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Memorandum of Instructions for the preparation and issue of the Annual Administration Report.

MEMORANDUM.

Instructions for the preparation and issue of the Annual Administration Report.

THE Annual Administration Report is due with the Government of India on the 15th December in each year.

2. The orders for its preparation are contained in the Resolution of the Government of India in the Home Department, No. 1674, dated the 12th May 1873, and letters No. 3068, dated the 30th September 1902, and No. 2357, dated the 8th July 1905, which are appended for facility of reference. The Resolution of 1873 prescribed a skeleton plan for the Report which, with additions and alterations, is annexed to this memorandum. The chapters containing standard information are shown in red ink. These are re-written every ten years (the last decennial Report was that for 1901-02), but references to the red-letter chapters should be inserted every year as required by the instructions received in September 1902, the most important of which are contained in paragraphs 7 and 8 of letter No. 3068 above cited. The General Summary should not exceed a maximum of from 20 to 30 pages, and the Departmental Chapters should be limited to a maximum of 150 pages. These limits are for ordinary years and not for decennial Reports (*vide* Home Department telegram No. 3465, dated 13th November 1902). Diplomatic transactions with Native Indian States and co-temporary events affecting those transactions should not be printed in the Report. The Report should be printed in solid pica and extracted matter in small pica.

3. A senior officer should be selected in July each year, when winter postings are arranged, to write the Report and Summary. If he can be put on the work sufficiently early, he should do the whole of the compilation himself. If he cannot be put on till the office reaches Lahore in October, the Registrar should inquire from Chief Secretary whether the sections are to be prepared by Branches concerned. In the latter case the Superintendent of the Branch should see that the necessary material is with the officer who has to write the section as soon as it is available and it is known that the officer to be specially appointed cannot take up the work till the office moves down in October.

4. The office, speaking generally, has merely to look through the chapter headings of the Report of the previous year and put up separately for each chapter the reports and papers referred to under each chapter heading. The statistics of British India should also come up separately. The Native States Report should be put up for reference in connection with Chapter I and the Summary, but it should not be referred to as it is confidential. Information as to the material required for each section of the Report and the special sections for which the office is responsible is given in Appendix A.

5. When the manuscript in each case is complete it should be sent to the Superintendent of the Home (Medical, Sanitary and Miscellaneous) Branch, who will forward it to the Press on 1st October, or on the date of receipt if subsequent to 1st October, to be printed. It will then be submitted to the Chief Secretary for approval. The final proof of the general summary should be submitted for His Honour's approval.

6. All material should be in Press at latest by 1st December.

7. In preparing the sections of the Report and the Summary, the officer on special duty should seek to follow as closely as possible the style and treatment adopted in the reports for 1901-02 and 1903-04. The body of the Report should be strictly confined to the record of facts, and general conclusions or inferences in the Summary should be carefully kept free of all controversial matter.

8. The collation of the several sections of the Administration Report their transmission to the Press, and arrangements generally for the outturn of Report as a whole and its despatch to the Government of India, will rest with the Superintendent of the Home (Medical, Sanitary and Miscellaneous) Branch, who will act under the general supervision of the Registrar, bringing to his notice any instance of delay in the submission of any part of the Report.

9. From the 15th of October the Superintendent in charge of the Report will submit for the information of the Chief Secretary a report showing the progress made in its outturn. This will be prepared by means of a statement showing whether each section has been received, prepared, or sent to Press, as the case may be.

HOME DEPARTMENT.

JUNE 1873.

No. 29.

INSTRUCTIONS FOR THE PREPARATION OF ANNUAL REPORTS.

Extract from the Proceedings of the Government of India in the Home Department (Public), No. 1674, dated Simla, the 12th May 1873.

READ AGAIN—

Despatch from Her Majesty's Secretary of State, No. 100, dated the 26th October 1870, on the subject of the preparation of the Annual Administration Reports, and the endorsement thereon to the Local Governments and Administrations, Nos. 5263 to 5272, dated the 2nd December 1870, forwarding a copy of the despatch for information and guidance.

Letter from the Government of Bengal, No. 101, dated the 10th January 1871, offering remarks on the foregoing despatch.

Despatch to Her Majesty's Secretary of State, No. 13, dated 1st February 1871, forwarding the above letter from the Government of Bengal for information.

Read again the following further correspondence with the Local Governments and Administrations, containing suggestions as to the best mode of compiling the Annual Administration Reports : —

1. Letter from Government of Bengal, No. 2366, dated 22nd May 1871.
2. Circular to Local Governments and Administrations, Nos. 3199 to 3207, dated 30th June 1871.
3. Letter from Resident at Hyderabad, No. 24, dated 14th July 1871.
4. Letter from Government of Bombay, No. 1961, dated 19th July 1871.
5. Letter from Officiating Secretary to Chief Commissioner of Mysore and Coorg, No. 2019-11 G., dated 22nd July 1871.
6. Letter from Government of Punjab, No. 1354, dated 1st August 1871.
7. Letter from Government, North-Western Provinces, No. 3424 A., dated 7th August 1871.
8. Letter from Officiating Secretary to Chief Commissioner of Oudh, No. 3643, dated 7th August 1871.
9. Letter from Officiating Secretary to Chief Commissioner, Central Provinces, No. 1963—160, dated 14th September 1871.
10. Letter from Secretary to Chief Commissioner of British Burma, No. 313-250, dated 16th October 1871, and enclosure.
11. Resolution of the Government of India, Foreign Department, No. 2205 G., dated 30th October 1871.
12. Letter from Government of Fort St. George, No. 423, dated 28th March 1872.

Read again—

Despatch sent to Her Majesty's Secretary of State, No. 57, dated 17th June 1872, in the 5th paragraph of which it was recommended that His Grace should sanction, with certain modifications, the proposal of the Government of Bengal for the preparation of the Annual Administration Reports.

Read—

- ✓ The Secretary of State's reply, No. 93, dated 14th August 1872, agreeing to the proposed arrangement and requesting the issue of the necessary instructions to all Local Governments and Administrations.

RESOLUTION.—On review of the correspondence with Local Governments and Administrations which has been cited above, the Government of India determined that Administration Reports should be henceforward drawn up on an uniform plan, and that the plan submitted by the Government of Bengal was,

on the whole, the best. This plan was accordingly recommended to the Secretary of State for adoption, and has been sanctioned with certain modifications. The form appended to this Resolution gives the main headings into which the Report is to be distributed, and the serial order which they are to observe. This order follows the general course of the arrangement of the statistical tables, subordinate classes or headings having in most cases been purposely left to be filled in by the compiler at discretion. As to the system or principle upon which these Reports are to be written, which it has been the main object of the foregoing correspondence to settle, His Excellency in Council now proceeds to communicate the following instructions.

