

Public (1896) Department.

ORDINARY PRINTED.

G.O., No. 674

DATED 25 June 1896.

RECEIVED

[Despatch Abstract.]

OFFICE ESTABLISHMENT OF THE SURGEON-GENERAL.

Intimating to the Surgeon-General that the distribution of printed forms, &c., to the subordinate offices of the Medical department should be undertaken by his office, but that, in view of the relief afforded by the transfer of work to the Director General of the Indian Medical Service, the Government is not convinced of the necessity for an increase to his establishment.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C.O.	2294/96	1222 Puli	14-11-96				
	845	Rank in	6-8-96				
C.O.	3148/96	1266 no in	1-12-96				

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No. 674, PUBLIC, 25TH JUNE 1896.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—again the following paper :—

G.O., No. 828, Public, dated 4th October 1895.

Read—the following papers :—

From R. HILL, Esq., Superintendent, Government Press, to the Principal Medical Storekeeper, dated Madras, 14th June 1895, No. 1063.

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

2. As regards the question of the press printing, supplying paper, storing and distributing Government forms and books for civil hospitals and dispensaries, and for such forms as are required for Government purposes by medical officers, I have the honour to state that there are no godowns or rooms available for storing quantities of paper for any department of Government previous to the same being printed, there is no accommodation for storing printed sheets, and I have no establishment and other charges available for the necessary correspondence, packing and despatching of forms for the Medical department.

3. In December 1892, the Accountant-General to the Government of Madras enquired "whether, in accordance with the practice in other presidencies, you are willing to retain in your own custody the printed forms detailed in the accompanying list and to issue them yourself on indent to the several officers and heads of departments in the presidency and mofussil that require them. There are about seventy kinds of forms as will be seen from the accompanying list and the number of indents complied with during the past two years were 1,770 on an average," and in reply I had to inform him that I had "no accommodation for storing them, nor establishment for correspondence, packing and despatching them." In April 1893, the Board of Revenue, Separate Revenue Department, enquired if I had "any objection to the forms being distributed from the press if a clerk and a store lascar are deputed from the Board's office as a temporary measure to do the work at the press", and in reply I had to state "that I have no available space to store or keep by me the forms and books of your department until sufficient quantities are accumulated for despatching by the clerk and store lascar."

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

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government (through the Superintendent, Government Press), dated Madras, 7th September 1895, No. 374.

The Medical Storekeeper to Government, Madras Command, has represented to me that, owing to the reduction of his establishment under G.O., No. 3911, Military, dated 26th June 1894, the duty of distributing printed forms and books required for

the Civil Medical department is very great and entails a great deal of labour and correspondence on his reduced establishment. The Storekeeper estimates that he will have to distribute over 43,000 forms and 5,000 books annually and that there is some difficulty about adjusting the charges for packing and carriage for these books between the depôt and the local authorities.

2. This work of storing and distribution has somewhat increased during the past year for the following reasons: firstly, I found that many civil medical forms and books, which were required for Government purposes by District Medical and Sanitary Officers, Civil Surgeons and medical officers and subordinates in charge of hospitals, dispensaries and lunatic asylums, had in many cases been printed in district or private presses, entailing a very considerable extra expense on Government, as all these forms and books had to be set up separately; secondly, from all the Presidency State hospitals and from my own office many such forms were set up separately, again entailing an unnecessary waste of Government money.

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

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

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

I attach a copy—Appendix III—of the rules in force in the North-Western Provinces and Oudh, which appear to me to be admirable. The Surgeon-General with the Government of Bombay sent me the rules in force there since 1890, which show that the forms I refer to are supplied by requisition on the Superintendent, Government Central Press, Bombay, and he states "there is no contract for printing and distributing the forms. The general and civil medical forms are printed at the Government Central Press."

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

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

6. It is most desirable that the Medical Store Depôt, which is now under the orders of the Government of India, should be relieved of the supply of such forms and books and that only the following books (*vide* Appendix I) should in future be supplied by the Medical Storekeeper to Government institutions:—

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

on the annual requisitions for medicine and instruments passed in my office. All the other printed books should be obtained by medical officers in charge of Government hospitals from the publishers on special requisitions to be sanctioned by me.

- (1) Indian Pharmacopœia.
- (2) Supplement to Indian Pharmacopœia.
- (3) Manual of Pupil Nurses.
- (4) Manual for use of Midwives, Falconer's.
- (5) Indian Clinical Manual.
- (6) Civil Medical Code when published.

These are all published in India.

