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File No. $\frac{\text{Est.}}{28}$ F.

GOVT. OF
BIHAR & ORISSA.

}

1912.

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FINANCIAL
DEPT.

MISCELLANEOUS.

JULY.

A Proceedings—Nos. 4 and 5.

Office Establishment of the Inspector-General of Civil Hospitals, Bihar and Orissa.

(बिहार राज्य अभिलेखागार निदेशालय)

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NOTES.

MISCELLANEOUS—A, JULY 1912.

Nos. 4—5.

OFFICE ESTABLISHMENT OF THE INSPECTOR-GENERAL OF CIVIL
HOSPITALS, BENGAL AND ORISSA.

File No. Est. F.
28

Demi-official No. 2047, dated Calcutta, the 5th February 1912.

From—Colonel G. F. A. HARRIS, Inspector General of Civil Hospitals, Bengal,

To—The Hon'ble Mr. C. J. Stevenson-Moore, C.V.O., I.C.S., Chief Secretary to the Government of Bengal.

Your demi-official letter of the 3rd instant.

If there is to be a Medical Department in the new province of Bihar it is absolutely and obviously necessary that there should be an Inspector-General of Civil Hospitals at the head of it with a Personal Assistant and an adequate office staff as in other provinces. In order to strengthen the proposal for the appointment of an Inspector-General of Civil Hospitals for Bihar, let me tell you what that officer has to do. He is first of all the departmental head of the Medical Department and is entrusted with the supreme departmental control and superintendence of all the civil medical institutions in the province, the largest and most important of which he has to inspect at frequent intervals. There will be 330 of these in Bihar including 2 large Medical Schools and 1 Lunatic Asylum. The Inspector-General of Civil Hospitals is the adviser of the local Government regarding all medical questions referred for his opinion, and he is the channel of communication between Government and the Medical Service, which, in Bihar, excluding the Jails and Sanitation Departments, will comprise 17 Indian Medical Service Officers, 1 Uncovenanted Medical Officer, 5 Military Assistant Surgeons, 56 Civil Assistant Surgeons and 200 Sub-Assistant Surgeons according to the present staff of the districts which will form the new province. The Inspector-General of Civil Hospitals not infrequently also renders advice on sanitary matters on which his opinion is asked by Government even when there is a separate Sanitary Commissioner. He is also required to assist Heads of Departments in the organisation, maintenance, and control of medical institutions or establishments belonging to their charges, and to give them such information or counsel as may aid them in the fulfilment of the object for which the institutions or establishments have been established. In the case of the Indian Medical Service, the Uncovenanted Medical Service and Military Assistant Surgeons, the patronage of appointments and the right of transferring officers rests with the Local Government, but it is the duty of the Inspector-General of Civil Hospitals to nominate incumbents for appointments and he advises the Local Government regarding the character and qualifications of eligible candidates. For the rest of the Medical Service, *i.e.*, the large body of Civil Assistant Surgeons and Sub-Assistant Surgeons all power of appointing, punishing, transferring and granting leave to officers is vested in the Inspector-General of Civil Hospitals, who is responsible to Government for the due performance of the duties of the Medical Officers under his control. He has, therefore, to keep himself continuously and thoroughly informed regarding the manner in which they do their duties, and in this connection a systematic record has to be maintained in his office, regarding their character and qualifications and their zeal and diligence. He has also to submit to Government every year a confidential report on the superior officers. Recommendations for titular distinction and rewards are also twice a year made to Government by the Inspector-General of Civil Hospitals. He also arranges that the examinations which the several grades of medical officers and subordinates are required to pass prior to promotion are conducted according to the rules laid down for the purpose, and periodically reports the result to Government. It is the duty of the Inspector-General of Civil Hospitals to advise Government as to the number of medical officers and subordinates which it is necessary to recruit from time to time. The Inspector-General of Civil Hospitals is responsible for the submission to Government of all reports, returns or other documents required of him, or necessary to illustrate the working of the institutions under his supervision or the health of communities under the medical charge of his department. In this connection please see the attached statement showing the numerous reports and returns that are received in the office of the Inspector-General of Civil Hospitals which have all to be compiled or otherwise dealt with. The Inspector-General of Civil Hospitals has also to furnish Government with such reports from the Executive medical staff as may be deemed worthy of notice. Periodically, or whenever occasion arises, the Inspector-General of Civil Hospitals has to prepare from the reports of Executive medical officers and from the periodical returns received in his office a detailed medical report with a digest in which all the salient points are brought to

