a well dried condition, but it loses considerably in weight in course of time. It was stored in large quantities up to the storage capacity and he thinks it would be much more economical to take it in monthly according to the requirements of the hospital as suggested by the Superintendent, Lunatic Asylum, Madras, and that it would entail no loss as the rate is fixed for the whole year.

Voluntary Venereal Hospital.—The Superintendent states that about two tons of firewood are delivered monthly by the Forest Department. It is in a fairly dry condition on receipt. He thinks that it is better to get it monthly than to lay in a large stock. He says that at present a six months' supply of cleaned rice is laid down at one time. It would be better to get it quarterly. Kerosine oil is obtained monthly. He thinks it would be advisable to procure salt, ghee, garlic and cummin seeds daily from the contractor.

Government Leper Hospital.—The Superintendent reports that all the non-perishable articles are received thoroughly cleaned from dust, sand, stones, grit, husk, seeds and dirt of all kinds, and as soon as he was satisfied that he was dealing with the article itself that was being purchased, he then had the required amount weighed and took delivery; by this means there was no wastage on account of dirt, husk, &c.; consequently, the real wastage on the article itself was proportionately less and the total wastage figure for the year was small. He remarks that the wastage on dholl, rice and ragi at the Lunatic Asylum, Madras, was apparently very large. He writes as follows :—

"Article.	Stock.	Wastage.
	LB.	LB.
Dholl	35,069	2,885
Rice	162,177	5,868
Ragi	103,190	16,631

"The Superintendent accounts for this apparently large wastage by the fact that he purchases his diet articles uncleaned and cleans them in the asylum; this plan, however, leaves him in the dark until the end of the year as to the actual cost of each article *minus the dirt*. Take rice for instance: a record is made at the time of purchase that 162,177 lb. of rice was obtained at a certain rate; by the end of the year, however, it is found that 5,868 lb. of the rice consisted of extraneous material (sand, husk, &c.) practically valueless; the rate therefore as recorded at time of purchase before cleaning must be fallacious, it should be calculated on 162,177 lb. of rice *minus* 5,868 lb. of dirt; the resulting rate will consequently be higher. If such correction is not made at the close of the year in the case of articles on which there is considerable wastage by subsequent cleaning, the comparison with the rates paid by other hospitals for *thoroughly cleaned articles* is misleading and is unfair to the latter institution."

He is of opinion that it is not safe to stock the following articles for a longer period than a month without risk of loss owing to their inherent tendency to deterioration, viz.—

Articles.	Remarks.
Sugar	Deliquesces and attracts ants.
Salt	Deliquesces.
Tobacco in leaf	Dries and is attacked by weevils.
Cheroots	Become weevil-eaten.
Bar soap	Dries and cracks.
Ghee	Becomes rancid and spoils.

Lunatic Asylum, Vizagapatam.—The Superintendent reports rice should never be stored as rice, but as paddy. He remarks that the Superintendent of the Leper Hospital appears to attach much importance to the purchase of cleaned articles, but the cleaning has to be paid for by some one, and where labour is available, as in a lunatic asylum, it is undoubtedly better to purchase in the rough so to speak.

Lunatic Asylum, Calicut.—Rice—Supplies to last three months only are taken. Purchases for a longer period always result in large wastages by deterioration and destruction by weevils. *Firewood* is obtained from the Government depôt at a fixed rate. Being exposed to the rains, the logs are generally wet and green when received here and the consequent loss by dryage and by white-ants is great. *Kerosine oil* is purchased every three months and stored away from the food supply. There has been no wastage on it.

4. It will be seen from the above reports that the medical officers are in favour of obtaining firewood monthly, as the rate is fixed for the whole year. None of the officers reported much loss in rice, salt and sugar, but the Superintendent, Leper Hospital, states that salt and sugar are subject to deterioration and wastage and should be purchased for a shorter period than in bulk. I beg to state that if the suggestions contained in the Diet Committee's report for their preservation are followed, no loss of any kind would occur. His attention will be drawn to them. The Superintendent, Lunatic Asylum, Calicut, buys rice to last for three months, as purchases for longer periods result in wastage. The same course is followed by the Jail Department on the West Coast on account of the nature of the climate.

ENCLOSURE.

From Surgeon-Captain C. H. LEET PALK, M.B., Superintendent, Madras Lunatic Asylum, to the Secretary to the Surgeon-General with the Government of Madras, dated Madras, 31st December 1895.

With reference to your circular No. 7445-A., dated 11th November 1895, I have the honour to report as follows.

2. Regarding paragraph 14 of G.O., Public, No. 815, dated the 2nd October 1895, I beg to attach a statement for the first eleven months of the current year—*i.e.*, from January to November 1895—of non-perishable articles which have been purchased in the uncleaned state, stored, cleaned and issued in this institution, also showing the total wastage of the different articles during the above period which require the following points of explanation:—

(*a*) The wastage of dholl—2,885 lb. 1 oz.—consisted of husk, broken dholl, rubbish and dirt in cleaning, which was quite unfit for issue as diets. The broken dholl and husk were sold to the public and the proceeds credited to Government.

(*b*) The wastage of common rice, 5,868 lb., consisted of broken rice, tour, rubbish and dust in cleaning and pounding. The broken rice and tour were sold to the public and the proceeds credited to Government.

(*c*) The wastage of ragi, 16,631 lb. 4 oz. Of this 7,599 lb. 12 oz. were condemned as unfit for human consumption and sold by order of the Surgeon-General and the amount credited to Government, the balance of 9031 lb. 8 oz. consisted of husk and dirt in cleaning and grinding; the former was sold to the public and the proceeds credited to Government.

(*d*) The wastage in firewood of 3½ tons is accounted for in this way, viz., that 19½ tons of green mango wood from the trees in the asylum were brought to account during the year, and the great loss in weight occurred in the drying of the wood when stored in the godown. The firewood has been purchased monthly for the following reasons: (1) one rate has been fixed for the year by the Forest Department, (2) want of storage accommodation, (3) to prevent destruction by white ants.

(*e*) Gingelly and cocoanut oils have been purchased monthly from the Jail Department on a fixed rate for the year; on account of wastage a biennial supply would result in a loss, and on account of the limited storage accommodation the monthly supply is preferable.

(*f*) The wastage on kerosine oil, 62 bottles 2 oz., has been the result of leakage of the drums, which is impossible to prevent to a limited extent, and evaporation; for these reasons and from the fact that storage in bulk is dangerous, a monthly supply has been adopted.

(*g*) The wastage of salt amounting to 175 lb. 7 oz. was due to the melting; this article has been purchased quarterly in bulk on account of the heavy loss by melting, and I think this has been a wise precaution and should be followed in every large institution; notwithstanding this large wastage, I have calculated that the salt is cheaper when supplied in bulk quarterly than when purchased daily through the contractor.

(*h*) The wastage of sugar of 102 lb. has likewise occurred through melting; this article has been purchased quarterly in bulk on this account and the result has answered well.

3. All the perishable articles of diets, with the exception of those mentioned above, have been purchased half-yearly on the tender system in bulk and stored in godowns. This system has worked well and the articles purchased have been of better quality for the rate than those procurable in the local market through the contractor.

4. I consider that supplies of non-perishable articles in bulk half-yearly is the limit of time that they can be stored safely without deterioration, and such articles as firewood, gingelly, cocoanut and kerosine oils, salt and sugar should be purchased for a shorter period as has been done in this asylum.

5. Regarding paragraph 17, the statement of cost of diets for Europeans and Natives notified by Government are certainly incorrect, and differ altogether from the statement in the Review of Government on the Lunatic Asylums for 1894. I append a true statement compiled from records in this office which shows that the cost of diets in this institution compares very favourably with other Presidency hospitals. It may be noted that these figures refer to the calendar years, whereas those of Government refer to official years; the result, however, will be practically the same.

Average daily cost of a patient during the last four years ending 31st December 1894.

—	Nine months in 1891.	1892.	1893.	1894.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Europeans and East Indians ..	0 5 6	0 5 9	0 6 3	0 5 9
Natives	0 2 6	0 3 2	0 3 3	0 2 7

(1022)

ORDER—No. 1 , Public, dated 19th September 1896.

In G.O., No. 815, Public, dated 2nd October 1895, an exhaustive review was made of the origin, scope and present working of the departmental system of supplying articles of diet for Presidency State Hospitals and Lunatic Asylums and clear explanations were added indicating the manner in which effect economy without the loss of efficiency, in view to wishes of Government in this important matter were to be carried out.

2. The Surgeon-General's letters, noted in the margin, dealing with the report of the Diet Committee (which sat from August 1894 to August 1895), were drawn up before the issue of the Government Order above referred to. The report itself is couched in language similar to that which elicited the censures passed in the concluding paragraphs of that order.

No. 405, dated 23rd September 1895.
" 470 " 30th October 1895.

"Portions of it have evidently been struck out by the Surgeon-General but as it still contains several remarks of a very objectionable character and should, before submission, have either been more fully expurgated or else returned to the committee for revision of the language in which it was couched." The whole of the papers have been forwarded in a most imperfect and untidy manner, with pencil notes by the Surgeon-General on the margin of the report, with cross-references to enclosures and appendices wrongly * quoted, with most of the paragraphs unnumbered and with numerous typographical errors. The papers have been re-arranged and the Book of Forms, the Diet Rules, and the Diet Committee's report now form Appendices A, B and C, respectively, to this order.

* These are pointed out in foot-notes in the preceding pages.

3. The various subjects dealt with in the correspondence will now be taken up *seriatim*, and orders passed on such points as have not been the subject of final decision in G.O., No. 815, dated 2nd October 1895.

4. The specimen forms embodied in Appendix A to these proceedings are those recommended for adoption by the Surgeon-General, with such modifications and corrections as have been deemed necessary. The instructions given for their use in section XIV of the Diet Rules (page of Appendix B) are very confused. The best method, in circulating forms for adoption, is to print at the foot, or on the back, of each form, the instructions for its use, and it is often safer to repeat them on each separate copy given out for distribution. All sets of forms circulated for adoption should also be filled in with specimen entries, which should be carried through all connected forms and made to tally. These methods have been followed to some extent in revising the forms in Appendix A but they are liable to such further amendments as may be advised by the Accountant-General with reference to the subjoined remarks.

5. *Uniform system of keeping accounts.*—Many of the forms appear to be very complicated, both in the arrangement of headings and in the classification of details. It is desirable that the returns in hospitals should be as few and simple as possible, that the same books should furnish all the materials required for the annual administration reports, the annual budget estimates, &c., and that the main classifications should be uniform with those of the Government accounts. Subject to this understanding, there is no objection to the "Index of classification" suggested by the Surgeon-General in paragraph 10 (*b*) or to the proposal to exclude private and deposit accounts from the general books, and to maintain separate statistics for the funds enumerated in paragraph 10 (*e*).

Paragraph 10 of Surgeon-General's letter, No. 405.

6. The numbering of the forms should be altered so as to bring together purely financial returns in one series, and all hospital statistics as a separate group. The Accountant-General will be requested to be so good as to scrutinise the whole of these forms and to compare them with those in use in the Jail department referred to by the Inspector-General of Prisons in paragraph 5 of his letter on page 20 of these proceedings, and to arrange with the Surgeon-General for simplifying them as far as possible.

Form No. 1.—The Government considers that the arrangement under which a *bed-head* ticket is sent to and from the Head Steward is open to several objections, *e.g.*, it might not be in its proper place when the medical officer is going his rounds, and, on the other hand, there is the possibility of its being misplaced on return. The reason why all these bed-head tickets should eventually be filed in the Surgeon-General's office is not apparent.

Forms Nos. 6, 7, 13, 14, 38 and 39.—The double entries in the counterfoil forms prescribed in these cases must cause a great deal of extra labour. The use of carbon paper, as in European shops, will save time and scriptory work.

Form No. 21.—The Government does not see the need for a *daily* average cost statement. The calculation should be made *weekly* instead of *daily*. In this connection it may be remarked that the only safe way of showing averages is to exhibit them for each class separately as is done in the footnote on page 26 of Appendix B, a course approved in G.O., No. 201, Public, dated 8th February 1896.

Forms Nos. 27, 32 and 33 might be curtailed considerably with reference to the actual requirements of the various hospitals.

Form No. 34.—Temporary establishments when specially sanctioned may be entered separately at the foot of this form, as well as in the office-copies of establishment bills.

Form No. 43.—Contingencies should be classified in accordance with the revised arrangements specified in G.O., No. 309, Financial, dated 2nd May 1896. Charges on account of the burial of paupers, sanitary contingencies in the General and Maternity hospitals, and batta to pregnant women in the latter hospital, should be classified in the same manner under appropriate heads.

Form No. 50.—Deposits, nurses' accounts, &c., should be shown under separate totals from purely hospital transactions.

7. *Auditing of accounts and checking of hospital returns and bills in the Surgeon-General's Office.*—The Accountant-General will be requested to report what portion of this work should be done in his office and what in that of the Surgeon-General, and to advise in regard to the latter as to the establishment that will be necessary for the audit of such returns as should be submitted, and what these should be. Much of the check required by audit rules (i) to (vii) in paragraph 24 should be automatic and exercised before the returns themselves are completed, so that they should require no further audit in the higher administrative offices. Comparisons with sanctioned scales, budget allotments, &c., might be entered at the foot of each return so as to avoid separate compilation afterwards. By economising labour in these and other ways and distributing the work between the Accountant-General's and the Surgeon-General's offices, the Government trusts that there will be no necessity for entertaining the additional establishment asked for by the Surgeon-General.

Paragraphs 11 and 24 of Surgeon-General's letter, No. 405.

8. *Uniform system of forms for the dietetic management of hospitals.*—The Government does not see the necessity for using Form No. 49, which the Surgeon-General states would require his confirmation in each case under G.O., No. 665, Public, dated 6th August 1895. Hospital contingent bills should be paid in the same way as all other contingent bills, *viz.*, whenever a charge cannot be met from the permanent advance, an abstract contingent bill should be presented at the Accountant-General's office or the local treasury, on which the money could be drawn, and a detailed bill marked "Not payable at the treasury" should subsequently be forwarded to the Surgeon-General for audit and transmission to the Accountant-General. All questions of account procedure of this kind should be settled in communication with the Accountant-General.

Paragraphs 12 (*d*) and 15 of the Surgeon-General's letter, No. 405.

9. *Diet rules and how diets are to be procured.*—The Committee practically admits that the old form of diet contract was a mistake, and, though still adhering to it in a modified form, proposes a compromise, which the Government considers could well be improved upon. It is the middleman who forms the pernicious element in the contract system and who must be got rid of before any real economy can be effected. It is possible to purchase many articles which would last for a whole year—*e.g.*, tea and coffee, which are the better for keeping and which could no doubt be obtained direct from the producers—and so with other articles—*e.g.*, arrow-root, sago, chillies, tamarind, linseed, country soap, &c. The Government has no objection to the system of group tenders now proposed being given a trial. The danger of this mode of purchase is however that in grouping a number of articles together the tenderer will always endeavour to make his offer appear on the whole favourable by quoting very low rates for articles of which small quantities are required and putting higher rates than the proper ones on those of which large supplies are needed. Such tactics can only be completely frustrated by the reservation, in the advertisement calling for tenders, of a right to make a selection from each tender of one or more articles only and to reject the remainder. Paragraph 13 of the advertisement issued by the Senior Medical Officer

Paragraph 13 of the Surgeon-General's letter, No. 405.

(on page 8 of these proceedings) will to a certain extent have the same effect in the case of tenders for groups of articles, and has now been inserted in the form of advertisement proposed by the Committee (condition 12, page 5 of appendix B).

Paragraph 13 (*d* to *f*) of letter, No. 405.

10. There is reason to apprehend that the stringent conditions laid down in the form of advertisement as regards deposits of earnest-money in Government promissory notes, amount of security and forfeiture thereof, cancellation of contract, &c., rather than any defect in the system itself account for the paucity of tenders referred to by the Surgeon-General. The Accountant-General will be requested to advise the Surgeon-General how far all these precautions are necessary. In any case when tenderers fail to come forward, purchases should be made in the open market, and it should always be borne in mind that it is often cheaper to buy from day to day from the ordinary bazaarman than from a tenderer or contractor, who will look for larger profits. The Superintendent, Lunatic Asylum, Madras, reports that, when the tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk. This is the proper course to pursue in such circumstances.

Paragraph 13 (*s*) of letter, No. 405.

11. *Diet Rules.*—The Surgeon-General's modification of rule (8 now 11) would apparently throw unnecessary work on his office and also cause delay in completing the contracts. The same remark applies to the filing in his office of many of the hospital returns, *e.g.*, Forms Nos. 1, 19, 20, 23, 24, 26, 28, &c. Rule 2 in Section IX has been altered so as to put a stop to medical officers opening separate accounts in their own names for contingencies with the Bank of Madras, and to enable them to meet all petty expenditure from the permanent advance.

Paragraph 14 of letter, No. 405.

12. *Stocktaking and control.*—The Government agrees with the Surgeon-General in considering that there is no necessity for the deputation of a special officer from time to time to inspect the stock in each hospital. As the Surgeon-General spends an appreciable portion of the year in the Presidency town, it will be advisable that he should carry out the inspections himself. Articles should be selected at the ~~trust~~ of inspection and the stock in hand compared with the balance according to the books maintained.

Paragraphs 16 and 17 of letter, No. 405.

13. *Firewood and cooking-ranges.*—The Surgeon-General and the Committee recommend 2 lb. per Native diet as a reasonable maximum, while for European diets 4 lb. is allowed in the General Hospital and 3½ lb. in others. The Government considers that for a large hospital this rate is high, and that more *per head* would be required when the numbers are small. The information furnished regarding the use of coal and cooking-ranges is scanty; a more detailed report will be awaited.

14. The Surgeon-General's proposals in paragraphs 18 to 23 of his letter, No. 405, dated 23rd September 1895, are approved. The amounts of permanent advances proposed for the several hospitals appear to be necessary and the matter will be dealt with in the Financial Department on the receipt of formal applications through the Accountant-General.

15. With his letter, No. 165, dated 5th June 1896, the Surgeon-General forwards reports and statistics from medical officers replying to the remarks of Government in paragraphs 14 and 17 of G.O., No. 815, dated 2nd October 1895. The results of the storage of articles under the departmental system in the Lunatic Asylum, Madras, are not, so far, very encouraging. The amount of wastage reported seems, however, to be largely owing to defective administration and want of due care as regards purchase and storage.

There is no reason why the course followed by the Superintendent, Leper Hospital, as regards the thorough cleaning of articles before purchase, and by the Superintendent, Maternity Hospital, as regards the storage of kerosine oil, should not be adopted in all hospitals. When, however, free labour is available for the cleaning

process it may still be cheaper to buy the article in its rough state. This point can only be determined by the Superintendent after consideration of the average wastage on account of foreign matter and the prices of the article cleaned and uncleaned. The Surgeon-General states that if the suggestions contained in the Diet Committee's report for the preservation of articles are followed no loss of any kind will occur. It seems to the Government, however, that the instructions in Section IV of the Diet Rules (page of Appendix B) will require amplification if they are to provide for the safe custody of every description of storeable article. The Surgeon-General should arrange for this being done in the final issue of the rules which should be submitted for the approval of Government as early as possible.

(True Extract.)

18/9/96

~~Chief Secretary.~~

To the Surgeon-General. 3
" Financial Department. 1
" Accountant-General. 4

Desp 30/9/96

Ed. A. Raitt.

No. , PUBLIC, TH [illegible] 1896.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

CHIEF SECRETARY
12 AUG 1896
GOVERNMENT OF MADRAS

P No. 316

READ—the following paper :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1895, No. 405.

As already reported to Government, I appointed a special committee in August 1894 to report on certain questions regarding the administration of the State hospitals in the Presidency town.

2. This committee at first consisted of—

(1) Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., Senior Medical Officer, General Hospital, as President;
(2) Surgeon Lieutenant-Colonel A. J. Sturmer, Acting Superintendent, Government Lying-in Hospital, and
(3) Surgeon-Major J. W. Evans, Acting Superintendent, Madras Lunatic Asylum.

On the departure from Madras of Surgeon-Major Evans, Surgeon-Lieutenant-Colonel W. R. Browne, M.D., Senior Surgeon, General Hospital, was nominated to take his place. As the result of a private representation from the President, I nominated Surgeon-Captain Williams, Acting Resident Medical Officer, General Hospital, as Secretary to the Committee in February 1895. In March Surgeon-Major J. Smyth, M.D., the permanent Resident Medical Officer, having returned from leave, took up his own appointment and that of Secretary to the Committee.

3. During the long period the committee were deliberating, there were several points which turned up in connection with the above subjects and which it was desirable that they should consider.

4. The following are the principal subjects on which they were called upon to report :—

(1) A uniform system of accounts for all hospitals and asylums.
(2) The method of auditing the accounts.
(3) A uniform system of forms and books.
(4) Diet rules and how diet articles were to be procured.
(5) Stock taking and control.
(6) A book of authorized forms.
(7) Firewood.
(8) Cooking ranges.
(9) A form of bond for stewards and storekeepers to sign.
(10) A form for general requisitions.
(11) The question of a permanent advance to hospitals.
(12) A uniform method of paying bills.
(13) A uniform method of stock book keeping.
(14) A form for circulating comparative information regarding prices paid.
(15) How hospital necessaries were to be procured.
(16) How hospital returns were to be checked in the office of the Surgeon-General.

(17) How far these rules and proposed forms can be adopted in the hospitals of the lunatic asylums.

5. The following orders, &c., were placed before them for their information and guidance :—

Copies of—

(1) G.O., No. 1, Public, of 1st January 1889, regarding diets.
(2) G.O., No. 423, Public, of 11th June 1890, on same subject.
(3) G.O., No. 402, Public, of 22nd May 1891, on same subject.
(4) G.O., No. 1025, of 9th December 1891, regarding tenders for all requirements of hospitals.
(5) G.O., No. 330, Public, of 13th May 1892, containing rules regarding tenders and contracts and the departmental supply system.
(6) G.O., No. 165, Public, of the 7th March 1895, pointing out how the orders in G.O., No. 330, of the 13th May 1892, had been departed from.
(7) G.O., No. 1280, Judicial, dated 22nd May 1894, dealing with the result of the departmental supply system in jails.
(8) G.O., No. 1570, Judicial, of 26th June 1894, regarding the Jail department being consulted on the supply of articles before inviting tenders.
(9) The report on Jail administration, Madras, for 1891 with reference to the remarks on page 52, paragraphs 148 to 166 on diets, &c.
(10) G.O., No. 2286, Judicial, of 6th November 1891, page 108, paragraphs 24 and 25; page 59, paragraphs 167 to 194, and page 109, paragraph 109, with a view to the committee being guided by those orders and those already before it in submitting their proposals.
(11) Army Regulations, India, Volume V, Commissariat, sections on contracts, advertisements, estimates, tenders, earnest money, security, deposits, &c.
(12) Military Accounts Code, chapter 28, paragraphs 4 and 22.
(13) The uniform system of hospital accounts by Burdett, who is considered the best authority in Great Britain on hospital administration as regards expenditure.
(14) Reports from the different medical officers in charge of the Presidency State hospitals and lunatic asylums on the working of the departmental supply system.

6. The President was informed that the forms fixed by the Government of India for the annual returns could not be altered, but could be explained by foot-notes, or supplemental statements could be submitted when necessary. He was also authorized to call direct for any information that the committee might require from the responsible medical officers.

7. The report of the committee is now before me, but as I will have to send it back for reconsideration on some points, I now submit my proposals for the orders of Government, as I understand that Government wishes for them with as little delay as possible.

8. The committee report that the delay in submitting their report has been due to—

(1) The number of collateral subjects they had to deal with.
(2) The difficulty of finding time to work up the questions in addition to their ordinary work.
(3) The fact that at first there was no Secretary and that he was afterwards changed.
(4) The correspondence they had with other officers.

9. The mass of details I have now to lay before Government will explain, to a great extent, why it has taken the committee so long to submit their report. Even these details do not show nearly the amount of work the committee had to do in addition to their ordinary official duties which, as Government is aware, already very fully occupy the time of the officers composing it.

10. (*a*) As regards the *uniform system of keeping accounts of income and expenditure*, Burdett writes in his book on the subject—

"Uniformity of accounts must result in considerable economy, by enabling every one concerned in the management of great charities to compare his own expenditure with that of his neighbours, and so to ascertain to what extent and in what particulars differences exist.

* * * * * *

"The expenditure of a great institution includes so many items that, unless the same classification is generally adopted, no uniform system of accounts can be successfully carried out."

And he suggests an index of classification such as has been accepted by the Lords Committee of the Metropolitan Hospitals, London. In his hospitals and charities annual for 1895, he states—

"It is of the first importance that every one using the uniform system should have an index of classification at hand to refer to" and again "The uniform system is a sound system from an accountant's point of view, providing and only providing, it is carried out in its entirety and every temptation to approximate, much less to adjust, certain items is steadily resisted."

(*b*) If Government accepts the following proposals, it will be necessary to make out such an index of classification for general guidance strictly in accordance with the headings in statement V of the annual returns submitted to the Government of India, viz. :—

(1) Establishment, which should, I consider, include both the sanctioned establishment and any temporary or extra establishment, with explanatory foot-notes on statement V.
(2) Bazaar medicines.
(3) European medicines (including instruments and appliances) with explanatory foot-notes on statement V.
(4) Diet (including all extras and firewood).
(5) Buildings and repairs (the cost of new works should always be given separately and explained in foot-notes to statement V).
(6) Miscellaneous charges (including registers, &c., supplied by Government).

Nos. (2), (4) and (6) of these should have their sub-heads grouped in accordance with the suggestions regarding non-storable articles and storable in paragraph 25 * under III, Contracts, of the proposed diet rules (appendix B †), viz. :—

(i) Non-storable articles.
(ii) Bulk supply "
(iii) Periodical supply articles.
(iv) Articles on requisition.

(*c*) Burdett writes in another place—

"One object in publishing this system of books and accounts is to bring ascertained and accurate facts to the knowledge of those engaged in hospital administration with the view of exciting interest in the many questions, which will necessarily arise when uniformity is secured. Everybody who has any knowledge of hospital work is aware of the great differences which exist, and we are inclined to think which usefully exist, in the details connected with the management of institutions under the voluntary system; such differences excite interest and comparison and give free scope to the ingenuity and intelligent foresight of those who are responsible for the conduct of each institution. An uniform and common system of administration would tend to narrow the area for improvements and development and would therefore be anything but advantageous to the best interest of all concerned. It must further be borne in mind that the bare statement that a bed costs so many pounds at one institution and half as many pounds at another institution does not necessarily, if at all, determine that the management of the one is infinitely superior to the other or *vice versâ*. The merits can be ascertained only by a careful inquiry into all the circumstances, and by a detailed examination of the figures which go to make up the total sum in each case. It follows therefore that an uniform system of accounts will be more useful to the managers than to other persons, because they alone, in conjunction with the comparatively few individuals who make a study of the questions involved, will be able to test the figures and to deal with them on their merits.

* * * * *

"It will be very little use introducing a uniform system of accounts unless steps are at the same time taken to carefully supervise the commissariat arrangements, with a view to ensure that every article be of the best, and that it is produced under the most favourable conditions at the lowest price prevailing in the market for the best quality of the sample selected by the managers."

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* Not traceable. † Not so marked.

One great advantage of such a system of accounts in the Madras State hospitals and those of the lunatic asylums would be that the responsible officers could more accurately, from year to year, examine the different items of expenditure in their own hospitals, which will be dealt with fully in the annual reports on the State hospitals and lunatic asylums.

The committee report that "the advantage of having a system, such as this, is obvious," and that "from the books kept in the various hospitals, statement V of the annual returns can readily be made out."

* * * * *

(*d*) The books kept in the General Hospital the committee consider should serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Some of these books are not required by the smaller hospitals, and this is indicated opposite each.

(1) *Cash book—Receipts and payments.*—These forms are to be found facing * page 41 of appendix B, Book of Forms. To be used in all hospitals.

(2) *Establishment acquittance roll—Permanent establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of contingent bills, contractors' and tenderers' bills and of all bills except those of the permanent establishment.*—Required for all hospitals. Simply a manuscript "*office copy*" book.

(4) *Book containing office copies of permanent establishment bills.*—Required for all hospitals. A manuscript "*office copy*" book.

(5) *Book containing acquittance rolls and copies of bills of temporary establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental purchase book.*—If the "tender system" were practicable, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present exist in some of the hospitals. Civil Medical † Book 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50, respectively, for sanitary purposes. No special form.

(8) *Register of receipts and payments of personal deposits by patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank receipt book.*—Kept in all hospitals.

(10) *Receipt book in counterfoil for hospital diet charges to patients.*—C.M.F. No. 38.

(11) *Grass account book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly.*—Required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.*—C.M.F. No. 42.

(14) *Register of contingent charges.*—C.M.F. No. 43.

(15) *Furniture distribution stock book.*—C.M.F. No. 44; for all hospitals.

In addition to the above, the Lying-in Hospital keeps—

(16) *A batta book for pregnant women.*—No special form required.

(*e*) I am of opinion that separate cash accounts should be kept for all receipts and expenditure which should not appear in statement V under the ordinary income and expenditure of the institution, such as—

(i) The Poor Fund in the General Hospital.
(ii) The Batta Fund for pregnant women in the Lying-in Hospital.
(iii) The Amusements Fund in the Lunatic Asylum, Madras.
(iv) The cash deposits by patients—C.M.F. No. 37.

* Facing page 41 (now page I of Appendix A) is a notice. The only cash book forms prescribed are on pages [illegible] 100—C.M.F. No. 50.
† C.M.F. No. 35.

(v) The accounts of the Government school for midwives in the Lying-in Hospitals.

(vi) The accounts of the Lady Wenlock Nursing Institute in the General Hospital.

(vii) The accounts of the Madras Training school for sick nurses in the General Hospital.

It would be better if a statement of receipts and expenditure for each of such funds were attached to statement V of the annual returns. Government has already ordered in G.O., No. 439, of 31st May 1895, paragraph 1, that a separate report should be made on the Lady Wenlock Nursing Institute, and it would be well if this principle were adopted regarding all such funds.

(*f*) The committee have found that some of the books in different hospitals, though intended for the same purpose as those referred to above, are not drawn up in a convenient form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used, in which I concur and with the sanction of Government propose to issue them as civil hospital books and forms. As regards Nos. (3), (4) and (5), I consider such office copies should be kept on the printed forms in a portfolio and need not be bound into books.

11. (*a*) *Auditing of accounts.*—This the Accountant-General has already promised to arrange for periodically as regards the General Hospital—*vide* G.O., No. 570, Public, dated 9th July 1895.

(*b*) I would propose that he should, if possible, do the same for all the State hospitals and the Lunatic Asylum in Madras and that he should submit a report through my office to the medical officers in charge stating whether the accounts have been found in a satisfactory state or otherwise. It must, however, be clearly understood by the medical officers in charge that it is their duty to see that the monthly bills are correctly made out and kept.

12. (*a*) *A uniform system of forms for the dietetic management of hospitals.*—On this subject Burdett writes as follows:—

"Very many and varied attempts have been made by the lay committees to control the expenditure in the wards. It has been usual for them to make inquiries which have resulted in proving that certain cases were costing a great deal of money, and then to refer the matter to the medical officers, resident and honorary, who are immediately concerned. Having no knowledge of medical treatment, the result can be easily surmised. It almost invariably happens that the particular cases singled out are of some special nature where extraordinary expenditure is fully justified by the circumstances of the case, its emergency and severity. In some instances, with the object of enlisting the co-operation of the medical staff, the practice prevails of either (1) making the whole of the honorary physicians and surgeons members of the committee of management, or (2) empowering the medical staff to elect two physicians and two surgeons as members of the general committee. In practice, small results have followed the adoption of either of these courses, owing chiefly to the notorious fact that there is no profession where jealousies prevail to the same extent as they do in the medical, and each physician and surgeon has felt great delicacy in calling in question the work and treatment of his colleagues. For all these and many other reasons, we are convinced that the system introduced at the Edinburgh Royal Infirmary is the only one calculated to affect materially the expenditure of a general hospital, and therefore we strongly recommend its adoption by the committee of every institution which desires to be economically and properly administered."

(*b*) While not agreeing with Mr. Burdett as to the cause, there is no doubt that much difficulty arises even in such an office as mine, where the head is a medical man, in getting at the truth of expenditure and ascertaining how excessive expenditure may be prevented. This subject was well dealt with by the Calcutta Committee on hospital expenditure, and the Committee in Madras whose report is printed in G.O., No. 1, Public, dated the 1st January 1889, also dealt with it proposing such forms as might be of use in comparison and fixing that the annual average rate of diets and extras for Europeans was not to exceed 8 annas a day and for natives 4 annas a day.

(*c*) The Committee point out that there can be only a certain amount of uniformity in internal management, and that the Medical officers in charge should not be hampered in their endeavours to improve even on what the Committee recommend.

They state that they give expression to this feeling as they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

(*d*) In these views I largely concur. The general use of the forms now proposed in the Book of forms, Appendix * B, will go as far as I consider desirable and the comparisons made on the administration of these hospitals in the annual report on the State hospitals and Lunatic Asylums will, from time to time, show Medical officers in charge the direction in which improvements can be made. Proposed Civil medical form 49 will require confirmation by me under orders in G.O., No. 665, Public, dated 6th August 1895.

13. (*a*) *Diet rules and how diet articles are to be procured.*—The Committee state that since the promulgation of G.O., No. 330 of the 13th May 1892, "Superintendents of State hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all; so, to a certain extent, hospitals have been getting their supplies for the last two and-a-half years more or less by 'rule of thumb.' To adhere to the Government order was impossible." They also point out that this has been represented from time to time and that the rules in the Government order as drawn up are not workable.

(*b*) No doubt representations have been made, some of them far too early, even before, the rules had been given a fair trial. On my ascertaining that these rules were not being carried out properly, I called attention to them and at the same time appointed this Committee to report on how the rules could be made to work.

(*c*) I considered the principles of these rules were sound and that apart from this, it was the manifest duty of the officers concerned to carry out the orders of Government making such representations as appeared to them desirable. I have dealt at length with the subject in my letter No. 38-Tour of the 24th November 1894, and when the final orders of Government are received on the proposals now submitted, I do not apprehend there will be the least difficulty in seeing that the orders of Government are carried out.

(*d*) The Senior Medical Officer, General Hospital, has on the 3rd August this year, with reference to G.O., No. 165, Public, of the 7th March 1895, which pointed out how the original rules have been departed from, forwarded to me a list of tenders from which it is seen that out of 85 articles advertised for, tenders were received for only 27; that one man tendered for 24, one for 15, one for 10, and four for one article each. On the whole the bazaar rates were more favourable.

(*e*) I circulated this to other Medical officers to ascertain if they had found similar difficulties, and if so, how they had dealt with them. The Superintendent, Lying-in Hospital, replies—

"In the case of this hospital, the articles were divided into groups of somewhat similar articles such as 'bread and flour,' 'milk and butter-milk,' 'arrowroot and other farinaceous articles,' 'sugar, brown and white,' and tenders were obtained without difficulty for these groups—altogether 35 in number. On the whole more favourable rates were obtained than last year. If each individual petty article had been tendered for separately, the same difficulty as has been now experienced at the General Hospital would no doubt have been felt here."

(*f*) The Acting Superintendent, Government Ophthalmic Hospital, writes:—

"As regards this hospital the articles were divided into fifteen groups. Tenders have been received for all except for one group consisting of hospital necessaries, &c., which are required in small quantities only. The articles in this group are now being purchased monthly as required."

(*g*) The Superintendent, Lunatic Asylum, Madras, writes—

"In accordance with G.O., No. 330, Public, of the 13th May 1892, tenders are invited for non-perishable articles, which are formed into five or six groups; this is published in the *Fort St. George Gazette* and spare copies of the notification are distributed amongst the known contractors. Tenders are received on a fixed date for the articles supplied in bulk and there is no difficulty in getting tenders for them all; when tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk."

* Not so marked.

(*h*) The Committee further point out that these rules deal (1) exclusively with *diets*, whereas by subsequent correction it is clear that other articles required in hospitals are to be obtained in the same way; (2) the names of articles enumerated in them did not include all requirements; (3) that *every article should be obtained by separate tender*.

(*i*) They point out that shopkeepers would not thus tender depositing earnest-money and that departmental direct purchasing had to be resorted to.

(*j*) Below will be found a copy of a General Hospital advertisement which the Senior Medical Officer drew up with an idea of adapting it to the Government rules. He says that tenders for only a few of the articles were obtained. It gives an idea of the actual requirements and of the trouble which its preparation must have cost him. His idea was adopted by the other Medical officers in charge.

MEDICAL DEPARTMENT.

General Hospital.

Articles of Diet and Hospital Supplies.

Notice is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words "Tenders for Hospital supplies" written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest-money. Rs.
Nos. 18, 29, 32 and 33	5 each number.
„ 8, 10, 11, 12, 13, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
„ 4, 5 and 24	50 do.
„ 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect :—

"I, the tenderer, agree to have the earnest-money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract."

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.

Arrowroot, 1st sort	lb.	700
Barley	„	200
Cornflour	„	20
Oatmeal	„	30
Sago, 1st sort	„	100
Tapioca	„	40
Vermicelli	„	70

No. 2.

Chillies, dry	lb.	250
Coriander	„	300
Cummin seed	„	50
Dhall, 1st sort	„	300
Garlic	„	100
Ghee, 1st sort	„	1,000
Ginger, dry	„	50
Mustard, country	„	40
Pepper, black	„	200
Poppy seeds	„	30
Tamarind	„	800
Turmeric	„	50
Vendium	„	50
Vinegar, Europe	Bottles.	30

No. 3.

Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	„	30,000
Rice, table	„	30

No. 4.

Coffee, 1st sort	lb.	2,500

No. 5.

Sugar, Astragram, 1st sort	lb.	1,000
Sugar, brown	„	4,000

No. 6.

Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150

No. 7.

Charcoal	lb.	10,000

No. 8.

Oil, cocoanut	Gals.	150
Oil, gingelly	„	70

No. 9.

Oil, kerosine	Gals.	1,200

Bulk supply for six months from 1st April 1895 to 30th September 1895—*cont.*

No. 10.

Benzoin	lb.	10
Butea frondosa	„	8
Camphor	„	12
Cheekoy	„	20
Linseed meal	„	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	„	10
Soda, washing	„	10
Sulphur, country	„	15

No. 11.

Candles	lb.	12
Soap, bar	„	15
Soap, carbolic	„	100
Soap, country	„	500
Soap, Europe	Cakes.	200

No. 12.

Salt, common, clean	lb.	2,500
Salt, white, clean	„	370

No. 13.

Baking powder	Tins.	6
Biscuits, English—		
Biscuits, arrowroot	lb.	275
Biscuits, milk	„	100
Biscuits, butter	„	75
Brand's essence of beef	Tins.	60
Brand's essence of chicken	„	400
Cocoa tins	lb.	2
Gelatine	„	2
Leibig's extract of meat	Tins.	24
Mellin's food (1 lb. bottles)	Bottles.	65

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	„	15,000
Mutton, 1st sort, without bone	„	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital; specific gravity not under 1,025; pints of 20 oz.	„	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed.	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut, without shell	lb.	100
Chillies, green	„	8
Coriander leaves, green	„	5
Ginger, green	„	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	„	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	„	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	„	9,000
Vegetable, Europe, fresh (varied daily exclusive of wastage)	„	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	„	25
Bran, 1st sort	„	1,000
Flour, wheat	„	1,200
Soojee, 1st sort	„	75

No. 20.

Ice	lb.	35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	„	36
Constantia	Bottles	54
Gin	„	6
Sherry	Bottles	24
Whisky	„	14

No. 23.

Gingerade	Dozen	3
Lemonade	„	140
Lythia water	„	2
Soda water	„	700
Tonic water	„	10
Potash water	„	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Do. long, fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	„	3
Screens	„	2
Canvas stretchers	„	6
Cloth, red, 10 cubits	„	125
Do. table	„	8
Do. table for officers' quarters	„	2
Curtains, musquito	„	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	„	50
Mattresses, cotton	„	12
Slippers, 1st sort	Pairs	200
Towels, dungary	No.	200
Do. Patna	„	125
Do. rollers, coarse (Jack)	„	15
Do. bath, Calicut	„	10

No. 27.

Aprons, cook's	No.	50
Aprons, doctor's	No.	6
Banians, flannel	„	100
Caps	„	10
Mattress covers	„	10
Napkins	„	5
Paliasses, blue unstuffed	„	45
Pillow cases, large	„	400
Do. thick	„	15
Quilts, chintz	„	100
Do. cotton	„	240
Sheets, cotton	„	180
Do. draw	„	50
Do. dungary	„	10
Shirts, 1st size	„	200
Do. 2nd size	„	75
Socks, flannel	„	15
Trousers, flannel	„	10
Do. cotton, 1st size	„	100
Do. 3rd size	„	25

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	„	100
Baskets, large	„	72
Do. small	„	40
Bath-bricks	„	12
Bladders	„	600
Blue-powder packets	„	30
Books for prescription	„	48
Bottles, empty, clear glass	„	500
Do. pint, empty	„	700
Do. sauce, empty	„	300
Bratties	„	700
Brooms, long	Bundles	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Do. brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60

No. 28—cont.

Cocoanut scrubbers	No.	36
Corks	„	2,500
Corkscrews	„	3
Cumblies for ice	„	6
Fuchsine	lb.	3
Gunny bags	No.	20
Hogs' lard	lb.	150
Honey, clean, fresh	„	30
Horse hair	„	1
Knife-polisher	Tins	3
Lamp thread	lb.	6
Do. wick, kerosine	Yards	200
Leeches	No.	260
Leaf-fans	„	12
Limestone, burnt	lb.	60
Liquorice root	„	96
Marking nuts	„	20
Matches	Boxes	350
Mats, common	No.	24
Needles	Packs	6

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required—cont.

No. 28—cont.

Padlocks, patent, iron	No.	15
Pins	Paper	6
Red paper	Sheets	48
Rice, broken, for flour	lb.	2,500
Rope, cotton	Yards	15
Safety pins	Boxes	100
Sandpaper	Sheets	50
Sawdust	lb.	80
Spirit of wine	Bottles	50
Straw	lb.	9,000
Strainers, rice	No.	12
Swabs, hemp	„	70
Tape, country	Yards	500
Thread, sewing	lb.	12
Twine, Europe	Rolls	10
Wax, white or yellow	lb.	20
Winnows	No.	50

No. 29.

Chatties, small	No.	60
Do. large	„	1,400
Goglets	„	100
Monthays	„	4,000
Mullays	„	5,000
Ovens	„	12
Pots and pans	„	300

No. 30.

Basins, China, white	No.	6
Do. iron, enamelled	„	6
Do. China, large	„	6
Bowls, China	„	100
Chamber utensils, glazed earthenware, with cover	„	12
Commodes, pan, China	„	12
Cups and saucers, fine	„	24
Chimney, large, kerosine	„	50
Do. small	„	40
Do. large, oval	„	12
Carving knives	„	1
Do. forks	„	1
Dish, white, with cover	„	12
Ewers, China	„	6
Feeding cups, China	„	12
Forks, table	„	26
Do. dessert	„	36
Finger glass	„	6
Jugs, milk, white	„	12
Jars, earthen (empty ginger preserve)	„	100
Knives, table	„	36
Do. dessert	„	36
Lanterns, wall, kerosine	„	5
Lanterns, cocoanut, hanging	„	5

No. 30—cont.

Lanterns, cocoanut, hand	No.	5
Looking glass, large	„	5
Mincing machine	„	1
Nutmeg-graters, large	„	1
Plates, hot-water	„	6
Do. dinner, white	„	50
Do. white, soup	„	36
Do. do. cheese	„	6
Do. do. dessert	„	6
Do. green for custard	„	50
Saucepans, iron, enamelled	„	2
Sneakers, with cover	„	6
Spoons, table	„	12
Do. metallic	„	24
Do. dessert	„	12
Do. tea	„	12
Saltcellars, China	„	6
Soap tray, China	„	12
Teapots, Rockingham	„	6
Tumblers, large	„	24
Do. small	„	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	„	12
Fomentation tins	„	12
Milk can, tin, to hold 40 pints	„	1
Do. do. 20 pints	„	1
Receptacles, zinc, small	„	6
Stool-pans, tin	„	50
Tin custard	„	100
Do. bed-head tickets	„	50
Do. funnels	„	6
Do. pots, large	„	100
Do. chart-holders	„	50
Do. hand-bath	„	6
Do. arm-bath	„	6
Tubs, bathing, zinc	„	3
Do. hip-bath, zinc	„	3
Do. foot-bath, zinc	„	3
Zinc ice boxes	„	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	„	3
Mamooties, with handles	„	3
Rakes for garden	„	6
Receptacles, iron, large	„	12
Urinals, iron	„	12

No. 33.

Tinning copper pots twice monthly	No.	74

General Hospital, Madras,
26th February 1895.

(Signed) W. PRICE, M.D., Brigade-Surgn.-Lt.-Col.,
Senior Medical Officer, General Hospital.

13. (*k*) The committee point out that the above lists will give some idea of the requirements of a large hospital. The following is the list of hospital requirements given in the Government Order under consideration :—

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingelly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Do. seed.*	Vendium.

* Cummin seed is doubtless meant.

(*l*) The committee are of opinion that the grouping form of advertisement is the only workable one.

I consider it is the best system, and hope Government will sanction its adoption. The idea of each article being tendered for separately appears to me to have been founded on the practice of people tendering for articles which were used in large quantities at a high rate and then making their tenders appear low by entering other articles which were not likely to be called for at impossibly low rates. This will be avoided if the grouping system is allowed and only articles of a similar kind are included in each group. In any case they will be able to select each article at the lowest price in the group as they will not be bound to accept the tender complete and, moreover, under the proposed rules, they will not be bound to accept any tender if they find they can procure the article elsewhere at a lower price.

