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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Revenue DEPARTMENT

G.O. No. / B.P. No.	9297	Press / Mis.
Dated	3.3.1971	197-.

Not to be folded or roughly handled

929F/1

Proceedings of the Madras Government, Revenue Department,
3rd March 1877.

Famine Relief.

No. 143-A. Read the following Proceedings of the Board of Revenue, dated 1st March 1877, No. 961:—

Read the following letter from J. H. MASTER, Esq., Collector of Bellary, to H. E. STOKES, Esq., Secretary to the Board of Revenue, dated 24th January 1877, No. 40.

I HAVE the honor to forward, for the information and approval of the Board, certain rules* drawn up by Mr. Price and Mr. Ross on the subject of task-work, and also a copy of Mr. Ross's rules on the management of relief-works generally, which are excellent and evince great care and thought, as well as aptitude for organization.

* 25 Copies prepared by Mr. Price.
25 Do. do. by Mr. Ross.

ENCLOSURES Nos. 1 and 2.—Copies of Rules.

MR. Ross's instructions as to task-work must be revised with reference to recent orders. They proceed on the principle of getting work done at double the ordinary cost, and not of getting half the quantity ordinarily executed by given numbers; a principle which is fallacious in that the difference between present and ordinary prices is not allowed for. Further, the rule leaving the tasks to be set to the discretion of the Relief Inspectors is too lax; and the rules allow of too heavy fining.

(A true Copy and Extract.)

(Signed) H. E. STOKES,
Secretary.

No. 143-B. ORDER THEREON, 3rd March 1877, No. 929-A.

Miscellaneous.

THE Government concur in the remarks of the Board on Mr. Ross's instructions relative to task-work.

(True Extract.)

(Signed) J. H. GARSTIN,
Additional Secretary to Government.

To the Board of Revenue.
,, the Financial Department.

Esd. F. R. Bantleman.

1

Govt. of [1877] Madras.

REVENUE.

To THE BOARD OF REVENUE, &c., &c., &c.

Dated March, 3rd.

Recd. Encl.

G.O., 3rd March 1877, No. 929-A.

MARCH.

Nos. 143-A—143-B.

FAMINE RELIEF, No. 641-A.

Famine Relief, Bellary District.—Concurring in the remarks of the Board on Mr. Ross's instructions relative to task-work.

One Cert of Bd.

16/3/77

9295/2

Revenue Departt

Proceedings of the Board of Revenue dated 1st March 1877

No. 961

Read the following

No. 40.

G. R. No. 784 } From The Collector of Bellary

To The Secretary to the Board of Revenue. Madras.

Sir,

I have the honor to forward for the information and approval of the Board certain rules drawn up

25 Copies prepared by Mr. Price. } by Mr. Price and Mr.

Do by Mr. Ross. Ross on the subject of task work, and also a copy of Mr. Ross' rules on the management of relief works generally, which are excellent, and evince great care and thought as well as aptitude

for organization.

Bellary Collector's Office
Dated. 24th January 1877.

I have &c.
(sig'd) J. H. Master
Collector.

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-ions as to task work must
be revised with reference
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-nary prices is not allowed
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the tasks to be set to the

discretion of the relief inspect-
-ors is too lax; and the rules
allow of too heavy fining.

(True Copy and Extract)

(sig'd) H. L. Stokes
Secretary

To
The Collector of
Bellary

(True Copy)

H. L. Stokes
Secretary

To
The Additional Secretary to
Government R. D.
with Copies of 2 enclosures.

Circular Memorandum.

The following order regarding Task work, is to be at once strictly carried into effect by all *Superintendents.*

1 Each Kolkar's gang is to turn out every day work according to the following scale.

I *Either Earth work* including lifting, carrying, spreading and beating 20 Cubic yards.

II *Or Excavating gravel* including lifting, carrying and storing, 16 cubic yards.

III *Or Breaking metal* including collecting material, supplying stonebreakers, stacking &c, 6 cubic yards.

2 Where prickly pear has to be cut and removed, wells have to be cleared out, or any work of a miscellaneous character has to be performed, Superintendents must use their own discretion, but they should assign a definite and sufficient task for each day.

3 The Tasks on roads &c., will be marked off by the D. P. W. and the District Engineer will be requested to direct his subordinates to assist in examining and if necessary measuring up at the close of the day. If the road is parcelled out between the Superintendent, his assistants and the officers of the D. P. W. there will be but little difficulty in checking the work just before breaking off the gangs.

