

GOVT. OF  
BIHAR & ORISSA. }

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1913. }

MUNICIPAL  
DEPT.

SANITATION.

MARCH.

A Proceedings—Nos. 1 and 2.

Rules for the guidance of Vaccinators and the Vaccination Inspecting Staff in  
Bihar and Orissa.

बिहार राज्य स्वास्थ्य विभाग  
मंत्रिमंडल सचिवालय विभाग  
(बिहार राज्य अभिलेखागार निदेशालय)

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# NOTES.

SANITATION—A, MARCH 1913. 2

Nos. 1—2.

RULES FOR THE GUIDANCE OF VACCINATORS AND THE VACCINATION INSPECTING STAFF IN BIHAR AND ORISSA. File No.  $\frac{S}{75}$  of 1913.

FROM THE SANITARY COMMISSIONER, BIHAR AND ORISSA, No. 1504, DATED THE 30TH JULY 1912. [No. 1.]

Submits for approval a set of revised rules for the guidance of the Vaccinators and the Vaccination Inspecting Staff. The important changes made in the existing rules have been noticed in the Sanitary Commissioner's letter. It may, however, be noted here that nothing has been said in the revised rules regarding—

(1) the promotion of deserving vaccinators,

(2) and in the matter of selection of men for appointment as apprentice vaccinators.

As regards (1) kindly see rule 3 of the existing rules regarding the appointment, duties, etc., of Inspectors and Sub-Inspectors of Vaccination; and a rule in the sense of the first two lines of this rule may be framed and incorporated in the revised rules.

As regards (2) kindly see the existing rules (1) to (4) on the subject.

The file may un-officially be sent to the Sanitary Commissioner for consideration whether any rules on the two points noted above are necessary, and, if so, kindly to incorporate them in the new rules before they are approved by Government.

A. C. PAL,—5-8-1912.

J. GUPTA,—6-8-1912.

Yes. Will Sanitary Commissioner also kindly let us know on what rules the present draft rules are modelled?

G. F. SMITH,—7-8-1912.

Secretary—

The proposed rules have been drafted by the Deputy Sanitary Commissioner. They are based on the result of the experience of the work and the staff standing over a period of more than seven years.

The existing Bengal rules were not well drafted and were to a large extent ignored because they were impracticable. The proposed rules are not modelled on any existing rules.

*With regard to criticism I.*—The existing rule is too narrow and confines the selection of Sub-Inspectors to vaccinators nominated by the Civil Surgeon. It is largely ignored in practice because we can usually get a much better educated class of men for the post than the district vaccination staff can supply. It is not intended to exclude vaccinators from Sub-Inspectorship. A certain number of them are selected, and a suitable candidate who is already in the Department gets preference over a candidate from outside. The rules have therefore been drafted so as to have the field of selection as wide as possible, and I do not think it necessary or desirable to alter them.

*In reply to criticism II.*—I have added a rule (19) which will I think meet the requirements of the case. I have also added a rule (40) dealing with the period of probation which Sub-Inspectors and Inspectors must undergo and of examination they must pass before confirmation.

E. C. HARE,—3-9-1912.

I place a copy of the rules as I have revised them on the file. The set which I sent with the letter asking for sanction should be cancelled.

E. C. HARE,—6-9-1912.

Secretary—

The rules appear to be rather elaborate, but this is probably necessary when dealing with vaccinators, etc. The wording of several of the rules could be improved without altering their sense. This will be done when obtaining a proof, if desired.

G. F. SMITH,—20-9-1912.

The rules under the Vaccination Act were revised recently by Bengal. Please put up those papers.

E. L. TANNER,—20-9-1912.

We may send\* the papers received from Bengal on the subject to the Sanitary Commissioner, with the request that he will be good enough to favour Government with his opinion as to whether he would propose any revision in the draft submitted by him, in the light of the recent rules promulgated by Bengal.

J. N. SAHAI,—8-10-1912.

Yes.

G. J. SMITH,—12-10-1912.

Secretary—

The Bengal rules received from your office refer to a totally different subject, *viz.*, Municipal Vaccination under Act V, and are for the guidance of Municipal Commissioners, Officers and Vaccinators. The rules submitted by this office are for the control and guidance of the Vaccination Staff throughout the Province.

