

Section VIII.—Conservancy.

1000. The Superintendent, Medical Officer, the Chief Jailor and all his subordinates are responsible for any want of attention paid to conservancy, and it is the duty of all official visitors to satisfy themselves that conservancy is properly carried out. The Superintendent and Chief Jailor should give attention not only to the more important subject of disposal of night soil and refuse matter, but also to every detail connected with the cleanliness and the neatness of the jail and its surroundings. The following matters are referred to:—

Responsibility and duties of staff.

(1) Grass plots, paths and open spaces should be kept free from fallen leaves, weeds and rubbish; accumulations of broken bricks, manufactory rubbish, etc., should not be allowed. The whole of the jail premises must be cleaned out daily. Grass plots should be kept cut and the edges trimmed, and paths should be picked up occasionally and relaid with a dressing of gravel or *soorkee* siftings.

Grass plots, paths, open spaces and premises.

(2) Drains and latrines must be kept scrupulously clean. Cesspools of any kind or description, within jail precincts, are prohibited, and no sewage matter shall be permitted to find its way into the drains of the jail. The use of sunk reservoirs for refusee water is to be avoided. Rubbish and manure pits are not to be allowed within or near the jail walls. Any prisoner found polluting the drains shall be reported for punishment, and also any convict or other officer who permits such a nuisance.

Drains and latrines.

(3) Paragraphs 51, 53, 363, 364, 890, 925 (20), 953 and 1100, etc., relating to the cleanliness of the person and clothing of prisoners, of cooking utensils, workshops, wards, doors and gratings, should be strictly enforced.

Attention to rules laid down elsewhere.

(4) The inner aspect of the walls of the jail and outer walls of wards should, after the rains have ceased, when they are weather stained, be rubbed down and lime-washed.

Lime-washing of walls after the rains.

(5) Cleanliness and order should be observed in the offices in respect of ceilings, floors, walls, furniture, etc., and at the main gate.

Cleanliness of office.

(6) The hospital should receive special attention, godowns must be kept clean, well arranged, and well ventilated, and their contents should be aired as often as possible.

Cleanliness of Hospital.

1001. Each enclosure shall, if possible, have a separate day latrine of the approved standard plan, and there shall be a sufficient number * of seats or perches to allow the latrine

Provision of latrines.

* Fifteen per cent is the prescribed allowance in the case of male convicts.

parade to be carried out rapidly. The number of seats or perches shall be sufficient to complete the latrine parade in half an hour, allowing each prisoner five minutes, or more, if necessary.

Latrine parades shall be held three times a day, namely, soon after unlock, after breakfast and before lock-up; except in case of sickness or unforeseen circumstances, prisoners as a rule shall not be allowed to visit latrines at any other time. Every prisoner must visit the latrine at each parade.

Latrine
parades to be
held at fixed
times.

1002. Provision shall be made for the permanent supply of dry earth or paddy husk in every latrine. A sufficient quantity of earth should be pounded and stored during the dry season for use during the rains. The sweepers shall daily place, in each latrine, a sufficient quantity of earth or husk for use during the day. Between, or in front of, every two seats there shall be a box containing dry earth or husk and furnished with a wooden or iron scoop of sufficient dimensions. The earth should be garden mould, and be dry and sifted so as not to be coarser than ordinary *soorkee* for mortar.

Care of
latrines.

1003. Separate receptacles for urine shall be provided in all latrines, and their use shall be fully explained, by the convict officer in charge of sweepers, to all prisoners. The sweepers shall put a layer of dry earth, or husk, at least three inches thick, between seats (for solid excreta) before they are used, and every prisoner, after he has used a seat, shall cover his dejecta with the scoop full of dry earth.

Use of recep-
tacles for
urine to be
explained to
prisoners.
Provision,
and use of,
dry earth.

1004. Vessels for urine shall be one-third filled with water. Besides those in the latrine, a vessel for the same purpose shall be placed in each workshop and ward. Such vessels should be thoroughly washed out and scrubbed with dry earth daily, and frequently tarred.

Vessels for
urine.

1005. When the latrine parade is being carried out, the sweepers attached to each latrine shall be present, and shall call the convict officers' attention to any prisoner who does not use dry earth as laid down in paragraph 1003. Immediately after each latrine parade, the sweeper gang shall cover up all the solid excreta with a thick layer of dry earth and remove it to the garden, where it shall be buried in trenches; or burnt in incinerators, if provided. Having cleaned the seats, the sweepers shall renew layers of dry earth, ready for the next parade. Before taking up ground for trenching, it

Duties of
sweeper
gang.

shall be efficiently drained so that the surface layers of the soil shall be free from saturation by storm, or flood water.* The trenches shall be one foot broad, two feet deep and running parallel to each other at intervals of 18 inches. The night soil shall be deposited therein to the depth of three inches, and the earth dug out shall then be returned to the trench. The trenches shall be made as straight as possible with the help of a rope, and right across the field to be manured, and may be dug by the garden gang, but must be filled in by the sweepers. The trenches should be prepared a day in advance, every day, for the next day's excreta. The urine and latrine ablution water should be buried in separate trenches some distance removed from the night soil trenches. The warder in charge of the sweeper gang shall be punished for any neglect of these orders.

NOTE.—Means of incineration should be provided, wherever possible, for the disposal of night-soil, particularly from hospital.

1006. All refuse from the cook-house, not fit for food for cattle, shall be disposed of in the same way as night soil, but sweepings and dry vegetable refuse unfit for fuel should be thrown into a manure pit on jail land, as far from the jail as possible.

Disposal of refuse from cook-house, sweepings, etc.

1007. A latrine shall be provided for paid warders and shall be worked on the same principles as are prescribed for the prisoners' latrine. Any warder, found defecating about the jail or on jail land, should be punished.

Provision of latrines for paid warders.

1008. Every sleeping ward shall be provided with a vessel for urine, which should be kept outside the ward. The mouth of the vessel should be covered with a perforated tray filled with saw dust and paddy husk and connected by means of a funnel-shaped pipe from inside the ward. Besides the urine vessel, there shall be provided two or more glazed receptacles, with dry earth, in charge of the convict watchmen, who shall take down the name of any prisoner requiring the use of the receptacle and report the matter, in the morning, to the head warder on duty, who shall report it to the Jailor in charge of unlock. Solitary cells shall be provided with smaller vessels, which shall be placed in a corner of the cell, with a box of

Vessels for urine and excreta in sleeping wards and cells.

* In flat low-lying sites where the surface-water, during the rains, cannot be drained off, ordure mixed with dry earth can, without causing the slightest nuisance, be put into a mound. This mound should be placed on ground raised a foot or more, as may be necessary, above the level of the adjacent area, and should be protected by an inexpensive leaf and bamboo roof.

dry earth. At daybreak the vessels shall be removed, and shall, after they have been emptied, be well cleaned and scrubbed with dry earth. For orders regarding receptacles for night use, see paragraph 358.

Vessels for urine, excreta and refuse food to be placed in a special manner.

1009. All vessels for excreta, both solid and liquid, including urine jars at working places, etc., also receptacles for refuse food, shall be placed in, and surrounded by, a thick layer of dry sifted earth, and such as are not located in buildings shall be covered by a roof.

Disposal of stools, etc., of cholera patients.

1010. When any prisoner is attacked, during the night with cholera, or with violent diarrhoea and vomiting, the stool and vomited matter shall be treated with some strong disinfectant and carefully removed and buried in a locality whence there is no possibility of sub-soil filtration into wells or tanks. Where possible they should be burnt.

Drainage of land round the jail.

1011. The drainage of the land round the jails shall be carefully attended to, and drainage channels should be made where necessary. All low or hollow ground and stagnant pools should be filled up with clean earth. It is the duty of the Medical Officer to bring to notice any defects of drainage within the jail area or its vicinity. The construction of public latrines, sewers or drains, or any insanitary condition in the neighbourhood of the jail, likely to affect the health of the prisoners, shall be reported to the Inspector-General.

MEDICAL ADMINISTRATION.

Section IX.—Water-Supply.

1012. Water shall be obtained from the purest * water-supply in the neighbourhood whence it can be obtained in sufficient quantity. Before deciding upon the source from which water shall be taken, samples shall be sent to the Harcourt Butler Institute, Rangoon, for quantitative analysis. Every possible precaution shall be taken to prevent the pollution of the water-supply, either at its source or in distribution, and every officer of the jail shall exercise the utmost vigilance to this end.

Selection of
source of
water
supply.

1013. When obtained from rivers, water should be drawn from the main current and not from any back channel or stagnant pool, or from shallow places near the bank. In shallow rivers, with gradually sloping banks, if there is a good current near the bank, a boarded footway shall be built out, from which the supply may be drawn at a sufficient depth. If, from the proximity of villages or other causes of pollution, the water near the shore is likely to be impure, the jail supply should be drawn from a boat placed in midstream.

Water-supply
obtained
from rivers.

1014. If a well is selected, the masonry cylinder shall be watertight so as not to permit percolation from the upper strata, and the well shall be surrounded with a masonry platform and drains connected with the surface drainage system of the jail, to carry off spilt water and prevent it from soaking into the ground. On no account shall night soil or any other refuse be buried within such distance of wells, used for drinking or bathing purposes, as will permit sewage or other organic matter to percolate into them. Wells within the jail shall be provided with covers, and kept under lock and key for prevention of suicide, or accidents. It is better to employ one well largely in the service of the jail than to use several wells. If the supply from one well is insufficient the well should, if possible, be enlarged and deepened to such extent as is necessary. Every well, the water of which is used for drinking, cooking, or bathing, shall be carefully cleaned out every hot weather, and oftener, if the depth of the water permits. As

Water-
supply
obtained
from wells.

* It should be remembered, in this connection, that well water containing from 60 to 120 grains per gallon of solids in solution, with from 5 to 10 grains of chlorine, has been used continually for years for all purposes in several jails which have proved among the healthiest in the province. Organic impurity, however, must be carefully guarded against.

a precaution against pollution, the covering over the mouths of selected wells should be close-fitting, a small trap door being left for the passage of a bucket or pump tube.

Method of
distributing
water.

1015. The raising and distribution of water shall preferably be effected by means of pump and pipes. If a bucket and winch be used for raising water, mechanical means shall be provided for emptying the bucket at such a height above the well as will ensure distribution by gravitation.

Supply of
water in
wards, cells,
etc.

1016. Every sleeping ward and cell shall be provided with drinking water, and prisoners at work shall be supplied with as much drinking water as is necessary. The receptacles used for holding or conveying drinking water shall be covered, provided with padlocks, and shall be thoroughly cleaned out daily. They shall be used for no other purpose. The water should be kept as cool as possible.

Analysis of
water by
Director,
Harcourt
Butler
Institute of
Public
Health,
Burma.

1017. Samples of drinking water shall be supplied to the Director, Harcourt Butler Institute of Public Health, Burma, Rangoon, for analysis once a year according to the dates given in Appendix XXXII. The samples will be confined to water used, or intended to be used, for drinking and culinary purposes, after it has been chlorinated. Samples of water obtained from a Municipal Main or from a river or running stream need not be sent. The Medical Officer shall himself collect the samples without previous intimation being given of his intention to do so. Two quarts of each samples are required and he shall see that the bottles and stoppers are scrupulously clean. The bottles, when filled for despatch, shall be carefully labelled and sealed so that no mistake may arise as to the source of the sample. The bottles shall be forwarded, accompanied by a letter to the Director, on Form No. 72. No delay should occur between filling the bottles and despatching them. In submitting a copy of the report of the Harcourt Butler Institute to the Inspector-General, it should be definitely stated in regard to each well as to how the water is used, *i.e.*, whether for drinking, cooking, washing or garden purposes.

Provision
of bathing
troughs.

1018. A bathing trough and platform, of the standard plan, shall be provided in each enclosure of the jail in which prisoners are confined. These bathing troughs shall be filled with water every morning and afternoon, and shall be visited by the prisoners, in gangs, in the manner laid down in paragraphs 344 and 349. In hot weather the supply of bathing water should be increased in quantity. For use in case of fire, all such troughs should be kept full of water over night.

Section X.—Burial-Grounds and Burials.

1019. The body of any prisoner, who has died, or who has been executed, in jail, shall be made over to the relatives or friends of the deceased, if claimed by them, unless there are special reasons to the contrary, *e.g.*, the prisoner has died of any infectious disease, or, in the case of a prisoner who has been executed, if there are grounds for supposing that the prisoner's funeral will be made the occasion for a demonstration.

Disposal of
dead bodies
to relatives
or friends.

1020. The bodies of prisoners who have died or who have been executed in jail and which have not been made over to relatives or friends under the last preceding rule shall be buried in the jail burial-ground in accordance with the usage of the community to which the deceased belonged. Every body that is buried shall be wrapped in a clean cloth or enclosed in a perfectly plain wooden coffin as the case may be.

Burial in
jail burial-
ground of
body not
claimed by
relatives or
friends.

1021. There shall be a burial-ground attached to every jail, distinctly marked off and enclosed and used for the burial of prisoners.

Every jail
to have a
burial-
ground.

1022. In the selection of a burial-ground for a jail, care shall be taken that the portion of ground selected is not in the immediate vicinity of any city, town or village, or the jail itself; that it is not near any well or other source of drinking water used either by the prison or the free population; that the prevailing wind does not blow from it towards the jail; and that sufficient ground is secured to answer all the requirements of the prison for at least fifteen years.

Selection
of burial-
ground.

1023. The burial-ground shall be kept clean and tidy, and free from jungle, and the graves shall be disposed in regular rows, so as to economize space, but not too close together.

Care of
burial-
ground.

1024. The growth of grass about the graves shall be encouraged, but the grass shall be kept trimmed; quick growing trees should be planted about the cemetery.

Growth of
grass and
trees to be
encouraged.

1025. The Superintendent and the Medical Officer shall visit the burial-ground from time to time and see that it is properly kept and cared for.

Inspection
by Superin-
tendent and
Medical
Officer.

Depth of
graves. One
or more
graves to be
kept in
readiness.

1026. No grave shall be less than six feet deep. One or more graves, according to the size of the jail, shall be kept ready for occupation.

Method of
filling in
grave.

1027. Care shall be taken, in filling in a grave, to press down the earth well, so as to protect the body from the depredations of wild animals, and the earth shall be heaped up one foot above the surrounding surface of the ground. All graves shall be numbered, the number to be borne on a stone, brick work or other permanent fixture and a register shall be maintained showing against each number, the name of the deceased, his residence and the date of his death. European and Anglo-Burman prisoners shall be buried in the cemetery of their respective communities and co-religionists.

Record of
identity of
person
buried.

European
and Anglo-
Burman pri-
soners to be
buried in a
cemetery.