(*m*) The committee point out that the rule in the Government Order of 1892, *i.e.*, paragraph 2 "for the supply of such quantities (of nonperishable, *i.e.*, storable articles) as will fill the storage accommodation available," would lead to enormous loss and wastage, that it is not advisable to store such large quantities of diet articles and that it is impossible to test the quality of large quantities at a time.

I do not consider it was ever the intention of Government that enormous quantities of such stores should be taken in to fill available accommodation.

(*n*) The committee do not appear to have been aware of the fact that Government had already modified the quantity of rice that was to be kept in store in the Calicut Lunatic Asylum on account of the representation which had been made about the deterioration it underwent in that climate if stored in large quantities.

(*o*) The committee suggest "that the rule should be that such articles should be taken in in such quantities and at such times as the Superintendents shall judge right—what the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The committee state they use the word *leisurely* advisedly and that *in no other way can the diet of the sick be properly selected.*"

I agree with the committee in so far that the Medical officer in charge should be held responsible for the quantity taken in at a time and that it should never exceed the amount he can efficiently examine and see for himself that the quality is good and up to sample and the quantity is actually received. He alone is fitted to judge how he can best carry out this duty keeping in mind the necessity of obtaining the article of the best quality at the lowest possible rates.

(*p*) The committee point out that this is a partial return to the contract system, but that it includes a workable store system. This is the system working in the large

hospitals in Great Britain will be seen by the following copy of the agreement form in use in hospitals where the uniform system of accounts is in force :—

"Should this tender be accepted (I or we) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

"If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or we) should fail to deliver them *from time to time* when ordered (I or we) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the committee of management shall at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or we) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Stamp. *Signature.*

Date

Accepted for

on behalf of the Committee of Management.

Chairman."

(*q*) The committe consider that each individual Superintendent should receive tenders and conclude contracts for his own institution. This they will do, but the duties of the Surgeon-General in regard to all such contracts have since been laid down in G.O., No. 665 of the 11th July * 1895, which, since the date of their report, has been circulated for general information. When each Superintendent is submitting these tenders for my approval he should prepare a comparative list in the same form now in use by the Medical Storekeeper to Government when he submits the tenders for my approval.

(*r*) The committee also consider it desirable that a comparative statement (Civil Medical Form No. 46) should be compiled in my office, so that each Superintendent should see what the prices in the other institutions were. This has been done for 1894 and 1895 and I consider should be continued.

(*s*) *Diet rules.*—I consider the diet rules (Appendix † A) proposed by the committee should be adopted with the following modifications :—

Section II, rule 3.—Add after the word limitation "that he ‡ should purchase when the market is favourable but" and the words "the quantity" should be substituted for "it."

Rule 4 would, I consider, work well if the suggestions in paragraph 10 § of this letter are sanctioned.

Rule 6.—Substitute the word "shall" for "should." The monthly price list of grains, &c., is now furnished to all such institutions.

Rule 7.—Omit last sentence.

Rule 8 *should become rule* 11 *and should read*—"Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorized form, before completing the contracts, which must be countersigned by the Surgeon-General."

Section III—Contracts, paragraph 23, *proposed schedules.*—It will be necessary for me, in consultation with the different officers concerned, to fix the quality which should be entered in the advertisement for each article in the index classification if my proposals in paragraph 10 of this letter are sanctioned.

* 6th August 1895. † Not so marked. ‡ They. § Paragraph 10 is about forms of accounts.

Section IX, paragraph 2 *as modified.*—I do not consider necessary if the permanent advance suggested in paragraph 20 of this letter is sanctioned, and I would let the rules stand as originally printed.

Section XII—Hospital dietary, page 121.*—There should be a foot-note added to the time-tables to the effect that Superintendents may modify the hours to suit their own hospital requirements. This was sanctioned in G.O., No. 1, Public, dated 1st January 1889, and is most important as the requirements in different institutions vary considerably.

Appendix II, page 131, † *paragraph* 7.—Instead of the words "so-called pint" it would be better to insert "unit of measure."

Appendix III, page 132,‡ *rule* 6.—The word "unauthorized" should be substituted for "non-contract."

14. (*a*) *Stock-taking and control.*—The Committee suggest that a junior Medical officer should be deputed from time to time, and without any warning, to each of the institutions with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

(*b*) I cannot see either the necessity for, or desirability of, this suggestion. Under existing rules each medical officer is responsible that he checks the quantity of any article remaining in stock before he submits a requisition for any fresh article.

(*c*) I consider it is desirable that the medical officer in charge should, at least once every half-year, make a systematic inspection of an uncertain number of the articles of stock in hand, comparing the amount remaining with the entries in the stock-books, and that he should state in his annual administration report that he is satisfied that the stock-books of all such articles were properly kept up as is now done regarding service-books and valuable Government property. It will become part of my duty to see that these stock-books are properly kept when I am inspecting such institutions.

15. (*a*) *Forms.*—The forms proposed by the Committee are attached to this letter and superscribed "Book of forms" (Appendix B) §. The Committee state they are given as models and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the book, will ‖ keep individual Superintendents to select those which suit their own particular institution best. At first sight the mode of use of these forms seems puzzling, but in practice, the Committee state, no real difficulties arise, and they do away with loose manuscript dockets, which are a waste of time and paper, are very untidy and get readily lost (*vide* Committee's rules, page 127,¶ as to their use).

(*b*) The forms recommended for the Storekeeper are taken from Commissariat sources for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

(*c*) Captain Watson has, I know, given the Committee much assistance in this matter.

I recommend the adoption of these forms, as civil hospital forms, to be printed at the Government Press and distributed under the rules which Government will pass on a proposal of mine lately submitted on this subject.

(*d*) It is desirable that whenever a medical officer in charge wishes to have any modification made in them, he should apply for sanction to this office.

Civil medical forms 50, 51 and 52 will have to be corrected for each institution.

Civil medical form 40 appears to require slight revision. The two headings "without diets," should, I think, read, "on extras alone" and the heading "average" should, I consider, read "average cost per day" including those on extras and diets, but both these I can correct with the Senior Medical Officer, General Hospital, if the general form is approved.

Civil medical form 42.—It is advisable that whoever fills in the admission register of the institution should be responsible for the completion of columns 1, 2, 3, 4 and 5, as regards those patients who are liable to pay. This will be a check on the Steward.

* Page 123. † Page 133. ‡ Page 134. § Not so marked. ‖ Help. ¶ Page 129.

N.B.—These pages are now [illegible] of Appendix C.

Civil medical form 49 will require confirmation by the Surgeon-General—*vide* G.O., No. 665, Public, of 6th August 1895, and this should appear on the form.

16. *Firewood to be used in Cooking diets.*—The attention of the Committee was called to the fact that, under G.O., No. 1, Public, dated the 1st January 1889, four pounds of firewood per each European diet and two pounds for each Native diet were being passed, and that I considered these scales excessive in face of the experience of the Calcutta Medical College Hospital in Calcutta, mentioned in the above Government Order, the experience in jails as shown by the Jail Code, which was sent to them and the facts dealt with in the report on Jail Administration of 1891, which was before them. The Committee consider the scale of 4 lb. per European and 2 lb. per Native diet a reasonable maximum. The recommendation of the Committee on this matter will be found in the "diet rules" (page 120),* and I consider the proposed rules should be adopted.

17. *Cooking Ranges.*—The Committee report that the Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for Native patients, and, pending his report, they do not wish to commit themselves to any particular form of cooking range. Should his experiments fail, they think the Lying-in Hospital iron range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

On receipt of this report I will address Government on this subject.

18. *Storekeeper's and Steward's Bond.*—The proposed forms—Civil Medical Forms 51 and 52—have been prepared by the Government Solicitor and should, I consider, be adapted to the wants of each institution.

19. *General requisition form.*—Proposed Civil Medical form 45 has been drawn up in communication with me and will meet all requirements—all articles which require my sanction should be indented for on it.

20. *Permanent advance for petty departmental purchase.*—The Committee consider this is absolutely necessary, as hospitals are constantly requiring odds and ends which cannot be got by tender. The amount required will vary for each hospital and they suggest for—

	Rs.
The General Hospital	300
The Lying-in Hospital (which is already sanctioned and is necessary on account of batta to pregnant women and hire of punka men)	400
The Ophthalmic Hospital	20
The Leper Hospital	20
The Voluntary Venereal Hospital	20

I would add—

The Madras Lunatic Asylum	100
Calicut and Vizagapatam Asylums, each	20

I consider it is desirable that these permanent advances should be sanctioned for each of these institutions.

21. *A uniform method of stock-book keeping.*—This appears most desirable, as there had been found to be a great diversity in procedure.

The proposed forms—Civil Medical Forms Nos. 30, 31, 32 and 33, which are founded on those in use in the Commissariat Department, explain themselves and will, I consider, meet the requirements. The Committee also propose a "furniture distribution form"—Civil Medical Form 44 which, when adopted, will show at a glance where the various articles of furniture may be found. This will be useful in checking annually the stock of Government property which has to be reported on in the annual administration report.

22. *A circular price list form.*—Proposed Civil Medical Form 46 will show the prices paid for diet articles, &c., in each institution and will be circulated from my office when the necessary figures are received. This comparison of prices should show medical officers whenever they are paying too high a price for any particular article.

* Page 122 (now page [illegible] of Appendix B).

B

23. (*a*) *How hospital necessaries are to be procured.*—The Committee suggest that "they should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles. In advertising for tenders for diet articles the Superintendents should include hospital necessaries." I concur in this proposal.

(*b*) No fixed list of "hospital necessaries" exists. With the consent of Government, I shall, in communication with the medical officer concerned, authorise a list and direct that no unauthorised article should be included without my special sanction.

24. (*a*) *The checking of hospital returns and bills in the Surgeon-General's office.*—As I know this to be unsatisfactory, I called on the Committee to report how it could be improved. They report as follows:—

"This question arose incidentally in connection with the controlling and checking of hospital stores. In a minute by the Committee to the Surgeon-General, a sentence was used which seemed to imply that hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows:—

"The audit in this office is governed by the following rules:—

"'(i) checking the daily register of dieting in-patients in the Government Presidency hospitals including Lunatic Asylums;

"'(ii) bring to notice any inaccuracies of calculation, excess in cost where the money average is above 8 annas a day for European and 4 annas a day for Native patients or any other irregularities which may be found in the documents;

"'(iii) comparing diet registers with ingredient statements and calling for explanation in case of discrepancies;

"'(iv) seeing that the charges in the bills are not in excess of the quantities entered in the ingredient statements and other vouchers;

"'(v) seeing that the articles issued for each diet in the ingredient statements are in accordance with the sanctioned scale.

"'(vi) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for medical stores, bedding and clothing, &c., and

"'(vii) in disposing of hospital stoppage lists, &c.'"

(*b*) The following office standing orders also are in force:—

"II.—Each clerk is individually responsible for his own share of the work.

"III.—All bills and statements should be minutely and carefully checked according to rules, and not in the casual way hitherto done."

(*c*) The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For, it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw, they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

(*d*) However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

(*e*) I concur in the opinion that the work has never been properly carried out in my office and it would be quite impossible for one clerk to carry it out especially when it is remembered that the diet returns and bills are due in my office about the 10th of each month and that the contractors cannot be paid until the bills have been passed.

(*f*) Considering the number of bills and returns which have to be dealt with, the work could, I think, be done thoroughly if Government would sanction one clerk who had had previous experience of checking such accounts in the office of the Examiner of Commissariat Accounts or the Accountant-General's office on Rs. 80

and two Assistants—one on Rs. 30 and one on Rs. 20 a month—to assist him in the necessary checking and compilation of statements, which should be laid before me by my Secretary each month to show how the expenditure is going on in connection with the budget allotments.

25. *How far these rules and proposed forms can be adopted in the hospitals of the Lunatic Asylums.*—The Committee report—

"In considering the subject of Lunatic Asylums, the Committee has found that a large amount of uniformity in the methods of account may be established between their establishments and hospitals. It finds that many of the forms in the book of hospital forms, which it has drawn up, may be made applicable to the Lunatic Asylums, of course, the headings have to be somewhat different, just as they must be for each of the hospitals.

"The following is a list of the proposed forms they suggest Nos. 1, 15, 18, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52 and 53. Of these Nos. 1, 15, 18 and 43 require slight modification to fit them for Lunatic Asylum purposes. In place of the requisition forms 11 to 14 in the book of forms, the following forms should be substituted for use in Lunatic Asylums in making requisitions both on the contractors and on the Storekeeper. They should be bound in books, foil and counterfoil."

Requisition on $\frac{\text{Storekeeper}}{\text{Contractors}}$

List of articles

Required on 1895.

	lb.	oz.

Steward,
Lunatic Asylum.

MADRAS,
1895.

The Committee go on to say "many of the diet rules as recommended by the Committee are also applicable to Lunatic Asylums."

"Sections II, III, IV, V,* VI, VII, VIII, IX,* XI,* XII,* XIII,* and Appendix I are all applicable, but in regard to sections V, IX, XI, XII and XIII, the Committee would remark as follows:—(*a*) Section V—As far as the Madras Asylum is concerned, this section is completely applicable, but in the case of the Lunatic Asylums at Waltair (Vizagapatam) and Calicut, the checking must be done either by the Surgeon-General himself while on tour or by some special officer deputed by him."

The method of stock-taking has already been dealt with by me in paragraph 14 of this letter, otherwise I consider all these suggestions may be adopted.

20. I hope these rules will meet with the approval of Government as adopting the principle embodied in the rules of G.O., No. 330 of the 13th May 1892, as far as they can be made applicable to the requirements of hospitals. I attach (Appendix C) copies of some diet sheets taken at random from such records showing how very different the work is in hospital compared with dealing with people on fixed scales of diet as in prisons and amongst healthy inmates of Lunatic Asylums.

I am convinced that, if Government sanction the present proposals and when they are put into working order, there will be more satisfactory results than have hitherto been achieved.

READ—also the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 30th October 1895, No. 470.

In continuation of my letter, No. 405, of the 23rd September 1895, I herewith submit a copy of the report of the Special Diet Committee, as I consider it is desirable that Government should be in possession of the views of the medical officers concerned, who have all had considerable experience in managing their institutions, though with many of them I do not altogether agree.

2. I cannot admire the so-called resourcefulness of the medical subordinate referred to in paragraph 4 (6) and am convinced that no commissioned officer would permit such an irregular action as is described.

3. I cannot concur with their suggestions in paragraph 4 regarding the item of expenditure for "burial of paupers" being omitted; they apparently leave out of consideration that it would not be desirable to send the bodies of pauper lepers to the dissecting room, nor possible to send the bodies of numerous unclaimed infants dying in the Lying-in hospital, and that it is most undesirable that any such rigid rule as they propose should exist. No medical officer should be required to send the bodies of all paupers to the College irrespective of the natural objections of surviving relatives.

4. With reference to the committee's idea in paragraph 2, section III, on page 12 †, as far as I am aware their view that any one wishes to fix a rigid uniformity in internal management of the different institutions is purely founded on conjecture.

5. I consider that the committee would have modified their assertions in paragraphs 2 and 3 on pages 12 and 13 and paragraph 6 on page 19 † if they had been in possession of the orders of Government since received in G.O., No. 815, Public, of the 2nd October 1895. Their remarks only show, as I have written before, that the medical officers concerned have not properly appreciated the orders of Government.

6. In their comment on what they call the bulk store system in paragraph 8, page 19, they leave out the important fact that the system as directed by Government was never carried out thoroughly, and that the system that was working for some time was only the old contract system under another name, and that none of the figures they give can be considered to apply to such a system as Government contemplated.

7. The word "non-storable" should appear in Rule I, page 133 ‡, Appendix II, before the word "articles".

8. *Note on Page* 117.*—The word "authorised" should be entered before "article"—see my proposal in paragraph 18 as regards Appendix III, page 132 (now 134) ‡, Rule 6.

9. *Appendix IV, Page* 135.—The method of calculating the average cost of diets I will deal with when replying to paragraph 9 of G.O., Nos. 712, 713, Public, dated the 28th August 1895.

* Not marked so. Now page [illegible] of Appendix.
‡ Now pages [illegible] of Appendix.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 14th January 1896, No. 10.

With reference to paragraph 22 of G.O., No. 815, Public, dated the 2nd October 1895, and to my letter, No. 470, dated the 30th October 1895, forwarding the report of the Special Diet Committee, I now attach a copy of a valuable letter on the subject of the departmental supply system as regards non-perishable articles which has been kindly furnished me by the Inspector-General of Prisons.

2. I have sent this to Brigade-Surgeon-Lieutenant-Colonel Price and Surgeon-Lieutenant-Colonel Branfoot for their remarks. The former considers it most useful and instructive, especially as regards calling for tenders when the articles are cheap instead of on a fixed date half-yearly or otherwise. He considers the principles of the Inspector-General's letter can be fitted into the proposals of the Diet Committee without any trouble and suggests it should be attached to it as an appendix, in which I concur.

3. As regards the forms and books referred to in paragraph 5 of the letter, I have sent them to the committee in order that they should propose any alterations in the forms and books which are now before Government in the report. On receipt of their report, I will submit it to Government.

4. Dr. Branfoot states that the principles of this letter have been adhered to in his hospital, but that articles are not, or have not been, bought always at the cheapest times, because in the Presidency town the fluctuations in the market are, as far as he has ascertained, not very great in the matter of grain, and because it is necessary to buy when the supply is falling low; also there is no Steward's establishment in the Lying-in Hospital from which any one could be spared to go into the bazaars to make purchases and the Storekeeper is forbidden by the order of Government to have anything to do with the purchasing.

ENCLOSURE.

From A. G. CARDEW, Esq., M.A., I.C.S., Inspector-General of Prisons, to the Surgeon-General with the Government of Madras, dated 3rd December 1895, No. 6451.

In reply to your letter No. O-1013, dated 30th October 1895, I have the honour to state that what is meant by the departmental system of obtaining rations is the plan of buying definite quantities of articles of rations from merchants instead of letting out to them the right to supply indefinite quantities that may be required during a given period. If a merchant undertakes to supply rice to a jail or hospital at a fixed price for a year or for half-year, he has necessarily to allow for a rise in price occurring during his contract, or if he guards against this contingency by laying in a stock of rice equal to probable requirements, he has to charge interest on the capital locked up. The central principle of the departmental system is that the Superintendent of the jail or other institution should himself calculate the probable requirements of the year in rice, and should then buy that amount and store it.

2. It is a consequence of this system that purchases should, as far as possible, be made in large quantities at that season of the year when prices are usually lowest. This season will differ with different articles. The connection with the merchant is as brief as possible. The Superintendent says, "I want 10,000 lb. of rice delivered within so many days or weeks of this date; at what rate will you supply?" He accepts the cheapest rate, which must, of course, be up to a sealed sample, and the merchant delivers the whole 10,000 lb. within the number of days or weeks stipulated. Payment in cash is at once made, and the minimum amount of delay and uncertainty is caused to the merchant.

3. As regards the actual method of purchase, different plans can be followed. Some Superintendents themselves hold an auction in the bazaar, having first announced the hour and place by tom-tom. This system answers well in large jails, but the process of sitting in a bazaar with a crowd around is not always pleasant. Other Superintendents hold auctions at the jail gate. In either case the procedure at the auction is the same—the number of lb. of rice, chillies, &c., required is named, a sample is shown, and the merchants present are asked to bid against one another; the best rate being accepted. Probably the auction system would be found unsuited to the Medical department. Another plan is to send the jailor or other responsible subordinate into the bazaar to make purchases. This method answers well in the Jail department because the result of the jailor's purchases is clearly exhibited in the annual cost of the

jail and so responsibility is thoroughly enforced. It will probably not suit the Medical department. The other alternative is to call for written tenders by published advertisement. There seems to be no valid objection to this plan, care being taken that the merchants do not form a ring and that the rates offered are not dearer than those usually obtaining in the market.

4. It has been found useful in this department, when the merchants in the local market combine, to buy supplies from a distance. Even if no economy is obtained at the time, the merchants are taught that they are not indispensable.

5. A proper system of stock and diet accounts and of returns based on these is necessary in the working of the departmental system. The jail forms which are printed in the Jail Code are, I believe, as nearly perfect as possible for the objects required in jails. As soon as a purchase of rice is made, the quantity bought is brought on the Stock Book (Form No. 32) and no payment for rations should be made without seeing that the article is properly brought on to the Stock Book. Daily issues are recorded in the Diet Roll (Form No. 34) and the total of each day's issues is shown in the column "Quantity issued" of the Stock Book, a daily balance being struck under each article. In a large jail, the due calculation of issues and the maintenance of these two books takes about an hour per diem. The correctness of the entries in these forms is checked in my office by the returns—Forms Nos. 63, 64 and 65. In Form No. 65 purchases are checked by the actual cash expenditure, issues by the totals of Form No. 63, which is itself checked by Form No. 64. The Jail returns are so arranged that an over-issue of half an ounce of ragi in a monthly consumption of 30,000 lb. is at once checked, and so long as the Stock Statement (Form No. 65) agrees with the Stock Book (Form No. 32), fraud is impossible. To assure agreement, a certificate has been added at the end of Form No. 65, but Superintendents often sign it without complying with its requirements.

6. Store-rooms are, of course, required for the working of the departmental system, and some experience in storing grain is needed. In practice waste through errors in storage is not serious. If grain is thoroughly dry when it is put away, and if it has a pukka flooring, which will not admit damp under it, it cannot spoil.

7. It appears to me, however, that the central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much rice within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price, &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated 31st January 1896, No. 64.

In continuation of my letter, No. 10, of 14th January 1896, paragraph 3, I have the honour to inform you that the Diet Committee report as follows:—

The committee considered the letter to the Surgeon-General with the Government of Madras from the Inspector-General of Prisons, No. 6451, dated 3rd December 1895. They have also examined the Prisons forms referred to by the Inspector-General of Prisons in the above letter. The committee desire to record their complete agreement with the Inspector-General in the principles he lays down for the procuring of articles of diet. They are the principles which have guided the committee throughout their deliberations on the work given them to perform and are embodied in their rules "How articles of diet are to be procured" (Report, page 117)*.

To make paragraph 4, page 118, section II, of the report more clear, the committee desire that it be modified in the following manner:—

After the word *named* in the second line insert "which should be the rule with storable articles".

In regard to the Stock Book forms used in the prisons, the committee are of opinion that the forms they have adopted are better adapted to hospitals. They are, moreover, constructed on same principles as those used in prisons.

It appears to the committee that paragraph 7 of the Inspector-General of Prisons' letter might with advantage be added to the appendix of the committee rules.

2. I fully concur in their suggestions and commend them for the consideration of Government.

* Now page [illegible] of Appendix [illegible]

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 6th March 1896, No. 178.

In continuation of my letters, Nos. 405 and 470, of 23rd September 1895 and 30th October 1895, respectively, I have the honour to inform you that in January last the Senior Medical Officer, General Hospital, having submitted the marginally-noted hospital order for my approval, he was asked to report what alterations would thereby be required in the report of the Diet Committee and in the proposed form.

"On and after 19th January 1896 (date) the hospital day will begin and end with the real day—viz., at midnight and not at 6 30 as at present—for all departments of the hospital.

"2. Men who are discharged or abscond from hospital will be shown as discharged on the actual date on which they leave the hospital and the hour of their so doing shall be marked by the Apothecary or Assistant-Surgeon clearly on the bed-head ticket.

"3. The necessary changes in the morning report will be made in manuscript until new forms are ready: see accompanying form."

2. The Senior Medical Officer in reply submits the following alterations in the Civil Medical forms printed in Diet Committee's report:—

"In Civil Medical Forms, Nos. 2, 3, 4 and 5, the following note should be added at the headings:—

'NOTE.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.'

"2. In Civil Medical Form, No. 18, the statement of morning statistics should be altered as follows:—

(*a*) The heading 'Morning Statistics' should be altered as 'Daily Statistics of 189 '.

(*b*) 'Remaining at 6-30 A.M. yesterday' to that of 'Remaining at 12 P.M. on 189 '.

(*c*) 'Remaining at 6-30 A.M. this morning' to that of 'Remaining at 12 P.M. on 189 '.

"3. The following should be introduced as Civil Medical Form No. 5 (*a*):—

NOTES by the Night-duty Steward for the information of the Steward who complies the Daily Diet Sheet.

Dated 1896.

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

"4. This form has been in use since 19th January 1896 and has only been required on two occasions."

3. I approve of the alterations proposed and commend them for the consideration of Government.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Ootacamund, 5th June 1896, No. 165-Tour.

With reference to G.O., No. 815, Public, dated 2nd October 1895, I have the honour to report for the information of Government that I circulated it to the Medical Officers in charge of Presidency Hospitals and Lunatic Asylums. They were asked to submit their remarks on paragraph 17 of the Government Order, and the Superintendent, Lunatic Asylum, Madras, was specially asked to submit a report on paragraph 14 and a full explanation as required by Government on paragraph 17 of the Government Order. Their particular attention was also drawn to paragraphs 16, 20 and 21.

2. The abstract of their reports is given below :—

General Hospital.—The Senior Medical Officer reports that the cost in both 1892–93 and 1893–94 is less than in 1891–92 by 6½ pies and 5¼ pies, respectively, and when compared with that of 1890–91 it is found to exceed by ¼ a pie and 1¼ pies, respectively, and he finds it impossible to give any satisfactory explanation of such a small increase. He thinks that it is due to the fact that, since the introduction of the store system, the European patients prefer coffee to tea, as they find the coffee is now much better than it was formerly, and that there is a difference of 4 pies between a coffee and a tea diet.

Government Maternity Hospital.—The Superintendent reports that as regards non-perishable articles, such as grain, condiments, oil, they have been since April 1892, and are still, procured in bulk according to the storage capacity of the hospitals. Though the advertisement in the Gazette may not have specially notified the fact, nevertheless the whole amount advertised for has been generally received into stores within a month from the time of the acceptance of tender and the whole transaction completed as soon as the money could be drawn from the treasury. Owing to limitation in room, the articles have possibly not been always bought when supplies are cheapest, but unless he has an agent who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, it is impossible to obtain the best rates at the best times. In reference to paragraph 17 of the Government Order, he states that the average cost of European diets in the hospital has jumped up after the year 1890–91. It is due to special wards having been opened in that year and that patients of a higher social class have been accommodated in the hospital in increased numbers since that time; corresponding with this, the hospital stoppages have increased very largely. With regard to native diets, there has been slight increase in the cost, and this is well accounted for by the increase in general prices which has taken place in late years and the improvement in the quantity of the diet. He affirms that the quality of the diets, that the way in which they are cooked and issued, has entirely changed from what existed at the commencement of his service. The improvements have been effected at the cost of much personal labour and trouble and are well worth any small increase in cost which has occurred.

Ophthalmic Hospital.—The Superintendent states that no explanation is required from his hospital, and that particular attention will be paid to paragraphs 20 and 21 of the Government Order.

Voluntary Venereal Hospital.—The Superintendent reports that the increased cost in European diet is due to the total amount of brandy and constantia used and to some articles, such as limes, chicken, &c., which were given in 1893–94 but not in the two preceding years, and to the fact that in 1892–93 and 1893–94 the cost of constructing store godowns and the store establishment was reckoned in estimating the average cost of each diet.

Government Leper Hospital.—The Superintendent reports that the increase in cost of native diets is due to the issue of a milk diet for feeble leper patients who could not digest the ordinary diet, and to the departmental system of supply, which is somewhat more expensive than the old contract system, as merchants made higher tenders for each separate article than they would do when tendering for a large contract.

Lunatic Asylum, Cuttack.—The Superintendent reports that there has been no change in the system of contract for perishable articles, which is made for a whole year from April, about which time the market is cheap. If the contract is to be for portions of a year, then tenders must be called in twice a year either in April and October or from April to August and from September to March. The monsoon, however, will intervene when the prices always rule high, and considering that the contract is for short periods, the contractor will take advantage of the circumstance and tender high rates, whereas if the contract is for a whole year and is entered into in April, as usual, reasonable rates can be expected.

Lunatic Asylum, Vizagapatam.—The Superintendent states that the orders of Government are adhered to in his asylum. Grains, dholl, tamarind and chillies are

purchased in bulk at the most favourable season. All vegetables, including onions, are grown in the asylum; they kill their own mutton, purchasing sheep whenever there is favourable opportunity and grazing them in the asylum grounds.

3. I herewith enclose a copy of the report from the Superintendent, Lunatic Asylum, Madras. This was circulated for general information with reference to paragraph 14 of the Government Order and for any remarks medical officers wished to record. Their replies are given below :—

General Hospital.—The Senior Medical Officer states that he agrees with the Superintendent, Lunatic Asylum, Madras, that while firewood is obtained from the Government depot at a fixed rate for the year, it is to the advantage of the hospitals to get it as required except just before the monsoon when a stock should be put in; also that wood taken in from the compound should be dried before being put on the books or used quickly while green mixed with dried wood. By attention to these points and careful supervision of weighing by the storekeeper, the wastage on 76 tons and 1,731 lb. received during last nine months of 1895 has been reduced to 995½ lb., or nearly half per cent. on receipts.

With reference to rice, he says that in June and July 1895 he put into store 23,125 lb. 1st sort and 994 lb. broken rice for rice flour. In November it was found to contain weevils. Consequently, 5,565½ lb. 1st-sort rice were cleaned with a loss of 217½ lb. and at a cost of Rs. 6–9–0 in labour, while of broken rice 800 lb. were cleaned at a loss of 29 lb. and at a cost of Annas 10 in labour.

Government Maternity Hospital.—The Superintendent reports that firewood is received in his hospital from the Forest Department in amount sufficient for about one month's expenditure, viz., 6 tons, and equal to the storage capacity of the hospital. The wood is well dried when delivered. *Kerosine Oil.*—There is always some surplus in this item. The two drums in use in the hospital do not leak. There is some very insignificant leakage from the taps which is easily secured by placing a tin under neath. The steel drums are kept in godowns away from the main buildings and there is no extraordinary risk in keeping the amount (240 gallons) in stock.

Ophthalmic Hospital.—The Superintendent reports that there was a loss of 3,219 lb. in firewood, which is supposed to be delivered by the Forest Department in a well dried condition, but it loses considerably in weight in course of time. It was stored in large quantities up to the storage capacity and he thinks it would be much more economical to take it in monthly according to the requirements of the hospital as suggested by the Superintendent, Lunatic Asylum, Madras, and that it would entail no loss as the rate is fixed for the whole year.

Voluntary Venereal Hospital.—The Superintendent states that about two tons of firewood are delivered monthly by the Forest Department. It is in a fairly dry condition on receipt. He thinks that it is better to get it monthly than to lay in a large stock. He says that at present a six months' supply of cleaned rice is laid down at one time. It would be better to get it quarterly. Kerosine oil is obtained monthly. He thinks it would be advisable to procure salt, ghee, garlic and cummin seeds daily from the contractor.

Government Leper Hospital.—The Superintendent reports that all the non-perishable articles are received thoroughly cleaned from dust, sand, stones, grit, husk, seeds and dirt of all kinds, and as soon as he was satisfied that he was dealing with the article itself that was being purchased, he then had the required amount weighed and took delivery; by this means there was no wastage on account of dirt, husk, &c.; consequently, the real wastage on the article itself was proportionately less and the total wastage figure for the year was small. He remarks that the wastage on dholl, rice and ragi at the Lunatic Asylum, Madras, was apparently very large. He writes as follows :—

Article.	Stock.	Wastage.
	LB.	LB.
Dholl	35,069	2,885
Rice	162,177	5,868
Ragi	103,190	16,631

~~should be 2,885 vide statement on page 20~~

The Superintendent accounts for this apparently large wastage by the fact that he purchases his diet articles uncleaned and cleans them in the asylum; this plan, however, leaves him in the dark until the end of the year as to the actual cost of each article *minus the dirt*. Take rice for instance: a record is made at the time of purchase that 162,177 lb. of rice was obtained at a certain rate; by the end of the year, however, it is found that 5,868 lb. of the rice consisted of extraneous material (sand, husk, &c.) practically valueless; the rate therefore as recorded at time of purchase before cleaning must be fallacious, it should be calculated on 162,177 lb. of rice *minus* 5,868 lb. of dirt; the resulting rate will consequently be higher. If such correction is not made at the close of the year in the case of articles on which there is considerable wastage by subsequent cleaning, the comparison with the rates paid by other hospitals for *thoroughly cleaned articles* is misleading and is unfair to the latter institution."

He is of opinion that it is not safe to stock the following articles for a longer period than a month without risk of loss owing to their inherent tendency to deterioration, viz.—

Articles.	Remarks.
Sugar	Deliquesces and attracts ants.
Salt	Deliquesces.
Tobacco in leaf	Dries and is attacked by weevils.
Cheroots	Become weevil-eaten.
Bar soap	Dries and cracks.
Ghee	Becomes rancid and spoils.

Lunatic Asylum, Visagapatam.—The Superintendent reports rice should never be stored as rice, but as paddy. He remarks that the Superintendent of the Leper Hospital appears to attach much importance to the purchase of cleaned articles, but the cleaning has to be paid for by some one, and where labour is available, as in a lunatic asylum, it is undoubtedly better to purchase in the rough so to speak.

Lunatic Asylum, Calicut.—Rice—Supplies to last three months only are taken. Purchases for a longer period always result in large wastages by deterioration and destruction by weevils. *Firewood* is obtained from the Government depôt at a fixed rate. Being exposed to the rains, the logs are generally wet and green when received here and the consequent loss by dryage and by white-ants is great. *Kerosine oil* is purchased every three months and stored away from the food supply. There has been no wastage on it.

4. It will be seen from the above reports that the medical officers are in favour of obtaining firewood monthly, as the rate is fixed for the whole year. None of the officers reported much loss in rice, salt and sugar, but the Superintendent, Leper Hospital, states that salt and sugar are subject to deterioration and wastage and should be purchased for a shorter period than in bulk. I beg to state that if the suggestions contained in the Diet Committee's report for their preservation are followed, no loss of any kind would occur. His attention will be drawn to them. The Superintendent, Lunatic Asylum, Calicut, buys rice to last for three months, as purchases for longer periods result in wastage. The same course is followed by the Jail Department on the West Coast on account of the nature of the climate.

ENCLOSURE.

From Surgeon-Captain C. H. LEET PALK, M.B., Superintendent, Madras Lunatic Asylum, to the Secretary to the Surgeon-General with the Government of Madras, dated Madras, 31st December 1895.

With reference to your circular No. 7445-A., dated 11th November 1895, I have the honour to report as follows.

2. Regarding paragraph 14 of G.O., Public, No. 815, dated the 2nd October 1895, I beg to attach a statement for the first eleven months of the current year—*i.e.*, from January to November 1895—of non-perishable articles which have been purchased in the uncleaned state, stored, cleaned and issued in this institution, also showing the total wastage of the different articles during the above period which require the following points of explanation:—

(*a*) The wastage of dholl—2,885 lb. 1 oz.—consisted of husk, broken dholl, rubbish and dirt in cleaning, which was quite unfit for issue as diets. The broken dholl and husk were sold to the public and the proceeds credited to Government.

(*b*) The wastage of common rice, 5,868 lb., consisted of broken rice, tour, rubbish and dust in cleaning and pounding. The broken rice and tour were sold to the public and the proceeds credited to Government.

(*c*) The wastage of ragi, 16,631 lb. 4 oz. Of this 7,599 lb. 12 oz. were condemned as unfit for human consumption and sold by order of the Surgeon-General and the amount credited to Government, the balance of 9031 lb. 8 oz. consisted of husk and dirt in cleaning and grinding; the former was sold to the public and the proceeds credited to Government.

(*d*) The wastage in firewood of 3½ tons is accounted for in this way, viz., that 19½ tons of green mango wood from the trees in the asylum were brought to account during the year, and the great loss in weight occurred in the drying of the wood when stored in the godown. The firewood has been purchased monthly for the following reasons: (1) one rate has been fixed for the year by the Forest Department, (2) want of storage accommodation, (3) to prevent destruction by white ants.

(*e*) Gingelly and cocoanut oils have been purchased monthly from the Jail Department on a fixed rate for the year; on account of wastage a biennial supply would result in a loss, and on account of the limited storage accommodation the monthly supply is preferable.

(*f*) The wastage on kerosine oil, 62 bottles 2 oz., has been the result of leakage of the drums, which is impossible to prevent to a limited extent, and evaporation; for these reasons and from the fact that storage in bulk is dangerous, a monthly supply has been adopted.

(*g*) The wastage of salt amounting to 175 lb. 7 oz. was due to the melting; this article has been purchased quarterly in bulk on account of the heavy loss by melting, and I think this has been a wise precaution and should be followed in every large institution; notwithstanding this large wastage, I have calculated that the salt is cheaper when supplied in bulk quarterly than when purchased daily through the contractor.

(*h*) The wastage of sugar of 102 lb. has likewise occurred through melting; this article has been purchased quarterly in bulk on this account and the result has answered well.

3. All the perishable articles of diets, with the exception of those mentioned above, have been purchased half-yearly on the tender system in bulk and stored in godowns. This system has worked well and the articles purchased have been of better quality for the rate than those procurable in the local market through the contractor.

4. I consider that supplies of non-perishable articles in bulk half-yearly is the limit of time that they can be stored safely without deterioration, and such articles as firewood, gingelly, cocoanut and kerosine oils, salt and sugar should be purchased for a shorter period as has been done in this asylum.

5. Regarding paragraph 17, the statement of cost of diets for Europeans and Natives notified by Government are certainly incorrect, and differ altogether from the statement in the Review of Government on the Lunatic Asylums for 1894. I append a true statement compiled from records in this office which shows that the cost of diets in this institution compares very favourably with other Presidency hospitals. It may be noted that these figures refer to the calendar years, whereas those of Government refer to official years; the result, however, will be practically the same.

Average daily cost of a patient during the last four years ending 31st December 1894.

—	Nine months in 1891.	1892.	1893.	1894.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Europeans and East Indians ..	0 5 6	0 5 9	0 6 3	0 5 9
Natives	0 2 6	0 3 2	0 3 8	0 2 7

Months.	Almonds.	Arrowroot.	Barley.	Chillies.	Coffee.	Corriander.	Commin seeds.	Dholl.	Rice, C.	Ragi.	Firewood.	Garlic.	Mustard.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	TONS. OZ.	LB. OZ.	LB. OZ.
Remained 1st Jan. 1895..	4 12	119 6	..	72 4	183 13½	144 1½	20 5	1,071 7½	20,338 6	35,725 11	22 1,807	24 1·15½	12 3
January 1895	5 0	..	..	253 8	404 0	661 0	41 0	4,364 8	..	..	6 0	30 0	41 0
February ,, ...	..	..	..	..	..	..	..	3,010 0	3,500 0	..	10 0	..	..
March ,, ...	..	..	3 13	..	..	..	..	..	14,408 0	..	8 0	..	..
April ,, ...	15 0	..	..	758 0	1,254 0	796 0	119 0	15,267 8	62,361 0	..	7 0	150 0	125 0
May ,, ...	..	..	..	..	..	..	..	..	6,570 0	45,617 0	5 0	..	..
June ,, ...	..	..	..	..	..	..	..	..	..	..	7 0	..	..
July ,, ...	..	..	1 14	..	..	..	..	..	..	..	5 0	..	..
August ,, ...	..	..	5 0	..	..	..	..	..	..	..	6 0	..	..
September ,, ...	..	..	20 0	600 0	..	800 0	..	..	..	..	6 0	..	125 0
October ,, ...	4 0	120 0	..	..	1,260 0	..	120 0	..	55,000 0	21,848 0	8 0	150 0	..
November ,, ...	..	..	..	..	..	..	..	11,356 0	..	..	10 0	..	..
Total receipts ..	28 12	239 6	30 11	1,683 12·0	3,101 13½	2,401 1½	300 5	35,069 7½	1,62,177 6	1,03,190 11	97 1,807	354 1·15½	303 3
Total issues ..	19 14	145 1¾	24 0½	1,106 9·8	2,243 14	1,532 3	207 4	18,229 6	1,00,763 0	45,623 4	89 351	193 13¼	207 4
Remaining ..	8 14	94 4¼	6 10½	577 2·8	857 15½	868 14½	93 1	16,840 1½	61,414 0	57,567 7	8 1,456	160 4·15¼	100 15
Stock on 1st Dec. 1895 ..	8 12	94 4¼	6 10½	570 3·2	844 0½	826 0	93 1	13,985 0½	55,546 0	40,936 7	5 335	139 0	100 15
Wastage during eleven months	0 2	..	..	6 15·6	13 15	42 14½	..	2,855 1	5,868 0	16,631 0	3 1,121	21 4·15¼	..

Months.	Oil, gingelly.	Oil, coccanut.	Oil kerosine.	Pepper.	Rice, T.	Sago.	Salt, black.	Spices.	Sugar.	Tamarind.	Tea.	Turmeric.	Vendiem.	Nutmegs.
	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	LB. OZ.	LB. OZ.	BTTS. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.
Remained 1st Jan. 1895..	106 0	14 14	156 20	68 14·14	993 12	80 5½	827 10½	0 8½	210 0	470 0	36 10·7	45 13·0	9 10	..
January 1895	300 0	60 0	..	37 8·0	..	100 0	2,189 8	1 0	1,680 0	917 0	..	100 0	52 0	..
February ,, ...	280 0	70 0	240 0	..	..	..	..	..	..	..	..	..	..	..
March ,, ...	370 0	70 0	..	..	..	..	..	..	..	..	..	..	..	..
April ,, ...	350 0	60 0	..	175 0	490 0	31 0	155 0	2 0	820 0	2,234 0	70 0	60 0	121 0	..
May ,, ...	550 0	130 0	240 0	..	..	..	2,222 0	..	..	..	..	..	..	..
June ,, ...	..	..	..	..	..	..	..	..	..	..	..	..	..	..
July ,, ...	298 0	48 8	..	..	..	..	..	..	..	..	..	..	..	..
August ,, ...	300 0	70 0	288 0	..	..	..	2,130 8	..	1,661 0	..	..	..	..	0 10
September ,, ...	300 0	40 0	346 16	..	454 8	150 0	..	3 0	9 0	..	..	150 0	..	4 0
October ,, ...	300 0	60 0	320 0	250 0	..	..	..	..	..	1,991 0	25 0	..	125 0	..
November ,, ...	281 8	60 0	266 16	..	..	..	1,956 0	..	..	..	..	..	..	..
Total receipts ..	3,435 8	683 6	1,857 4	539 6·14	1,938 4	361 5½	9,480 10½	6 8½	4,400 0	5,612 0	131 10·7	355 13·0	307 10	4 10
Total issues ..	3,350 9½	676 15	1,559 12	353 8·11½	1,449 2	261 5½	7,415 2·10	4 1	3,702 14½	3,917 1·9½	94 15·0	204 4·0	207 4	1 1
Remaining ..	84 14½	6 7	297 16	176 14·2½	489 2	100 ½	2,035 7·14	2 7½	697 1½	1,694 14·6½	36 11·7	151 9·0	100 6	3 9
Stock on 1st Dec. 1895 ..	67 0	6 7	234 14	175 10·5	452 0	100 10½	1,860 0	2 7½	595 0	1,694 14·6½	36 11·7	140 12·0	100 6	3 9
Wastage during eleven months	17 14½	..	63 2	1 3·13½	37 2	..	175 7·14	..	102 1½	..	..	10 13	..	..

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ORDER—No. , Public, dated ~~August~~ 1896.

In G.O., No. 815, Public, dated 2nd October 1895, an exhaustive review was made of the origin, scope and present working of the departmental system of supplying articles of diet for Presidency State Hospitals and Lunatic Asylums, clear explanations were added indicating the manner in which the wishes of Government in this important matter were to be carried out, so as to effect economy without the loss of efficiency.

2. The Surgeon-General's letters, noted in the margin, which deal with the report of the Diet Committee (which sat from August 1894 to August 1895), were drawn up before the issue of the Government Order above referred to. The report itself is couched in ~~the same objectionable language and dictated by the same captious spirit~~ which elicited the censures passed in the concluding paragraphs of that order. ~~It should have been more fully expurgated by the Surgeon-General before submission to Government. The remarks regarding the burial services of Christian paupers and various other matters are in very bad taste and should not have been allowed to stand.~~ It is characteristic of the Surgeon-General's office that the whole of the papers have been forwarded in a most imperfect and untidy manner, with pencil notes by the Surgeon-General on the margin of the report, with cross-references to enclosures and appendices wrongly * quoted, with most of the paragraphs unnumbered and with numerous typographical errors. The papers have been re-arranged and the Book of Forms, the Diet rules of 1892, the Diet rules compiled by the Diet Committee and the Diet Committee's report now form Appendices A, B, C and D, respectively, to this order.

No 405, dated 23rd September 1895.
" 470 " 30th October 1895.

* These are pointed out in foot-notes in the preceding pages.

3. The various subjects dealt with in the correspondence will now be taken up *seriatim*, and orders passed only on such points as have not been finally decided upon in G.O., No. 815, dated 2nd October 1895.

4. The specimen forms embodied in Appendix A to these proceedings are those recommended for adoption by the Surgeon-General, with such modifications and corrections as have been deemed necessary. The instructions given for their use in section XIV of the Diet rules (Appendix C) are very confused. The best method, in circulating forms for adoption, is to print at the foot, or on the back, of each form, the instructions for its use, and it is often safer to repeat them on each separate copy given out for distribution. All sets of forms circulated for adoption should also be filled in with specimen entries, which should be carried through all connected forms and made to tally. This method has been followed to some extent in revising the forms in Appendix, A but they are liable to such further amendments as may be advised by the Accountant-General with reference to the subjoined remarks.

5. *Uniform system of keeping accounts.*—Many of the forms appear to be very complicated, both in the arrangement of headings and in the classification of details. It is desirable that the returns in hospitals should be as few and simple as possible, that the same books should furnish all the materials required for the annual administration reports, the annual budget estimates, &c., and that the main classifications should be uniform with those of the Government accounts. Subject to this understanding, there is no objection to the "Index of classification" suggested by the Surgeon-General in paragraph 10 (*b*) or to the proposal to exclude private and deposit accounts from the general books, and to maintain separate statistics for the funds enumerated in paragraph 10 (*e*).