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

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

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

3rd.—That the distribution of the forms and books should be carried out from my office, where they should all be stored. For this I have sufficient room and I could obtain the shelves now in use in the Medical Stores, but would require an intelligent clerk on Rs. 50 a month, one attender on Rs. 15 and one on Rs. 12 additional to the present establishment. This establishment I have calculated from the report of the Medical Storekeeper.

8. I submit this letter through the Superintendent, Government Press, in order that he may have an opportunity of stating what his requirements would be if Government sanctioned the first alternative in paragraph 7 of this letter.

Office-note from R. HILL, Esq., Superintendent, Government Press, to the Chief Secretary to Government, dated Madras, 11th September 1895, No. 2393.

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

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

3. The Surgeon-General in paragraph 7 (3rd) of his letter has the necessary accommodation, but requires an establishment, &c.; in the Government Press there is no available space for storing paper and forms, and a new building must be added to the press if storage is to be undertaken for one or more departments, and an establishment, &c., must be sanctioned.

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

5. With reference to the Surgeon-General's desire to relieve his office of this work of storing and despatching of forms, the Superintendent submits for favourable consideration whether the Principal Medical Storekeeper cannot, with his office adjoining the press and with reduced storage of medicines, continue the storing and despatching of forms as he is doing at the present time, and thus save the long carriage of copies between Nungambaukam and the Mint Buildings. The recent revision and printing of the whole of the forms and books for the Surgeon-General through the office of the Principal Medical Storekeeper has gone through satisfactorily, because frequent references consequent on the changes were quickly disposed of by verbal enquiries at that office.

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

Order—No. 828, Public, dated 4th October 1895.

The Government does not consider it expedient at present to make any alteration in the existing arrangements for the distribution of printed forms and books required for the Civil Medical Department.

2. The Surgeon-General is to be congratulated on the steps he has taken for introducing some regularity of procedure in connection with requisitions for, and supply of, forms.

(True Extract.)

(Signed) J. F. PRICE,
Chief Secretary.

To the Superintendent, Government Press.
" Surgeon-General.

READ—also the following papers:—

From R. M. DANE, Esq., Deputy Secretary to the Government of India, Finance and Commerce Department, to the Chief Secretary to the Government of Madras, dated Simla, the 13th April 1896, No. 1662-Ex.

I am directed to refer, for the consideration of the Government of Madras, the following question in regard to distribution of printed forms and books required for the Civil Medical Department in Madras.

2. The work of distribution is at present done by the Medical Storekeeper, Madras, but that officer has represented that the Madras Medical Depot is unable with its present establishment to cope with it, and has asked for sanction to an additional establishment of one clerk on Rs. 50 and two attenders on Rs. 15 and Rs. 12 a month. The Surgeon-General with the Government of India has suggested that the Superintendent, Government Press, Madras, should be placed in a position to carry out the duties in connection with the custody and distribution of forms and books to the Civil Medical Department of the Madras Presidency.

3. I am to say that the Government of India, as at present advised, are disposed to think that the distribution of forms and books required for the Civil Medical Department is a duty which should be undertaken by the Superintendent, Government Press, Madras, rather than by the Medical Storekeeper. It appears from the letter, No. 374, dated the 7th September 1895, from the Surgeon-General with the Government of Madras to your address (a copy of which has been forwarded to the Government of India by the Surgeon-General with the Government of India),

that the work of distribution of those forms in other provinces is arranged for in accordance with this view. I am therefore directed to enquire whether the Government of Madras have any objection to reconsider the orders contained in their Proceedings, No. 828, dated the 4th October 1895, with a view to the adoption of the procedure suggested by the Surgeon-General.

G.O., Nos. 670-672, Public, dated 25th June 1896.

ABSTRACT.—Addressing the Government of India, Home and Military Departments, regarding the reductions proposed in the Surgeon-General's office establishment in consequence of the transfer of work to the Director-General, Indian Medical Service, and the suggestion that the Medical Storekeeper should cease to have any connection with the local Surgeon-General.

ORDER—No. 674, Public, dated 25th June 1896.

In its letter of the 13th April 1896, read above, the Government of India (Finance and Commerce Department) enquires whether this Government has any objection to reconsider the decision in G.O., No. 828, Public, dated 4th October 1895, viz., that the distribution of printed forms, books, &c., to subordinate offices of the Medical Department should continue to be carried out by the Medical Storekeeper and that the work should not be transferred to the Superintendent, Government Press, as proposed by the Surgeon-General.