CHAPTER XV.

LABOUR AND JAIL INDUSTRIES.

1028. No prisoner sentenced to rigorous imprisonment or prisoner sentenced to simple imprisonment who elects to work (see paragraph 593), shall, except on an emergency and by the written order of the Superintendent entered in the order book, be kept to labour for more than nine hours in any one day. No work, except menial and necessary work, shall be done on prison holidays, *vide* paragraph 362. When a jail holiday falls on a Sunday the Monday following shall be regarded as a jail holiday.

Hours of labour not to exceed nine hours a day.

Labour not to be exacted on jail holidays.

1029. All labour exacted from prisoners shall be classified as "hard," "medium" or "light," according to the amount of physical exertion required for the performance of a fixed task, and the maximum tasks, which shall be exacted from any prisoner, shall be fixed. The various industries and kinds of work carried on in the jails of Burma are classified in the following statement, which should be adhered to as closely as possible:—

Classification of labour, and fixation of task.

Manufacture or Service. (1)	Description of work. (2)	Hard labour. (3)	Medium labour. (4)	Light labour (5)	Remarks. (6)
Aloe ...	Pounding leaves to extract fibre	40 leaves or 2 lbs. dry fibre.	20 leaves or 1 lb. of cleaned dry fibre.	1 lb. of cleaned dry fibre.	Per man.
Bamboo and cane work.	Spinning fibre into yarn	...	2 lbs.	1 lb.	
	String-matting	...	3' x 1½'	...	
	Splitting and dressing cane	...	...	Task according to thickness and length	
	Floor matting (bamboo)	...	8	6' x 3'	
	Privy baskets (bamboo)	...	3	4	
Blacksmith's work	Scoops (bamboo)	...	2	1½	
	Tokas (bamboo)	...	1	1	
	Umbrellas (bamboo)	...	2	1	
	Cane baskets (coolies)	...	1 to 1½	1	
	Cane chairs	...	Task according to work.	...	
Blankets	Various, hard or medium	Task according to work. Do.	Do.	...	Per man with clod-maker. Per man without clod-maker.
Book-binding	Hard, medium and light	As per task book of the Rangoon Jail.	As per task book of the Rangoon Jail.	...	
Brick-making	Hard, medium and light	750 to 1,000	500 to 600	...	
	Brick-moulding (table)	600 to 700	400 to 500	...	
	Brick-moulding (ground)	Per moulder, one man.	...	...	
	Carrying clay from pug-mill to moulders and preparing clods for table-moulding.				

Cleaning and levelling hacks ...	...	...	...	Per six moulders, one man.
Drawing water by bullocks ...	To tend <i>mohite</i> , one man.	To drive bullocks, one man.	...	...
Digging, preparing, and carrying clay to pug-mill.	Per six moulders, nine men.	...	...	...
Driving bullocks on pug-mill and cutting out clay.	...	Per six moulders, two men.	...	...
Carrying and hacking moulded bricks.	Per moulder, one man.	...	...	...
Working pug-mill by manual labour.	Eight men to six moulders.	...	...	...
Various, hard and medium ...	Task according to work.	Task according to work.	...	...
Carpentry ...	...	...	...	...
...	...	...	...	...
Preparing warp, opening cotton yarn.	...	...	6 lbs.	...
Twisting cotton yarn, fourfold, No. 10.	...	...	2½ lbs.	Per man.
Twisting cotton yarn, sixfold, No. 10.	...	...	3 lbs.	...
Making warp with healds ...	...	Warp for 150 to 250 square feet of carpeting according to quality.	...	Per three men.
Hanking yarn for dyeing ...	...	...	...	...
Balling dyed yarn for weavers ...	...	...	5 to 6 lbs.	...
Weaving carpets ...	...	7,000 stitches	Yarn for 8 weavers 4,000 stitches	Per man.
Earth, water, stone, etc., hard	Task according to work.	Task according to work.	...	...
From cut logs ...	According to quality of wood.	...	...	Per man.
...	...	...	100 lamps	...
Pounding cocoanut with mallet	2½ lbs. dry fibre	1½ lbs	...	...
Picking, rubbing and teasing fibre.	10 lbs.	5 lbs.	...	Per man.
Cleaning and trimming lamps. ...	...	...	...	...
Coin	...	...	...	...

Manufacture or Service. (1)	Description of work. (2)	Classification and Task.			Remarks. (6)
		Hard labour. (3)	Medium labour. (4)	Light labour. (5)	
Convict overseer or warden, clerical work. Cooking Cotton	Spinning and twisting fibre (fine)	...	10 hanks or 120 feet long.	...	Per man.
	Spinning and twisting fibre (coarse.)	...	15 hanks	...	
	Plaiting sinnet ...	...	30 yards	...	
	Plaiting double ...	...	10 yards	...	
	Weaving brush mat (fine) ...	...	2 square feet	...	
	Weaving brush mat (coarse) ...	...	6 square feet	...	Per man.
	Weaving matting, 3 feet wide ...	15 feet length	...	Light work; cannot be tasked.	
	...	...	...	...	
	Hard or medium labour	1 cook to 50 prisoners.	1 cook to 25 prisoners.	...	
	Bowing cotton with <i>dhanuk</i> ...	8 lbs., fine	4 lbs. fine	1 ¹ / ₂ lbs.	
Cotton	Spinning by hand (coarse) 10 s.	...	...	...	Per man.
	Twisting cotton yarn. See "Carpenter."	...	...	...	
	Twisting cotton yarn, No. 6 for cotton rope and threads.	...	...	10 lbs.	
	Weaving dusters, 30 inches wide, with fly-shuttle loom.	20 yards	10 yards	...	
	Weaving prison clothing, 26 inches wide, with fly-shuttle loom.	20 yards	10 yards	...	
Cotton	Weaving prison clothing, native hand.	12 yards	6 yards	...	Per man.
	Weaving <i>dhurries</i> ...	...	2' X 2'	...	
	Weaving <i>newar</i> , 2 inches ...	...	7 ¹ / ₂ '	1' X 2'	

Manufacture or Service. (1)	Description of work. (2)	Classification and Task.			Remarks. (6)
		Hard labour. (3)	Medium labour. (4)	Light labour. (5)	
Grain handling and husking for Jail —concluded.	Winnowing and cleaning dal	...	...	400 lbs.	Per man
	Sifting wheat flour (fine)	...	240 lbs.	120 lbs.	
	Sifting wheat flour (coarse)	...	480 lbs.	240 lbs.	
	Sifting wheat flour (suji)	...	40 lbs.	20 lbs.	
Hair-cutting	...	...	...	To cut hair of 50 prisoners a day.	
Hospital attendants	...	...	...	1 attendant to 10 patients.	See paragraph 1049.
Jute and gunny	Hard, medium and light	...	...	...	Task according to work.
	Combing by hand	...	120 lbs.	...	
	Bobbin winding for warping	...	8 looms	4 looms	
	Warping	...	3 warps	...	
	Beaming	...	6 warps	...	
	Weaving by hand	...	14 yards	8 yards	
	Bag-sewing	18 yards	25 bags, 28" X 40"	15 bags, 28" X 40"	
	...	40 bags, 28" X 40"	...	...	
	Mason's work up to 3 feet	25 cubic feet	15 cubic feet	...	
	Mason's work above 3 feet	15 to 20 cubic feet	10 to 15 cubic feet	...	
Masonry and building work.	Attendants	...	1 to each mason	...	Per man
	Digging and excavating foundation.	100 cubic feet	50 cubic feet	...	
	...	...	...	...	
Money bag	For Rs. 1,000	...	...	1 bag	...
	For small change	...	...	1/2 bag	
Oakum-picking	By hand	2 lbs. picked	1 lb. picked	1/2 lb. picked	...
	...	...	...	...	...

Oil-pressing ...	Cleaning mustard seed ...	...	640 lbs.	...	320 lbs.	...
	Cleaning castor seed ...	...	240 lbs.	...	480 lbs.	...
	Husking castor seed ...	...	10 lbs. per 2 men, half day.	...	...	...
	Pressing mustard or tilseed ...	...	...	...	...	...
Printing ...	Pressing Donaldson's mill ...	...	...	...	...	See paragraph 1030.
	Winnowing castor seed ...	...	...	...	240 lbs.	Per man.
	Hard, medium and light ...	...	...	...	...	As per task book of Insein Jail.
Pump-pulling ...	Light work ...	...	...	...	...	Cannot be tasked.
Repairing jail roads ...	Breaking up, separating metal, relaying and ramming.	...	50 square feet	...	...	Per man.
Scavenging ...	Removing night-soil, cleaning latrines.	...	1 mehter for 30 prisoners.	...	...	...
Scorée-pounding ...	Pounding hard bricks (<i>dhenki</i>) ...	12 cubic feet per <i>dhenki</i> per 3 men.	6 cubic feet per <i>dhenki</i> per 3 men.	...	...	...
	Pounding soft brick (<i>dhenki</i>) ...	15 cubic feet per <i>dhenki</i> per 3 men.	8 cubic feet per <i>dhenki</i> per 3 men.	...	...	...
Stone-breaking ...	Breaking hard stone for road metal.	8 cubic feet ...	4 cubic feet ...	...	...	...
	Breaking hard <i>jhama</i> bricks ...	12 cubic feet ...	6 cubic feet ...	...	...	Per man.
	Breaking soft <i>jhama</i> bricks ...	15 cubic feet ...	8 cubic feet ...	...	...	...
Sweeping and weeding roads.	Light labour ...	...	...	...	May be done by "special gang."	...
Tailoring ...	...	...	...	...	...	Special task in central jails: may be either medium or light.
Tin work ...	Various: medium labour ...	...	Task according to work.	...	...	...
Washerman for hospital or warders.	Medium labour ...	...	Cannot be tasked ...	...	...	...

NOTE.—As coir-pounding sticks and carpenter's mallets are at times resorted to by prisoners for the purpose of committing assaults these articles should not be more than 13 inches long and 5 inches in circumference at the thickest part. They should be made of very light wood such as *myaw* and silk cotton, the Burmese name for the latter being *lipon*.

Fixation of
tasks not
shown in the
statement.

1030. In any case when the work is such as can be tasked, and a task is not specified in the above statement, or when any work not entered therein is performed, the Superintendent shall fix a task for each description of work done, and shall report it to the Inspector-General, for approval. In the above schedule the task on the oil mill is a half-day task. No prisoner is to be put on the oil mill for more than half a day, except as a punishment.

Task on the
oil-mill.

Fixation of
task for
newly ad-
mitted
prisoners.

1031. On inspection of every newly admitted prisoner sentenced to labour, the Medical Officer shall determine and enter, or cause to be entered, in the prisoner's history ticket and in the admission register, the class of labour, whether "hard," "medium," or "light," which the prisoner is physically fit to perform (see paragraphs 399 and 882), and the prisoner shall not be put to any harder labour until the Medical Officer has subsequently passed him as fit for it. The Medical Officer shall, from time to time, examine all labouring prisoners at their work, and any recommendation that he may make in respect of changing the labour of any prisoner shall be complied with unless contrary to these rules, in which case the Superintendent shall refer to the Inspector-General for orders.

Periodical
medical
examination
of labouring
prisoners.

Fixation of
period of
hard labour
for prisoners
sentenced to
Rigorous
Imprison-
ment.

1032. Ordinarily, prisoners sentenced to rigorous imprisonment, provided their health admits of it, shall be allotted hard labour for at least the following periods of their sentence(s):—

Sentence.	Period of hard labour.	Fraction of hard labour.
12 months ...	Full term ...	Full.
18 months ...	12 months ...	$\frac{2}{3}$
24 months ...	16 months ...	$\frac{2}{3}$
36 months ...	24 months ...	$\frac{2}{3}$
48 months ...	24 months ...	$\frac{1}{2}$
72 months and upwards.	...	$\frac{1}{3}$

Extraction of
task from
newly
admitted
casual and
habitual
prisoners.

1033. A full task of hard labour shall not be exacted from any prisoner of the casual class during the first month after his admission into jail. After the expiry of that period, a full task shall be imposed according to the capacity of the prisoner. Prisoners of the habitual class shall be kept, throughout their sentence, to hard and medium labour, subject to exemption only if the Medical Officer certifies them to be physically unfit for such labour. Habitual class prisoners must invariably be employed on the hardest labour and given the

maximum task which they are capable of performing, with due regard to their health. Every jail must be provided with apparatus for hard labour sufficient for the number of prisoners who are likely, under the rules, to be employed on such labour, and no prisoner, bound under the rules to perform hard labour, shall be placed upon medium, or light labour from any consideration of profits.

Provision of apparatus for hard labour in every jail.

1034. Every convict, on being first put to do any kind of work, shall be allowed a reasonable time in which to acquire the skill necessary for the performance of the prescribed task, and, if during this time, he shows due diligence and makes satisfactory progress, he shall be allowed the authorized remission for industry. The time necessary for working up to a full task will depend upon the nature of the work. At such work as oil-pressing, wheat-grinding, breaking metal, yarn reeling or twisting, etc., a few days' experience will be sufficient, and a full task shall then be exacted. In industries needing greater skill, such as weaving, carpet or *durrie* making, it may be three months or more before a prisoner can give a full task, according to his intelligence; and care must be taken to make due allowance, in estimating a convict's progress, for differences of mental and physical capacity. In every case, when allotting to a prisoner new work (whether on admission or subsequently), the Superintendent or, subject to his control, the Chief Jailer, shall note on the prisoner's history ticket the exact task he is to begin with, and subsequently every increase required, up to the full task. Frequent change of work, except on medical grounds, should be avoided, but the harder forms of labour, oil-pressing, etc., should not be continued indefinitely without variation, and sedentary work should occasionally be changed for work involving more general movement. It is expected that every Superintendent shall be acquainted with the tasks to be exacted from his prisoners. No general reduction of the tasks fixed in paragraph 1029 shall be allowed in any jail without the sanction of the Inspector-General. In allotting labour to a prisoner and fixing his task, the Chief Jailer must be guided by the record of fortnightly weighments in his ticket.

Reasonable time to be allowed to prisoners on new work to acquire the necessary skill.

Frequent change of labour to be avoided.

General reduction of task not permitted.

1035. Whenever the material given to a prisoner to work upon admits of weighment, the task he is to perform in the course of the day shall be measured or weighed out to him before he begins the work, in order that both the prisoner and the warder in charge of him may see how the work progresses as the day advances. Prisoners, on such work as

Gauging progress of work, when possible, by weighment or measurement, when materials supplied.

digging, road-repairing, weeding, etc., shall have the plot they are to complete measured out for them before they begin work.