Paragraph 10 of Surgeon-General's letter, No. 405.

6. The numbering of the forms should be altered so as to bring together purely financial returns in one series, and all hospital statistics as a separate group. The Accountant-General will be requested to be so good as to scrutinise the whole of these forms and compare them with those in use in the Jail department referred to by the Inspector-General of Prisons in paragraph 5 of his letter on page 20 of these proceedings, and to arrange with the Surgeon-General for simplifying them as far as possible.

Issues.

Months.	Almonds.	Arrowroot.	Barley.	Chillies.	Coffee.	Corriander.	Cummin seeds.	Dholl.	Rice, C.	Ragi.	Firewood.	Garlic.	Mustard.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	TONS. OZ.	LB. OZ.	LB. OZ.
January 1895 ..	1 12½	4 6½	.. ..	91 5·14	184 4½	176 12¾	17 14	1,930 6	10,155	4,027 9	9 1,527	14 0·13½	17 14
February ,, ..	1 11	4 ½	.. ..	90 3·0	168 14½	135 12	17 8	1,609 3	11,682 12	625	7 1,066	14 15·6	17 8
March ,, ..	2 1	4 6	1 1	103 2·10	202 6½	145 14	19 6	1,666 ..	9,466 8	3,927 12	8 217	17 15·10	19 6
April ,, ..	1 11½	7 7	.. 8	100 1·0	198 3	134 2½	18 12	1,580 11	7,492 ..	5,217 6	7 1,232	17 3·11½	18 12
May ,, ..	1 10	11 ..	.. 10	102 11·12	203 8	138 4½	19 6	1,650 ..	7,936 12	6,448 12	8 843	18 7·12	19 6
June ,, ..	2 ..	11 3	1 ½	99 14·2	199 4½	138 2½	18 12	1,647 6	7,764 8	5,262 ..	8 132	16 13·4½	18 12
July ,, ..	1 8½	26 ½	2 3½	103 15·4	208 4½	134 2½	19 6	1,645 12	8,529 15	5,020 15	7 1,772	18 7·13	19 6
August ,, ..	1 11	34 13	3 3½	103 0·8	210 9	135 15½	19 6	1,694 14	9,625 1	4,267 3	7 1,740	18 3·11½	19 6
September ,, ..	1 15	15 13	5 3½	101 6·8	214 ½	123 11½	18 12	1,560 ..	9,343 9	3,942 4	8 206	18 5·0	18 12
October ,, ..	1 14½	14 2½	5 5½	105 7·4	224 7½	134 4½	19 6	1,655 1	9,982 10	3,749 8	8 500	19 1·3½	19 6
November ,, ..	1 15	11 13½	4 13½	105 5·10	229 15½	135 ½	18 12	1,590 2	9,185 4	4,034 11	8 76	20 0·11	18 12
Total issues ..	19 14	145 1¾	24 ½	1,106 9·8	2,243 14	1,532 3	207	18,229 6	100,763 6	45,623 4	89 351	198	207 4

Months.	Oil, gingelly.	Oil, cocoanut.	Oil, kerosine.	Pepper.	Rice, T.	Sago.	Salt, black.	Spices.	Sugar.	Tamarind.	Tea.	Turmeric.	Vendiem.	Nut-megs.
	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	LB. OZ.	LB. OZ.	BOTLS. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.
January 1895 ..	331 ½	66 ..	83 13	25 3·6	163 12	23 7½	742 4½	.. 5	289 4½	369 1·2	10 2·8	20 14	17 14	.. ..
February ,, ..	303 10½	63 8	77 9	26 0·8	144 4	18 13	626 2·10½	.. 4	250 11	329 4·10	7 6 12	17 8	17 8	.. ..
March ,, ..	340 1	64 8	79 9	32 11·1½	157 ..	20 9½	683 12·1½	.. 6	281 9½	364 5·10	7 6·9	19 6	19 6	.. ..
April ,, ..	302 1	64 2	72 8	32 2·6	126 2	21 3½	654 10·6	.. 6	292 10	343 3·11	6 8·12	12 12	18 12	.. ..
May ,, ..	308 3½	51 4	68 22	32 0·9	114 ..	20 15	680 3·2½	.. 6½	314 1	359 12·10	7 10·0	19 6	19 6	.. ..
June ,, ..	299 8	58 6	60 ..	31 6 1½	114 4	19 9	661 1·7	.. 5	306 14	353 12·0	7 0·4	18 12	18 12	.. ..
July ,, ..	298 6½	52 2	55 15	33 7·7½	114 .	22 13	682 9·11	.. 5½	363	360 3·13	7 14·8	19 6	19 6	.. ..
August ,, ..	301 ½	59 7	144 22	32 7·15½	145 8	22 1	688 5·0	.. 6½	410 4½	359 5·2½	9 13·0	19 6	19 6	.. 3½
September ,, ..	285 9½	60 12	300 ..	33 11·9	109 4	34 4	654 5·1½	.. 6½	434 6	343 1·8	9 9·4	18 12	18 12	.. 6½
October ,, ..	297 6½	68 8	313 8	36 10·6	131 ..	31 2½	686 4·6	.. 7½	410 3	363 5·10	11 1·8	19 6	19 6	.. 5
November ,, ..	283 13	68 6	306 2	37 11·5	130 ..	26 7½	683 8·14	.. 6½	349 12½	368 10·13	10 0·8	18 12	18 12	.. 2½
Total issues ..	3,350 9½	676 15	1,559 12	353 8·11½	1,449 2	261 5½	7,445 2·10	4 1	3,702 14½	3,917 1·9½	94 15·0	204 4·0½	207 4	1 1

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Nos. 6, 7, 13, 14, 38 and 39.—The double entries in the counterfoil forms prescribed in these cases must cause a great deal of extra labour. The adoption of carbon paper books, such as are used in mercantile offices, will save time and scriptory work.

No. 1.—The Government does not see the use of a *daily* average cost statement. The calculation should be made *weekly* instead of *daily*. In this connection it may be remarked that the only safe way of showing averages is to give them for each class separately as is done in the footnote on page ... of Appendix C, and approved in G.O., No. 20, Public, dated 8th February 1896.

Nos. 27, 32, 33 may be curtailed considerably with reference to the actual requirements of the various hospitals.

No. 34.—Temporary establishments when specially sanctioned may be entered separately at the foot of this form, as well as in the office-copy books of establishment bills.

No. 43.—Contingencies should be classified in accordance with the revised arrangements in G.O., No. 309, Financial, dated 2nd May 1896. Charges on account of the burial of paupers, sanitary contingencies in the General and Maternity hospitals, and batta to pregnant women in the latter hospital, should be classified in the same manner under appropriate heads.

No. 50.—Deposits, nurses' accounts, &c., should be shown under separate totals from general hospital transactions.

7. *Auditing of accounts and checking of hospital returns and bills in the Surgeon-General's Office.*—The Accountant-General will be requested to report what portion of this work should be done in his office and what in the office of the Surgeon-General, and to advise in regard to the latter as to establishment that will be necessary for the audit of such returns as should be submitted, and what these should be. Much of the check required by audit rules (i) to (vii) in paragraph 24 should be automatic and exercised before the returns themselves are completed, so that they should require no further audit in higher administrative offices. Comparisons with sanctioned scales, budget allotments, &c., might be entered at the foot of each return so as to avoid separate compilation afterwards. By economising labour in these and other ways and distributing the work between the Accountant-General's and the Surgeon-General's offices, the Government trusts that there will be no necessity for entertaining the additional establishment asked for by the Surgeon-General.

Paragraphs 11 and 24 of Surgeon-General's letter, No. 405.

8. *Uniform system of forms for the dietetic management of hospitals.*—The Government does not see the necessity for using No. 49, which the Surgeon-General states would require his confirmation in each case under G.O., No. 665, Public, dated 6th August 1895. Hospital contingent bills should be paid in the same way as all other contingent bills, *viz.*, whenever a charge cannot be met from the permanent advance, an abstract contingent bill should be presented at the Accountant-General's office or the local treasury, on which the money could be drawn, and a detailed bill marked "Not payable at the treasury" should subsequently be forwarded to the Surgeon-General for audit and transmission to the Accountant-General. All questions of account procedure of this kind should be settled in communication with the Accountant-General.

Paragraphs 12 (*d*) and 15 of the Surgeon-General's letter, No. 405.

9. *Diet rules and how diets are to be procured.*—The Committee practically admits that the old form of diet contract was a mistake, and, though still adhering to it in a modified form, proposes a compromise, which the Government considers may well be improved upon. It is the middleman who forms the pernicious element in the contract system and should be got rid of before any real economy can be effected. It is possible to buy many articles in lump—*e.g.*, tea and coffee, which are the better for keeping and which can

Paragraph 13 of the Surgeon-General's letter, No. 405.

be obtained direct from growers or manufacturers—and so with other articles—*e.g.*, arrow-root, sago, chillies, tamarind, linseed, country soap, &c. The Government has no objection to the system of group-tenders now proposed being given a trial. The danger in this mode of purchase is that in grouping a number of articles together the tenderer will always endeavour to make a good show by quoting very low rates for articles of which small quantities are required and by quoting higher rates than the proper ones for articles of which large quantities are needed. Such tactics can only be completely frustrated by the reservation, in the advertisement calling for tenders, of right to make a selection out of each tender of one or more articles only and to reject the remainder. Paragraph 5 of the advertisement issued by the Senior Medical Officer (on page 7 of these proceedings) will to a certain extent have the same effect in the case of tenders for groups of articles, and has been inserted in the form of advertisement proposed by the Committee (condition 6, page 111).

Paragraph 13 (*d* to *f*) of letter, No. 405.

10. There is reason to apprehend that the stringent conditions laid down in the form of advertisement as regards deposits of earnest-money in Government promissory notes, amount of security and forfeiture thereof, cancellation of contract, &c., account for the paucity of tenders referred to by the Surgeon-General rather than any defect in the system itself. The Accountant-General will be requested to advise the Surgeon-General how far all these precautions are necessary. In any case when tenderers fail to come forward, purchases should be made in the open market, and Superintendents should always bear in mind that it is often cheaper to buy from day to day from the ordinary bazaarman than from a tenderer or contractor, who will look for larger profits. The Superintendent, Lunatic Asylum, Madras, reports that, when the tenderers' rates are higher than those in the bazaar, the articles are generally procured locally in bulk. This is the right course to pursue in such circumstances.

Paragraph 2 of letter, No. 165, dated 5th June 1896.

The Surgeon-General can easily engage a common agent for all hospitals "who can go into the bazaar and purchase direct from the merchants and can advise as to the time when the articles can be bought cheap, so as to obtain the best rates at the best times."

Paragraph 13 (*e*) of letter, No. 405.

11. *Diet Rules.*—The Surgeon-General's modification of rule [illegible] would apparently throw unnecessary work on his office and also cause delay in completing the contracts. The same remark applies to the filing in his office of a good number of hospital returns, *e.g.*, [illegible] Nos. 1, 19, 20, 23, 24, 26, 28, &c. Rule 2 in Section IX has been altered so as to avoid the necessity of medical officers opening separate accounts in their own names for contingencies with the Bank of Madras, and to enable them to meet all petty expenditure from the permanent advance.

Paragraph 14 of letter, No. 405.

12. *Stocktaking and control.*—The Government agrees with the Surgeon-General in considering that there is no necessity for the deputation of a special officer from time to time to inspect the stock in each hospital. As the Surgeon-General spends a good portion of the year in the Presidency town, it will be preferable if he carries out the inspections himself. Articles should be selected by the Surgeon-General and the stock in hand compared with the balance according to the books maintained.

Paragraphs 16 and 17 of letter, No. 405.

13. *Firewood and cooking-ranges.*—The Surgeon-General and the Committee recommend 2 lb. per Native diet as a reasonable maximum, while for European diets 4 lb. is allowed in the General Hospital and 3½ lb. in others. The Government considers that for a large hospital this rate is high, and that more *per head* should be required when the numbers are small. The information furnished regarding the use of coal and cooking-ranges is scanty; a more detailed report will be awaited.

14. The Surgeon-General's proposals in paragraphs 18 to 23 of his earliest letter are approved. The amounts of permanent advances proposed for the several hospitals appear to be necessary and will be sanctioned in the Financial Department on the receipt of formal applications through the Accountant-General.

15. With his letter, No. 165, dated 5th June 1896, the Surgeon-General forwards reports and statistics from medical officers replying to the remarks of Government in paragraphs 14 and 17 of G.O., No. 815, dated 2nd October 1895. The results of the storage of articles according to the departmental system in the Lunatic Asylum, Madras, are not, so far, very encouraging.

Articles.	Receipts.	Wastage.	Per cent.
	lb.	lb.	
Dhol	15,069	2,85[illegible]	8[illegible]4
[illegible]	16[illegible]177	5,868	3·62
Rice	103,191	16,631	16·12
Ragi	[illegible]	[illegible]	[illegible]

The large amount of wastage reported seems, however, to be largely due to defective administration—*e.g.*, the purchase and storage of articles—

(i) in an uncleaned state, so that sand, husk, &c., are purchased in addition to the article.

(ii) in such an unsatisfactory condition as to render them unserviceable in a very short time; and

(iii) in such damp or exposed places as to facilitate the deliquescence of sugar, salt, &c., and the approach of weevils and white ants.

There is no reason why the course followed by the Superintendent, Leper Hospital, as regards the thorough cleaning of articles before purchase, and by the Superintendent, Maternity Hospital, as regards the storage of kerosine oil, should not be adopted in all hospitals. When, however, free labour is available for the cleaning process it may still be cheaper to buy the article in its rough state. This can only be determined by the Superintendent after consideration of the average wastage on the act of foreign matter and the prices of the article cleaned and uncleaned. The Surgeon-General states that if the suggestions contained in the Diet Committee's report for the preservation of articles are followed no loss of any kind will occur. It seems to the Government, however, that the instructions in Section IV of the Diet rules will require amplification if they are to provide for the safe custody of every description of storeable article. The Surgeon-General should arrange for this being done in the final issue of the rules which should be submitted for the approval of Government as early as possible.

The attention of the Revenue Department will be invited to the statement of the Superintendent, Ophthalmic Hospital, that there was a loss of 2,319 lb. in firewood which was supposed to be delivered by the Forest Department in a well dried condition.

(True Extract.)

Chief Secretary.

To the Surgeon-General.
" ~~Revenue Department.~~
" Financial Department.
" Accountant-General.

Encl. A. Raitt.

A

APPENDIX A TO G.O., NO. , *PUBLISHED* *JULY* 1806.

FORMS

TO BE USED IN

THE GOVERNMENT STATE HOSPITALS, MADRAS.

~~40~~ 2

NOTICE.

This book contains fifty-three forms. Of these—

Nos. 2, 8, 16, 21, 22, 25 and 26 are for the General Hospital only;

Nos. 37, 38, 39 and 42 are for the General and Lying-in Hospitals only;

No. 48 is for the Lying-in Hospital only;

No. 46 is for the Surgeon-General's Office.

The rest are for all Hospitals; but

Nos. 15, 18, 23, 24, 27, 34, 35, 51 and 53 will require slight modifications according to the Hospitals in which they are used.

Nos. 1, 15, 16, 17, 18 †, 19, 20, 21, 23, 24, 25, 26, 28, 29, 45, 46, 49, 51, 52 and 53 are to be printed on separate sheets.

Nos. 2, 3, 4, 5, 8 and 9 are to be printed on separate sheets, a copy on each side of the sheet.

Nos. 6,* 7,* 10,* 11,* 12,* 13,* 14,* 27, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 48*, 50 are to be printed and bound in books.

N.B.—These forms are *models*, and have been printed for the sake of convenience of binding on half foolscap paper. In ordering these forms Superintendents will have to send printed manuscripts of a size suitable for their respective Hospitals drawn up on the models here given.

† It is intended that the printed matter in this form should be printed on one side of the ~~sheet~~, the tabular portion on the other.

* Forms distinguished by an asterisk are to be ~~in~~ used with carbon paper ~~sheets~~.

CIVIL MEDICAL FORM No. 1.

(Filed in the Surgeon-General's Office.)

Hospital.

Apothecary's bed-head ticket of *Month of* 189 .

Occupation Religion | Disease

Admitted into hospital | Discharged from hospital 189 .

Age years

When last in hospital

Date.	Diet.	Extras.					Initials of Surgeon.	Student in charge.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Monthly Income ... ... RS. A. P.

Hospital Stoppages ... ... RS. A. P.

Apothecary, *Hospital.*

N.B.—This form should be sent to the Head Steward at the milk-shed not later than 9-30 A.M.

If necessary, as an argument that a bed-head ticket should accompany from the Hd. Steward — If in a medical officer going round should know who the patient is & what is the matter with him if the bed-head ticket is absent? What are the odds against these tickets being misplaced on return by the thousands of patients ticket used in a day? And why should the

Civil Medical Form No. 2.

GENERAL HOSPITAL.

Nurse's Diet Sheet of European Patients.

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Date.	Section and Ward.	Breakfast No. 1.	Do. No. 2.	Dinner No. 1.	Do. No. 2.	No. discharged without diet.	No. dieted on extras only.	Diets.		Half.										Total.			Beef.								Broth.				Chicken.							Conjee.					Eggs		
								Spoon, arrowroot.	Milk.	Mutton Roast.	Do. Boiled.	Do. Stew.	Chicken Roast.	Do. Boiled.	Do. Stew.	Mixed.	Full Mutton Roast.	Full Mutton Boiled.	Total diets.	No. of Tea.	No. of Coffee.	Barleywater.	Extract, Liebeg's.	Raw.	Steak.	Tea.	Biscuits.	Blanc mange.	Bread.	Butter.	Chicken.	Do. jugged.	Mutton.	Do. jugged.	Boiled.	Curry.	Cutlets.	Grilled.	Jelly.	Pepperwater.	Stew.	Coffee.	Arrowroot.	Cornflour.	Sago.	Soojee.	Raw.	Fried.	Omelette.

Date.	Section and Ward.	Fish.									Mutton.											Pudding.											Wines, &c.								
		Boiled.	Curried.	Fried.	Mon.	Hoppers.	Ice.	Lemonade.	Limes.	Milk.	Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Potatoe cutlets.	Bread.	Custard.	Lime.	Rice.	Sago.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable.	Arrack.	Beer.	Brandy.	Claret.	Gin.	Porter.	Portwine.	Sherry.	Whiskey.

(Filed by Nurses.)

Note.—This Diet Sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed tickets. (No. 1) not later than 9-30 A.M.

Civil Medical Form No. 3.

HOSPITAL.

Nurse's Diet Sheet of Native Patients.

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Group	Item
	Date.
	Section and Wards.
	Breakfast No. 1.
	Breakfast No. 2.
	Dinner No. 1.
	Dinner No. 2.
	No. discharged without diet.
	No. of self diets.
	No. dieted on extras only.
Milk.	Spoon.
	Bread.
	Rice.
	Coffee.
Full.	Half.
	Mutton.
	Fish.
	Total.
Beef.	Barleywater.
	Extract, Lieber's.
	Roast.
	Tea.
	Bran Biscuits.
	Bread.
	Butter.
Broth.	Chicken.
	Chicken Jugged.
	Mutton.
	Mutton Jugged.
	Chicken Curry.
	Chicken Pepperwater.
	Chutney.
Conjee.	Conjee.
	Arrowroot.
	Cornflour.
	Rice.
	Sago.
	Soojee.
	Eggs, Raw.
	Eggs, Fried.
Fish.	Fried.
	Curry.
	Hoppers.
	Ice.
	Lemonade.
	Limes.
	Milk.
Mutton.	Chops.
	Curry.
	Cutlets.
	Fried.
	Minced.
	Oranges.
	Plantains.
	Rice.
	Sheep Trotter Jelly.
	Sodawater.
	Sugar.
	Tea.
	Vegetable Curry.
Wines, &c.	Arrack.
	Brandy.
	Gin.
	Portwine.

(Filed by Nurses.)

Note.—This diet sheet will be filled in by the Nurse in charge of the Ward and sent to the Head Steward daily with the bed-tickets. (No. 1) not later than 9-30 A.M.

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 4.
(Filed in the Steward's office).

Diet Sheet of European Patients for 189 .

N.B.—Diet commences from 12 noon and ends with 12 noon next day.
Extras commence from 12 midnight and end with 12 midnight.

Remaining as per Morning Report of ... ... Admitted ... ... Total ...
As per diet sheet ... Discharges ... Extras only ... Total ...
Senior Physician ... Second do. ... Additional Medical Officer ... Senior Surgeon ... Second do. ... Total ...

	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. dieted on extras only.	DIETS. Spoon, Arrowroot.	DIETS. Milk.	Half. Mutton Roast.	Half. Mutton Boiled.	Half. Mutton Stew.	Half. Chicken Roast.	Half. Chicken Boiled.	Half. Chicken Stew.	Half. Mixed.	Full Mutton Roast.	Full Mutton Boiled.	Total. Diets.	TOTAL. No. of Tea.	TOTAL. No. of Coffee.	Barleywater.	BEEF. Extract, Leibeg's.	BEEF. Raw.	BEEF. Steak.	BEEF. Tea.	Biscuits.	Blancmange.	Bread.	Butter.	BROTH. Chicken.	BROTH. Chicken Jugged.	BROTH. Mutton.	BROTH. Mutton Jugged.	CHICKEN. Boiled.	CHICKEN. Curry.	CHICKEN. Cutlets.	CHICKEN. Grilled.	CHICKEN. Jelly.	CHICKEN. Pepperwater.	CHICKEN. Stew.	Coffee.	CONJEE. Arrowroot.	CONJEE. Cornflour.	CONJEE. Sago.	CONJEE. Soojee.
Senior Physician ... Pottinger ...
Second Physician ... { Harris ... / Contagious Shed.
Total ...
Additional Medical Officer. } Napier ... ...
Senior Surgeon ... Trevelyan ...
Second Surgeon ... Denison ...
Total of General wards ...
Officers' Quarters ... { Senior Physician. / Second Physician. / Adl. Mdl. Officer. / Senior Surgeon... / Second Surgeon...
Total of Officers' Quarters ...
Grand Total ...

Remaining as per Morning Report of ... Admitted ... Total ...
As per diet sheet ... Discharges ... Extras only ... Total ...
Senior Physician ... Second do. ... Additional Medical Officer. Senior Surgeon ... Second do. ... Total ...

	EGGS. Raw.	EGGS. Fried.	EGGS. Omelette.	EGGS. Boiled.	FISH. Curried.	FISH. Fried.	FISH. [illegible]	Hoppers.	Ice.	Lemonade.	Lime.	Milk.	MUTTON. Chops.	MUTTON. Curry.	MUTTON. Cutlets.	MUTTON. Fried.	MUTTON. Minced.	MUTTON. Pepperwater.	MUTTON. Stew.	Oranges.	Plantains.	Potatoes.	Potatoes. Cutlets.	PUDDING. Bread.	PUDDING. Custard.	PUDDING. Lime.	PUDDING. Rice.	PUDDING. Sago.	PUDDING. Tapioca.	PUDDING. Vermicelli.	PUDDING. Plum.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable, Europe.	Vegetable, Country.	WINES, &c. Arrack.	WINES, &c. Beer.	WINES, &c. Brandy.	WINES, &c. Claret.	WINES, &c. Gin.	WINES, &c. Porter.	WINES, &c. Portwine.	WINES, &c. Sherry.	WINES, &c. Whiskey.
Senior Physician ... Pottinger ...
Second Physician { Harris ... ... / Contagious Shed.
Total ...
Additional Medical Officer. } Napier ... ..
Senior Surgeon ... Trevelyan ...
Second Surgeon ... Denison ... ...
Total of General wards ...
Officers' Quarters ... { Senior Physician. / Second Physician / Adl. Mdl. Officer. / Senior Surgeon ... / Second Surgeon .
Total of Officers' Quarters ...
Grand Total ...

N.B.—Civil Medical Form No. 2 and 3 are first checked with No. 1 and then posted into Nos. 4 and 5 by the steward. The entries in Nos. 4 and 5 are first made in pencil, as there are always constant changes, *e. g.*, 'admissions' and order for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in. The 'remaining' and 'admissions' being obtained from the Apothecary's morning report No. 18, the other figures from the form itself. In this way Nos. 4 and 5 and No. 18 are mutual checks on one another.

CIVIL MEDICAL FORM No. 5.
(Filed in the Steward's Office).

GENERAL HOSPIATL.

Diet Sheet of Native Patients for 189 .

Remaining as per Morning Report of ... ... Admitted ... ... Total ...
As per diet sheet ... Discharges ... Self diet ... Extras only ... Total ...
Senior Physician ... Second Physician ... Additional Medical Officer ... Senior Surgeon ... Second Surgeon ... Total ...

	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	No. discharged without diet.	No. of Self diets.	No. dieted on Extras only.	DIETS. Spoon.	DIETS. Milk. Bread.	DIETS. Milk. Rice.	Coffee.	Half.	Full.	Total.	Barleywater.	Biscuits, E.	BEEF. Raw.	BEEF. Tea.	Bran Biscuits.	Bread.	Butter.	Chicken.	BROTH. Chicken Jugged.	BROTH. Mutton.	BROTH. Mutton Jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	CONJEE. Arrowroot.	CONJEE. Cornflour.	CONJEE. Rice.	CONJEE. Sago.	CONJEE. Soojee.	Eggs, Raw.	Eggs, Fried.	FISH. Fried.	FISH. Curry.	Hoppers.	Ice.	Lemonade.	Limes.	MUTTON. Milk.	MUTTON. Chops.	MUTTON. Curry.	MUTTON. Cutlets.	MUTTON. Fried.	MUTTON. Minced.	Pepperwater.	Plantain.	Rice.	Sheep Trotter Jelly.	Sodawater.	Sugar.	Tea.	Vegetable Curry.	WINES, &c. Arrack.	WINES, &c. Brandy.	WINES, &c. Gin.	Portwine.
Senior Physician ... Elgin and Canning ...
Second Physician { Clive and Dalhousie ... / A. Shed ...
Total ...
Additional Medical Officer. { Munro and Elphinstone. / Lansdowne and Wenlock. / B. Shed ...
Total ...
Senior Surgeon. { Dufferin ... / Surgical Hut ... / Buckingham ...
Total ...
Second Surgeon. { Hobart and Argyle ... / Surgical Hut ... / Ophthalmic ...
Total ...
Total of General Wards ...
Officers' Quarters. { Senior Physician ... / Second Physician ... / Additional Medical Officer. / Senior Surgeon ... / Second Surgeon ...
Total of Officers' Quarters ...
Grand Total ...

N.B.—Diet commences from 12 noon and ends with 12 noon next day. Extras commence from 12 midnight and end with 12 midnight.

Civil Medical Form No. 5-A.

Notes by the Night Duty Steward for the information of the Steward who compiles the Daily Diet sheet.

Dated 189 .

To be kept up from 12 midnight to 6 A.M.

Ward.	When.	Articles.

Civil Medical Form No. 6, (Filed by the Storekeeper.)

Indent for . *Ward.*

Biscuits ... ... lb.		Lemonade ... ... "	
Bread ... ... "		Sugar ... ... lb.	
Butter ... ... "		Limes ... ... No.	
Eggs ... ... No.		Plantains ... ... "	
Coffee ... ... pt.		Oranges ... ... "	
Tea ... ... "		Ice ... ... lb.	
Sodawater ... ... bt.			

N.B.—As C. M. F. Nos. 4 and 5 are being filled in, the steward gives requisitions marked No. 6 to the ward boys for such articles as bread, sugar, butter, aerated waters, &c. (requiring no cooking). No. 6 is handed over by the ward boys to the storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

Hospital, Madras, 189 .

Steward.

Civil Medical Form No. 7, (Filed by the Storekeeper.)

Indent on Storekeeper for Kitchen.

Bread ... ... lb.		Currants ... ... "	
Bread Pudding ... ... "		Almonds ... ... "	
Blanc mange ... ... "		Soojee ... ... "	
Cornflour ... ... "		Ice ... ... "	
Custard ... ... "		Sugar ... ... "	
Butter ... ... "		Eggs ... ... No.	
Table rice ... ... "		Limes ... ... "	
Sago ... ... "		Sheep's feet jelly ... "	
Tapioca ... ... "		Milk ... ... pts.	
Vermicelli ... ... "		Rice ... ... lb.	
Plums ... ... "		Chicken jelly ... ... "	

N.B.—The steward makes out from C.M.F. Nos. 4 and 5 an indent No. 7 for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley water, &c., required urgently are also made and given to cooks.

Hospital, Madras, 189 .

Steward.

GENERAL HOSPITAL.

Civil Medical Form No. 8 (Filed in the Steward's Office.)

Ingredient Sheet for Europeans for 189 .

—	Arrowroot.		Sugar.		Barley.		Curry powder.		Tamarind.		Onions.		Flour.		Ghee.		Mutton for diet.		Salt.		Vegetable, country.		Potatoes.										Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.									lb.	oz.
1. Half quantity of actual diet requirements.																																		
2. 3rd *Issue* for next day's breakfast.																																		
3. Full quantity of Extras ...																																		
4. Total of 2 and 3																																		
5. Deduct 1st *Issue* given as advance.																																		
6. 2nd *Issue* for this day's dinner.																																		

—	Rice.		Sago.		Soojee.		Cornflour.		Pepper.		Mutton for Broth		Bran.																					
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.																				
3. Full quantity of Extras ...																																		
4. Total of 3																																		
5. Deduct 1st *Issue* given as advance.																																		
6. 2nd *Issue* for this day's dinner.																																		

A. For European Kitchen with 1st Issue.

Bread ... lb.
Flour ... "

C. For this evening and early breakfast to-morrow, each time with 1st Issue.

2 Bundles of each.
- Tea ... lb.
- Sugar ... "
- Coffee ... "
- Sugar ... "

Bread, 4 oz. No.

B. For Puddings with 2nd Issue.

Bread	...	lb.
Cornflour	...	"
Butter	...	"
Table rice	...	"
Sago	...	"
Tapioca	...	"
Vermicelli	...	"
Plums	...	"
Currants	...	"
Almonds	...	"
Soojee	...	"
Ice	...	"
Sugar	...	"
Eggs	...	No.
Limes	...	"
Sheep's feet	...	"
Milk	...	pts.

N.B.—The Steward prepares C.M.F. Nos. 8 and 9 for Europeans and natives to enable him to make out his remaining indents on the storekeeper for the cooks.

Form 8—Europeans.—He first fills in line 5, which shows the advances given to cooks early in the morning by C.M.F. No. 10 on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 the quantities in which correspond with each other and are the half-quantities of the diets. He then fills in line 3 which show the whole quantity of extras required for the day. He then totals 2 and 3 and enters the totals in 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on C.M.F. No. 10. In the evening he makes out No. 10 from line 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form 8 marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on C.M.F. No. 7.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on C.M.F. No. 14.

CIVIL MEDICAL FORM No. 9.

Ingredient Sheet for Natives *for* 189 .

—	Curry powder.		Tamarind.		Rice.		Ghee.		Oil, gingelly.		Mutton for diet.		Salt.		Vegetable, country.		Dhall.		Fish.		Firewood.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
1. Half quantity of actual diet requirements.																						
2. 3rd *Issue* for next day's breakfast.																						
3. Full quantity of Extras ...																						
4. Total of 2 and 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

	Arrowroot.		Sago.		Soojee.		Sugar.		Barley.		Mutton for broth.		Onions.		Pepper.		Bran.					
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.						
3. Full quantity of Extras ...																						
4. Total of 3																						
5. Deduct 1st *Issue* given as advance.																						
6. 2nd *Issue* for this day's dinner.																						

A. PEPPERWATER WITH 2ND ISSUE.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt ...	...	,,
Tamarind	...	,,

B. FOR NATIVE KITCHEN WITH 1ST ISSUE.

Mustard	...	lb.
Cummin seed	...	,,
Flour, wheat	...	,,
Turmeric	...	,,

C. EXTRAS AND NEXT MORNING'S COFFEE WITH 1ST ISSUE.

Tea ...	...	lb.
Sugar	...	,,
Coffee	...	,,
Sugar	...	,,
Bread (6 oz.)		No.
Sugar	...	lb.
Rice	...	,,
Salt ...	...	,,

(Filed in the Steward's office.)

N.B.—The Steward prepares ingredient sheet No. 9 to enable him to make out his remaining indents on the Storekeeper for the cooks (*vide* instructions on Form 8) right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition C.M.F. No. 12.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice conjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on C.M.F. No. 11.

CIVIL MEDICAL FORM No. 10.

Indent for European Kitchen.

Articles.		Issue for
Arrowroot	lb.	
Sugar	,,	
Barley	,,	
Curry powder	,,	
Tamarind	,,	
Onions	,,	
Flour	,,	
Ghee	,,	
Mutton for diet	,,	
Salt	,,	
Vegetable, country	,,	
Potatoes	,,	
Firewood	,,	
Rice	,,	
Sago	,,	
Soojee	,,	
Cornflour	,,	
Pepper	,,	
Mutton for broth	,,	
Bran	,,	

——— HOSPITAL, 189 . }

Steward.

CIVIL MEDICAL FORM No. 11.

Indent for Native Kitchen.

Articles.		Issue for
Curry powder	lb.	
Tamarind	,,	
Rice	,,	
Ghee	,,	
Oil, gingelly	bot.	
Mutton for diet	lb.	
Salt	,,	
Vegetable, country	,,	
Dhall	,,	
Fish	,,	
Firewood	,,	
Arrowroot	,,	
Sago	,,	
Soojee	,,	
Sugar	,,	
Barley	,,	
Mutton for broth	,,	
Onions	,,	
Pepper	,,	
Bran	,,	

——— HOSPITAL, 189 . }

Steward.

CIVIL MEDICAL FORM No. 12.

Indent for Native Kitchen for Pepperwater.

Chillies	...	lb.
Pepper	...	,,
Garlic	...	,,
Salt	...	,,
Tamarind	...	,,

——— HOSPITAL, 189 . }

Steward.

N.B.—Filed in the Steward's Office.

CIVIL MEDICAL FORM No. 13 (kept by contractors, ~~carbon paper~~ copy being filed in Steward's Office.

Indent on Contractor for Supply on

Mutton	lb.	
Beef	,,	
Sheep's feet	No.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Chicken	No.	
Eggs	,,	
Fish	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Country, vegetable, for Natives ...	lb.	
Do. for Europeans	,,	
Europe vegetable	,,	
Potatoes	,,	
Onions	,,	
Mint and parsley	,,	
Salt	,,	
Salt white	,,	
Limes	No.	
Oranges	,,	
Spice	lb.	
Plantains	No.	
Cocoanut	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Milk	Pts.	
Buttermilk	,,	
Butter	lb.	

MADRAS, ——— HOSPITAL, 189 .

Steward.

Indent on Contractor for Supply on

Hoppers	No.	

MADRAS, ——— HOSPITAL, 189

Steward.

N.B.—The steward fills in requisitions in this form on contractors (mutton, chicken, vegetables, milk, hoppers, &c.) for the probable quantities required for the next day. He judges this from C. M. F. Nos. 4 and 5.

CIVIL MEDICAL FORM No. 14 (filed in the Steward's Office).

Indent on Storekeeper, European Kitchen.

Tea	lb.		Bread	
Sugar	,,		Sugar	lb.
Coffee	,,		Rice	,,
Sugar	,,		Salt	,,
Bread			Firewood	,,

N. B.—Vide instructions on C. M. F No. 8, sub-form C.

MADRAS, HOSPITAL, 189 .

Steward.

CIVIL MEDICAL FORM No. 15
(Filed in the office.)

GENERAL HOSPITAL, MADRAS.

Census of Patients on the 189 .

	Occupied beds.	Vacant beds.	Admissions.	Discharges.	Deaths.	Detained.
European, Medical.						
Pottinger Ward M_1						
Harris do. M_2						
Napier do. M_3						
Officers' Quarters M_1						
Do. do. M_2						
Do. do. M_3						
A. Shed M_2						
B. do. M_3						
C. do. M_2						
D. do. M_2						
E. do. M_2						
Cells						
Total ...						
Native, Medical.						
Canning Ward M_1						
Elgin do. M_1						
Clive do. M_2						
Dalhousie do. M_2						
Munro do. M_3						
Elphinstone do. M_3						
Wenlock do. M_3						
Lansdowne do. M_3						
Officers' Quarters M_1						
Do. do. M_2						
Do. do. M_3						
A. Shed M_2						
B. do. M_3						
C. do. M_2						
D. do. M_2						
E. do. M_2						
F. do. M_2						
Cells						
Total ...						
European, Surgical.						
Trevelyan Ward S_1						
Denison do. S_2						
Officers' Quarters S_1						
Do. do. S_2						
Cells						
Total ...						
Native, Surgical.						
Dufferin Ward S_1						
Hobart do. S_2						
Argyle do. S_2						
Ophthalmic do. S_2						
Buckingham do. S_1						
Surgical Hut S_1						
Do. do. S_2						
Contagious { S_1 / S_2						
Officers' Quarters. { S_1 / S_2						
Cells						
Total ...						

N.B.—This census is taken daily at 2 P.M. by the Apothecary on duty. The names of the wards will be altered for other hospitals.

Apothecary on duty.

Dated 189 .

GENERAL HOSPITAL.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 16.
(Filed in the Steward's office.)

European Wards.

Cost of													
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon.
															Total.

Statement of daily average cost of diets under each Officer.

CIVIL MEDICAL FORM No. 17.
(Filed in the Steward's office.)

Native Wards.

Cost of													
Diets.			Extras.			Wines.			Total.			Average.			
															Senior Physician.
															Second Physician.
															Additional Medical Officer.
															Senior Surgeon.
															Second Surgeon.
															Total.
															Senior Physician. Second Physician. Additional Medical Officer. Senior Surgeon. Second Surgeon. (Officers' Quarters.)
															Total.

N.B.—These show the cost of diets, extras, wines &c., ordered by each individual Medical officer, as also his average per patient. They are worked out from C.M.F. Nos 4 and 5 by the Milkshed steward; after being filled in they are gummed on to C.M.F. Nos. 4 and 5.

CIVIL MEDICAL FORM No. 18.
FILED IN OFFICE
HOSPITAL,
Madras, 6–30 A.M., 189 .

Morning Report.

From
THE APOTHECARY ON DUTY,
HOSPITAL,
To
THE SUPERINTENDENT,
HOSPITAL.

SIR,

I have the honour to inform you that I came on duty at A.M. yesterday.
2. There were admissions and deaths * during the past twenty-four hours.
3. The following accidents and urgent cases were admitted since 6–30 A.M. yesterday :—
4. I had to make the following report to the Police :—
5. I visited the wards at the following hours and found all correct (or otherwise) :—also the boiler room and found the firemen awake (or otherwise); punkahs have been worked continuously (except from).
6. The nurses were all awake and doing their duty (or otherwise).
7. I detailed the clinical clerks for duty in the following order :—
8. I visited the latrines at o'clock and found them clean (or otherwise).
9. I detained the following patients who presented themselves during the night :—
10. The following cases of contagious disease have been admitted during the past twenty-four hours :—
11. Paragraph 5, page 10 of the Hospital Rules has been attended to (or otherwise).
12. The following instruments were taken from the Operation Theatre and returned (or otherwise) :—
13. The following breach of the Hospital Rules by visitors has been brought to notice :—
14. I have to report the discharge of the following patient for misconduct (viz.) :—

*

DEATHS.	
Names.	Disease.

I have the honour to be,
Sir,
Your most obedient servant,

Apothecary on Duty.

List of Admissions.

Medical.			Surgical.		
Ward.	Name.	Disease.	Ward.	Name.	Disease.

Daily Statistics. *of* 189 .

—	Medical.						Surgical.						Total.					
	Europeans.			Natives.			Europeans.			Natives.			Europeans.			Natives.		
	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.	M.	W.	C.
Remaining at 12 P.M. on 189 .																		
Admitted since																		
Discharged																		
Died																		
Remaining at 12 P.M. on ~~812~~ .																		
Total ...																		
Grand Total ...																		

189

Contagious Sheds.

N. E.

Officers' Quarters. { Medical.
Surgical.

Cells.

N.B.—This is the morning report and is filled in by the Apothecary on duty just before going off duty at 6-30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of C.M.F. Nos. 4 and 5. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

CIVIL MEDICAL FORM No. 19.

HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ______ *Ward for* ______ 189 .

Date.	1 Breakfast No. 1.	2 Breakfast No. 2.	3 Dinner.	Number of Patients: 4 On diets. No.	5 Discharges. No.	6 Extras. No.	7 Total. No.	Diets, Spoon: 8 Arrowroot. No.	Half: 9 Milk. No.	10 Mutton roasted. No.	11 Mutton boiled. No.	12 Mutton stew. No.	13 Chicken roasted. No.	14 Chicken boiled. No.	15 Chicken stew. No.	16 Mixed. No.	Full: 17 Mutton roasted. No.	18 Mutton boiled. No.	Tea and Coffee: 19 Tea. Pts.	20 Coffee. Pts.
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Total ...																				

Date.	Extras: 21 Barley-water. Pts.	Beef: 22 Essence, Brand's. Tin.	23 Extract, Liebeg's. Tin.	24 Raw. Lb.	25 Steak. Lb.	26 Tea. Pts.	27 Biscuits. Oz.	28 Blanc mange. No.	29 Bran-biscuits. Oz.	30 Bread. Oz.	31 Butter. Oz.	Broth: 32 Chicken. Pts.	33 Chicken jugged. Pts.	34 Mutton. Pts.	35 Mutton jugged. Pts.	Chicken: 36 Boiled. No.	37 Curry. No.	38 Cutlets. No.	39 Fricasse. No.	40 Grilled. No.	41 Jelly. No.	42 Kusse. No.	43 Pepperwater. Pts.	44 Roast. No.	45 Stew. No.
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Total ...																									

Date.	46 Cocoa. Pts.	47 Coffee. Pts.	Conjee: 48 Arrowroot. Pts.	49 Cornflour. Pts.	50 Oatmeal. Pts.	51 Sago. Pts.	52 Sooiee. Pts.	53 Tapioca. Pts.	Eggs: 54 Raw. No.	55 Fried. No.	56 Omelette. No.	57 Poached. No.	Fish: 58 Boiled. Oz.	59 Curried. Oz.	60 Fried. Oz.	61 Moli. Oz.	62 Hoppers. No.	63 Ice. Lb.	64 Lemonade. Bot.	65 Limes. No.	66 Mangoes. No.	67 Milk. Pts.
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Total ...																						

N.B.—C.M.F. Nos. 19 and 20 are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. 4 and 5 are posted daily into these forms by the Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

These are sent with the monthly accounts and filed in the Surgeon-General's office.

5

Civil Medical Form No. 19—*cont.*

——— HOSPITAL, MADRAS.

Daily Register of dieting European In-patients in the ——— *Ward for* ——— 189 —cont.

Date.	Extras—*cont.*																											Wines and Stimulants.												Cost of Diets.	Cost Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
	Mutton.												Pudding.																																	
	Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Plantains.	Potatoes.	Potatoe Cutlets.	Bread.	Cornflour.	Custard.	Lime.	Plum.	Rice.	Sago.	Tapioca.	Vermicelli.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetables.			Arrack.	Beer.	Brandy.	Burgundy.	Claret.	Constantia.	Frontignac.	Gin.	Porter.	Portwine.	Sherry.	Whiskey.						
	oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	No.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	oz.	lb.	Bot.	oz.	Pts.	oz.			oz.	Pts.	oz.	Pts.	oz.	Pts.	oz.	oz.	Pts.	oz.	oz.	oz.						
	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113
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Civil Medical Form No. 20.

——— HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the ——— *Ward for* ——— 189 .

Date.					No. of Patients.					Diets.							Extras.																														
											Milk.				Full.			Beef.							Broth.								Conjee.					Eggs.		Fish.							
	Breakfast No. 1.	Breakfast No. 2.	Dinner No. 1.	Dinner No. 2.	On Diets.	Discharges.	Self Diets.	Extras only.	Total.	Spoon, Rice.	Bread.	Rice.	Coffee.	Half.	Mutton.	Fish.	Barley-water.	Extract, Liebeg's.	Raw.	Tea.	Biscuits.	Bran-biscuits.	Bread.	Butter.	Chicken.	Chicken jugged.	Mutton.	Mutton jugged.	Chicken Curry.	Chicken Pepperwater.	Chutney.	Coffee.	Arrowroot.	Cornflour.	Rice.	Sago.	Soojee.	Raw.	Fried.	Curry.	Fried.	Hoppers.	Ice.	Lemonade.	Limes.	Mangoes.	Milk.
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pts.	Tin.	lb.	lb.	oz.	oz.	oz.	oz.	Pts.	Pts.	Pts.	Pts.	No.	Pts.	oz.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	No.	No.	oz.	oz.	No.	lb.	Bot	No.	No.	Pts.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
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N.B.—*Vide* instructions on Form No. 19.

_____ HOSPITAL, MADRAS.

Daily Register of dieting Native In-patients in the _____ *Ward* _____ 189 —cont.

Date.	—	EXTRAS—*cont.*																															STIMULANTS.				Cost of Diets.	Cost of Extras.	Cost of Wines, &c.	Total Cost.	Average Cost per Patient.	Signature of Medical Officer.
		Mutton.																																								
		Chops.	Curry.	Cutlets.	Fried.	Minced.	Pepperwater.	Stew.	Oranges.	Pepperwater.	Plantains.	Potatoes.	Rice.	Sheep-trotter jelly.	Sodawater.	Sugar.	Tea.	Vegetable.															Arrack.	Brandy.	Gin.	Portwine.							
		oz.	oz.	oz.	oz.	oz.	Pts.	oz.	No.	Pts.	No.	oz.	oz.	lb.	Bot	oz.	Pts.	oz.															oz.	oz.	oz.	oz.							
		48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92
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N.B.—*Vide* instructions on Form No. 19.