2. An Annual Report is intended to set out a clear and compact retrospect of the working of the Local Administration during the year, of the principal events with which the Government is concerned or has to deal, of the more important measures that have been actually taken, and of the course of ordinary or extraordinary business in every Department. It is not the proper object of such a Report to provide an annual Hand-book of information upon such subjects as physical geography, the permanent constitution of Administrative machinery, land tenure, taxation, or upon other matters which do not change from year to year. But inasmuch as the history of a year's government cannot be followed without a fair understanding of, and frequent advertence to, the existing condition of the country and its political institutions, it is desirable to maintain a record of these in a shape more conveniently accessible than the scattered sources from which readers might at present have to collect this kind of information for any particular province. What is wanted, in fact, is something that may be less elaborate and more readily producible than the Gazetteers, which shall nevertheless be more of a volume for standard reference and less entirely an annual narrative, than the regular official Report. At the same time these Reports must be as brief as is consistent with perspicuity, and with a due regard to the importance of recording the main features of every measure of general interest either commenced, advanced, or completed and of explaining, when necessary, the principle upon which such measures are based. Where any such measures are under deliberation, either as to principle or practice, all controversial argument upon undecided points must be avoided, and the Report should generally adhere as closely as possible to a clear and concise statement of accomplished facts.

3. His Excellency in Council has come to the conclusion that these purposes may be best answered by the following system. The skeleton frame of the Administration Report, appended below, has been drawn up so as to contain chapters for both kinds of information, for matter of standard reference, as well as for matter of annual narrative; but when the first-named kind of information has once been filled in, it need be repeated only whenever some radical change shall have been made which must be noticed to explain the proceedings taken during the year. The headings of these chapters are in red letters; it is hoped that they can be written up once for several years to come in the Report for 1872-73, after which they will only contain a reference back to that year's Report. Only a very short dissertation or description is expected under these red-letter headings or prefaces, sufficient to give readers a fixed starting point from which they can follow up and appreciate the facts and figures which are presented in each section for the year under review. In this form it should be possible, for example, to mention the prevailing land tenures within the space of a page, and, under Administrative, Legislative or Ecclesiastical, to specify in the red-letter heading the chief authorities, executive, legislative and diocesan. No more is absolutely needed for standard reference, though further detail may be given at discretion; and when any complete article upon such a subject as the physical geography or resources of a country has been already prepared for the Provincial Gazetteer, or for some preceding report an accurate and succinct summary of it will be enough, if the whole cannot be inserted. The Superintendent of Gazetteers has intimated that he can arrange to supply abridged articles upon these topics, and upon the history of the country since it came under British rule, for the provinces where Local Gazetteers are in course of preparation. It should be clearly understood that the contents of

these red-letter headings should not be repeated annually after their first appearance in a Report, unless any material changes shall have occurred.

4. In Part II the term "political" is used in its ordinary European meaning. The Secretary of State, in a despatch lately received, concurred with the Government of India as to the propriety of excluding from the Reports all matter connected with the Native States within the limits of India, and with the relations of the British authorities with Foreign powers beyond the frontiers of India. The economical condition of Native States, and their public and recognized relations with the British Government, can be noticed and explained; but diplomatic transactions with Native Indian States and with Foreign powers, and co-temporary events affecting those transactions, must not be printed in an annual Report of interior civil administration. In regard, however, to the frontier districts, which are in constant communication with tribes or independent Chiefs, His Excellency in Council considers that it might be inconvenient to keep altogether out of the periodical record of events in these districts any account of our dealing with the adjoining Chiefs or tribes. His Excellency in Council is therefore willing that a sufficient account of these matters shall be inserted, all discussions of unsettled questions and considerations of policy being of course avoided. But His Excellency in Council trusts that he may rely upon Local Governments to exercise careful discretion and great reserve as to introducing into these Annual Reports any mention of affairs or interests which fall properly within the cognizance of the Foreign Department.

5. Each Annual Report will in future begin with a separate Summary of the year's administration, after the kind already given in several Reports. It is a compendious survey of the moral and material movement of the country, as marked by the events and measures of the year, to be illustrated by the more particular account and statistics which will follow under different heads in the body of the Report and in the Appendices. The Secretary of State, in his letter quoted at the head of this Resolution, considered that "the preparation or at least the editing of a Report should be entrusted to one officer, that it might bear the impress of one mind." The main object here seems to be that Departmental Reports, which very properly contain more minute particulars than can or ought to be included in the Provincial Report, shall be condensed with due regard to proportion of quality and quantity to the relative importance of each different subject and to the space which can be allotted to all—before they are amalgamated into the general Report drawn up by the Government. One of the Administration Reports of 1871-72 illustrates the disadvantages of a system which binds up together several departmental sections, so that some of the chapters read like separate contributions from independent bureaux, without taking into account the solidarity of all branches of an Administration or their influence through good or bad management one upon the other.

6. The subject of revising the tabular statements which should be annexed to the Administration Reports is under consideration; but upon the separate and subordinate matter orders will issue hereafter.

No. 1679.

Government of Fort St. George	Chief Commr. of Oudh.
" Bombay.	" " Central Provinces.
" Bengal	" " British Burma.
" N.-W. Provinces	" " Mysore and Coorg.
" Punjab.	Resident at Hyderabad.

ORDERED, that a copy of this Resolution be forwarded to the Local Governments and Administrations named on the margin, for information and guidance.

Ordered, also, that a copy of this Resolution be forwarded to the Departments noted on the margin, for information and for the issue of such further orders as may be necessary in those Departments.

Foreign Department.	Public Works Department.
Military "	Legislative Department.
Financial "	Department of Agriculture,
	Revenue and Commerce.

No. 3068, dated Simla, 30th September 1902.

From—H. H. RISLEY, Esquire, C.I.E., Offg. Secretary to the Government of India, Home Department;
To—The Chief Secretary to Government, Punjab.

IN continuation of paragraph 3 of Home Department letter Nos. 1030-1039, dated the 22nd March 1902, I am directed to communicate the following observations and orders of the Government of India in respect of the future preparation of the Provincial General Administration Report.

2. As the result of a detailed examination, made under the orders of the Government of India, of the statistical tables now appended to the General Administration Report, it is found that most of them are either reproductions, in an identical or a slightly modified form, of the statistical returns attached to the various Departmental Reports from which the General Administration Report is compiled, or are furnished, in the same or a different form, in the various publications issued by the Director-General of Statistics. It appears therefore to the Government of India that the great bulk of the statistics attached to the General Administration Report are superfluous and can advantageously be dispensed with. With regard to the small number of returns appended to that Report which do not appear in any other publication, or the facts exhibited in which are not ascertainable from other sources, the Government of India are of opinion that it would be inadvisable to retain them when statistics as to the majority of the subjects dealt with in the Report, for the most part of greater importance, are excluded. The Government of India have accordingly decided that all the statistical returns annexed to the General Administration Report shall in future be omitted. They consider, however, that it is necessary to provide for the future presentation in the letter-press of the Report itself or elsewhere of most of the information now supplied in such returns as at present appear exclusively in the General Administration Report; and I am directed to convey the orders of the Government of India as to how this should be done.

3. The returns, with the instructions of the Government of India in regard to them, are shown below in parallel form. It is to be understood that the statistical tables not specified in this paragraph either already appear elsewhere as explained above, or contain information which, in the opinion of the Government of India, need not be reproduced:—

Statistics under I—A. "Physical Geography,"
i.e.—
"Character of the surface."
"Climate" (apart from rainfall already shown
in the Land Revenue Administration Reports).
"Geographical area."
"Latitude and longitude."

"Political relations with Native States," i.e.—
"Native States."
"Native Chiefs."

"Civil Divisions of territory under political control."

Reference to these subjects should be confined to the red-letter chapter "Physical features of the country, area, climate and chief staples," to be given decennially in accordance with the instructions of the Government of India contained in Home Department Resolution (Nos. 1674—90, dated 12th May 1873.

