

[2]

No. 297

OFFICE OF SURGEON-GENERAL

WITH THE GOVERNMENT OF MADRAS,

Mdras, the 14th July 1896.

From

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

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,

Public DEPARTMENT.

SIR,

I have the honor to acknowledge the receipt of G.O. No. 674, Public, dated the 25th June 1896 directing that in future the distribution of all Civil Medical Forms and Books required for the Civil Medical Department should be undertaken by this office without any increase of establishment.

2. In para 4 of the G.O., Government remarks "it is understood that this work was carried out in the Surgeon-General's office until 1894" - It is obviously this impression which has influenced Government in passing the present Order.

3. In this connection I would particularly draw the attention of Government to para 2 of my letter No. 574 dated the 7th September 1895 in which I have explained the practice which obtained until 1894. The Medical Storekeeper to Government supplied most of the forms and returns, some special and local forms were printed by District Medical and Sanitary Officers and Medical Officers in charge of Presidency Hospitals, and a few others were supplied from this office - these latter were:-

- (1) Agreements of Medical pupils.
- (2) Bills of Health.
- (3) Applications for extra pension of £ 100
- (4) Return of lands possessed by Commissioned Medical Officers.
- (5) Applications for Vernacular examinations.
- (6) Stationery Indent forms.

[7]

பாதுகாப்பு பறவு-1

பாதுகாப்பு பறவு பறவு 12/07

பாதுகாப்பு பறவு பறவு 5/08

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- (7) Applications for furlough.
- (8) Additions to Records of Services.

are eight formed but a small fraction of the number issued for use of the Civil Medical Department.

I enclose for the information of Government a copy of Civil Medical Form No. 80 which contains a list of all forms and books now supplied to the Department and which aggregate about one hundred in number. The annual distribution to all Local Fund Municipal Hospitals and dispensaries in the Presidency, to State Hospitals, Police and Jail Hospitals and other institutions, as estimated by the Medical Storekeeper, will be over 45,000 forms and 5000 books and this must necessarily entail a great deal of labour and correspondence such as given below:-

- (a) Getting forms printed.
- (b) Keeping account of paper.
- (c) Maintaining a Register of stock.
- (d) Storage and constant inspection of stock to avoid white ants getting at it.
- (e) Maintaining a register of ordinary and emergent indents.
- (f) Receiving, passing and filing indents.
- (g) Taking out supply from time to time.
- (h) Advising despatch of supply.
- (i) Packing separately for each hospital and dispensary.
- (j) Balancing the Stock Register each month and getting such forms as have run out reprinted.
- (k) Conducting correspondence regarding adjustment of charges for packing and carriage of books.

A proper and efficient performance of these duties will require the services of a full time intelligent clerk and an attender - but considering the limited nature of my present establishment and the already heavy duties allotted to each clerk as evidenced from the Standing Orders regarding this office administration, I regret that it is impossible for me to spare such establishment, nor can the work be divided amongst several clerks, as apart from the step being unfair to them it will destroy all responsibility regarding the custody and the maintenance of stock which is so essential and lead to grave irregularities and errors which ought

to be guarded against.

5. It will be seen from para 2 of the letter of the Superintendent, Government Press, No. 2393 dated 11th September 1895 recorded in the G.O. under report that in the Revenue Board and Accountant General's office separate establishments are available for the distribution of forms and in the interests of efficiency a similar condition is necessary for this office also.

6. As regards the relief likely to be afforded by the transfer of the Store Depot work to the Director General, Indian Medical Service, I have in my letter No. 7/188 dated 12th June 1896 explained to Government that the only clerk who would obtain some relief is otherwise so much overworked that he cannot possibly be called upon to undertake any extra work. The duties of the registering clerk can undergo no reduction as, under the new arrangement, he will have to register all correspondence connected with the distribution of forms which must necessarily be large as compared with such portion of the correspondence from the Medical Store Depot as will not in future pass through this office.

7. Under these circumstances, I respectfully trust that Government will be pleased to reconsider its decision and sanction at least an extra clerk and an attender for this office as they are absolutely necessary for the distribution of Civil Medical Forms and books to the Department and any attempt to distribute the work amongst the present staff will derange the whole machinery and thereby lead to the office work being again in as unsatisfactory a state as when I represented the facts to Government in 1894.