4 If the gravel dug or stone broken by each Kolkar's party are stacked on measured platforms, it will be perfectly easy to calculate with approximate accuracy and without measuring, the amount of work done in the day. So also in the case of earth-work. Where there is any great doubt, it would not take long to measure up.

5 The Superintendent or other Inspecting Officer, will, on examining the work, mark the Kolkar's "putti" in red or blue pencil with "1" "$\frac{3}{4}$" "$\frac{1}{2}$" or "0" as he considers that full, three quarters, or half the task has been done. Any thing under half is to be marked with "0". The Superintendent or other Inspecting Officer should initial and date the marks put on the "putties."

6 The Paymasters have all been furnished with orders and a scale of which the enclosed is a copy, and Superintendents and Officers under them will see that the coolies are paid accordingly.

7 Superintendents will particularly impress upon Maistries, Kolkars, and Coolies that "0" marked on the "putties" means the loss of a whole day's pay and that it is only when these bear the mark "1" that they will get a full day's wages.

9th December 1876.

(Signed) J. F. PRICE,
Additional Sub Collector
Incharge of F. R. W.
Bellary Taluq.

CIRCULAR

TASKWORK.

1 Government have ordered that to secure a fair return for the money we are expending on Relief Works a system of task-work must be introduced every where, and this is a point to which all Officers on relief duty in my taluks must devote particular attention.

2 It is impracticable to fix any uniform rates for earth-work and gravel work on all works in all the Taluks; and the task to be exacted from each gang of coolies will have to be varied according to local circumstances. The setting of tasks is therefore entrusted to Relief Inspectors and Maistries and the Tahsildars must take pains themselves to see that *fair* tasks are being set by these Officers.

3 The principal on which tasks are always to be set is this:—The task to be exacted from any particular gang working in any particular locality is to be such that the number of yards they turn out for each rupee paid to them is to be *half* the number of yards they would have to turn out for a Rupee *in that locality*, if their work was paid for at the ordinary D. P. W. rates prevailing in the Taluk. The ordinary D. P. W. rates are known to all or most of the Maistries employed, but to prevent mis-understanding they are here quoted:—

Earth work 10 or 12 Cubic yards per Rupee, according as it is hard or soft, when the earth is within 10 yards of the spot where it is to be used: and one pie extra for every 10 yards further off.

Gravel-work 8 yards per Rupee when the gravel is within 10 yards of the spot, where it is to be used, and one pie extra for every 10 yards further off.

In calculating tasks when *grain* payments are made 8 seers are to be taken as the equivalent of one Rupee. For instance.—A gang consists of 10 men and 40 women. Their daily pay amounts to 40 seers at our scale of wages. They are working at gravel work—within 10 yards of the road-side. The ordinary D. P. W. rate would be 8 yards per Rupee, or in grain at our equivalent 8 yards per 8 seers—*i e* if ordinary D. P. W. rates were exacted, this gang would have to turn out 40 Cubic yards of gravel-work in a day. The daily task, however to be set them by the Maistry is to be 20 Cubic yards or *half* the ordinary rate.

4 Having thus settled the principle on which tasks are to be set, the next thing is to carry out this principle in practice. Now it will be impossible after letting the coolies work as they like to measure up their work and pay them according to measurement at the close of each week, and this should not be attempted. The week's task for each gang must be marked out and shown to the gang *at the commencement of each week*, by the Maistry or Relief Inspector and then the Kolkar and Mootsady concerned must work hard to see that this task is done by the gang. At the end of the week, before the gang book is closed for payment, the Maistry, Supervisor or Relief Inspector (when present) must inspect the out-turn of each gang and comparing it with the marked task must fine every member of any gang which has not done its task a half day's or one day's or two days' or three days' or more days' wages so as to bring the amount to be disbursed to the gang down to the task rate—for instance—if a gang does only half the task set for the week each member must be fined 3½ days' pay. In estimating the out-turn, allowance must always be made for absent members of each gang. Great exactitude is not called for—but all I want and insist on having is, that a fair return for the money we are spending be secured from the coolies. I have given a very easy criterion and tasks set according to this criterion will be very easy indeed, and the coolies must therefore be warned that if they do not do the tasks set them they will get no mercy from any of us and that if they idle they will certainly starve. Let them thoroughly understand and that in paying them fully for working up to a criterion only *half* the ordinary rates, I am giving them an indulgence of which I will tolerate no abuse, and that no amount of grumbling will get them easier rates or save them from systematic fining if they fall short of the tasks set them. I have also left it immediately to the executive officers entrusted with each work to set proper tasks for each gang on the general principle I have laid down. I therefore hold these officers responsible for seeing that the task-work system is rigorously carried out and that no money is expended for which there is not an equivalent return at the criterion rate here given. For any money expended there must be shown work equal to at least half what there would have been obtained for the same amount of money if this money had been paid only for work done at the ordinary contract rates of the locality.