**Measure-
ment of
work done
on cessation
of work in
the evening.**

**Maintenance
of Labour
and Employ-
ment
registers.**

1036. Before the prisoners leave their worksheds or places of work on stoppage of work in the afternoon, the jailor and head warders, or task takers, if such are employed, shall go round and measure the work done, at the same time carefully noting it in the labour register (Form No. 97) opposite the name of each prisoner. The prisoner's work sheet may be kept in the vernacular, and in large jails an educated prisoner may be employed to assist in keeping the register. Every prisoner, who has done less than the task allotted to him, shall also have it recorded on his history ticket, and shall be brought before the Superintendent. The task of prisoners working at industries requiring skilled workmanship may be taken and recorded every second or third day, as found expedient. For statistical purposes, the daily disposition and employment of prisoners sentenced to labour shall be recorded in a register in Form No. 98.

**Principles
governing
the employ-
ment of Jail
Labour.**

**Limitation
of industries.**

**Employ-
ment of
power-
driven-
machinery.**

**Fixation of
price of jail
made
articles.**

1037. Government have decided that jail labour shall be employed in supplying, firstly, jail requirements ; secondly, the wants of other consuming departments of Government. These departments are bound to obtain articles (which they require) from jails, provided they can be supplied of the same quality and at the same price as in the open market.* In selecting industries for jails, these principles must be strictly complied with, and only in the event of it being impossible to meet the requirements of any consuming department shall any industry, which competes with free labour, be worked in a jail. The number of industries in a jail must be limited as much as possible, and the labour of all must be deterrent in character, especially in district jails.

Power-driven machinery may be employed in well established industries, care being taken to avoid interference with nascent or unorganized industrial enterprise.†

1038. The following principles shall be followed in fixing the price of articles manufactured :—

(1) For all articles supplied to the jail itself or to any other jail, the price shall be fixed on the cost of raw materials plus 2½ per cent thereon for wear and tear of tools and plant. No charge for labour or profit shall be included ; care should

* See Appendix VI.

† See Appendix XXXIII.

however, be taken that in estimating the cost of raw materials, allowance is made for waste and for incidental charges, such as the cost of carriage of raw materials, or cost of materials for dyeing or bleaching, so that there may be no actual loss to the manufacturing department.

(2) For articles supplied to the public, or to any department of the State other than the Jail Department, the price shall be fixed as near as possible to the prevailing market rates for similar articles.

(3) When market rates do not exist, or cannot be ascertained, the price shall be fixed so as to include the following:—

- (a) the cost of raw materials ;
- (b) the value of jail labour rated according to the wages of free labour of the same class in the neighbourhood, provided that due allowance may be made for the inferiority of convict to free labour ;
- (c) a percentage for wear and tear ;
- (d) a percentage on account of profits.

NOTE.—The charge for wear and tear of tools and plant shall be at the rate of 2½ per cent of the price of raw materials, and the charge for profit shall ordinarily be fixed at 10 per cent of the cost of raw materials and labour for articles supplied to Government or wholesale dealers, at 15 per cent for articles supplied to retail dealers, and 25 per cent for articles sold to private consumers. In cases where technical supervising staff has been specially entertained and power machinery installed, a percentage, on the cost of raw materials, calculated on the number of articles manufactured in the preceding year divided by the cost of the supervising staff and power, shall be added to the price of the articles, provided that the cost of the articles so manufactured is not raised thereby above the prevailing market rate.

1039. Jail labour shall be employed, to the fullest extent possible, in the erection and repair of all buildings connected with jails ; it shall also be used, as far as possible, in preparing materials and carrying out building operations and doing earth-work for the Public Works Department, but small batches of convicts are not to be employed on petty works beyond jail precincts. Superintendents of Jail shall arrange with the local Public Works Officers—

Employment
of jail labour
on jail
buildings
and for the
Public Works
Department.

Firstly, to organize some more or less permanent means of employing prisoners, on or near jail precincts, in the preparation of such materials as bricks, *soorkee*, road-metalling, etc.

Secondly, to employ prisoners (not less than four gangs or 40 prisoners) on large buildings or earthworks at a distance of not more than two miles from the jails: provided that facilities exist for guarding the prisoners and preventing communication between them and outsiders other than free workmen employed on the same work. With regard to guarding,

see paragraph 299 (h), (i) and (j). For rules regulating the relation of Superintendents and Public Works Department officers in regard to jail work, see Chapter XIII.

Employment
of small
gangs on
minor local
works.

1040. The practice of employing small gangs of prisoners on minor local works, such as road repairing, conservancy and the like, is not generally accepted as one of the normal forms of convict labour. It has been ruled however that where it is impossible to procure free labour or to find other forms of productive labour for convicts, the convicts may, with the previous sanction of competent authority, in each case, be employed extramurally. The Inspector-General may sanction the extramural employment of prisoners at any place in the vicinity of the respective jails at rates of wages prevailing at the places concerned. When additional expenditure is to be incurred on staff in connection with the extramural employment of the prisoners, the previous sanction of Government shall be obtained.

When applications for such sanctions are made information should be furnished on the following points:—

- (1) The nature of the work.
- (2) The number of convicts to be employed and the period of employment.
- (3) The site of the work and the distance from the jail.
- (4) Whether free labour is scarce.
- (5) Whether difficulty is experienced in providing other forms of productive labour for convicts.
- (6) The additional expenditure to be incurred on staff and equipment.
- (7) The net earning per convict per diem after deducting the wages of additional staff and expense on equipment.
- (8) The rate of wages prevailing in the locality for similar work.
- (9) The measures adopted to guard against escapes, to safeguard the health of, and enforce discipline among prisoners.

Employment
of prisoners
on large
public works
at a distance
more than
two miles.

1041. The employment of convicts on large public works, at a distance greater than two miles, shall only be permitted when the works are so large and concentrated, and are likely to last so long a time as to justify the erection of such accommodation as would be required for the exercise of the same sanitary care and the enforcement of the same system of discipline, penal labour, and classification as are exercised and enforced in regular prisons.

1042. Convicts shall not be drafted to public works where, from conditions of climate, their regular employment out of doors is not possible throughout the greater part of the year, and those so drafted should be only men selected for this class of work on due consideration of their physical fitness and of the sentences passed on them. In selecting men for this form of labour, or for transfer with a view to employment on public works, Superintendents shall be most careful that the convicts sent are in thoroughly good health and strength.

Physical fitness of prisoners drafted to public works.

1043. The pay of the temporary establishment should be drawn from the treasury as laid down in paragraph 1157, and disbursed by the jail authorities. The amount expended on the above account shall, as soon as each disbursement is made, be recovered from the Public Works Department or the Municipal Committee, as the case may be, and taken as a reduction of expenditure under the head "Temporary Warders." The claim against the Public Works Department will be adjusted by book debit (see paragraph 1150) and that against the Municipality by cash payment (*i.e.*, the Municipal Committee will pay the amount due into the treasury to the credit of the Jail Department, and furnish the jail with the chalan in support of the payment).

Accounting of pay of temporary establishment.

1044. The following procedure shall be observed in the adjustment of value of work done by jail labour:—

Adjustment of value of work done by jail labour.

(1) Where the work is done on an agreement that the outside employer shall pay the daily wages of the warder staff and the hire of convicts employed, the recoveries should be divided into—

- (a) the amount recovered on account of the wages of warders,
- (b) the amount recovered on account of hire of convicts.

Separate chalan should be prepared for each class of the recoveries. In the case of (a) the amount should be treated as a reduction of expenditure, whilst in the case of (b) the amount recovered should be credited to the receipt head "Hire of convicts."

(2) In cases where jail labour and the necessary supervising staff is engaged either on a lump sum contract or at piece rates which bear no direct relation to the cost of the staff employed, the recoveries should be taken as receipts under the minor head "D. Collection of payments for services rendered."

(3) In cases where the extramural works are supervised by permanent staff without any additional temporary warders being entertained, the whole of the collections realised for the work should be credited to the receipt head "Hire of convicts." But in cases in which the works are supervised partly by permanent warders and partly by temporary warders and the works are carried out on agreement that the daily wages of warders will be paid by the contractor, the recovery on account of the supervising staff (both temporary and permanent) should be treated as a reduction of expenditure, that on account of labour being credited to head "Hire of convicts."

No charge to be made for jail labour supplied to Public Works Department for jail work.

1045. No charge shall be made for jail labour supplied to the Public Works Department in connection with jail extensions, or repairs to jail buildings. For statistical purposes, however, it will be necessary to obtain from the Public Works Department valuations of work done, and not charged for. An accurate account of the earnings of prisoners shall be maintained, care being taken to ensure the incorporation of book adjustments in respect of work done for other Government Departments.

Types of prisoners that may be employed extramurally.

1046. No prisoner, sentenced to more than six months' imprisonment, shall be selected for extramural work until he has served at least one-third of his sentence, but a prisoner, with not more than six months of sentence remaining, may be employed on extramural labour irrespective of the portion of sentence already passed in jail. No prisoner, who has more than two years of sentence to run, shall be so employed. This paragraph applies to work either on jail land or beyond the jail precincts, and also applies to either casual or habitual prisoners, but the two classes shall not work together. The provisions of this paragraph may be relaxed, in special cases, under the orders of the Inspector-General.

Procedure] to be observed and precautions to be taken in.

Passing out prisoners for extramural employment.

1047. No prisoner shall be passed out of the jail for the extramural works without the sanction of the Superintendent recorded on his history ticket and in a register (Form No. 102) which should show full particulars of all prisoners passed by the Superintendent as eligible for extramural labour. Prisoners, passed as eligible, shall be distinguished by a light iron ring securely riveted on the left ankle. The entries in this register should be attested by both the jailor and the Superintendent. Care must be exercised not to pass out prisoners who have shown, or are likely to possess, a strong

inclination to escape. No prisoner, who has any other charge pending against him or against whom a sentence of flogging, or solitary confinement, remains to be executed, shall be employed extramurally. All prisoners, excepting convict warders and overseers employed beyond jail walls may, at the discretion of the Superintendent, be placed in link fetters.

NOTE.—In the case of prisoners of the Meiktila Juvenile Jail, the wearing of the prescribed light iron ring may, at the discretion of the Superintendent, be dispensed with.

1048. Except in the case of jails specially reserved for the confinement of habitual prisoners, the principle observed should be that only prisoners of the casual class should be employed in the jail garden. In jails where both casual and habitual prisoners are confined no habitual prisoner shall be put to such work, except on medical grounds. Prisoners employed in the garden shall be those with short unexpired sentences, and shall be specially passed for such labour by an order of the Superintendent which must be recorded on the history ticket. No prisoner, who has been passed for hard or medium labour, shall be put on the lighter form of gardening and agriculture work, which shall be reserved for those passed for light labour or for those specially ordered such work by the Medical Officer on medical grounds. In each of the gardens of a Superintendent of a Central Jail and of a Deputy Superintendent may be employed a gang of five prisoners including a convict night-watchman, in charge of a paid warder when these officers reside on jail premises in quarters provided by Government. If the Chief Jailor is allowed to keep a garden, the work in this garden shall be done by the regular garden gang, and not by a detachment of it.

Employment of prisoners in the gardens of the Superintendent, or Deputy Superintendent or Chief Jailor and in the jail gardens.

1049. In each of the Central and larger District Jails the total number of menial servants employed regularly as cooks, barbers, water-carriers, sweepers, etc., shall not exceed 10 per cent and in each of the smaller district jails 12 per cent of the daily average population for all classes of prisoners of the jail concerned. The proportion of cooks, sweepers, and hospital attendants to the number of prisoners is stated in paragraph 1029. The barber shall belong to the casual class. Hospital attendants shall be selected from prisoners passed for light work, or those who have completed at least half their sentences. Prisoners in the "convalescent and infirm" gang may, under the orders of the Superintendent, if the Superintendent is also the Medical Officer of the jail, otherwise, under the orders of the Superintendent as advised or recommended

Employment of prisoners as menial servants.

by the Medical Officer, be employed as hospital attendants, if there is a large number of serious cases in hospital, the proportion of one attendant to ten patients may be temporarily exceeded; with this exception, Superintendents must see that no more than the authorized percentage of prisoners is employed as jail servants. If any convict employed as a menial servant has not enough work to occupy his whole time, he shall be placed upon some other work for the remainder of his time.

Duties of
sweeper and
water-carrier
gangs.

1050. Detachments of the sweeper and water-carrier gangs shall, under the charge of paid warders, visit all the quarters occupied by jail officials twice a day. Each house shall, in turn, be cleaned and supplied with water by the gang. No prisoner of these gangs shall ever be left alone about a house. Except as allowed in this and paragraph 1048, the employment of prisoners in compounds, gardens, or quarters, is absolutely forbidden.

Unauthorized
employment
of prisoners
on behalf of
officials or
private
persons
prohibited.

1051. Except such as is done inside the jail as an ordinary jail industry, with the knowledge and permission of the Superintendent, the employment of prisoners by, or on behalf of, any jail official or private person, otherwise than as provided for by paragraphs 1048 and 1050, is strictly forbidden and any work, done inside the jail shall be charged for at full market value. All officials are prohibited from employing prisoners to take care of animals which do not belong to Government.

Employment
of prisoners
as clerks.

1052. The employment of prisoners as clerks in jail offices is strictly forbidden. But the Inspector-General may, when there is special necessity for it, sanction the employment of an educated prisoner in the copying of letters, preparing of rolls, writing of registers, which have no connection with warrants, remission, or money transactions. The Chief Jailer will be held responsible for seeing that a prisoner so employed is provided with a place for writing inside the main gate, apart from the office and under the eye of a jailor or warder. These prisoners are forbidden to enter the office on any excuse whatever, unless called before the Superintendent or an inspecting officer. Prisoners, employed on clerical work, will receive no extra remission unless they are watchmen, convict overseers, or convict warders, when they will only receive the extra remission laid down for services in those grades (*vide* paragraph 839).

NOTE.—In making recommendations for employing prisoners as clerks, Superintendents must see that the period of actual hard labour undergone conforms in each case, with the requirements noted in paragraph 1032.

1053. No prisoner may be allowed to go to the bazaar on any pretext whatever, with or without warders.

Prisoners
forbidden to
go to a bazaar.

1054. In deciding upon work to be done, the jailor or the workyard foreman must exert himself, in conjunction with the Superintendent, to ascertain what are the branches of labour which will meet the requirements—

Selection of
industries.

- (i) of the jail service ;
- (ii) of the local Public Works Department and Municipal Committee ; and
- (iii) of other consuming departments ;

and, after these means of employment are exhausted, must make himself acquainted with the state of the market and ascertain what other industries are likely to be most profitable, and how articles can best be disposed of. He will be regarded as sharing responsibility for the pecuniary success of the jail.

CHAPTER XVI.