I am now considering the advisability of utilising the Bengal Rules separately, but they cannot be blended with the rules submitted.

W. C. ROSS,—16-10-1912.

In continuation—

I have gone over the Bengal Rules and would suggest and advise that they should be made applicable to this Province—with the omission of "Form B, Disbursements" which is not required.

The Bengal Law Officers advised that this was quite unnecessary for the district comprised in Bengal before the recent territorial adjustment.

S. B. DHARLE,—27-2-1912.

I would suggest the issue of a notification similar to No. 1690. (File No. S.<sup>3-A</sup><sub>1</sub>, A, August 1912, Nos. 11—16 Sanitary, dated 26th July 1912 on page 15 of the Proceedings.)

W. C. ROSS,—17-10-1912.

Kindly see Sanitary Commissioner's notes above. Bengal Government Notification No. 1690-Sanitary, dated 26th July 1912, was issued to extend the rules published under Notification No. 963-Sanitary, dated 28th March 1912, to Eastern Bengal. The latter notification though dated 28th March 1912 (*i.e.*, before the redistribution of territories) was published in the *Calcutta Gazette* in April 1912 (*vide* paragraph 2 of the Bengal Government letter No. 964-Sanitary, dated 28th March 1912) and is therefore not in force in this Province. The Sanitary Commissioner, however, suggests that the revised Bengal Rules should be made applicable to this Province. In order to do this a notification similar to notification No. 963-Sanitary, dated 28th March 1912, is to be issued, but before doing this we may consult the Legal Remembrancer on the point.

A. C. PAL,—31-10-1912.

J. N. SAHAI,—31-10-1912.

Secretary—

Sanitary Commissioner asks for approval to a set of rules "for the guidance of the Vaccinators and the Vaccination Inspecting Staff" in supersession of those in use in Bengal.

He points out the two most important alterations, and these—the reduction of the security deposit from Rs. 10 to Rs. 5, and the payment of 25 per cent. of the fees to apprentice vaccinators—may be approved.

As the rules won't issue in the name of Government, it seems unnecessary to embark on the task of improving the wording or criticising the drafting. The old rules of 1905 have been condemned by Sanitary Commissioner. Please see two notes, dated 3rd September 1912 above and he apparently regards the new ones as essential to the working of the department. On a reference to the two sets of rules, this is rather difficult to follow. But the new rules do not seem to contain any points on which Government need interfere.

It was thought at one time that Bengal had also recently revised their rules. It appears, however, from their Proceedings No. S.<sup>3-A</sup><sub>1</sub>, 11—16 of August 1912, that they did not do anything of the kind. The "Rules and Regulations of the Vaccination Department," now proposed, are merely executive orders and hints; what Bengal revised was the rules under Section 33 of the Act, and they had some trouble in finding out how exactly they stood in

view of the amending Act of 1911. It is however quite clear from Mr. Wigley's note of \* 28th June 1912 in the Proceedings that their notification of 28th March 1912 is applicable to the districts now constituting this province, even though the amending Act of 1911 has not been extended to them. Captain Ross's note dated 17th October 1912, seems to have been written in ignorance of this.

I have not made a detailed examination of the rules or attempted to put together what old rules have been dropped, because it may be taken that Sanitary Commissioner and Captain Ross scrutinised everything and made a compilation just suited to the requirements of the department.

S. B. DHAVLE,—27-2-1913.

These rules, I take it, are executive instructions only to be issued by the Sanitary Commissioner. If this be the case they may be approved.

Yes.

S. B. Dhavle,—v1-3-13.

L. J. KERSHAW,—1-3-1913.

TO THE SANITARY COMMISSIONER, BIHAR AND ORISSA, No. 2517-M., DATED THE 10TH MARCH 1913. [No. 2.]

बिहार सरकार  
मंत्रिमंडल सचिवालय विभाग  
(बिहार राज्य अभिलेखागार निदेशालय)

**RULES FOR THE GUIDANCE OF VACCINATORS AND THE VACCINATION  
INSPECTING STAFF IN BIHAR AND ORISSA.**

File No.  $\frac{S}{73}$   
of 1913.

