

Spon
Public (1899) Department.

ORDINARY MS.

G.O., No. 875

Dated 21-7-89.

INDEXED.

[Despatch Abstract.]

*Sanctify the employment
of a clerk on Rs 20 per mensem in the
office of the Union Inf. & Genl Hospital,
Madras, & requesting the S.G. to submit
the necessary proposition & re appropriation
statements.*

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-29488 (X)

Public (1899) Department.

CURRENT No.



Order

From
Surgeon General & Schlotheim,
C.B. & R. & P. S.,
Surgeon General with the Govt.
of Madras

No.

Dated 1 May.

Received

Registered

Enclosures

Spare copies -

SUBJECT.

Requesting that the post of
an ex-bank clerk for the Madras
Sea & Mercantile office be
(P.S.O. he is added to the list
forwarded with his letter
of 29/5/00)

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

11

No.

From

SURGEON-GENERAL F. SIBTHORPE, C.D., F.R.C.S.,
SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS.

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,
Public

DEPARTMENT.

SIR,

In continuation of my letter No. T8/58 dated 29th March 1899, I have the honor to request that the post of an extra clerk for the Matron Superintendent's office on Rs.20 be added to the list of the proposed additional establishment submitted therewith. The Senior Medical Officer in making the recommendation states that the Matron Superintendent has made out a very strong case for the creation of this new post and that it was through more inadvertence that it was omitted in his original list. It would appear that the work that it is now proposed to allot to this clerk has hitherto been done by the linen keeper but the duties which the latter has to perform in his dual capacity have grown so multifarious and the books and records to be maintained have so far multiplied, that it is now found next to impossible for a single hand to do justice to the various duties devolving upon him. I therefore share the Senior Medical Officer's view about the necessity for the proposed post and trust that Government will not withhold its sanction to the proposal.

I have the honor to be,

Sir,

Your most obedient servant,

SURGEON-GENERAL,

SURGEON-GENERAL WITH THE GOVT. OF MADRAS.

Public Dept

Memorandum No 1472
1-6-99

With reference to
his letter No J. 8/222 dated
22 May 1899, the Surgeon
General is requested to
submit a statement
showing in detail the
duties of the linen keeper
at the General Hospital
Madras, & how it is
intended
proposed to distribute
those duties between
the linen keeper & the
proposed extra clerk
for the Matrimonial
Office.

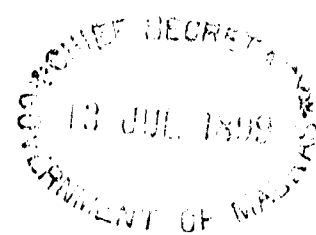
2. The application for
an extra clerk should
not be ~~separate from~~ ^{kept separate from}
the question of additional
conveyance & medical
establishment required on account
of the absorption of the
Matrimonial buildings
into the General Hospital

Wm Surgeon

Cd
31.5.99

Public (1899) Department.

CURRENT No.



From

*Surgeon General R. L. Lathrop
6 P.M. 7 A.M. 1899
Surgeon General with the Govt of
Ma. Drms*

No.

Dated

July

Received

Registered

Enclosures

Spare copies

SUBJECT.

*In submitting the statement
received from the Senior Medical
officer General Hospital showing
in detail the arduous duties
of the Senior Corps, a small
the Senior Corps.*

BACK PAPERS.

Duties of the Linen-keeper

III.—LINEN-KEEPER.

1. The duties of the linen-keeper include the regular issue and reception of clean linen and bedding, the custody and care of such linen and bedding and of stock in store, and the examination of the articles and materials received from the contractor, and of articles made up. This official is directly responsible for all the hospital clothing and bedding in his or her own charge, and must furnish security to the amount of Rs. 1,000.

2. The keeper shall take care that all the books connected with the linen department are kept with scrupulous accuracy, especially

the ward book, and shall keep a book in which all issues and receipts from the wards, &c., are entered, the entries being initialled by the parties concerned. Any deficiencies or inaccuracies detected are to be at once reported to the Matron Superintendent.