CLOTHING, BEDDING AND OTHER EQUIPMENT.

Clothing
for civil,
undertrial
and simple
imprison-
ment,
prisoners.

1055. The supply of clothing and bedding to undertrial prisoners is regulated by rule under paragraphs 701 and 703, and that to civil prisoners by rule under paragraph 732. Prisoners sentenced to simple imprisonment (paragraphs 589 and 590), unable to provide themselves with sufficient clothing and bedding, shall be supplied, by the Superintendent with such clothing and bedding as may be necessary.

Clothing
for A, B
and C Class
prisoners
and convict
officers.

1056. All prisoners of Class C sentenced to rigorous imprisonment shall wear the prescribed prison dress, which shall be uniform in pattern and texture. For the clothing to be worn by convicted prisoners of Class A see paragraph 670 (2), for that to be worn by convicted prisoners of Class B see paragraphs 671 (2), 1062 and 1063, and for that to be worn by convicted *pongyi* prisoners of the A and B Classes see paragraph 1064. The dress for convict officers is described in paragraphs 285, 290 and 295 ; that for ordinary convicts consists of a cotton jacket and waist-cloth in the case of males, and a jacket, bodice, and *longyi* of the same material in the case of females. Every convict shall be furnished with a cotton towel. Any prisoner wearing clothing other than that of the class to which he belongs shall be punished.

Every Sikh prisoner of the C Class shall be provided, every nine months, with a piece of Jail-made longcloth measuring three yards by one yard, to be used as headgear.

For instructions regarding the wearing of an armlet by prisoners employed in Jail Hospitals, or on prison duties, see paragraph 945A.

Kit to be sent
with prison-
ers trans-
ferred to Port
Blair.

1057. Each prisoner sent to Port Blair shall be supplied with the following kit, which should be according to the Port Blair Pattern :—

<i>Indians.</i>	<i>Burmans.</i>
2 Kurtas.	2 Aingyis.
2 Jangias.	2 Nangais.
2 Caps.	2 Caps.
2 Towels.	2 Towels.
1 Dhari.	1 Dhari.
2 Blankets.	2 Blankets.
1 Aluminium <i>thali</i> .	1 Aluminium <i>thali</i> .
1 Aluminium <i>katora</i> .	1 Aluminium <i>katora</i> .

1058. Every prisoner of Class C sentenced to rigorous imprisonment shall, on admission, in addition, to the dress described in paragraph 1056, be provided with a spare jacket and waist-cloth or *longyi* and a gunny covering. During the cold months a woollen *khurta* and woollen blanket shall be issued. These *khurtas* and blankets should be taken away at the end of the cold season; they should be thoroughly washed and aired, and carefully kept in the store, for future use.

Additional
clothing for
C Class
prisoners.

1059. Members of the infirm and convalescent gang, and all sick prisoners, shall be provided with such clothing as the Medical Officer may consider necessary. For such as are detained in hospital mattresses and pillows shall be provided.

Clothing for
infirm and
convales-
cent gangs.

1060. Every prisoner of Class C required to labour in the open air, shall be provided with a light bamboo hat as protection against sun or rain. For a similar reason, prisoners so employed may also wear their jackets throughout the day.

Wearing of
sun-hats and
jackets while
at work.

1061. Male prisoners of Class C working under cover shall not during the hot months ordinarily be permitted to wear jackets. During the cold weather jackets may be worn until the breakfast hour, or, on the advice of the Medical Officer, throughout the day.

Wearing of
jackets of
whilst
working
under
cover.

1062. Prisoners of Class B will be provided with the following clothing and other necessities:—

Clothing to
B Class
prisoners.

A. Those accustomed to the European mode of dress :—

Cotton jackets	...	2	Mattress and pillow each	...	1
Cotton trousers	...	3	Hat	...	1
Cotton banians	...	6	Canvas shoes (pair)	...	1
Cotton sleeping suit	...	1	Woollen socks (pairs)	...	2 per
Cotton handkerchiefs	...	2	Wooden sandals (pairs)	...	3 annum.
Cotton towels	...	2	Comb	...	1
Cotton pillow cases	...	2	Webbing belt	...	1
Cotton sheets	...	2	Woollen blankets	...	1
Soap (Toilet)	...	2 dozen cakes			
		per annum.			

B. Those accustomed to the Burmese mode of dress :—

Cotton shirts	...	2	Woollen blanket	...	1
Cotton banians	...	6	Gaungbaungs, artificial silk,		
			pink in colour	...	2
Cotton aingyi	...	1	Canvas shoes (pairs)	...	1 per
Cotton longyi	...	4	Wooden sandals (pairs)	...	3 annum.
Cotton handkerchiefs	...	2	Comb	...	1
Cotton towels	...	2	Belt	...	1
Cotton pillow cases	...	2	Mattress and pillow each	...	1
Cotton sheets	...	2			
Soap (Toilet)	...	2 dozen cakes			
		per annum.			

C. Those accustomed to the Indian mode of dress :—

Cotton shirts	...	3	Wooden sandals (pairs)	...	3	per annum.
Cotton banians	...	6	Pagari cloth	...	2	
Dhoties (pairs)	...	2	Comb	...	1	
Cotton towels	...	3	Belt	...	1	
Cotton pillow cases	...	2	Cotton handkerchiefs	...	2	
Cotton bed sheets	...	2	Woollen blanket...	...	1	
Canvas shoes (pair)	...	1	Mattress and pillow, each	...	1	
Soap (Toilet)	...	2	dozen cakes			per annum.

D. Those whose mode of dress is neither European nor Burmese nor Indian :—

2 cotton shirts.	3 pairs wooden sandals, per annum.
4 Shan pants.	1 pillow.
1 woollen blanket.	1 mattress.
1 cotton <i>aingyi</i> .	a pair canvas shoes.
2 pillow cases.	6 banians.
2 cotton bed sheets.	2 cotton towels.
1 aluminium comb.	* 1 Shan <i>gaungbaung</i> .
1 leather belt.	2 dozen cakes of soap (Toilet) per annum

* For Shan prisoners only.

1062A. In addition to the clothing prescribed for "B" Class prisoners in paragraph 1062, every "B" Class prisoner who takes part in games or in other forms of exercise will be supplied with cotton shorts for that purpose up to a limit of 2 pairs *per annum*. These shorts are to be worn only when they take part in games or in other forms of exercise and remain the property of Government.

1062B. In addition to the items mentioned in Schedules A, B and C in paragraph 1062, a bamboo hat shall be issued to every "B" Class male convicted prisoner, except *pongyis*, during the monsoon weather for six months of the year. The hats issued shall remain the property of Government and shall be withdrawn at the end of each monsoon season, *i.e.*, 15th November, and kept in stock.

Clothing
for B Class
female
prisoners.

1063. Female prisoners of Class B will be provided with the following clothing and other necessities :—

Those accustomed to the European mode of dress :—

Cotton dresses	...	2	Canvas shoes (pair)	...	1
Cotton blouses	...	3	Cotton stocking (pairs)	...	1
Cotton night dress	...	1	Comb	...	1
Cotton handkerchiefs	...	2	Belt	...	1
Cotton towels	...	2	Diapers	...	3
Cotton pillow cases	...	2	Woollen blanket	...	1
Cotton sheets	...	2	Bath slippers (pair)	...	1
Mattress and pillow each	...	1	Underwear, cotton, suits	...	3
			Hat	...	1

Those accustomed to the Burmese mode of dress :—

Comb	...	...	1	Mattress and pillow each	...	1
Cotton bodices	...	...	2	Sandals (slippers)	...	1
Night dress, (cotton longyi and jacket)	...	...	1	Cotton longyis	...	2
Cotton towels	...	...	2	Cotton jackets	...	2
Cotton pillow cases	...	...	2	Diapers	...	3
Cotton sheets	...	...	2	Cotton handkerchiefs	...	2
				Woollen blanket	...	1

Those accustomed to the Indian mode of dress :—

Cotton saris	...	...	3	Wooden sandals (pair)	...	1
Cotton bodices (cholis)	...	...	3	Comb	...	1
Cotton towels	...	...	2	Cotton handkerchiefs	...	2
Cotton pillow cases	...	...	2	Woollen blanket	...	1
Cotton bed sheets	...	...	2	Diapers	...	2
Canvas shoes (pair)	...	...	1	Mattress and pillow each	...	1
Cotton chemises	...	...	3			

1064. In the case of every *pongyi* prisoner of the "A" and "B" Class, who has been sentenced to rigorous imprisonment for less than five years, his own clothing will be sterilised and kept in the jail to be re-issued to him on release.

Clothing for
A and B
Class
Pongyi
prisoners.

In the case of every *pongyi* prisoner of either of the above two classes, who has been sentenced to rigorous imprisonment for five years or upwards, his own clothing shall be made over to friends or relatives, who are willing to accept it, on confirmation of sentence on appeal, or if no appeal is preferred, on expiration of the time allowed for appealing. In the event of there being no friends or relatives, who are willing to accept the clothing, it shall be handed over to the *pongyi* approved by the Deputy Commissioner under paragraph 805 of the Manual to preach to Buddhist prisoners.

Subject to the provisions of paragraph 571, all yellow robes and other articles issued at the expense of Government shall be withdrawn and kept in jail stock when the prisoners to whom they have been issued are released.

For the retention by, and the issue to, convicted *pongyi* prisoners of the "A" and "B" Class of articles of clothing on release, see paragraph 571.

On admission to jail, "A" and "B" Class convicted *pongyi* prisoners shall surrender the clothing brought by them on admission. They will then receive an issue of the articles enumerated in the schedule below with the exception of the *Thinbain* two of which only will be supplied. When any one

of the articles issued has become unserviceable it will be replaced on the time scale laid down in the schedule. In the case of serviceable articles the time scale does not apply.

SCHEDULE.

			<i>Period of wear.</i>
<i>Akathi</i>	...	two pieces	... 1 year.
<i>Thinbaing</i>	...	three pieces	... 1 year.
<i>Ka-pan-kyo</i>	...	one piece	... 1 year.
Towels, cotton	...	two pieces	... 1 year.
Sheets	...	two pieces	... 1 year.
Handkerchiefs	...	two pieces	... 1 year.
Pillow cases	...	two pieces	... 1 year.
Blanket, woollen	...	one piece	... 3 years.
Slippers	...	two pairs	... 1 year.
Mattress	...	one	... 5 years.
Pillow	...	one	... 5 years.

Procedure as
to issue of
clothing.

1065. Articles of clothing shall be given out as they are required, and not on any fixed date. The issue of clothing to each prisoner shall be entered carefully on his history ticket, and, in the case of all prisoners sentenced to more than one month's imprisonment, the jail register number of the prisoner shall be carefully affixed to each article of his clothing. Every issue of prison clothing shall also be entered in Form No. 209, Register of Issue of Prisoners' Clothing.

Weekly
inspection
and disposal
of unservice-
able clothing.

1066. Once a week all articles of clothing, blankets, *kurtas*, gunnies, etc., considered unserviceable, shall be brought before the Superintendent by the jailor, and, if declared useless, shall be marked off by the Superintendent with his initials in the stock book (*vide* Form No. 15). The most convenient day for this condemnation and writing off will be that on which the weekly parade is held. Unserviceable clothing should be utilized in such manner as the Superintendent directs.

Punishment
for wilful
destruction
of clothing.

Grant of
remission for
economy in
wearing
clothing.

1067. Prisoners, who wilfully destroy or injure their clothing or whose clothing wears out so soon as to raise a reasonable presumption that it has not been taken due care of, shall be liable to punishment [*vide* paragraph 809 (22)]. Prisoners who keep their clothing in order for more than the ordinary length of time may, if under the remission rules, be rewarded by the grant of special remission [*vide* paragraph 847 (6)].

Withdrawal
of clothing
on release
of prisoners.

1068. Prison clothing, other than clothing permitted to be issued as laid down in paragraphs 570 and 571, shall, on no account, be given to prisoners on discharge, and care shall

be taken that prisoners on release, surrender their prison clothing. Clothing so received shall be examined, and, if fit for further use, shall be repaired, thoroughly boiled and washed, and replaced in the store. All prison clothing received back from convicts on release shall be recorded in Jail Form No. 212, Register of Clothing received back from prisoners.

1069. Indents for clothing and bedding shall be drawn up in Form 28 and submitted to the supplying jail early in May and November, and no fresh demand shall ordinarily be made in the interval. Larger supplies than are sufficient for the daily average number of prisoners, confined during the preceding six months, should not be demanded. All indents should be carefully scrutinized by the Superintendent of the supplying jail, who should be guided by the instructions given in Appendix X in respect of Jail Form 28. Indents in excess of scale should be submitted through the Inspector-General, with an explanatory note as to the cause of the excess demand.

Indents for clothing.

1070. At the weekly parades the Superintendent shall see that each prisoner's kit is complete, and that each article is strictly in conformity with the standard pattern [cf., paragraph 809 (22)]. Sunday should, ordinarily, be devoted to the repair of clothing.

Weekly inspection of kit.

1071. The clothing godown shall be placed in special charge of one of the jail officials, subject to the general responsibility of the jailor. Every care must be taken to protect the clothing from damp and from the ravages of rats and white ants.

Storage of clothing.

1072. Superintendents shall return, to the despatching jail, the clothing, bedding and fetters received with batches of ten prisoners and upwards, the articles being sent by rail or steamer, as the case may be, and their return notified in Form No. 76. The clothing and bedding not disposed of in this manner should be duly accounted for in the half-yearly clothing indent (Jail Form No. 28), and a note recorded in the "remarks" column specifying the quantities so received. The fetters, if not returned to the despatching jail, shall be brought on to stock. All prison clothing received back from prisoners on transfer shall be recorded in Jail Form No. 212, Register of Clothing received back from prisoners.

Disposal of clothing of prisoners received on transfer.

Washing of clothing. **1073.** The prisoners shall wash their own clothes at least once a week dipping the same in a solution of soap or other approved detergent (*vide* paragraph 363).

Supply and disposal of clothing of prisoners admitted to hospital. **1074.** Cotton clothing, blankets, bed sheets and mat bedding shall be supplied for hospital use. On admission to hospital, each prisoner shall place his ordinary jail clothing and bedding in the store-room, and should receive in exchange a suit of hospital clothing. When a prisoner dies in hospital, the Medical Officer shall direct whether his clothes are to be destroyed, or whether they shall be cleaned and returned into store. Boiling in water in which rice has been cooked is specially detergent and destructive of vermin.

Marking of blankets in use in jail hospital. **1075.** With a view to preventing infection that could possibly be spread by means of soiled blankets, Superintendents shall have all the blankets, set apart for the use of prisoners in hospital suffering from infectious and other ordinary diseases, specially marked as *per* margin, in the manner prescribed in paragraph 272. All the blankets and soiled clothing should be disinfected, and regularly boiled as laid down in paragraph 953.