No. 1504, dated Ranchi, the 30th July 1912.

[No. 1.]

From—LIEUTENANT-COLONEL E. C. HARE, I.M.S., Sanitary Commissioner for Bihar and Orissa,

To—The Secretary to the Government of Behar and Orissa, Municipal Department.

I have the honour to forward for the approval of Government a set of rules which have been drawn up for the guidance of the vaccinators and the Vaccination Inspecting Staff, in supersession of those which are in use in Bengal.

The most important alterations are (1) the reduction under rule 3 of the security deposit of the vaccinators from Rs. 10 to Rs. 5, as the former is considered to be unnecessarily heavy, and (2) under rule 20, the enforcement of the payment of 25 per cent. of the fees to the apprentice vaccinators. This has been found by experience to be very necessary regulation, and it should be read in connection with rule No. 19 which explains it.

*Rules and Regulations of the Vaccination Department, Bihar and Orissa.* [Enclosure to Pro. No. 1.]

1. Each member of the Inspecting Staff and every vaccinator will be supplied with a copy of these rules and regulations and is required to apply for a fresh copy in case of loss or damage such as to make the copy unreadable.

2. Each member of the Inspecting Staff and every vaccinator is required to make himself acquainted with these rules and regulations and will be held responsible for any infringement of them. No plea of ignorance will be accepted as an excuse.

3. Every vaccinator is required to take out a license in the prescribed form annually through the Civil Surgeon and to deposit a security of Rs. 5 with the Civil Surgeon of the district in which he is working.

4. All vaccinators are liable to cancellation of or refusal to renew their licenses for any grave offence or for repeated infringements of these rules.

Loss of license is a severe punishment because all licenses are registered for identification, and District Inspectors and Sub-Inspectors are prohibited from employing dismissed vaccinators and are required to make searching enquiry into the history of all new candidates for employment.

5. Each vaccinator will be supplied with a service book which will ordinarily be kept in the Civil Surgeon's office and which must be sent to the Civil Surgeon of any other district into which the vaccinator wishes to transfer.

Civil Surgeons should obtain the necessary number of service books and have them properly entered up at the time of issuing licenses.

6. Each vaccinator will be supplied with the necessary number of forms and stamps for making up and posting his returns and with sufficient stationery, viz., a pen, pencil, ink, blotting paper, etc. He will also be given 24 post-cards on which to report to his Sub-Inspector every 7th day the names of the villages in which he intends to reside and work during the next 7 days.

These requirements will be issued from the Civil Surgeon's office under the stationery allotment, and District Inspector is required to bring to the notice of the Civil Surgeon any deficiencies in the issue under this rule.

Civil Surgeons are required to arrange for these supplies in accordance with the rule.

7. Every vaccinator will be supplied with two lancets which he is required to keep sharp and clean.

In the event of any lancet becoming blunt, dirty, or unserviceable, the vaccinator is required to exchange it for a fresh one from the reserve stock which will be kept available by all District Inspectors and Sub-Inspectors.

8. All vaccinators are required to operate with a lancet only and in the approved method, *viz.*, by the shaving or scraping of the skin by the sharp edge of the lancet until a moist surface of a size not less than a pice is exposed.

9. In the event of a vaccinator finding that several sore arms have resulted from his operations, he is required to clean his lancets by boiling them in clean water for ten minutes, and if sore arms continue to occur, he is required to intimate the fact to his Sub-Inspector and exchange both his lancets for fresh ones.

District Inspectors and Sub-Inspectors will also be held responsible for seeing that this rule is carried out.

10. All vaccinators are required to operate in 4 points on every case.

11. Rural vaccinators are required to fill up forms and will be held responsible for the proper and prompt return or disposal of these forms.

12. Municipal vaccinators are required to fill up forms and will be held responsible for the proper and prompt return or disposal of these forms.

13. Municipal vaccinators will ordinarily be appointed for a period of two years only.

14. The post of vaccinator in Municipality will ordinarily be given to a licensed vaccinator of the district in which the Municipality is situated, and selection will be made by the Civil Surgeon on the recommendation of the Inspector and on the grounds of experience, good work and old age or debility sufficient to interfere with hard touring work but not such as to prevent the proper fulfilment of the duties of the post.