The facts set forth in these two tables should be given as head-notes to the detailed accounts of each State which appear in Part II, information as to "whether feudatory or in subsidiary alliance," "prevailing diseases," "levy or otherwise of transit duties," "employment of Raja," "existence of sanad of adoption" and "existence of primogeniture" being omitted.

This return appears only in the Bombay Report and really relates to Native States individually or in groups; such of the particulars given in it as are worth recording should be added to the head-notes already prefixed to the notices of the States in Part II.

" Surveys."
 " Settlements."
 Statements relating to " Land Revenue."

{ Such of the information as is herein contained beyond that to be found in the Land Revenue Administration Reports should, where the Local Governments think it worthy of retention, be given in future in the latter reports.

" Statement as to Punitive Police."

{ This return is given only in the United Provinces Report, but the subject should find a place in Part II of the Administration Report of every Province.

" Legislation."
 " Scientific and Literary Societies."
 " Archæology."

{ Information relating to these subjects should be given in the letter-press of the Report under the chapters already indicated in Home Department Resolution Nos. 1674--90, dated the 12th May 1873.

" Public Works " Statements.

{ Orders have already been issued in the Public Works Department Circular No. II, dated the 26th March 1902, directing that these statistics should not in future be incorporated in the General Administration Report. Arrangements will be made for including them in the publications of the Director-General of Statistics.

" Civil Divisions of British Territory."

{ Such of the details under this return as can be relied on as accurate are to be found elsewhere with the exception of that showing " maximum distance from Courts." Arrangements should be made for giving information on this head in the Reports on Civil and Criminal Justice.

" Charitable institutions."

{ Any information on this subject beyond that to be found in the Departmental Reports or in the " Judicial and Administrative Statistics of British India " should be given in the body of the General Administration Report.

" Judicial - Civil Courts."

{ The Punjab Civil Justice Report should contain information regarding the execution of decrees in revenue cases.

4. The statistical tables attached to the General Administration Report being thus entirely excluded, it will be necessary to give in each Departmental chapter of the Report a reference to the particular statistical publication which contains the detailed figures on the subject. The Government of India desire that this reference should be given at the beginning of each chapter just below the heading, and that it should cite not only the Departmental Report where details of the subject can be found, but also the appropriate tables in the publications issued by the Statistical Office. Any difficulty felt by the Local Government in giving the latter reference can be removed by communicating direct with the Director-General of Statistics.

5. The Provincial Administration Report with the statistical appendices removed therefrom will consist of a General Summary (Part I) and Departmental Chapters (Part II), according to the skeleton plan attached to Home Department Resolution Nos. 1674--90, dated the 12th May 1873. Beyond the introduction of a section headed " Local Boards Administration " the contents of the Report do not appear to have been noticeably altered since the issue of that Resolution. The expansion of administrative work since then renders it necessary, however, that the Report should deal with a few additional subjects

of importance ; and the Government of India have resolved that the following items should be added to the skeleton frame of the Report :—

- (a) Under I, the item "Condition of the people" should be added below "Relations with Tributary States and Frontier Affairs."
- (b) At the beginning of the subjects under II should be inserted "Realization of the Revenue," and after "Settlements" should be shown "Land Records," and after "Wards, Estates" "Revenue and rent-paying classes."
- (c) Under III, "Volunteering" should be shown in brackets after "Military."
- (d) In IV, "and Tramways" should be added to the entry "Railways."
- (e) Under V at the beginning a sub-head "Gross Revenue" should appear, and after "Stamps" "Assessed Taxes" and "Forests" should follow.
- (f) Under VI "and, Immigration" should be added to the item "Emigration."

The Government of India also desire that the influence of prices upon birth and death rates should be considered in the Report under the appropriate chapter and that some account should also be given of the operations of the rural police.

6. It has been represented to the Government of India that the compilation of the statistics, on which the section on "Telegraphs" in the General Administration Report is based, entails much labour on the Telegraph Department, as the Telegraph divisions, according to which the Departmental accounts and statistics are prepared, differ materially in most cases from the civil divisions of the country. Moreover, the Governor-General in Council sees no reason why the Provincial Administration Report need be encumbered with a section on "Telegraphs," as the information available in the Annual Report of the Telegraph Department is sufficient for all purposes. The section dealing with the Imperial Post Office also appears to the Government of India to be out of place in a Provincial Administration Report, while the notice given to the District Post is so scanty as to be hardly worth retaining, especially as the subject is dealt with in the Annual Report of the Department. I am accordingly directed to request that, if His Honour the Lieutenant-Governor sees no objection, these sections of the General Administration Report may be discontinued.

7. The letter-press of the Report appears to the Government of India to be capable of improvement in quality as well as of reduction in size. The instructions given in Home Department Resolution Nos. 1674—90, dated the 12th May 1873, that the General Administration Report should be so drawn up as to bear the impress of one mind and that its contents should be properly apportioned are not, I am directed to observe, always followed in the different Provinces. The order of subjects as indicated in the skeleton plans attached to the Resolution quoted is not, it is noticed, uniformly observed ; nor are references to the red-letter chapters inserted every year at their appointed place in all the Provincial Reports. I am to express the hope of the Governor-General in Council that the orders contained in the Resolution of 1873 will be strictly observed in future.

The General Summary, which, according to the standard plan, forms Part I of the Report, is designed to be a compendious survey of the moral and material movement of the Province, and all mention of detailed figures would be out of place in it and should be avoided as far as possible. The Government of India are anxious that the Summary should be so prepared as to be of interest and value both to officials and to the public ; and I am directed to suggest that where the head of the Government does not undertake it himself, its preparation may be entrusted to a selected officer, whose standing and acquaintance with the work of administration as a whole should be such as to qualify him to write with authority on behalf of the Government.

The Report, if compiled with due regard to proportion of quality and quantity and in exact conformity to the principles laid down in Home Department Resolution Nos. 987—1013, dated the 25th February 1901, can, in the opinion of the Government of India, be considerably condensed. They consider that in the case of the Local Governments the General Summary need not exceed a maximum of from 20 to 30 pages, and that those of the Local Administrations need not exceed half this length. The Departmental chapters should, in the opinion of the Government of India, be limited to a maximum of 150 pages in the case of the Local Governments and to a maximum of 50 pages in the case of the Local Administrations. The Governor-General in Council trusts that the Annual General Administration Report of each Province will be kept within the limits laid down by judicious apportionment of the subjects according to their relative importance and by scrupulous elimination from the letter-press of all tabular matter that is not absolutely necessary.

8. I am also directed to communicate the following further suggestions for the improvement of the Report :—

- (i) Part II should be prepared before the Summary is commenced.
- (ii) The plan adopted in the Bombay Report of heading each page with the number and title of the Major head concerned in conspicuous block letters should be followed.
- (iii) Marginal indices to the subject-matter printed in block letters as in the United Provinces Summary should be given opposite each paragraph, clear of the text.
- (iv) All paragraphs should be serially numbered; and the Summary and Part II should be separately paged and paragraphed, small Roman numerals being used for the paging of the former.
- (v) The Summary should follow the order of subjects in Part II and should be prepared from it in respect of all matters dealt with in both parts; but the Summary should not contain mere repetitions of the narrative in Part II.
- (vi) Marginal indices as suggested for the Departmental chapters should be given opposite each paragraph of the Summary, and where some detailed comparison is required a reference should be given to the paragraph in Part II where such details can be found.