Ordinary s ck	...	H.
Tuberculosis	...	P.
Pneumonia	...	P.
Dysentery and		
Diarrhoea	...	D.

CHAPTER XVII.

DIET.

1076. The rules in this Chapter dealing with "Diet" apply to Class C convicted prisoners and to undertrial prisoners of the "ordinary" class. For the diet to be provided for Classes A and B convicted prisoners see paragraph 1084, and as regards the diet for undertrial prisoners of the "special" class see paragraph 695.

General rules regarding diet.

For all labouring convicts of Classes A, B and C there shall be three meals a day, viz., an early morning meal before the prisoners start work, breakfast after the morning labour is finished, and dinner in the evening before they are locked up. For non-labouring and undertrial prisoners there shall be two meals—breakfast and dinner, which may be supplemented in the case of undertrials by private purchase through the jail authorities, *vide* paragraph 695.

1077. The following scales show the prescribed daily allowance of articles of diet, *per head*, for the various classes of C Class prisoners, and except where penal diet, as prescribed in paragraph 811 (9) or hospital extras have been duly ordered, no alteration, other than that provided for under the rules in this chapter, can be made. At least once a week the food, when cooked and ready for issue, shall be inspected without previous notice, and its quality and weight checked by the Superintendent and Medical Officer, and the result noted in the order books and diary:—

Scale of diet for C Class prisoners.

Articles of diet.	Male labouring prisoners		Male unconvicted criminal prisoners females, non-labouring males and younger juveniles.	Remarks.
	Scale I.	Scale II.		
	Oz.	Oz.		
Rice or <i>jowari</i> (<i>pyaung san</i>) ...	24	22		Daily.
Fish or beef ...	4	4		Twice a month.
<i>Urhar</i> or gram <i>dal</i> † ...	4	4		Twice a week.
<i>Peyya</i> , <i>peym</i> , or <i>mong dal</i> † ...	4	4		Five times a week.
Vegetables ...	10	6		Daily.
<i>Ngapi</i> ...	1	1		Do.
Oil (gingelly, <i>peysi</i> or refined cotton seed).	½	½		Do.
Salt ...	8	8		Do.
Tamarind ...	1	...		Do.
Condiments† ...	7	52		Do.
<i>Lodee Shan Tea</i> ...	1½	1		Once a week.

NOTE 1.—Allowance of fuel for the preparation of plain tea shall be made at 5 oz. per prisoner per week.

† See paragraph 621.

† These articles are to be withheld on the day that fish or beef is issued.

† Condiments should be issued in the following proportions for every half ounce: Onions, 3 drachms; Chillies, 2 drachms; Turmeric, ½ drachm; Coriander seeds, ½ drachm; Ginger or Lemon grass, 1 drachm.

Diet of
Mohamedan
prisoners
during the
Ramzan fast.

1078. Every Mohamadan prisoner, who is observing the *Ramzan* fast, should be given as his evening meal double the quantity he would ordinarily receive at that meal. In addition, he should be allowed the privilege of having a *chapatti* ration sufficient for one meal, together with an ounce of sugar. The *chapatti* ration and the sugar is intended to be kept for consumption before sunrise next morning. He should be permitted to eat what he wants after sunset, and to keep what he wants to be eaten before sunrise in the dormitory or cell. A sufficient supply of water should also be allowed, so that he can drink at any time he chooses.

Scale of
hospital diet.

1079. The subjoined dietary scale is prescribed for patients in hospitals:—

Hospital full diet.				Milk and bread			Milk and rice			Milk only.		
<i>Articles of diet.</i>												
lbs. oz. dr.				lbs. oz. dr.			lbs. oz. dr.			lbs. oz. dr.		
Rice	...	1	0 0	Bread	1	0 0	Rice	1	0 0	Sugar	0	2 0
Beef, fish or <i>dal</i>	...	0	4 0	Sugar	0	2 0	Sugar	0	2 0	Fuel	0	8 0
Vegetables	...	0	8 0	Fuel	0	8 0	Fuel	0	8 0	Milk	3	pints
Salt	...	0	0 10	Milk	2	pints	Milk	2	pints			
Oil	...	0	1 0									
<i>Ngapi</i>	...	0	1 0									
Tamarind	...	0	0 4									
Condiments	...	0	0 7									
Fuel	...	1	0 0									

Directions.

1. In the case of Indians, who object to the use of animal food, *dāl* shall be issued in lieu of beef or fish; those who do not eat beef shall be given fish or *dāl*.

2. When beef or fresh fish is issued, the instructions in paragraph 1087 shall be followed.

3. Forty per cent of the vegetables allowed shall be potatoes or other root vegetables.

Additional
food admis-
sible to
prisoners
employed on
specially
laborious
work.

1080. An additional allowance, of *dal* one ounce and of rice two ounces, may, on the recommendation of the Medical Officer, be made to C Class prisoners employed on specially laborious work, and to such as are losing weight.

Salt fish may occasionally be substituted for fresh fish, or whenever the latter is not procurable.

1081. On beef or fish days, *dāl* * shall be substituted in the case of those prisoners who, through caste prejudice, object to the use of animal food. An additional half an ounce of *dāl* * and one-eighth of an ounce of salt shall be substituted for *ngapi* in the dietaries of prisoners unaccustomed to its use. Alternative diet in lieu of beef, fish or *ngapi*.

1082. For Punjabi or Hindustani prisoners, or for any prisoner, whose diet, before imprisonment, consisted chiefly of wheaten flour, 20 ounces of *atta* in Scale I and 16 ounces in Scale II, may, on the recommendation of the Medical Officer, be substituted for 24 and 22 ounces of rice or *jowari* (*pyaung san*), and, in such circumstances, an additional allowance of two ounces of *dāl* * shall be made to each scale. Atta diet.

1083. Lime-juice, one ounce; *āmchur* (the dry fleshy pericarp of unripe mango fruit). 70 grains; or dried *putwa* or *rozelle*, 70 grains, may be substituted for the quarter of an ounce of tamarind prescribed in the foregoing scales. Substitutes for tamarind.

1084. The following dietary is prescribed for convicted prisoners of Classes A and B, and for undertrial prisoners of the "special class." Diet for A and B Class prisoners.

Articles of Diet.	Europeans and Anglo-Indians.		Burmans.		Indians.	
	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.
	Scale I.	Scale II.	Scale I.	Scale II.	Scale I.	Scale II.
	lb.oz.drs.	lb.oz.drs.	lb.oz.drs.	lb.oz.drs.	lb.oz.drs.	lb.oz.drs.
Rice ...	0 12 0	0 10 0	1 4 0	1 0 0	1 14 0	0 10 0
Bread ...	0 6 0	0 4 0	Nil	Nil	Nil	Nil
Tea ...	0 0 4	0 0 4	0 0 4	0 0 4	0 0 4	0 0 4
Milk ...	0 6 0	0 6 0	0 4 0	0 4 0	0 4 0	0 4 0
<i>Dal</i> ...	0 3 0	0 3 0	0 2 0	0 2 0	0 2 0	0 2 0
Beef, good quality.	1 0 0	0 12 0	0 4 0	0 4 0	0 4 0	0 4 0
Salt ...	0 0 12	0 0 12	0 0 12	0 0 12	0 0 12	0 0 12
Oil ...	0 1 8	0 1 8	0 1 8	0 1 8	0 1 8	0 1 8

* The total issue of *dal* per prisoner per diem shall not however exceed six ounces.

Articles of Diet.	Europeans and Anglo-Indians.		Burmans.		Indians.	
	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.	Male labouring and unconvicted criminal prisoners.	Female and non-labouring male prisoners.
	Scale I.	Scale II.	Scale I.	Scale II.	Scale I.	Scale II.
	lb. oz. drs.	lb. oz. drs.	lb. oz. drs.	lb. oz. drs.	lb. oz. drs.	lb. oz. drs.
Tamarind	0 0 4	0 0 4	0 0 4	0 0 4	0 0 4	0 0 4
Sugar ...	0 1 8	0 1 8	0 1 8	0 1 8	0 1 8	0 1 8
Butter ...	0 1 8	0 1 0	Nil	Nil	Nil	Nil
Condiments*	0 1 0	0 1 0	0 1 0	0 1 0	0 1 0	0 1 0
Potatoes ...	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0
Vegetables	0 8 0	0 6 0	0 8 0	0 6 0	0 8 0	0 6 0
Ngapi ...	Nil	Nil	0 1 0	0 1 0	Nil	Nil
Atta ...	Nil	Nil	Nil	Nil	0 4 0	0 4 0
Ghee ...	Nil	Nil	Nil	Nil	0 1 0	0 1 0

* Condiments should be issued in the following proportions for every one ounce:—

	Drs.		Drs.
Onions ...	8½	Jeera ...	½
Chillies ...	2	Clove ...	...
Garlic ...	1	Cardamon ...	½
Coriander Seed ...	1	Soonf ...	...
Mustard ...	½	Turmeric ...	1
Pepper ...	½	Ginger or Lemon Grass ...	1

NOTE 1.—The Dietary prescribed in the above table, shall apply in the case of all prisoners recommended by the Convicting Court to be provisionally placed in Class B pending the approval of Government to this classification as such.

It will also apply to undertrial prisoners of the special class pending the approval of the District Magistrate to their classification as such.

NOTE 2.—In the case of prisoners, who do not eat beef, 4 oz. mutton or 12 oz. fish may be issued as the "beef" ration.

NOTE 3.—In the case of prisoners, whose caste prevents the eating of flesh in any form, the following may be substituted.

Milk 2 lbs. or butter 2 ozs., or milk 1 lb. and butter 1 oz.

NOTE 4.—Any nationality or caste may choose the diet down for any other nationality and caste but the diet so selected must be selected in full.

NOTE 5.—In no case must the cost of diet exceed eight annas *per head per diem*.

Morning meal, breakfast and dinner.

1085. For prisoners of Class C hot conjee made of two ounces of rice or *jowari* (*pyaung san*) seasoned with salt, and for prisoners of Classes A and B tea and bread (deducting the quantity from the prescribed daily allowance *per prisoner*) will constitute the early morning meal of labouring prisoners. For breakfast and dinner the remaining articles may be equally divided. But if, at any time, it is observed that an unusual

proportion of the prisoners cannot consume the full allowance at any particular meal, a redistribution of the dietary should be made by decreasing the amount issued for that meal and increasing, to a corresponding extent, the amount issued for another.

Redistribution of dietary in certain cases.

1086. The selection of the alternative articles in the diet shall ordinarily be determined by the cost; thus rice, beef or *urhar dâl* should not be given when *jowari*, fish, *pegya* or other varieties of *dâl* can be procured more cheaply. On the same principle, *dâl* should not become the article of general issue, when fish or meat can be got more cheaply.

Selection of alternative diets.

1087. When fresh fish is issued 25 per cent shall be added to make up for fins, scales and tails. The allowance of beef has been fixed on the supposition that bone is excluded; if bone is included an addition of 25 per cent shall be made. Only beef of medium quality of fairly fed young, but not too young, cattle shall be supplied.

Additional allowance to compensate for bone in beef, or bones, fins, etc., in fish.

1088. No rice less than three months old shall be used; the grain need not be deprived of its outer pellicle or pounded until white, but must be carefully freed from husk. In regard to *jowari* or *pyaung san* *, special precautions are particularly necessary; it shall be thoroughly husked, winnowed and washed before use. *Dâl* also shall be carefully husked, and all unhusked grains must be carefully picked out. *Kalai* and *mong dâls* cannot be thoroughly husked before they pass into the cook's hands, as they have to be soaked and rubbed to get the husk off. When these are issued, 10 per cent excess should be allowed to cover the loss brought about in this way. Experience has shown, that the use of *urhar dâl*, † gives most satisfactory results, but *dâls* of local cultivation, such as *pegya*, when obtainable in sufficient quantity and at favourable rates, should be given preference. The use of *khesari dâl* (*pè chin-baung*, သဲခါးပေါင်) is prohibited, and *dâls* of different kinds, or *dâls* and cereals, must not be cooked together.

Precautions regarding issue of rice, *dal*, flour, etc.

In sifting any kind of flour a sieve with not less than 900 meshes to the square inch shall be employed, and the nearer this standard is worked up to the better.

* See Appendix VII.

† Notwithstanding the preference here given to *urhar dal* and the precaution prescribed in paragraph 1086 more recent experience has established that convicts, Burmans as well as Indians, can, whilst full task at laborious forms of labour are being exacted, be maintained in excellent health on *peyin*, *pegyi*, *pelon* or *pegya*.

Issue of
vegetables.

1089. The allowance of vegetables shall be calculated after stalks, skins, and refuse have been separated ; good, succulent vegetables only shall be used. *Marsa*, roselle or other leaf vegetable should not be issued more than once a week. On no account should tough vegetables be issued, and care should be taken that vegetables are finely chopped before cooking. The allowance of tamarind shall be free of all husk, fibre and seed. Tamarind shall be compounded with the other ingredients of condiments before delivery to the cooks.

Special
necessity for
the preven-
tion of pecu-
lation of
beef, fish
and oil.

1090. As the proteins and fats in these diets are limited, it is essential that special precautions to prevent speculation of beef, fish and oil should be taken. Oil, condiments and tamarind should be put into the cooking pots in the presence of an Assistant Jailor, or a paid Warder.

Issue of
non-labour-
ing diet and
special diet.

1091. Prisoners, sentenced to imprisonment with hard labour, who are unable to labour or able only to perform light labour, may be placed on the lower diet scale at the discretion of the Medical Officer. Special diet, suited to their requirements, should be given to members of the infirm and convalescent gang. The issue of non-labouring diet to prisoners sentenced to rigorous imprisonment for refusing to work should be automatic, and this should be regarded as a legitimate procedure and not as a punishment. But such prisoners are liable to be punished for contumaciously refusing to work, *vide* paragraph 808.

Inspection of
food supplies

1092. The Superintendent and Medical Officer shall exercise the utmost vigilance in the supervision of the food supplies, and all articles of food issued for consumption shall be inspected *daily* by the Medical Officer, who shall especially see that an adequate supply of vegetables of good quality is made. This duty shall not, in any case, be delegated to the Medical Subordinate ; he may examine the rations and report the result to the Medical Officer, but he shall have no authority to condemn food. Any defect in quality, noticed by the Medical Officer, shall at once be brought to the notice of the Superintendent.

Procedure as
to issue of
rations.