prominent notice with the recommendations regarding defects or improvements which may be revealed or suggested. The Inspector-General of Civil Hospitals also prepares an annual general report of civil medical institutions, medical educational establishments, and Lunatic Asylums illustrated by appropriate tables. He also causes to be prepared annual indents for medical and surgical stores required to be supplied from Europe. He has also to prepare and submit to Government an annual budget estimate of receipts and expenditure of the Medical Department and to report specially on all schemes involving the expenditure of public money. He has also to submit a statement of building requirements, and advise Government generally in all such matters. The Inspector-General of Civil Hospitals is president of the medical board at the head-quarters of the province. The duty of this board is to examine all officers of all departments applying for leave on medical certificate, for compensation for wounds or wound pension, or persons brought before it for invaliding. There are various other duties which an Inspector-General of Civil Hospitals has to do, especially in connection with un-official references from the secretariat and many of the attached departments. In short, there is plenty of work at all times for an Inspector-General of Civil Hospitals to do in all provinces, and in order that he may be able to do all that is required of him, I consider that it is necessary that he should have a Personal Assistant and an adequate office staff. I consider, seeing that as a considerable amount of the work Inspector-General is concerned with is of a personal nature dealing with the characters and qualifications of Indian Medical Service and other medical officers not only in their public capacities but also in their semi-public or even private capacities, that it is very essential that he should have a proper confidential Personal Assistant, who would be in personal charge of all such files and who could be trusted in all confidential matters which do not go into the office.

In Bengal, as it is at present, there are 615 hospitals and dispensaries, 1 Medical College, 3 Medical Schools and 3 Lunatic Asylums. In Bihar there will be 327 hospitals and dispensaries, 2 Medical Schools and 1 Lunatic Asylum. The Head-Quarters establishment in Bengal is shown in the following table, with, side by side, the establishment that I think will be necessary for the new province of Bihar :—

| Bengal establishment as it is at present. | Bihar establishment as, I think, it should be to start with. |
|--|--|
| Personal, Assistant 1 | Personal Assistant 1 |
| Head clerk 1 | Head clerk 1 |
| Correspondence clerks 9 | Correspondence clerks 4 |
| Budget clerk 1 | Budget clerk 1 |
| Reference clerks 4 | Reference clerks 2 |
| Diarist 1 | Diarist 1 |
| Typists 3 | Typists 2 |
| Despatcher 1 | Despatcher 1 |
| Indent clerk 1 | Indent clerk 1 |
| Librarian 1 | Compilers of statistical returns 2 |
| Compilers of statistical returns 2 | 16 |
| Probationers 2 | Probationer 1 |
| 27 | 17 |
| Record suppliers 2 | Record supplier 1 |
| Duftry 1 | Duftry 1 |
| Peons 9 | Peons 7 |

List of work in the Inspector-General of Civil Hospitals' Office.

Distribution of Budget Estimate forms after noting sanctioned grants, to all Civil Surgeons, Superintendents of Lunatic Asylums and Medical Schools, etc.

Checking local estimates from above.

Compiling and drawing up general Budget Estimates of Medical Department.

Proportionate distribution of Budget grants.

Issuing statements of details of Budget grants to all officers.

Drawing up and submission to the Accountant-General, Bengal, of a statement showing distribution of grants.

Applications for extra grants attended to.

A monthly statement showing extra C. C. allotments is sent to the Accountant-General, Bengal.

Preparation of the statement showing the demands of the Medical Department on the Public Works Department Budget on account of buildings of the Department with short notes regarding each pending work, to help the Inspector-General in discussing at the meeting of Secretaries and Heads of Departments at the time of the distribution of grants for civil works.

Applications for minor Public Works grant attended to.

A register is maintained showing the allotments made from the Inspector-General's minor Public Works grants.

A monthly statement of allotments from the minor works grant at the disposal of the Inspector-General is submitted to the Accountant-General, Bengal.

Keeping up a register of pending minor projects.

Keeping up a register of major projects.

Scheme for major works criticised and submitted for the administrative approval of Government or otherwise disposed of.

In the case of works which are carried out as contribution works, the sanction of Government to the remission of charges is applied for.

Dealing with all questions regarding the pay and allowances of officers and establishment.