9. I am instructed to request that copies of the various Departmental Reports may be punctually supplied to the India Office in accordance with the orders contained in Lord Cross' despatch No. 101 (Statistics), dated the 20th November 1890, which was communicated to the Local Governments and Administrations under Home Department endorsement Nos. 34—43, dated the 9th January 1891.

10. I am at the same time to forward a copy of a despatch from the Secretary of State, No. 74, dated the 25th April 1902, regarding the publication of statistics of Indian land-tenures. Orders for the discontinuance of Table D of the Annual Volume of Agricultural Statistics have been issued in Circular letter No. 25, dated the 26th May 1902, from the Department of Revenue and Agriculture, and I am now to invite attention to the suggestion contained in paragraph 3 of the despatch. It will be observed that His Lordship, while agreeing to the abolition of Table D, has suggested that the standing information contained in the red-letter chapter on land-tenures of the Provincial General Administration Reports should be revised so as to exhibit under a grouping appropriate to the Province such statistics as exist regarding the tenures on which land is held, along with a commentary explanatory of the same.

The Government of India do not anticipate the much difficulty will be experienced in complying with this suggestion, which does not involve the collection of any statistics not already available, and I am to request that with the permission of His Honour the Lieutenant-Governor arrangements may be

made to give effect to it in future General Administration Reports which contain chapters of standard information. Attention is also drawn to the further suggestion of the Secretary of State as to the model for the chapter in question.

11. The Governor-General in Council desires to make it clear that the General Administration Reports for 1901-02, which are due in December next, should be prepared in accordance with the orders conveyed in this letter.

No. 74 Revenue, dated India Office, London, 25th April 1902.

From—His Majesty's Secretary of State for India,

To—His Excellency the Right Hon'ble the Governor-General of India in Council.

I HAVE considered in Council your letter No. 12 (Revenue and Agriculture), dated 27th February 1902, in which you explain the difficulties experienced in the preparation of the prescribed statement of varieties of tenure on which land is held in India, and ask my concurrence in your proposal to discontinue the statement, and to omit it from your annual volume of Agricultural Statistics.

Agricultural statistics. Question of omission of statement of varieties of land tenure.

2. Examination of the figures in this return leads me to the conclusion that the information which they purport to give is at present incomplete and misleading, and I accept your opinion that the complex and diversified land-tenures of India are not susceptible of a uniform classification, and that the average area of landed properties of different classes which the form is intended to show cannot be accurately ascertained without special inquiry. As you see no way of surmounting these difficulties, I agree with you that the table had better be omitted from future issues of the volume of Agricultural Statistics.

3. I think, however, that steps should be taken in each province to revise the standing information contained in the red-letter chapter on land-tenure of its General Administration Report, so as to exhibit under a grouping appropriate to the province such statistics as exist regarding the tenures on which the land is held, along with a commentary explanatory of the same. In the Bombay volume there is a good account at present given of the tenures of that Presidency which only requires to be supplemented by some statistics of holdings, as in the table on page 251 of Volume (iii) of Mr. Baden Powell's *Land Systems of British India*. The Bombay chapter might perhaps be accepted as a convenient model by any province, for which the information regarding tenures given in its General Administration Report is at present defective.

No. 2357, dated Simla, 8th July 1905.

From—H. A. STUART, Esquire, C. S. I., Offg. Secretary to the Government of India, Home Department.

To—The Chief Secretary to Government, Punjab.

IN continuation of the Home Department letter No. 3068, dated the 30th September 1902, I am directed to forward, for information, a copy of a correspondence* with the Government of Burma regarding the subjects to be dealt with in the section headed "Public Works" in Chapter IV of the General Administration Report.

* Letter from the Government of Burma, No. 767—I.A.-4, dated the 21st March 1905.
Letter to the Government of Burma, No. 2352, dated the 8th July 1905.

No. 2352, dated, Simla, 8th July 1905.

From—H. A. STUART, Esquire, C. S. I., Offg. Secretary to the Government of India, Home Department,
To—The Chief Secretary to the Government of Burma.

I AM directed to refer to your letter No. 767—I.A.-4, dated the 21st March 1905, regarding the subjects to be dealt with in the section headed "Public Works" in Chapter IV of the Provincial General Administration Report. The Local Government points out that the subjects mentioned under this head in

the skeleton plan attached to the Home Department Resolution Nos. 1674-90, dated the 12th May 1873, as amended by paragraph 5 of the Home Department Circular Nos. 3064-72, dated the 30th September 1902, are not exhaustive, and suggests that the matters marginally noted might also be included in the section.

- (a) Buildings.
- (b) Drainage and reclamation works and river conservancy.
- (c) Harbour and light-house works.
- (d) Military works.
- (e) Water-supply and sewerage and other works not specified above.

2. I am to invite attention to paragraph 1 of the Home Department Resolution of the 12th May 1873, which shows that the scheme of the Administration Report there outlined is not intended to be exhaustive. It exhibits only the "main headings" into which the report is to be distributed, subordinate classes or headings having in most cases been purposely left to be filled in by the compiler at discretion. It will thus be seen that all matters of interest may be introduced in the General Administration Report under suitable headings. The Government of India do not therefore consider it necessary to prescribe an exhaustive list of minor headings under the section "Public Works."

3. As regards the additional subjects recommended by His Honour the Lieutenant-Governor, I am to communicate the following remarks of the Government of India:—

- (a) There is no objection to "Buildings" being treated along with the heading "Roads" in the section "Public Works."
- (b) "Drainage" and "reclamation," "water-supply," "sewerage," &c., might also be dealt with under that section if the works are not connected with municipal improvement, in which case they would come under the head "Municipal administration" in the chapter on "Protection."
- (c) "Harbours and Light-houses" and "Military Works" might be treated under the heads "Marine" and "Military," respectively, in the chapter on "Protection."

4. I am to add that the Government of India agree that both navigation and irrigation canals should be dealt with under the head "Canal revenue," this being the practice generally followed in other provinces.

No. 767-I.A.-4, dated Rangoon, 21st March 1905.

From—The Hon'ble, F. C. GATES, I.C.S., Chief Secretary to the Government of Burma,
To—The Secretary to the Government of India, Home Department.

I AM directed to solicit a reference to the orders of the Government of India, contained in your letter No. 3069, dated the 30th September 1902, and to the orders contained in the Public Works Department Code, Volume II, paragraph 2195. According to the former order all chapters or paragraphs of the General Administration Report are to bear the impress of one mind. According to the latter order the Administration Report of the Public Works Department is to be prepared in that department and is to form a chapter of the General Administration Report. The former order prescribes paragraphs on—

Roads.

Railways and tramways.

Canals.

Irrigation.

Canal revenue.

The latter directs that the report should describe the nature and purpose of any large works undertaken or in progress, any engineering question which may have arisen and the results of any new administrative measures which may have been tried. It seems plain that there is some conflict between the two orders.

2. Assuming (as His Honour would recommend) that the compiler of the General Administration Report should be left free to compose all the paragraphs of that report, whether the materials are derived from the Public Works Department or from elsewhere, the Lieutenant-Governor also desires to enquire whether the paragraphs prescribed exhaust all the subjects which may be treated in connection with the Public Works Department. Matters not provided for in those paragraphs are :—

Buildings.

Embankments.

Drainage and reclamation works.

