

Commits  
with the fees  
for on C. No 2080/98.

22.8.11  
14.5.98

**Standing Orders of the Agent for Government Consignments, Madras,  
for guidance of the Landing Contractor.**

1. The Landing Contractor should not take delivery of any private packages or goods addressed to a consignee by name unless specially instructed to do so by this office, or any packages addressed to local societies. If in doubt as to the status of the consignee, let the package go into the Custom House and report.

2. The Landing Contractor will apply at this office for the Tonnage Accounts of stores expected from England; and if explosives or other dangerous goods are expected, he will estimate the number of boats required and supply such number of boats as will prevent delay to the ship. When the number of boats required is not in excess of 20, the full number of boats should be engaged, so that the moment the last boat's cargo is loaded, the steamer can come inside of the harbour.

3. On sending boats to a steamer to land cargo, the Landing Contractor will hand over to the Chief Officer a list showing the number of the boats engaged by him and also furnish this office with a copy. Each boat while so engaged will fly the flag Pendant G of the Commercial Code supplied until the work is completed.

4. The Landing Contractor will try to arrange that all small packages such as stamp cases are landed by masula boats and brought directly opposite the godown of the Agent for Government Consignments. He will also have a sufficient number of coolies in readiness to carry these packages at once to the godown, and will be held responsible that they are placed there as soon as landed.

5. When casks containing spirits, oil, tar, or other liquids are to be landed, the Landing Contractor will take notice of their situation in the hold of the ship, and whether goods of a heavy nature have been stored on top of them, in which case intimation should at once be sent to this office.

6. When the Landing Contractor is requested to arrange for the landing of heavy weights, he will, when the arrangements are complete, report to the Agent for Government Consignments.

7. The Landing Contractor will submit reports of damage to cargo as soon as possible after it leaves the ship's side; as a rule the report should be sent by the same boat as takes the stores, and the time at which the report was made over to the tindal should be noted on it. No remarks can be accepted after a receipt has been granted to the ship. Such remarks should state exactly the causes of the damage and nothing else.

8. The Landing Contractor will arrange that, when packages are put over the side of a vessel in a damaged condition and the tally clerk is unable to decipher the number, a chalk mark is to be made on the packages so that it can be identified at the time of survey. The attention of the Preventive Officer is also to be called to the damage. He will also arrange that, in cases of damage by wet (whether by rain or salt water) if it has occurred before taking delivery from the ship a large chalk mark X is placed on the packages whether the numbers are taken or not. This course should be followed with all packages.

9. When packages have fallen in the sea and have been recovered, the Landing Contractor will have them kept separate and report the matter to this office immediately after they are landed to enable the undersigned to call a survey on them.

10. *Very important.*—The particular attention of the Landing Contractor is drawn to the necessity of clearing all packages from the sling by hand; should the packages fall into the sea when dragging the sling from underneath by the ship's winch the Landing Contractor will be responsible for the loss.

Should the people belonging to the vessel be desirous of clearing the sling in this manner they must take all risk, and the boatmen should be cautioned never to give the word to "heave up" and only to hook on the sling when all packages have been cleared away to a safe position.

In the opinion of the Government Solicitor those employed to take delivery alongside are not bound to consider the ship in the matter of time, and the Contractor will therefore first secure the safety of the goods and afterwards consider the question of expediting landing.

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11. The Landing Contractor will arrange that all packages of Ordnance stores landed on the pier and weighing 6 wts. and under are sent to the north shed of the Ordnance Department to enable that department to unload and place them in store without the aid of the Harbour Trust Boat, crane.

Note for the Dept. Ooty.

Mr. Sankaruni Kemon has  
directed me to stick these  
four copies of standing orders  
of the Agent for Govt. Comptroller  
Madras 21 with the origl.  
of the Press for. On C. No. 2080/11.  
He: The case of a case of 8 steps  
He: S. S. Kombarra - The origl.  
is in Ooty - Kindly stick  
as directed & reply.

A.R.R.  
28.6.28 + I asked to copy the  
standing orders of a copy of the  
origl. of the Press for. On C. No. 2080/11.  
Will you kindly stick the origl. of the  
Press for. On C. No. 2080/11.  
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12. The Landing Contractor will understand that the responsibility for stores handed over to a consignee on the beach rests with him and not with this office. It is his duty to see that a receipt from the person sent to receive them is obtained, and if any objection is taken to the condition of stores, such must be stated at time of delivery; and if the department concerned refuse to receive stores without such remarks, the stores \* should not be delivered, but the attention of the undersigned is to be called to the fact, a memorandum of the circumstances being made then and there and put into this Office Letter Box if the office is closed.

13. The Landing Contractor will arrange to remove into the godowns packages containing iron machinery. Such as could be handled without the use of a crane and which from the nature of their contents are liable to damage from exposure, can be stacked in the marine godowns if the other godowns are full. If stored on the beach they are to be raised from the ground and covered with tarpaulins.

14. The tarpaulins are not provided by this office to be laid on the wet ground, but to cover the stores, for which purpose ten large tarpaulins are ample. Planks or flat stones should be laid underneath clothing and other perishable packages. Packages containing articles not liable to damage from wet may also be laid on the ground and others on top. Three or four tarpaulins properly spread will protect a large consignment in this way.

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16. The Landing Contractor will, before 10th of each month, present his bills for landing and cooly charges without fail. On the 20th March all bills up to date for that month to be submitted and then day by day for each steamer until the end of the month so as to close the yearly accounts.