3. The following books shall be kept: reserve linen stock book, clean linen stock book, ward linen book, condemned linen book, indent book, dhobies' book, daily receipt of soiled linen book and daily issue of clean linen book.

4. No stock of straw or coir shall be kept in the hospital or in the compound at any time, and only such quantities of these materials as would be required each time to make up the bedding of a ward should be obtained from the contractor for immediate use.

5. A stock of straw palliasses and coir beds shall be maintained to meet emergent demands.

Sanctioned Stock of Clothing, &c., for the General Hospital, Madras.

Articles.	No.	Articles.	No.
Blankets, red	650	Cooks' aprons	100
Flannel banians	550	Day gowns	208
Flannel socks	50	Night gowns	200
Flannel trousers	25	Chemises	200
Flannel petticoats	24	Wrappers (children's)	125
Sheets	1,024	Red saris (women's)	350
Chintz quilts	700	Stretchers	30
Plain quilts	1,550	Canvas screens	100
Mattresses, coir	210	Draw sheets	1,000
Palliasses	600	Cross quilts	250
Canvas beds	40	Mattress covers	70
Pillow cases	4,200	Doctor's aprons	50
Patna towels	1,280	Napkins (women and children's)	400
Jack towels	110	Goggles	16
Dusters	550	Binders	72
Red cloths (men's)	1,100	Mattresses, O.Q.	60
Trowsers	500	Tick pillow cases	80
Shirts	600	Mosquito curtains	60
Coats	200	Table cloths	100
Caps	100	Dinner napkins	80
Slippers	200	Bath towels	60
Carpets	20		

6. The Second Surgeon shall inspect unserviceable clothing for condemnation on the first Monday of each month. The articles selected for condemnation shall previously have been submitted to the Matron Superintendent. The list of condemned articles shall be submitted to the Surgeon-General for confirmation. Requisitions for new articles in lieu of those condemned shall also be submitted to the Surgeon-General for sanction.

7. The linen-keeper and the linen-clerk shall alternately remain on duty from 7 a.m. to 9 a.m. and from 9 a.m. to 11 a.m. and both from 11 a.m. to 4 p.m., except Sundays on which day one of them shall remain on duty from 7 a.m. to 11 a.m.

8. Clean linen shall be issued from 10 a.m. to 12 noon to the different wards on the respective days set apart for that purpose. Nurses shall draw sufficient clean linen to last for one week. Any demand for clean linen on other days will have to be made by an indent on the Matron Superintendent explaining the urgency for such demand. Nurses shall return the soiled linen and bandages to the linen-keeper from 12 noon to 12-30 p.m. daily (except on Sundays). These soiled articles shall be brought to the laundry by the ward toties after having been steeped in a disinfectant. Used linen unsoiled by discharges, &c., shall be received by the linen-keeper from 12-30 p.m. to 2-30 p.m. daily, except on Sundays. The ward attendants shall come to receive clean linen from, and to give over the used linen to, the linen-keeper.

9. The linen-keeper shall hand out their clean clothing to the hospital servants on Mondays at 10-30 a.m. and receive the dirty clothing at 10-45 a.m.

10. The tailors are under the immediate orders of the linen-keeper for the purpose of sewing and mending; their hours of work are from 7 a.m. to 4 p.m. with one hour for meals in the interval. The linen-keeper shall report any neglect of duty on their part to the Matron Superintendent.

Cooly tailors shall be engaged by the Matron Superintendent with the sanction of the Senior Medical Officer, whenever there is an accumulation of linen for repair, for such number of days as their services are required. Their wages shall be billed for by the Matron Superintendent from time to time as cost of mending—pieces and shall be charged in the hospital accounts under "Bedding and clothing."