24th December 1876.

H. ROSS,
Head Assistant Collector,
Bellary.

CIRCULAR.

Administration of Relief Works.

PART I. ORGANIZATION AND DISCIPLINE.

CLASSIFICATION OF WORKS.

1. For executive and administrative purposes, all Relief Works are classified in two classes according to the number of coolies employed on them irrespectively of the nature of the works themselves. The organization of each work is regulated according as the work is Large or Petty. A "Large" work is one on which the total number of coolies employed daily is 100 or more. A "Petty" work is one on which the total number of coolies employed daily is less than 100. As long as there are less than 100 coolies on a work the rules hereinafter prescribed for "Petty" works are to be strictly applied, but as soon as the number increases to 100, it is to be treated as a Large Work. On certain Large Works, such as long lines of road, work is going on at several places at once, near different villages along the route. In these cases, although the whole is treated as one Work in the matter of Payment, Accounts and Returns (Part II.), yet for purposes of purely executive organization each "Place" is to be separately treated *i e* if the number of coolies working at any one place is 100 or more, the rules for large works are to be applied in organizing work *at that Place* but if the number is less than hundred, the rules for Petty Works must be followed.

GANGS.

2. On all works Large or Petty the coolies are to be formed into as many gangs as possible of 50 each. On Large Works such as Tank Repairs and certain roads where all the coolies are concentrated in a comparatively small area, there should never be in any one week on any one work more than one "odd" gang of less than 50. On Large Works, such as long lines of road where the coolies are distributed over the work at different places along the route, there should never be at any one "place" in any one week more than one "odd" gang of less than 50, such "odd" gangs are to be systematically made up to the full strength of 50 as coolies increase. On no account is the number in any one gang to exceed 50 however constituted. With regard to the constitution of these gangs it is impracticable to lay down any rule. It will depend on local circumstances and on the quantity of the different kinds of tools brought by the coolies or supplied by Government, for their use. The important point is to make in each case, the arrangement most likely to secure a fair out-turn of work, with reference to the different kinds and numbers of tools available. It has been found in practice that where the tools are available a good arrangement is to make as many gangs as possible comprise 5 Pick-axes, 5 Monaties and 40 Baskets; but this arrangement owing to the generally excessive number of baskets cannot always be carried out and is now mentioned merely as a hint gained from experience. No restriction is therefore placed on the Tahsildars as to the *constitution* of gangs which is left entirely to their discretion.

KOLKARS.

3. Over each regular gang of 50, there is to be placed a Kolkar. On Large Works and on Petty Works when the total number of coolies exceeds 50 there is to be a separate Kolkar for each "odd" gang if the number in the odd gang is 20 or more; but if it is less than 20, one of the Kolkars over a regular gang must look after the odd gang in addition to his own until it is made up to 20. Sometimes on a Petty Work it may hap-

pen that the total number of coolies is less than 20, and in this exceptional case one Kolkar must be appointed no matter how few the coolies are. Kolkars are to be selected from the coolies and paid uniformly 3 annas per diem. They are not to work themselves, but to see that their gangs work well and only men who can get work done should be appointed or retained. Each Kolkar must be at his post at 7 A. M. and see that his coolies set to work as they come. On no account must work be delayed until gangs fully muster. The Kolkars will see that their coolies attend punctually and work throughout 8 working hours *i. e.* from 7 to 12 and from 2 to 5.

MOOTSADIES.