2. A subsequent proposal of the Government of India, Military Department, that the Director-General of the Indian Medical Service should, in future, issue instructions direct to the Medical Storekeeper, Madras, and that all connection between him and the Surgeon-General's office should cease, has been accepted by Government, on the recommendation of Surgeon-Major-General Sibthorpe.

3. It follows therefore that the Medical Storekeeper should be relieved of the work of distributing the forms and books of the department, over which the local Surgeon-General alone can exercise efficient control. The suggestion that the Superintendent, Government Press, should undertake the work has already been negatived on very strong and adequate grounds, as will be seen from Mr Hill's remarks in the papers read above. There can be no doubt that far more efficient check over the demand, supply, wastage, &c., of departmental forms can be maintained by the administrative heads of offices concerned than by a purely independent agency devoid of all knowledge of departmental requirements. It would appear that the Board of Revenue, the Accountant-General, the Public Works Examiner, and the High Court retain the custody of their forms in their own hands, and there is no reason why the Surgeon-General, who has ample accommodation for the purpose, should not undertake the responsibility himself.

4. In paragraph 7 (3rd) of his letter, No. 374, dated 7th September 1895, the Surgeon-General proposed an additional establishment costing Rs. 77 per mensem to cope with the work of distributing forms. It is understood that this work was carried out in the Surgeon-General's office until 1894. Since that date three clerks have been added to the office establishment and the Government is not convinced of the necessity for the increase of establishment now asked for, especially in view of the relief afforded by the transfer of work to the Director-General of the Indian Medical Service.

(True Extract.)

Chief Secretary.

To the Surgeon-General.
" Superintendent, Government Press.

Ed. A. Raitt.

deeked
4/7

Gobt. of {1896} Madras.
PUBLIC.

Issued.

Recd.

Encl.

G.O., No., 674, 25th June 1896.

JUNE.

**Printing and distribution of forms
and books.**

Intimating to the Surgeon-General that the — to the subordinate offices of the Medical Department should be undertaken by his office, but that, in view of the relief afforded by the transfer of work to the Director-General of the Indian Medical Service, the Government is not convinced of the necessity for an increase to his establishment.

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4. In paragraph 7 (3rd) of his letter, dated 7th September 1895, the Surgeon-General proposed an additional establishment costing Rs. 77 a month, and it is observed that the same staff has been asked for by the Medical Storekeeper from the Government of India. The Government, however, considers that so large an addition is not necessary and that a subordinate with the rank and pay of a second-class hospital assistant and a single attender will suffice to meet all requirements, the more so as some relief has been afforded by the transfer of work to the Director-General of the Indian Medical Service. The Surgeon-General will report on this point.

(True Extract.)

To the Surgeon-General.
" Superintendent, Government Press.

Chief Secretary.

22/6/96.

Not received
27/6

P. J. O.

Letter to India. fac

I understood that until recently (i.e. until 1894) the S.G. did this work of distributing forms - Since then, 3 clerks have been added to his staff & he will now get rid of a good deal of work - I think therefore, that it is for him to show cause why any increase of staff should be allowed him. Anyway, I doubt as to the suggestion as to the employment of a 4th clerk - even if that class are scarce & no one is likely elsewhere - Also, the further if such a man were employed in the S.G.'s office, the next thing wd be that we should be asked for house rent & food & all for him

23/6/96

Pages 1 & 2 above

{ note further marked
X on p. 1 & 4
note further marked
on p. 3
and Dr. Sibthorpe
took charge, the
was always in
of the Surg. Genl.
Hill -
(A 2nd Hospital Asst.
Dr. R. D. L. can
will supervise the
from - but not
The Surg. Genl. has 2
attendants, p. 15 of his
S.O. who can well
help in the work
which was formerly
done by the S.G.

N.R.

linked file

Recd.

between him and

should not

See revised
form

from Supr Post Off.
note ~~for the~~

I give below an extract
from letter No. 2152 dated 12th June
1896, received from Mr. C. J. Todhunter,
Asst Registrar of the High Court of
Judicature, Appellate side, Madras,
for your information.

re. No. 679 of 10-9-95

With reference to this letter I
am now directed to inform you
that a great part of the printing
has already been completed in
this Court and that the Honorable
the Judges are of opinion that the
officers of the Court are the persons
best qualified to complete it, that
the officers of the Court are also
the best persons to check indent
from subordinate Courts, and
that, moreover, the Court has the
storage accommodation which
you lack.

It is therefore proposed to
move Government in modification
of the order quoted above to sanction
the printing of all Judicial forms
being undertaken by this office in
consultation with the Superintendent
of Stationery.