20

GENERAL HOSPITAL, MADRAS.

Table showing the daily and the Monthly average cost of Diets, Extras and Stimulants for the patients under each Medical Officer for the month of 189 .

[Attention is drawn to Diet Rules, Appendix III, para. 3.]

Month and date.	EUROPEAN GENERAL WARDS.						EUROPEAN OFFICERS' QUARTERS.						NATIVE GENERAL WARDS.						NATIVE OFFICERS' QUARTERS.						Initials of the Medical Officer.	Remarks.
	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer.	Senior Surgeon.	Second Surgeon.	Average of the Hospital.	Senior Physician.	Second Physician.	Additional Medical Officer	Senior Surgeon.	Second Surgeon.	Average of the Hospital.		
	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	As. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.	RS. A. P. F.		
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Monthly averages should also be shown.

N.B.—This is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from C.M.F. Nos. 16 and 17 (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz., ±As. 8 for European general wards and As. 4 for Native general wards). This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

This is forwarded for the information of the Surgeon-General and when returned is filed in the Steward's office.

21

GENERAL HOSPITAL.

CIVIL MEDICAL FORM No. 22.*

Initials of Apothecaries in support of the accuracy of figures in Form No. 21.

Senior Physician's Apothecary.	Second Physician's Apothecary.	Additional Medical Officer's Apothecary.	Senior Surgeon's Apothecary.	Second Surgeon's Apothecary.

MEMORANDUM.

Has the honour to circulate to the undermentioned Medical Officers for information and favour of initials.

Superintendent,
Hospital.

* *N.B.*—In actual use this is to be printed on back of No. 21.

CIVIL MEDICAL FORM No. 23

Statement showing the Quantities of the Ingredients used in the preparation of European diets and Extras during the month of 189 .

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Cocoa, lb.	Cocoanut, lb.	Coffee powder.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Flour.	Gelatine.	Ghee, lb.	Hoppers, No.	Ice, lb.	Lime, No.	Lemonade, bot.	Milk, pints.	Mint and parsley, lb.	Mutton with bone, lb.	Mutton without bone, lb.	Oatmeal, lb.	Onions, lb.	Patridge, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Sodawater, bot.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	Wood, fire.
Spoon, arrowroot ...																																																		
Milk ...																																																		
Mutton roast																																																		
Do. boiled																																																		
Do. stew																																																		
Half { Chicken roast																																																		
Do. boiled																																																		
Do. stew																																																		
Mixed ...																																																		
Full { Mutton roast																																																		
Do. boiled																																																		
Number of Tea ...																																																		
Number of Coffee ...																																																		
Total Diets ...																																																		
Extras.																																																		
Barley-water ...	pt.																																																	
Beef steaks ...	oz.																																																	
Beef tea ...	pt.																																																	
Bran biscuits ...	oz.																																																	
Broth, chicken ...	pt.																																																	
Do. mutton ...	pt.																																																	
Chicken, boiled ...	No.																																																	
Do. curry ...	,,																																																	
Do. cutlets ...	,,																																																	
Do. grilled ...	,,																																																	
Do. jelly ...	pt.																																																	
Do. pepperwater ...	,,																																																	
Do. stew ...	pt.																																																	
Coffee ...	No.																																																	
Conjee, arrowroot ...	,,																																																	
Do. cornflour ...	,,																																																	
Do. sago ...	,,																																																	
Do. soojee ...	,,																																																	
Do. oatmeal ...	,,																																																	
Eggs, fried ...	No.																																																	
Do. omelette ...	,,																																																	
Fish, boiled ...	oz.																																																
Do. curried ...	,,																																																	
Do. fried ...	,,																																																	
Do. moli ...	,,																																																	
Mutton chops ...	,,																																																	
Do. curry ...	,,																																																	
Do. cutlets ...	,,																																																	
Do. fried ...	,,																																																	
Do. minced ...	,,																																																	
Do. pepperwater ...	pt.																																																	
Do. stew ...	oz.																																																	
Potato cutlets ...	No.																																																	
Pudding, blancmange ...	,,																																																	
Do. bread ...	,,																																																	
Do. custard ...	,,																																																	
Do. lime ...	,,																																																	
Do. rice ...	,,																																																	
Do. sago ...	,,																																																	
Do. soojee ...	,,																																																	
Sheep's trotter jelly ...	lb.																																																	
Tea	pt.																																																	
Total ...																																																		

N.B.—C.M.F. Nos. 23 and 24 are the ingredient sheets, four in number, tallying all with the diet roll Nos. 19 and 20. The totals from Nos. 19 and 20 are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractor's bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

These are filed in the Superintendent, Hospital.

MADRAS.

CIVIL MEDICAL FORM No. 24.

Statement showing the Quantities of the Ingredients used in the preparation of Native Diets and Extras during the month of 19 .

Diets.	Number.	Arrowroot, lb.	Barley, lb.	Beef, lb.	Bran, lb.	Bread, lb.	Butter, lb.	Chicken, No.	Chillies, lb.	Cinnamon, lb.	Dhall, lb.	Cocoanut, lb.	Coffee powder.	Cornflour, lb.	Curry-powder, lb.	Eggs, No.	Fish, lb.	Gingelly oil, lb.	Garlic, lb.	Ghee, lb.	Hoppers, No.	Ice, lb.	Limes, No.	Macaroni, lb.	Milk, pints.	Mint and parsely, lb.	Mutton with bone, lb.	Mutton without bone, lb.	Oatmeal, lb.	Onions, lb.	Tartrates, No.	Pepper, lb.	Pigeons, No.	Potatoes, lb.	Rice, lb.	Salt, lb.	Sago, lb.	Sheep's feet, No.	Sherry, bot.	Spice powder, oz.	Soojee, lb.	Sugar, lb.	Tamarind, lb.	Tea, lb.	Turmeric, lb.	Vegetable, country, lb.	Wool, fire.
Spoon, Rice																																														
Milk ... Bread																																														
Milk ... Rice																																														
Coffee																																														
Half																																														
Full ... Mutton																																														
Full ... Fish																																														
Total, Diets ...																																														
Extras.																																														
Barley water ... ... pt.																																														
Beef steaks ... ... oz.																																													
Beef tea ... ... pt.																																														
Bengal biscuits ... ... oz.																																														
Broth, chicken ... ... pt.																																														
Do. mutton ... ... ,,																																														
Chicken, boiled ... ... No.																																														
Do. curry ... ... ,,																																														
Do. cutlets ... ... ,,																																														
Do. grilled ... ... ,,																																														
Do. jelly ... ... ,,																																														
Do. pepper water ... pt.																																														
Do. stew ... ... No.																																														
Coffee ... ... pt.																																														
Conjee, arrowroot ... ,,																																														
Do. cornflour ... ,,																																														
Do. sago ... ... ,,																																														
Do. soojee ... ... ,,																																														
Do. oatmeal ... ... ,,																																														
Eggs, fried ... ... No.																																														
Do. omelette ... ... ,,																																														
Fish, boiled ... ... oz.																																														
Do. curried ... ... ,,																																														
Do. fried ... ... ,,																																														
Do. molli ... ... ,,																																														
Mutton chops ... ... ,,																																														
Do. curry ... ... ,,																																														
Do. cutlets ... ... ,,																																														
Do. fried ... ... ,,																																														
Do. minced ... ... ,,																																														
Do. pepper water ... pt.																																														
Do. stew ... ... oz.																																														
Mutton cutlets ... ... ,,																																														
Pudding, blancmange ... No.																																														
Do. bread ... ... ,,																																														
Do. custard ... ... ,,																																														
Do. lime ... ... ,,																																														
Do. rice ... ... ,,																																														
Do. sago ... ... ,,																																														
Do. soojee ... ... ,,																																														
Sheep's trotter jelly ... lb.																																														
Tea ... ... pt.																																														
Total ...																																														

N.B.—Vide instructions on Form No. 23.

MADRAS, 189 .

Superintendent, Hospital.

CIVIL MEDICAL FORM No. 25.

GENERAL HOSPITAL.

Expenditure of Non-storable articles of Diets during 189 .

—	Group No. 12.				Group No. 13.			Group No. 14.			Group No. 15.																Group No. 16.	Group No. 27.
	Beef.	Mutton without bone.	Mutton with bone.	Sheep's feet.	Milk.	Butter.	Buttermilk.	Fish.	Chicken.	Eggs.	Cocoanut.	Chillies, green.	Ginger, green.	Mint and parsley.	Onions.	Potatoes.	Salt, common.	Salt, white.	Spice powder.	Vegetable, country.	Vegetable, Europe.	Limes.	Oranges.	Plantains.	Hoppers.	Ice.
	lb. oz.	lb. oz.	lb. oz.	No.	pts. oz.	lb. oz.	pts. oz.	lb. oz.	No.	No.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	No.	No.	No	No.	lb.
Native diets																										
Native extras																										
European diets																										
European extras																										
Officers' Quarters diets ...																										
Officers' Quarters extras.																										
Non-storable articles book.																										
Total ...																										

N.B.—Immediately after the preparation of Nos. 23 and 24, the totals (of non-storable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from non-storable Articles Book, No. 27 for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for non-storable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

This is filed in the Steward's office.

Civil Medical Form No. 26.

GENERAL HOSPITAL.

Comparative statement of issues as shown in the monthly statement of Ingredients and the Store Accounts for 189 .

—	Arrowroot.		Barley.		Biscuits, English.		Bran.		Chillies.		Coffee.		Cornflour.		Cummin-seed.		Curry-powder, Europeans.		Curry-powder, Natives.		Dhall.		Flour, wheat.		Garlic.		Gelatine.		Ghee.		Mustard, country.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Native diets																																
Do. extras																																
European diets																																
Do. extra																																
Officers' Quarters diets ...																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

—	Oil, gingelly.		Oatmeal.		Pepper.		Rice.		Rice, table.		Sago.		Soojee.		Sugar.		Tamarind.		Tapioca.		Tea.		Turmeric.		Vermicelli.			Sodawater.	Lemonade.			Wood, fire.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.		Bottle.	Bottle.			lb.
Native diets																																
Do. extras																																
European diets																																
Do. extras																																
Officers' Quarters diets ...																																
Do. extras.																																
Kitchen																																
Dispensary																																
Total																																
Quantities paid for during the month.																																
Average expenditure for a month.																																
Store issue																																
Difference { More																																
Difference { Less																																

N.B.—Into this is posted by second Steward all the totals in C.M.F., Nos. 23 and 24 that have not been put into No. 25; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. 23 and 24. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

This is filed in the Surgeon-General's office.

Hospital, Madras, }
189 .

Superintendent,
Hospital.

Civil Medical Form No. 27.

Non-storable Articles spent during the month of 189 .

Month and Date.	A.		B.																								C.																				
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets rattan, large.	Baskets rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear glass.	Bottles, pint, clear glass.	Bottles, Sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chanakays.	Charcoal.	Chatties, large.	Chatties, small.	Checoy.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage.	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa-ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	lb.	Bot	No.	lb.	No.	No.	lb.	Doz	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yd.	yds.	yds.	yds.	lb.	No.
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Total ...																																															

N.B.—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book C.M.F. No. 33, to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

Non storable Articles spent during the Month of 189 cont.

Month and Date.	C—*cont.*								D.	F.	
	Cocoanut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton for wool.	Corks (bottle).	Cumblies for ice.	Cumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.
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Total ...											

Month and Date.	G.						H.				I.	K.
	Ganja.	Goglet.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.
	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin.
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Total ...												

Month and Date.	L.									
	Laterite carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.
	No.	oz.	yds.	No.	No	No.	No.	lb.	lb.	oz.
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Total ...										

Month and Date.	M.										N.			
	Manure Loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, corah.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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Total ...														

Nonstorable Articles spent during the month of 189 —cont.

Month and Date.	O.														
	Oil, cocoanut, for dispensary.		Oil, cocoanut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.		Ochre.	Orange peel.	Ovens for kitchen.
	Bot.	oz.	Bot.	oz.	Bot.	oz.	Bot	oz.	Bot.	oz.	Bot.	oz.	lb.	oz.	No.
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Total ...															

Month and Date.	P.										R.						
	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppyheads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, first sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.
	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.	
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Total ...																	

Month and Date.	S.														
	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spogal seeds.	Spirits of wine.	Straw.	Strainers.
	No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot.	lb.	No.
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Total ...															

CIVIL MEDICAL FORM No. 27—*cont.*

Nonstorable Articles spent during the month of 189 —cont.

Month and Date.	S—*cont.* Sugar, white.	S—*cont.* Sugar, Ashtagram.	S—*cont.* Sulphur.	S—*cont.* Shoe brush.	S—*cont.* Shaving brush.	T. Tape, country.	T. Thread, sewing.	T. Toddy.	T. Tobacco.	T. Twine, country, rolls.	V. Vinegar, Europe.	V. Vinegar, country.	W. Wax, white or yellow.	W. Winnows.	W. Wooden ladles.	W. Wood, fire.						LIGHT. Kerosene.	LIGHT. Lamp oil.	LIGHT. Coconut oil.	Initials of the Medical Officer.
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.						No.	No.	No.	
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CIVIL MEDICAL FORM No. 28.

——— HOSPITAL, MADRAS.

Account of Liquor, the property of Government for the month of 189 .

	Portwine.		Sherry.		Brandy.		Gin.		Whiskey.		Rum.		Arrack.						Beer.	Porter.	Claret.	Burgundy.
	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.	bot.	oz.					pt.	pt.	pt.	pt.
Remaining from last account																						
Received on indents, dated																						
Received on requisitions, dated																						
Total ...																						
Expended during the month ... Europeans ...																						
Expended during the month ... Natives																						
Expended during the month ... Dispensary ...																						
Expended during the month ... Animal jelly ...																						
Total ...																						
Remaining on 1st 189 ...																						

N.B.—The figures from the Diet Rolls Nos. 19 and 20 are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

This is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

MADRAS, } 189 . }

Superintendent,
Hospital.

CIVIL MEDICAL FORM No. 29.

——— HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town.

Number of Formulæ.	Names.	Per	Cost.	Number of Formulæ.	Names.	Per	Cost.
			RS. A. P.				RS. A. P.
	Almonds *	oz.		42	Linseed tea	pt.	
	Apples *	No.			Mangoes	No.	
1	Arrowroot	lb.			Milk	pt.	
	Do. blanc mánge ...	No.			Mutton without bone ...	lb.	
2	Do. conjee ...	pt.		43	Mutton broth	pt.	
3	Do. jelly	No.		44	Do. chops	lb.	
	Barley	lb.		45	Do. chops, boiled ...	8 oz.	
4	Barleywater	pt.			Mutton with bone ...	lb.	
5	Batter-pudding	No.		46	Mutton curry	8 oz.	
	Beef	lb.		47	Do. cutlets	8 oz.	
6	Beef-juice	lb.			Do. fat	8 oz.	
7	Beef-steak *	8 oz.		48	Do. fried	8 oz.	
8	Beef-tea	pt.		49	Do. minced	8 oz.	
9	Beef-tea, jugged ...	pt.		50	Do. pepperwater ...	pt.	
	Biscuits arrowroot * ...	lb.		51	Do. stew	8 oz.	
	Biscuits, milk	lb.		52	Oatmeal porridge * ...	pt.	
	Biscuits, butter	lb.			Oranges	No.	
10	Blanc mánge	No.		53	Partridge roast * ...	No.	
	Bran-biscuits	lb.		54	Do. stew * ...	8 oz.	
11	Bread	lb.			Peas *	...	
	Bread-pudding	No.			Pepper	lb	
12	Butter	oz.		55	Pepperwater	pt.	
	Buttermilk	pt.		56	Pigeon roast *	No.	
	Chicken	No.		57	Do. stew *	No.	
13	Chicken, boiled * ...	No.			Plantains	No.	
14	Do. broth	pt.			Plum *	oz.	
15	Do. curry	No.		58	Plum-pudding	No.	
16	Do. cutlets * ...	No.			Pomegranite	No.	
17	Do. fricasee * ...	No.			Potatoes	lb.	
18	Do. grilled * ...	No.		59	Potatoe cutlets * ...	8 oz.	
19	Do. jelly *	No.		59½	Rabbit	No.	
20	Do. kusee *	No.			Rice	lb.	
21	Do. pepperwater ...	pt.		60	Do. conjee water ...	pt.	
22	Do. roast *	No.		61	Do. pudding	No.	
23	Do. stew	No.			Sago	lb.	
24	Chutney	oz.		62	Sago conjee	pt.	
25	Do. Cocoa * ...	No.		63	Do. jelly	No.	
26	Coffee, with milk ...	pt.		64	Do. pudding	No.	
27	Cornflour	lb.		65	Scotch-broth, beef ...	pt.	
	Do. blanc mánge ...	No.			Do. do. mutton ...	pt.	
28	Do. conjee	pt.		66	Sheep-trotter jelly ...	8 oz.	
29	Do. pudding * ...	No.		67	Do. stew ...	pt.	
30	Curry powder, Europeans } Curry powder, Natives ... }	lb.			Snipe	No.	
31	Custard	No.		68	Snipe-roast *	No.	
	Dhall	lb.		69	Sponge-pudding	pt.	
	Eggs	No.			Sodawater	Bot.	
32	Do. fried *	No.			Soojee	lb.	
33	Do. omelette * ...	No.		70	Soojee conjee	pt.	
34	Do. poached	No.		71	Do. jelly	No.	
	Essence of beef, Brand's.	Tin.		72	Do. pudding	No.	
	Do. chicken ...	Tin.		73	Spice powder	oz.	
	Liebeg's extract of beef...	Tin.			Sugar	oz.	
	Fish	lb.			Tapioca	lb.	
35	Do. boiled	8 oz.		74	Tapioca conjee	pt.	
36	Do. fried	oz.		75	Do. pudding	No.	
37	Do. moli	oz.		76	Tea with milk	pt.	
38	Fruit, stewed *	oz.		77	Teal roast *	No.	
	Ghee	lb.			Tyre, measure	No.	
	Do.	oz.			Vegetable, country ...	lb.	
39	Ginger tea	pt.		78	Do. curry ...	4 oz.	
	Grapes *	lb.			Do. Europe ...	1 lb.	
	Hoppers	No.		79	Vermicelli pudding ...	No.	
	Ice	lb.		80	Wheat cakes	No.	
	Jam *	Tin.			Wheat flour	lb.	
	Lemonade	Bot.			Gingerade	Bot.	
40	Lime-juice	pt.			Lithia water	Bot.	
41	Lime-pudding *	No.			Tonic water	Bot.	
	Limes	No.			Potash water	Bot.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

N.B.—This price list must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

CIVIL MEDICAL FORM No. 29—*cont*

———HOSPITAL, MADRAS.

Nomenclature and Price List of Extras authorized for use in the Government Civil Hospitals in the Presidency Town—cont.

Number of Formulæ.	Names.	Per	Cost.	Number of Formulæ.	Names.	Per	Cost.
	Wines and Stimulants.						
			RS. A. P.				RS. A. P.
	Arrack	oz.			Frontignac *	oz.	
	Beer	pt.			Gin (Old Tom)	oz.	
	Brandy	oz.			Porter *	pt.	
	Burgundy	pt.			Portwine	oz.	
	Claret *	pt.			Sherry *	oz.	
	Constantia *	oz.			Whiskey	oz.	

Note.—The Extras with asterisks are only for Europeans and Eurasians.

GENERAL HOSPITAL, MADRAS.

Price List of European Diets for the year 189 –9 .

	Names of Diets.	Cost.
		RS. A. P.
Spoon	Arrowroot, with tea	
	Do. coffee	
Milk.	With tea	
	Do. coffee	
Half.	Mutton, roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
	Chicken, roasted, with tea	
	Do. do. coffee	
	Do. boiled with tea	
	Do. do. coffee	
	Do. stew, with tea	
	Do. do. coffee	
Mixed	With tea	
	Do. coffee	
Full.	Mutton roasted, with tea	
	Do. do. coffee	
	Do. boiled, with tea	
	Do. do. coffee	

Price List of Native Diets for the Year 189 –9 .

	Names of Diets.	Cost.
		RS. A. P.
Spoon	... ...	
Milk.	Bread	
	Rice	
Coffee	... ...	
Half	... ...	
Full.	Mutton	
	Fish	

9

CIVIL MEDICAL FORM No. 30.

GOVERNMENT —— HOSPITAL.

Day Book.

Transaction No.	Ledger Folio No.	Articles.	Receipts. Serviceable.			Repairable.	Unserviceable.	Issues. Serviceable.			Repairable.	Unserviceable.	Initials.
		189.											
1	1	Received from contractor as per office order No. dated 189.											
		Arrowroot ... ... lbs.	30	...	...	...	...	...	...	...	...	...	
		189.											
2	2	Received from as per Invoice No. dated 189.											
		Sago ... ... lbs.	100	...	...	...	...	...	...	...	...	...	
3	2	Issued to per Indent No. dated 189.											
		Sago ... ... lbs.	...	...	...	...	25	...	...	...	...	...	

CIVIL MEDICAL FORM No. 31.

GOVERNMENT —— HOSPITAL.

Ledger of Stores and Stock.

Month and Date.	Transaction number or folio in Day-book.	Particulars.	Receipts. Serviceable.			Repairable.	Unserviceable.	Issues. Serviceable.			Repairable.	Unserviceable.	Remains. Serviceable.			Repairable.	Unserviceable.	Initials.
		Arrowroot.	Lbs.															
5-2-95	1	Received from contractor.	30	...	...	...		...	...	...	...		30	...	...	...		
		Sago.																
5-3-95	2	Received from ...	100	...	...	...		...	...	..	...		100	...	...	...		
5-3-95	3	Issued to ...	...	...	...	...		25	...	...	...		75	...	...	...		

Daily Comparative Statement of Receipts and Issues by the Storekeeper.

Month and Date.	A.		B.																								C.																				
	Arrack for Dispensary.	Arrowroot.	Bael fruit.	Baking powder, Tins.	Baskets, large.	Baskets, small.	Baskets, rattan, large.	Baskets, rattan, small.	Baskets for chamber pots.	Bath bricks.	Benzoin.	Bladders.	Blue packets.	Books for prescriptions.	Bottles, quarts, clear, glass.	Bottles, pint, clear, glass.	Bottles, sauce.	Bran.	Brandy.	Bratties.	Bread.	Brooms, bundles.	Brooms, long, bamboo handled.	Butea frondosa.	Buttons, cotton.	Buttons, thread.	Camphor.	Candles, wax.	Candles, sperm.	Carraway seeds.	Catgut.	Cement.	Chalk.	Chamois skins.	Chankays.	Charcoal.	Chatties, large.	Chatties, small.	Cheakoy.	Chunam for conservancy.	Chunam brushes.	Cloth for bandage	Cloth, dungry.	Cloth, long, fine.	Cloth, wax.	Coal-tar, good quality.	Cocoa ladles.
	oz.	oz.	oz.	No.	No.	No.	No.	No.	No.	No.	No.	No	No.	No	No.	No.	No.	lb.	Bot.	No.	lb.	No.	No.	lb.	doz.	Doz	lb.	No.	No.	oz.	oz.	Tin.	oz.	No.	No.	lb.	No.	No.	oz.	lb.	No.	yds.	yds.	yds.	yds.	lb.	No.
Balance brought forward																																															
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Total ...																																															
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Total ...																																															
Balance ...																																															

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	C—*cont.*								D.	F.		G.						H.				I.	K.	L.										M.										N.			
	Coconnut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton wool.	Corks (bottle).	Cumblies for ice.	Cumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Flower pots.	Ganja.	Goglets.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bags.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Laterite carts.	Lamp thread.	Lamp wick, kerosine.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, corah.	Monthays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	Tin	No.	oz.	yds.	No.	No.	No.	No	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds	No.	oz.	No.	No.	No.	oz.
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Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	O.														
	Oil, coconut, for Dispensary.		Oil, coconut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosine.		Ochre.	Orange peel.	Ovens for kitchen.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	lb.	oz.	No.
Balance brought forward ... 189 .															
Receipts ...															
Total ...															
Issues ... 1															
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Balance ...															

Month and Date.	P.										R.						
	Padlock.	Paste boards.	Perchloride of mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.
	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.	
Balance brought forward ... 189 .																	
Receipts ...																	
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Month and Date.	S.														
	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spogal seeds.	Spirits of wine.	Straw.	Strainers.
	No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb	No.	lb.	oz.	Bot	lb.	No.
Balance brought forward ... 189 .															
Receipts ...															
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Balance ...															

Civil Medical Form No. 32—*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper—cont.

Month and Date.	S—*cont.*					T.					V.		W.			
	Sugar, white.	Sugar, Ashtagram.	Sulphur.	Shoe brush.	Shaving brush.	Tape, country.	Thread, sewing.	Toddy.	Tobacco.	Twine, country, rolls.	Vinegar, Europe.	Vinegar, country.	Wax, white or yellow.	Winnows.	Wooden ladles.	Wood, fire.
	oz.	oz.	lb.	No.	No.	yds.	lb.	oz.	oz.	No.	Bot.	Bot.	lb.	No.	No.	No.
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Month and Date.	Arrowroot.		Barley.		Cornflour.		Gelatine.		Oatmeal.		Sago.		Soojee.		Tapioca.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Balance brought forward. 189 .																
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Month and Date.	Vermicelli.		Chillies, dry.		Dholl.		Garlic.		Mustard.		Oil, gingelly.		Pepper.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	Bot	oz.	lb.	oz.
Balance brought forward. 189 .														
Receipts ...														
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CIVIL MEDICAL FORM No. 32--*cont.*

Daily Comparative Statement of Receipts and Issues by the Storekeeper--cont.

Month and Dat	Tamarind. lb. oz.	Turmeric. lb. oz.	Rice. First sort. lb. oz.	Rice. Table. lb. oz.	Rice. Beaten. lb. oz.	Coffee. lb. oz.	Coffee powder. lb. oz.	Tea. lb. oz.	Sugar. Arungram. lb. oz.	Sugar. Brown. lb. oz.	Curry powder. Europeans. lb. oz.	Curry powder. Natives. lb. oz.	Bran. lb. oz.	Biscuits. lb. oz.	Flour, wheat. lb. oz.	Wood, fire. lb. oz.	Ginger ale. Bot	Lemonade. Bot	Sodawater. Bot	Potash water. Bot	Tonic water. Bot	Brandt's essence of chicken. Tin	Brandt's essence of mutton. Tin	Brandt's essence of beef. Tin	Liebeg's extract of beef. Pot	Mellin's food. Bot		Initials of Storekeeper.	Head Steward.	Medical officer.
Balance brought forward.																														
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Receipts ...																														
Total ...																														
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CIVIL MEDICAL FORM No. 33.

Monthly Comparative Statement of Expenditure of Non-storable articles during the year 189 .

Names of months.	A. Arrack for Dispensary. oz.	A. Arrowroot. oz.	B. Bael fruit. oz.	Baking powder, tins. No.	Baskets, large. No.	Baskets, small. No.	Baskets, rattan, large. No.	Baskets, rattan, small. No.	Baskets for chamber pots. No.	Bath bricks. No.	Benzoin. No.	Bladders. No.	Blue puckets. No.	Books for prescriptions. No.	Bottles, quarts, clear glass. No.	Bottles, pint, clear glass. No.	Bottles, sauce. No.	Bran. lb.	Brandy. Bot	Brutties. No.	Bread. lb.	Brooms, bandies. No.	Brooms, long, bamboo handled. No	Bates frondosa. lb.	Buttons, cotton. Doz	Buttons, thread. Doz	C. Camphor. lb.	Candles, wax. No.	Candles, sperm. No.	Caraway seeds. oz.	Catgut. oz.	Cement. Tin	Chalk. oz.	Chamois skins. No.	Chanakays. No.	Charcoal. lb.	Chatties, large. No.	Chatties, small. No.	Checoy. oz.	Chunam for conservancy. lb.	Chunam brushes. No.	Cloth for bandage. yds.	Cloth, dungary. yds.	Cloth, long, fine. yds	Cloth, wax. yds	Coal-tar, good quality. lb.	Cocoa-ladles. No.
189 . January ...																																													
February ...																																													
March ...																																													
April ...																																													
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November ...																																													
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Total ...																																													

Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

Names of months.	C—*cont.*								D.	F.		G.					H.				I.	K.	L.											M.										N.			
	Cocoanut scrubbers.	Coir.	Cotton for burns.	Cotton for pillows.	Cotton wool.	Corks (bottle).	Cumblies for rice.	Cumblies for fomentation.	Dry-earth, thoroughly dried, carts.	Flour, wheat.	Plower pots.	Ganja.	Goglets.	Gravel carts.	Green cloth for eye shades.	Green silk for eye shades.	Gunny bag.	Hog's lard.	Honey, clean, fresh.	Horse hair.	Husks, paddy.	Ice.	Knife polisher.	Lateorite carts.	Lamp thread.	Lamp wick, kerosene.	Leaf fan.	Lead leaf.	Leeches.	Limes.	Lime stones, burnt.	Linseed meal.	Liquorice root.	Manure loads.	Marking nuts.	Match boxes.	Mats, common.	Mats, coral.	Monkhays.	Mullays.	Muslin.	Mustard, Europe, 1 lb. bottle.	Mustard, country.	Nails, iron.	Needles.	Needles, common, large.	Nutmeg.
	No.	lb.	lb.	lb.	lb.	No.	No.	No.	No.	oz.	No.	oz.	No.	No.	yds.	yds.	No.	lb.	lb.	oz.	lb.	lb.	tin.	No.	oz.	yds.	No.	No.	No.	No.	lb.	lb.	oz.	No.	lb.	No.	No.	No.	No.	No.	yds.	No.	oz.	No.	No.	No.	oz.
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Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

Names of months.	O.													P.												R.					S.																
	Oil, cocoanut for Dispensary.		Oil, cocoanut, for lamp.		Oil, gingelly.		Oil, lamp.		Oil, linseed.		Oil, kerosene.		Ochre.	Orange peel.	Ovens for kitchen.	Padlock.	Paste boards.	Perchloride of Mercury.	Pins, paper.	Pith.	Plantain leaves.	Plaster of Paris.	Pomegranate root.	Poppy heads.	Pots and pans.	Red cloth.	Red paper.	Rice flour, 1st sort.	River-sand, carts.	Rope, cotton, yards.	Rope, hemp, yards.	Removal of night-soil.	Safety pins, boxes.	Salt, common.	Sieves.	Sauce, bottles.	Saw-dust.	Soap-nut.	Soap, bar.	Soap, carbolic.	Soap, country.	Soap, Europe, cakes.	Soda, washing.	Spoonl seeds.	Spirits of wine.	Straw.	Strainers.
	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	Bot	oz.	lb.	oz.	No.	No.	No.	oz.	No.	oz.	No.	lb.	oz.	oz.	No.	yds.	No.	lb.	No.	No.	No.		No.	lb.	No.	No.	lb.	oz.	lb.	lb.	lb.	No.	lb.	oz.	Bot	lb.	No.
189 . January ...																																														
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Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable articles 189 —cont.

Names of months.	S—*cont.* Sugar, white. oz.	Sugar, Ashtagram. oz.	Sulphur. lb.	Shoe brush. No.	Shaving brush. No.	T. Tape, country. yds.	Thread, sewing. lb.	Toddy. oz.	Tobacco. oz.	Twine, country, rolls. No.	V. Vinegar, Europe. Bot	Vinegar, country. Bot.	W. Wax, white or yellow. lb.	Winnows. No.	Wooden ladles. No.	Wood, fire. No.	Arrowroot. lb. oz.	Barley. lb. oz.	Cornflour. lb. oz.	Gelatine. lb. oz.	Oatmeal. lb. oz.	Sago. lb. oz.	Stojee. lb. oz.	Tapioca. lb. oz.	Vermicelli. lb. oz.	Chillies, dry. lb. oz.	Dholl. lb. oz.	Garlic. lb. oz.	Mustard. lb. oz.	Oil, gingelly. Bot oz.	Pepper. lb. oz.
189 January ...																															
February ...																															
March ...																															
April ...																															
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Civil Medical Form No. 33—*cont.*

Monthly Comparative Statement of Expenditure of Non-storable Articles, 189 —cont.

Names of months.	Tamarind. lb. oz.	Turmeric. lb. oz.	Rice. First sort. lb. oz.	Rice. Table. lb. oz.	Rice. Beaten. lb. oz.	Coffee. lb. oz.	Coffee powder. lb. oz.	Tea. lb. oz.	Sugar. Ashtagram. lb. oz.	Sugar. Brown. lb. oz.	Curry powder. Europeans. lb. oz.	Curry powder. Natives. lb. oz.	Bran. lb. oz.	Biscuits. lb. oz.	Flour, wheat. lb. oz.	Wood, fire. lb. oz.	Ginger ale. Bot	Lemonade. Bot	Soda water. Bot	Potash water. Bot	Tonic water. Bot	Brandt's essence of chicken. Tin	Brandt's essence of mutton. Tin	Brandt's essence of beef. Tin	Liebeg's extract of beef. Pot	Mellin's food. Bot			Initials of Storekeeper.	Head Steward.	Medical officer.
January ...																														
February ...																														
March ...																														
April ...																														
May ...																														
June ...																														
July ...																														
August ...																														
September ...																														
October ...																														
November ...																														
December ...																														
Total ...																														

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CIVIL MEDICAL FORM No. 34.

HOSPITAL, MADRAS.

Salary Acquittance Roll of Establishment for the month of 189 .

Name.	Designation.	Amount of Salary and Allowances.	Net amount after Deductions in Pay Bill.	Stoppages.								Balance due to each person.	Total of columns 5 to 11.	Acknowledgment.
				Linen.	Instruments.	Rations.	Hospital Diet Charges.	Clothing.	Dhoby.					
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.			Rs. A. P.	Rs. A. P.	
Permanent Establishment.														
Temporary Establishment.														

CIVIL MEDICAL FORM No. 35.

Departmental purchases for the month of June 1895.

				Rs. A. P.			Rs. A. P.	Rs. A. P.	
June	19	**DIETS AND EXTRAS.**							
		Oatmeal	Tins.	2	0 13 0	E.	1 10 0		
		White sugar, Ashtagram ...	lb.	10	0 2 1½	lb.	1 5 3		
		Tamarind (new)	oz.	4	.....	...	0 0 6		
		Dhall	Mea.	12	0 2 8	E.	2 0 0		
								4 15 9	
		HOSPITAL NECESSARIES.							
		Oil cloth	Yd.	1½	1 4 0	Yd.	1 14 0		
		Chunam	Parahs.	5½	.....	...	1 12 0		
		Cart-hire for above	...	...	.....	...	0 4 0		
		Linseed meal	lb.	25	0 1 6	lb.	2 4 0		
		Toddy	oz.	2	.....	„	0 0 6		
		Jaggery	lb.	1	.....	„	0 1 0		
		Date mats	No.	2	.....	No.	0 6 0		
		Saw-dust	lb.	50	.....	lb.	0 5 0		
								6 14 6	
		BAZAAR MEDICINES.							
		Butea frondosa	Viss.	1	0 10 8	lb.	2 0 0		
								2 0 0	
		HOSPITAL MISCELLANIES.							
		Almirah lock, brass	No.	1	.....	E.	2 8 0		
		Soap, dish	„	1	.....	„	0 14 0		
								3 6 0	
		REPAIR OF FURNITURE.							
		Brass hinges	Pair.	1	.....	...	0 5 0		
		Screw nails	Doz.	1½	.....	...	0 1 6		
		Iron wall hooks	No.	2	.....	...	0 3 0		
		File	„	1	.....	...	0 11 0		
								1 4 6	
		CONTINGENCIES.							
		Market cooly	„	...	.....	...	0 1 0		
		Books for Messrs. Thacker & Co. (one copy Martindale) and Westcott's extra Pharmacopœia and one copy Squires' British Pharmacopœia.					19 0 0		
								19 1 0	
								37 9 9	

CIVIL MEDICAL FORM No. 36.

Abstract of Departmental Purchases for the month of June 1895.

Date.	Diets and extras.			Hospital necessaries.			Bazaar medicines.			Bedding and clothing.			Hospital miscellanies.			Repair of furniture.			Contingencies.			Total.		
19	4	15	9	6	14	6	2	0	0	...	...	...	3	6	0	1	4	6	19	1	0	37	9	9

CIVIL MEDICAL FORM No. 37.

Register of Receipts and Repayments of Personal Deposits.

Date.	Name of depositor.	Nurse and ward.	Amount deposited.			Amount withdrawn.			Balance after each transaction.			Signature of depositor and withdrawer.
			RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	

Tobacconist Carbon paper book

CIVIL MEDICAL FORM No. 38.

——HOSPITAL.

Madras, —— 189

RECEIVED from ——

the sum of Rupees —— being

payment of hospital stoppages in advance for 10

days, viz., from ——

to —— 189 , at

Rupees —— per day.

Steward,

Rs. —— ——*Hospital.*

CIVIL MEDICAL FORM No. 39.

—— Dr.

TO THE HOSPITAL.

To Amount of your Hospital Stoppages

from —— to ——

being —— days, at the rate

of —— per day ——

Total Rupees ..

Certified the above to be a correct account.

MADRAS, } Steward,

—— 189 . } ——*Hospital.*

(General and Maternity Hospitals.)

CIVIL MEDICAL FORM No. 40.

Monthly Comparative Statement of Cost of Dietary.

—	European General Wards.														European Officers' Quarters.											
	Self Diets.	On extras alone.	On Diets.	Total.	Cost of Diets.		Cost of Extras.		Cost of Wines.		Total Cost.		Average cost per day.		Self Diets.	On Extras alone.	On Diets.	Total.	Cost of Diets.		Cost of Extras.		Cost of Wines.		Total Cost.		Average cost per day.	
					Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.					Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.
189 .																										
January																										
February																										
March																										
April																										
May																										
June																										
July																										
August																										
September																										
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October																										
November																										
December																										
Total ...																										

CIVIL MEDICAL FORM No. 41.

Monthly Comparative Statement of Cost of Dietary.

—	Native General Wards.									Native Officers' Quarters.										
	Self Diets.	On extras alone.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average cost per day.	Self Diets.	Without Diets.	On Diets.	Total.	Cost of Diets.	Cost of Extras.	Cost of Wines.	Total Cost.	Average.	Average of Hospital.	Remarks.
					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
189 .																				
January																				
February ...																				
March																				
April ...																				
May																				
June																				
July																				
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September ...																				
October																				
November ...																				
December ...																				
Total ...																				

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CIVIL MEDICAL FORM No. 42.

Hospital Stoppages for the Month of 189 .

No.	Name.	Occupation and residence.	Pay.	Dates and period charged for.			Demand.			Total.	Date on which Bill sent.	Collections.			Less refund.	Written off.	Due by	Steward's Initials.	Medical Officer's Initials.	Remarks.
				From	To	No. of days.	Rate per diem.	Arrears.	Current month.			1st.	2nd.	3rd.						
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15	16	17	18	19
							RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.					RS. A. P.	RS. A. P.	RS. A. P.			

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NOTE.—The officer who fills in the admission register of the hospital should be responsible for the completion of columns 1 to 5. This will be a check on the Steward.

(General and Maternity Hospitals).

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CIVIL MEDICAL FORM No. 43.

Register of Contingent Charges of the _____ *Hospital for* 189 -189 .

Date.	To whom paid.	No. of (Sub-Voucher. Contingent Abstract.	DETAILED HEADS OF BUDGET.																									
			DIETS.														MISCELLANEOUS.											
			European.						Native.						Bread.		Bazaar Medicines.			Hospital Necessaries.			Bedding and Clothing.			Hospital Miscellanies.		
			Ordinary.			Extra.			Ordinary.			Extra.			Wines and Spirits.													
	Budget Grant for each head.																											
	Brought forward ...		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
	Carried forward ...																											

The classification should be modified in accordance with G.O., No. 309, Financial, 2nd May 1896.

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CIVIL MEDICAL FORM No. 43—*cont.*

Register of Contingent Charges of the _____ *Hospital for* 189 - 189 .—cont.

Date.	To whom paid.	No. of (Sub-Voucher. Contingent Abstract.	DETAILED HEADS OF BUDGET.								UNUSUAL CHARGES		Total of each Contingent Abstract.	Total of each month's Bill.	Date of detailed Bill.	Date of admission with Initials.	Remarks.
			CONTINGENCIES.														
			Repair of Furniture.	Extra Servants.	Funeral Expenses.	Service Postage Labels.	Service Telegram.	Other Charges.	Punkah Machinery.	Special Contingencies.	Description.	Amount.					
	Budget Grant for each head.																
	Brought forward ...																
	Carried forward ...																

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CIVIL MEDICAL FORM No. 44.

Furniture Distribution Stock Book.

Names of articles of furniture.	Total quantity.	Where they are distributed.											
		Hobart ward.	Senior Medical Officers' office.	Officers' quarters.	Nurses' quarters.	Store room.	Out-patients, room.						
Chairs	50	4	6	24	10	2	4						

CIVIL MEDICAL FORM No. 45.

General requisition form.

GOVERNMENT_____HOSPITAL.

No.

*Requisition on*_____

1	2	3	4	5	6	7
Nature of demand.	Established proportion.	Balance in hand.	Amount for which requisition is now made.	Why required.	Authority and date.	Remarks.

Date
Contents received
Date
Signature

Name
Rank
Designation

Sanctioned.
(By order.)

Surgeon-Captain,
Secretary, Surgeon-General with the Government of Madras,

SURGEON-GENERAL'S OFFICE.

CIVIL MEDICAL FORM No. 46.

Statement showing comparative accepted rates of articles required for use in the Government Hospitals and Lunatic Asylum for the *ending* 189 .

Articles.	Contractor's or Tenderer's number.	General Hospital, Madras.			Contractor's or Tenderer's number.	Lying-in Hospital, Madras.			Contractor's or Tenderer's number.	Leper Hospital, Madras.			Contractor's or Tenderer's number.	Ophthalmic Hospital, Madras.			Contractor's or Tenderer's number.	Women and Children Hospital, Madras.			Contractor's or Tenderer's number.	Voluntary Venereal Hospital, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Madras.			Contractor's or Tenderer's number.	Lunatic Asylum, Calicut.			Contractor's or Tenderer's number.	Lunatic Asylum, Waltair.			Remarks.
		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.	

OFFICE OF SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS,
Date

Circulated for information to the undermentioned officers to be initialled by each and returned by the last-mentioned officer:—
(1) The Senior Medical Officer, General Hospital.
(2) The Superintendent, Lying-in Hospital.
(3) The Superintendent, Ophthalmic Hospital.
(4) The Superintendent, Voluntary Venereal Hospital.
(5) The Superintendent, Leper Hospital.
(6) The Superintendent, Lunatic Asylum.
(7) The Medical Officer, Women and Children Hospital.

(By order.)

Secretary to the Surgeon-General with the Government of Madras.

Name.	*Residence.*
* Ramaswami,	Madras,

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CIVIL MEDICAL FORM No. 47.

Register of Government Loan Paper and Security Deposits.

Register No.	Date of deposit.	By whom paid and on what account.	Particulars of the Notes, Treasury Receipts, &c., deposited.		Date of transmission to	Date of return from	Date of transmission to Accountant-General.	Date of return from Accountant-General.	Date of return to Depositor.	Receipt of Depositor for return of Notes.	Initials.
			No. and date.	Amount.	General or Local Treasury.						
				Rs. A. P.							

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MATERNITY HOSPITAL.

CIVIL MEDICAL FORM No. 48.

Order for an advance of Stock Articles to be supplied by the Storekeeper to the Cook on , 189.

Articles.	Quantity.			
	European kitchen.		Native kitchen.	

N.B.—This is used in the Maternity Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It is necessary in that Hospital on account of the fact that patients come in at no particular hours but at all times, so that the cook must always have something to cook for them after their arrival.

CIVIL MEDICAL FORM No. 49.

Requisition for Cheques over Rs. 100 *in payment of the Contingent Bill of the* —— *Hospital, Madras, for the month of* —— 189 , *dated* —— 189 .

Cheques in favour of	In payment for	Amount.			Total.		
		RS.	A.	P.	RS.	A.	P.
	Supplies for						

Vide para. 8 of G.O., No. , Public dated August 1896.

—— HOSPITAL,

Madras, —— 189 .

Superintendent, —— *Hospital.*

CIVIL MEDICAL FORM No. 50.

Cash Receipts of the —— *Hospital, Madras, for the month of* —— 189 .

Date.	Particulars.	Establishment. Permanent.	Establishment. Temporary.	Diet and regular contingencies.	Sanitary contingencies.	Deposit.	Hospital collections.	Miscellaneous recoveries, Nurses account, &c.	Total.	Daily Total.	Amount.	Officer's initials.
		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	

Civil Medical Form No. 50.

Cash Payments of the —— Hospital, Madras, for the month of —— 189

Date.	Particulars.	Establishment.						Diet and regular contingencies.			Sanitary contingencies.			Deposit.			Hospital collections.			Miscellaneous recoveries, Nurses account, &c.			Total.			Daily Total.		
		Permanent.			Temporary.																							
		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.

Civil Medical Form No. 51.

CONTRACTOR'S BOND.

Form of Agreement for Articles of which Samples are not deposited

AGREEMENT made the day of 189 , between (hereinafter called "Contractor") of the one part, and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Purchaser") of the other part.

WHEREAS the Contractor has agreed with the Purchaser to supply to the General Hospital at Madras, all such quantities of the articles and things specified and described in the Schedule hereto annexed (and which said articles and things) are hereinafter referred to as the said articles and things as the Contractor shall be required by or on behalf of the Purchaser to supply for the said General Hospital at any time or times hereinafter during the period of commencing from the first day of April 189 , and at the price or prices and in the manner and upon the terms and conditions hereinafter mentioned.

And whereas the Contractor has deposited in the Government Savings Bank the sum of Rs. as Security for the due and faithful performance by the Contractor of this his contract.