4. On Large Works a Mootsady is to be posted over every 4 Kolkars. Where all the coolies are concentrated in a small area there will be always one "odd" group after as many gangs as possible have been grouped by fours under Mootsadies. Where the coolies are massed at different points, there will be one such odd group at each place. When an "odd" group comprises a total of hundred coolies or more, a separate Mootsady must be posted to it. When the total of an "odd" group is less than 100, one of the Mootsadies who has a full group of 200 must look after the odd group until it is made up to 100 as coolies increase. Old groups must be systematically made up to the full strength of 200 as coolies increase. Mootsadies with regular groups of 4 gangs (200) are to be paid uniformly Rs. 7 per mensem. Mootsadies with odd groups are to be paid Rs. 6 per mensem if their total is 150 or more and Rs. 5 per mensem if the total is 100 or more, but less than 150. Mootsadies with full groups who have also an "odd" group to look after will get an extra allowance of one Rupee, if the total of the odd group is 50 or more, but no extra allowance if the extra group is less than 50. None but intelligent active men who can read and write with ease are to be appointed to these posts. On Large Works, Mootsadies must be taken as far as possible from among Karnum and Reddy Mirasidars. Outsiders are not to be appointed unless a sufficient number of qualified men cannot be found among the Mirasidars. On Large Works, Kurnams and Reddies in Office are on no account to be appointed Mootsadies. On Petty Works, on the other hand, the place of the Mootsady is to be taken by the Kurnam in office of the village in which the work is going on. Kurnams in office doing Mootsady's duty on Petty Works are to be paid Rs. 5 per mensem when the total number of coolies is less than 100 and more than 60; Rs. 4 per mensem when the total number is not more than 60 and is more than 20, and they will not be remunerated at all when the total is not more than 20. Each Mootsady is responsible for the work of his Kolkars and the discipline of the gangs in his group. The great secret of good work is to keep the coolies in clearly-defined gangs working well apart and all officers concerned must exert themselves to see that this principle is carried out in practice. Each Mootsady will therefore be held responsible in this respect as regards the gangs in his group while further on it will be found that Maistries are held responsible in this respect as regards Mootsadies in their charges. Sometimes it will be impracticable to keep gangs well apart in their work but as a rule it will be an easy matter. No fixed rule can be laid down for the intervals of distance to be preserved between the gangs, which will perforce have to be varied according to local circumstances and the nature of the work. Discretion must be exercised but gangs should be kept as far apart as possible, and unless absolutely impracticable, each gang should be at least 30 yards from the next. Mootsadies must carefully follow the instructions they receive from Maistries as to the work to be done by them, and are responsible for the out-turns of their respective groups. Any want of vigour in the Mootsady's executive work will be duly dealt with. Their duties with respect to mustering and writing work are prescribed in Part III.

MAISTRIES.

5. To each Large Work, there must be posted one or more Maistries as may be required to secure regular organization and good, neat execution of work. Maistries are primarily responsible for the perfect organizing of the coolies in their respective charges according to the rules here given. They have the power and duty of selecting Kolkars subject to the approval of the Officers above them and of putting in Mootsadies temporarily till approved by the Relief Inspector whenever this measure is necessary for the strict development of this organization. Being always present on the work entrusted to him each Maistry will see that all coolies as they come to his charge are admitted to work, that they are regularly enrolled in the Gang Books (of Part II) under Kolkars according to the rules hereinafter given, that "odd" gangs are systematically made up to full strength as coolies increase, that Mootsadies are posted according to the rules before given and Mootsadies "odd" groups made up to full strength systematically, that the groups are well arranged and that the Mootsadies themselves do their share of the work vigorously and efficiently in keeping up discipline and carrying out all instructions regarding work which are given them by the Maistry or through him by Superior Officers. Maistries are responsible for carrying out *in detail* all general instructions as to their work given them by Relief Inspectors and Superior Officers. On new roads for instance the line marked by the Tahsildar or Head Assistant Collector has to be worked out in detail by the Maistries. Being therefore the responsible workmen and organizers in the first instance, none but really smart able men must be selected by the Tahsildars for Maistries' appointments. For *Road* works men who have had experience in road making should be selected whenever possible. For other works, men who can learn quickly what is required of them and who can be trusted at all events to carry out instructions will generally answer. Maistries have no regular writing work to do themselves, but must keep their Mootsadies up to the mark in the matter of enrolling gangs. The number to be appointed to each Large Work is left to the discretion of the Tahsildars who must be very careful not to over burden individuals and are to be guided by the following conditions:— The pay of Maistries will vary according to their charges, (*a*). When the total number of coolies daily on a large work is less than 150 the one Mootsady in charge who receives Rs. 5 per mensem as Mootsady must also do the duties of Maistry and will be paid an extra allowance of one rupee per mensem. (*b*). When the total number of coolies is 150 or more but less than 200 the one Mootsady in charge who receives Rs. 6 per mensem as Mootsady must also do the duties of Maistry and will be paid an extra allowance of one rupee per mensem. (*c*) When the total number of coolies is 200 or more but less than 250, the one Mootsady in charge who receives Rs. 7 per mensem as Mootsady must also do the duties of Maistry and will receive an extra allowance of one rupee per mensem. (*d*). When the total number of coolies is 250 or more but less than 300, the one Mootsady in charge who receives Rs. 8 as Mootsady must also do the duties of Maistry and will be paid an extra allowance of one rupee per mensem. (*e*) When the total number of coolies is 300 or more, one Maistry at least must be specially appointed and as long as the number of coolies is less than 500 his pay will be Rs. 9 per mensem. (*f*) When the total number of coolies in a Maistry's charge is 500 or more but less than 1000, his pay will be Rs. 10 per mensem. (*g*) When the total number of coolies in a Maistry's charge is less than 1000 his pay will be Rs. 12 per mensem. On Petty Works, the place of the Maistry is to be taken by the village Reddy who will be remunerated according to the same scale as that for the Curnum in office who takes the place of Mootsady.