Applications for increase of pay of compounders in class I, II and III Dispensaries dealt with and orders passed.

Calling for and compiling a statement showing the number of *post-mortem* examinations performed by Civil Surgeons and medical subordinates.

The Chemical Examiner's Report is reviewed upon and submitted to Government.

Applications for pension of Indian Medical Service, Uncovenanted Officers, Military Assistant Surgeons, Civil Assistant Surgeons, and Sub-Assistant Surgeons, clerks, dealt with. Pension is sanctioned by the Inspector-General in the case of non-gazetted officers.

Dealing with applications for house-rent allowances from Sub-Assistant Surgeons on supernumerary and other temporary duties and for epidemic allowances of Sub-Assistant Surgeons deputed to do epidemic duty and asking for Government sanction when their claims are admissible.

Administration of the V. M. S. Fund, *viz.*, submission of an Annual Report on the working of Dhari classes in the province to the Executive Committee of the Fund, allotment of grants to meet stipends, etc., of pupils, and grant of certificates to passed pupils.

Submission to Government of Annual Statements showing the additions and alterations in the landed property owned by officers in superior service.

Dealing with medical certificates of superior establishment of Government offices which are submitted for Inspector-General's countersignature under Article 835, Civil Service Regulations.

Countersignature of medical officers' and subordinates' bills for their medical attendance on railway employes.

Checking and submitting for Inspector-General's countersignature the travelling allowance bill of Civil Surgeons, etc.

Drawing up the salary bill of Inspector-General and Personal Assistant.

Drawing up the office establishment pay bill.

Drawing up travelling allowance bills of Inspector-General for journeys on inspection tours and of Personal Assistant and the office establishment for their journeys to and from the tour office.

Preparing annual statements of establishments of the office for submission to the Accountant-General, Bengal.

Keeping up the service books of the office assistants and peons.

Dealing with monthly statements of receipts and expenditures of medical institutions.

Keeping the contingent bill register complete.

Checking the pay bill of the temporary small-pox establishment of Campbell Hospital.

Preparing contract contingent, abstract contingent and detailed abstract contingent bills.

Payment of office contingent and other bills.

Appointment, transfer, leave, question of misconduct, resignation, dismissal, and establishment work in general of Indian Medical Service Officers, Uncovenanted Medical Officers, Military Assistant Surgeons, Civil Assistant Surgeons and Sub-Assistant Surgeons.

Deputation of medical officers and subordinates to plague, cholera or other temporary duties

Recruitment of Civil and Sub-Assistant Surgeons.

Language examination of medical officers.

Departmental examination of Military Assistant Surgeons.

Septennial examination and promotion of Civil Assistant Surgeons.

Professional examination and promotion of Sub-Assistant Surgeons twice a year.

Annual examination of students of medical schools.

Appointment of local Native Doctors to dispensaries under Government supervision.

Applications for appointments as Civil and Sub-Assistant Surgeons, etc.

Rules regarding medical schools.

Rules for examination of compounders.

Recognition of dispensaries for the training of compounders.

Medical Board cases.

Countersignature of invalid certificates of menials.

Medical attendance on gazetted and non-gazetted officers.

Submission of Annual Confidential Reports on Indian Medical Service Officers, Uncovenanted Medical Officers and Military Assistant Surgeons.

Submission of additions to record of services of Indian Medical Service Officers.

Annual Confidential Reports on Civil Assistant Surgeons and Sub-Assistant Surgeons.

Annual nominal disposition returns of Civil Sub-Assistant Surgeons.

Compilation of the triennial list of qualified medical practitioners in Bengal.

Corrections to the History of Services of gazetted officers.

Submission of quarterly nominal disposition return of Military Assistant Surgeons.

Submission of certificates of identity granted to natives of India proceeding to England or other foreign countries.

Corrections of—

(a) Quarterly Army List.

(b) „ Home Department List.

(c) „ Bengal Civil List.

Compilation of—

(a) Quarterly list of Civil Assistant Surgeons.

(b) „ „ Sub-Assistant Surgeons.

Submission of monthly nominal disposition returns of Indian Medical Service Officers.

Submission of casualty reports.

Correction of monthly list of medical officers.

Keeping up of—

(a) Registers of Indian Medical Service Officers.

(b) Register of Uncovenanted Medical Officers.

(c) „ „ Military Assistant Surgeons.