11. The dhobies are under the orders of the linen-keeper, who shall see that they attend regularly and punctually. They shall be required to fetch the clothes once a week, viz., Saturdays at 10 a.m. punctually. The linen-keeper shall immediately report to the Matron Superintendent any failure to comply with these orders. Their pay will not be disbursed, while any clothing which ought to have been delivered remains in their hands. A memorandum stating that they have returned all the clothing shall be sent to the Steward by the linen-keeper on the last day of each month.

Two of the dhobies shall alternately work in the laundry for four weeks at a time for the purpose of washing the soiled linen for the wards, the materials such as soap, Fuller's earth, wood, &c. being supplied from hospital.

12. The linen-room attendant is under the orders of the linen-keeper. His duty consists in sorting the clean linen when received from the dhobies into those fit for use or for repair and in keeping the linen rooms clean. His hours of attendance are from 6-45 a.m. to 4 p.m. with one hour for meals in the interval.

13. Every article of new linen must be stamped on receipt with the words "General Hospital" and the year of receipt below them. On the issue of linen to the clean linen room, the year of issue shall be stamped below that of receipt.

14. The linen-keeper shall carefully examine all soiled linen returned by the nurses and all the washed linen brought by the dhobies.

15. The linen-keeper shall take charge of the clothing of patients on their admission to hospital, placing the same carefully labelled in the pack-room, sending it, if necessary, to be washed or disinfected, and retaining charge of the same until the patient is discharged, or until the Medical Officer in charge sanctions its restoration.

16. The linen-keeper shall take care that the clothing of cholera patients, as well as that of patients suffering from other communicable diseases, is immersed for twenty-four hours in the disinfecting tubs and treated as the clothing mentioned in paragraph 17 previously to being sent to the dhoby, and that, on its return, it is stored in the pack-room until the patient leaves hospital.

17. The linen-keeper shall see that the bedding of patients suffering from communicable diseases, as cholera, small-pox, typhoid fever, &c., is duly disinfected, the straw of the palliasses being burned. Infected clothing, when received from the nurse after steeping, should be boiled for four hours, fumigated with sulphurous acid gas for six hours, and then sent to the dhoby.

18. The hours for the issue of patients' clothing shall be from 11 a.m. to 12 noon and from 3 to 4 p.m. on week days, and from 9 to 11 a.m. on Sundays.

19. The linen-clerk is under the orders of the linen-keeper. His duties consist in assisting the linen-keeper in keeping the various books and in assisting the linen-room attendant in sorting the clean linen when not otherwise engaged. He is also conjointly responsible with the linen-keeper for the hospital bedding and clothing. He must furnish security to the extent of Rs. 400. His hours of attendance are those laid down in paragraph 7 supra.

Duties of the Linen-clerk for the Matron Superintendent

Enclosure No. 1 to Letter No. 222

1. He shall work under the orders of the Matron Superintendent and be responsible for all clerical work in connection with the Training School for Nurses and the Nursing Establishment of the General Hospital.

2. He shall be in charge of the following books and be responsible that they are kept properly.

- (1) General Discharge Book of Surgical Instruments
- (2) General Discharge Book of Furniture &c.
- (3) Fine Book of Nursing Establishment.
- (4) Black Book of Nurses
- (5) Default Book of the Nursing Establishment for Nurses, other than Nurses
- (6) Register of Nurses' Examinations
- (7) Duty Book of Nurses' Probationers
- (8) Duty Book of Ward Attendants & Probationers' Discharges
- (9) Nurses' Probationers' Discharge Book
- (10) Ward Attendants' Probationers' Discharge Book
- (11) Register of Nurses in the Nurses' Library
- (12) Roll Call Book of Male Ward Attendants & Probationers
- (13) Roll Call Book of Female Ward Attendants & Probationers
- (14) Received Register
- (15) Disposal Register
- (16) Discharge Register
- (17) Local Delivery Book
- (18) Service Book of Nurses (about 38)
- (19) Report on Nurses' Probationers
- (20) Nurses' National Contractors' Book

Books connected with Discharge

Discharge

BACK PAPERS.