I have the honor to be,

Sir,

Your most obedient servant,

C. S. Thorne

Surgeon-Major-General

Surgeon-General with the

Government of Madras

Page 485.
670 Pak
25.6.96

Parent No.

(1896.)

Public DEPARTMENT.

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URGENT.-MAJOR-GENERAL C. SIETHORPE, F.R.C.P.I.,

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS

Pub. 670-72225-6-96 origl
Pub. 67425-6-96 origl
Notif. No 162216-3-96
S.O. 82824-10-95ms
Jml. 12727-2-95
6025-1-95 Roudin
Pub. 6125-1-95ms
22216-1-95
Jml. 118026-12-94 Roudin
Pub. 976222-12-94ms
877217-11-94
74525-10-94
S. G.'s Standing orders at his office

No. 297

Dated 14th } July 1896.
Received 16"

Regd 17-7-96

Encls - one

Subject.

requesting a reconsideration of their
orders passed on the subject of the
storage in and the distribution from
his (the Surgeon-General's) office of
Civil Medical Forms and Books to all
the hospitals and dispensaries in the
Presidency.

Requisition for Blank Forms and Books for the

CIVIL MEDICAL FORM No. 80.

for the year 189

Date 189

1	2	3	4	5	6	7	8
Civil Medical Form No.	Description.	Applicable to	By whom submitted.	To whom submitted.	Remaining in Store.	Now required.	REMARKS.
STATISTICS.							
1	Quarterly return of sick treated in the Civil Hospitals and Dispensaries.	Civil Hospitals and Dispensaries.	Medical Officer or Subordinate in charge, through the District Medical and Sanitary Officers or Civil Surgeons.	Surgeon-General			
2	Annual returns and reports of Civil Hospitals and Dispensaries with statement I to V.	Do.	Do.	Do.			
3	Inspection reports of Hospitals and Dispensaries.	Civil Hospitals and Dispensaries, Police Hospitals and Jail Hospitals.	Do.	Do.			
4	Inspection reports of Hospitals and Dispensaries (to be submitted to the Surgeon-General on arrival at the Station).	All Hospitals and Dispensaries at the stations visited by the Surgeon-General.	Medical Officer or Subordinate in charge.	Do.			
5	Statement showing the cost per patient under Establishment, Medicines, Diets, &c.	All Civil Hospitals and Dispensaries.	Medical Officer or Subordinate in charge, through the District Medical and Sanitary Officers or Civil Surgeons.	Do.			
6	Quarterly return of Ophthalmic Hospital	Ophthalmic Hospital	Superintendent, Ophthalmic Hospital	Do.			
7	Annual return of Police Hospitals to be adopted for quarterly returns.	Separate Police Hospitals where separate wards are set apart for the treatment of Police sick.	Subordinates in charge, through District Medical and Sanitary Officers or Civil Surgeons.	Do.			
8	Monthly return of sick prisoners in Jails	Central, District and special Jails.	Medical Officers in charge and Subordinates, through District Medical and Sanitary Officers.				
9	Annual return of sick prisoners in Jails	Do.	Do.				
10	Sanitary sheets to accompany annual reports.	Do.	Do.				
11	Statements of the aggregate of the daily total of strength in Central Jails.	All Central and special Jails.	Do.				
12	Statements of the aggregate of the daily total of strength in District Jails.	All District Jails	Do.				
13	Temperature charts	All Hospitals	Do.				
14	Inspection report of Jail and Jail Hospitals (to be submitted to the Surgeon-General on arrival at the station).	Jail Hospitals at stations visited by the Surgeon-General.	Medical Officers in charge.	Surgeon-General			
15	Statement showing the prevalence of venereal affections in the City of Madras.	Presidency Hospitals	Medical Officers in the Presidency Hospitals.				
16	Return showing the points to be noticed at the time of prevalence of cholera—vide G.O., No. 757 of 12th September 1893.	Districts and stations affected by cholera.	District Medical and Sanitary Officers and Civil Surgeons.				
17	Cholera report and register	All Hospitals and Dispensaries and Offices of District Medical and Sanitary Officers or Civil Surgeons	Medical Officers and Subordinates in charge.				
18	Statement of deaths from principal diseases in the Town of Madras	Town of Madras	President of the Board of Health.				
19	Return of useless records	All Government Hospitals.	Medical Officers in charge.	Surgeon-District Sanitary as the			
20	Vaccination return	All Civil Hospitals and Dispensaries including Police and Jail Hospitals.	Medical Subordinates in charge, through District Medical and Sanitary Officers.	Inspector of Vaccination			