Water-supply works.

Harbour and light-house works.

In the matter of buildings there will always be something worthy of record. The embankments of the Irrawaddy deserve an annual notice. The Rangoon Town Land Reclamation Scheme is an important business, and there are usually some works connected with harbours, light-houses and reservoirs which are of general interest. It may perhaps have been intended that buildings should be treated under various headings, *e.g.*, the construction of law courts under "Criminal Justice," or "Civil Justice," of prisons under heads "Prisons," of museums under "Archæology" or "Arts and Sciences," and so on. In practice this plan would not be found convenient, as one building often includes offices of many departments and it would have the disadvantage of not exhibiting the magnitude of the operations of the Public Works Department. Sir Hugh Barnes therefore recommends that the paragraphs of the Public Works Section of the General Administration Report be as follows :—

Buildings.

Roads.

Railways.

Tramways.

Navigation canals.

Drainage and reclamation works (including embankments) and river conservancy.

Harbours and light-houses.

Irrigation works.

Military works.

Water-supply, sewerage and other works not specified above.

3. I am also to take this opportunity of enquiring whether the paragraph entitled "Canal revenue" should refer only to Navigation canals or to both Navigation and Irrigation canals. His Honour recommends that it should refer to both.

PART I.

GENERAL SUMMARY.

PART II.

CHAPTER I.

PHYSICAL AND POLITICAL GEOGRAPHY.

1. PHYSICAL FEATURES OF THE COUNTRY, AREA, CLIMATE AND CHIEF STAPLES.
 2. HISTORICAL SUMMARY.
 3. FORM OF ADMINISTRATION.
 4. CHARACTER* OF LAND TENURES: SYSTEM OF SURVEY AND SETTLEMENTS.
 5. CIVIL DIVISIONS OF BRITISH TERRITORY.
 6. DETAILS OF THE LAST CENSUS -TRIBES AND LANGUAGE
 7. Changes in the Administration.
 8. Relations with Tributary States and Frontier affairs.
- (*Note.*—There should be a head note to the detailed account of each State giving the following information: area, population, gross revenue, estimated Military forces including Police; race of chief.)
9. Condition of the People.

*Character of Land Tenures. As to this please see paragraph 10 of Home Department No. 3058, dated 30th September 1902.

CHAPTER II.

ADMINISTRATION OF THE LAND.

Detailed information on the subjects dealt with in this chapter will be found in the reports and statistical tables noted below :—

PROVINCIAL REPORTS.

Realization of the revenue Revenue surveys and Settlement. } —Report on the Land Revenue Administration of the Punjab for the Agricultural year 1st October — to 30th September —.

Land Records.—Report on the Operations of the Department of Land Records, Punjab, for the year ending 30th September, —.

Waste Lands and Government Estates — { 1. Annual Report on the Chenab, Jhelum and Chunian Colonies for the year ending 30th September —.
2. Land Revenue Report, *as above*.

Wards' Estates.—Report on the Administration of Estates under the Court of Wards in the Punjab for the year ending 30th September —.

Revenue and Rent-paying Classes.—Land Revenue Report for the year ending 30th September —.

PUBLICATIONS OF THE GOVERNMENT OF INDIA.

Agricultural statistics of India.—Volume I.

Area totals.—Table 1 J.

Classification of area.—Table 2 I.

Incidence of Land Revenue.—Table 5 I.

Transfers of Land—Table 6 I.

Changes in Boundaries.—Appendix B.

Professional Surveys.—General Report on the operations of the Department of Land Records, Punjab, for the year ending 30th September, —.

CORRIGENDUM No. 8.

In the Note to Chapter II on page 13 for "Statistics of British India" substitute "Statistical Abstract for British India."

LAHORE :

W. BURR-BRYAN,

The 3rd April 1916.

Registrar.

Revenue—

FIXED LAND REVENUE.

FLUCTUATING LAND REVENUE.

OTHER DEMANDS CLASSED AS LAND REVENUE.

MISCELLANEOUS.

Professional Surveys.

Revenue Surveys and Settlements.

14. Waste Land and Government Estates.

17. Wards' Estates.

16. Revenue and Rent-paying Classes—

REVENUE PAYING CLASSES.

RENT-PAYING CLASSES.

MISCELLANEOUS.

CHAPTER III. PROTECTION.

Detailed information on the subjects dealt with in this chapter will be found in the reports and statistical tables noted below :—

PROVINCIAL REPORTS

- Police.*—(1) Report on the Police Administration of the Punjab for the year——.
 (2) Report on the working of the Criminal Tribes Act for the year——.
 (3) Report of the Chemical Examiner to Government, Punjab, for the year——.
- Criminal Justice.*—Report on the Administration of Criminal Justice in the Punjab and its Dependencies during the year——.
- Prisons.*—Report on the Administration of the Jails in the Punjab——.
- Civil Justice.*—Report on the Administration of Civil Justice in the Punjab and its Dependencies during the year——.
- Registration.*—^{Note}_{Report} on the Registration Returns of the Punjab for the $\frac{\text{year}}{\text{years}}$ ——.
- Legal affairs of Government.*—Report on the Administration of the legal affairs of the Government of the Punjab for the year——.

CORRIGENDUM No .9.

In Chapter III on page 14 for "Statistics of British India, etc.," substitute "Statistical Abstract for British India, Volume IV—Administrative and Judicial (including area, population and local funds)."

LAHORE :

W. BURR-BRYAN,

The 3rd April 1916.

Registrar.

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|---|--|
| <p>17. Legislating authority.</p> <p>18. Course of Legislation.</p> <p>19. Police—
 GENERAL POLICE FORCE.
 CHEMICAL EXAMINER,
 RURAL POLICE.
 CRIMINAL TRIBES.</p> <p>20. Criminal Justice.</p> <p>21. Prisons.</p> | <p>22. Civil Justice.</p> <p>23. Registration.</p> <p>23 A. Legal affairs of Government.</p> <p>24. District and Local Boards.</p> <p>25. Municipal Administration—
 GENERAL.
 TAXATION.</p> <p>26. Military (Volunteering).</p> |
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CHAPTER IV.

PRODUCTION AND DISTRIBUTION.

—*—

Detailed information on the subjects dealt with in this chapter will be found in the Reports and Statistical Tables noted below:—

PROVINCIAL REPORTS.

- Agriculture.*—(1) Report on the Operations of the Department of Agriculture, Punjab, for the year ending June 30th, —, —.
- (2) Annual Report of the Punjab Veterinary College and of the Civil Veterinary Department, Punjab, for the year —.
- (3) Annual Report of the Government Cattle Farm at Hissar for the year —.
- (4) Report on the Land Revenue Administration of the Punjab for the agricultural year ending 30th September —.
- (5) Report on the working of Co-operative Societies for the year ending 31st March —.

- Weather and Crops.*—(1) Report on the Weather of the Punjab for the year —.
- (2) Punjab Season and Crops Report for —.

Horticulture.—Report on the Government Agri-Horticultural Gardens, Lahore, for the year ending 31st March —.

- Forests.*—(1) Progress Report on Forest Administration in the Punjab for —.
- (2) Progress Report on Arboriculture in the Punjab for the triennial period — to —.
- (3) Report on the Administration and accounts of the District Boards in the Punjab for the year —.
- (4) Land Revenue Report, *as above*.