6. To each large work there must also be posted one Supervisor for the sole special duty of checking and attesting daily the entries of attendance in the Mootsadies' gang books (Part II). The Supervisor must check the attendance twice a day, morning and afternoon, and this must be done without any stoppage of work, it being the Mootsady's duty to point out his coolies to the Supervisor while they are working. The Supervisors have no *Executive* responsibilities, but they are held responsible for the entries in the Mutsady's Gang Books and are bound to bring any irregularities they discover to notice at once. It is therefore necessary that for Supervisors' posts only men who have every thing to lose if they misbehave should be selected and great care must be taken in this matter by the Tahsildars. Competent Village Reddies, competent Mirasidars, men looking forward to Government employment, members of respectable families and men of known good character are the classes to be drawn upon for Supervisors. They will be paid according to the following scale.

SUPERVISORS.

(*a*) When the No. of coolies employed is less than 150 Rs. 6 per mensem.

(*b*) do. do 150 but less than 200 Rs. 7 per mensem.

(*c*) do. do. 200 do. 250 Rs. 8 per mensem.

(*d*) do. do. 250 do. 500 Rs. 9 per mensem.

(*e*) do. do. 500 do. 1000 Rs. 10 per mensem.

(*f*) When the number of coolies is not less than 1000 Rs. 12 per mensem.

When the number of coolies is much beyond 1000, more than one Supervisor will have to be appointed and in such cases special arrangements will be made by the Head Assistant Collector in communication with the Tahsildars. On Petty Works the Reddy must check the Kurnam's entries in the gang books in the same way as the Supervisor checks Mutsadies' entries on Large Works, but he will receive no remuneration beyond what he already receives in the place of Maistry.

7 To each Taluq, there are to be posted at least 6 Relief Inspectors. The whole of the Relief Works must be apportioned into Ranges among these officers in such a way as to ensure real efficiency in supervision and to give no excuse for irregularity in disbursement of wages. (of Part II.) It is impracticable to map out such ranges on the map and the apportionments of works is left to the Tahsildar's discretion. The only persons eligible for Relief Inspectors' posts are Revenue Inspectors and Gumastahs on the Regular Establishments. Each Officer appointed will receive a consolidated allowance of Rs. 10 per mensem in addition to his ordinary pay and will draw no travelling batta. The appointments will be made by the Head Assistant Collector in communication with the Tahsildars. Each Relief Inspector will be held responsible for the strict maintenance of this organization on all Works in his charge and for instructing his Relief Subordinates in its details and seeing that they thoroughly catch its spirit and vigorously keep it up. They will take instructions from the Tahsildars and give all the *general* executive instructions which it is the duty of the Maistries to carry out in detail. They must see that the Maistries and Supervisors do their work regularly and take care that none but efficient men are appointed or retained in the posts of Mootsadies and Kolkars. They must see that sufficient work is always provided and marked out in time by the Maistries for the coolies to go upon. They must especially see that the Maistries do their part in keeping up this organization more particularly in the matter of systematically working up "odd" gangs and "odd" Mootsady's groups to their full strength as the coolies increase. They are also responsible for introducing the organization laid out for Large Works as soon as the number of coolies on a Petty Work reaches 100. The remainder of their duties is given in Part II.