(d) „ „ Civil Assistant Surgeons.

(e) „ „ Sub-Assistant Surgeons.

Licenses granted to medical subordinates under the Passengers Ship Act.

Checking of charge reports of medical officers and subordinates.

Submission of fortnightly statements of postings, transfers, leave, etc., of Sub-Assistant Surgeons.

Submission of annual statement of Indian Medical Service Officers to be surrendered on mobilisation.

Submission of the following annual administration reports to Government :—

On Lunatic Asylums,

„ Calcutta hospitals,

and on Provincial dispensaries and hospitals.

These involve in the main, the work as below :—

(a) Calling for the local reports and returns, registering them when received, and returning the same to local officers for corrections, if necessary.

(b) Checking the local returns.

(c) Compilation of statistics and preparation of provincial statements.

(d) Sending the manuscript statements to press and checking the proofs.

Review of the Annual Report of the Calcutta Medical College, involving the checking of the local report and printing the same.

Review of the annual reports of the medical schools which involves the same amount of work as detailed above.

Review of the report of the Eden Sanitarium, Darjeeling.

Calling for local returns and reports of Dufferin Hospitals in Bengal and checking them.

Calling for Tuberculosis statements from all hospitals and the compilation of statistics.

Calling for cancer returns and their submission to the Statistical Officer with the Government of India.

Reviewing Quarterly Inspection reports of Civil Surgeons on all hospitals and dispensaries under Government supervision, and noting them in the register.

The printing of the Inspector-General of Civil Hospitals' inspection reports of hospitals and dispensaries and supplying copies of them to local officers for guidance.

Submission of the Visitors' Proceedings of Monthly Meetings of Lunatic Asylum to Government.

Submission of escape, injury and death reports of criminal lunatics to Government.

Scrutinising and passing of the plans of new hospitals and dispensaries.

Correspondence in connection with the accommodation and transfer of lunatics.

Examination of the overcrowding statements of Lunatic Asylums.

Checking the annual return of surgical instruments and appliances of State hospitals.

Checking, passing and registering the annual and supplementary indents for special forms for Calcutta Hospitals.

Checking, passing and registering the annual and emergent indents for B. C. M. D. and A. G. B. Forms for State and Charitable Hospitals and Dispensaries.

Checking, passing and registering the annual and emergent indents for addressed envelopes for Civil Surgeons, Medical Schools, Lunatic Asylums and Calcutta Hospitals.

Preparation and submission of the annual and emergent indents for special B. C. M. D. and A. G. B. Forms and addressed envelopes, and stationery for this office.

Checking, passing and registering the annual and emergent indents for Lunatic Asylums Forms.

Checking, passing and registering the annual and emergent indents for medical stores for all Hospitals and Dispensaries in Bengal.

Checking, passing and registering the combined annual indents for medical stores for Jail and Police hospitals.

Checking and registering the annual indents for medical stores on Messrs. Burgoyne Burbidges & Co., London, for Charitable Hospitals and Dispensaries.

Checking, printing and registering the annual and supplementary indents and annual forecasts of stores required from England for Calcutta Hospitals, Medical Schools and Lunatic Asylums.

Compilation of the annual consolidated Provincial estimate of stores supplied from the Medical Store Depot to Police Hospitals and all other Government Medical institutions.

Checking, passing and registering the annual and emergent indents for stationery for Civil Surgeons, Calcutta Hospitals, Medical Schools, and Lunatic Asylums.

Distribution of allotment of stationery to Civil Surgeons, Calcutta Hospitals, Medical Schools and Lunatic Asylums.

Keeping the register of receipts of expenditure of stationery for this office.

Forwarding extracts from bi-monthly returns of stores from Government to indenting officers.

All works in connection with this office Library, *e.g.*, ordering books, journals, etc., labeling, numbering and stamping them, and the keeping of a catalogue.

Keeping of a register for the circulation of books to Medical Officers on loan.

Circulation of books, journals, reports, etc., received from Government and other sources for distribution.

Keeping of the Reference Books up to date by inserting Correction slips, etc.

Arrangements for the supply of journal and periodicals to officers subordinate to this Department.

Correspondence in connection with the sale, etc., of excisable goods such as opium, cocain, etc.

Correspondence in connection with the arrangements for the local purchase of medical stores.

Corrections of Code, Regulations and Manuals, etc.

Diarising all receipts.

Maintaining a Takeed Register.

