

Government of
Bengal. }

1911

MUNICIPAL
DEPT.

SANITATION.

AUGUST.

File S. $\frac{1-V}{4}$

(Serial Nos. 1-3.)

Nos. 1-5.

Sanitary Commissioner's circular to all Civil Surgeons regarding the duties, etc., of Inspectors and Sub-Inspectors of Vaccination employed under the Sanitary Department.

बिहार सरकार
मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

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SANITARY COMMISSIONER'S CIRCULAR TO ALL CIVIL SURGEONS REGARDING THE DUTIES, ETC., OF INSPECTORS AND SUB-INSPECTORS OF VACCINATION EMPLOYED UNDER THE SANITARY DEPARTMENT.

[Nos. 1-2.]

[FILE S. $\frac{1-V}{4}$ 1.]

No. 4396, dated Calcutta, the 27th June 1911.

From—MAJOR W. W. CLEMESHA, M.D., D.P.H., I.M.S., Sanitary Commissioner, Bengal,

To—The Secretary to the Government of Bengal, Municipal Department.

In accordance with the standing orders of Government, I have the honour to submit, for approval, the accompanying circular (in proof) which I propose to issue to all Civil Surgeons, regarding the duties, etc., of Inspectors and Sub-Inspectors of Vaccination employed under this Department.

[No. 3.]

[FILE S. $\frac{1-V}{4}$ 2.]

No. 1266 San., dated Calcutta, the 17th July 1911.

From—M. G. HALLETT, Esq., I.C.S., Offg. Under-Secy. to the Government of Bengal, Municipal Dept.,

To—The Sanitary Commissioner, Bengal.

With reference to your letter No. 4393, dated the 27th June 1911, I am directed to return, duly approved, with slight verbal alterations, the circular in proof received therewith, which you propose to issue to all Civil Surgeons, regarding the duties, etc., of Inspectors and Sub-Inspectors of Vaccination employed under the Sanitary Department.

[Nos. 4-5.]

[FILE S. $\frac{1-V}{4}$ 3.]

No. 5754, dated Calcutta, the 3rd August 1911.

From—MAJOR W. W. CLEMESHA, M.D., D.P.H., I.M.S., Sanitary Commissioner, Bengal,

To—The Secretary to the Government of Bengal, Municipal Department.

With reference to the correspondence ending with Government order No. 1266 San., dated the 17th ultimo, I have the honour to submit herewith, for record, a copy of this office circular laying down rules to regulate the work of the vaccination inspecting staff of this Province.

11/5/11

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OFFICE OF THE SANITARY COMMISSIONER, BENGAL.

No. 15.

FROM

MAJOR W. W. CLEMESHA, M.D., D.P.H., I.M.S.,
Sanitary Commissioner for Bengal,

TO

ALL CIVIL SURGEONS.

Dated Calcutta, the 19th July 1911.

SIR,

I HAVE the honour to send for your information and for distribution amongst the vaccination inspecting staff new orders regulating the work of the inspecting staff of this Department. I request that you will kindly go through these new orders and carefully explain them to all of the staff whose knowledge of English may not be sufficient to enable them to thoroughly grasp the principles laid down therein. You will observe that the new orders do away with the necessity for inspecting any fixed percentage of cases in the district, but will, if carried out properly, considerably increase the knowledge of the inspecting staff of the work in the district. I request that you will very carefully scrutinise the diaries sent in by Inspectors and Sub-Inspectors and see that they give the details laid down in paragraph 1. The number of cases inspected by them is obviously of less importance than the quality of the work on which they report. In these diaries I hope you will make comments on the good or bad points of the work of any particular vaccinator, and also issue any necessary orders, such as, "Inspector to re-inspect this man's work three months hence, etc."

As regards the new orders regulating touring, I am particularly anxious that the inspecting staff should remain almost continuously on tour during the cold weather, and that they should go from village to village and not spend a large amount of time on main roads and railways. Of course, exception to this will be necessary when they are to prepare for your inspections. The amount of touring that the inspecting staff should do during the hot weather is left to the discretion of each Civil Surgeon, but should not be large except under unusual circumstances.

You will observe that these orders insist on the inspecting officers reporting to you the quality of the work they inspect. This will be of great service to you in estimating whether each vaccinator is performing his duties properly and also whether the vaccination of the district is satisfactory as regards quality as well as quantity.

In your annual report of the vaccination of the district, I have the honour to request that you will carefully comment on the way in which the inspecting staff has worked during the year. The five points mentioned in paragraph 5 of the enclosed note should be commented on, viz. :—

- (1) whether each officer has seen the work of all his vaccinators ;
- (2) how many cases he inspects during the year ;
- (3) how many 6-point, 5-point, 4-point cases, etc., he has inspected during the year ;
- (4) the number of days he has been on tour ;
- (5) the conduct and efficiency of the vaccinators as reported on by the inspecting staff.