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

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1222

1	2	3	4
Civil Medical Form No.	Description.	Applicable to	By whom submitted.
ACCOUNT DEPARTMENT.			
66	Annual return of surgical instruments and hospital necessities.	To all Government hospitals in the mofussil stations and in the Presidency.	By Presidency Medical Officers and Medical Subordinates, through District Medical and Sanitary Officers or Civil Surgeons.
67	Articles of equipment lost or damaged ..	Do.	Do. do., with regard to Lunatic Asylum by Superintendent.
68	List of repairable and unserviceable articles of surgical equipment.	Do.	Do.
69	Statement showing the receipts of the Medical Department, Provincial.	To all Government hospitals in mofussil stations and the Presidency hospitals.	District and Civil Surgeons and Presidency Surgeons including Principal, Medical College.
70	Mustor roll and abstract of Military Pensioners.	Lunatic Asylum	Superintendent ..
71	Pay abstract of Military Pensioners ..	Do.	Do.

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1222

1	2	3	4	5	6	7	8
Civil Medical Form No.	Description.	Applicable to	By whom submitted	whom submitted.	Remaining in Store.	Now required.	REMARKS.
MISCELLANEOUS.							
86	Post-mortem examination report to be forwarded to the Chemical Examiner.	To stations where the Post-mortem examinations are conducted.	Medical Officers and Subordinates making the Post-mortem Examinations.	Chem. Examiner.			
87	Bill of health	Ports .. .	Port Health Officer..	Commander of the vessel.			
88	Port Officer's certificate	Do. .. .	Do. .. .	Do. .. .			
89	Abstract statement of tenders	Medical Store Depot ..	Principal Medical Storekeeper.	Principal Medical Surgeon			
90	Sanctioned statement of tenders	Do. .. .	Do. .. .	Do. .. .			
91	Form of application for the extra pension of £100.	Senior Medical Officers in service.	Medical Officers who are applicants.	Do. .. .			
92	Form of application for retirement on extra annuity of £100.	Do. .. .	Do. .. .	Do. .. .			
93	Application for bail bond	Lunatic Asylum ..	Superintendent ..	Commanding Officer ..			
94	Certificate of Insanity, Form A	Do. .. .	Certifying Medical Officer.	Superintendent Lunatic Asylum.			
95	Medical History sheets	Do. .. .	Do. .. .	Do. .. .			
96	Admission order and statement for private patient.	Do. .. .	Relative or Guardian of insane.	Relative or Guardian			
97	Monthly Nominal Return of Pensioners ..	Do. .. .	Superintendent, Lunatic Asylum.	Superintendent			
98	Bond form	Do. .. .	Relative or Guardian	Superintendent			

4	5	6	7	8
By whom submitted.	To whom submitted.	Remaining in Store	Now required.	REMARKS.
By Medical Officers and Subordinates in charge, through District Medical and Sanitary Officers.	Surgeon-General ..			
By Officers in charge, through the Board of Revenue.	Do. ..			
By Medical Officers and Subordinates in charge, through District Medical and Sanitary Officers.	Do. ..			
District Medical and Sanitary Officers.	Do. ..			
Medical Storekeeper.	Medical Officers and Subordinates re-turning articles.			
Medical Officers and Subordinates re-turning articles.	Medical Storekeeper.			

1	2	3	4	5	6	7	8
Civil Medical Form No.	Description.	Applicable	By whom submitted.	To whom submitted.	Remaining in Store	Now required.	REMARKS.
	SECTION III. BOOKS.						
I	Nominal Register of Out-patients	All Civil Hospitals and Dispensaries.					Give number of admissions during past year.
II	Nominal Register of In-patients	All Civil Hospitals and Police Hospitals.					Do.
III	Operation Register	All Civil Hospitals and Dispensaries.					Give number of Major and Minor operations separately during past year.
IV	Daily Register showing the Diseases of In and Out patients.						
V	Daily Register showing the Classes and Sexes of In and Out patients.						
VI	Post-mortem Certificate book	All Civil Hospitals and Dispensaries.					State size required.
VII	Wound Certificate book	All Civil Hospitals and Dispensaries.					Do.
VIII	Nomenclature of Diseases, 1865	All Civil Hospitals and Dispensaries.					State size required.
IX	Stock Book in printed form						
X	General Register of Lunatics						

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1,000-21-3-90.