[1]

Office of Surgeon-General
WITH THE GOVERNMENT OF MADRAS,
Madras, 24 July 1899.
From
SURGEON-GENERAL F. SUTHERLAND, C.B., F.R.C.S.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS.

To
THE HONBLE THE CHIEF SECRETARY TO GOVERNMENT,
PUBLIC DEPARTMENT.

SIR,

B With reference to your memorandum no. 1472 dated 1st June 1899, I have the honor to submit the accompanying statement received from the Senior Medical Officer, General Hospital, showing in detail the ordinary duties of the linen keeper as well as the extra duties of which he is to be relieved by the appointment of the proposed clerk.

I have the honor to be,

Sir,

Your most obedient servant,

F. Sutherland

Surgeon-General.

Surgeon-General with the Government
of Madras.

[Faint handwritten text, likely bleed-through from the reverse side of the page.]

These soiled articles shall be brought to the laundry by the ward totie after having been steeped in a disinfectant. Used linen unsoiled by discharges, &c., shall be received by the linen-keeper from 12-30 p.m. to 2-30 p.m. daily, except on Sundays. The ward attendants shall come to receive clean linen from, and to give over the used linen to the linen-keeper.
9. The linen-keeper shall hand out their clean clothing to the hospital servants on Mondays at 10-30 a.m. and receive the dirty clothing at 10-45 a.m.

BACK PAPERS.

$\left[\frac{G.}{124} \right]$
250-2-2-90

017-7-99
R 17-7-99

Public

DEPARTMENT

C. No. 1514 From the Surgeon General, No. 787222 dated 22.5 1897.

”” ”.

”.....”

”-----” ”...

[Faint handwritten notes at the bottom of the page]

The Surgeon General requests that a clerk on Rs. 20 per mensem for the Native Supt. General Hospital, may be added to the Establishment. Extra medical & commissary establishment applicable for in current No. 10 (in the linked file) on account of the addition of the Native Hospital premises to the General Hospital.

2. It will perhaps be more convenient to deal separately with this application for an order that for the question about

9. The linen-keeper shall hand out to hospital servants on Mondays at 10-30 a.m. and receive the same on Mondays at 10-45 a.m.

BACK PAPERS.

work which it is proposed to allot to the clerk has hitherto been done by the linen keeper, but that the duties of the latter have grown so multiparious, that it is found next to impossible for a single hand to do justice to them -

4. Before considering the question, the Surgeon General might be asked to submit a statement showing in detail the duties of the linen keeper, & how it is proposed to distribute the work between the linen keeper & the proposed clerk -

C. 30.5.99 M. 31.5.99 Very well.

~~the statement~~ The statement asked for from the Surgeon General has now been submitted - A good case appears to be made and further appor. of a clerk - It does not seem possible for one person to ^{efficiently} do all the work required of

The linen keeper, & to attend to the books & correspondence at the same time.

C. 31.5.99 M. 31.5.99 15774.

24.11.1974

If the Motion Supt. has no other clerk the appln may be completed with.

15774

BACK P A D E T T O

$\left[\frac{G}{24} \right]$
1,000-25-3-(2).
86

Public DEPARTMENT

C. No. 1514 From the Surgeon General, No. 78/122, dated 22.5.1899.

"1973" " ————— " 7-8/369, 12.7.9

”.....”

16-8-1900

Order 42.15824 July 1897
mis

The employment
of a clerk on P. 20 per
month in the office of the
Medical Supt. Fort. General
Hospital, under is sanctioned.
The Surgeon General will be
requested to submit the
necessary proposition and
appropriation statement.

By _____ (Judge and/or)

12174

To the Surgeon
Genl

9. The linen-keeper shall hand out linen to hospital servants on Mondays at 10-30 a.m. and receive the linen on Mondays at 10-45 a.m.