Manufactures.—(1) Report on the working of the Factories Act in the Punjab during the year —.

- (2) Monograph, if any.

Trade.—(1) Report on the Internal Trade of the Punjab by Rail and River for the year ending 31st March —.

(2) Report on the External Land Trade of the Punjab for the year —.

(3) Report on the Joint Stock Companies in the Punjab for the year —.

Public Works.—Administration Report of the Public Works Department, Punjab, Buildings and Roads Branch, for the year —.

Irrigation.—(1) Administration Report of the Public Works Department, Punjab, Irrigation Branch, for the year —.

CORRIGENDUM No. 10.

In Chapter IV on page 15 for "Statistics of British India, etc." against *Agriculture* (1)—substitute "Statistical Abstract for British India, Volume I—Commerical Statistics."

LAHORE:

W. BURR-BRYAN,

The 3rd April 1916.

Registrar.

Crop.—(1) Agricultural Statistics of India, Volume I, Tables 2 I and 3 I.

(2) Area and Yield of certain Principal Crops in India.

CORRIGENDUM No. 11.

In Chapter IV on page 16 for "Statistics of British India, etc." against

CORRIGENDUM No. 12.

In Chapter IV on page 16 for "Statistics of British India, etc.," against *Mines and Quarries* (1)—*substitute* "Statistical Abstract for British India, Volume I—Commercial Statistics."

CORRIGENDUM No. 13.

In Chapter IV on page 16 for "Statistics of British India, etc.," against *Manufactures*—*substitute* "Statistical Abstracts for British India, Volume I—Commercial Statistics."

LAHORE:

The 3rd April 1916.

Irrigation—*substitute* "Statistical Abstracts for British India, Volume I—Commercial Statistics."

W. BURR-BRYAN,

Registrar.

LAHORE:

The 3rd April 1916.

W. BURR-BRYAN,

Registrar.

SCIENTIFIC.	GENERAL.
LOANS TO AGRICULTURISTS.	IMPERIAL WORKS.
CO-OPERATIVE SOCIETIES.	FAMINE RELIEF.
ARMY REMOUNT DEPARTMENT.*	PROVINCIAL WORKS.
VETERINARY AND LIVE-STOCK.	PROVINCIAL EXPENDITURE.
GOVERNMENT CATTLE FARM, HISSAR.	CONTRIBUTION WORKS.
28. Weather and Crops—	PRIVATE WORKS OF PUBLIC UTILITY.
CROPS.	34A. Railways and Tramways—
PRICES.	RAILWAYS.
29. Horticulture.	TRAMWAYS.
30. Forests—	35. Irrigation—
FOREST DEPARTMENT.	GENERAL.
ARBORICULTURE.	MAJOR-WORKS—CANALS IN OPERATION.
31. Mines and Quarries.	IMPERIAL MINOR WORKS WITH CAPITAL ACCOUNTS.
32. Manufactures—	IMPERIAL MINOR WORKS WITH REVENUE ACCOUNTS ONLY.
GENERAL.	PROVINCIAL CANALS.
FACTORY ACT.	MISCELLANEOUS.
33. Trade—	THE TRIPLE PROJECT.
INTERNAL RAIL AND RIVER-BORNE TRADE.	SUTLEJ CANALS SURVEY.
TRADE WITH TRANS-FRONTIER COUNTRIES.	CANALS IN CHARGE OF DISTRICT OFFICERS.
JOINT STOCK COMPANIES.	

*To be submitted unofficially to the Quartermaster-General for approval before inclusion.

CHAPTER V.

REVENUE AND FINANCE.

Detailed information on the subjects dealt with in this chapter will be found in the reports and statistical tables noted below :—

PROVINCIAL REPORTS.

Land Revenue.—Report on the Land Revenue Administration of the Punjab for the agricultural year ending 30th September —.

Canal Revenue.—Administration Report of the Irrigation Department, Punjab, for the year—.

Excise and opium.—Report on the Excise Administration of the Punjab for the year—.

Stamps.—(^{Note} Report) on the Administration of the Stamp Department of the Punjab for the ^(year) _(years.)

Income Tax.—(^{Note} Report) on the Income Tax Administration of the Punjab during the ^{year} _{years.}

Forests.—Progress Report of Forest Administration in the Punjab for —.

Provincial Revenues.—Budget for — and Financial Statement published in the "Punjab Gazette" **CORRIGENDUM No. 16.**

In Chapter V on page 17 for "Statistics of British India, etc.," substitute Statistical Abstract for British India,—

Volume I—Commercial Statistics.

Volume II—Financial Statistics.

Volume IV—Administrative and Judicial (including area, population and Local Funds)."

LAHORE:

W. BURR-BRYAN,

The 3rd April 1916.

Registrar.

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|--|--|
| <p>36. Gross Revenue and Expenditure.</p> <p>37. Land Revenue.</p> <p>38. Irrigation.</p> <p>39. Opium and Excise.</p> <p>40. Salt Revenue—
CIS-INDUS AND KALABAGH MINES.

MANDI MINES.

SULTANPUR SALT WORKS

INTERNAL BRANCH—
GENERAL.</p> | <p>41. Stamp Revenue.</p> <p>42. Assessed Taxes.</p> <p>43. Forest Revenue.</p> <p style="text-align: center;">[Note.—Forest Administration has already been noticed in Chapter IV.]</p> <p>44. Provincial Revenues.</p> <p>45. Local Funds.</p> <p>46. Municipal Funds.</p> |
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CHAPTER VI.

VITAL STATISTICS AND MEDICAL SERVICE.

Detailed information on the subjects dealt with in this chapter will be found in the reports and statistical tables noted below :—

PROVINCIAL REPORTS.

<i>Births and Deaths.</i> —	}	Report on the Sanitary Administration of the Punjab and Proceedings of the Sanitary Board for the year—.
<i>Sanitation.</i> —		
<i>Medical Relief.</i> —	{	Notes on the Annual Statements of the Dispensaries and Charitable Institutions of the Punjab for the year—.
		Report of the Pasteur Institute, Kasauli, for the year—.
		Report on the working of the Punjab Lunatic Asylum, for the year—.

Notes on vaccination in the Punjab for the year—.

CORRIGENDUM No. 17.

IN Chapter VI on page 18 for "Statistics of British India, etc.," substitute "Statistical Abstract for British India, Volume III—Public Health."

LAHORE :

W. BURR-BRYAN,

The 3rd April 1916.

48. *BIRTHS AND DEATHS.*
 49. **Emigration and Immigration**
 50. **Medical Relief—**

Registrar
 [Note—Influence of prices upon birth and death rates should be considered (paragraph 5 of letter No. 3668, dated 30th September 1902).]

- DISPENSARIES.**
PASTEUR INSTITUTE.
LEPER ASYLUMS.
LUNATIC ASYLUM.
MALARIA INVESTIGATION.

CHAPTER VII. INSTRUCTION.

Detailed information on the subjects dealt with in this chapter will be found in the report and statistical tables noted below :—

PROVINCIAL REPORT.

Education—(1) Report on the Progress of Education during the ^{year} ending quinquennium

(2) Report on the operations of the Department of Agriculture, Punjab, for the year ending June 30th, .

CORRIGENDUM NO. 18.

CORRIGENDUM NO. 20.

Corrigendum No. 18 on page 19 is cancelled.