RELIEF INSPECTORS.

8. The Tahsildars will instruct their Relief Inspectors thoroughly in the details of this organization and move actively about their works seeing that it is kept up. They will appoint Supervisors and Maistries and see that the other Relief Subordinates posted by Relief Inspectors are efficient men. They should do the tracing of roads and give Relief Inspectors and Maistries full *general* instructions as to how work is to be executed. They must see that the work turned out is neatly and thoroughly done and no work is to be entered as "completed" in the Progress Reports until the Head Assistant Collector has personally inspected and approved of it. When the Tahsildars consider a work complete they must report it to the Head Assistant Collector in order that it may be inspected and passed. Tahsildars are responsible that some work is always provided in every part of their Taluq where the work is wanted by the people. If the works sanctioned for any particular locality are exhausted the Tahsildars will commence fresh works and report to the Head Assistant Collector.

TAHSILDARS.

9. The Head Assistant Collector looks to the Tahsildars to carry out promptly all general instructions issued by him regarding the execution of works and to attend carefully to his "Inspection notes" sent to them from time to time.

HEAD ASSISTANT COLLECTOR.

PART II PAYMENT ACCOUNTS AND RETURNS.

1. The scales of wages in money and in money and Grain combined, have been settled in former orders, as well as the system of Grain Depots without which a general system of grain payments is impossible. Whenever practicable *i e* wherever the Depot to which a work is linked has been formed, payment must be made on the combined system, because Government prefer it.

2. The basis of the system of payment is the Gang Book, adapted in form to payment on either plan and of which a specimen copy is enclosed. This form must be strictly followed, the "Grain" columns being left blank when payment is made in money only. This is the form of the original voucher to be used on all works Large or Petty. In each Taluq Cutcherry a Clerk on Rs. 10 per mensem is to be employed for the special purpose of preparing these books as fast as they can be turned out for distribution to the Relief Inspectors. Each Gang Book must be sealed and signed by the Tahsildar or Sheristadar in charge before it is issued. The Tahsildar or Sheristadar must see that Relief Inspectors are kept sufficiently supplied with these. In the same way the Relief Inspectors are responsible for keeping the Maistries, and the Maistries, the Mootsadies sufficiently supplied.

GANG BOOKS.

3. The Maistries will see that all coolies are properly enrolled by their Mootsadies. As each gang is formed and its Kolkar appointed the 51 lines in the Gang Book will be filled by the Mutsady and the names which stand in any one Gang Book in any one week must not be changed till that week is over, so that there will never be more than 51 names in any one book. If any cooly enrolled in a Gang is absent, he will be simply marked as absent on that day but his place is not to be filled until the week is complete: if he is known to have left the work or is absent on the first day of the next week when a new Gang Book is being used his place should be filled by another cooly drawn from the "odd" gang or by a new comer. Each Mutsady will keep with him the Gang Books of his groups till they are ready for payment to be made on them by the Relief Inspector. Twice each day morning and afternoon each Mutsady must count over the coolies of his group, *gang by gang*, and enter their attendance in the column for that day marking "1" for a whole day's attendance and ½ for half day's. There must be no mustering of all coolies in one group to do this. At the close of the week to which the Book refers, it must be totalled, closed, signed by Mutsady and the Abstract made, the Book in fact perfectly ready in every respect for payment to be made on it. Any Mutsady who has not his books perfectly ready in every respect for payment to be made on them by the Relief Inspector when he comes to the work for this purpose, will be punished.

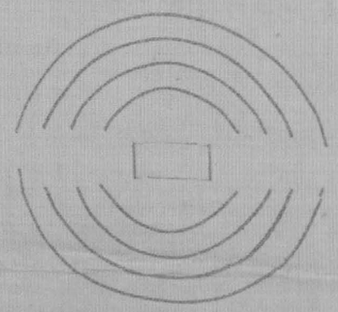
ENROLLING

4 The Supervisor after counting over all the coolies in his charge, gang by gang twice a day must attest the Mootsadies' entries by placing his initials at the foot of the column for each day. The Relief Inspector will see that every Gang Book bears the Supervisor's initials at foot of each day's column before he makes payment on them.