Now THESE PRESENTS WITNESS, that for carrying the said Agreement into execution, the Contractor on the one part for himself, his heirs, executors, administrators and legal representatives; and the Purchaser on the other part for himself, his successors and assigns, mutually covenant, declare, contract and agree, each of them with the other of them in manner following: (that is to say,)

1. At any time or times, and at all times during the period of commencing with the first day of April 189 at which the Contractor shall be required by the Senior Medical Officer for the time being of the General Hospital at Madras (hereinafter referred to as the said Senior Medical Officer) so to do, the Contractor shall and will supply to the said General Hospital at and for such price or prices as are specified in the said Schedule, all such quantities of the said articles and things as the said Senior Medical Officer shall from time to time require the Contractor to supply under this contract; and all such articles and things shall be delivered by the Contractor between such hours, on such day or days, at such place or places, to such person or persons and in such manner as the said Senior Medical Officer shall from time to time and at any time require or direct.

2. All articles and things supplied by the Contractor under this contract shall be of the qualities and descriptions specified in the said Schedule, but it shall not be incumbent on the Purchaser to take from the Contractor the quantities of the said articles and things mentioned in the said Schedule or any larger quantity or quantities thereof respectively than may from time to time be required by the said Senior Medical Officer.

3. All articles and things supplied by the Contractor shall be subject to inspection and acceptance or rejection by such person as the Senior Medical Officer shall from time to time name and appoint to that duty or for that purpose (and which said person to be so named and appointed as aforesaid is hereinafter referred to as the Inspecting Officer).

4. All articles and things supplied by the Contractor which, in the opinion of the Inspecting Officer, shall be in bad order, unsound, unmerchantable, inferior in quality or description to the articles and things specified in the said Schedule, or otherwise faulty or unfit for use, or positively unwholesome, shall and may be rejected by the Inspecting Officer, and his opinion and rejection shall in all respects be final and conclusive and altogether operative and binding upon the Contractor, and shall not be open or subject to question or dispute by the Contractor upon any ground whatsoever.

5. All articles and things supplied by the Contractor which shall be rejected by the Inspecting Officer shall be removed by the Coutractor within *one hour* after such rejection shall have been notified to the Contractor by the Inspecting Officer.

6. In lieu of any articles and things which shall have been rejected by the Inspecting Officer under the provisions hereinbefore contained, the Contractor shall and will within *one hour* after such rejection shall have been notified to him as aforesaid, supply and deliver to the said General Hospital between such hours, at such place or places, to such person or persons, and in such manner as the said Senior Medical Officer shall require or direct, such quantity or quantities of the said articles and things of the qualities and descriptions specified in the said Schedule, as shall be equivalent in quantity or quantities to the quantity or quantities of the said articles and things which shall have been so rejected as aforesaid.

7. All articles and things supplied in lieu of, or in substitution for, rejected articles and things shall be in like manner subject to such inspection, rejection and removal as aforesaid, as often as such Inspecting Officer as aforesaid shall consider necessary.

8. In case of neglect or refusal on the part of the Contractor to supply and deliver any of the said articles or things which the said Senior Medical Officer shall from time to time require the Contractor to supply and deliver, and of such approved quality, and at such time or times, place or places, and in such manner as hereinbefore provided, and so often as any such neglect or refusal shall happen, it shall be lawful for the Senior Medical Officer or any person by him thereunto authorized, to purchase elsewhere and from any other person or persons whomsoever such quantities of the said articles and things as shall not have been duly supplied and delivered by the Contractor, or as shall be required in lieu of any of the said articles and things which shall have been so rejected as aforesaid, and to charge the difference (if any) between the price or prices of the articles and things which may be so purchased, or the moneys which may have been paid for the same, and the price or prices payable under this contract for such articles and things, against the Contractor, and in addition thereto charge the Contractor as and by way of compensation to the Purchaser and for each and every such breach of contract a sum not exceeding 10 per cent. of deposit money.

9. The Contractor shall pay and reimburse to the Purchaser such difference in price as aforesaid, within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

10. The Contractor shall and will submit and deliver to the said Department on or before the *twelfth day* of every calendar month, a bill or bills, in the usual and proper form, for all articles and things supplied under this

contract during the previous calendar month, and in default of the Contractor so doing, the Contractor shall pay to the Purchaser as compensation for such breach of contract a sum not exceeding *five Rupees* per diem for each and every day after the *twelfth day* of every calendar month that such bill or bills as last aforesaid shall remain undelivered; and the Contractor shall pay to the Purchaser such compensation as aforesaid within two days after the same shall have been demanded from him by or on behalf of the Purchaser.

11. The Contractor shall not be in any way interested or concerned, directly or indirectly, with the servants of the said General Hospital, in any trade, business or other transaction whatsoever, nor shall the Contractor give or pay, or promise to give or pay to any such servants, directly or indirectly, any money or fee under the designation of "custom" or otherwise; nor shall the Contractor assign or make over this contract, directly or indirectly, to any person or persons whomsoever, or permit any person or persons whomsoever to interfere in the management or performance hereof either under power of attorney granted by the Contractor or otherwise without the consent in writing of the said Senior Medical Officer.

12. The Contractor shall at all times during the continuance of this contract obey and carry out in all things the orders, instructions and directions of the said Senior Medical Officer for the time being, and of all officers and servants acting under his orders and by him authorized to act in all or any of the matters and things herein contained, and the Contractor shall, except in cases where the decision of the Inspecting Officer is by these presents made final and conclusive abide by the decision of the said Senior Medical Officer for the time being, and of any Officer or servant acting under his orders, and by him authorized to act for him in all matters relating to or in anywise concerning the construction of this contract, or any matter, clause or thing herein contained, or any question arising thereout; any and every such decision as last aforesaid shall be final and conclusive and altogether operative and binding on the Contractor, and shall not be subject to question or review upon any ground whatsoever.

13. Within thirty days after the delivery and acceptance of any articles and things supplied under this contract and the delivery of bills for the same the Purchaser shall and will pay the Contractor for all such articles and things so delivered and accepted, at the rates specified for such articles and things in the said Schedule.

14. Upon the complete fulfilment of this contract by the Contractor to the satisfaction of the said Senior Medical Officer the said Government Savings Bank Pass-Book shall be re-endorsed and returned to the Contractor.

15. In case the Contractor shall fail or neglect or refuse to observe, perform, fulfil and keep all or any one or more, or any part of any one or more of the covenants, stipulations and provisions herein contained, it shall be lawful for the said Senior Medical Officer (if he shall think fit so to do) without *prejudice*, and in addition to all and every other, the remedies hereinbefore contained on behalf of the Purchaser on any such failure, neglect, or refusal as aforesaid, by any writing under his hand, to put an end to this contract so far as regards the Purchaser, and thereupon every article, clause and thing on his part herein contained shall cease and be void, and (in case any monies, damages, losses, expenses, difference in price or compensation shall then or at any time during the continuance of this contract be due or payable by the Contractor to the Purchaser) it shall be lawful for the Senior Medical Officer for the time being to sell and dispose of all or any of the said deposit in the Government Savings Bank or Securities for the aggregate sum of Rs. , so endorsed over and deposited by the Contractor as hereinbefore recited, at and for the market value thereof, and with and out of the proceeds of such sale (after payment thereout of all expenses connected therewith) and also out of any moneys then in the hands of the said Senior Medical Officer and payable or to become payable to the Contractor to reimburse to the Purchaser all such moneys, damages, losses, expenses, difference in price and compensation as the Purchaser shall have sustained or been put to or be entitled to by reason of the Contractor having been guilty of any such failure, neglect, or refusal as aforesaid, or other breach in the performance of this his contract, or as shall for the time being be due and owing from or payable by the Contractor to the Purchaser, and if the amount of the proceeds realized by the sale of the said Promissory Note or Security, after payment thereout of all expenses connected therewith and such other moneys as aforesaid, shall be insufficient to pay and satisfy the whole of all such damages, losses, expenses, difference in price and compensation as aforesaid, then and in that case it shall be lawful for the Purchaser to recover the residue thereof by legal proceedings against the Contractor upon the covenants and agreements herein contained.

IN WITNESS WHEREOF the said and the Senior Medical Officer, General Hospital, Madras, as for the time being by the order and direction of the Governor in Council of Fort Saint George, acting for and on behalf of the Secretary of State for India in Council, have hereunto set their respective hands the day and year first above mentioned.

Signatures of Witnesses. { *Signatures of Principals.* { *Contractor.*

Senior Medical Officer, General Hospital, Madras.

SCHEDULE.

Articles to be supplied.	Quality.	*Probable* Quantity or Number.	Price. Per	Rs.	A.	P.	Remarks.
							Compensation for each breach of contract not exceeding 10 per cent. of deposit.

Civil Medical Form No. 52.

STOREKEEPER'S BOND.

AGREEMENT made the day of 189 between of (hereinafter called the Storekeeper) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREAS the Storekeeper was on the day of 189 appointed to and now holds the office of Storekeeper of the Hospital at Madras. And Whereas the Storekeeper has deposited with the Superintendent of the said Hospital the sum of Rs. 500 in cash as security for the due and faithful performance by the Storekeeper of this his contract and the duties of his said office.

Now these Presents Witness that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Storekeeper hereby agrees with him the Secretary of State his successors and assigns that he the Storekeeper will during the continuance of these presents continue to act as the Storekeeper of the Hospital Madras. And from the hour of 8 o'clock in the morning until the hour of 5 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital devote his whole time and attention in carrying on his duties as such storekeeper to the utmost of his power skill and ability.

And also will do and perform all such services acts matters and things connected therewith as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Storekeeper.

And will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all hospital stores brought into the said Hospital.

And will see that all such stores are inspected by the Superintendent for the time being of the said Hospital (hereinafter referred to as the said Superintendent) or by some officer deputed by him for that purpose before such stores are respectively put into the places appointed for the custody thereof respectively.

And will forthwith report to the said Superintendent all damage to or deterioration of the said stores respectively whilst the same shall be in the charge of the Storekeeper.

And will from time to time issue such of the said stores to such person or persons as shall from time to time be required of the Storekeeper under the written authority of the proper officer of the said Hospital.

And also will write in all such books of account or other books as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all stores received and issued or otherwise expended by him the Storekeeper as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and will from time to time furnish to the Superintendent all such returns and information as shall be required of him the Storekeeper.

And the Secretary of State in consideration of such good and faithful services and of the Storekeeper well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Storekeeper the monthly salary of Rs. by equal monthly payments on the day of every month during the said service the first payment thereof to be made on the next day of

And also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

And it is further mutually agreed that if the Storekeeper shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of calendar months notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

And also that if the Storekeeper shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Storekeeper summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Storekeeper or in case any money shall then or at any time during the said service be owing by the Storekeeper to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 500 so deposited by the Storekeeper as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Storekeeper in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Storekeeper to the Secretary of State and in case such sum of Rs. 500 and such other moneys as shall be or become payable by the Secretary of State to the Storekeeper shall be insufficient to pay and satisfy all such

loss and damage as aforesaid and all such other money as shall for the time being be owing by the Storekeeper to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Storekeeper upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Storekeeper of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 500 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Storekeeper and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 500 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Storekeeper or his representatives upon the stipulations and agreements herein contained.

IN WITNESS WHEREOF the Storekeeper and Surgeon-Major-General
by order and direction of the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named

in the presence of

Signed by the above-named

in the presence of

Civil Medical Form No. 53.

STEWARD'S BOND.

AGREEMENT made the day of 1895 between of (hereinafter called the Steward) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part Whereas the Steward was on the day of 189 appointed to and now holds the office of Steward of the General Hospital at Madras. And Whereas the Steward has deposited with the Superintendent of the said Hospital the sum of Rs. in cash as security for the due and faithful performance by the Steward of this his contract and the duties of his said office.

Now these Presents Witness that in consideration of the stipulations and agreements on the part of the Secretary of State hereinafter contained He the Steward hereby agrees with him the Secretary of State his successors and assigns that he the Steward will during the continuance of these presents continue to act as the Steward of the Hospital Madras and from the hour of half past 6 o'clock in the morning until the hour of 6 o'clock in the evening of every day or during such other hours as may from time to time be fixed by the Superintendent for the time being of the said Hospital and also in turn with his Assistants during the night and also on Sundays devote his whole time and attention in carrying on his duties as such Steward to the utmost of his power skill and ability and will not leave the premises of the said Hospital without placing one of his Assistants in charge of his duties.

And also will do and perform all such services acts matters and things connected with his said Office as the Superintendent for the time being of the said Hospital (hereinafter referred to as the Superintendent) acting for and on behalf of the Secretary of State shall from time to time order direct and require to be done by him the Steward.

And will receive and take due care and charge of and be responsible for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of such Hospital stores including wines and spirits as may be placed in his charge and will also take due care and charge of and be responsible for all the furniture for the time being in the said Hospital other than the furniture in the quarters of the Matron Superintendent and the Nurses of the said Hospital.

And will also receive take charge of and be responsible for all money and other valuables belonging to patients in the said Hospital during their stay there and shall enter the particulars thereof in the Deposit Register of the said Hospital obtaining to the entry therein the signature of the respective owners of such money and valuables both on receipt thereof from them and on the return thereof to them.

And will also receive and keep in safe custody and be responsible for the service books of every Non-gazetted Officer of the establishment of the said Hospital other than those of the Medical Subordinates.

And will take charge of and be responsible for the Government Grant of Rs. 100 sanctioned in the Order of Government dated 15th January 1875 No. 60 for petty repairs and improvements to the said Hospital and will submit monthly or when required the 'Petty Contingent Register' accounting for such Grant to the Superintendent for the time being of the said Hospital or to any officer whom the Superintendent may select for their information and to be initialled by them. He shall also take charge and render proper account of any other monies that may be intrusted to him by the Superintendent.

And will draw receive and disburse monthly the salaries of the establishment of the said Hospital in accordance with the Account Code the salaries of the Subordinate Medical Staff to be sent by him for disbursement to the persons entitled thereto to the Senior Assistant Surgeon and those of the Nursing Department to the Matron Superintendent respectively on the day following the receipt of such salaries by the Steward.

And also will write in all such books of account or other books, as the Superintendent shall provide and require to be kept for that purpose full true and correct accounts of all moneys and other things received and paid or issued or otherwise expended by him the Steward as also all such other transactions circumstances matters and things whatsoever which shall come to his knowledge and in particular will well and truly keep the following books accounts and returns namely :

(1) Petty Contingent register.
(2) Contingent register of Budget grants.
(3) Deposit book.
(4) Civil Bill book.
(5) Day and Cash book.

And monthly by the several undermentioned dates and annually :

Monthly.

Medical Officers' Pay Bills	on the 1st.
Pay Abstract of Hospital establishment (in duplicate).	
Nominal list of fines and deductions ...	
House-rent certificate	on the 15th.
Indent for extra servants	
Indent for funeral expenses	
Indent for perishable articles	
Liquor account	on the 15th.
Contingent bill	
Abstracts of diets of Europeans and Natives ...	
Letters to the Secretary and Treasurer Bank of Madras sending diet collections.	
Indents for articles condemned.	
Departmental Purchase book.	

Annually.

Acknowledgment for permanent advance for petty repairs and improvements Rs. 100.
Financial Statement for Calendar year on 1st January.
Financial Statement for Official year on 1st April.
Budget estimates on 15th August.

Steward's Department.

Civil bills.	Fine book.	Liquor Account book.
Letter book.	Government Proceedings file.	Miscellaneous Return book.
Correspondence book.	Letter file.	Perishable Articles book.
Diet rolls for Europeans and Natives.	Letter Despatch book.	Receipt file.

And will post up and balance daily the Day and Cash book of all receipts and payments and prepare therefrom monthly and as soon as may be after the close of each month and in prescribed form an abstract account current under all heads.

And will be responsible that the entries of the Storekeeper of the said Hospital of receipts and issues of stores are thoroughly checked.

And will have the cash for the time being in the hands of the Steward examined and checked by the Superintendent for the time being of the said Hospital on the 1st of each month.

And will from time to time furnish to the Superintendent or as otherwise required all such Hospital and other returns and accounts special to the department of the Steward and a statement in comparative form month by month

of the expenditure of the said Hospital and all such other information as shall be required of him and will be responsible that all correspondence both of his own and the Nursing Departments is properly kept and transcribed.

And will indent daily at fixed hours on the Storekeeper for all necessary articles of diet and extras for the patients of the said Hospital and will give his special attention to the cooking and regular issue of diets for patients in the said Hospital whether European or Native and take care that their several meals are served to them at the hours prescribed therefor respectively and will report to the Superintendent for the time being of the said Hospital all matters in any way affecting the quality or quantity of supplies furnished by any Contractor.

And will cause to be laid out in bulk before the Resident Medical Officer for the time being of the said Hospital for inspection before 7 o'clock in the morning of each day all non-storable articles of diet for patients in the said Hospital and will submit daily before the Superintendent or such officer as may be appointed by him for his signature the Perishable Article book.

And will be responsible that all weights and measures used in the said Hospital are correct in every respect.

And will see that the meals of the patients in the said Hospital are always distributed in the respective wards thereof in his presence or in that of his Assistants at the several undermentioned hours that is to say such hours as may from time to time be fixed by the Superintendent.

And will supervise or cause to be supervised by one of his Assistants the milking of the cows to be brought to the said Hospital between 9 o'clock in the morning and 6 o'clock in the evening of each day to supply milk to the said Hospital and that one pint of milk measures twenty fluid ounces and will also take care that such cows do no damage to the property of the said Hospital and will superintend or cause to be superintended by one of his Assistants the distribution of such milk to the Wards of the said Hospital.

And will at all times have copies of the diet tables and rules for the guidance of in-patients of the said Hospital hung up in the wards and in the Officers' quarters in the said Hospital and price lists of diets and extras posted up in the Committee room of the said Hospital for the information of the Medical Officers thereof.

And will not allow to be supplied and will prevent any article of diet being supplied by any Contractor of the said Hospital to any official thereof other than the Nurses and any article supplied by any such Contractor for patients of the said Hospital being used by any official thereof without the express sanction of the Superintendent.

And will prevent any cooking in the said Hospital at other than the regular hours and for the regular purposes unless the same be expressly sanctioned by the Superintendent for the time being of the said Hospital.

And will not without reference to the Apothecary of the said Hospital for the time being on duty permit any persons under the orders of the Steward to enter the grounds of the said Hospital after 9 o'clock in the evening or after such other hour as may be mentioned in the passes granted to such persons respectively by the Steward.

And will recover from each of the servants of the said Hospital the monthly sum of two annas for payment to the dhoby thereof for washing the clothes of such servants.

And will also recover from the persons liable to pay the same the funeral expenses of all patients dying in the said Hospital and leaving sufficient assets to pay such expenses.

And the Secretary of State in consideration of such good and faithful services and of the Steward well and truly observing and duly performing the several obligations on his part hereinbefore mentioned hereby agrees that he the Secretary of State will pay or cause to be paid unto him the Steward the monthly salary of Rs. by equal monthly payments on the day of every month during the said services the first payment thereof to be made on the day of next

And also will pay him a proportionate part of the said salary from the last of such respective days of payment up to the termination of the said service either by notice death or other cause or occasion.

And it is further mutually agreed that if the Steward shall die during the said service or if either of the said parties hereto shall desire to determine the engagement hereby made it shall terminate upon such death or at the expiration of one calendar month notice in writing for that purpose given by either of the said parties to the other of them any such notice to or by the Secretary of State to be served upon or signed by (as the case may be) on his behalf the Superintendent.

And also that if the Steward shall commit a breach of any of the stipulations hereof or shall commit any act of bankruptcy or insolvency or compound with his creditors or if he shall otherwise misconduct himself (of which misconduct the Superintendent shall be the sole judge) it shall be lawful for the Superintendent on behalf of the Secretary of State to dismiss the Steward summarily from his employment without any such notice as aforesaid and that in case the Secretary of State shall incur or sustain any loss or damage by reason of any such breach as aforesaid or any such act of bankruptcy or insolvency or such composition or other misconduct as aforesaid or otherwise by reason of any neglect or default on the part of the Steward or in case any money shall then or at any time during the said service be owing by the Steward to the Secretary of State then and in any such case it shall be lawful for the Superintendent to apply the said sum of Rs. 5,000 so deposited by the Steward as aforesaid together with any moneys then or thereafter to become payable by the Secretary of State to the Steward in or towards payment and satisfaction of all such loss or damage as aforesaid or any such money as shall be owing by the Steward to the Secretary of State and in case such sum of Rs. 5,000 and such other moneys as shall be or become payable by the Secretary of State to the Steward shall be insufficient to pay and satisfy all such loss and damage as aforesaid and all such other money as shall for the time being be owing by the Steward to the Secretary of State it shall be lawful for the Secretary of State to recover the residue thereof by legal proceedings against the Steward upon the stipulations and agreements herein contained.

And it is hereby further mutually agreed by and between the parties hereto that on the vacation by the Steward of his said office whether by death or on notice or otherwise howsoever the said sum of Rs. 5,000 or any part thereof shall not be at once returned to him or his representatives but shall be and remain with the Superintendent for the term of six calendar months as security against any loss or damage that may have been incurred by the Secretary of State owing to any such breach of contract as aforesaid or to the neglect or default of the Steward and which may not have been discovered until after the vacation of his office by him and that the return at any time of the said sum of Rs. 5,000 or any part thereof shall not be deemed to affect the right of the Secretary of State to take proceedings against the Steward or his representatives upon the stipulations and agreements herein contained.

In Witness Whereof the Steward and Surgeon Major-General by order and direction the Governor-General of India in Council acting for and on behalf of the Secretary of State have hereunto set their respective hands the day and year first above written.

Signed by the above-named
in the presence of

Signed by the above-named
in the presence of

APPENDIX B TO G.O., No. , PUBLIC, DATED 1896.

DIET RULES

COMPILED IN ACCORDANCE WITH G.O., No. 330, PUBLIC, OF 13TH MAY 1892,

BY

THE SPECIAL COMMITTEE ON DIETS.

[*Appointed by the Surgeon-General with the Government of Madras in his No.* 5167, *of 24th August* 1894.]

DIET RULES AS PER GOVERNMENT ORDER No. 330, PUBLIC, DATED 13TH MAY 1892.

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

Sanctioned List of Diet Articles for use in the State Hospitals. *

Names of articles.	Probable quantity for a year.	Names of articles.	Probable quantity for a year.
Arrowroot		Mango fruits	
Barley		Mellin's food	
Beef without bone		Milk	
Biscuits, country		Mint and parsley	
Biscuits (English), arrowroot		Mustard	
Do. do. butter		Mutton with bone	
Do. do. milk		Do. without bone	
Do. do. mixed		Nutmeg	
Bran		Oatmeal	
Brandt's essence of beef		Oil, gingelly	
Do. do. chicken		Onions	
Do. do. mutton		Oranges	
Bread		Partridge	
Butter		Pepper, black	
Butter-milk		Pigeons	
Chickens or half fowls		Plantains	
Chillies, green		Poppy seeds	
Do. dry		Potash water	
Cinnamon		Potatoes	
Cloves		Rice, 1st sort	
Cocoa		Rice, beaten	
Cocoanut without shell		Rice, table	
Coffee		Sago	
Cornflour		Salt, common	
Coriander		Do. white	
Coriander leaves, green		Sheep's feet	
Cummin seed		Snipe	
Dholl		Soda water	
Eggs, hen		Soojee	
Fish		Spice powder	
Flour, wheat		Sugar, Ashtagram	
Garlic		Do. brown	
Gelatine		Tamarind	
Ghee		Tapioca	
Ginger, green		Tea	
Do. dry		Teal	
Gingerade		Tonic water	
Grapes		Turmeric	
Hoppers of 2 oz. each		Tyre or curd	
Ice		Vegetable, country	
Liebeg's extract of beef		Do. Europe	
Lemonade		Vendium	
Limes		Vermicelli	
Lithia water			

N.B.—*With the consent of the Superintendent any article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW DIET ARTICLES ARE OBTAINED. †

1. Medical officers will publish advertisements, from time to time, inviting tenders for the supply of 'perishable' articles required. The duration of contracts for the supply of these articles is left entirely to the discretion of the Medical officers concerned, who will fix it in each case with the view of obtaining the most advantageous terms; *e.g.*, if the state of the market is very favourable the contract

* List supplied by the Senior Medical Officer, General Hospital, Madras.

† Appendix to G.O., dated 13th May 1892, No. 330, Public.

should be fixed for a longer period than if the rates obtainable at the time that it is made or high. The articles named below will be regarded as 'perishable':—

Perishable Articles.

Beef.	Fish.	Mint and parsley.
Bread.	Flour, wheat.	Mutton.
Butter.	Ghee.	Mangoes.
Butter-milk.	Ginger, green.	Onions.
Calves' feet.	Hoppers.	Oranges.
Chicken or fowl.	Ice.	Plantains.
Chillies, green.	Limes.	Potatoes.
Eggs.	Milk.	Vegetables, green.

2. 'Non-perishable' articles (a list of which is appended) should be purchased *in bulk*. In lieu of contracts as heretofore, tenders should be invited at a time when prices are the most favourable for the supply of such quantities as will fill the storage accommodation available. The advertisement should call for the delivery of the whole of the quantity of the article required within a specified and early date.

Non-perishable Articles.

Almonds.	Cinnamon seed.	Rice.
Arrowroot.	Dholl.	Salt.
Barley.	Firewood.	Spice.
Cocoa.	Ginger, dry.	Sugar.
Coffee.	Garlic.	Sago.
Chillies, dry.	Gingelly oil.	Tamarind.
Cornflour.	Mustard seed.	Tea.
Coriander.	Pepper.	Turmeric.
Cinnamon.	Poppy seed.	Vendium.

3. Tenders should be opened by the Medical officer in the presence of the tenderers on a date and at an hour to be mentioned in the advertisement.

4. The Medical officer in charge will be held personally responsible that all necessary precautions are taken before any tender is accepted or contract entered into. He should, by every possible inquiry and by reference to the Revenue officials, do all that is in his power to ascertain, from time to time, the ruling market price of each article required. There should be a separate tender for each article.

5. Medical officers should bear in mind that the responsibility of adjudicating on tenders and of accepting or rejecting them has been specially imposed upon them by Government. They will furnish the Surgeon-General with copies of the schedules to the contracts entered into by them and statements of the quantities of the articles purchased in bulk and the rates paid for them.

6. Storekeepers should be furnished by the Medical officer in charge with a statement of their duties in detail. This should be strictly confined to instructions as to the receipt, safe-keeping and issue of articles placed in their charge, and the proper maintenance of such books and accounts connected with them as may be necessary. Storekeepers should have absolutely nothing to do with the purchase of articles.

III.—CONTRACTS AND TENDERS.*

The following is the form of advertisement to be used in inviting contracts and tenders:—

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on the day of 189 , by the Superintendent, Hospital, for the supply of the following articles:—

* The list of articles appended to the following advertisement is not meant to represent the whole requirements of a hospital, but is given as a model of how such a list must be made out, so as to be in accordance with Section II, paragraph 4, last sentence of paragraph. It, moreover, includes non-diet articles, because that is meant though not stated in section II.

Schedule A consisting of articles which must be supplied in bulk before the of 189 . Payment will be made in full after delivery. Samples may be seen in the Hospital.

2. *A separate tender must be sent in for each article.*

3. Tenders will be opened by the Senior Medical officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written.

5. Each tender must be accompanied by a deposit in Government promissory notes (or Bank receipts) of the amount stated after each article in the schedules, and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

6. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

7. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

8. No advance of cash will be made to the contractor.

9. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

10. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

11. The contract must not be sub-let. The contractor's security will be returned to him immediately on completion of his contract.

12. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

13. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

14. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

15. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

16. With reference to the stipulations contained in the preceding paragraph No. 15, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

	Quantity.	Earnest money. Rs.
1. Arrowroot, 1st sort	lb. 550	5
2. Barley	,, 250	5
3. Cornflour	,, 15	5
4. Oatmeal	,, 15	5
5. Sago, 1st sort	,, 30	5
6. Tapioca	,, 15	5
7. Vermicelli	,, 15	5
8. Chillies, dry	Viss. 70	5
9. Coriander	,, 70	5
10. Cummin seed	,, 15	5
11. Dholl, 1st sort	Measures. 120	5
12. Garlic	Viss. 25	5
13. Ghee, 1st sort	,, 300	30
14. Ginger, dry	,, 10	5
15. Mustard, country	,, 15	5
16. Pepper, black	,, 75	5
17. Poppy seeds	,, 8	5
18. Tamarind	,, 275	5

		Quantity.	Earnest money. Rs.
19.	Turmeric	Viss. 14	5
20.	Vendium	,, 15	5
21.	Vinegar, Europe	Bottles. 40	5
22.	Beaten rice	Measures. 4	5
23.	Rice, 1st sort, well cleaned	,, 7,400	100
24.	Rice, table	,, 10	5
25.	Coffee, 1st sort	Viss. 500	50
26.	Benzoin	,, 5	5
27.	Butea frondosa	,, 3	5
28.	Camphor	,, 3	5
29.	Chiakai	,, 2	5
30.	Linseed meal	,, 100	5
31.	Mustard, Europe, prepared 1 lb. bottle	Bottles. 50	5
32.	Nutmeg	Viss. 1½	5
33.	Poppy heads	,, 3	5
34.	Soda, washing	lb. 50	5
35.	Sulphur, country	Viss. 5	5
36.	Candles	lb. 4	5
37.	Soap, bar	,, 6	5
38.	Do. carbolic	,, 100	5
39.	Do. country	Viss. 400	5
40.	Do. Europe	Cakes. 300	5
41.	Salt, common, clean	Measures. 400	10
42.	Do. white, clean	lb. 200	5
43.	Baking powder	Tins. 5	5
44.	Arrowroot biscuits, English	lb. 125	5
45.	Milk biscuits, English	,, 65	5
46.	Butter do. do.	,, 10	5
47.	Brandt's essence of beef	Tins. 12	5
48.	Do. of chicken	,, 12	5
49.	Cocoa tins	lb. 3	5
50.	Gelatine	,, 3	5
51.	Liebig's extract of meat	Tins. 25	5
52.	Mellin's food (1 lb. bottles)	Bottles. 25	5
53.	Baskets, large	Nos. 72	5
54.	Do. small	,, 40	5
55.	Bath bricks	,, 12	5
56.	Bladders	,, 300	5
57.	Blue-powder packets	,, 3	5
58.	Bottles, empty, clear glass	,, 500	10
59.	Do. pint, empty	,, 300	10
60.	Do. sauce, do.	,, 200	10
61.	Brooms, long	Bundles. 600	5
62.	Cement, tins of 70 lb. each	Tins. 6	5
63.	Chunam for conservancy	Parrahs. 30	5
64.	Do. brushes	Nos. 50	5
65.	Coal tar	lb. 1,200	5
66.	Cocoa ladles	Nos. 60	5
67.	Corks	,, 1,500	5
68.	Corkscrews	,, 3	5
69.	Hog's lard	lb. 75	5
70.	Lamp wick, kerosine	Yards. 150	5
71.	Matches	Boxes. 250	5
72.	Mats, common	Nos. 24	5
73.	Padlocks, patent, iron	,, 15	5
74.	Pins	Papers. 6	5
75.	Rice, broken, for flour	lb. 1,000	10
76.	Safety pins	Boxes. 30	5
77.	Sand-paper	Sheets. 50	5
78.	Saw-dust	lb. 50	5
79.	Spirit of wine (methylated)	Bottles. 50	5
80.	Twine, Europe	Rolls. 10	5
81.	Wax, white or yellow	lb. 20	5
82.	Winnows	Nos. 50	5

B.

PERISHABLE (DAILY SUPPLY ON INDENTS AS REQUIRED).

Probable quantity for one year from 1st April 1894 to 31st March 1895.

Earnest money for each article, Rs. 50.

Beef, 1st sort, without bone	lb. 120	Potatoes, 1st sort, none to weigh less than 2 oz.	lb. 6,500
Mutton, 1st sort, with bone	,, 15,000	Salt, common, clean	,, 2,500
Do. do. without bone	,, 17,000	Do. white, clean	,, 190
Sheep's feet	No. 2,500	Spice-powder	,, 20
Butter, fresh, best	lb. 2,000	Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,, 5,000
Do. milk, 20 oz. pint	Pints. 16,000	Vegetable, Europe, fresh; varied daily (exclusive of wastage)	180
Milk, cow's, best; cows to be milked in the hospital; specific gravity not under 1025; pints of 20 oz.	,, 106,600	Hoppers, white, fresh, 2 oz. each	No. 150,000
Chickens or half fowls, 10 oz. each in weight when dressed	No. 18,000		
Plantains, good, full size	,, 2,000		

Superintendent,
Hospital.

MADRAS,

(*Vide Report, Section IV, page* 12.)

~~DIET RULES~~

I.—DIETING IN THE STATE HOSPITALS OF MADRAS.

*List of Staple Diet Articles for use in the State Hospitals.**

Names of articles.	Names of articles.	Names of articles.
Appums of 2 oz. each.	Cummin seed.	Potatoes.
Arrowroot.	Dholl.	Rice, 1st sort.
Barley.	Eggs, hen.	Do. beaten.
Beef without bone.	Fish.	Do. table.
Bran.	Flour, wheat.	Sago.
Bread.	Garlic.	Salt, common.
Butter.	Gelatine.	Do. white.
Buttermilk.	Ghee.	Sheep's feet.
Chickens or half fowls.	Ginger, green.	Soojee.
Chillies, green.	Do. dry.	Spice-powder.
Do. dry.	Milk.	Sugar, Ashtagram.
Cinnamon.	Mint and parsley.	Do. brown.
Cloves.	Mustard.	Tamarind.
Cocoa.	Mutton with bone.	Turmeric.
Cocoanut without shell.	Do. without bone.	Tyre or curd.
Coffee.	Nutmeg.	Vegetable, country.
Cornflour.	Oil, gingelly.	Do. Europe.
Coriander.	Onions.	Vendium.
Coriander leaves, green.	Pepper, black.	

N.B.—*With the consent of the Superintendent any authorised article of diet, although not mentioned above, which it may be considered will specially benefit a patient, may be ordered on the diet sheet.*

II.—HOW THEY ARE OBTAINED.†

Whenever possible, articles shall be obtained from Government institutions, *e.g.*, firewood from the Government wood depôt; oil, &c., from the Penitentiary. When this cannot be done the rules are as follows:—

1. Each Superintendent of a hospital is to provide for his own hospital in the following manner:—

In the case of non-storable articles he is to publish an advertisement from time to time inviting tenders for their supply in such quantities and at such times as he may require. The duration of such contracts is left entirely to him, and he is to exercise his discretion in regard both to the time of making the contracts and to the amounts contracted for.

2. In the case of storable ‡ articles, they are to be purchased, as far as possible, by tender. Advertisements for tenders and contracts are to be published in the *Fort St. George Gazette* in the form given under section III.

(*a*) Spare copies of advertisements are to be obtained from the Gazette Press by sending paper necessary for the printing off of the required number of copies.

(*b*) Short advertisements shall be sent to the local papers—English and Vernacular—calling attention to Gazette advertisements and informing those interested that copies and any particulars can be obtained on application to the Superintendent.

In stating the amounts of the various articles for which tenders are invited, the phrase 'more or less' should always be used, which means that, if required, the contractor must supply up to 25 per cent. in excess of the original tender.

3. The amount of any article of diet to be stored at any one time is left to the discretion of Superintendents, with the limitation that they should purchase when the market is favourable, but the quantity should not exceed what they can thoroughly examine before taking into store, nor exceed what is likely to keep in perfect condition till it is consumed.

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* For list of 'Extras'—*vide* page [illegible]

† Throughout the following section 'tenderer' means any person who makes an offer to supply, 'contractor' means any person whose offer has been accepted. 'Superintendent' includes the Senior Medical Officer, General Hospital.

‡ 'Storable' and 'non-storable' are used in these rules instead of 'perishable' and 'non-perishable,' these latter being used in a peculiar sense in hospitals.

APPENDIX C TO G.O., NO. , PUBLIC, DATED 1896.

DIET RULES

FOR THE

PRESIDENCY STATE HOSPITALS, MADRAS.

COMPILED BY

THE SPECIAL COMMITTEE ON DIETS.

[*Appointed by the Surgeon-General with the Government of Madras in his No. 5167 of 24th August* 1894.]

4. Superintendents may require the contractors to bring in the whole amount of their contract on a day to be named, which should be the rule with storable articles, or in such instalments and at such times as may be required of them—*vide* 'contractor's agreement, C.M.F. No. 49.'

5. As contractors or tenderers are mostly middlemen, Superintendents shall be at liberty to buy directly from large firms, or from producers, or from ordinary shops should they find they can get the required article more cheaply thus than from contractors. This shall not, of course, interfere with any contract on such articles as may have been already entered into by Superintendents.

6. Superintendents shall take steps to keep themselves acquainted with the ruling market prices, so that they may be able to make purchases at advantageous rates.

7. Numerous petty articles such as mangoes, partridge, snipe, &c., which are used in very small quantities, should not be included in contract lists. Contractors generally offer them for next to nothing, which means that they are paid for out of something else.

8. When the Superintendent opens tenders, he will carefully examine them, certifying to erasures or corrections with his initials; should these be very numerous, the tenders should be declined as likely to cause inconvenience.

9. The Superintendent should retain one copy of each tender under lock and key, and the duplicate he will transfer to his Head Steward, who will, in his presence, examine the documents, and there and then report any existing erasures and omissions overlooked by him: any corrections made in the office must receive the prior sanction of the Superintendent, erasures being effected by a pen drawn through the mistake and certified to by his initials.

10. A register will be kept by the Superintendent of all security deposits, and particulars of all transactions in reference to the receipt and return of the deposits will be duly recorded therein—*vide* C.M.F. No. 47.

11. Superintendents shall submit, for the orders of the Surgeon-General, all original tenders together with a comparative statement in the authorised form, before completing the contracts, which must be countersigned by the Surgeon-General.

12. The central principle of the departmental system is, not the storing of large quantities of articles of rations, nor the manner of interviewing or communicating with the merchant, but the fact that the quantity bought is fixed, definite, delivered at once and paid for at once. The merchant is relieved from all uncertainties; he has simply to deliver so much (rice) within so many days and he gets his money. In so far as the system relieves the merchant from any need to protect himself against orders for enhanced amounts, fluctuation of price &c., it is calculated to produce economy, but it requires close supervision and the resulting cost of rationing ought to be clearly brought out at intervals for comparison of one year with another.

III.—CONTRACTS.

The following is the form of advertisement to be used in inviting tenders:—

MEDICAL DEPARTMENT.

HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.*

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on day of 18 , by the Superintendent, Hospital, for the supply of the following articles:—

Schedule A, consisting of articles which must be supplied in bulk before the day of 189 . Payment will be made in full after delivery.

Schedule B consists of articles which must be supplied in such quantities and at such times as the Superintendent may require. Bills will be paid monthly. Samples of both schedules may be seen at the Hospital.

2. A separate tender must be sent in for articles marked.*

3. Tenders will be opened by the Superintendent at the Hospital at the appointed time in the presence of those interested who may choose to attend.

4. Parties desiring to tender should apply to the Superintendent for printed forms of tender and will be supplied with such forms free of cost.

5. Parties tendering will forward duplicate copies of the tenders, so as to reach the Superintendent at least one day before that on which the tenders are to be opened. These tenders must be accompanied by a treasury deposit receipt for the sum mentioned in the advertisement as earnest money.

* 'Hospital supplies' should be entered in the same advertisement with Diet articles.

6. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the article tendered for, and on the covers the words 'Tenders for hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

7. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) of the amount stated in the schedules, and in default of such deposits the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

8. No alteration in any rate in a tender can be made at the request of a contractor, but if there has clearly been some misapprehension and some very erroneous rate has been given, the Superintendent may permit the necessary alteration to be made under his initials.

9. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

10. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent., on the total value of the articles, failing which his deposit shall be forfeited to Government.

11. Security deposits are not to be returned to contractors when they have not completely fulfilled their contracts, until a report has been made to the Surgeon-General and authority for return has been obtained.

12. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Superintendent, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, of 31st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

13. The Government officer receiving the deposit will see that the notes stand in the name of the depositor, and that the contract or other document executed by the depositor conveys authority to Government to appropriate or cancel the notes if the contract is not fulfilled.

14. After satisfying himself on these points, the Government officer receiving the deposit, will lodge the note or notes for safe custody with the Accountant-General.

15. The depositor may draw interest on those notes by tendering receipts in the usual form countersigned by the officer with whom he deposited them.

16. No advance of cash will be made to the contractor.

17. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles marked with an asterisk.

18. A fine not exceeding 10 per cent. of deposit money will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

19. The contract must not be sub-let without the express sanction in writing of the Superintendent. The contractor's security will be returned to him immediately on completion of his contract.

20. The Superintendent reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the tenderer without assigning any reason for so doing.

21. The Superintendent also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

22. The successful tenderer will be required to pay the value of the proper stamp duty on the contract (C.M.F. No. 50).

23. With reference to the stipulations contained in the preceding paragraphs, the tenderer should attach a certificate to his schedule or schedules to the following effect:—

"I, the tenderer, agree to have the earnest-money confiscated to Government in case of my failure to undertake the tender."

SCHEDULE A.

Bulk Supply.

Name of article.	Quality.*	Quantity.	Earnest-money.

* To be fixed by the Surgeon-General.

SCHEDULE B.

Periodical Supply.

(i) The following articles are to be supplied daily :—

Name of article.	Quality.	Quantity.	Earnest-money.

(ii) The following articles are to be supplied on requisition at such times and in such quantities as they are required :—

Name of article.	Quality.	Quantity.	Earnest-money.

IV.—HOW STORABLE ARTICLES ARE TO BE STORED.

Tamarind freed from its seed, coffee and most of the smaller seeds should be stored in glazed Pegu jars. Chillies keep well in open cages or in bamboo baskets. Rice, salt and sugar had better be kept on trestles in the bags in which they are received. Tea, of course, should be kept in the sheet-lead covers in which it is received. Receptacles should all be carefully labelled with the names of their contents. Store-rooms should be kept as free as possible from dust, the direct rays of the sun, and from the wind.

V.—STOCK-CHECKING AND CONTROL.

Articles of food in store shall be checked, and their quality reported on at such times as the Surgeon-General may think necessary and without previously warning Superintendents. For this purpose, the Surgeon-General shall depute an officer to visit the hospital whose stores are to be checked and reported on. This officer shall be furnished with sealed instructions as to the articles he is to report on. He shall not open his instructions till he arrives at the hospital. He shall submit a report to the Surgeon-General in the following form :—

Control Report on Articles of Diet stored in the Hospital.

Name of article.	Amount according to hospital stock book.	Actual amount.	Whether fit for hospital purposes or not.

MADRAS, (Signed)

189 . *Surgeon.*

NOTE.—This Rule to be revised with reference to para. 12 of G O., No. , Public, dated 189

VI.—THE HEAD STOREKEEPER.

1. He shall enter into an agreement with the Superintendent in the prescribed form—*vide* C.M.F. No. 50.

2. He shall be present daily from 6 A.M. to 6 P.M., or for such other period as the Superintendent may direct except for two hours allowed for meals. On Sunday he will be permitted, if possible, to leave after the morning work is over. Arrangement for leave on public holidays will be made as far as practicable from time to time.

3. He shall be in charge of the store-rooms, and shall be directly responsible to the Superintendent.

4. He shall enter into a security of rupees in Government paper endorsed to the Superintendent.

5. He shall receive all grain, &c., brought into store, weigh the same, and certify to weight and quality on the bill, sending the bill to the Steward for disposal, and he shall bring to the notice of the Superintendent any deficiency in weight or quality before he forwards the bill.

6. He shall exercise all care that all articles in his charge are frequently examined, and he shall promptly report to the Superintendent any deterioration from vermin, damp or any other cause.

7. He shall issue grain, &c., strictly in accordance with the daily requisition, signed by a Steward or other proper authority, and shall be personally responsible for all receipts into, and issues from, his stores.

He shall keep the following books :—

(i) Day-book of stores and stock (C.M.B. No. 30).
(ii) Ledger of stores and stock (C.M.B. No. 31).
(iii) Daily comparative statement of receipts and issues of stores and stock (C.M.B. No. 32).
(iv) Monthly comparative statement of issues of stores and stock (C.M.B. No. 33).

8. He shall submit monthly a statement of receipts, issues and balances for transmission to the Surgeon-General with the Government of Madras.

9. At the end of each quarter he shall take stock and report to the Superintendent the amount and condition of the stores.

VII.—THE ASSISTANT STOREKEEPER.*

1. The Assistant Storekeeper shall be directly under the orders of the Head Storekeeper, sharing the responsibilities of the latter, and shall ordinarily take the Head Storekeeper's place when absent on leave or sickness. His hours of duty shall be fixed by the Superintendent.

2. He shall deposit a security in rupees and enter into the same form of agreement for the faithful discharge of his duties that was entered into by the Head Storekeeper.

VIII.—THE QUALITY OF ARTICLES OF DIET.

The non-storable articles must be passed daily by a Medical officer. The Superintendent himself is responsible for the quality of the articles in store.

IX.—HOW ARTICLES OF DIET ARE TO BE PAID FOR.

1. A trustworthy peon shall be sent to the Accountant-General's office or Local Treasury with a requisition, asking that separate cheques may be made out in the names of all persons to whom sums are due for amounts above Rs. 100.

2. Requisitions for the aggregate amount of all bills under Rs. 100 shall be met from the permanent advance, which may be replenished as often as necessary by means of minor abstract bills presented at the treasury.

* Required only in the General and Lying-in hospitals.

3. The cheques mentioned in paragraph 1 shall be forwarded to the individuals concerned from the Steward's office, while the requisitions in paragraph 2 shall be cashed by the Steward or other responsible subordinate after endorsement by the Superintendent.

4. All payees should be warned that stamped receipted bills must not be handed over to the Steward's department before actual payment by cash or cheque has been made.

5. The account of these payments is to be kept in the form prescribed for the General Hospital, C.M.F. Nos. 35 and 36, the necessary variations in the columns and headings being made to suit the convenience of each institution.