Keeping Record Register.

Keeping Register of un-official files.

Keeping Record Index.

Heading Files.

Putting up references and completing cases which include putting up of references to Government order, G. O. C. C., G. G. O., Bengal Medical Regulation, Army Regulation, Jail Code, Army Circulars, Indian Medical Department Circulars and Gazettes, etc.

Refiling letters.

Assorting files and all the necessary work of the Record Department.

Keeping registers of despatch and circulars.

Numbering all letters, circulars, indents, demi-official letters and reminders.

Despatching and posting of all letters, circulars, indents, demi-official letters, reminders and un-official cases.

Receiving letters.

Entire copying work (including copying of the Annual Reports, etc.).

Cyclostyling circulars, etc.

Examining of daily fair copied letters, etc., for issue.

In addition to all this there is a great, variety of miscellaneous work to be done, but which it is needless to detail here.

बिहार सरकार

मंत्रिमंडल सचिवालय विभाग

(बिहार राज्य अभिलेखागार निदेशालय)

Clerical Staff of the Inspector-General of Civil Hospitals, Bengal.

| No. | Name. | Date of birth. | Date of entering Government service. | Present grade. | Native District. | REMARKS. |
|---------------|--------------------------------------|-------------------------------|--------------------------------------|-----------------------------------|-----------------------|---|
| 1 | Nibaran Chandra Chatterjee | 1859 | 3rd March 1881 | Rs. 200—10—250 drawing 250. | Calcutta | Head Assistant. |
| 2 | Mohendra Nath Bhattacharji | 9th May 1864 | 2nd October 1885 | 200 | Dacca | Correspondence clerk. |
| 3 | Sarat Chandra Roy | 22nd June 1873 | 24th January 1894 | 150 | 24-Parganas | Ditto. |
| 4 | Mohadeb Chatterji | January 1859 | 13th January 1879 | 100 | Ditto | Reference clerk. |
| 5 | Surji Kumar Sen | September 1857 | 8th September 1878 | 100 | Calcutta | Ditto. |
| 6 | Kali Charan Ghose | October 1856 | 1st November 1879 | 80 | Ditto | Ditto. |
| 7 | Akhoy Kumar Patra | 28th September 1863 | 27th October 1885 | 80 | 24-Parganas | Compiler. |
| 8 | Muhammad Abdur Rahman | December 1872 | 26th June 1893 | 80 | Calcutta | Correspondence clerk. |
| 9 | Profulla Kumar Malik | 1st October 1878 | 6th September 1900 | 60 | Ditto | Ditto. |
| 10 | Hem Chandra Mitter | 17th February 1876 | 1st August 1899 | 60 | Ditto | Compiler. |
| 11 | Amareswar Banerji | 18th April 1880 | 2nd January 1902 | 60 | Howrah | Librarian. |
| 12 | Panna Lal Mukherji | 2nd July 1880 | 1st April 1902 | 60 | Ditto | Correspondence clerk. |
| 13 | Brojendra Kumar Chowdhury | 29th September 1881 | 25th September 1905 | 50 | Dacca | Ditto. |
| 14 | Amarendra Nath Ghosh | October 1883 | 22nd December 1905 | 50 | Jessore | Ditto. |
| 15 | Ashutosh Basu | 31st October 1881 | 1st September 1905 | 50 | Howrah | Reference clerk. |
| 16 | Nogendra Mohan Bose | 23rd February 1881 | 1st September 1905 | 50 | Jessore | Cashier and Bill clerk. |
| 17 | Upendra Nath Sarkar | 5th December 1887 | 29th November 1907 | 50 | Calcutta | Typist. |
| 18 | Bejoy Krishna Bhor | 16th April 1886 | 13th January 1908 | 40 | Ditto | Despatcher. |
| 19 | Panna Lal Bose | 20th November 1888 | 3rd March 1908 | 40 | Ditto | Typist. |
| 20 | Hari Bhusan Banerji | 22nd July 1885 | 1st July 1909 | 40 | 24-Parganas | Indent clerk. |
| 21 | Dulal Chandra Kundu | 13th May 1888 | 17th April 1909 | 40 | Hooghly | Correspondence clerk. |
| 22 | Sushil Chandra Mukherji | 1886 | 19th August 1910 | 30 | Calcutta | Ditto. |
| 23 | Kiran Chandra Banerji | 1891 | 20th August 1910 | 30 | Ditto | Typist. |
| 24 | Srinibash Das | 1887 | 5th December 1910 | 30 | 24-Parganas | Diarist. |
| PROBATIONERS. | | | | | | |
| 1 | Annada Charan Sardar | 1889 | 1st December 1910 | 25 | Khulna | Probationer in the Reference Department. |
| 2 | Krishna Chandra Das | 13th January 1881 | 8th December 1910 | 25 | Calcutta | Probationer in the Establishment Section. |

Inspector-General, Civil Hospitals, Bengal, un-officially.