The inspecting staff should be warned that these figures will be required from them at the end of the season. I also particularly request that you will comment on the general efficiency of the members of your staff, particularly as regards the activity, their ability to walk and ride, and as to what means they adopt for getting about their district.

I have the honour to be,

SIR,

Your most obedient servant,

W. W. CLEMESHA, M.D., D.P.H., MAJOR, I.M.S.,

Sanitary Commissioner for Bengal.

To THE CIVIL SURGEON OF _____

Précis.

REVISE the rules regulating the duties of the Vaccination Inspecting Staff.

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RULES regulating the duties of Inspectors and Sub-Inspectors of Vaccination.

बिहार सरकार

मंत्रिमंडल सचिवालय विभाग

(बिहार राज्य अभिलेखागार निदेशालय)

NEW ORDERS FOR THE GUIDANCE OF INSPECTORS AND SUB-INSPECTORS OF VACCINATION.

THE existing orders for the guidance of Inspectors and Sub-Inspectors of Vaccination were issued as long ago as 1893, and it has now become desirable to make certain modifications in these.

1. In the notifications quoted above, District Inspectors of Vaccination were supposed to inspect 50 per cent. of all the vaccinated cases in their district, and Sub-Inspectors 80 per cent. As a matter of practical efficient working, it is impossible to reach these figures. Secondly, a vaccination officer can often obtain better results in his district as a whole by paying attention to backward places rather than by inspecting cases in the well vaccinated areas. Consequently it has been decided to do away with these arbitrary percentages and in future the following method of inspection must be carried out.

Every Inspector will be required to see the work of every vaccinator in his district once in a season.

Every Sub-Inspector will be required to see the work of each of his vaccinator at least twice in the vaccinating season.

By this method a much more intimate knowledge of the qualifications of the vaccinators will be obtained without harassing the inspecting staff with seeing an enormous number of cases.

2. Sub-Inspectors and Inspectors must keep a diary of their itinerary in the prescribed form and of the results of their inspection. This must be submitted to the Civil Surgeon who will make remarks and notes for the guidance of the inspecting staff and issue orders. The diaries should be preserved for two years amongst the office records of the Civil Surgeon.

During their inspection District Inspectors and Sub-Inspectors must record carefully in their diaries the amount of work they inspect of each vaccinator, and must also give the numbers of 6, 5, 4, 3, 2, 1 points and failed, poek-marked and unvaccinated cases observed. Whenever possible they should visit schools and places where children are collected together and be on the lookout for unvaccinated children. Inspectors and Sub-Inspectors must be guided by the quality of work observed as to how much work of each vaccinator it is necessary to inspect. Thus if a Sub-Inspector observes that by far the majority of a particular man's work turned out to be of 4 points or less, it is obvious that the man is unsatisfactory and that the inspecting officer must devote a considerable portion of his time to going round this man's circle and insisting on 6-point work. On the other hand, if a District Inspector saw 150 cases done by one vaccinator, and amongst these 150 cases 140 had 4 or more points and 100 had 6-point, it is obviously not necessary for him to spend further time in inspecting work in this man's range, unless it is particularly desirable to give assistance in overcoming opposition in any particular village.

3. At present the touring arrangements of the vaccination inspecting staff are extremely unsatisfactory. The officers are not on tour consecutively, and they do not arrange their tour either economically or in an efficient way. There is too much returning to head-quarters and much too much use is made of railways in districts where they exist. Furthermore, many inspecting officers travel long distances on main roads in the day, the result being that the work seen *en route* is done in a perfunctory and slipshod manner. District Inspectors and Sub-Inspectors will be required in future to be on tour 120 days between 1st October and 31st March. During the remainder of the year no fixed amount of touring will be assigned, as it is admitted that rest is necessary after a hard cold weather touring in the district. Any inspecting officer failing to tour sufficiently or remaining at head-quarters more than the prescribed number of days will have his promotion stopped or will be reduced. A day on tour means 24 hours away from home—days when an officer leaves his home in the morning and comes back at night will not be counted.

4. In the past, as a result of the standing orders there is no doubt that inspecting officers have been unduly anxious to see a large number of cases and have neglected the education of their vaccinators. With the proposed arrangement it will be possible for an inspecting officer to see the work of each of his vaccinators and yet have plenty of time to devote to teaching the proper method of work to apprentices and to unsatisfactory and ignorant vaccinators. In future much greater attention must be paid to this part of an inspecting officer's duties; ignorance of the vaccinators will affect the prospects of the inspecting staff.

5. The quality of the work performed by any inspecting officer will be assessed by five factors:—

- (1) the fact that he has seen the work of all his vaccinators;
- (2) the total number of cases inspected by him during the season;
- (3) the quality of the work inspected by him;
- (4) the number of days during the working season he remained on tour; and
- (5) the state of discipline and efficiency amongst his vaccinators.

As regards No. (2), no definite percentage will be insisted on. As already stated, it must be left to the discretion of the officer as to how many cases it is necessary to inspect in each particular range.