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## Standing Orders of the Agent for Government Consignments, Madras, for guidance of the Landing Contractor.

1. The Landing Contractor should not take delivery of any private packages or goods addressed to a consignee by name unless specially instructed to do so by this office, or any packages addressed to local societies. If in doubt as to the status of the consignee, let the package go into the Custom House and report.

2. The Landing Contractor will apply at this office for the Tonnage Accounts of stores expected from England; and if explosives or other dangerous goods are expected, he will estimate the number of boats required and supply such number of boats as will prevent delay to the ship. When the number of boats required is not in excess of 20, the full number of boats should be engaged, so that the moment the last boat's cargo is loaded, the steamer can come inside of the harbour.

3. On sending boats to a steamer to land cargo, the Landing Contractor will hand over to the Chief Officer a list showing the number of the boats engaged by him and also furnish this office with a copy. Each boat while so engaged will fly the flag Pendant G of the Commercial Code supplied until the work is completed.

4. The Landing Contractor will try to arrange that all small packages such as stamp cases are landed by masula boats and brought directly opposite the godown of the Agent for Government Consignments. He will also have a sufficient number of coolies in readiness to carry these packages at once to the godown, and will be held responsible that they are placed there as soon as landed.

5. When casks containing spirits, oil, tar, or other liquids are to be landed, the Landing Contractor will take notice of their *situation in the hold of the ship, and whether goods of a heavy nature have been stored on top of them*, in which case intimation should at once be sent to this office.

6. When the Landing Contractor is requested to arrange for the landing of heavy weights, he will, when the arrangements are complete, report to the Agent for Government Consignments.

7. The Landing Contractor will submit reports of damage to cargo as soon as possible after it leaves the ship's side; as a rule the report should be sent by the same boat as takes the stores, and the time at which the report was made over to the tindal should be noted on it. No remarks can be accepted after a receipt has been granted to the ship. Such remarks should state exactly the causes of the damage and nothing else.

8. The Landing Contractor will arrange that, when packages are put over the side of a vessel in a damaged condition and the tally clerk is unable to decipher the number, a chalk mark is to be made on the packages so that it can be identified at the time of survey. *The attention of the Preventive Officer is also to be called to the damage.* He will also arrange that, in cases of damage by wet (whether by rain or salt water) if it has occurred before taking delivery from the ship a large chalk mark X is placed on the packages whether the numbers are taken or not. This course should be followed with all packages.

9. When packages have fallen in the sea and have been recovered, the Landing Contractor will have them kept separate and report the matter to this office immediately after they are landed to enable the undersigned to call a survey on them.

10. *Very important.*—The particular attention of the Landing Contractor is drawn to the necessity of clearing all packages from the sling by hand; should the packages fall into the sea when dragging the sling from underneath by the ship's winch the Landing Contractor will be responsible for the loss.

Should the people belonging to the vessel be desirous of clearing the sling in this manner they must take all risk, and boatmen should be cautioned never to give the word to "heave up" and only to heave the sling when all packages have been cleared away to a safe position.

In the opinion of the Government Solicitor those employed to take delivery alongside are not bound to consider the ship in the matter of time, and the Contractor will therefore first secure the safety of the goods and afterwards consider the question of expediting landing.

Acids are always to be landed in separate boats.

11. The Landing Contractor will arrange that all packages of Ordnance stores landed on the pier and weighing 6 cwt. and under are sent to the north shed of the Ordnance Department to enable that department to unload and place them in store without the aid of the Harbour Trust Board's crane.

12. The Landing Contractor will understand that the responsibility for stores handed over to a consignee on the beach rests with him and not with this office. It is his duty to see that a receipt from the person sent to receive them is obtained, and if any objection is taken to the condition of stores, such must be stated at time of delivery; and if the department concerned refuse to receive stores without such remarks, the stores \* *should not be delivered*, but the attention of the undersigned is to be called to the fact, a memorandum of the circumstances being made then and there and put into this Office Letter Box if the office is closed.

13. The Landing Contractor will arrange to remove into the godowns packages containing iron machinery. Such as could be handled without the use of a crane and which from the nature of their contents are liable to damage from exposure, can be stacked in the marine godowns if the other godowns are full. If stored on the beach they are to be raised from the ground and covered with tarpaulins.

14. The tarpaulins are not provided by this office to be laid on the wet ground, but to cover the stores, for which purpose ten large tarpaulins are ample. Planks or flat stones should be laid underneath clothing and other perishable packages. Packages containing articles not liable to damage from wet may also be laid on the ground and others on top. Three or four tarpaulins properly spread will protect a large consignment in this way.

15. The Contractor will understand that, as Landing and Cooly Contractor, he is responsible for the delivery in good order at the Government godown or to the consignee at the beach of all stores. If goods are damaged in transit along the pier, he must recover from the Pier Contractor. The concipillays of this department will not tally stores landed except on delivery at the beach or delivery to the consignee on the beach or at inner end of the pier. In cases of damage on the pier the contractor should call the attention of the Preventive Officer.

16. The Landing Contractor will, before 10th of each month, present his bills for landing and cooly charges without fail. On the 20th March all bills up to date for that month to be submitted and then day by day for each steamer until the end of the month so as to close the yearly accounts.

17. The fact of a package being missing is to be brought to the notice of the Agent for Government Consignments at once.

\* With reference to the latter portion of this rule Ordnance stores or stores which are placed under shelter in departmental sheds to await survey are excepted.