1093. All articles of food, issued for consumption, shall be weighed daily by the jailor, who shall be responsible that the proper quantity, as shown in the memorandum showing distribution of daily diets (Form 189) is issued for every prisoner. Except condiments required for issue to "A" and

"B" Class prisoners, all other dietary articles shall be issued in pounds and ounces only. For this purpose the total quantity of each article to be issued for the day shall be rounded off in the diet sheet (Form No. 189) to the nearest ounce by taking eight drachms and over as one ounce. Condiments required for issue to "A" and "B" Class prisoners shall be issued up to the drachm measure, and the stock account of condiments shall be maintained up to, and including, the drachm measure. The stock account of all other dietary articles shall be maintained in pounds and ounces only. Oil, tamarind, salt and condiments shall not be issued to the cook beforehand but only when actually required for use for each meal. For weighing purposes, in large jails it will be found convenient to make out an extract daily from the diet register in Form No. 189, showing distribution of rations to the various classes and sections of the jail. From time to time the Superintendent shall check the issue of rations thus made, and note the result in the ration book, or his diary. The rations must be weighed out and distributed to the cooks not later than 7 a.m. daily. If the supplies are received through the medium of a contractor, an indent memorandum (in Form 192) should be furnished to him on the previous evening, showing the quantities of each article of foodstuff, etc., required for the day following. In weighing or measuring rations, avoirdupois weight and imperial measure shall always be used, and a proper set of beam scales, weights, and measures shall be maintained in every jail, and these shall be frequently tested by the Superintendent. Tin measures, carefully and frequently tested, shall be employed for the distribution of all food that has to be given out by measure. Once a month, or oftener, the Superintendent shall without notice check by actual weighment the balance of some of the articles of rations, and compare the result with the balance shown in the stock book. Any excess found shall be brought on to stock, and shortage reported to the Inspector-General for necessary action.

Superintendent to check issues made.

Supplies received from a contractor.

Superintendent to check balance of some of the rations with that shown in Stock Book. Cooked food not to be stored in wooden trays, tubs, etc., and to be protected from flies. Provisions of special articles for use of officials and visitors.

1094. No wooden trays, tubs or baskets shall be used for storage of cooked food; the food should be protected from flies. In every kitchen there shall be kept a clean spoon, plate and towel for the use of officials and visitors.

1095. Food shall be distributed in such manner as to prevent favouritism. When structural arrangements do not admit of dishes being served out from the kitchen direct, the

Distribution of food from the kitchen.

Disposal of
complaints
from
prisoners.

rations shall be delivered, by the cooks, in platters, which shall be ranged in rows under cover, whence the prisoners will take a dish each as they pass in file. Care should be taken, in such cases, to see that the food is protected from flies and that, when it reaches the prisoner, it is warm and fresh. The distribution from the kitchen will be made through one or more apertures, in the wall, large enough to allow of the rations passing through, but not large enough to allow of the recipient being seen. If complaint is made by any prisoner regarding the quantity, or cooking, of the food, it shall be at once enquired into by the jailor, and the circumstances recorded in his report book, for the information of the Superintendent. If the complaint relates to the quantity of food received, the ration * shall be at once weighed in the presence of the prisoner making the complaint. The Chief Jailor or an Assistant Jailor, must be present at the distribution of food.

Combustible
refuse to be-
utilized for
kitchen fire.

1096. All combustible refuse from the garden and work-yard, which can be utilized for cooking, shall be carefully conserved for that purpose. The officers in charge of the garden and workyard shall be held personally responsible that the wasteful destruction of such refuse, by fire, is not permitted.

Allowance of
fuel.

1097. In kitchens, unprovided with steam cooking apparatus, the allowance of fuel shall not exceed one pound per prisoner in the case of convicted prisoners of Class C, and three pounds in that of convicted prisoners of Class A and B†. In cooking by steam there is a saving of fuel. Whether cooking is carried out by steam or otherwise, only the amount of fuel actually required shall be charged for. In jails where steam cooking apparatus is in use, the Chief Jailor shall be held responsible for taking steps to ensure that a succession of prisoners, trained in the working of that apparatus, is kept up so that casualties may be readily replaced. The Superintendent and the Chief Jailor shall both be held responsible that the apparatus is kept scrupulously clean and in thorough working order; this shall be ascertained by frequent examination. Long term convicts of the casual class should be trained to work the apparatus, prisoners of the habitual class being

Rules
regarding
use of steam
cooking
apparatus.

* Rice when properly cooked may be taken as $2\frac{1}{2}$ its original weight; but the weight varies with the age and quality of the uncooked rice and with the amount of water used in cooking, and may vary from 2 to $2\frac{1}{2}$ times the original weight.

† In addition to the scale prescribed, fuel not exceeding ten pounds shall be issued daily for the cooking of food for "C" class prisoners confined in the Thorton Subsidiary Jail when the population at that jail is below sixty prisoners.

selected for the purpose in jails reserved for the accommodation of habituals.

1098. In every jail there shall be but one kitchen. All the openings of the kitchen shall be closed with wire gauze netting, and a wire gauze or close batten door shall be locked upon the cooks when at work.

Provision of kitchen in every jail.

1099. Not more than one cook to every 50 prisoners shall be allowed in large jails, and in the smaller jails the proportion shall not exceed 1 to 25. All cooks shall belong to the casual class, except in jails specially reserved for the confinement of prisoners of the habitual class. Amongst caste prisoners the highest caste man shall be appointed cook, and be made to cook for all the others. Individual prisoners shall, under no circumstances, be allowed to cook for themselves.

Appointment of cooks.

1100. The cooks, besides keeping the kitchen clean and tidy and all kitchen utensils free from dirt and in proper condition, shall clean the rice, dress the fish or meat, or prepare the *dāl*, pick and peel the vegetables, and carefully see to the cooking of the diet, which they will distribute through the aperture, in the manner described in paragraph 1095. Cooks should be watched carefully, to prevent stealing or tampering with food; on the discovery of any irregularity of the kind, the culprit should be severely punished. It will be found advantageous occasionally to change individuals employed in the cook-house.

Duties of cooks.

1101. Aluminium cups and plates of the standard pattern shall invariably be used by the prisoners.

Aluminium plates and mugs.

1102. Shelter from sun and rain during meals should always be provided.

Meals to be taken under shelter.

1103. In the purchase of foodstuffs for the jails, Superintendents shall consult district officers and secure the most advantageous local arrangements. Paddy, *dāl*, etc., should be bought in bulk, if by doing so, favourable rates can be secured. Care should be taken that all reserve stores are properly stored. Losses, through careless storage, shall be made good.

Arrangements for purchase of foodstuffs.

CHAPTER XVIII.

Section I.—Accounts—General.

Provision of
safe in every
jail.

1104. An iron cash chest or safe, with duplicate keys, shall be provided in each jail office for the proper custody of the imprest or other cash and valuables received by the Superintendent and Chief Jailor, in their official capacities. The safe shall not be employed as a receptacle for the storage of private cash or valuables, or for cash belonging to other departments. One key shall be kept by the Chief Jailor, while the duplicate, properly labelled, shall be handed over for safe keeping, to the Treasury Officer.

NOTE 1.—Annually, in the month of July, the Superintendent is required to check the locks and keys in use in the jail office. A certificate to this effect shall be recorded in the cash book.

NOTE 2.—When safes are required, safes of Indian manufacture should ordinarily be procured, unless it appears that the Indian prices are in excess of these at which European manufactured safes can be obtained from the Secretary of State. The cost is debitable to the head "Contingencies—Office Furniture," and in accordance with paragraph 1137 the purchase requires the sanction of the Inspector-General.

Safe custody
of money.
Defalcations,
etc.

1105. The Superintendent shall be responsible for the safe custody of all money passing through his hands, and he shall see that all money received is kept in the cash chest and in no other receptacle. He shall immediately report every case of defalcation, or embezzlement, or loss of stores, or public money, to the Inspector-General, who will, on receipt of the report, proceed in accordance with the instructions laid down in Article 34 of the Burma Treasury Manual, Volume I.

Permanent
advance.

1106. For general convenience in meeting petty charges, the Superintendent is allowed a cash imprest or permanent advance, the amount of which shall be fixed by the Inspector-General, in consultation with the Accountant-General.

Permanent
advance for
the Manu-
facture
Department.

1107. There is no separate cash imprest for the manufacture department, but a portion of the general permanent advance, held by the Superintendent, may be set apart for the use of the manufacture department to meet petty cash payments. If it is necessary to increase the amount of the general permanent advance, the sanction of the Inspector-General should be obtained as ruled in paragraph 1106.

Recoupment
of Perma-
nent
Advance.

1108. The permanent advance may be recouped as often as necessary by presenting a bill on T.F. No. 38, embodying, under the various heads of expenditure, the amounts paid out,

and of cash in hand. The Superintendent is responsible and shall see that all money drawn from the treasury, or received by him in his official capacity, is duly accounted for. On assuming or relinquishing charge of office, the cash in hand shall be counted over, and a report in T.F. No. 8 submitted to the Accountant-General. Once a year, on the first working day in April a report of a similar kind shall also be submitted to the Accountant-General.

Forwarding of Report to the Accountant-General, Burma, in regard to cash in hand, when assuming or relinquishing charge of office. Annual Report to the Accountant-General regarding cash in hand on first working day of April.

1109. The cash transactions of the manufacture department shall be kept distinct from those of general supplies and services. There shall therefore be two cash books and two journals.

Cash transactions of the manufacture department. Separate Cash books and journals.

1110. As in the case of cash books, two distinct contingent registers of expenditure shall be maintained for the general and manufacturing departments, respectively. These registers shall record expenditure according to the classification with a view to regulate the same in conformity with budget limitations, and shall therefore begin and end with the official year. The form used shall be No. 151 (A) for general supplies and No. 151 (B) for manufactures. To the several columns are assigned detailed headings corresponding with those in the budget estimate, the allotment for the year being noted, in *red ink*, in cages provided for the purpose, below the respective heads of charge.

Maintenance of contingent registers for the general and manufacturing department.

1111. Owing to the maintenance of separate cash books, the entries in the contingent registers of expenditure shall be made only when a bill is being prepared for presentation at the treasury, either to recoup the cash imprest, or to satisfy a large claim. At the end of each month the totals of the month's payments shall be ascertained and noted in each column, and immediately thereunder a forward total, in *red ink*, showing the progress of expenditure, for the information of the Superintendent.

Record of entries in the contingent registers.

Recording
by Chief
Jailor of
cash tran-
sactions.

1112. The cash transactions of the Supplies and Manufacture Departments shall be recorded by the Chief Jailor in the respective cash books after the manner described in paragraphs 1113, 1114 and 1115

Method of
mainten-
ance of the
General
Supplies and
Services
Cash Book.

1113. The general supplies and services cash (Form No. 34) shall contain on the receipt side, sums drawn from the treasury to meet payments, sums received from prisoners as part of property deposited, sums paid in as subsistence for civil prisoners, sums deducted from the salary of jailors and warders on account of security deposits, sums realized by sale of damaged stores and refuse sweepings, repayments of cash borrowed by the manufacture department and other non-manufacture items. On the disbursement side shall be entered all payments, including sums paid into the treasury and those made over to the manufacture department.

Insertion in
General
Cash Book
of memoran-
dum showing
composition
of balance.

1114. In the general cash book (Form No. 34), below each day's account a memorandum shall be inserted showing the composition of the balance as indicated in the second last column of the Form.

Entries in
the manu-
facture cash
book.

1115. In the manufacture cash book all cash payments in connection with the manufacture establishment and contingencies, the purchase of tools, plant, and material, together with all cash receipts, being the proceeds of manufactured articles sold and jail labour supplied, shall be entered, also all cash borrowed from the general imprest and repaid. The entries shall be made immediately after each transaction.

References
to be cited
in support of
each trans-
action.

Against each payment made for supplies of raw materials the number assigned to the voucher in the manufacture contingent bill should be quoted, whilst, on the receipt side, references should be given to the journal, sale room journal, and bill counterfoils, sufficiently clear and detailed, to enable the auditor to trace the manufactured articles or transactions for which cash has been received, and check each credit against the articles sold.

Money paid
into jail on
Government
account not
to be uti-
lized in
meeting
claims.
Payment
into treasury.

1116. Excepting subsistence money for civil debtors and money for expenses in connection with summonses, etc., in civil and criminal cases, which are specially exempted [*vide* Article 1-B (b) of the Civil Account Code] from the operation of the rule, no sums of money paid into a jail on Government account shall be utilized in meeting claims. All such sums shall be paid into the treasury on the next working day,

accompanied by chalans (T.F.No.1), describing the nature and amount of remittance. Care should be taken to ensure that the full amount of the collections are credited into the treasury, it being irregular to retain any portion of such cash receipts. The cash balance on hand should therefore seldom exceed the amount of permanent advance.

1117. In all cases of receipts, both cash and book adjustments, care shall be taken to see that the amounts so derived are credited to the correct head of account. A list of budget heads under the "Receipts" side, as also an explanation as to the nature of receipts to be credited to each such head, is given below. Full particulars as to the head of account, *i.e.*, Major, Minor and Sub-head of account and the primary and secondary unit, shall be recorded on the reverse of the chalans in the case of cash receipts, and on the work-bills in the case of book adjustments.

Receipts to
be credited
to the cor-
rect head
account,
Budget
Heads.

MAJOR HEAD.—XVIII—JAILS AND CONVICT SETTLEMENTS.

A.—JAILS

(a) Hire of convicts ...

Receipts derived by hiring of convicts in connection with manufacture of bricks, extra-mural works, such as stone-breaking, road-metalling, etc., for the P.W.D., Municipalities, local bodies, or private persons. In this connection see also paragraph 1044.

(b) Recoveries of transportation and jail charges from other Government and Indian States.

Recoveries effected on account of maintenance charges of natives or Shan States and similar other State or other Governments.

(c) Miscellaneous ...

(1) Receipts derived on account of—

sale of dairy products,
sale of clothing and bedding supplied to civil prisoners, confiscated money of prisoners and sale of unclaimed articles belonging to prisoners, sale of unserviceable articles other than those belonging to the manufacture department,

A.—JAILS—concl'd.

(c) Miscellaneous—concl'd. ...

recoveries from subordinates on account of shortage of dietary and other articles not pertaining to the manufacture department, and

other miscellaneous receipts not mentioned above.

(2) Feeding charges of civil lunatics paid by the Municipality and other local bodies.

(3) Recoveries effected after the closing of the year in which the expenditure was incurred, in respect of dietary charges of revenue defaulters and recoveries from contractors in connection with the supply of dietary stores.

B.—JAIL MANUFACTURES—

(a) Sale proceeds of Quinine Tablets.

(b) Sale proceeds of Jail manufactures.

Receipts on account of sale of quinine tablets.