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1222
Pub: C. No. 2292.

DEPARTMENT

FOR ORDERS.

The S. G. begs a reconsideration of G.O. No. 674 of 25.6.96 and sanction for one clerk and one attender to undertake the duty of distributing Civil Medical forms.

It seems probable from what the S. G. says about his office not being overworked that his Secy and Manager do not sufficient work out of the week. From the statement at p. 47 seq of the blue pamphlet put up it appears that they are fairly young. with the exception of Mr Dique, who is 55. It is not possible to form any idea from the

From what I have observed of the running up from the S. G.'s office, I should say that both his Secy and his Manager are poorly efficient.

I should give an estimate. He has about 19 clerks, and 10 servants, at a total cost of Rs 23,96 besides such expenses. But his duties are not so far as those in any more important than in different functions of the S. G. of Civ. Hospitals in the establishment consist of only 17 clerks and 8 servants costing Rs 20,866 p.a., or that there is the N. W. P. who has only 8 clerks and 7 servants, costing Rs 7,144 p.a. Such obvious comparisons as these are worked out in the office before the papers are sent down or sent to the

24/12/96

particulars on p. 8. of the
must of work the Regis.
ing Clerk does, but he
will certainly close his
books (as is ^{the rule} ~~done~~ in
sect) and not leave it
to the answered Ref.
to do (vide his 5.).
latter's work ought not
be heavy in an office
the S. G's. with a really
efficient attendant the dist.
oil Med. forms ought
to take up the full
of a clerk. It will
be noticed from the Est. list
not one of the S. G's
has a higher qual.
than Matric.
several of them have
only the old Genl
or the middle school
me. It would seem that
S. G. is not getting the
material for his
ey. Of the 18 hands side
William Adams (so is
Manager) as a rule they
not smart in an office.
several are ill.

S. G's office Est.

FOR ORDERS.

H. M.

I think the S. G. makes out
a good case for an increase
of staff. consisting of
a clerk & an attendant.
But a clerk on Rs 25 or 30
ought to be enough, Rs 50
seems needlessly high for
such work.

Rs 11. 96

The 16 clerks cost Rs. 835 or an average
of Rs. 52. It can hardly be believed
that if they are kept up to their
work the extra duty of distributors
A change of some without difficulty
might be a good thing. It is
certain that an extra
attendant may be required.

[G]
74
4070-12-8-86.

9/22
NOTE FOR THE CHIEF SECRETARY.

I regret that I did
not see on C. no. 2292.
I was under the impression
that it was with reference
to the S. G's case
as reported of.

A. L. M.

4/2/56

Rs 11. 96

Papers to be read in proceedings:—

10
1222

Again G.O., dated 25 June 1896, No. 674

Again G.O., dated 189 , No. 1

Current No. of 189 , dated from

" " " 189 , "

" " 2292 " 1896, " 1417, " the S. Genl.

ORDER. No 1222 of 14-11-96

The Govt. is not prepared to comply with this request. The Surgeon General must arrange for the extra work being carried out by his present establishment.

from orders

a.f.h. 12.11.96

with ref. to the Aui's note is it out? that although budget figures can always be given there is no means of knowing the nature and amount of the work done by establishments in other parts of India. The following figures for 1894

The Surgeon Genl.

This note can be sent to Mr. if the S.G. comes up again, or mentions the matter in his next annual report.

12.11.96

particulars of medical
status and patients - by
there is nothing to
enable a comparison to
be drawn between the
work done in the offices
of the Admin: Heads of
respective Medl: depts.

	Institus	Patients	Cou	all os
Madras	539	3,853,048	45.	
Bengal	397	2,574,403	57.	
W. P.	336	3,941,761	35.	

18 are of a
police ward

number of institutions
which affect the work of
head quarter offices -
sect: of indents, circu-
lar notes. Madras is far
ahead. It is perhaps ^{not}
necessary to say anything in
order regarding the
comparison instituted
between the Hqs. or it may give
S.G. the opportunity
of illustrating that
according to actual work
the office is undermanned.
Secy here costs Rs. 875.
to be succeeded by a
personal Asst, whose

325
As a guide (will be 325)
Rs. 16,600 p. annum
Bengal Rs. 20,866
are two years old -
are not -
costs Rs. 15,000
S.D.K.