6. Inspection of a district by Sanitary or a Deputy Sanitary Commissioner frequently brings to light the fact that neither Sub-Inspector nor Inspector possesses any suitable means of getting about the country. The number of officers who possess a pony and can ride well is comparatively small. Some inspecting officers keep bicycles. In by far the majority of the districts of Bengal it is necessary to keep a horse. An officer who does not do this or who possesses no means of getting about except bullock-cart, *ekka* or *palki* will certainly not be promoted and run a very good chance of being reduced. The fact that an inspecting officer possesses a small pony, does not by any means show that he is energetic and is capable of walking. Consequently it will be decidedly prejudicial to an officer's chances of promotion if the Civil Surgeon is unable to certify that he is both strong and energetic and able to walk and ride a considerable distance.

7. Another very important duty of the vaccination inspection staff is to protect the villagers from extortionate demands of the vaccinators. If District Inspectors and Sub-Inspectors are working properly they should hear of cases of extortion when they occur and it is their duty to put a stop to such practices. District Inspectors and Sub-Inspectors will be held responsible for the conduct of vaccinators in this matter and in any case where wholesale extortion from the villagers is practised, they will be held to have neglected their duty if such a state of affairs is not brought to the notice of the Civil Surgeon and the delinquents punished.

8. On the subject of promotion of officers, it may be stated for the encouragement of the staff generally that Bengal has been divided into four separate lists, viz., one for Bihar, one for Bengal proper, one for Orissa and one for Chota Nagpur. Within certain limits it will not be usual to change men from one list to another. Vacancies caused by death and retirement will be filled up from among the members of the local lists, but promotions of one grade to another which occur during the year will, as far as possible, be distributed fairly throughout all four lists. This arrangement contains many obvious advantages from an administrative point of view and will also be in the interest of the inspecting staff.

9. Promotion will be made almost entirely by merit. Good and solid work will be recognised, and conversely laziness and apathy on the part of any members of the staff will speedily bring punishment. The sooner the staff as a whole realize this, the better. To illustrate these points it may be mentioned that two eligible men have this year been passed over for appointments, because they endeavoured to obtain promotion by influence and wirepulling and neglected their proper duties. Also six vaccinators have been promoted to the rank of Sub-Inspector without having made any application or petition for promotion but solely on their reported merits; several Sub-Inspectors have been similarly promoted out of their order of seniority and on their merits.

CALCUTTA,

The 19th July 1911. }

W. W. CLEMESHA, M.D., D.P.H., MAJOR, I.M.S.,

Sanitary Commissioner for Bengal.

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MUNICIPAL DEPARTMENT.

SANITATION.

FILE S. $\frac{1-V}{4}$

(SERIAL Nos. 1-3.)

K.-W.—A PROCEEDINGS FOR AUGUST 1911, Nos. 1-5.

Sanitary Commissioner's circular to all Civil Surgeons regarding the duties, etc., of Inspectors and Sub-Inspectors, of Vaccination employed under the Sanitary Department.

[Nos. 1-2.] From the Sanitary Commissioner, Bengal, No. 4396, dated the 27th June 1911.

THE orders of 1893, referred to in the preamble of the paper enclosed in the draft circular, do not appear to have issued with the approval of Government. The existing rules on the subject were approved in Government order No. 913 T.—M., dated the 5th June 1906. There is no objection to the issue by the Sanitary Commissioner of the circular submitted in proof, and these may be approved in view of the Political Department order of the 24th July 1907.

Medical file $\frac{2-R}{10}$, B Proceedings for July 1907, Nos. 201-202.

The only change proposed is to do away with the present system of fixed percentage of inspection, *vide* rule 9, and the Sanitary Commissioner has explained the necessity for it. The circular may be approved.

For orders.

D. N. S.—5-7-1911.

A. N. M.—5-7-1911.

THE circular order may be approved. The Sanitary Commissioner has recently come up with some proposals for altering the travelling allowance of the vaccination inspection staff and these amended orders, *re* the duties of Inspectors, are connected with those proposals.

M. G. HALLETT—10-7-1911.

I HAVE slightly altered some of the wording which seemed noticeably defective. Return the corrected proof duly approved, and ask Sanitary Commissioner unofficially to let us have a clean copy for purposes of record.

H. WHEELER—12-7-1911.

[No. 3.] To the Sanitary Commissioner, Bengal, No. 1266 San., dated the 17th July 1911.

THANKS. We will send a few copies for record.

W. W. CLEMESHA—21-7-1911.

[Nos. 4-5.] From the Sanitary Commissioner, Bengal, No. 5754, dated the 3rd August 1911.

THE papers may now be recorded.

C. C. G.—8-8-1911.

M. G. HALLETT—8-8-1911.

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REFERENCE TO FORMER CASES.

FILE S. $\frac{1-V}{6}$, A PROGS, FOR JUNE 1906, Nos. 1-2.

बिहार सरकार
REFERENCE TO LATER CASES.

मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

KEEP-WITH.

Office notes (printed).