No. 679 of 10th Sept. 95.

C. J. Todhunter,
Madras
16th June 96

Office
Superintendent

done and inserted

NOTE FOR THE CHIEF SECRETARY.

The Supt. Genl. Pass, having
received his views finally &
stated that he had nothing
to add to what he had already
written, his opinion has
now been asked officially;
the subject has however
been fully discussed with
him in person, & he says
that even if not compelled
him to take over the work,
he could easily say, it was
utterly impracticable for him
to do it. His written notes
are attached.

AB
201 6/46.

from Supt, Govt Press.
NOTE ~~on the following~~

About six months
after Dr. Lubbock was
appointed Surgeon-General
(which was in May 1894) he
transferred the whole of the
Medical Stores to the Principal
Medical Storekeeper for storing
and despatching, and I suppose
issued a Circular order to
all Medical Officers to indent
direct on the M. Med. Store.

No 1.
1,000-16-8-95.
J.R. (without consulting for.)

~~the Dr. med. etc.~~ receives
a little over 900 annual and
extra indents each year. He
has to dovetail in the work now
with his present establishment.
He says it requires a clerk's
full time, and 2 attenders, to
keep the indents close up. I should
think a clerk on Rs. 35, and
2 attenders (or packers) one
on Rs. 10 and the other on Rs. 8
would suffice.

The stores are full of
medical appliances including

these forms, and no room
could be spared to the press
for storing the forms, as I
saw when going over the
premises with the Pr. Med. Dir.
just now.

R.H.

16/6/96

FOR ORDERS.

A draft order on the subject of the Storage and Distribution of forms for the medical Dept is submitted.

To it is appended a Draft letter to India the production as is the Draft order of the S. G. 2: I have not passed this ^{letter} because the Draft order is merely an interim one. It indicates the intention of Govt. but calls upon the S. G. to report as regards establishment.

It seems best therefore to wait until the final order is passed cancelling GO No 228 dated Oct. 4: 1895 and sanctioning whatever establishment may be decided upon after hearing the S. G. & then can then go to India stating ^{with} which has been done.

I refer further to the present Draft letter as with reference to para 2 the obvious reply for India to be.

I have no objection - But if the C. did not approve the draft, why was it sent to me? It seems to me that draft should not be sent to me until the C. has approved them.

23/6/96

I need not say that I have no objection to the draft being sent to India.

Distribution of medical
forms & books.

FOR ORDERS.

The Supdt. of Govt Press do the
work there without any special
knowledge of administrative details
why cannot you see if you
have not sufficient accommodation
why not build?
Para 4 is in my opinion uncalled
for. At any rate it may be kept in
hand with India Act for comparison

if it has done
22.6.96
CS
H.M. has not passed the
draft

H. M.

CS

H.M. has not passed the
draft

Revised para 4.

In para 7 (34) of his letter
374 dt 7th Sept '95 the Surgeon
proposed an additional est-
ablishment costing Rs 77 ^{per m}
to cope with the work of dis-
tributing forms, and the ~~work~~
~~has been asked for by the Medical~~
~~Storekeeper from the Govt of India~~
It is understood that this work
was ^{carried out} in the Surgeon's
office until 1894. ^{Since that}
three clerks have been added
to ^{the office} the establishment & the
Govt therefore ~~is not~~ ^{is} not convinced
of the necessity for the increase
of establishment ^{now} asked for,
~~more~~ ^{in view of the} especially ~~as~~
relief ~~has been~~ ^{has} been afforded
by the transfer of work to the
Director General of the Indian
Medical Service.

* I have not been able to check this
See O. N (1847) from S. S. D.
16.6.96

1 From Order

CS

CS
25.6.96

25.6.96

*Distribution of Medical form
and book R?*

4 copies

V.E.

CL

H.L.

*Please return with copies for 2-4
her.*

25/6/9

copy sent to Press.

ned for signature.

ched in print.

AIN, G.O., No.
189

DATED

No.

OSURES to C. No.

R OF GOVERNMENT

OF GOVERNMENT.

ENT WITH DITTO.

UP, BEING MEANT FOR DESPATCH
ORIGINAL.

N.B.—

- A = Print in full.
- B = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.

NUMBER OF COPIES
REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

Public (1896) Department.

ORDINARY MS.

G.O., No. 675

Dated 27 June 1896

INDEXED.

[Despatch Abstract.]

PETITION.

Informing Husain Bi and another of Trichinopoly that this Government cannot interfere in the matter of their---praying for the continuance to them of the military pension enjoyed by one Saiyid Ali.