15. Municipal vaccinators are required to have regular days for operating at fixed and selected places or depots and will be held responsible if no such arrangements are maintained.

The Civil Surgeons should make a suitable choice of depots and days in consultation with the Inspectors and request the Municipal Chairman to make public intimation of the places and days selected.

It is the duty of the vaccinators, the Sub-Inspector and the District Inspector to bring to the notice of the Civil Surgeon any defect in the arrangements required under this rule, and they will be held responsible accordingly.

16. Municipal vaccinators are required to operate at public dépôt on fixed days free of charge.

Any infringement of this rule or any attempt to obviate its requirements will be strictly dealt with.

17. Unpaid vaccinators are entitled to a fee of annas two only for each operation and are required to give a receipt for the fee or fees received on the printed form provided for the purpose.

Any infringement of this rule will be strictly dealt with.

18. In each district a sufficient number of apprentices must be maintained in order to replace sick or absent vaccinators and to train up men to replace vaccinators who leave the Department.

The number in each district is left to the discretion of the Civil Surgeon, but may not in any case be less than 33 per cent. of the total number of vaccinators in the district.

19. Apprentices will ordinarily be selected from such candidates as are available in the district and who are physically fit and hardy and able to read and write in the vernacular language. They will be appointed by the District

Inspector of Vaccination subject to the approval of the Civil Surgeon. District Inspectors will be held responsible for the selection of suitable candidates of respectable family and good character and possessed of the required qualifications.

20. Apprentices will ordinarily be posted under those vaccinators who have charge of the largest *elakas*, and such vaccinators if so ordered, are required either to train an apprentice or to exchange into a smaller *elaka*.

21. Apprentices are entitled to 25 per cent. of the fees realised in the *elaka* in which they are working and the vaccinators concerned are required to pay them accordingly.

District Inspectors and Sub-Inspectors will so arrange the selection and size of the *elakas* that the posting of an apprentice will not entail any loss on the vaccinator concerned, but will rather allow of his fees being above the average of the other *elaka*.

District Inspectors and Sub-Inspectors will be held directly responsible for the fairness of these arrangements and for carrying them out properly in accordance with these regulations.

22. Inspecting officers are required to tour for not less than 120 days during the six months from 1st October to 31st March.

A day on tour may not be counted as such unless a full day's work or travelling is done or unless the entire day of 24 hours is spent away from head-quarters. Days of commencement or termination of tour on which journeys are commenced late or end early are not to be counted.

23. Inspecting officers are required to keep a suitable pony and tour by riding unless exempted for special reasons.

24. Inspecting officers should tour consecutively and systematically and are required to inspect and report on the work and conduct of every vaccinator in the district each year.

Tours should be of not less than 7 days and should usually continue for 10-15 days and should comprise the inspection of at least two thanas completely.

25. Inspectors should visit each vaccinator's *elaka* once and Sub-Inspectors should do so not less than twice each season.

The duration and extent of the inspection in each case will depend on circumstances and is left to the discretion of the Inspecting officers.

26. District Inspectors are also required to inspect and report on the work and conduct of their Sub-Inspectors.

27. Inspecting officers are required to carry with them their diaries, which should be written up from day to day, and a reserve stock of lancets and vaccine.

28. Inspecting officers should also indent for a small regular reserve supply of vaccine which they should carry in reserve for use in emergencies and to issue to vaccinators whose supply is exhausted.

29. Inspecting officers are required to be thoroughly acquainted with the forms of the department and to make their returns regularly and correctly.

The forms of the department have been much simplified both in number and in size and the amount of writing and office work is greatly reduced. Inspecting officers are therefore not supposed to make prolonged halts for the purpose of making returns.

30. Inspecting officers are required to keep their diaries carefully, fully and correctly and to submit them in English to the Civil Surgeon before the 15th of the following month.

The "inspection note" column must be carefully, conscientiously and fully written up. It is the most important part of the diary.

31. Inspecting officers are liable to be dismissed for any grave offence and to loss of seniority or to degradation for misconduct or for repeated infringements of these rules and regulations.