CHECKING

5 The Relief Inspector is the responsible Paying Officer on Large Works. He will keep himself in the money he requires by indents on the Taluq Cutchery and in grain on the Depôt to which the work he requires the grain for is linked. Each Relief Inspector must make payments on each work in his range regularly *once a week*, and he must be very systematic about this, paying without deviation on the same *day* on each work in each successive week. Payment must be made *by the Gang Book complete*. For instance, if the Relief Inspector's pay-day on a certain work be Tuesday he will pay what is due on the Gang closed on the previous Saturday, the wages for the Sunday and Monday being disbursed at the next payment after the current week is completed. This must be carefully explained to the coolies who will soon understand the system on which they are paid. Payment must be made on each work while work is going on. The collecting of crowds of coolies in villages is strictly forbidden. When payment is made in money only, there is no difficulty in carrying money to the works: and when payment is made also in grain, arrangements are made (per Circular on grain Depôts) for the carriage of grain to the works. For the purpose of payment one or more open spots on each work must be selected for Payment Semicircles for that work. These must be selected and marked out before hand according to the following Diagram, each semicircle being drawn for one Mootsady's group (or 4 gangs) and space left in the centre of each ring or pair of semicircles for the Relief Inspector and his grain, and the exit of coolies as they are paid off.

PAYING.



Thus it will be seen that each payment Ring is designed for 400 persons or two Mootsadies' groups and the number of Rings to be fixed and drawn accordingly on each work must be regulated in this way. Mootsadies, Kolkars and Coolies must be thoroughly drilled in their duties as to mustering on pay-day. The Gang Books must be closed, checked, and all ready over night for pay-day, and each Mootsady is responsible that each of his gangs is arranged along each of the 4 acres of his semicircle exactly in the order in which their names stand in their respective Gang Books with each Kolkar at the head of his gang and all in order to answer to their names when the Relief Inspector calls them up for payment. The Relief Inspector will then pay them off systamatically gang by gang. If payment is made in money only the gangs must finish their days' work on pay day: but if payment is made also in grain the coolies must be allowed to go home and get credit for that days' attendance. Payment may be made to representatives of absent coolies when the Relief Inspectors are satisfied by enquiries among the absentees' fellow-villagers that they are proper persons to pay. As payment is made only once a week all coolies must be distinctly warned that unless they are present on pay-day or have responsible representatives present they will forfeit whatever wages are due to them on the Gang Books on which payment is being made.

6. As soon as he has made payments on a work for any one set of gang Books, the Relief Inspector must close the Books write at foot the amount actually paid by him on each Book and the date on which the payment was made and must sign every book. He must then without delay send them up to the Taluq Cutchery with a memorandum of vouchers in the prescribed form prepared for each work. As payment is made the vouchers on each work for each week should be consecutively numbered to facilitate reference with the memorandum when it reaches the Taluq Cutcherry, and the Relief Inspector will have to keep with him a copy of each memorandum for the purpose of compiling his Weekly Progress Reports. The vouchers (or Gang Books) are not to be delayed on any account and should reach the Taluq Cutcherry regularly within a day or two of payment. Once a month the Relief Inspectors must send in to the Taluq Cutcherry vouchers for payments to monthly-paid officers on each work; such as Mootsadies, Maistries and Supervisors: and vouchers for Sundry charges such as materials, the cost of carriage of grain to works (per Circular on Grain

VOUCHERS AND ACCOUNTS.

Depots) &c. &c., The charges of each work must be kept account of separately with a view to preparing the Bill of charges prescribed by the Collector to be sent in on completion of each work. In each Taluq Cutcherry, cash accounts are to be kept with Relief Inspectors and grain accounts with each Depôt, and the Depôts will again be in account with the Relief Inspectors. The Relief Inspectors will also be in account with Village Officers who are entrusted with payment on Petty Works. In para 1 of part I it was noted that in the case of Large Works on which work was going on to several places at the same time the organization at any one place was to be that prescribed for large works if the number of coolies at that place was 100 or more and that prescribed for Petty Works if the number was less than 100; but there was an exception in the matter of payment. This means that the Relief Inspector must make payments at all places of work on Large Works, no matter what the number of coolies may be at each place where work is going on.