6. A copy of the requisition referred to in paragraph 1 should always be kept in the authorized form (C.M.F. No. 49).

7. Superintendents shall furnish the Surgeon-General with copies of the schedules to the contracts and purchases made by them showing the amount of each article purchased and its cost.

8. A circular of the accepted prices, with names and addresses of contractors and vendors, shall be issued half-yearly by the Surgeon-General's office showing the cost of each article in the different hospitals (C.M.F. No. 46).

9. All departmental purchases should be at once entered under their proper heading in the departmental purchase book and the entries carefully compared with the receipted bills by the Superintendent, the bills being cancelled in his presence. Monthly an abstract from this book should be forwarded to the Surgeon-General (C.M.F. No. 36).

X.—HOW ARTICLES OF DIET ARE ISSUED.

The articles either require cooking or they do not.

In the former case, requisitions are made on the Storekeeper by the Steward on various forms according to his requirements. Such articles are then sent to the kitchen.

In the latter case requisitions on the Storekeeper are also made on the proper forms and the articles go to the wards direct.

XI.—HOW ARTICLES OF DIET ARE COOKED.

1. In the General Hospital, Lying-in Hospital, Leper Hospital and Ophthalmic Hospital, cooking ranges of a modified Duff's style shall be used.* Cooking vessels with flat, not globular, bottoms should be used.

2. The amount of firewood allowed for each hospital is as follows †:—

For each Native diet in all hospitals	2 lb.
For each European diet—	
General Hospital	4 lb.
All others	3½ ,,

N.B.—(*a*) The General Hospital is allowed an extra half pound, as there are two steam chests to be heated for keeping food warm whilst it is being distributed.

(*b*) The above figures are for hospitals of 300 beds and under. As the number of patients increases, the amount of firewood required per diet will of course diminish. Superintendents should note this carefully, otherwise there will be an unnecessary waste of fuel.

(*c*) In the Leper Hospital, the above scale applies only to cooking for the sick.

For *ordinary diets* in that institution the amount sanctioned is—

For Europeans	2½ lb.
For Natives	1½ ,,

(*d*) Superintendents are to remark that the above figures are maxima, and that they are expected to make every endeavour to reduce them as much as possible consistently with efficiency. It is quite clear that the difference in the amount of fuel required to cook for 40 and 50 patients, respectively, cannot be very great, yet if cooks are not carefully watched they will use, or pretend to use as much fuel proportionately for 50 as for 40 patients.

3. Arrangements should be made in each hospital to prevent ward-servants or strangers from entering the kitchen on any pretence whatever. The only persons who should enter the kitchen are the responsible Medical officers, Stewards, and the kitchen servants.

* This is recommended pending the report of the Senior Medical Officer, General Hospital, on certain experiments in cooking ranges which he is carrying out at present.

† When the amounts here given are exceeded an explanation will have to be forwarded to the Surgeon-General.

4. Cooks should wear a neat white cap, clean jacket and trousers or dhoti. Turbans should be absolutely forbidden.

XII.—HOSPITAL DIETARY.

Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Rice ... 6 oz. Salt ... 180 grs.	Bread or Rice ... 12 oz. Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Bread ... 12 oz. Coffee ... 1 pt. Sugar ... 1 oz. Milk ... 4 oz. Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 60 grs.	Rice ... 12 oz. Mutton ... 4 ,, Ghee ... ½ ,, Curry-powder ½ ,, Tamarind ½ ,, Vegetable 2 ,, Salt ... ½ ,, Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz. Hoppers ... 2 no. Buttermilk. ½ pt. Pepper-water ½ ,,	Rice ... 20 oz. Buttermilk ½ pt. Pepper-water ½ ,, Mutton ... 6 oz. or Fish ... 4 ,, Dhall ... 1 ,, Vegetable 4 ,, Curry-powder ½ ,, Tamarind ½ ,, Gingelly-oil. 1 ,, Salt ... ½ ,, Hoppers ... 2 no. Coffee ... ½ pt. Sugar ... ½ oz. Milk ... 2 oz.

Notes.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dhall and fish the next day.

2. Extras may be ordered on all diets except full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the table. If meat is issued with bone, an additional 4 oz. per pound should be allowed.

5. Each hopper should weigh 2 oz.

6. Each hopper should weigh 2 oz.

7. Medical officers may, in exceptional cases, diet patients on extras alone.

8. Rice conjee is preferred by Natives; if any other kind is required it can be ordered as an extra.

Time Table of Diets for Native Patients.

Spoon.	Milk.	Coffee.	Half.	Full.
Early Breakfast, 6 *or* 6-30 A.M.*				
Rice Conjee ... 1 pt.	Rice Conjee ... 1 pt.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.	Coffee ... 1 pt. Hoppers ... 2 no.
First Meal, 10-30 *or* 11 A.M.				
Rice Conjee... 1 pt.	Milk ... 1 pt. Bread or Rice ... 6 oz. ugar ... 2 ,,	Bread ... 6 oz. Sugar ... 2 ,, Rice Conjee ... 1 pt.	Rice ... 6 oz. Mutton ... 2 ,, Vegetable. 1 ,, Butter-milk. ½ pt.	Rice ... 10 oz. Mutton ... 3 ,, or Vegetable ... 4 ,, and Dhall ... 1 ,, Butter-milk. ½ pt.
Night Meal, 5-30 *or* 6 P.M.				
Rice Conjee ... 1 pt.	Milk ... ½ pt. Rice or Bread. ... 6 oz.	Coffee ... 1 pt. Bread ... 6 oz.	Rice ... 6 oz Mutton ... 2 ,, Vegetable ... 1 ,, Pepper-water ½ pt.	Rice ... 10 oz. Mutton ... 3 ,, or Fish ... 4 ,, Pepper-water ½ pt.

Note.—The water used for boiling rice should have a little salt added to it from the diet and be served out in half pints to those patients getting rice.

* Superintendents may modify the hours to suit their own hospital requirements.

Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Arrowroot ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ... 12 oz. Hoppers. ... 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 16 „ Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Salt ... ½ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Half boiled' issued— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee. If stewed— Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley ... 30 grs.	Mutton 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers ... 6 „ Butter ... 1 oz. Country Vegetable. 6 „ Curry-powder. ½ „ Tamarind ½ „ Salt ... ½ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton ... 12 oz. Bread ... 1 lb. Hoppers ... 2 no. Butter ... 1 oz. Potatoes ... 8 „ Country Vegetable. 8 „ Salt ... ½ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If 'Full boiled'— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit Ghee.

Notes.—1. The meat in the 'Half' diet may be chops, cutlets, grilled, stewed, minced or boiled; in 'Full,' roasted, grilled or boiled only.

2. Extras may be ordered on all diets except 'Full,' and 'Mixed.' But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Time Table of Diets for European Patients.

Spoon.	Milk.	Half.	Mixed.	Full.
Early Morning Breakfast, 6 or 6-30 A.M.				
Tea or Coffee ... 1 pint.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.	Hoppers ... 2 no. Tea or Coffee... 1 pt.	Hoppers ... 2 no. Tea or Coffee ... 1 pt.
Breakfast, 9-30 or 10 A.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt. Bread ... 8 oz. Butter ... 1 „	Bread ... 12 oz. Butter ... 1 „ Mutton or Chicken ... 5 „ Potatoes ... 4 „	Hoppers ... 4 no. Bread ... 8 oz. Butter ... 1 „ Mutton Chops 4 „	Bread ... 12 oz. Mutton ... 6 „ Potatoes ... 4 „ Vegetable ... 4 „
Dinner, 2 P.M.				
Arrowroot Conjee ... 1 pt.	Milk ... 1 pt.	Mutton or Chicken ... 5 oz. Potatoes ... 4 „	Rice ... 8 oz. Mutton ... 4 „ Vegetable ... 6 „	Mutton ... 6 oz. Potatoes ... 4 „ Vegetable ... 4 „
Supper, 5-30 or 6 P.M.				
Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.	Bread ... 4 oz. Tea or Coffee ... 1 pt.

1. The special attention of Medical Officers is called to note No. 3 under Native diets.

2. Each diet is to be calculated from 12 noon on day of order to 12 noon next day. All new admissions before that hour shall be breakfasted on such extras as do not require much cooking. The diet ordered for that day shall commence with dinner.

3. In the case of admissions the Apothecary shall write '*Breakfast No.* 1' or '*No.* 2' across the extra columns of that day; the diet column being filled in by the Ward Apothecary or the Apothecary on duty.

4. This 'Breakfast' shall be as follows:—

	For Natives.		*For Europeans.*	
No. 1	Bread	6 oz.	Bread	8 oz.
	Mutton broth ..	1 pt.	Butter	1 „
			Eggs	2 no.
			Tea	1 pt.
No. 2	Milk	1 pt.	Milk	1 „
	Conjee, arrowroot.	1 „	Conjee, arrowroot ..	1 „

5. On day of discharge no diet should be ordered. Patients should, as a rule, be discharged after the Breakfast meal, but in the event of being necessarily detained '*Dinner No.* 1' or '*No.* 2' for Natives and '*Dinner*' for Europeans shall be entered in the Diet Ticket across the extra columns of the day, and shall consist of—

	For Natives.		*For Europeans.*	
No. 1	Rice	10 oz.	Bread	4 oz.
	Mutton	3 „	Mutton	6 „
	or		Potatoes	4 „
	Fish	4 „	Vegetable	4 „
	Pepper-water ..	½ pt.		
No. 2	Bread	6 oz.		
	Mutton broth ..	1 pt.		

6. The bed-head tickets with the Nurses' diet sheets shall be sent to the Steward's department not later than 9-30 A.M. daily.

7. All indents for perishable and other articles required by Nurses of wards, daily. None but special or urgent indents can be received after that hour. Senior Apothecary and Serjeant should reach the Steward's department by 12 noon

Indents for night punkah men may however be sent in up to 3 P.M.

XIII.—NOMENCLATURE OF EXTRAS AUTHORISED FOR USE IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.(a)

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Almonds.*	21	Cocoa.*
	Apples.*	22	Coffee with milk.
	Appums.	23	Cornflour blanc mánge.*
1	Arrowroot blancmánge.	24	Do. conjee.
2	Do. conjee.	25	Do. pudding.*
3	Do. jelly.	26	Currypowder.
	Barley.	27	Custard.*
4	Barley-water.		Dhall.
5	Beef-juice.	28	Eggs.
6	Beef-tea.	29	Do. fried.*
7	Do. jugged.	30	Do. omelette.*
	Biscuits.*		Do. poached.
8	Blancmánge.		Essence of beef, Band's.
9	Bran-biscuits.		Extract of beef, Liebeg's.
	Bread.	31	Fish.
10	Bread-pudding.	32	Do. boiled.
	Butter.	33	Do. fried.
	Butter-milk.	34	Do. moli.
11	Chicken, boiled.*		Fruit, stewed.*
12	Do. broth.	35	Ghee.
13	Do. curry.		Ginger tea.
14	Do. cutlets.*		Grapes.*
15	Do. fricasee.*		Ice.
16	Do. grilled.*	36	Lemonade.
17	Do. jelly.*	37	Lime-juice.
18	Do. kusee.*		Lime-pudding.*
19	Do. pepper-water.	38	Limes.
20	Do. stew.*		Linseed tea.

Note.—The extras with asterisks are only for Europeans and Eurasians.

(a) From the report of the Committee of 1839, slightly modified.

Nomenclature of Extras authorised, &c.—cont.

Number of Formulæ.	Names.	Number of Formulæ.	Names.
	Mangoes.	60	Sheep-trotter jelly.
	Milk.	61	Do. stew.
39	Mutton broth.		Soda-water.
40	Do. chops.	62	Soojee conjee.
41	Mutton chops, boiled.	63	Do. jelly.
42	Do. curry.	64	Do. pudding.
43	Do. cutlets.	65	Spice powder.
	Do. fat.		Sugar.
44	Do. fried.	66	Tapioca conjee.
45	Do. mineed.	67	Do. pudding.*
46	Do. pepper-water.	68	Tea with milk.
47	Do. stew.	69	Teal roast.*
48	Oatmeal porridge.*		Tyre.
	Oranges.		Vegetable, country.
	Peas.*	70	Do. curry, Europe.
	Pepper.		Do. Europe.*
49	Pepper-water.	71	Vermicelli pudding.
50	Pigeon roast.*	72	Wheat cakes.
51	Do. stew.*		*Wines and Stimulants.*
	Plantains.		Arrack.
	Plums.*		Beer.*
	Pomegranate.		Brandy.
	Potatoes.		Burgundy.*
52	Potatoe cutlets.*		Claret.*
53	Rabbit.		Constantia.*
	Rice.		Frontignac.*
54	Do. conjee-water.		Gin (Old Tom).
55	Do. pudding.		Porter.*
56	Sago conjee.		Port Wine.
57	Do. jelly		Sherry.*
58	Do. pudding.		Whiskey.*
59	Scotch broth, beef.		Champagne.

NOTE.—The extras with asterisks are only for Europeans and Eurasians.

Formulæ for preparation of Extra Diets.

1. Arrowroot blancmange—
   - Arrowroot .. .. .. oz. 1
   - Sugar .. .. .. ,, 1
   - Lime .. .. .. no. 1
   - Milk .. .. pt. 1
   - Ice .. .. lb. ½
2. Arrowroot conjee, per pint—
   - Arrowroot .. .. .. oz. ½
   - Sugar .. .. .. ,, ½
   - Milk .. .. .. oz. 8
3. Arrowroot jelly—
   - Arrowroot .. .. .. oz. 1½
   - Sugar .. .. ,, 1
   - Egg .. .. no. 1
   - Milk .. .. oz. 2
4. Barley water, 1 pint—
   - Barley .. .. .. oz. 2
   - Sugar .. .. .. oz. 1
5. Beef-juice, lb. 1—
   - Hydrochloric acid .. drops 40
   - Salt .. .. oz. ½

   or prepare as follows:—Mince the beef and put in a jar adding 60 grains of salt to one pound of beef, cover the jar with paste and leave it in hot water near fire for three hours and then strain the juice with a clean piece of muslin.
6. Beef-tea, 1 pint—
   - Beef, without bone .. oz. 12
   - Salt .. .. .. grs. 60
   - Pepper .. .. grs. 10
7. Beef-tea, jugged—
   - Beef .. .. oz. 16
   - Salt .. .. grs. 60
   - Pepper .. .. .. grs. 20

   Water sufficient to just cover meat when placed in jar. To be jugged for three hours.
8. Blancmange—
   - Gelatine .. .. .. oz.
   - Sugar .. .. ,,
   - Lime .. .. no.
   - Ice .. .. lb.
   - Egg .. .. no.
   - Milk .. .. pt.
9. Bran-biscuits, 1 lb—
   - Bran .. .. oz. 16
   - Salt .. .. ,, ½
   - Ghee .. .. oz. 2
10. Bread-pudding—
    - Bread .. .. oz. 4
    - Sugar .. .. ,, 1
    - Eggs .. .. no. 2
    - Milk .. .. oz. 15
11. Chicken, boiled—
    - Chicken, no. 1 .. .. oz. 10
    - Salt .. .. grs. 60
    - Flour .. .. oz. 1
12. Chicken broth, 1 pint—
    - Chicken, no. 1 .. .. oz. 10
    - Barley .. .. .. ,, ½
    - Salt .. .. grs. 60

Formulæ for preparation of Extra Diets—cont.

13. Chicken curry—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. ,, ½
    - Curry-powder .. .. ,, ½
    - Tamarind .. .. .. ,, ¼
    - Onions .. .. .. grs. 60
    - Salt .. .. oz. ½
    - Cocoanut .. .. .. oz. 3
14. Chicken cutlets—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. ,, 1
    - Salt .. .. grs. 30
    - Onions .. .. oz. ½
15. Chicken fricasee—
    - Chicken, no. 1 .. .. oz. 10
    - Milk .. .. pt. ½
    - Onions .. .. oz. 1
    - Salt .. .. grs. 60
    - Pepper .. .. ,, 10
    - Butter .. .. ,, 1
    - Cornflour .. .. ,, ½
16. Chicken, grilled—
    - Chicken, no. 1 .. .. oz. 10
    - Ghee .. .. ,, 1
    - Salt .. .. grs. 60
    - Pepper .. .. ,, 30
17. Chicken jelly—
    - Chicken, no. 2 .. .. oz. 20
    - Sugar .. .. ,, 1
    - Lime .. .. no. 1
    - Eggs .. .. no. 2
    - Ice .. .. lb. 1
18. Chicken kusee—
    - Chicken, no. 1 .. .. oz. 10
    - Rice .. .. ,, 2
    - Onions .. .. ,, ½
    - Salt .. .. grs. 60
    - Pepper .. .. ,, 10
    - Ghee .. .. oz. ½
19. Chicken pepper-water, 1 pint—
    - Chicken, no. 1 .. .. oz 10
    - Curry-powder .. .. ,, ½
    - Ghee .. .. ,, ½
    - Salt .. .. grs. 60
    - Tamarind .. .. .. ,, ½
    - Limes .. .. no. 1
    - Cocoanut .. .. .. oz. 3
20. Chicken stew—
    - Chicken .. .. no. 1
    - Ghee .. .. oz. 1
    - Flour .. .. ,, 1
    - Onion .. .. oz. ½
    - Spice .. .. ,, 30
    - Salt .. .. grs. 120
21. Cocoa, 1 cup—
    - Cocoa .. .. oz. 1
    - Milk .. .. pt. 1
    - Sugar .. .. oz. ½
22. Coffee, with milk, 1 pint—
    - Coffee powder .. .. oz. 7
    - Sugar .. .. ,, ½
    - Milk .. .. oz. 2
23. Cornflour blancmange—
    - Cornflour .. .. .. oz. 1
    - Sugar .. .. ,, 1
    - Lime .. .. no. 1
    - Ice .. .. lb. 2
    - Milk .. .. pt. 1
24. Cornflour conjee—
    - Cornflour .. .. .. oz. ½
    - Sugar .. .. ,, ½
    - Milk .. .. oz. 3
25. Cornflour pudding—
    - Cornflour .. .. .. oz. 2
    - Sugar .. .. ,, 1
    - Eggs .. .. no. 2
    - Milk .. .. oz. 15
    - Spice-powder .. .. grs. 20

		Native.	European.
26. Curry-powder—			
Chillies	..	lb. 3	lb. 1
Black pepper	..	oz. 10	,, ½
Coriander	..	lb. 6	,, 8
Turmeric	..	oz. 10	,, 2
Cummin-seed	..	,, 10	,, 1
Mustard	..	,, 10	,, ½
Vendium	..	,, 10	,, ¾
Garlic	..	,, 3	,, ..
Dry ginger	..	..	lb. ½
Poppy seeds	..	..	,, ½

27. Custard—
    - Milk .. .. .. pt. 1
    - Sugar .. .. .. oz. 1
    - Eggs .. .. .. no. 2
28. Eggs, fried—
    - Egg .. .. .. no. 1
    - Ghee .. .. .. oz. ½
    - Salt .. .. .. grs. 30
    - Pepper .. .. .. ,, 1
29. Eggs, omelette—
    - Eggs .. .. .. no. 2
    - Onions .. .. .. oz. ½
    - Ghee .. .. .. ,, 1
    - Green chillies .. .. grs. 60
    - Salt .. .. .. ,, 1
30. Eggs, poached—
    - Egg .. .. .. no. 1
    - Butter .. .. .. grs. 60
    - Bread for toast .. .. oz. 1
    - Salt .. .. .. grs. 30
31. Fish, boiled—
    - Fish .. .. .. oz. 8
    - Pepper .. .. .. grs. 10
    - Salt .. .. .. grs. 30
    - Cornflour .. .. .. oz. ½
32. Fish, fried—
    - Fish .. .. .. oz. 8
    - Ghee .. .. .. ,, 1
    - Flour .. .. .. ,, 1
    - Salt .. .. .. grs. 30
    - Turmeric .. .. .. oz. ¼
33. Fish moli—
    - Fish .. .. .. oz. 8
    - Ghee .. .. .. ,, 1
    - Flour .. .. .. ,, 1
    - Cocoanut .. .. .. ,, 2
    - Limes .. .. .. no. 1
    - Green chillies .. .. dr. ½
    - Ginger .. .. .. ,, ¼
    - Onions .. .. .. ,, ¼
34. Fruit, stewed—
    - Fruit .. .. .. oz. 8
    - Sugar .. .. .. oz. 2
35. Ginger tea, 1 pint—
    - Ginger .. .. .. oz. ¼
    - Sugar .. .. .. ,, ½
    - Milk .. .. .. oz. 2
36. Lime-juice, 1 pint—
    - Limes .. .. .. no. 2
    - Sugar .. .. .. oz. ¾
37. Lime pudding—
    - Eggs .. .. .. no. 4
    - Sugar .. .. .. oz. 1
    - Butter .. .. .. ,, ½
    - Limes .. .. .. no. 3

Formulæ for preparation of Extra Duties—cont.

88. Linseed tea—
Linseed	oz.	1
Sugar	,,	½
Milk	,,	2

89. Mutton broth, 1 pint—
Mutton with bone	oz.	12
Barley	,,	½
With sufficient water to produce 16 oz.		
Pepper	grs.	10
Salt	,,	60

40. Mutton chops—
Mutton	lb.	1
Ghee	oz.	1
Pepper	grs.	60
Salt	,,	60

41. Mutton chops, boiled—
Mutton	oz.	8
Ghee	,,	½
Pepper	grs.	10
Salt	,,	30
Onions	oz.	1
Barley	,,	½

42. Mutton curry—
Mutton	oz.	8
Ghee	,,	½
Curry-powder	,,	½
Tamarind	,,	¼
Onions	,,	½
Salt	grs.	30
Cocoanut	oz.	3

43. Mutton cutlets—
Mutton	oz.	8
Salt	grs.	60
Ghee	oz.	½
Onions	,,	
Pepper	grs.	30

44. Mutton, fried—
Mutton	oz.	8
Ghee	,,	1
Salt	grs.	30

45. Mutton, minced—
Mutton	oz.	8
Ghee	,,	1
Salt	grs.	30
Pepper	grs.	10
Mint and parsley	,,	30

46. Mutton pepper-water—
Mutton	oz.	12
Curry-powder	,,	½
Ghee	,,	½
Onions	,,	1
Salt	grs.	60
Lime	no.	1
Pepper	grs.	60
Cocoanut	oz.	3

47. Mutton stew—
Mutton	oz.	8
Ghee	,,	1
Flour	,,	½
Onions	,,	½
Salt	grs.	30
Pepper	,,	30

48. Oatmeal conjee—
Oatmeal	oz.	2
Milk	pt.	1
Sugar	oz.	2

49. Pepper-water, 1 pint—
Chillies	oz.	½
Pepper	,,	½
Garlic	drs.	20
Tamarind	oz.	½
Salt	drs.	½

50. Pigeon roast—
Pigeon	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Milk	oz.	3
Bread	,,	1

51. Pigeon stew—
Pigeon	no.	1
Ghee	oz.	1
Flour	,,	½
Onions	oz.	¼
Pepper	grs.	10
Salt	,,	30

52. Potatoe cutlets—
Potatoes	oz.	8
Ghee	,,	1
Salt	grs.	60
Onions	oz.	½
Pepper	grs.	10
Wheatflour	oz.	½
Mutton	,,	8

53. Rabbit—Same formulæ as for chicken broth, chicken stew and chicken curry. Backs and legs the best parts for stewing or curry; the coarser parts to be used for roast.

54 Rice, conjee-water—
Rice	oz.	2
Salt	grs.	60

55. Rice pudding—
Rice	oz.	2
Sugar	,,	1
Milk	oz.	15
Eggs	no.	2

56. Sago conjee—
Sago	oz.	½
Sugar	,,	½

57. Sago jelly—
Sago	oz.	2
Sugar	,,	½
Milk	,,	2

58. Sago pudding—
Sago	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

59. Scotch broth—
Beef or mutton	oz.	12
Salt	grs.	60
Vegetable	oz.	4
Barley	,,	½

60. Sheep-trotter jelly—
Sheep-trotters	no.	8
Water	pts.	2
Sugar	oz.	2
Limes	no.	3
Eggs	no.	2
Ice	lb.	1
Sherry	oz.	1½

61. Sheep-trotter stew—
Sheep-trotters	no.	8
Pepper	grs.	10
Salt	,,	60
Ghee	oz.	½

62. Soojee conjee—
Soojee	oz.	½
Sugar	oz.	½

63. Soojee jelly—
Soojee	oz.	2
Sugar	,,	½
Milk	oz.	6

Formulæ for preparation of Extra Diets—cont.

64. Soojee pudding—
Soojee	oz.	2
Sugar	,,	1
Eggs	no.	2
Milk	oz.	15

65. Spice powder—
Ginger in powder	oz.	2¾
Cinnamon powder	,,	½
Nutmeg	,,	½
Cloves	,,	¼

66. Tapioca conjee—
Tapioca	oz.	½
Sugar	,,	½

67. Tapioca pudding—
Tapioca	oz.	2
Sugar	,,	1
Milk	,,	15
Eggs	no.	2

68. Tea—
Tea	oz.	¼
Sugar	,,	½
Milk	,,	2

69. Teal roast—
Teal	no.	1
Ghee	oz.	½
Pepper	grs.	10
Salt	,,	30
Lime	no.	1

70. Vegetable curry—
Veg table	oz.	4
Curry-powder	,,	¼
Tamarind	,,	¼
Onions	,,	¼
Salt	,,	½

71. Vermicelli pudding—
Vermicelli	oz.	2
Milk	pt.	1
Sugar	oz.	1
Eggs	no.	2
Nutmeg	oz.	¼

72. Wheat-cake, each—
Wheatflour	oz.	2
Ghee	,,	½
Sugar	oz.	½

XIV.—PROCEDURE IN THE DIETING OF PATIENTS.

The following is what is observed in the General Hospital,* and is given as a model for large establishments. The numbers refer to those in the Book of forms†.

In the smaller hospitals miniatures of some of these forms will suffice, *e.g.*, in the Voluntary Venereal and Ophthalmic Hospitals.

No. I is sent to the Surgeon-General's office.
Nos. II and III (*a*) are filed by the Nurses.

The bed-head tickets No. I, prepared by the Apothecary with the diet sheets Nos. II and III, prepared by the Nurse, in charge of each ward, are sent to the Steward at the milk-shed not later than 9–30 A.M.

Nos. IV. and V are filed in the Steward's office.

Nos. II and III are first checked with No. I and then posted into fresh diet sheets Nos. IV and V by the same Steward. The entries in Nos. IV and V are made in the first instance in pencil, as there are always constant changes, *e.g.*, 'admissions' and orders for further 'extras.' The following morning these entries are inked and the 'morning report' in the left top corner filled in: the 'remaining' and 'admissions' being obtained from the Apothecary's morning report No. XVIII, the other figures from the form itself. In this way Nos. IV and V and No. XVIII are mutual checks on each other.

No. VI is filed by the Storekeeper.

As Nos. IV and V are being filled in, the Steward gives requisitions marked No. VI to the ward boys for such articles as bread, sugar, butter, aërated waters, &c. (requiring no cooking). No. VI is handed over by the ward boys to the Storekeeper, who issues the articles to them to be taken away to the wards for distribution at once.

No. VII is filed by the Storekeeper.

The Steward then makes out from Nos. IV and V an indent No. VII for ingredients for puddings for all wards; this is sent at once to the kitchen to give the cooks sufficient time for preparation. Manuscript requisitions for any conjees, barley-water, &c. required urgently are also made and given to cooks.

Nos. VIII and IX are filed in the Steward's office.

The Steward then prepares ingredient sheets Nos. VIII and IX for Natives and Europeans; these are necessary to enable him to make out his remaining indents on the Storekeeper for the cooks.

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* It is of course not intended that all hospitals should follow this routine: it is indeed only necessary for very large hospitals. The principle involved, however, is applicable to all; *i.e.*, to have a regular systematic method of dieting of patients. For its details the Committee are indebted to the Senior Medical Officer, General Hospital.

† Superintendents shall use the forms in this book as far as possible. The tabular statement on first page indicates those specially adapted for the different hospitals.

Europeans.—Form VIII. He first fills in line No. 5, which are the advances given to cooks early in the morning by requisition No. X on Storekeeper. After the diet sheets are totalled, he fills in lines 1 and 2 which quantities correspond with each other and are the half-quantities of the diets. He then fills in line No. 3 which show the whole quantity of extras required for the day. He then totals lines 2 and 3 and enters the totals in line No. 4. He then deducts 5 from 4 and enters the balance in 6 which gives him the quantities still unsupplied for the day's dinner, and requisitions for this balance are then made out on form X. In the evening he makes out requisitions No. X from line No. 2 for next day's breakfast and sends them to the Storekeeper for early issue in the morning.

Sub-Forms *in corner of* Form VIII marked A. B. C.

A. is what is given daily for use in the kitchen (apart from other requisitions) bread for the preparation of cutlets, &c., and flour for pasting lids on the jugs for broth. This flour is not included in the diet sheets, but an account of it is kept by the Storekeeper.

B. shows the ingredients for puddings for which requisitions are made on requisition form No. VII.

C. is the quantity of bread and ingredients for tea and coffee for which requisitions are made on form No. XIV.

Natives.—*Vide* No. IX right-hand side. B. shows the quantity issued to the Native kitchen on requisition by the Storekeeper early in the morning, mustard, cummin seed for seasoning, pepper-water and flour and turmeric for preparing fish (fried or curried); extra flour is also given for pasting lids on jugs for broth. These are not included in the diet sheets, but the Storekeeper keeps an account of them.

A. shows the ingredients for pepper-water, for which requisitions are made on requisition form No. XII.

C. shows the ingredients for the tea and coffee for diets as well as extra tea and coffee, rice cunjees and bread and sugar for milk diets. This requisition accompanies the advance requisition on form No. XI.

No. XIII is kept by contractors, and the counterfoil is filed in the Steward's office.

He then fills in requisition No. XIII on contractors (mutton, chicken, vegetable, milk and hoppers, &c.), for the probable quantities required for the next day. He judges this from Nos. IV and V.

Is filed in office.

No. XV is the census which is taken daily at 2 P.M. by the Apothecary on duty.

Is filed in office.

No. XVIII is the morning report and is filled in by the Apothecary on duty just before going off duty at 6-30 A.M. The morning statistics at the bottom of it must tally with the figures in abstracts in left top corner of Nos. IV and V. Should they not tally, the mistake is accounted for by an incorrect census having been taken by the Apothecary and is sent back for revision. This report is daily seen and checked by the Resident Medical officer first and then by the Senior Medical officer. Both officers initial it.

Are filed the Steward's office.

Nos. XVI and XVII show the cost of diets, extras and wines, &c., ordered by each individual Medical officer, as also his average per patient. They are worked out from Nos. IV and V by the Milk-shed Steward; after being filled in they are gummed on to Nos. IV and V.

Are sent with the monthly accounts and filed in the Surgeon-General's office.

Nos. XIX and XX are the diet rolls, four in number, viz., one for European officers' quarters, and a similar one for European general wards, one for Native officers' quarters, and a similar one for Native general wards. The totals from Nos. IV and V are posted daily into these forms by Milk-shed Steward on the morning of the next day. They are seen daily by the Senior Medical officer and initialled by him. When completed at the end of the month, they are totalled, and from these totals the ingredients of diets and extras are worked out by the second Steward.

No. XXI is the average statement wherein the daily average of each Medical officer is shown as also that of the hospital. The figures in it are obtained from Nos. XVI and XVII (average column). It is filled in for the day previous, each morning, by the Milk-shed Steward. This is daily seen and initialled by the Senior Medical officer, who draws the attention of the Medical officers and their respective Apothecaries, when they exceed the average, viz. (As. 8 for European general wards and As. 4 for Native general wards). This form also shows the monthly average of each Medical officer which is worked out by the second Steward and shown at foot of the statement.

Is forwarded for information of the Surgeon-General and when returned is filed in the Steward's office.

Are filed in the Surgeon-General's office.

Nos. XXIII and XXIV are the ingredient sheets, four in number, tallying all with the diet rolls Nos. XIX and XX. The totals from Nos. XIX and XX are posted into these forms by the second Steward and the ingredients of the various diets and extras are worked out here according to the sanctioned scale of diets and extras. The contractors' bills and the Storekeeper's accounts are checked from these calculations. There is invariably a slight difference owing to fractions of ingredients having to be calculated. These forms when completed are signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. These sheets are very important, as they give the figures which form a check on the Storekeeper's books.

Is filed in the Steward's office.

No. XXV—*Expenditure Statement of Perishable Articles of Diet.*—Immediately after the preparation of Nos. XXIII and XXIV, the totals (of perishable articles of diet received from contractors daily) from those numbers are posted into this form by the second Steward; he also posts into it some articles from Perishable Articles Book, No. XXVII, for which requisitions have been made direct from wards and dispensary, such as ice and limes. This is an important form, as it is the chief check on the contractor's bills for perishable articles of diet; it ought to be made up as soon as possible after the end of the month, otherwise the monthly bills are delayed.

Is filed in the Surgeon-General's office.

No. XXVI—*Comparative Statement.*—Into this is posted by second Steward all the totals in Nos. XXIII and XXIV that have not been put into No. XXV; also articles supplied to kitchen daily, and dispensary occasionally not shown in Nos. XXIII and XXIV. This is also an important form, as it is the check on the Storekeeper and shows any difference between requisitions and issues.

No. XXVII—*Perishable Articles Expenditure Book.*—Early every morning the Storekeeper enters on a manuscript form all the articles issued on the previous day by him on requisitions from the various wards, the dispensary and Stewards, he then sends this rough book with his requisitions to the second Steward, who compares them, and if found correct, then the latter enters them in this book. The second Steward takes his book and Storekeeper's rough book and the indents to the Resident Medical officer. This officer checks one with the other and initials the Steward's book. The indents and rough book are then returned to the Storekeeper. The monthly totals are entered in another book No. XXXIII to compare one month with another. These totals are taken by the Storekeeper for the preparation of his monthly accounts.

Is filed in the Surgeon-General's office and a copy of it is kept in the Steward's office.

No. XXVIII is the Liquor Account Form. The figures from the Diet Rolls Nos. XIX and XX are posted into this form by the second Steward. It is signed by the Senior Medical officer and forwarded to the Surgeon-General's office with the monthly accounts. Each so-called quart bottle, measures 24 oz., occasionally a little more.

No. XXIX is the Price List which must be worked out annually owing to change of contractors. This is the medium of arriving at the costs of diets, extras and wines, &c., issued during the day by Medical officers. It ought to be printed as soon as possible after contracts, &c., have been received and a copy supplied to each Medical officer. A copy is also sent to the Surgeon-General's office.

No. XLVIII is used in the Lying-in Hospital in issuing a couple of days' advance of certain diet articles to the cooks. It appears to be necessary in that

hospital on account of the fact that patients come in at no particular hours, but at any and all hours; so the cook must always have something to cook for them after their arrival.

APPENDIX I.

EXTRACT FROM CIRCULARS BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

No. 17 *of* 14*th August* 1884.

ADULTERATION OF TYRE—METHOD OF DETECTING.

1. The undersigned has the honour, by order, to forward to Medical officers in charge of Jails, for information and guidance, copy of Chemical Examiner's notes on the method of detecting adulteration of tyre and buttermilk issued to prisoners.

2. The Surgeon-General specially commends to Medical officers the Chemical Examiner's suggestion that these articles of diet should always be boiled before use as a means of neutralizing possible contamination by impure air, hands, and vessels, as well as by impure water.

NOTE ON MILK, TYRE WHEY, BUTTERMILK, BUTTER.

Milk.—Good pure cow's milk has a sp. gr. of 1,025 to 1,035, and milk below 1,025 should be rejected.

Skimming of the cream increases the sp. gr. about 2°. Every increase of 10 per cent. of water lowers the sp. gr. about 3°. Buffalo's milk is a little richer than cow's milk, but they do not differ very materially.

Milk should have no unpleasant odour or taste, and exhibit no deposit on standing.

Tyre, as sold in the bazaars, is usually mixed with about 50 per cent. of water.

Its purity may be judged to some extent by its thickness. Pure tyre has a sp. gr. rather higher than that of milk, owing to evaporation of water during boiling.

Its sp. gr. cannot be determined by the sp. gr. flask, owing to disengagement of gas bubbles during fermentation, nor by a hydrometer, owing to its thickness.

The following method, however, has been found to give reliable results:—

Apparatus.—A urinometer or lactometer, the accuracy of, or necessary correction for, which may be sufficiently ascertained by floating it in distilled water.

Alkaline solution prepared by adding Liq. potassæ to water, frequently stirring, until the sp. gr. of the solution is exactly 1,010.

Test.—The tyre (or buttermilk) having been well stirred or shaken, a carefully measured portion of it is mixed with an equal volume of the alkaline solution, and the mixture is agitated until the curds are completely dissolved. Its sp. gr. is then taken, and, after deducting 5 (sp. gr. due to potash), the excess over 1,000 is doubled.

The result thus obtained is the sp. gr. of the uncurdled milk, and it is a fair index of the proportion of water which has been added.

EXAMPLE.—Sp. gr. of tyre and potash mixture	1,021
Deduct for potash	5
	1,016
Double for dilution	2
Sp. gr. of tyre	1,032

If 1,025 (or any other standard) be fixed as the minimum sp. gr. for tyre, a very simple method of using this test, without any measuring, would be by the employment of a caustic potash solution of sp. gr. 1,025 (or other standard). If this were mixed in any proportion with the tyre, the sp. gr. of the mixture should never fall below the standard. The following is a ready method of applying the test:—*Shake up a portion of the tyre in a bottle, adding by degrees sufficient standard potash solution* (*sp. gr.* 1,025) *to dissolve the curds. The sp. gr. of the mixture should be at least* 1,025.

Whey.—The sp. gr. of whey is 4 or 5 less than that of pure milk. Whey may be rapidly separated from the curd of tyre by straining through muslin, and its sp. gr. may be taken as an

index of the purity of the tyre; but as the casein is thus estimated indirectly only, the potash solution test appears preferable.

Buttermilk from the bazaars often has a sp. gr. of about 1,008, indicating a proportion of about 7 parts of water to 3 of milk. Allowing for the addition of a fair proportion of water, which is usually added during churning, the sp. gr. of buttermilk ought not to sink below 1,014.

The sp. gr. of buttermilk may be ascertained in the same manner as that of tyre. For a ready test, the potash solution should be diluted with water to a sp. gr. of 1,014 (or other standard) and be employed in the same way as in the examination of tyre.

Since it is likely that bazaar milk, buttermilk, and tyre may be contaminated by impure air, hands, and vessels, as well as by impure water, it is advisable that they should always be boiled before use.

Butter frequently contains a large excess of water and casein. When melted in a test tube the water and casein below the oil ought not to exceed 15 per cent.

APPENDIX II.

GENERAL RULES REGARDING DIETS AND EXTRAS.

ADMINISTRATIVE.

1. The non-storable articles composing the various diets and extras will be ready at the morning visit for the inspection of the Medical officer.

2. The Medical officer, without giving any previous warning, should visit the hospital occasionally for the purpose of ascertaining whether the sick get the full quantities of the articles ordered, as well as for inspecting the meal.

3. The dinners are invariably to be served in the presence of the Stewards.

4. The tea should be infused (not boiled) in the presence of one of the Stewards, a cauldron being exclusively reserved for the purpose.

5. The cows from which the milk is supplied will be brought to the hospital, morning and evening, and milked under the supervision of the Stewards. The milk will be put at once into clean cans and locked up till handed over to the cook for boiling, after which it will be again placed in the same cans and served out.

6. Printed copies of the diet scales will be hung up in a conspicuous place in each ward or hut.

7. Each pint of milk to consist of 20 oz.
Each unit of measure of tea to consist of 13 oz., inclusive of milk.
Each unit of measure of conjee to consist of 10 oz.
Each unit of measure of broth to consist of 16 oz.
Each unit of measure of jug-broth to consist of 8 oz.

* * * * *

9. Milk should always be boiled before issue to patients.

10. The quality of butter may be generally determined by the taste. When melted in a test tube, the water and the casein below the oil ought not to exceed 15 per cent.

11. A good and fresh egg should weigh 2 oz.

12. Ghee may be tested by taste and smell. It is most commonly adulterated with gingelly oil or other fixed oil, plantains or fats.

13. Good beef or mutton may be distinguished by appearance and smell; the fat should be fine and white, the flesh close ground and of a bright red colour, the inside of the leg of a sheep well formed and plump. The feet of the sheep should be attached when the mutton is being passed by the Medical officer.

14. Beef tea and all broths may be ordered 'jugged' when the total quantity of the pint will not exceed 8 oz., and meat, bones, &c., will be strained from the broth.

15. No broth or soup should be sent from the kitchen with grease on them.

16. In the General Hospital 51 oz. by weight or 64 by measure is the outturn of a pound of raw rice when boiled.

17. The salt used for all diets should be of the quality known as 'good white.'

18. The following country vegetables should be used to vary the diets for which country vegetables are ordered:—Potatoes, sweet potatoes, brinjals, bundaikai, pumpkins, country spinach, Goa potatoes, drumsticks, yams, country beans, country asparagus and spinach.

19. Children under 5 years are to be placed on extras as required. Those between 5 and 8 on 'half'; between 8 and 14 on two-thirds quantity of any diet allowed for adults.

20. All wines and spirits ordered for patients are to be sent before noon to the Nurse in charge of the ward in corked bottles properly labelled.

APPENDIX III.

INSTRUCTIONS TO MEDICAL OFFICERS REGARDING THE DIETETIC MANAGEMENT OF THE SICK IN THE GOVERNMENT CIVIL HOSPITALS IN THE PRESIDENCY TOWN.

1. The attention of Medical officers is called to appendix No. 3, page 273, Volume VI, Army Regulations, India, regarding the principles which ought to guide them in selecting the diets most suitable for particular classes of cases, and in avoiding unsuitable food.

2. Medical officers are reminded that from 25 to 30 grains of carbon and from 1 to 1·5 grains of nitrogen for every pound of body weight is calculated as sufficient to maintain health and vigour in a European—vide *Dr. Tidy's Legal Medicine, part I, Page 275*. Moleschol states that the following quantities of each of the alimentary groups are necessary to maintain in health an adult European under moderate labour:—

Albuminates	4·4 ounces.
Carbo-hydrates	14 do.
Fat	2·75 do.
Salts	437 grains.

Total water free food requires 22 ounces, or

Nitrogen	300 grains.
Carbon	5,000 do.

The following are the number of grains of nitrogen and carbon contained in a pound of different articles of diet:—

	Nitrogen.	Carbon.
Beaf, cooked	304	1,854
Bread, average	88	1,975
Butter	0·2	6,156
Buttermilk	44	387
Egg	149	1,144
Fish	195	871
Milk, fresh	44	599
Mutton, cooked	304	1,883
Oatmeal	136	2,831
Peas, dhall	248	2,699
Potatoes	22	769
Rice	68	2,732
Sago	13	2,555
Sugar	...	2,955
Vegetables, green	14	420
Wheat flour	116	2,700
Whey	13	154

3. The attention of Medical officers is called to the fact that the practice of most of the hospitals in the Presidency town shows that Europeans can be properly dieted at an annual average daily rate not exceeding 8 and Natives at an average cost not exceeding 4 annas, without unduly curtailing the discretionary powers of Medical officers in prescribing such diets and extras as they consider necessary. When these figures are exceeded, a report, justifying the excess, will have to be submitted to the Surgeon-General with the Government of Madras.

4. The bed-head diet tickets should be written up daily; where no extras are ordered, the blank columns should be scored through and the sheet initialled on the date the patient is discharged, or on the last day of the month.

5. When extras are ordered they should be entered in words, any blank columns should be scored through, and the daily entries initialled by the Medical officer.

6. All unauthorised articles require the special sanction of the Surgeon-General. The necessity for such articles should be very rare.

7. All special orders regarding the cooking of diets must be endorsed on the diet sheets.

8. Each Medical officer will be provided with a printed copy of these rules on joining any of the hospitals in the Presidency town.

9. When the contractor's rates are published by the Surgeon-General, each Medical officer will be provided with a card showing cost of diets, extras and stimulants for the year.

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for European and East Indian Patients.

Spoon.		Milk.		Half.		Mixed.		Full.	
	Grains.		Grains.		Grains.		Grains.		Grains.
Nitrogen ...	12	Nitrogen ...	160	Nitrogen ...	300	Nitrogen ...	260	Nitrogen ...	340
Carbon ...	664	Carbon ...	3,771	Carbon ...	4,673	Carbon ...	5,100	Carbon ...	6,000

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

Nutritive value as shown by the Nitrogen and Carbon contained in each diet for Native Patients.

Diets.	Nitrogen.	Carbon.
	GRAINS.	GRAINS.
Spoon	1	331
Milk and bread	150	3,027
Milk and rice	130	3,597
Coffee	80	1,914
Half	134	3,160
Full and bread	280	4,150
Full and rice	250	4,860

(Calculated by Surgeon T. H. Pope, Assistant Physician, General Hospital.)

APPENDIX IV.

THE CALCULATION OF THE AVERAGE COST OF THE DAILY DIETARY OF PATIENTS IN MIXED HOSPITALS.

From enquiries made by the Secretary to the Committee during his visits to the various State Hospitals, the Committee have grounds for the belief that the method of calculating the average cost of a day's dietary in mixed hospitals differs in different institutions. There seem to be at least two methods—

(i) To calculate the average cost of a day's diet for each class, *i.e.*, Europeans and Natives, add these averages together and divide by two.

(ii) Simply to divide the total cost of dietary for all classes by the total number of days in hospital spent by the patients, or by the aggregate number of daily sick.