32. Inspecting officers and municipal vaccinators must make themselves thoroughly acquainted with the provisions of the Vaccination Act and the schedules and forms prescribed in it and are required to enforce the provisions of the Act.

33. Inspecting officers are entitled to draw a horse allowance of Rs. 10 per month while they continue to maintain for their own use a pony which is suitable for touring.

34. Every inspecting officer must satisfy the Civil Surgeon that the pony for which he claims allowance is his own property and suitable for touring before he can draw the allowance.

35. Every inspecting officer is required to certify every month that he continues to maintain his pony for his own use.

Civil Surgeons should not countersign the bill for horse allowance without this certificate, which should be filed in the Civil Surgeon's office.

36. If the pony of an inspecting officer leaves his possession in any way (by death, by sale, by transfer or gift, or by hire or loan) the officer is required to report the fact within a week of the occurrence to the Civil Surgeon and will cease to draw horse allowance until he is again possessed of the pony or of another pony and in the latter case has satisfied the Civil Surgeon under rule 33 that it is suitable for his purpose.

37. The ordinary duties of an Inspector of Vaccination are to supervise and control the work of vaccination and the staff of Sub-Inspectors and vaccinators in his district, to tour and inspect locally and in detail during the season, to submit the necessary returns promptly and correctly and to inspect the registration of vital occurrences in accordance with the special order issued. District Inspectors are also required to visit at any time any thana in which an outbreak of small-pox occurs and to arrange for vaccination in such areas at any season. District Inspectors are under the orders of the Civil Surgeons and may also be sent on special duty in connection with other epidemics or *melas*, but should not ordinarily be so sent especially in districts which employ District Sanitary Inspectors, and they should not be employed on special duties at any time if such employment interferes with the proper execution of their ordinary duties.

38. The ordinary duties of Sub-Inspectors of Vaccination are similar to those of Inspectors (see rule 36), but Sub-Inspectors must recognise the authority of the District Inspector and work under his order.

The *elaka* of a Sub-Inspector is a Sub-Division and as it is smaller it must be more thoroughly and more frequently inspected. Recurring visits should not be made to the same village without special reason.

39. The promotion of inspecting officers will be made on merit only, and rapid promotion will be given to energetic and capable officers. The seniority of officers will only be considered when two officers have otherwise equal claims to promotion.

40. All inspecting officers of the Vaccination Department, whether on appointment or on promotion to the rank of Inspector or of Sub-Inspector, will remain on probation for not less than one year and until such time as they have been examined and passed for confirmation by the Sanitary Commissioner. It is the duty of District Inspectors to teach probationary Sub-Inspectors and to make sure that they are acquainted with all the details of their work.

41. Transfer of inspecting officers will ordinarily be limited to the Divisions in which they are working and as a rule inspecting officers will remain in one district.

42. Circulars regarding the staff, the work, the duties and the allowances of the Vaccination Department will issue from time to time and will be regarded as appendices to these rules and regulations and must be incorporated with these rules by the officers and staff concerned and acted upon accordingly.

No. 2517-M., dated the 10th March 1913.

[No. 2.]

From—S. B. DHAVLE, Esq., I.C.S., Under Secretary to the Government of Bihar and Orissa, Municipal Department,

To—The Sanitary Commissioner, Bihar and Orissa.

I am directed to acknowledge the receipt of your letter No. 1504, dated the 30th July 1912, forwarding a set of rules which have been drawn up by you for the guidance of the vaccinators and the Vaccination Inspecting Staff of this province.

2. The rules are approved by Government and may be issued by you purely as executive instructions to the Vaccinating Staff under your control, in supersession of those at present in force.

बिहार सरकार  
मंत्रिमंडल सचिवालय विभाग  
(बिहार राज्य अभिलेखागार निदेशालय)

REFERENCES TO FORMER CASES.

Bengal San. A, February 1897, Nos. 1 to 7. [ File No. S.  $\frac{2-R.}{1}$  ]  
" " " June 1906, Nos. 1 and 2. [ File No. S.  $\frac{1-V.}{6}$  ]  
" " " August 1912, Nos. 11 to 16. [ File No. S.  $\frac{3-A.}{1}$  ]

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REFERENCES TO LATER CASES.

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