In Chapter VII on page 19 for "Statistics of British India, etc," against *Education, Literature and Press, substitute* "Statistics of British India, Volume V, Education," and "Statistical Abstract for British India, Volume IV, Administrative, Judicial and Local Self-Government."

PUBLIC INSTRUCTION.

54. Education—

GENERAL SUMMARY.

COLLEGIATE EDUCATION

SECONDARY EDUCATION
(INDIAN BOYS).

PRIMARY SCHOOLS (INDIAN
BOYS).

TRAINING INSTITUTIONS.

PROFESSIONAL AND TECHNICAL
EDUCATION.

EDUCATION OF SPECIAL CLASSES.

MISCELLANEOUS.

55. Literature and the Press—

LITERATURE.

THE PRESS.

56. LITERATURE SOCIETIES.

57. Arts and Sciences—

SCHOOL OF ART.

LAHORE CENTRAL MUSEUM.

CHAPTER VIII.

58.—ARCHÆOLOGY.

—*—

Detailed information on the subject of this chapter will be found in the following publications :—

- (1) Administration Report of the Public Works Department, Buildings and Roads Branch, for the year —.
 - (2) Annual Progress Report of the Superintendent, Hindu and Buddhist Monuments, Northern Circle, Lahore, for the year ending 31st March—.
 - (3) Annual Progress Report of the Superintendent, Muhammadan and British Monuments, Northern Circle, Agra, for the year ending 31st March—.
58. Archæology HINDU AND BUDDHIST MONUMENTS, MUHAMMADAN AND BRITISH MONUMENTS.

GENERAL.

Note —Reference should be verified annually.

CHAPTER IX.

MISCELLANEOUS.

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|---|---|---------------------------------|
| <p>59.—ECCLESIASTICAL
RISDICTION.</p> <p>60. Ecclesiastical.</p> <p>61. Stationery.</p> | <p style="text-align: center;">—*—</p> <p style="text-align: center;">JU- 62.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">—*—</p> | <p>Punjab Government Press.</p> |
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38 - ARRESTED

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Two - Religion should be visited annually

MISSOURI STATE ARCHIVES

MISSOURI STATE ARCHIVES - 10-103 - Ralph Governor's
 MISSOURI STATE ARCHIVES
 Missouri State Archives
 Missouri State Archives

APPENDIX A—Showing the material required for each Section of the Annual Administration Report.

Chapter and Subject.	Source from which the materials for writing the section are to be derived.*	DATE ON WHICH REPORT IS DUE TO		REMARKS.
		Punjab Government.	Government of India.	
CHAPTER I.				
(PHYSICAL AND POLITICAL GEOGRAPHY.)				
1. Physical Features of the Country, Area, Climate and Chief Staples.	..			
2. Historical Summary.				
3. Form of Administration.				
4. { Character of Land Tenures, System of Survey and Settlements.				
5. Civil Divisions of British Territory.				
6. Details of the last Census—Tribes and Language.				
7. Changes in the Administration...	†A note on changes is prepared in the Home and Gazette Branches, and note on Area, Population and Revenue in Revenue Branch.	†The Registrar will take steps to see that these sections are prepared.
8. Relations with Tributary States and Frontier Affairs.	Confidential Report on Native States under the control of the Punjab Government and Frontier Administration Report.	15th May	... 1st July.	
9. Condition of the people	Material Progress Report.	
CHAPTER II.				
(ADMINISTRATION OF THE LAND.)				
10. Realization of the Revenue	Report on Land Revenue Administration.	1st March	... 1st April.	
Fixed Land Revenue.				
Fluctuating Land Revenue.				
Miscellaneous Land Revenue.				
Miscellaneous.				
11. Surveys	General Report on the Operations of the Survey Department.	About 15th July.		
Topographical work.				
Traverse Surveys.				
Boundary Demarcation.				

Chapter and Subject.	Source from which the materials for writing the section are to be derived.*	DATE ON WHICH REPORT IS DUE TO		REMARKS.	
		Punjab Government.	Government of India.		
CHAPTER II—CONCLUDED.					
12. Settlements ...	Report on Settlement Operations.	16th December...	1st March.	*The Statistical Volumes published by the Government of India should also be put up, but have not been quoted here.	
13. Land Records ... Patwari and Kanungo Agency. Land Record Establishment. Statistical information derived from the Land Records.	Annual Report of the Director of Land Records.	6th January ...	1st March.		
14. Waste Lands and Government Estates.	Land Revenue Administration Report.	1st March ...	1st April.		
Chenab Colony ... Jhelum Colony, &c.	Annual Reports for the Chenab Jhelum and Chunián Colonies.	24th December...	1st March.		
15. Wards' Estates ...	Report on the Administration of Estates under the Court of Wards.	1st April ...	1st July.		
16. Revenue and Rent-paying Classes	Land Revenue Administration Report.	1st March ...	1st April.		
CHAPTER III. (PROTECTION)					
17. Legislating Authority.					
18. Course of Legislation ...	Report from Legal Remembrancer; to be supplemented by a note from the Home Branch concerning rules issued having the force of Law.	1st April		Registrar will see that this is prepared and that the report from the Legal Remembrancer is put up.
19. Police—					
Rural Police ...	Departmental Report and Review on Police Administration.	1st July ...	1st September.		
Criminal Tribes ...	Criminal Tribes Act Report ...	15th August		
20. Criminal Justice ...	Criminal Justice Report and Review.	1st July ...	1st October.		
21. Prisons ...	Jails Report ...	1st May ...	1st June.		
22. Civil Justice ...	Civil Justice Report ...	1st August ...	1st October.		
23. Registration ...	Registration Report and Returns	20th April ...	1st June.		
24. Local Boards Administration ...	Annual Report on District Boards.	15th August ...	1st December.		
25. Municipal Administration ... Taxation. General.	Annual Report on Municipalities	15th September...	1st December.		
26. Military (Volunteers) ...	Strength Return of Volunteer Corps for 31st March of year under report and last Inspection Reports of the different corps.		Prepared in office by the Registrar.

Chapter and Subject.	Source from which the materials for writing the section are to be derived.*	DATE ON WHICH REPORT IS DUE TO		REMARKS. * The Statistical Volumes published by the Government of India should also be put up, but have not been quoted here.
		Punjab Government.	Government of India.	
CHAPTER IV.				
(PRODUCTION AND DISTRIBUTION.)				
Agriculture	... <i>Vide</i> Reports detailed under this head in Chapter IV.			
Experimental Cultivation	... Annual Report of Director of Land Records.	6th January	... 1st March.	
	... Report on the Lyallpur Farm	15th January	
Veterinary and Live Stock	... Report on Civil Veterinary Department.	1st August	... 15th August.	
	... Season and Crop Report	As soon as possible before 15th September.	... 15th September.	
Agricultural Pests	... Ditto ditto.			
Loans to Agriculturists	... Land Revenue Report	1st March	... 1st April.	
Prices, with Diagram	... Season and Crop Report	As soon as possible before 15th September.	... 15th September.	
Weather and Crops	... Ditto	Ditto	... Ditto.	
	... Report on the Meteorology and Climatology of the Punjab.	15th June	
Horticulture	... Annual Report on the Lahore Agri-Horticultural Gardens and Director of Land Records' Annual Report.	1st June 6th January	... 1st July. ... 1st March.	
Forests	... Annual Report on the Administration of the Forest Department.	1st October	... 15th November.	
Arboriculture	... Triennial Reports issued	15th April	
Mines and Quarries	... Annual Report of the Chief Inspector of Mines for India. Statement of Minerals and Gems.	15th July 1st October	
	... Report on working of Dandote Colliery, if received.	Half-yearly in December and May.	
Manufactures	... Monographs, if any Return of large industries. (The office copy from the Financial Commissioner's Office should be borrowed if no copy is retained in the Secretariat.)	
Factory Act	... Annual Report on the working of the Factories Act.	1st March	... 1st July.	