Receipts derived from manufacture, within the jail precincts, of carpentry, cane articles, bucket-making, textile goods, leather articles, etc., *atta* grinding and repairs to articles. *Soorki* pounding, if done inside the jail. See paragraph 1148 regarding supply of articles from one jail to another.

Sale of quarry products.

(c) Sale proceeds of Quarry products.

(d) Miscellaneous ...

1. Recoveries on account of shortage of (1) raw materials (except those taken as a reduction of expenditure, if effected within the financial year in which the articles concerned were purchased and (2) manufactured articles.

2. Sale proceeds of waste products from the manufacture department.

Recoveries made either by cash or by deductions from payment vouchers on account of overpayments in previous years.

C.—RECOVERIES OF OVERPAYMENTS.

D.—COLLECTION OF PAYMENTS
FOR SERVICES RENDERED.

For explanation see item (2) to
paragraph 1044.

E.—Deduct—REFUNDS—VOTED

Amounts originally credited to
any of the above "Receipt"
heads, if refunded on account
of excess charge or owing to
wrong claims should be shown
against this head.

NOTE 1.—All recoveries, which relate to objections raised on the payments of previous years, are adjustable as a departmental receipt, and, as such, when they are made by deductions from the bills, the *gross* amounts should appear on the statements rendered by Superintendents.

NOTE 2.—All recoveries, which relate to objections raised on the payments of the current year, when effected by deductions from a bill affecting a head of account originally overcharged, the *net* amounts only should be shown in the statements. When, however, the deductions are effected from a bill affecting a head of account *different from that* originally overcharged, the gross amount of the bill should be shown in the statements with a *per contra* minus entry under the head originally overcharged. In all other cases only the net amount may be shown in the statements.

1118. Cash drawn from the treasury on contingent bills need not be detailed in full on the receipt side of the cash book. Each contingent bill shall be quoted by its serial number, and its general character may be indicated as a bill for diet, hospital charges, etc. Other cash receipts shall, however, be fully detailed.

Entries in
receipt side
of Cash
Book.

1119. Full details of payments shall appear on the disbursement side of the cash book. In the case of a contractor the details of his claim shall be entered on the day of settlement. Subsistence allowance paid to released prisoners may be entered in a lump sum daily. In every jail a statement should be prepared and hung up in the office, showing the amount of subsistence payable to prisoners to be released at different stations and the Superintendent shall, by means of this statement and the number of prisoners shown as released in the release register, check the amount paid daily on this account, and attest the correctness of the same by his initials. Receipts and disbursements on account of civil prisoners' diets should be entered in the cash book daily, the amount received and paid on account of each prisoner being shown separately. In checking these entries, reference should be made to column 16 of the civil prisoners admission register showing the daily allowance granted and to the counterfoil of the receipt book of diet money (Form No. 33).

Entries in
disburse-
ment side of
Cash Book.

When prisoners' cash property is entered in the cash book, the prisoners' register number as well as their names shall be entered on both the receipt and expenditure side.

Responsibility of Chief Jailor for all cash.

1120. The Chief Jailor shall be responsible to the Superintendent for all cash kept in the jail. He should not be allowed to keep it in his own house. On no account shall the keys of the cash box, or control of any kind over money, be entrusted to a convict. The Chief Jailor, during his absence from the jail, shall not make over the key of the cash chest to any subordinate officer unless authorized, in writing, by the Superintendent to do so, in which case he shall take, in his report book, an acknowledgment of the contents of the cash chest from the officer to whom he delivers the key. When the Chief Jailor goes to the bazaar, or is otherwise temporarily absent from the jail, he may make over a small sum, from the permanent advance, to the deputy or assistant jailor to meet urgent petty payments, during his absence. On his return he shall at once take an account of the expenditure from the subordinate, and record it. When proceeding on transfer or on leave, the Chief Jailor, on relinquishing charge, shall satisfy the Superintendent, of the correctness of his cash balance, and the Superintendent shall make over, to the succeeding Chief Jailor, the key of the cash chest, together with its contents.

Custody of printed forms used for drawing money.

1121. The printed forms, used for drawing money from the treasury, should be kept under lock and key in an almirah and in charge of the jailor, or of the officer, whose duty it is to prepare abstract bills.

Pages of books and registers to be serially numbered.

1122. The pages of all books and registers shall be serially numbered in print. The Superintendent shall certify to the number of pages in each book, or register, before it is brought into use.

Totalling and balancing of Cash Book.

1123. The cash book shall be totalled and balanced only on days on which there are one or more transactions, but the Chief Jailor shall count the cash in hand every day and compare it with the total in the cash book, initialling and dating the cash book in token of his having compared the balance recorded therein with the cash in hand. The Superintendent shall examine the cash book daily, and initial it. He shall verify the cash in hand at least once a month, and certify to its correctness in the cash book over his dated signature.

Examination and verification by Superintendent of Cash Book.

124. In bringing money from, or carrying money to, the treasury, two trustworthy subordinates of differing race and religion shall be employed. One subordinate alone shall on no account be entrusted with such an errand. If, however, the amount is covered by the security of the person who is deputed on this errand, it is unnecessary to send more than one subordinate.

Bringing, or carrying money from the treasury.

1125. Tenders for the supply of rations and also for as many of the country stores as are generally required for the jail during a year shall be called for once a year, and a public auction also held simultaneously for the same purpose. The auction for jail rations and country stores, excluding those articles which are purchased in bulk at special auctions arranged for by the Inspector-General, shall be held not later than the first week of November. Notices briefly explaining the hour and place of auction, time fixed for delivery of tenders, quantity and kind of goods required, etc., should be circulated to the local dealers, and also posted up in conspicuous places in the local bazaar and other suitable places in the town. A short advertisement may also be inserted in one or two popular local newspapers prescribed by Government for the purpose of advertising Government notifications. The date fixed for the purpose of holding auctions and inviting tenders for supplies of articles should be intimated to the Inspector-General by the 15th October. The terms and conditions governing the system of submitting rates by means of "Tender" apply equally to the bidding at the auction sale. The option of submitting tenders is permissible only in the case of persons who either do not desire to attend the auction or are prevented from doing so by unavoidable causes.

Tenders for supply of rations, etc., and holding of auction for same.

1126. An hour, preferably in the afternoon of the day previous to the date fixed for auction, shall be notified as the latest hour by which tenders will be received by the Superintendent. No tender delivered after the appointed hour shall be accepted. Tenders which are not drawn up in the approved tender form, if one is prescribed, or which do not fulfil the conditions laid down therein shall be rejected. No person shall be permitted to bid at the auction unless he produces a receipted treasury chalan in support of the necessary earnest money. On no account shall cash be accepted as earnest money.

Fixation of latest hour for receiving tenders.

Rejection of tenders not drawn up in proper form.

Production of receipted treasury chalan a qualification to bid.

Procedure at the hour fixed for commencement of the auction.

1127. On the striking of the hour fixed for commencement of the auction, the Superintendent shall collect the original copy of treasury chalans from the intending bidders and satisfy himself that the chalans are genuine and that they are in support of the correct amount fixed as earnest money. The bidding shall then commence, starting with the first item on the list. The Superintendent shall record in a statement for each article separately the names of the bidders and the several bids they made. When the bidding for each article has ceased, he shall obtain on the respective statement the signatures of the bidders who bid for the particular item. When the auction is thus brought to a close, the Superintendent shall, in the presence of the bidders and such of the tenderers as may be present, open the tenders received by him the day previous and read out the names of tenderers and the rates mentioned in the tenders. After this has been done, no bidder or tenderer shall be permitted to alter, or modify in any way, the rate offered in his final bid or in the tender submitted by him, as the case may be.

Manner of bidding.

Report as to result of the auction.

1128. As soon after the auction is over, and, in any case, not later than the day following the auction, the Superintendent shall forward to the Inspector-General a report explaining briefly the success or otherwise of the auction held. The report shall accompany a statement showing the names, kinds, and quantities of articles required for the ensuing year, the rates paid for them during the year in which the auction is held, the prevailing market rate at the time of the auction, the average market rate during the year, the names of the lowest and the next lowest bidders or tenderers, together with their respective rates and the Superintendent's recommendations as to the acceptance, or otherwise of the lowest rate.

Drawing up of Agreement Bond.

1129. On receipt of orders from the Inspector-General, as to the acceptance of the rates, the Superintendent shall draw up an agreement bond in Form No. 106 for paddy, and in Form No. 107 for other articles. As in the case of all contracts and agreements, the bond must be written in English, and after execution should be forwarded to the Inspector-General for approval and record. Where land or houses are given as security, the contract bond should be registered before being sent to the Inspector-General, but in other cases, registration is not necessary. In the former case the contract bond shall contain a note as to the description of the property given as security. Agreements drawn up with contractors for the supply of provisions to the jails and, in default, to undergo

certain penalties, are not liable to stamp duty beyond the eight annas stamp under Article 5 of Schedule I of the Indian Stamp Act.

1130. When articles are required to be purchased either for the supplies or the manufacture departments, the jailor in charge of the respective stores shall prepare an indent (in duplicate) in Form No. 108 giving full details of the articles required. If a contract exists for the purchase of the articles, the name of the contractor and the rate specified in the contract bond shall be entered on the indent; if not, the lowest market rate shall be ascertained, and the name of the supplier, together with the lowest rate offered, shall be recorded on the indent. The indent, together with the stock book, shall be submitted to the Superintendent, and he shall satisfy himself that the indent is correct in the following respects:—

Preparation
of Indent.

Col. cents of
the Indent.

(a) Full descriptions of the articles required are correctly mentioned in the indent.

(b) The articles are actually required and that the consumption of the stock has not been in excess of requirements.

(c) The rate is correctly entered both in figures and in words.

(d) A closing line is drawn across the indent after the last entry, so as to leave no room for inserting any post entries.

(e) A note as to the total number of items requisitioned for, is recorded just above the space provided for the Superintendent's signature.

1131. The Superintendent shall then initial the stock book and the counterfoil of the indent, and sign the foil. In the case of articles for which a contract exists, or where specific orders have been passed by the Inspector-General in regard to local purchase, or where the cost does not exceed the limit of powers vested in the Superintendent, or where the purchase has to be effected immediately in the interest of public service, the indent shall be sent direct to the supplier for compliance. In other cases, the indent should be forwarded to the Inspector-General, who shall arrange for the supply from the cheapest source. When submitting the indent, the Superintendent shall furnish on the reverse of the indent, the rate prevailing in the locality for such articles or, if this information is not procurable, the rate paid on the last occasion, so as to enable the Inspector-General to decide the source of supply. If the indent is for raw materials, tools, machinery, etc., full details as to the brand, make and quality, shall be furnished in the

Signature of
Superinten-
dent on the
foil.

Despatch of
indent direct
to supplier.
Submission
of indents to
Inspector-
General.

indent. If necessary, a sample or sketch shall accompany the indent. For instructions regarding the securing of contract for the supply of articles see paragraphs 1125 to 1129.

Checking
and exami-
nation of
articles
supplied.

1132. The articles, when supplied, shall be produced before the Superintendent, who shall check and examine them as to the correctness of quantity, quality and rate and sign the certificate at the foot of the form in token of having passed and received the articles in full and of having satisfied himself that the rates charged for are *bona fide* market rates. Articles mentioned in the indent but not supplied should be scored out in red ink and initialled by the Superintendent both in the foil and counterfoil. If the delivery of any particular item of the indent is made in small quantities in the course of several days, details as to weighment, or measurement, taken and accepted, or the number counted and accepted daily, shall be recorded on the reverse of the indent and attested by the Superintendent.

Supplier's
copy of
indent.

1133. With the articles, the supplier should be required to submit his copy of the indent, which shall be signed by the Superintendent and returned to him to be attached as a voucher to his bill. No article should be accepted from a contractor without an indent duly authenticated by the Superintendent or without a written authority from the Inspector-General. No article so supplied shall be brought on to stock until passed by the Superintendent.

No article to
be accepted
without
indent, etc.

Acceptance
of articles.

1134. The articles, together with the indent book signed by the Superintendent, shall be sent to the jailor in charge of the respective stores, who will receive the articles, fill in column 4 (page in stock book), and return the indent book, after he has signed it, to the Chief Jailor, who shall keep it under lock and key and be responsible for its safe custody.

Custody of
indent book.

Responsibil-
ity for
acceptance
of stores.

1135. The Chief Jailor may depute a subordinate to receive and weigh, measure or count, provisions, etc. received into reserve store, and the Superintendent shall direct by whom the account is to be kept, but the Chief Jailor shall closely supervise and check the work of his subordinates, as he is responsible for the quantities actually received and issued to the cooks, or otherwise disbursed.

Jail officials
not to pre-
pare bills on
behalf of
contractors
or suppliers.

1136. Except bills for petty purchases, no bills shall be prepared by jail subordinates in the jail office on behalf of contractors and suppliers. No jail subordinate is permitted to receive bills from suppliers and contractors. All bills

against the jail shall be presented by the suppliers, with the necessary vouchers, to the Superintendent, who will initial them and pass them on to the Chief Jailor, or any other officer deputed by the Superintendent for the purpose. The Chief Jailor, or the officer so deputed, shall check the bills and vouchers with the original copies of the indents, have the number and date of the indents marked against the relative items in the bill in respect of the articles, and return the bills, duly attested, to the Superintendent, who, if satisfied that the charges made therein are reasonable, shall pass them, and order payment. The vouchers, on which payments are made for articles supplied, should show details of the articles, quantity, rate and the number and date of indent. Detailed copies of such vouchers as are forwarded to the Accountant-General with the contingent bill should be filed in the jail office, and should be attested by the Superintendent. The fact of the payment of the suppliers' bills should be recorded in the office copy (original) of the indent (Form No. 108) under the dated signature of the Superintendent. The total of the bills must be expressed in words as well as in figures.

except for petty purchases. Bills against jail to be presented to the Superintendent. Checking and passing of bills for payment.

1137. No claim against the jail shall be paid until after it has been checked and endorsed for payment by the Superintendent. No item of expenditure out of the ordinary recurring type shall be incurred without the sanction of the Inspector-General, except in cases of great urgency, when the approval of the Deputy Commissioner must be secured; charges for extra establishment, new office furniture costing over Rs. 25, articles the cost of which is debitable to the head "Extraordinary charges for Live Stock, Tools and Plant" must not be incurred without the previous permission, in writing, of the Inspector-General.

Payment of claims.

Extraordinary expenditure.

1138. All office copies of salary and other bills shall be clearly marked with the words "Office Copy" in large letters in red ink at the top and shall only be initialled, and not signed in full. If any officer, through disregard of these instructions, that is by not seeing that office copies are so marked or by signing such copies in full, facilitates the loss of Government money, he will be liable to be held personally responsible for the amount lost.