Would you kindly favour me with your advice on the following proposed strength and grading of the clerical establishment of the Inspector-General, Civil Hospitals, Bihar and Orissa:—

| | Pay Rs. | Cost Rs. |
|----------------------------|-----------------------|-------------|
| 1 Superintendent | 175—225 | 212½ |
| 1 Clerk | 100—150 | 137½ |
| 2 Clerks | 75—100 | 187½ |
| 2 Do. | 50—75 | 137½ |
| 2 Do. | 35—3—50 | 92½ |
| 2 Typists | 30—2—50 | 86½ |
| | | <hr/> 854½ |
| Total 10 | Annual cost | 10,250 |

[Average Rs. 85-4.]

If necessary a shorthand allowance of Rs. 50 per mensem (to be given to a clerk in the staff who qualified) might be added if the Inspector-General of Civil Hospitals required a shorthand writer.

2. This staff, I am afraid, is not so strong as that suggested in your demi-official No. 2047, dated 5th February 1912, to the Chief Secretary, Bengal; but having regard to the medical expenditure of the new province (this is on the whole a good rough test of the amount of work thrown upon the Central office) it seems doubtful whether we can afford more and as, admittedly, Bihar and Orissa will be an exceedingly light medical charge, the staff which I propose could perhaps cope with the work.

The average rate of pay suggested is much higher than that drawn either in Bengal or in Eastern Bengal and Assam and for the rates offered good men should be secured. Outside the routine processes, therefore, a small staff of well-paid clerks should do the work of a larger staff of low-paid men.

3. I have suggested a Superintendent on Rs. 175-225 as I do not think that the appointment of a Personal Assistant would be justified, but on this I would be glad of advice.

विहार सरकारी L. J. KERSHAW,—20-2-12.

I will be glad, if necessary, to come over to your room to discuss this.

मंत्रिमंडल मन्त्रिकालय विभाग
FINANCIAL SECRETARY, BIHAR.

I understand from the discussion we have just had on the above subject, that you are agreeable to propose the following revised establishment for the office of the Inspector-General, Civil Hospitals, in the new province of Bihar to commence with, leaving experience to decide the necessity or otherwise of increasing it later on.

| | Rs. | Average cost. Rs. |
|-------------------------------|------------|--------------------------------|
| A Superintendent on | 200—10—250 | 237½ |
| 1 Clerk on | 100—10—150 | 137½ |
| 2 Clerks on | 60—4—80 | 150 |
| 3 " " | 40—4—60 | 165 |
| 2 Typists on | 30—2—50 | 86½ |
| 2 Clerks " | 30—2—40 | 75 |
| Total 11 | ... | <hr/> 851½ × 12 =Rs. 10,220 |

The top pay has been increased at the expense of the lower grades, and the total annual cost for 11 men (Rs. 10,220) is now less than the total cost Rs. 10,250; originally proposed for 10 men. I think instead of 2 clerks on Rs. 60 to 80 there should be 2 on Rs. 75 to 100 as originally proposed. This would increase the average annual cost from Rs. 10,220 to Rs. 10,670 as follows and the figures would be—

| | Rs. | Average cost. Rs. |
|-------------------------------|------------|--------------------------------|
| 1 Superintendent on | 200—10—250 | 237½ |
| 1 Clerk on | 100—10—150 | 137½ |
| 2 Clerks,, | 75—5—100 | 187½ |
| 3 " " | 40—4—60 | 165 |
| 2 Typists on | 30—2—50 | 86½ |
| 2 Clerks " | 30—2—40 | 75 |
| Total 11 | ... | <hr/> 889½ × 12 =Rs. 10,670 |

G. F. A. HARRIS,—23-2-12.

I agree.

Inspector-General, Bengal, proposes to send 4 clerks and a Superintendent.