Chapter and Subject.	Source from which the materials for writing the section are to be derived.*	DATE ON WHICH REPORT IS DUE TO		REMARKS.
		Punjab Government.	Government of India.	
CHAPTER IV—CONCLUDED.				
33. Trade—				*The Statistical Volumes published by the Government of India should also be put up, but have not been quoted here.
Internal	Internal Trade Report ...	25th September	1st October.	
Trade with Trans-Frontier Countries.	External Trade Report ...	15th July ...	1st August.	
Joint-Stock Companies ...	Annual Report of the Registrar of Joint-Stock Companies.	15th May ...	1st July.	
34. Public Works†—				†The writer of the report should keep the heading of this chapter in mind. Public buildings should not be dealt with in this chapter unless they have a bearing on the subject, and Sanitation works should be dealt with in Chapter VI.
Roads	Public Works Department Report, Roads and General.	15th October ...	15th October.	
Railways and Tramways ...	Administration Report on the Railways in India.			
35. Irrigation—				A brief paragraph on Canal construction should be given in this section while the next section should deal with Irrigation generally.
Canals	Irrigation Department Report...	15th October ...	15th October.	
Irrigation	Ditto and Season and Crop Report.	As soon as possible before 15th September.	15th September.	
CHAPTER V. (REVENUE AND FINANCE.)				
36. Gross Revenue and Expenditure	(1) Land Revenue, (2) Irrigation, (3) Stamp, (4) Excise and (5) Northern India Salt Revenue Department Reports, and (6) Accounts received from the Accountant-General.	(1) 1st March ... (2) 15th October. (3) Annual Report, 5th July. (4) Triennial Report, 1st September. (5) 25th July ... (6) 15th August	1st April ... 15th October. 1st August. 1st October. 1st September ... 1st April.	(i) The Financial Branch will supply the statements for Chapter V. (ii) The Officer on Special Duty freely consults Assistant Secretary, Financial, about this chapter. (iii) Assistant Secretary, Financial, sees the Officer on Special Duty's draft of this chapter before it goes to Chief Secretary.
37. Land Revenue	Land Revenue Report ...	1st March ...	1st April.	
38. Irrigation	Irrigation Department Report...	15th October ...	15th October	
39. Opium and Excise Revenue ...	Report on the Excise Administration.	25th July ...	1st September.	
40. Salt Revenue	Report on the Administration of the Northern India Salt Revenue Department.	October	
Cis-Indus and Kálabágh Mines.				
Mandi Mines.				
Sultánpur Salt Works.				
41. Stamp Revenue	Report on the Administration of the Stamp Department.	Annual Report, 15th July. Triennial Report, 1st September	1st August. 1st October.	
42. Assessed Taxes	Punjab Income Tax Report ...	Annual Report, 15th July. Triennial Report, 15th September.	1st August. 1st October.	
43. Forest Revenue	Progress Report on Forest Administration.	1st October ...	1st January.	
44. Provincial Revenues ...	Accounts received from the Accountant-General.	15th August	

†See above.

Chapter and Subject.	Source from which the materials for writing the section are to be derived.*	DATE ON WHICH REPORT IS DUE TO		REMARKS.
		Punjab Government.	Government of India.	
CHAPTER V—CONCLUDED.				
Local Funds ...	Review of the Accounts and Administration of the District Boards.	15th August ...	1st December.	*The Statistical Volumes published by the Government of India should also be put up, but have not been quoted here.
Municipal Funds ...	Report on the Working of Municipalities. Government Proceedings containing the Annual Review of the Provincial Service Accounts and Budget Estimates.	15th September...	1st December.	
CHAPEER VI.†				

CORRIGENDUM No. 19.

ON page 24, in the second column, for the entry against No. 49 substitute "Statistical Abstract for British India, Volume III—Public Health."

LAHORE;

The 3rd April 1916.

W. BURR-BRYAN,

Registrar.

Emigration and Immigration ...	†Statistics of British India, Part V—Area, Population, Emigration, &c.	31st January	‡It is difficult to obtain these volumes from the Government of India in time, and it may be necessary to make special enquiry from the Inspector-General of Statistics for the information required concerning emigration from the Punjab. No information is available locally concerning immigration, but there may be general facts to go on, e.g., if distress in Native States drives people into the Punjab districts; and such facts would probably come to light in the Revenue or Crop Reports.
Medical Relief ... Leper Asylums. Lunatic Asylum.	Report of the Dispensaries and Charitable Institutions of the Punjab and Pasteur Institute Report.	15th May ...	1st August.	
Sanitation ...	Report on the Sanitary Administration.	15th May ...	1st July.	
Vaccination ...	Reports on Vaccination in the Punjab.	1st July ...	1st August.	
CHAPTER VII.				
(INSTRUCTION.)				
53. General System of Public Instruction.				
54. Education ... General Summary. Public Examinations. University Education. Secondary Education (Boys). Primary Schools (Boys). Training Institutions. Professional Education. Technical Education. Female Education. Education of particular classes. Miscellaneous.	Report on Public Instruction ...	1st October ...	15th November.	

Chapter and Subject.	Source from which the materials for writing the section are to be derived. ^o	DATE ON WHICH REPORT IS DUE TO		REMARKS.
		Punjab Government.	Government of India.	
CHAPTER VII--CONCLUDED.				
55. Literature and the Press ...	†A paragraph on statistics of newspapers and press prosecutions prepared by the Assistant to the Inspector-General of Police.	*The Statistical Volumes published by the Government of India should also be put up, but have not been quoted here.
56. Literary Societies.	Annual Confidential Report on books registered received from Director of Public Instruction.	3rd March	...	†Registrar will take steps to obtain this paragraph.
57. Arts and Sciences ... Lahore Central Museum.	Annual Report on the Lahore Central Museum.	15th July	... 1st September.	
CHAPTER VIII. (ARCHAEOLOGY.)				
58. Archæology ...	Public Works Department Report, Buildings and Roads Branch.	15th October	... 15th October.	
	‡ Annual Progress Report of the Archæological Survey, Punjab and United Provinces Circle.	December	‡ It may be necessary to call for this direct from the Archæologist's Office.
CHAPTER IX. (MISCELLANEOUS.)				
59. Ecclesiastical Jurisdiction ...	All these sections will be prepared in office.	Ecclesiastical in the Home Branch, Stationery in the Financial Branch and Government Press by Superintendent, Government Press, Lahore.
60. Ecclesiastical ...				
61. Stationery ...				
62. Government Press ...				

ADDENDUM NO. 4.

ON page 25, in the second column, to the remark against entries 59 to 62 make the following addition :—

When the decennial report has to be prepared, however, the officer on special duty will write the sections on Ecclesiastical Jurisdiction add Ecclesiastical.

LAHORE :

The 28th July 1911.

W. BURR-BRYAN,

Registrar, Punjab Civil Secretariat.