7. In the case of detached Petty works, the Village Officers are the responsible paying Officers. They must be supplied with Gang Books and favour the same system of payment and send in vouchers and memoranda of Vouchers regularly to the Relief Inspector who will be held responsible for keeping them in funds by advances and in keeping accounts with them.

PETTY WORKS.

8. Each Tahsildar will let it be well known throughout his Taluk that he and the Head Assistant Collector and other Officers will be constantly moving from work to work; inspecting and testing Gang Books without any previous notice, and that irregularities will be noticed with unsparing severity; that any Government servants found guilty of fraud will be instantly suspended and dismissed and when proof sufficient in Law can be obtained will be dealt with criminally; and that any persons not in Government employment similarly detected will also be marked and their names submitted to Government in order that their employment in any Department whatever may be prohibited.

GENERAL WARNING.

15th December 1876.

Head Assistant Collector
Bellary.

ENCLOSURES.

1. Form of "Gang Book."
2. Form of Memorandum of Vouchers.
3. Table of Wages for Mootsadies, Maistries and Supervisors.
4. Table of Establishments for Large Works.

Table of Establishments.

Total No. of Coolies on the work.	Mootsadies.	Maistries.	Supervisors.
100 and less than 150	1 on Rs. 6	,,	1 on Rs 6
150 200	1 on Rs. 7	,,	1 on Rs. 7
200 250	1 on Rs. 8	,,	1 on Rs 8
250 300	1 on Rs. 9	,,	1 on Rs. 9
300 350	1 on Rs. 7 (200) 1 on Rs. 5 (150)	1 on Rs. 9	1 on Rs. 9
350 400	1 on Rs. 7 (200) 1 on Rs. 6 (150)	do.	do.
400 450	1 on Rs. 7 (200) 1 on Rs. 7 (250)	do.	do.
450 500	1 on Rs. 7 (200) 1 on Rs. 8 (250)	do.	do.
500 550	2 on Rs. 7 (200 each) 1 on Rs 5 (150)	1 on Rs 10	1 on Rs. 10
550 600	2 on Rs. 7 (200 each) 1 on Rs. 6 (150)	do.	do.
600 650	2 on Rs. 7 (200 each) 1 on Rs. 7 (250)	do.	do.
650 700	2 on Rs. 7 (200 each) 1 on Rs. 8 (250)	do.	do.
700 750	3 on Rs. 7 (200 each) 1 on Rs. 5 (150)	do.	do.
750 800	3 on Rs 7 (200 each) 1 on Rs. 6 (150)	do.	do.
800 850	3 on Rs. 7 (200 each) 1 on Rs. 7 (150)	do.	do.
850 900	3 on Rs. 7, 1 on Rs. 8.	do.	do.
900 950	4 on Rs. 7, 1 on Rs. 5.	do.	do.
950 1000	4 on Rs. 7, 1 on Rs. 6.	do.	do.
1000 1050	4 on Rs. 7, 1 on Rs 7.	1 on Rs 12	1 on Rs. 12
1050 1100	4 on Rs. 7, 1 on Rs. 8.	do.	do.
1100 1150	5 on Rs. 7, 1 on Rs. 5.	do.	do.
1150 1200	5 on Rs. 7, 1 on Rs. 6.	do.	do.

And so on. For more than 1200 coolies special arrangements will be made.

Table of Wages.

GRADE.	PAY.	CHARGE.
	Rs.	
Mootsady	5	When in charge of an odd group consisting of 100 and less than 150 coolies
	6	When in charge of an odd group consisting of 150 and less than 200 coolies
	6	When the only Mootsady on a work on which there are 100 and less than 150 coolies
	7	When the only Mootsady on a work on which there are 150 and less than 200 coolies
	7	When in charge of a full group of 200 persons or that and also an odd group of less than 50
	8	When in charge of a full group of 200 persons and also an odd group of more than 50
	8	When the only Mootsady on a work on which there are 200 and less than 250 coolies
	9	When the only Mootsady on a work on which there are 250 and less than 300 coolies
Maistry	9	When the number of coolies is 300 and less than 500
	10	When the number of coolies is 500 and less than 1000
	12	When the number of coolies is 1000 or more
Supervisor	6	When the number of coolies is 100 and less than 150
	7	When the number of coolies is 150 and less than 200
	8	When the number of coolies is 200 and less than 250
	9	When the number of coolies is 250 and less than 500
	10	When the number of coolies is 500 and less than 1000
	12	When the number of coolies is 1000 or more

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