L. J. KERSHAW,—26-2-12.

HIS HONOUR.

The Inspector-General of Civil Hospitals, Bengal, originally proposed a Personal Assistant, 13 clerks, 2 typists and a probationer. Having regard to the fact that the new charge will be a fairly light one, I considered this excessive, and suggested a staff of a Superintendent, 7 clerks and 2 typists. After a good deal of discussion with Colonel Harris we compromised on a staff of a Superintendent, 8 clerks and 2 typists at a total annual cost of Rs. 10,670 against Rs. 10,250 originally proposed by me. The details of the cadre will be found in the Inspector-General of Civil Hospitals, Bengal's note, dated 23rd February 1912, above. For the present I would not add a shorthand allowance; if the new Inspector-General wants one we may give it to him.

L. J. KERSHAW,—3-3-12.

I accept those proposals.

C. S. B[AYLEY],—5-3-12.

Issue formal orders as in the standard draft.

L. J. KERSHAW,—20-4-12.

TO THE INSPECTOR-GENERAL, CIVIL HOSPITALS, BIHAR AND ORISSA, No. 205-F., DATED 26TH [No. 4.]
APRIL 1912.

TO THE ACCOUNTANT-GENERAL, BIHAR AND ORISSA, No. 206-F., DATED THE 26TH APRIL [No. 5.]
1912.

बिहार सरकार
मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

OFFICE ESTABLISHMENT OF THE INSPECTOR-GENERAL OF CIVIL
HOSPITALS, BIHAR AND ORISSA.

File No. $\frac{\text{Est.}}{28}$ F.

No. 205-F., dated Ranchi, the 26th April 1912.

[No. 4.]

From—L. J. KERSHAW, Esq., C.I.E., I.C.S., Secretary to the Government of Bihar and Orissa, Financial and Municipal Departments,

To—The Inspector-General of Civil Hospitals, Bihar and Orissa.

I am directed to convey the sanction of the Local Government to the clerical and menial establishment of your head-quarters office shown in the appended statement with effect from the 1st April 1912.

2. His Honour desires me to say that while the greatest care should be taken to do no injustice to clerks who have been transferred to this province from Bengal and Eastern Bengal and Assam, many of whom have been put to considerable personal inconvenience and expense, all future vacancies that may occur should be filled up, unless it is really impossible to do so, by the recruitment of natives of Bihar and Orissa, including *bonâ fide* domiciled Bengalis. In the latter case, however, the question of domicile should in each case be carefully examined.

Memorandum No. 206-F., dated 26th April 1912.

[No. 5.]

Copy, with a copy of the statement, forwarded to the Accountant-General, Bihar and Orissa, for information.

[A—Enclosure to No. 4.]

Office of the Inspector-General of Civil Hospitals, Bihar and Orissa.

| | | | | | | Rate of pay. | Cost. |
|----|----------------|---|---|---|---|------------------|--------|
| | | | | | | Rs. | Rs. |
| 1 | Superintendent | . | . | . | . | 200—10—250 | 237½ |
| 1 | Clerk | . | . | . | . | 100—10—150 | 137½ |
| 2 | Clerks | . | . | . | . | 75—5—100 | 187½ |
| 3 | Do. | . | . | . | . | 40—4—60 | 165 |
| 2 | Do. | . | . | . | . | 30—2—40 | 75 |
| 2 | Typists | . | . | . | . | 30—2—50 | 86⅔ |
| | | | | | | | <hr/> |
| 11 | | | | | | | 889⅓ |
| | | | | | | | <hr/> |
| 1 | Duftry | . | . | . | . | 12 | 12 |
| 1 | Peon | . | . | . | . | 10 | 10 |
| 2 | Peons | . | . | . | . | 9 | 18 |
| 2 | Do. | . | . | . | . | 8 | 16 |
| | | | | | | | <hr/> |
| 6 | | | | | | | 56 |
| | | | | | | | <hr/> |
| | | | | | | | 945⅓ |
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| | | | | | | Annual cost × 12 | 11,342 |

REFERENCES TO FORMER CASES.

बिहार सरकार
मंत्रिमंडल सचिवालय विभाग
(बिहार सचिव आगिल आगार निदेशालय)
REFERENCES TO LATER CASES.

PAPERS OTHER THAN PROCEEDINGS :

- I—Printed—
Notes and orders.
- II—Unprinted—
Unimportant papers.