The Committee recommend that principle involved in the first of the these methods be adopted in future in all hospitals. The second method cannot give a true average, because items are lumped together which have no relation to each other, and the results arrived at by it are therefore misleading. The Committee recommend the *principle* of the first method to be adopted, because in some of the hospitals, although there are only Europeans and Natives, yet for the purposes of arriving at a true average, there are often more than two classes to be dealt with. For example, in the General Hospital * there are at least four classes, viz., European officers'

* In the General Hospital for 1894 the average cost per diet per day for the four different classes was—

	Rs.	A.	P.
European Officers' quarters	1	1	8¾
European general wards	0	7	8¼
Native Officers' quarters	0	13	8¾
Native general wards	0	3	9¼
	4)2	10	6
	0	10	7½

That is, when calculated by the first method, As. 10–7½ is the "average cost of each diet" (column 6, Statement V, Part I); whereas, calculated according to the second method (which has been the usual practice in this hospital) the average cost of each diet was given in the annual statement as As. 6–1¾.

In sending in his financial statement for 1894 the Senior Medical Officer in an explanatory statement gave the average cost separately of each class. The Committee is of opinion that the average of these different classes should always be shown separately even when an average for the whole hospital is required.

quarters, European General wards, Native officers' quarters, Native General wards, so that in order to arrive at a mathematically true average and one which will be of real use for purposes of comparison, the average for each of these classes should be taken, added together and divided by four. Now that children have been added who must get a special dietary, there will be five or six classes to be dealt with. A simple example will illustrate what has just been stated—

Say A has a hospital with
6 natives costing 1 anna a day = 6 annas; and
2 Europeans costing 6 annas a day = 12 annas.
The average for the natives would be 1 anna.
The average for the Europeans would be 6 annas.

Now the Committee recommend that these two averages be added together and divided by 2, giving a true average of 3½ annas.

But if the second method be adopted, *i.e.*, if the total cost, viz., 18 annas, be divided by the total number of patients, 8, the result is 2¼ annas, or an apparent average less than the other by 1¼ annas.

Now, say, B has a hospital with

	anna.	average.
50 natives costing 1 anna daily	=50=	1 and
2 Europeans costing 6 annas daily	=12=	6.

These figures give the same true average as in A's hospital, *i.e*, 3½ annas, and it is only natural that the average cost should remain the same, seeing that the actual cost for each class of patients is also the same.

But if the second method is taken, and we divide the total cost, viz., 62 annas, by total patients, 52, we get a spurious average of $1\frac{5}{6}$ anna, though the actual cost per day has not altered for each class; and so, if this method were adopted, B would get the credit of running his hospital very economically—$1\frac{5}{6}$ anna for average cost per day, while A would be dubbed extravagant with his 2¼ annas a day, the truth, nevertheless, being that in both cases the actual cost per day for each class was just the same, viz., 1 anna for Natives and 6 annas for Europeans.

If, however, we alter B's population and give him 6 natives and 20 Europeans, *still at the same rates per day*, and calculate by the second method we shall find that, instead of being economical, he has become very extravagant—

6 natives at 1 anna = 6
20 Europeans at 6 annas = 120
126 ÷ 26 = $4\frac{1}{13}$ annas!

The Committee must be excused for going into so much detail on what may seem so self-evident a fact; but the truth is they find the self-evidence of it is not generally accepted, and hence their attempt to make it perfectly clear by a concrete example.

APPENDIX D TO G.O., NO. , PUBLIC, DATED 1896.

REPORT OF THE SPECIAL COMMITTEE ON DIETS ON THE DIETARY OF THE PRESIDENCY STATE HOSPITALS,

AND ON CERTAIN MISCELLANEOUS SUBJECTS REFERRED TO THEM BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS.

[*Accompanying this report are 31 fasciculi of MSS., &c., for reference. Throughout the report these are referred to as (F. 1), (F. 2), &c.; at page 39 begins the book of forms, referred to in the report as C.M.F. No. , &c.; at page 107 begins the 'G.O.' Diet Rules; and at page 115 the Diet Rules as proposed by the Committee.*]

SPECIAL COMMITTEE ON DIETS.

President:

Brigade-Surgeon-Lieutenant-Colonel W. PRICE, M.D.

Members:

Surgeon-Lieutenant-Colonel W. R. BROWNE, M.D.
Surgeon-Lieutenant-Colonel A. J. STURMER.

Secretary:

Surgeon-Major JOHN SMYTH, M.D.

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REPORT OF THE COMMITTEE APPOINTED BY THE SURGEON-GENERAL WITH THE GOVERNMENT OF MADRAS IN HIS No. 5157 OF 24TH AUGUST 1894.

THE following are copies of the original orders appointing the Committee and setting forth subjects for their consideration :—

No. 5157.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 24th August 1894.

Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D., President.
Surgeon-Major A. J. Sturmer, Do. J. W. Evans } Members.

The Medical officers named in the margin will form a special Committee to report upon the forms herein enclosed and the rules contained therein (F. 1).

2. Their attention is drawn to the rules contained in the Army Regulations, India, Volume V, under Contracts, Advertisements, Estimates, Tenders, Earnest Money, Security Deposits, &c., and in the Military Account Code, chapter 28, paragraphs 4 and 22.

3. They are requested to draw up a set of rules, and to propose forms regarding these contracts and tenders, which would be applicable to all State Hospitals and Lunatic Asylums.

4. The President will fix the date and hour of meeting in consultation with the other members,

5. Copies of the codes alluded to above are herewith forwarded to be returned at an early date, as they are the only copies available for use in this office.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

To Brigade-Surgeon-Lieutenant-Colonel W. Price, M.D.

No. 5533.

OFFICE OF SURGEON-GENERAL WITH THE GOVT. OF MADRAS,
Madras, 4th September 1894.

The Committee assembled under this office No. 5157, dated the 24th August 1894, to report on contracts; will also be requested to report on the accompanying proof pamphlet (F. 2) of diet regulations :—

1. With regard to any additions or changes they consider necessary.

2. To prepare uniform printed forms and books for all Government State Hospitals concerning income and expenditure.

3. Whether the rules regarding ordinary diets for Lunatic Asylums should be included.

4. To prepare uniform printed forms and books for Lunatic Asylums dealing with income and expenditure to be as closely assimilated to those for Government State Hospitals as possible.

5. The following correspondence and book are forwarded for information and favour of return :—

(*a*) Letter No. 521, of 10th August 1894, from the Superintendent, Leper Hospital.

(*b*) Letter No. 314, of 15th August 1894, from the Superintendent, Voluntary Venereal Hospital.

(*c*) Letter No. 321, of 21st August 1894, from the Superintendent, Ophthalmic Hospital.

(*d*) Letters Nos. 434 and 438, dated 15th and 16th August 1894, respectively, from the Superintendent, Lying-in Hospital.

(*e*) Minute II, No. 768, of 7th August, and Letter No. 600, of 9th July 1894, from the Superintendent, Lunatic Asylum, Madras.

(*f*) Letter No. 202, of 21st August 1894, from the Superintendent, Lunatic Asylum, Calicut.

(*g*) Letter No. 183, of 12th August 1894, from the Medical Officer, Women and Children's Hospital.

(*h*) The uniform system of hospital accounts by Burdett (F. 3).

6. The pencil notes are those of the Surgeon-General.

7. Present Government forms may not be altered, as they are fixed by the Government of India, but can be explained by foot-notes or separate statements submitted.

8. The President is authorized to call direct for any information the Committee may require from responsible Medical officers.

(By order.)

(Signed) H. THOMSON, Surgeon-Captain,
Secy., Surgeon-General with the Govt. of Madras.

INTRODUCTION.

As the work of the Committee proceeded, a great many collateral subjects were, from time to time, brought before them by the Surgeon-General, many of them involving much discussion and a great expenditure of time in getting references from various sources.

For a considerable time the Committee had no Secretary, and afterwards a series of Secretaries. In addition to this, they had to carry on their proceedings in the midst of a great deal of other official work which necessitated their giving up their Saturday half holidays to their meetings, as this was the only spare time they had. They, therefore, laboured under many disadvantages, and it is no fault of theirs that their work has extended over nearly a twelvemonth. With rare omissions they met weekly, sometimes twice a week.

After three months Surgeon-Lieutenant-Colonel Browne took Surgeon-Major Evans' place on the Committee, while Surgeon-Major J. Smyth was appointed Secretary in March 1895.

The Committee would take this opportunity of thanking the numerous officials with whom they have been in correspondence for their prompt response to their communications. Outside the Presidency of Madras, they are chiefly indebted to the Principal, Medical College Hospital, Calcutta, for kindly furnishing them with details of the working of certain departments of that institution. *Vide* Appendix.

The Committee are specially indebted to the Senior Medical Officer,* General Hospital, Madras, for placing the services of his Steward's Department at their disposal to obtain references, to make fair and keep office copies of the Secretary's principal MSS.

The Committee have also to acknowledge the kindness of Mrs. Nisbet, Matron Superintendent, General Hospital, in revising the ingredients in the formulæ for 'extra' diets (page 125, Committee's Rules). These formulæ were drawn up by the Committee of 1889, and in the opinion of the present Committee, were made unnecessarily costly. As now revised, the cost of many of them will be much reduced.

Owing to the manner in which new material for consideration was being constantly brought before them, their work proceeded on no definite lines, and this report is, therefore, a compilation, in which an attempt is made to introduce so much of order as will enable the reader to get a comprehensive and intelligible view of what the Committee have endeavoured to perform.

As a guide to the Committee, the Surgeon-General enclosed to the President 'The uniform system of accounts for Hospitals and Public Institutions' by Henry Burdett (F. 3) editor of *The Hospital*. The Committee may remark that the object with which Burdett wrote that book was that subscribers to hospitals might be able to see clearly how their money was laid out, and compare the management in different hospitals one with the other, as exhibited by the relative cost of each item of hospital requirement. At the same time Burdett says: "It must be borne in mind "that the bare statement that a bed costs so many pounds at one institution and "half as many at another does not necessarily, if at all, determine that the "management of the one is infinitely superior to the other or *vice versâ*. The "merits can be ascertained only by a careful inquiry into all the circumstances and "by a detailed examination of the figures which go to make up the total sum in each "case. It follows, therefore, that a uniform system of accounts will be more useful "to the managers than to any other persons, *because they alone*, in conjunction with "the comparatively few individuals who make a study of the questions involved, will "be able to test the figures and to deal with them on their merits."

The above is quoted in order to show the difficulty that has to be encountered in making comparisons between different hospitals. This difficulty has been forcibly brought to the notice of the Committee during their present labours.

The Committee now propose to take up in as much detail as possible the subjects brought before them by the Surgeon-General.

I.—THE UNIFORM SYSTEM OF KEEPING ACCOUNTS OF INCOME AND EXPENDITURE.

The advantage of having a system such as this is obvious. One great advantage is that expenditure in various hospitals can be compared. This is of course only an advantage where there are institutions that can be compared. No such institutions exist in Madras. In Madras the purpose of each institution differs radically from that of almost every other.

For example, the General Hospital, including the women and children, is the only hospital where genuine sick only are treated, and where therefore an exceedingly varied and often expensive dietary is necessary. There is absolutely no other State Hospital the condition of whose sick is similar. An exception may possibly be sought in the Voluntary Venereal Hospital. But even with the Voluntary Venereal Hospital, no fair comparison can be drawn. Remittent fevers, major operations, lung disease—all rife amongst the patients at the General Hospital—require a very different line of treatment in regard to dietary from the chancres and gonorrhœas, that characterise the Voluntary Venereal Hospital. Nor with the Leper Hospital can any of the other hospitals be compared. This hospital might be better compared with Her Majesty's Prisons so far as its dietary is concerned. The Ophthalmic Hospital has seldom or never any really sick, that is, persons requiring a varied dietary: the ordinary dietary has very rarely to be departed from.

* Throughout this report the title 'Superintendent' is used to designate the responsible Medical officers in the different hospitals.

It might possibly stand some comparison with the Lying-in Hospital, in which, so far at any rate as the lying-in cases are concerned, a uniform light diet is almost always given.

2. The Committee feel they have said enough to establish the difficulty of instituting useful comparisons between the Presidency State Hospitals. Each of these hospitals, within certain limitations, might possibly be compared with its fellow in Calcutta or Bombay. The Committee use the word 'possibly' advisedly, for, unless every detail is known, a just comparison cannot be made. A comparison of the expenditure of each Hospital with that of the previous years is no doubt both valuable and instructive, and ought always to be made with care.

3. The great variety thus exhibited by our State Hospitals necessitates expenditure on somewhat different lines for each. But the Committee are nevertheless fully alive to the wisdom of the Surgeon-General's suggestion that the hospital accounts should be kept as far as possible on the same lines. With the view of effecting this, the Secretary to the Committee visited all the hospitals and went thoroughly through their books. He considered that the accounts were remarkably well kept. The accounts to be kept in the Lying-in Hospital are about as complicated as in the General Hospital. The figures to be dealt with are not so large, but practically the same books have to be kept. The accounts were exceedingly neatly kept.

4. The Surgeon-General expressed his desire that a uniform system of accounts, similar to that of Burdett (F. 3.), should be drawn up for the State Hospitals. The Committee, however, find that they can do no more than follow the principles laid down by Burdett. These principles may be expressed in few words: show your receipts and expenditure under every heading clearly, and let all hospitals adopt the same method of doing so.

Burdett deals with hospitals supported on the voluntary system, whose income was derived from many sources, but whose expenditure was in much the same direction as that of our State Hospitals. It was the common complaint that subscribers to these institutions, owing to the careless way accounts were kept, could never discover exactly what was done with their money or whether one hospital made better use of its funds than another, and so was more worthy of support. It was Burdett's object to remedy this state of affairs. With the exception of those hospitals where paying patients are received, we have no subscribers to State Hospitals except the public purse; consequently there are none to concern themselves with how the money is spent by Government; and in statement V (annual), Government can see exactly how the public money is spent in their hospitals. From the books at present kept in the various hospitals, statement V can readily be made out, and so the principles of Burdett are carried out. The donors know exactly what is done with their money. The books kept at the General Hospital will serve as a model for the other hospitals. They were devised by the Accountant-General's auditor some short time ago, and revised subsequently by the Senior Medical Officer of that institution. Certain of these books are not required by the smaller hospitals, and this will be indicated opposite each.

(1) *Cash Book—Receipts and Payments.* C.M.F. No. 50; for all hospitals.

(2) *Establishment Acquittance Roll—Permanent Establishment.*—Required for all hospitals. C.M.F. No. 34.

(3) *Book containing office copies of Contingent Bills, Contractors' and Tenderers' Bills and of all Bills except those of the Permanent Establishment.*—Required for all hospitals. Simply a manuscript 'Office copy' book.

(4) *Book containing office copies of Permanent Establishment Bills.*—Required for all hospitals. A manuscript office copy book.

(5) *Book containing Acquittance Roll and copies of Bills of Temporary Establishment.*—Hardly ever required in the other hospitals. Same form as No. (2).

(6) *Departmental Purchase Book.*—If the 'tender system' were practicable for all the purposes of the hospitals, this might be done away with. As it is impracticable, this book must continue in all well-managed hospitals. It does not at present

exist in some of the hospitals. In one hospital it was got rid of by the simple process of barter between the Medical subordinate and contractor, *e.g.*, if a lock was wanted and no tender could be got for locks, this shrewd fellow made the contractor give him a lock in place of something of similar value that had been tendered for. The Committee do not approve of this method, though they admire the resourcefulness of the official who carried out the orders of Government—that everything must be got by separate tender—though he took a rather round-about way of doing it. C.M.F. No. 35.

(7) *Sanitary Contingencies.*—This is necessary in the General Hospital and Lying-in Hospital which have a permanent advance of Rs. 100 and Rs. 50 respectively for sanitary purposes. No special form.

(8) *Register of Receipts and Payments of Personal Deposits by Patients with the Head Steward.*—This money is deposited by patients with the steward simply for the sake of safe custody. Patients frequently wish to use their deposits as a current account. This should not be permitted, as it greatly increases the Steward's scriptory work and his responsibilities. This book is not necessary, of course, in any but hospitals which receive paying patients. C.M.F. No. 37.

(9) *Bank Receipt Book.*—Kept in all hospitals.

(10) *Receipt Book in counterfoil for Hospital Diet charges to patients.*—Only necessary for hospitals which receive paying patients. C.M.F. No. 38.

(11) *Grass Account Book.*—Used only in the Lying-in and General Hospitals, as they have large grass compounds. No special form.

(12) *Book showing the average cost per diet monthly;* required for all hospitals. C.M.F. No. 40.

(13) *Hospital stoppages.* C.M.F. No. 42.

(14) *Register of contingent charges.* C.M.F. No. 43.

(15) *Furniture distribution stock book.* C.M.F. No. 44; for all hospitals.

In addition to the above the Lying-in Hospital keeps—

(16) *A Batta Book for Pregnant Women.*—No special form required.

The Secretary noticed in some hospitals an item of expenditure 'Burial of paupers.' The Committee think this should be done away with in all hospitals, a possible exception being the Lying-in Hospital, where there may be a sentimental objection to sending the dead bodies of women who have died in child-birth to the Anatomical department of the Medical College. The same item used to exist in the General Hospital accounts till put a stop to by the present Senior Medical Officer. It was thought by some that this procedure would make the establishment less popular, but this turned out a fallacy. A difficulty was also anticipated in the case of Muhammadans and Christians, so the priests of these creeds, respectively, were communicated with. The Muhammadans agreed to take away their co-religionists' dead bodies on word being sent to the mosque close by, but the Christians raised no objection, intimating that a burial service was a matter of minor importance. It was also thought that a hardship might arise in the case of persons who might object to having their relatives sent to the College, and who, at the same time, were unable to pay for their burial. In actual practice however such a difficulty has never arisen. So that all bodies of paupers dying in the General Hospital, except those of Muhammadans, are now sent to the College.

5. While the Committee have testified above to the care which is taken in each hospital in the management of its accounts, they would at the same time notice that in some hospitals some of the books, though intended for the same purpose as those referred to above, are not drawn up in a very handy form, and are often in manuscript, thus making them less useful than they might be. They therefore recommend that the above forms be used. As already stated, statement V (Annual Financial) can readily be compiled from the books enumerated above.

6. Having thus laid down a uniform system of keeping State Hospital accounts so far as such uniformity is possible, the Committee would repeat that no comparison can be instituted between our State Hospitals on the figures which this system will

afford. The only real comparison that can be made is between the rates paid for articles by Superintendents, and in the diet rules the Committee have inserted a paragraph which requires all Superintendents to furnish the Surgeon-General with their price list; and they have recommended that these should be compiled in a comparative form (C.M.F. No. 46) in the Surgeon-General's office and circulated to all Superintendents for information.

II.—AUDITING OF ACCOUNTS.

The accounts should be audited periodically by an official of the Accountant-General's department. F. 4.

III.—A UNIFORM SYSTEM OF FORMS FOR THE DIETETIC MANAGEMENT OF HOSPITALS.

(*Vide* accompanying Book of Forms.) The Committee think something might be effected by greater uniformity in this direction. While they are of this opinion, they wish to express their cordial agreement with Burdett, where he says, in speaking of the internal administration of hospitals, "Everybody who has any "knowledge of hospital work is aware of the great differences which exist, and, "we are inclined to think, which usefully exist in the details connected with the "management of institutions under the voluntary system. Such differences excite "interest and comparison and give free scope to the ingenuity and intelligent "foresight of those who are responsible for the conduct of each institution. *A* "*uniform and common system of administration would tend to narrow the area for* "*improvement and development, and would therefore be anything but advantageous* "*to the best interests of all concerned.*" Such is the opinion of the highest modern authority on hospital management; and it has ample exemplification in this Presidency. The Committee would ask a simple question: How would it have been possible for the magnificent medical institutions, which we now have in Madras, ever to have come into existence if they had originally been tied down to a uniform system of working? Would any set system have exerted the same progressive influence that the untiring, self-sacrificing, unselfish zeal of successive Superintendenting officers have exercised?

2. And so, while, the Committee are prepared to recommend a certain amount of uniformity in internal management, they would by no means seek to hamper individual Superintendents in their endeavours to improve even on what the Committee are about to recommend. The Committee give expression to this feeling, because they know from experience how impossible it is to foretell the difficulties that may arise in individual cases, and which can only be met by individual attention and care.

3. They feel moreover that, magnificent as are our charitable institutions, they are by no means perfect, and that therefore any attempt to crystalize them or petrify them in their present condition is much to be deprecated.

IV.—DIET RULES—HOW DIET ARTICLES ARE TO BE PROCURED.

In the Surgeon-General's Order No. 5533 of 4th September 1894, paragraph 1, a 'proof pamphlet of diet regulations' (F. 2) is referred to, and the Committee was asked to revise it. This the Committee found impossible. But, with the material placed at their disposal in that 'proof pamphlet,' added to in such manner as the Committee have thought right, they have drawn up two separate sets of Diet Rules. One of these, called G.O. Diet Rules (*vide* page 107) has been drawn up as far as possible in accordance with G.O., No. 330 of 13th May 1892. This has not been completed because, as the Committee have shown below, a hospital dietary cannot be procured by its means.

The other set is superscribed 'The Committee's Diet Rules.' (Page 115).

2. To begin, then, with the 'G.O. Diet Rules,' what the G.O. deals with is the method by which articles of diet are to be procured for the hospitals. Since the

promulgation of that order, Superintendents of State Hospitals have procured their supplies as nearly as possible in accordance with it. To have tried to get supplies strictly in accordance with it would have meant that hospitals would have got no adequate supplies at all. The hospitals have been getting their supplies for the last 2½ years by a system which is that laid down by the G.O. in a very modified form. To adhere rigidly to the G.O. was impossible. This was repeatedly represented to the Surgeon-General without the desired alterations being made in the Government order.

3. The G.O., deals exclusively with *diets*, whereas by subsequent correspondence it is clear that kerosine oil and all other articles of hospital necessity were really meant to be included; *secondly*, taking it to have been originally actually meant to apply to diets only, it implies that only the dozen or so articles enumerated in the Order constitute a hospital's diet requirements; *thirdly*, it is ordered that every article shall be obtained by separate tender, not a word being said as to whether the lowest tender obtainable was to be accepted even though higher than market rates. The shopkeepers will not go to the trouble of going to the Bank and making a deposit of earnest money, and coming and standing about in the hospital wasting their time, waiting till the Superintendent has ransacked a score of other tenders for the same article. They know very well that they will ultimately sell the very article required to a contractor who will come and offer his tender at the hospital, but, of course, at a somewhat enhanced price. In the case of any small requirements, sticking still to the G.O., as if it really meant diets only, no merchant, however petty, will go to the Bank and make a deposit of earnest money to enable him to offer a tender, to an amount actually greater than the whole cost of the article for which tenders have been invited. But if we take the G.O. to extend to other than diet articles, that is to say, to all 'hospital necessaries,' from kerosine oil to rat traps, the very same thing occurs even more pronouncedly. The General Hospital wants three corkscrews during the next three months. Government orders that they shall be got by tender, and that the tenderer shall go to the Bank and deposit Rs. 5 as earnest money that the tenderer shall faithfully fulfil his tender. But will any man be found to do it? And so on is it with many other articles of hospital necessaries. These articles have not been obtained in this way—could not be obtained. Departmental direct purchasing had therefore to be resorted to.

4. When the tender system was first introduced, the Senior Medical Officer of the General Hospital grouped his requirements in his advertisements in the manner shown on the next page, the other Superintendents immediately following suit (F. 6). These groupings were made so as to bring together articles usually found in each bazaar or shop, as it was thought that in this way small shopkeepers might be brought to tender direct. Rule 13 in the advertisement empowers the Superintendent to cut out any individual article in any tender, the price of which may seem excessive; he might, in fact, take only one article out of any special tender. In this way the wishes of Government that each "article must be obtained by separate tender" is carried out as far as practicable.

MEDICAL DEPARTMENT.

GENERAL HOSPITAL.

ARTICLES OF DIET AND HOSPITAL SUPPLIES.

NOTICE is hereby given that sealed tenders will be received up to 7 o'clock (morning) on Wednesday, 20th March 1895, by the Senior Medical Officer, General Hospital, for the supply of the following articles:—

(1) *Group A* consisting of articles which must be supplied in bulk before the 30th April 1895. Samples may be seen in the General Hospital. Payment will be made in full after delivery. This group consists of 13 sub-groups, numbered 1 to 13.

(2) *Group B* consisting of perishable articles of daily supply. A requisition for each day's requirements will be given to the contractor. Payment will be made on monthly bills. This group consists of 7 sub-groups, numbered 14 to 20.

D 4

(3) *Group C* consisting of wines, spirits and aërated waters for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 3 sub-groups, numbered 21 to 23.

(4) *Group D* consisting of surgical dressings for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 24 and 25.

(5) *Group E* consisting of articles of bedding and clothing for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 2 sub-groups, numbered 26 and 27.

(6) *Group F* consisting of miscellaneous articles for which requisitions shall be made in quantities as required. Payment will be made on monthly bills. This group consists of 6 sub-groups, numbered 28 to 33.

2. The articles comprising each major group and sub-group are detailed in the classified schedules annexed, and information as to patterns, &c., may be had on personal application at the hospital.

3. A separate tender must be sent in for each sub-group, numbered 1, 2, 3, &c.

4. Tenders will be opened by the Senior Medical Officer at the General Hospital at the appointed time in the presence of those interested who may choose to attend.

5. Tenders to be superscribed in the manner classified in paragraph 1, showing the number of the sub-group tendered for, and on the covers the words 'Tenders for Hospital supplies' written. Each tender must contain not only the rates, but the total value of each item of supply entered in a separate column, the items in which must be totalled up showing the aggregate value of each entire tender.

6. Each tender must be accompanied by a deposit (in Government promissory notes or Bank receipts) as follows:—

For sub-groups.	Earnest money.
	Rs.
Nos. 18, 29, 32 and 33	5 each number.
,, 8, 10, 11, 12, 16, 17, 30 and 31	10 do.
No. 26	15
Nos. 1, 2, 6, 7, 9, 20, 21, 23, 27 and 28	25 each number.
,, 4, 5, and 24	50 do.
,, 16 and 19	60 do.
No. 15	80
Nos. 3, 14, 22 and 25	100 each number.

and in default of such deposit the tender will be rejected, nor will any tender be received after the time fixed for the opening of tenders. *No cash will be received.* The deposits will be returned to the unsuccessful tenderers.

7. No person making a tender shall be allowed to withdraw his tender for the space of thirty days from the date thereof, and, in the event of his so doing, his deposit shall be forfeited to Government.

8. The successful tenderer must, within three days from date of receiving intimation that his tender has been accepted, lodge security, viz., 10 per cent. on the total value of the articles, failing which his deposit shall be forfeited to Government.

9. No advance of cash will be made to any contractor or tenderer.

10. Bills on presentation will be passed by the Deputy Accountant-General for payment at the Madras Bank after delivery of the articles.

11. A fine, not exceeding 10 per cent. of deposit money, will be levied for any infringement of the stipulations of the bond, and, if frequently repeated, the contract will be annulled and the security confiscated to Government.

12. The contract must not be sublet. The contractor's security will be returned to him immediately on completion of his contract.

13. The Senior Medical Officer reserves to himself the right to decline to accept the tender for any one or more of the articles tendered for by the successful tenderer without assigning any reason for so doing.

14. The Senior Medical Officer also reserves to himself the right of rejecting tenders without assigning any reason for so doing.

15. The successful competitor will be required to pay the value of the proper stamp duty on the contract.

16. Government promissory notes lodged as earnest security money or security deposit for a period of 12 months or less *shall not be endorsed over to the Senior Medical Officer, but shall remain in the name of the depositor.* Government will appropriate or cancel the notes as per G.O., No. 2358, dated 1st March 1890, authority to that effect being duly entered in the contract or other document executed by the depositor.

17. With reference to the stipulations contained in the preceding paragraph No. 16, the tenderer should attach a certificate to his schedules to the following effect:—

"*I, the tenderer, agree to have the earnest money, if in Government promissory notes, confiscated to Government in case of my failure to undertake the contract.*"

A.

Bulk supply for six months from 1st April 1895 to 30th September 1895.

No. 1.		
Arrowroot, 1st sort	lb.	700
Barley	,,	200
Cornflour	,,	20
Oatmeal	,,	30
Sago, 1st sort	,,	100
Tapioca	,,	40
Vermicelli	,,	70
No. 2.		
Chillies, dry	lb.	250
Coriander	,,	300
Cummin seed	,,	50
Dhall, 1st sort	,,	300
Garlic	,,	100
Ghee, 1st sort	,,	1,000
Ginger, dry	,,	50
Mustard, country	,,	40
Pepper, black	,,	200
Poppy seeds	,,	30
Tamarind	,,	800
Turmeric	,,	50
Vendium	,,	50
Vinegar, Europe	Bottles.	30
No. 3.		
Beaten rice	lb.	10
Rice, 1st sort (well cleaned)	,,	30,000
Rice, table	,,	30
No. 4.		
Coffee, 1st sort	lb.	2,500
No. 5.		
Sugar, Ashtagram, 1st sort	lb.	1,000
Sugar, brown	,,	4,000
No. 6.		
Tea, Nilgiri, Congou, in leaden five-pound packets	lb.	150
No. 7.		
Charcoal	lb.	10,000
No. 8.		
Oil, cocoanut	Gallons.	150
Oil, gingelly	,,	70
No. 9.		
Oil, kerosine	Gallons.	1,200
No. 10.		
Benzoin	lb.	10
Butea frondosa	,,	8
Camphor	,,	12
Chiakai	,,	20
Linseed meal	,,	1,200
Mustard, Europe, prepared (1 lb. bottles)	Bottles.	60
Nutmeg	lb.	2
Poppy-heads	,,	10
Soda, washing	,,	10
Sulphur, country	,,	15
No. 11.		
Candles	lb.	12
Soap, bar	,,	15
Soap, carbolic	,,	100
Soap, country	,,	500
Soap, Europe	Cakes.	200
No. 12.		
Salt, common, clean	lb.	2,500
Do. white, clean	,,	370
No. 13.		
Baking powder	Tins.	6
Biscuits, English—	lb.	275
Biscuits, arrowroot	,,	100
Biscuits, milk	,,	75
Biscuits, butter	Tins.	60
Brand's essence of beef	,,	400
Brand's essence of chicken	lb.	2
Cocoa tins	,,	2
Gelatine	Tins.	24
Leibig's extract of meat	Bottles.	65
Mellin's food (1 lb. bottles)		

B.

Perishable (daily supply on requisition as required).

Probable quantity for one year from 1st April 1895 to 31st March 1896.

No. 14.

Beef, 1st sort, without bone	lb.	1,200
Mutton, 1st sort, with bone	,,	15,000
Mutton, 1st sort, without bone	,,	17,000
Sheep's feet	No.	2,500

No. 15.

Butter, fresh, best	lb.	2,000
Butter-milk, 20 oz. pint	Pints.	18,000
Milk, cows', best; cows to be milked in the hospital specific gravity not under 1,025; pints of 20 oz.	,,	108,000

No. 16.

Chickens or half-fowls, 10 oz. each in weight when dressed	No.	15,000
Fish	lb.	2,500
Eggs, hen, fresh, 1½ oz. in weight each	No.	40,000

No. 17.

Cocoanut without shell	lb.	100
Chillies, green	,,	8
Coriander leaves, green	,,	5
Ginger, green	,,	1
Limes, fresh, 1st size	No.	8,000
Mint and parsley	lb.	100

No. 17—cont.

Onions	lb.	1,500
Oranges	No.	150
Plantains, good, full size	,,	2,000
Potatoes, 1st sort, none to weigh less than 2 oz.	lb.	6,000
Spice-powder	,,	20
Vegetable, country; varied daily of such description as can be procurable during the year (exclusive of wastage)	,,	9,000
Vegetable, Europe, fresh; (varied daily exclusive of wastage)	,,	150

No. 18.

Hoppers, white, fresh, 2 oz. each	No.	150,000

No. 19.

Bread (white)	lb.	50,000
Biscuits, country	,,	25
Bran, 1st sort	,,	1,000
Flour, wheat	,,	1,200
Soojee, 1st sort	,,	75

No. 20.

Ice		35,000

C.

Wines, Spirits and Aerated Waters.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 21.

Arrack, Colombo, 25° under-proof	Gallons	30

No. 22.

Beer	Pints	24
Brandy	Bottles	250
Burgundy	Pints	12
Claret	,,	36
Constantia	Bottles	54
Gin	,,	6

No. 22—cont.

Sherry	Bottles	24
Whiskey	,,	12

No. 23.

Gingerade	Dozen	3
Lemonade	,,	140
Lithia water	,,	2
Soda water	,,	700
Tonic water	,,	10
Potash water	,,	2

D.

Surgical Dressings.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 24.

Cloth, unbleached, long, for bandage	Yards	300
Cotton, clean	lb.	1,500

No. 25.

Cloth, Calcutta, for bandage	Pieces	3,500
Cloth, long fine	Yards	800
Jute, fine, well teased	lb.	200
Muslin	Yards	200

E.

Bedding and Clothing.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 26.

Blankets, red or white, Europe	No.	90
Canvas beds	,,	3
Screens	,,	2
Canvas stretchers	,,	6
Cloth, red, 10 cubits	,,	125
Cloth, table	,,	8
Cloth, table for officers' quarters	,,	2
Curtains, musquito	,,	6
Mattresses, coir, length 7 feet, breadth 3 feet 9 inches, thickness 4 inches	,,	50
Mattresses, cotton	,,	12
Slippers, 1st sort	Pairs.	200
Towels, dungary	No.	200
Towels, Patna	,,	125
Towels, rollers, coarse (Jack)	,,	15
Towels, bath, Calicut	,,	10

No. 27.

Aprons, cook's	No.	50

No. 27—cont.

	No.	6
Aprons, doctor's	,,	100
Banians, flannel	,,	10
Caps	,,	10
Mattress covers	,,	5
Napkins	,,	45
Paliasses, blue, unstuffed	,,	400
Pillow cases, large	,,	15
Pillow cases, thick	,,	100
Quilts, chintz	,,	240
Quilts, cotton	,,	130
Sheets, cotton	,,	50
Sheets, draw	,,	10
Sheets, dungary	,,	200
Shirts, 1st size	,,	15
Shirts, 2nd size	,,	15
Socks, flannel	,,	10
Trousers, flannel	,,	100
Trousers, cotton, 1st size	,,	25
Trousers, cotton, 3rd size		

F.

Miscellaneous.

Probable quantity for one year from 1st April 1895 to 31st March 1896. To be supplied in instalments on requisition as required.

No. 28.

Bael fruits	No.	12
Bamboo covers for teapoys	,,	100
Baskets, large	,,	72
Baskets, small	,,	40
Bath-bricks	,,	12
Bladders	,,	600
Blue-powder packets	,,	30
Books for prescription	,,	48
Bottles, empty, clear glass	,,	500
Bottles, pint, empty	,,	700
Bottles, sauce, empty	,,	300
Bratties	,,	700
Brooms, long	Bundles.	1,200
Brushes, hair	No.	6
Buttons, thread	Dozen.	144
Cement, tins of 70 lb. each	Tins.	12
Chunam for conservancy	Parrahs	60
Chunam brushes	No.	50
Coal tar	lb.	1,500
Cocoa ladles	No.	60
Cocoanut scrubbers	,,	36
Corks	,,	2,500
Corkscrews	,,	3
Cumblies for ice	lb.	6
Fuchsine	No.	20
Gunny bags	lb.	150
Hogs' lard	,,	30
Honey, clean, fresh	,,	1
Horse hair	Tins.	3
Knife-polisher	lb.	6
Lamp thread	Yards	200
Lamp wick, kerosine	No.	260
Leeches	,,	12
Leaf-fans		

No. 28—cont.

	lb.	60
Limestone, burnt	,,	96
Liquorice root	,,	20
Marking nuts	Boxes.	350
Matches	No.	24
Mats, common	Packs.	6
Needles	No.	15
Padlocks, patent, iron	Paper.	6
Pins	Sheets.	48
Red paper	lb.	2,500
Rice, broken, for flour	Yards.	15
Rope, cotton	Boxes.	100
Safety pins	Sheets.	50
Sandpaper	lb.	80
Sawdust	Bottles.	50
Spirit of wine	lb.	9,000
Straw	No.	12
Strainers, rice	,,	70
Swabs, hemp	Yards.	500
Tape, country	lb.	12
Thread, sewing	Rolls.	10
Twine, Europe	lb.	20
Wax, white or yellow	No.	50
Winnows		

No. 29.

Chatties, small	No.	60
Chatties, large	,,	1,400
Goglets	,,	100
Monthays	,,	4,000
Mullays	,,	5,000
Owens	,,	12
Pots and pans	,,	300

No. 30.

Basins, China, white	No.	6
Basins, iron, enamelled	,,	6
Basins, China, large	,,	6
Bowls, China	,,	100
Chamber utensils, glazed earthenware, with cover	,,	12
Commodes, pan, China	,,	12
Cups and saucers, fine	,,	24
Chimney, large, kerosine	,,	50
Chimney, small	,,	40
Chimney, large, oval	,,	12
Carving knives	,,	1
Carving forks	,,	1
Dish, white, with cover	,,	12
Ewers, China	,,	6
Feeding cups, China	,,	12
Forks, table	,,	26
Forks, dessert	,,	36
Finger glass	,,	6
Jugs, milk, white	,,	12
Jars, earthen (empty ginger preserve)	,,	100
Knives, table	,,	36
Knives, dessert	,,	36
Lanterns, wall, kerosine	,,	5
Cocoanut, hanging, kerosine	,,	5
Cocoanut, hand, kerosine	,,	5
Looking glass, large	,,	5
Mincing machine	,,	1
Nutmeg-graters, large	,,	1
Plates, hot-water	,,	6
Plates, dinner, white	,,	50
Plates, white, soup	,,	6
Plates, white, cheese	,,	6
Plates, white, dessert	,,	6
Plates, green for custard	,,	50
Saucepans, iron, enamelled	,,	2
Sneakers, with cover	,,	6
Spoons, table	,,	12
Spoons, metallic	,,	24
Spoons, dessert	,,	12

No. 30—cont.

Spoons, tea	No.	12
Saltcellars, China	,,	6
Soap tray, China	,,	12
Teapots, Rockingham	,,	6
Tumblers, large	,,	24
Tumblers, small	,,	12

No. 31.

Buckets, zinc	No.	6
Feeding cups, tin	,,	12
Fomentation tins	,,	12
Milk can, tin, to hold 40 pints	,,	1
Milk can, tin, to hold 20 pints	,,	1
Receptacles, zinc, small	,,	6
Stool-pans, tin	,,	50
Tin custard	,,	100
Tin bed-head tickets	,,	50
Tin funnels	,,	6
Tin pots, large	,,	100
Tin chart-holders	,,	50
Tin hand-bath	,,	6
Tin, arm-bath	,,	6
Tubs, bathing, zinc	,,	3
Tubs, hip-bath, zinc	,,	3
Tubs, foot-bath, zinc	,,	3
Zinc ice boxes	,,	12

No. 32.

Choppers, large	No.	3
Frying pans, iron	,,	3
Mamooties, with handles	,,	3
Rakes for garden	,,	6
Receptacles, iron, large	,,	12
Urinals, iron	,,	12

No. 33.

Tinning copper pots twice monthly.	No.	74

GENERAL HOSPITAL, MADRAS,
26*th February* 1895.

W. PRICE, M.D., Brigade-Surgn.-Lt.-Colonel,
Senior Medical Officer, General Hospital.

This list will give some idea of the requirements of a large hospital, and subjoined is the list of hospital requirements given in the G.O. under consideration. How far it goes to really supply these requirements can now be seen at a glance.

Beef.	Mutton.	Dhall.
Bread.	Mangoes.	Firewood.
Butter.	Onions.	Ginger, dry.
Buttermilk.	Oranges.	Garlic.
Calves' feet.	Plantains.	Gingilly oil.
Chicken or fowl.	Potatoes.	Mustard seed.
Chillies, green.	Vegetables, green.	Pepper.
Eggs.	Almonds.	Poppy seed.
Fish.	Arrowroot.	Rice.
Flour, wheat.	Barley.	Salt.
Ghee.	Cocoa.	Spice.
Ginger, green.	Coffee.	Sugar.
Hoppers.	Chillies, dry.	Sago.
Ice.	Cornflour.	Tamarind.
Limes.	Coriander.	Tea.
Milk.	Cinnamon.	Turmeric.
Mint and parsley.	Cinnamon seed.*	Vendium.

* Not used as an article of diet.

Government was far from pleased with the Senior Medical officer's attempts, and he was told he had given the orders of Government 'but scant attention.' Consequently the advertisement given in the 'G.O. Diet Rules,' (page 111) was issued, with the result that he got tenders for only a few of the articles.

5. The Committee are of opinion that the grouping form of advertisement is the only workable one.

6. The G.O. directs that all available store-rooms in each hospital are to be filled up with 'non-perishables' ('storable' articles is what is meant). In some hospitals this would mean two or three years' supply! So that, if the order were carried out, there would be an enormous loss from waste and 'deterioration' of diet articles. And here the Committee would protest most respectfully, but not the less strongly against the system of large storage of diet articles for hospital use.

In the first place, to state the weakest objection first, such a system is quite unprecedented where large hospitals have to be supplied.

Secondly, it is impossible to test every pound of such enormous supplies. The only way to test rice, for instance, *for hospital use*, is to turn out every bag into a tub and then refill the bags. The Secretary to this Committee has some experience of what this means, and informs the Committee that about one-third of every consignment thus tried had to be rejected, and it was with infinite difficulty that a supply of, say, 2,000 lb., all of uniform good quality could be obtained. For ordinary purposes, the rice as supplied would have answered very well, but not for the sick.

7. The Committee see no objection to store-keeping by Medical officers, provided it is done in a rational manner, and in a manner that a man with a conscience can carry out to the satisfaction of his conscience. The Committee only wish to see done here what is done in every well-managed hospital in the world, and that is, *not* that stores shall be taken in 'in quantities sufficient to fill in all the store-room accommodation available,' but that they shall be taken in in such quantities and at such times as the Superintendent shall judge right. What the *quantity* shall be each Superintendent must judge for himself. But it should not be more than he has time to leisurely receive and leisurely take stock of. The Committee use the word 'leisurely' advisedly. *In no other way can the diet of the sick be properly selected.*

8. Such are some of the disadvantages of the bulk store system in hospitals. But the Committee would ask has it really saved money?

The following tables speak for themselves; the total result may be given in a very few figures:—

Average price per diet for the three *store* years *exceeds* that of the three previous years—

	A.	P.
in the Voluntary Venereal Hospital by	0	$10\frac{1}{3}$
in the General Hospital by	0	$3\frac{3}{4}$
in the Women and Children's Hospital by	1	$4\frac{1}{16}$
in the Ophthalmic Hospital by	0	$5\frac{1}{3}$
in the Lying-in Hospital by	0	$3\frac{3}{4}$
in the Lunatic Asylum by	0	$7\frac{1}{3}$

9. No more crucial test than that supplied by the Voluntary Venereal Hospital could be required, as the patients there are almost entirely native, and the store system affects them almost alone.

10. The cost of feeding Europeans, especially where extensive officers' quarters are provided, is hardly at all affected by the system, as their food is chiefly of the 'non-storable' type, for which the old system of daily supply still exists. In the Voluntary Venereal Hospital, then, which is practically entirely dieted by the store

system, the excess of the store years over the three previous years has attained the formidable figure of 10⅓ pies per diet!

Voluntary Venereal Hospital.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	2 6¼	2 8¾	2 10⅓	2 9	3 1⅔	3 6	3 5¾	3 11½	3 11½	3 11⅔
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	* 0 4⅔	0 2¾	0 2⅔
3. Total actual cost per diet.	2 6¼	2 8¾	2 10⅓	2 9	3 1⅔	3 6	3 5¾	4 4⅙ (Cost of alterations in store-room is Rs. 125-15-10 and the average is 0-0-1).	4 2¼	4 2⅓

* Storekeeper's establishment for nine months.

	Rs.	A.	P.
Alterations for storerooms originally cost	125	15	10
Weighing machines, &c.	135	0	0
Total initial expenditure ...	260	15	10

Average price per diet for the three store years exceeds that of three previous years by 10⅓ pies.

General Hospital, Madras.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.†	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	7 0	7 3	6 10	7 4	6 4⅔	5 3⅔	6 6⅓	5 11⅔	6 5⅔	6 1⅔
2. Average cost per diet of charges for storekeeper's establishment.	...	...	...	...	...	...	...	0 3⅓	0 2	0 2
3. Total or actual cost per diet.	7 0	7 3	6 10	7 4	6 4⅔	5 3⅔	6 6⅓	6 2⅔	6 7⅓	6 3⅔

† Original cost of storerooms, Rs. 705; average price per diet of the three store years exceeds that of the three previous years by 3⅔ pies.

Women and Children Hospital.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.‡	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
1. Average cost per diet including 'diets,' 'extras' and 'stimulants.'	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 4	6 11	6 9
2. Average cost per diet of charges for storekeeper's establishment.	No store system.							0 1	0 1⅓	0 1⅓
3. Total or actual cost per diet.	5 7	5 1	5 2	5 1	5 8	6 5	4 3	6 5⅓	7 0⅓	6 10⅓

‡ Storekeeper's establishment for nine months.

Average price per diet for the three store years exceeds that of the three previous years by 1 anna and 4⅓ pies.

Government Lying-in Hospital.

Average Cost of each Diet for 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892. *	1893. *	1894. *
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.
Average cost of each diet with stimulants.	6 0	6 2	6 6	5 10	6 7	6 0	6 2	†6 6	6 5	6 9
Average cost of each diet without stimulants.	5 11	5 11	5 11	5 8	6 4	5 10	5 11	6 3	6 3	6 6
Average cost of stimulants.	0 1	0 3	0 7	0 2	0 3	0 2	0 3	0 3	0 2	0 3

* Including store establishment. † Storekeeper's establishment for nine months only.

The cost of converting an old building into storekeeper's room in 1893, was Rs. 1,348-5-9.
Average price per diet for the three store years exceeds that of the three previous years by 3⅔ pies.

Comparative statement shewing the average cost per diet for the past ten official years of the Government Ophthalmic Hospital, Madras.

——	1885-86.	1886-87.	1887-88.	1888-89.	1889-90.	1890-91.	1891-92.	1892-93.	1893-94.	1894-95.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including 'Diets,' 'Extras' and stimulants.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 4 7	0 3 11	0 4 0
2. * Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 6	0 0 3	0 0 4
3. Total or actual cost per diet.	0 4 2	0 4 5	0 4 5	0 4 10	0 4 8	0 3 10	0 3 9	0 5 1	0 4 2	0 4 4
4. Less average cost per diet on stimulants (as per post card, dated 25th January 1895).	0 0 1⅓	0 0 2⅓	0 0 3½	0 0 3¾	0 0 2¾	0 0 1½	0 0 2	0 0 0½	0 0 0¾	0 0 0¾
5. Average cost on diets and extras alone.	0 4 0⅔	0 4 2⅓	0 4 1¾	0 4 6⅓	0 4 5¼	0 3 8¾	0 3 7	0 4 6½	0 3 10¼	0 3 11¼

* The average cost per diet shown here does not include Rs. 3,510, the cost of the construction of the provision store.

Average price per diet for the three store years exceeds that of the three preceding years by 5⅓ pies.

Statement shewing the average cost per diet, &c., of the Lunatic Asylum during the last 10 years.

——	1885.	1886.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.
	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1. Average cost per diet including, 'Diets,' 'Extras' and stimulants.	3 3	3 3	3 2	3 2¾	3 0	3 0⅓	3 2	0 3 8 9 months.	0 3 10¾	0 3 2
2. Average cost per diet of charges for Storekeeper's establishment.	...	...	...	...	...	...	...	0 0 1	0 0 1	0 0 1
3. Total or actual cost per diet.	3 3	3 3	3 2	3 2¾	3 0	3 0⅓	3 2	0 3 9	0 3 11¾	0 3 3
4. Total cost for Storekeeper's establishment, contingencies and wastage.	...	...	...	...	...	...	...	651 6 4 for 9 months.	859 14 1	993 4 8

Cost of store rooms newly built, Rs. 7,000.
Average cost per diet for the three store years exceeds that for the three preceding year by 7 1/12 pies.

N.B.—In the above calculation of the average cost per diet the initial cost of preparing and building store rooms and of supplying them with furniture, receptacles, trestles, &c., is not included, but it amounted to Rs. 12,688 for buildings alone, while for furniture, &c., a sum of Rs. 900 (the voluntary venereal portion cost Rs. 130) may safely be added, making a total of Rs. 13,588!

11. It occurred to the Committee that this great increase in prices might be due partly at any rate to increased prices of farm produce. They accordingly

consulted the *Fort St. George Gazette*, and from that source have compiled the following table. It gives the price of rice for the six years under discussion :—

Price of rice in seers of 80 *tolas per Rupee.*

—	1889.	1890.	1891.	1892.	1893.	1894.
January	13·4	11·3	10·8	8·9	9·6	13·8
April	13·4	11·4	11·0	9·0	10·5	14·2
July	12·8	11·9	11·0	8·9	10·5	12·3
October	12·5	11·0	10·0	10·0	9·7	12·0

This table shows that the average cost of rice for the three store years was higher than that of the three previous years by ·9 seer per rupee, a difference which, considering the small share rice takes in the general dietary, is quite inadequate to account for the excess in cost during the store year as compared with the non-storing years amounting to no less than 5¾ pies per diet!* The Committee are aware that these figures do not represent the results that would have been obtained by a rigid adherence to the G.O. The figures are, however, the result of the adoption of the G.O. as far as it was practicable to do so.

13. The only way that uniformly good fresh food can be procured for the sick is by a modified tender system, which obliges the tenderer to bring in the food as required, and in such quantities that every pound of it can be examined by the Superintendent or other responsible officer. This is the backbone of hospital-supply system as set forth by Burdett. The following is a copy of the agreement the contractor should sign (*vide* Burdett, page 62) :—

"Should this tender be accepted (I or We) hereby undertake to deliver the articles contracted for at (my or our) own expense *in such quantities and at such times as the Secretary or other proper authority of the Hospital, for the time being, shall, from time to time, direct, and of such quality* as shall be to his entire satisfaction, or of the person appointed by him to inspect the same.

If any of the said articles shall be found *inferior*, or not to the entire satisfaction of the Secretary, or if (I or We) should fail to deliver them *from time to time* when ordered, (I or We) hereby consent and agree that the said Secretary, or the person appointed by him, shall be at liberty (without impeding or lessening the force and validity of this contract) *to obtain such articles of proper quality from any person he may think fit*, and that the difference in price (if any), as well as all attendant and incidental costs and expenses, shall be borne and paid by (me or us), or may be deducted from any money hereafter payable to (me or us), and further that upon recurrence of such irregularity, or upon the repeated failure in any of these conditions, the Committee of management shall, at all times, have the power to terminate the contract, whenever to them, it may appear desirable, without prejudice to the liability of the contractor for breach of contract up to such time. (I or We) undertake that this contract or any part, share or interest in it shall not be transferred or assigned by (me or us) either directly or indirectly to any person or persons whomsoever without the written consent of the Committee. Any notice shall be deemed sufficiently served on (me or us), if given or left at (my or our) usual or last place of abode or business.

Signature.

Stamp.

Accepted for_____

on behalf of the committee of management.

Chairman."

Date

To make this form suitable for our requirements, the only change necessary would be to substitute 'Superintendent' for 'Secretary' and for 'Committee of Management.' The Committee think however that the old form of agreement (C.M.F. No. 51) satisfies all requirements, and is perhaps better adapted to Indian customs than Burdett's form.

* During the years 1892, 1893 and 1894, the expenditure on rice alone was—in the General Hospital ½th of total expenditure on diets, extra and stimulants; in the Leper Hospital ½th; in the Voluntary Venereal Hospital ½th; in the Ophthalmic Hospital ½th; in the Lunatic Asylum ½th. (F. 30).

14. Head and front before all other considerations comes the question of the *quality* of the food, and the Committee maintain that this can only be insured by taking it in in quantities, that can be readily examined. This was their opinion long before they read Burdett, and they feel much indebted to the Surgeon-General for having lent them this book, as they have in its author a supporter of unquestionable authority in hospital management.

15. While the Committee give quality the place of highest consideration they are by no means insensible to the economic side of the question, and are decidedly of opinion that the modified tender system as now recommended by them will be found to work more cheaply than either the old contract or the bulk store system.

16. The Committee propose that with the adoption of their system, the acceptance of tenders shall no longer lie with the Surgeon-General, but with each Superintendent for his own institution.

17. In order to receive and decide on the merits of the various tenders, Brigade-Surgeon-Lieutenant-Colonel Price suggests a Committee composed of the Superintendents of hospitals, but the other members think that individual Superintendents catering each for himself would be the better method.

Under this latter condition, the Committee recommend that each Superintendent should furnish the Surgeon-General with a list of his prices, and that a comparative statement (C.M.F. No. 46) be compiled therefrom in the Surgeon-General's office and circulated to all Superintendents, so that each should see what the prices in the other institutions were.

18. During the discussion on this subject another method of catering for hospital supplies was suggested by one of the members of committee, viz., to transfer it to the care and management of the Superintendent of Her Majesty's Prisons in Madras (F. 7). His idea was that, with the large staff available in the prisons, storing of the food might be fairly satisfactorily carried out. The Committee asked the Inspector-General of Prisons what his views on the subject were, giving him a short outline of the conditions to be met. With much courtesy, and at the same time exhibiting a complete grasp of the question, he replied that he would do all he could to help the Medical department, and to give the system a trial should Government approve of its being undertaken by his department. He went into the subject in much detail even to the telephones by which it would be necessary to connect the prison with each of the different Presidency hospitals.

19. While the majority of the Committee concurred in the views of their colleague that catering by the prisons would not be devoid of advantage, they were not enthusiastic in their general support of the proposal. The difficulties pointed out by the Inspector-General of Prisons are very real, *e.g.*, the differences of opinion that might arise as to quality of food-stuffs, for the hospitals adopt a much higher standard than the prisons as their dietary is intended for the sick; the contentions that would arise from delays, &c. Consequently the Committee do not press this idea further, but they are not the less indebted to the Inspector-General of Prisons for the prompt and business-like manner with which he treated the proposal.

20. A counter-proposal (F. 7) was suggested to the Committee by the Surgeon-General, viz., that of transferring the catering to the Lunatic Asylum. But the Committee see the same or practically the same difficulties existing in this that exist in the 'Prison' proposal.

21. A further proposal (F. 7) of the Surgeon-General was that a Committee of Superintendents with a lay Secretary, 'A European gentleman,' should receive and decide on tenders.

The objections to this seem to be—

(i) The 'gentleman' would forthwith proceed to enrich himself.

(ii) It would be very costly.

(iii) Superintendents have no time to spare for the frequent meetings of Committee that would be necessary.

22. Finally the Surgeon-General proposed (F.7.) that the General Hospital should undertake the storage of supplies for the other hospitals.

The Committee regret they could not concur in this proposal. They object *in toto* to any proposal that is at all calculated to divert the attention of Medical officers from their proper professional duties, or divert a hospital from the purpose for which it is intended, an asylum for the sick. Once a part of the General Hospital is converted into a Commissariat store with all the hubbub and bustle that would be the consequence, and the rest of hospital may be closed. Even now the hospital precincts are quite enough invaded by strangers, and the quiet and order that should characterise them are very difficult to maintain. Even the daily contractor is a nuisance, but then he is an unavoidable nuisance, and it is that that alone that makes his presence and that of his myrmidons tolerable.

23. Once more, therefore, they would reiterate their opinion that a modified tender system, and no other, is the only true course to follow in providing articles of diet for the sick; that contracts should not be decided by the Surgeon-General, but by individual Superintendents, each for his own establishment; that each Superintendent should furnish the Surgeon-General with his accepted rates, and that a healthy rivalry to cater economically (always, of course, under proper control —vide *Stock-taking and Control*) for these hospitals should be cultivated by circulating to each Superintendent in a comparative form (C.M.F. No. 46) the rates of all the other Superintendents.

24. Superintendents should not be hampered by hard-and-fast rules for procuring their supplies. They should, of course, try to purchase in the cheapest market; that will usually be by tender, but if they can purchase more cheaply and obtain an equally good article any other way, they should be permitted to do so. Articles for which favourable tenders cannot be obtained should be bought departmentally out of a permanent advance that should be given to each hospital. Most of the articles under group F in the advertisement on page 17 would come under this head.

V.—STOCK-TAKING AND CONTROL (*F.* 4).

The Committee would thus allow very considerable freedom to each Superintendent, subject, of course, to the control of the Surgeon-General. The Surgeon-General is their head in this as in all other respects, and should be kept constantly informed as to how the work in the State hospitals in this all-important matter of catering is being conducted. The Committee, therefore, recommend that, just as is the case with the medical stores, so here, the Surgeon-General should, from time to time, and without any warning, send a Medical officer, now to one, and again to another of the hospitals with sealed instructions as to what articles he is to examine and report on to the Surgeon-General.

It should be impressed on Superintendents that it is the sick and helpless that they are in charge of, and that no consideration of money should for a moment be permitted to lower either the quantity or the quality of their food supplies; and that while Government is determined there shall be no waste, it is equally determined that there shall be no loss of efficiency through deterioration in the quality of food, &c., supplied.

2. The Committee, in making the proposal that Medical officers shall be deputed occasionally to visit the hospitals as inspectors, are well aware that Medical officers are already overworked, and that this will be an additional burthen. Nevertheless they at present see no other workable method of carrying out their

recommendations efficiently.* *There must be a skilled control.* The time taken at each inspection, however, need not be very long, as the amounts kept in store at any one time of any particular article would be such that stock-taking and quality examination could be readily effected. The details of how much the Inspecting officers shall inspect and how often the inspection shall take place may well be left to the discretion and judgment of the Surgeon-General.

3. Various other proposals as to who should be deputed to do this inspection were discussed by the Committee.

(i) The Surgeon to His Excellency the Governor. The difficulty that presented itself here was that this officer might be an officer of the Army Medical Staff, and it was doubtful whether he could thus be appointed to inspect civil hospital stores.

(ii) That an officer of the Commissariat department should be deputed. The Surgeon-General did not approve of this proposal, nor indeed on calm consideration does it look feasible. The Commissariat is a purely Military department under the Government of India, and it is quite likely it would not consent to allow one of its officers to inspect civil stores. A further objection is that the opinion of such an officer on the all-important point of 'quality' would not be a skilled one.

VI.—BOOK OF FORMS.

Having thus stated how articles of diet should be procured, &c., the Committee would now say a few words on the subject of the forms they recommend for use in the internal management of large hospitals. These forms are attached to this Report (page 39), and superscribed 'Book of Forms.' They are given as models, and some of them are quite unnecessary in the smaller hospitals. The classification of them, which is given at the beginning of the Book, will help individual Superintendents to select those which suit their own particular establishments best. At first sight the mode of using some of these forms seems puzzling, but in practice no real difficulties arise, and they do away with loose manuscript dockets which are a waste of time and paper, are very untidy and get readily lost. (*Vide* Committee's Rules, page 127.)

2. The forms recommended for the Storekeeper are taken partly from Commissariat sources, for which the Committee are indebted to Captain Watson, Chief Commissariat Officer, Madras.

VII.—FIREWOOD TO BE USED IN COOKING DIETS (*F.* 8).

1. The Surgeon-General called the Committee's attention to this matter. He pointed out the apparent superior economy exercised in this item in the Calcutta Medical College as compared to the State Hospitals in Madras. A Committee appointed in 1889 to revise the diet rules allowed 4 lb. for cooking European and 2 lb. for cooking Native diets. The present Committee thinks this was a reasonable maximum, and, taking coal at the very cheap rate of Rs. 20 a ton, the State Hospitals of Madras, using 2 lb. of firewood for Native diets are only ·09 pie in excess of Calcutta per diet. Coal happens now to be Rs. 26 or Rs. 27 a ton (steam coal: no kitchen coal can be had in Madras); at which prices Madras cooks more cheaply than Calcutta. Calcutta is cheaper than Madras in cooking European diets. But then, in Calcutta, they cook for double the number that are cooked for in Madras, and that is, of course, a very important matter. Besides, in the General

* The Committee feel bound to state here *par parenthèse* that an Inspector of Hospitals should be appointed, whose duty, amongst other things, would be to carry out the inspection recommended above. The Committee would also remark that unless some such officer is appointed to examine Hospital Books and general management periodically, all their labour in trying to work up a uniform system will be ultimately thrown away. What with changes of Superintendents, over-worked officials, &c., hospitals will very soon lapse into the old grooves unless regularly and thoroughly inspected. It might seem that this duty should be performed by the Surgeon-General, but the Committee are satisfied that with work of administering such a large department as the medical, it is utterly impossible for him to find time for its performance; and also that it is not fitting that such work should be required of the Surgeon-General.

Hospital, Madras, a superior range is in use, which heats large steam presses in which diets are kept during distribution. The heating of these presses alone requires a good deal of fuel. So that, on the whole, Madras cooks more cheaply than Calcutta. However, as the circumstances of two hospitals are so completely different, it appears to the Committee a matter of not the least importance whether one is a bit cheaper or dearer than the other. Only like things can be compared, and there is little or no likeness between these two establishments. (*Vide* Appendix I, page 29).

The recommendations of the Committee on this matter are laid down in their 'Diet rules' (page 122), and it is hoped they will be found satisfactory to the Surgeon-General.

VIII.—COOKING RANGES (*F.* 8).

The Surgeon-General also required the Committee to go into this subject, referring them to the Penitentiary and the Lying-in Hospital as places where economical cooking arrangements might be seen.

The Secretary to the Committee specially visited all the State Hospitals, except the Leper and Voluntary Venereal Hospitals, to inquire into the matter.

(i) *The Penitentiary.*—The cooking arrangements for the healthy inmates were found quite unsuited to hospital purposes. They are suited only to establishments like prisons in which enormous quantities of a very simple article form the staple diet—in the Penitentiary this is raggi pudding.

For the sick the arrangements are very simple: the usual hobs with the smoke going out through the doors and through a hole in the roof.

(ii) *Lying-in Hospital.*—There is a fine iron range there on the 'hob' principle, which, the Committee have no doubt, is an excellent arrangement. As it is made of iron, it is of course a fuel waster, but the cleanliness of the kitchen and the convenience it affords the cooks are much in its favour. The Senior Medical Officer, General Hospital, is now carrying out an experiment with a Duff's range for native patients, and pending his report the Committee do not wish to commit themselves to any particular form of cooking range. But should his experiments fail, the Committee certainly think the Lying-in Hospital iron hob range should be given a trial in all hospitals. They are exceedingly well made by Messrs. Oakes and Company.

IX.—STOREKEEPER'S AND STEWARD'S BOND.

The Committee was called upon by the Surgeon-General to submit a form of agreement with the Storekeepers and Stewards. They were unable to find anything suitable ready made, so the Surgeon-General advised the adoption of A.H.F., No. 9. The Committee submitted this to the Government Solicitor, who said it was not at all suited to the desired purpose. At the request of the Committee, he drew up the two forms which are now presented to the Surgeon-General (C.M.Fs., Nos. 52 and 53).

X.—A GENERAL REQUISITION FORM (*F.* 9).

For a considerable time the Committee failed to see what the Surgeon-General meant by this, so he drew up one on the plan of that used in the Army hospitals, (A.H.F., No. 66.) This the Committee approved (C.M.F., No. 45).

XI.—PERMANENT ADVANCE TO HOSPITALS FOR PETTY DEPARTMENTAL PURCHASE (*F.* 10).

The Committee think this absolutely necessary. In discussing the keeping of accounts, the Committee have fully gone into this question. Hospitals are

constantly wanting odds and ends that cannot be got by tender. It is for these the permanent advance is needed. The sum required will vary for each hospital, but the following amounts should, in the Committee's opinion, suffice :—

	Rs.
General Hospital	200
Lying-in Hospital	* 400
Ophthalmic Hospital	20
Women and Children Hospital	100
Leper Hospital	20
Voluntary Venereal Hospital	20

The Committee have carefully perused the Accountant-General's letter (F. 10) Nos. 1593–5 of 18th May 1895 on this subject, by which their opinion is in no way altered.

XII.—A UNIFORM METHOD OF PAYING BILLS.

This was referred to the Committee by the Surgeon-General. After considerable correspondence, the Committee and Surgeon-General came to an agreement, the result of which is embodied in the Committee's 'diet rules', page 121. The requisition form recommended by the Committee for obtaining cheques from the Accountant-General is No. 49 in the Book of forms.

XIII.—A UNIFORM METHOD OF STOCK-BOOK KEEPING (*F.* 11).

This was referred to the Committee by the Surgeon-General. The Committee recognised the wisdom of the step. During his inspection undertaken for the information of the Committee, the Secretary found the greatest diversity of procedure.

The Committee submitted the Commissariat forms as well as two other check forms, which the Surgeon-General approved. They are Nos. 30, 31, 32, 33 in the Book of forms.

The Committee also proposed a 'Furniture distribution' form, of which the Surgeon-General approved. It is No. 44 in the Book of forms. Its object is to show at a glance where the various articles of furniture in a hospital may be found.

XIV.—A CIRCULAR PRICE LIST FORM.

This is No. 46 in the Book of forms, and is intended to serve the purpose suggested by the Committee in their recommendations on page 17, where it is proposed that the Surgeon-General shall send a circular showing the prices paid for diet articles and hospital necessaries at the different hospitals to each Superintendent for his information.

XV.—HOW HOSPITAL NECESSARIES ARE TO BE PROCURED.

They should be procured, stored and paid for on the same general lines that have been recommended in the case of diet articles, *vide* section XII above. In advertising for tenders for diet articles, the Superintendents should include *Hospital necessaries.*

XVI.—THE CHECKING OF HOSPITAL RETURNS IN THE SURGEON-GENERAL'S OFFICE (*F.* 4).

This question arose incidentally in connection with the controlling and checking of Hospital stores. In a minute by the Committee to the Surgeon-General a sentence was used which seemed to imply that Hospital returns, &c., were not checked in the Surgeon-General's office as they should be. The Surgeon-General replied as follows :—

"The audit in this office is governed by the following rules :—

"(*a*) checking the daily register of dieting in-patients in the Government Presidency Hospitals including Lunatic asylums ;

* This large amount, which has already been granted, is necessary on account of batta to pregnant women and hire of punka men.

"(*b*) bring to notice any inaccuracies of calculation, excess in cost where the "money average is above 8 annas a day for European and 4 annas a day for native "patients, or any other irregularities which may be found in the documents;

"(*c*) comparing Diet registers with ingredient statements and calling for "explanation in case of discrepancies;

"(*d*) seeing that the charges in the bills are not in excess of the quantities "entered in the ingredient statements and other vouchers;

"(*e*) seeing that the articles issued for each diet in the ingredient statements "are in accordance with the sanctioned scale;

"(*f*) checking and submitting to the Secretary all tenders, contract bills, requisitions for Government hospitals, &c., for Medical stores, bedding and cloth-"ing, &c., and

"(*g*) in disposing of hospital stoppage lists, &c.

"II. Each clerk is individually responsible for his own share of the work.

"III. All bills and statements should be minutely and carefully checked accord-"ing to rules, and not in the casual way hitherto done."

2. The Committee consider the above an excellent code of rules. But when they reflect that the whole of the responsibility detailed therein devolves upon one clerk on Rs. 50 a month, they cannot but entertain grave doubts as to the efficiency of the audit. The experience of Superintendents of hospitals is that their accounts and returns are not properly checked, and they thus lose one very important item of assistance in the working of their hospitals. For it must be distinctly understood that Superintendents have not the necessary leisure to check their accounts thoroughly, and that they rely very largely on the audit in the Surgeon-General's office for help in this very important matter. If the accounts that go before the Accountant-General show the slightest flaw they are immediately noted and returned for correction, but it is many a long day since a fudged diet sheet or incorrect hospital statement or return, was sent back from the Surgeon-General's office. This may speak volumes for Superintendents, but there is obviously another side to the question.

3. However, the Committee dwell no further on this than to repeat their opinion, that a thorough audit of hospital returns is a most urgent necessity, and that the staff in the Surgeon-General's office is totally inadequate to carry it out.

W. PRICE, M.D., Brigade-Surgeon-Lieutenant-Colonel,
President.

W. R. BROWNE, M.D., Surgeon-Lieutenant-Colonel,
A. J. STURMER, Surgeon-Lieutenant-Colonel, } *Members.*

JOHN SMYTH, M.D., Surgeon-Major,
Secretary, Special Committee on Diets.

MADRAS,
1895.

APPENDIX I.[1]

Statement I.—Daily Average In-patients, 1894.

—	General Hospital, Madras.		Medical College Hospital, Calcutta.	
	European.	Native.	European.	Native.
Males	83·65	196·48	76· 4	151·13
Females	·09	·44	62·66	55·32
Children	·47	·19	7· 3	9·30
Total ..	84·21	197·11	146·36	215·75

Statement II.—Comparative Statement of Calcutta and Madras Diet Article Prices.

—	1894-95. Calcutta Medical College Hospital rates.	1895-96. Lying-in Hospital rates.	—	1894-95. Calcutta Medical College Hospital rates.	1895-96. Lying-in Hospital rates.
	Rs. A. P.	Rs. A. P.		Rs. A. P.	Rs. A. P.
Rice	0 0 11	0 0 8½	Vegetable, Native.	0 0 7	0 0 8
Do. table ..	0 1 1	0 1 2	Potatoes	0 0 11	0 0 9¾
Dholl	0 0 11	0 0 11½	Onions	0 0 6	0 0 8
Ghee	0 6 9	0 7 4	Cornflour	0 8 0	0 8 0
Salt	0 0 10	0 1 0	Pomegranate ..	0 4 0	0 1 10
Pepper	0 5 0	0 4 6	Oranges	0 0 6	0 0 5½
Arrowroot ..	0 2 0	0 3 0	Limes	0 0 3	0 0 1
Barley	0 3 0	0 2 0	Vermicelli	0 4 0	....
Sago	0 1 9	0 1 3	Tea	0 5 0	0 11 1½
Sugar, 2nd quality.	0 2 0	0 1 0	Coffee	0 12 0	0 13 6
Flour	0 0 11	0 1 6	Cocoa	1 0 0	0 8 0
Soojee	0 1 0	....	Biscuits	0 7 8	0 10 0
Barley, 1st quality.	0 8 0	0 1 7	Fish, European ..	0 3 6	0 2 6
Broad	0 1 2	0 1 6	Do. Native ..	0 2 6	*0 3 1
Do. special ..	0 8 6	0 1 0	Chicken, 8 oz. ..	0 2 8	0 0 4½
Butter, do. ..	1 6 0	0 14 0	Eggs	0 0 4½	0 4 3
Do.	0 6 5	....	Pigeon	0 2 6	0 1 11
Essence of Chicken, Brand's	1 8 0	1 15 0	Beef	0 2 0	0 2 7
Essence of Chicken.	0 14 0	....	Mutton	0 3 9	0 0 8
Essence of Beef, Brand's	1 0 0	1 7 0	Sodawater	0 0 5¼	0 1 1
Benger's food ..	0 6 0	1 7 11	Lemonade	0 0 9	34 0 0
Vegetable, Europe.	0 0 9	0 1 0	Brandy .. dez.	17 0 0	34 0 0
			Portwine .. „	16 0 0	

* For 10 oz.

[1] This appendix is given to enable the Surgeon-General to compare the State Hospitals in Madras with the Medical College Hospital, Calcutta:—

Statement I—shows the population.
„ II—is a comparative price list. The Lying-in hospital prices are given, as they happened to be at hand.
„ III & IV—show diet prices in General Hospital, Madras.
„ V & VI— Do. Medical College Hospital, Calcutta.

The population and dietary will be seen at a glance to differ so radically that no comparison can be instituted between the Madras and Calcutta Hospitals.

[2] No they not so

STATE HOSPITALS, MADRAS.

Statement III.—Table of Diets for European Patients.

—	—	Spoon.	Milk.	Half.	Mixed.	Full.
		Arrow-root ... 1 oz. Sugar ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Bread ...12 oz. Hoppers. 2 no. Milk ... 2 pts. Butter ... 1 oz. Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton or Chicken. 10 oz. Bread ... 12 „ Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Half boiled" issued:— Onions ... 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee. If stewed— Pepper ... 30 grs. Onions ... 1 oz. Flour ... ½ „ Mint and Parsley. 30 grs.	Mutton... 8 oz. Bread ... 12 „ Rice ... 8 „ Hoppers. 6 no. Butter ... 1 oz. Country Vegetable 6 „ Curry-powder ½ „ Tamarind. ½ „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „	Mutton... 12 oz. Bread ... 1 lb. Hoppers. 2 no. Butter ... 1 oz. Potatoes. 8 „ Country Vegetable 8 „ Salt ... ¾ „ Ghee ... 1 „ Tea ... ½ „ or Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ If "Full boiled"— Onions 1 oz. Barley ... ½ „ Flour ... ½ „ and omit ghee.
Cost of each diet, 1894.	With Tea.	0 1 1¼	0 5 5	Mutton. 0 5 9¼ Chicken 0 7 3¼	0 5 9¾	0 6 5
	With Coffee...	0 1 7¼	0 5 11	Mutton. 0 6 3¾ Chicken 0 7 9¼	0 6 3¾	0 6 11

NOTES.—1. The meat in the "Half" diet may be roasted, grilled, stewed or boiled; in "Full" roasted, grilled or boiled only.

2. Extras may be ordered on all diets except "Full" and "Mixed." But stimulants and eggs may be given with any diet.

3. The meat in the various diets should weigh in its raw state, exclusive of bone, the amount specified in the diets. If meat is issued with bone, 4 oz. per lb. should be allowed.

4. Each hopper should weigh 2 oz.

5. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement IV.—Table of Diets for Native Patients.

—	Spoon.	Milk.	Coffee.	Half.	Full.
	Rice ... 6 oz. Salt ... 360 grs.	Bread or Rice ...12 oz Milk ... 1½ pt. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Bread ... 12 oz. Coffee ... 1 „ Sugar ... 1 „ Milk ... 4 „ Hoppers ... 2 no. Sugar ... 2 oz. *For Conjee.* Rice ... 2 oz. Salt ... 120 grs.	Rice ... 12 oz. Mutton ... 4 „ Ghee ... ½ „ Currypowder ... ½ „ Tamarind. ½ „ Vegetable. 2 „ Salt ... ½ „ Coffee ... ½ „ Sugar ... ½ „ Milk ... 2 „ Hoppers. 2 no. Buttermilk ... ½ pt. Pepperwater ... ½ „	Rice ... 20 oz. Buttermilk ... ½ pt. Pepperwater ... ½ „ Mutton ... 6 oz. or Fish ... 4 „ Dholl ... 1 „ Vegetable. 4 „ Currypowder ... ½ „ Tamarind. ½ „ Gingelly oil ... 1 „ Salt ... ¾ „ Hoppers. 2 no. Coffee ... ½ oz. Sugar ... ½ „ Milk ... 2 „
Cost of each diet, 1894.	0 0 5¼	Bread ... 0 3 4½ Rice ... 0 2 11½	0 2 9½	0 2 9	Mutton. 0 3 6 Fish ... 0 3 2¾

NOTES.—1. On half-diet mutton is given every day; on full diet it is given one day, vegetables, dholl and fish the next day.

2. Extras may be ordered on all dietsexcept full. But stimulants and eggs may be given with any diet.

3. Arrack is the only stimulant allowed for natives, except under special circumstances (G.O., dated 1st January 1889, No. 1).

4. The meat in the various diets should weigh in the raw state, exclusive of bone, the weights specified in the Table. If meat is issued with bone, an additional 4 oz. per lb. should be allowed.

5. Each hopper should weigh 2 oz.

6. Medical officers may, in exceptional cases, diet patients on extras alone.

Statement V—showing the component parts of the European diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894-95.

—	Full Diet.		Half Diet.		Chicken Diet.		Chicken Curry Diet.		Mutton Curry Diet.		Milk Diet.		Infant Diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Milk	...	...	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	4½ oz.	0 4½	28½ oz.	0 4½	1 Seer.	2 6
Bread	...	...	14 „	1 0½	12 „	0 10½	8 „	0 7	8 „	0 7	4 „	1 10	...	...
Butter	...	...	1 „	0 4½	½ „	0 3½	½ „	0 3½	½ „	0 3½	...	0 3¼	...	...
Meat (Mutton)*	...	...	18 „	4 2½	16 „	3 9	12 „	2 9	...	...	12 oz.	1 6	...	...
Meat (Beef)	...	...	...	...	...	...	...	...	1 oz.	0 1⅛	...	...	...	...
Salt	...	...	½ oz.	0 1⅛	½ oz.	0 1⅛	½ oz.	0 1⅛	½ oz.	0 1⅛	½ oz.	0 2⅛	...	...
Potatoe	...	...	8 „	0 5½	6 „	0 4⅛	8 „	0 5½	8 „	0 5½	...	...	...	...
Vegetable	...	...	6 „	0 3⅜	4 „	0 2¼	...	...	...	...	...	...	...	...
Tea	...	...	½ „	0 2⅛	½ oz.	0 2⅛	½ oz.	0 2⅛	½ oz.	0 2⅛	½ oz.	0 2⅛	...	...
Sugar	...	...	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	1½ „	0 2¼	2½ „	0 3⅜	1 oz.	0 1½
Pepper	...	...	2 dr.	0 1⅛	2 dr.	0 1⅛	...	...	...	...	...	...	...	...
Onion	...	...	1½ oz.	0 6¼	1½ oz.	0 6¼	½ oz.	0 2⅛	½ oz.	0 2⅛	½ oz.	0 3⅜	½ oz.	0 2⅛
Ghee	...	...	½ „	0 3⅜	½ „	0 3⅜	1½ „	0 6¼	1½ „	0 6¼	¼ „	0 1⅞	...	...
Curry-stuff	...	...	½ oz.	0 1⅛	½ oz.	0 1⅛	...	...	...	...	...	...	...	...
Barley	...	...	1 dr.	0 0⅜	1 dr.	0 0⅜	2 dr.	0 0⅜	...	...	...	...	...	...
Spices	...	...	2 oz.	0 3	2 oz.	0 3	...	...	2 oz.	0 3	2 oz.	0 3	...	...
Biscuit	...	...	1½ „	0 1	1½ „	0 1	5½ „	0 3¾	5½ „	0 3¾	3½ „	0 2⅜	2 oz.	0 1½
Rice	...	...	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	½ „	0 ⅜	...	...
Dholl	...	...	...	...	8 „	0 2⅝	...	...	2 6	...	...	...	1 No.	2 8
Chicken	...	...	...	...	...	...	...	...	...	...	...	...	2 oz.	0 2½
Sago	...	...	...	...	...	...	...	...	...	...	...	...	½ lb.	0 ⅜
Coal	...	...	⅛ lb.	...	⅛ lb.	...	⅛ lb.	...	⅛ lb.	...	⅛ lb.	...	...	5 11
Total ...			8 2½	...	7 4	...	6 10½	...	6 7	...	5 11¼	...	4 8½	...
Beef day ...			6 0½	...	5 4	...	...	...	...	...	...	...	...	...

* Beef and mutton given alternate days.

Statement VI—showing the component parts of the Native diets in use at the Medical College Hospital, Calcutta, priced in accordance with the contract rates for the year 1894-95.

	Full Rice.		Full Flour.		Mixed Full.		Mixed Half.		Half diet.		Rice and Milk.		Flour and Milk.		Milk and Sago.		Milk and Soojee.		Infant diet.	
	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.	Quantity.	Cost.
		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.		A. P.
Rice	20 oz.	1 1½	...	...	8 oz.	0 5½	5½ oz.	0 4	10 oz.	0 6½	10 oz.	0 6⅜	...	...	16 oz.	1 3	...	...	2 oz.	0 1½
Flour	...	...	20 oz.	1 1½	10 „	0 6½	6 „	0 4½	...	...	...	...	...	0 6½	2 „	0 4	2 „	0 3	...	...
Dhall	3 oz.	0 2½	3 „	0 2½	2 „	0 1½	1½ „	0 1½	1 oz.	0 1½	...	...	...	...	...	...	...	...	...	...
Ghee	1 „	0 1½	1 „	0 5½	1 „	0 3½	1 „	0 3½	½ „	0 1½	...	...	...	...	...	...	...	...	1½ oz.	0 1½
Mustard oil	½ „	0 1	½ „	0 4	½ „	0 4	½ „	0 4	½ „	0 1	...	...	...	...	...	...	...	...	½ „	0 1½
Milk	3 „	0 2½	3 „	0 2½	3 „	0 2½	3 „	0 2½	7 „	0 6½	24 oz.	1 10½	16 oz.	1 10½	3 „	0 4	16 oz.	1 3	½ sr.	1 10½
Sago	...	...	...	...	...	...	...	...	...	...	...	...	...	...	2 „	0 3	...	...	2 oz.	0 2½
Sugar	2 oz.	0 1½	2 oz.	0 1½	1½ oz.	0 1½	½ oz.	0 1½	½ oz.	0 1½	2 oz.	0 3	2 oz.	0 3	2 „	0 3	2 „	0 3	1 „	0 1½
Soojee	2 „	0 1½	2 „	0 1½	2 „	0 1½	2 „	0 1½	2 „	0 1½	2½ „	0 1½	...	...	...	...	6 „	0 4½	...	...
Salt	½ „	0 ⅛	½ „	0 ⅛	½ „	0 ⅛	½ „	0 ⅛	½ „	0 ⅛	...	...	...	...	...	...	...	...	...	...
Dhal	16 „	0 1½	16 „	0 1½	16 „	0 1½	16 „	0 1½	12 „	0 1½	...	...	...	...	...	...	12 oz.	0 1½	14 oz.	0 3
Curry-stuff	2 dr.	0 1½	2 dr.	0 1½	2 dr.	0 1½	...	...	1 dr.	0 1⅛	...	...	...	...	...	...	...	...	...	...
Fish	3 oz.	0 3½	...	...	4 oz.	0 7½	3 oz.	0 5½	2 oz.	0 3½	...	...	...	...	...	...	...	...	...	...
Vegetable	5 „	0 2½	5 oz.	0 2½	4 „	0 1½	4 „	0 1½	4 oz.	0 1½	...	...	...	...	...	...	...	...	...	...
Total	...	3 4	...	2 6½	...	2 10½	...	2 3½	...	2 1	2 11	2 10½	...	2 10½	...	1 10½	...	1 11½	...	2 7½

APPENDIX II.

The Committee append here copies of half a dozen diet sheets taken at random from the shelves of the General Hospital. These will show clearly that no useful comparison can be drawn between the feeding of a healthy convict in a jail and the dieting of a sick patient in a hospital.

M-2.

EUROPEAN.

GENERAL HOSPITAL.

Diet Sheet of — *Month of July* 1895.

Occupation — Religion—E.I. — Disease—Fever, intermittent.

Admitted into hospital, 3rd July 1895.
Age —8 years
When last in hospital

Discharged from hospital, Cd., 28th July 1895.

Date.	Diet.	Extras. Custard pudding.	Milk.	Mutton broth.	Bread	Conjee.	Initial of Surgeon.	Student in charge.
1			PTS.		oz.	oz.		
2	.....	Breakfast, No. 2.						
3	Milk and bread ...							
4	Milk and bread ...							
5	Milk and bread ...							
6	Milk and bread ...							
7	Milk and bread ...	1 one ...						
8	Milk and bread ...	1 one ...						
9	Milk and bread ...	1 one ...						
10	Milk and bread ...	1 one ...			8 eight ...			
11		1 one ...	1 one ...	1 one ...	8 eight ...	1 one ...		
12		1 one ...		1 one ...				
13	Milk	1 one ...		1 one ...				
14	Milk	1 one ...		1 one ...				
15	Milk	1 one ...		1 one ...				
16	Milk			1 one ...				
17	Milk							
18	Mixed							
19	Mixed							
20	Mixed							
21	Mixed							
22	Milk and bread ...		1 one ...					
23	Half ch. cts. ...		1 one ...					
24	Half ch. cts. ...		1 one ...					
25	Half ch. cts. ...		1 one ...					
26	Half ch. cts. ...		1 one ...					
27	Half ch. cts. ...		Dinner No. I.					
28								
29								
30		Discharged after dinner.						
31								

Initialled R.R.

	Rs.	A.	P.
Monthly income			
Hospital stoppages			
Lowest cost on any day	0	1	6½
Highest cost on any day	0	9	10

~~84~~

S-2.

EUROPEAN.

GENERAL HOSPITAL.

Diet Sheet of *Month of* 189 .

Occupation—Assistant Accountant, Bank.
Religion—Prots., E.

Disease—Inflammation, inguinal glands.

Admitted in hospital—2nd July 1895.
Age—24 years.
When last in hospital—Never.

Discharged from hospital, Cd., 25th July 1895.

Date.	Diet.	Extras.										Initial of Surgeon.	Student in charge.
		Milk.	Mutton broth.	Sode.	Ice.	Custard pudding.	Fish.	Eggs.	Fish.	Chicken.	Mutton.		
1		PTS.	PTS.		LB.		OZ.	NO.	LB.	NO.	OZ.		
2	Milk ...	2 two.	2 two.	4 four.	4 four.								
3	Milk ...	2 two.	2 two.	4 four.	4 four.								
4	Milk ...	2 two.	2 two.	4 four.	4 four.								
5	Milk ...	2 two.	2 two.	4 four.	4 four.								
6	Milk ...	2 two.	2 two.	4 four.	4 four.								
7	Milk ...			4 four.	4 four.	1 one...	4 four	2 two.	—				
8	Milk ...			4 four.	4 four.	1 one ...	8 eight	2 two.	—				
9	Milk ...			4 four.	4 four.	1 one...	8 eight	2 two.	—				
10	Milk ...			4 four.	4 four.	1 one ...	—	2 two.	1 one				
11	Milk ...			4 four.	4 four.	1 one...	—	2 two.	1 one.				
12	Milk ...			4 four.	4 four.	1 one...	—	2 two.	8 oz.	1 one	—		
13	Milk ...			4 four.	4 four	1 one ...	—	2 two	8 oz.	—	8 eight		
14	Milk ...	4 four.	4 four.	2 two.	4 four	1 one .	—	2 two.	8 oz.	—	8 eight		
15	Milk ...	4 four.	4 four.	2 two.	4 four	1 one .	—	2 two.	8 oz.	1 one.	—		
16	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...	—	2 two.	8 oz.	1 one.	—		
17	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one ...	—	2 two.	8 oz.	—	8 eight		
18	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one...	—	2 two.	8 oz.	—	8 eight		
19	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one	—	2 two	8 oz.	1 one	—		
20	Milk ...	4 four.	4 four.	—	4 four.	1 one...	—	2 two.	8 oz.	—	8 eight		
21	Milk ...	4 four.	4 four.	—	4 four.	1 one	—	2 two.	8 oz.	—	8 eight		
22	Milk ...	4 four.	4 four.	—	4 four.	1 one...	—	2 two.	8 oz.	—	8 eight		
23	Milk ...	4 four.	4 four.	2 two.	4 four.	1 one ...	—	2 two.	8 oz.	1 one	—		
24	Milk ...	4 four.	4 four.	—	4 four.	1 one	—	2 two.	8 oz.	—	8 eight		
25		4 four.	4 four.	—	4 four.	1 one	—	2 two.	8 oz.	1 one	—		
26													
27													
28													
29													
30													
31													

Vegetables. Potatoes. Initialled, C.L.W. Initialled, C.L.W.

RS. A. P.

Monthly income ... ...

RS. A. P.

Hospital stoppages ... ...

Lowest cost on any one day ... ... RS. A. P. 0 10 3¾
Highest cost on any one day 1 1 3¾

~~35~~

GENERAL HOSPITAL.

European.

Officers' Quarters.

Diet Sheet of *Month of July* 1895.

Occupation—Sheriff. Religion—Prot. E.

Disease—Carbuncle (Diabetes).

Admitted into Hospital—18—7—95.
Age—58 years.
When last in hospital ——

Discharged from hospital
Died 27—7—1895.

Date.	Diet.	Extras.					Initial of Surgeon.	Student in charge.
		Chicken broth.	Milk.	Ice.	Soda.	Eggs.		
			PTS.	LB.				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18	Milk		1 one ...	1 one ...	2 two ...	2 two ...		
19	Milk		2 two ...	1 one ...	4 four ...	4 four ...		
20	Milk		2 two ...	1 one ...	4four ...	4 four ...	4 four ...	
21	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	
22	Milk		2 two ...	1 one ...	4 four ...	4 four ...	4 four ...	Initialled C. L. W.
23	Milk		2 two ...	1 one ...	2 two ...		4 four ...	
24	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
25	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
26	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
27	Milk		2 two ...	1 one ...	2 two ...	4 four ...	4 four ...	
28								
29								
30								
31								

Initialled C. L. W.

RS. A. P.

Monthly income ... ...

RS. A. P.

Hospital stoppages ... ...

Lowest cost on any one day ... ... RS. A. P. 0 11 9½
Highest cost on any one day 1 2 5½
~~0 10~~

M2.

GENERAL HOSPITAL.

Diet Sheet of Kebi Nair.

Month of July 1895.

Occupation—Ryot. Religion—H. Disease—Ch. dyspepsia (dependent on anæmia.)

Admitted into hospital—29—5—95.
Age—50 years.
When last in hospital—Never.

Discharged from hospital Died 24—7—1895.

Date.	Diet.	Extras. Milk.	Conjee.	Rice.			Initial of Surgeon.	Student in charge.
1		3 three ...	4 four ...	6 six ...				
2		3 three ...	4 four ...	6 six ...				
3		3 three ...	4 four ...	6 six ...				
4		3 three ...	4 four ...	6 six ...				
5		3 three ...	4 four ...	6 six ...				
6		3 three ...	4 four ...	6 six ...				
7		3 three ...	4 four ...	6 six ...				
8		3 three ...	4 four ...	6 six ...				
9		3 three ...	4 four ...	6 six ...				
10	Half	1 one ...	4 four ...					
11	Half							
12	Half							
13		3 three ...	4 four ...	6 six ...			Initialled, R.R.	
14		3 three ...	4 four ...	6 six ...				
15		3 three ...	4 four ...	6 six ...				
16		3 three ...	4 four ...	6 six ...				
17		3 th ee ...	4 four ...	6 six ...				
18		3 three ...	4 four ...	6 six ...				
19		3 three ...	4 four ...	6 six ...				
20		3 three ...	4 four ...	6 six ...				
21		3 three ...	4 four ...	6 six ...				
22		3 three ...	4 four ...	6 six ...				
23		3 three ...	4 four ...	6 six ...				
24		3 three ...	4 four ...	6 six ...				
25								
26								
27								
28								
29								
30								
31								

Initialled R.R.

Monthly income ... ... RS. A. P. | Hospital stoppages ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 2 9
Highest cost on any one day 0 5 2½

S2.

GENERAL HOSPITAL.

Diet sheet of Abdul Kadir.

Month of July 1895.

Occupation—Merchant. Religion—M. Disease—Hydrocele (Right).

Admitted into Hospital—6th July 1895.
Age—30 years
When last in Hospital—Never.

Discharged from Hospital—Cd. 18th July 1895.

Date.	Diet.	Extras. Milk.	Conjee.				Initial of Surgeon.	Student in charge.
1		PTS.	PTS.					
2								
3								
4								
5								
6	Milk B.	Breakfast No. II.						
7	Milk B.							
8		2 two ...	2 two ...					
9		2 two ...	2 two ...					
10		2 two ...	2 two ...					
11	Half		2 two ...					
12	Half						Initialled C.L.W.	
13	Full							
14	Full							
15	Full							
16	Full							
17	Full							
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Initialled C.L.W.

Monthly Income ... ... RS. A. P. | Hospital Stoppages ... ... RS. A. P.

Lowest cost on any one day ... ... RS. A. P. 0 3 1
Highest cost on any one day 0 4 10¾