Office copies of salary and other bills.

1139. No officer of a jail is permitted to make advances from his own pocket. Petty sums shall be paid out of the cash imprest or permanent advance. Sums exceeding Rs. 20

Payments.

in the case of drawing officers in Rangoon, and Rs. 25 outside Rangoon, shall be disbursed as detailed below:—

The drawing officer shall, on receiving a bill from a supplier, check and countersign it against the signature of the supplier, include the amount in a contingent bill in the prescribed form (T.F. No. 38), attach the supplier's bill to the contingent bill and return the documents to the supplier, together with a memorandum on Form No. 155B, with the intimation that the contingent bill with its annexure should be presented for payment at the treasury, after furnishing a stamped receipt on the contingent bill. A separate contingent bill should be drawn up for each supplier, but two or more bills of the same supplier may be included in the same contingent bill. The drawing officer shall simultaneously send an intimation in Form No. 155B to the treasury officer, stating the description and the amount of the bill and the name of the payee. The intimation should be addressed to the treasury officer by name and despatched in a sealed cover. To minimise correspondence, weekly payments to suppliers, and weekly advices to treasury officers, may be arranged. In no case shall money be drawn from the treasury before it is actually required for payment.

Payment by
remittance
transfer
receipt.

1140. Where there is a Government Treasury remittances from mofussil stations to tradesmen residing at another town shall be made by remittance transfer receipt and not by postal money order, except when the amount is for less than Rs. 25. No charge for postal money order commission will be passed, except where a jail is situated in a station where there is no Government Treasury. Charges incurred as money order commission shall be debited to "Contingencies."

Posting of
notice out-
side Jail
prohibiting
supply of
articles
without
Superinten-
dent's
written
order.

1141. A notice in English, Burmese and Hindustani shall be conspicuously posted outside every jail, stating that the Superintendent will not be responsible for the payment of the price of any article supplied to the jail except on the written order of the Superintendent, and that claimants for payment of goods duly authorized for delivery or supply must invariably present their bills and take payment in the same month in which the goods are delivered.

NOTE.—In the case of daily supplies of dietary articles received against an indent in Form No. 192 through the medium of a contractor, or otherwise, as provided for in paragraph 1093, the written order of the Superintendent is not necessary, but the counterfoil of the indent should be placed before him the next morning, for scrutiny and initials in token of a check being exercised in the matter of articles indented for.

1142. Purchases should be paid for promptly. When made through a contractor, he should be settled with, without delay, in every case before the close of the month, so that on the last day of the month, no article received into the jail shall not have been paid for.

Prompt payment for purchases.

1143. As soon as a claim has been satisfied, the document supporting it shall be cancelled by the jailor, so that it may not be employed again in support of a second charge. The Superintendent, when verifying the daily cash balance, should see that the payments made are in order and that the vouchers have been duly cancelled and defaced.

Cancellation of documents after satisfaction of claims.

1144. A receipt in Form 193 shall be taken from the payee in respect of disbursements made by the jail. This form may be used when petty claims are met by the jail, and where the payee, but for the existence of the form, would not have any receipt to furnish.

Receipts from payee.

1145. Receipts for money paid by the jail may be in the vernacular known to the payee ; he shall, however, be required to state, in words of that vernacular, the amount he has received. In such cases an English rendering of the document shall be made at the foot, or on the reverse, of it. When the signature of the payee is given in the vernacular, the same should be transliterated into English.

Drawing up of payee's receipts.

1146. Separate receipts shall be obtained for payments made in respect of supplies to the Manufacture Department and payments made in respect of goods taken under general supplies and services.

Separate receipts necessary for Manufacture Department, and supplies and services.

1147. Receipts tendered to the jail for sums exceeding Rs. 20 should bear a one-anna stamp. It is not necessary that the payee, who has signed a postal money order receipt, should be asked to give a fresh stamped receipt to the remitter, inasmuch as he has given one, which is exempt from stamp duty, to the post office, which is the agent of the sender. But in order that the Audit Office may know on what account the payment was made, the sender should, after the printed words "Received the sum specified above on" in the postal money order receipt, write on what account the money was paid.

Receipts for sums exceeding Rs. 20.

NOTE.—Value payable parcel covers, showing the amount paid to the Post Office, will be accepted in audit as "Payee's receipts," provided they are certified to by the paying officer, and are in addition to the regular invoice or bill, showing details of items.

Adjustment
of accounts
in respect of
articles
manufac-
tured in jail
for use local-
ly or by
other jails

1148. Articles manufactured in jail and taken over for use or consumption locally, or by other jails, shall not be charged for, except when there has been an outlay in material, as distinguished from labour. In such cases the appropriate head of charge under "General Supplies and Services" will be debited with the cost of the material as worked out in accordance with the instructions laid down in paragraph 1038, and "Manufactures, Raw-materials" relieved. When articles purchased under "General Supplies and Services" are supplied to the Manufacture Department the appropriate head of charge of the Manufacture Department shall be debited with the cost of such articles and "General Supplies and Services" relieved.

Inter-depart-
mental
adjustments
of costs.

1149. When articles are supplied either from the Manufacture Department of one jail to that of another, or from the Supplies Department of one jail to that of another, the cost should be adjusted inter-departmentally, *i.e.*, the transaction should be accounted for on Form No. 168 in the case of transactions between two Manufacture Departments, and Form No. 156 in the case of transactions between two Supplies Departments. The jail that receives the article will treat the amount as an addition of expenditure on Form No. 168 or 156, as the case may be, and the jail that supplies the article will treat the amount as a reduction of expenditure on the same form. These transactions shall on no account appear on T.F. No. 38.

Payments by
one public
department
to another
to be made
by book
transfer.

1150. All payments of amounts due by one public department to another should be made by book transfer, except when such transfers do not suit the methods of accounts or of business adopted by the receiving department. (For detailed instructions, see Appendix 6 in Volume I of the Civil Account Code which is referred to in Article 110 of that Code.)

Proecdure
when cash
outlay,
is incurred
by one Jail
on behalf of
another.

1151. In the case of any cash outlay incurred by one Jail on behalf of another, whether or not the sum involved is less than Rs. 50, the procedure indicated below will be observed.

[The Jail that incurs the expenditure on behalf of another Jail is here referred to as "A", the Jail, on whose behalf the expenditure is incurred, as "B".]

- (i) The amount of cash involved in the transaction will be drawn by A on a separate contingent bill on Treasury Form No. 38, and the expenditure will be shown by A as debitable to the allotment of B under the relative head.

- (ii) B's name will be conspicuously written by A on the top of the contingent bill. The item, or items, of expenditure will be entered *in red ink* by A in the appropriate contingent register maintained by A on Jail Forms No. 151A or No. 151B, as the case may be, but this item, or these items, will not be added to the progressive total of the contingent expenditure charges of A.
- (iii) A copy of the contingent bill as drawn up by A will be forwarded by A to B as soon as the bill has been passed. No vouchers need be attached to this copy of the contingent bill when the copy is forwarded by A to B. The amount, as shown on the copy of the contingent bill, will be entered by B in the appropriate contingent register maintained by B on Jail Forms No. 151A or 151B, as the case may be, and this amount shall be added to the progressive total of the contingent charges of B.

NOTE.—The application to the Prison Department of the provision of Article 112, Civil Account Code, Volume I, has been waived by Government, *vide* Judicial Department letter No. 170Z28, dated the 11th June 1928.

1152. Charges on account of freight, shipping, or landing of goods or articles must be closely watched, and, in order to avoid demurrage, godown, and wharfage charges, care must be taken that the mate's receipt, or railway invoice, is promptly posted so as to reach the addressee before, or on, the day of the arrival of the goods at destination. No private steamers, other than those owned by the Irrawaddy Flotilla Company, shall be employed for the conveyance of Government officers, prisoners, and stores anywhere in the inland waterways served by the steamers of that company, but, where Government transport is available, it shall be employed in preference.

Conveyance
charges on
goods.

1153. The Superintendent shall submit, for the information of the Inspector-General, a monthly statement of expenditure on Form No. 156 in respect of "General Supplies and Services", and another on Form No. 168 in respect of manufactures, each statement being submitted by the seventh of the month succeeding that to which it relates. Full particulars of the quantities and prices of the different articles purchased shall be given, and, whenever expenditure out of the ordinary recurring type is incurred, the number and date of the sanctioning letter shall be quoted.

Submission
of monthly
statements
of accounts
in respect of
"General
Supplies and
Services"
and manufac-
tures.

Jail Form
No. 168.

1154. The statement in Form No. 168 shall account only for expenditure strictly connected with manufactures, and the charges for raw material, tools and plant shall be arranged and classified according to the manufactures for which they were respectively incurred. All articles of European and Indian manufacture shall be distinguished by affixing the letter E or I, as the case may be, against each purchase shown in column 3 of the Form.

NOTE.—For rules regarding the auditing of accounts by the Audit Staff see paragraph 1209.

Erasures in
documents,
registers,
etc.,
prohibited.

1155. No erasures are permitted in any document, register or account relating to money or stock. If alterations should be necessary, they shall be made by passing the pen through the incorrect item in *red ink* and writing the correction above, and all such corrections shall be initialled by the Superintendent.

Erasures in
accounts
submitted to
the Inspec-
tor-General
prohibited.

1156. Before submitting accounts to the office of the Inspector-General, the Superintendent shall satisfy himself that no erasures appear upon them. He should reject any documents so altered, and have new ones prepared.

Establish-
ment pay
bills.

1157. The establishment pay bill shall be drawn up on Treasury Forms, No. 19, No. 19A and 19B prescribed by the Accountant-General. The pay of temporary establishments shall be drawn on separate establishment pay bills, Treasury Form No. 19 being used for the purpose and the sanction for the temporary appointment, or appointments, quoted thereon; see Article 64 of the Civil Account Code.

NOTE.—Salary and establishment bills, which are payable at provincial headquarters and which require to be pre-audited, may be signed and presented for payment at the Audit Office five days before the last working day of the month to which they relate. Similar bills, which are payable at district treasuries, may be signed and presented for payment two days before the last working day of the month to which they relate. No payment will, however, be made on the bills until the 1st of the following month.

Belated
claims for
pay,
allowances,
or incre-
ments.
Recovery of
pay and
allowances
more than
one year
after dis-
bursement.

1158. Claims for pay, allowances, or increments, which have been allowed to remain in abeyance for a period exceeding one year, may not be investigated by the Accountant-General without orders from the authority which appoints the officer by whom the claim is made. Without the orders of Government, no directions may be issued for the recovery from any officer, of pay and allowance erroneously disbursed to him if more than one year has elapsed since such disbursement.

1159. Superintendents should, on no account, pay into Court sums due as salary or otherwise to the estate of a deceased subordinate. Sums due as salary will be dealt with under Article 39 of the Civil Account Code, Volume I (Eighth Edition). Other sums should be left undrawn (or, if already drawn should be refunded into the treasury) until some one produces a probate of the will of the deceased, or letters of administration, or a certificate from the Administrator-General, or a certificate granted under the Succession Certificate Act, 1889. Security deposits should be retained for six months after the decease of the subordinate and then if there are no departmental claims outstanding, should be withdrawn and disbursed in accordance with the procedure indicated above with regard to the disposal of sums due to deceased subordinates other than those relating to undisbursed salaries.

Disposal of salary, etc., in respect of a deceased subordinate.

Retention of security deposits.

NOTE.—Incidental charges incurred in remitting money belonging to a deceased warder's estate should be debited to "Office Contingencies."

1160. Every officer receiving more than Rs. 20, after Government deductions such as security deposit, income-tax, etc., have been effected, shall affix a one-anna stamp to his bill, or to the acquittance roll, and his signature shall be written in black ink across the stamp. Before the pay of any officer, who has yet to make up the full amount of security required of him, is paid to him, the deduction required by paragraph 227 shall be made, and only the balance of his pay shall be paid to him.

One-anna stamp to be affixed to pay bill in respect of net income in excess of Rs. 20.

Security Deposit deduction.

1161. Travelling allowance claims shall be drawn separately from all other charges on forms prescribed by the Accountant-General (T.F. No. 9 and T.F. No. 34). All Superintendents of jails in Burma have been declared by Government to be "Controlling Officers" for the purpose of countersigning the travelling allowance bills of jailors, warders and sub-assistant surgeons under their control (Appendix A, Burma Travelling Allowance Manual). The following instructions shall be carefully observed by Superintendents of jails, as countersigning officers:—

Claims for travelling allowance.

(a) All claims for travelling allowance shall be carefully scrutinized.

(b) No bill shall be countersigned and passed for payment unless there is budget provision to meet the amount of the bill. In the absence of budget provision, countersignature shall be deferred and a reference made to the Inspector-General as to whether funds can be provided, the amount required being stated.

Warders, who are transferred in the interests of the public service, shall be paid travelling allowance as laid down in Rule 85, read with Rule 9 (c) of the Burma Travelling Allowance Manual. Particulars regarding travelling allowance charges are to be recorded in a separate register maintained in T.F. No. 95A.

Pensions.

1162. The rules regulating the submission of applications for pensions are contained in Chapter XLVII of the Civil Service Regulations. When submitting pension papers, if a delay of more than six months has occurred, an explanation should be furnished and the name given of the officer responsible for the delay. In this connection it should be noted that an officer who is required to retire on the attainment of his fifty-fifth year shall do so with effect from his fifty-fifth birthday.

Procedure when exact date of applicant's birth is not known.

In cases in which the year and month of an officer's birth are known, and only the day of the month is unknown, the 16th of the month shall be treated as the day of the officer's birth for the purpose of determining the date on which he should be held to attain the age of fifty-five years.

Submission of Budget Proposals.

1163. Budget proposals should be submitted to the Inspector-General on the 10th August of each year in Forms Nos. 92 and 92A and, if the forecasts for any year indicate any considerable increase or decrease of revenue, full explanation, accounting for it, should accompany the forecast. When the budget has been formally sanctioned by Government each jail will be informed by the Inspector-General of the allotments made.

On allotment, figures to be noted in register of expenditure.

1164. On receipt of information showing the amounts allotted for each year, the figures should be carefully noted against the respective heads in the classified register of expenditure. and the available or unexpended balance ascertained at the end of each month and noted regularly in the bills submitted to the Accountant-General and in the statement of accounts sent to the Inspector-General.

No expenditure in excess of amount provided to be incurred without additional grant.

No officer may, without previously obtaining an extra grant, incur expenditure in excess of the amount provided for in the estimates under the head concerned. When an officer exceeds the annual grant, he may, under the orders of Government, be held responsible for the excess.

NOTE.—In order to carry out the instructions contained in Article 96 of the Civil Account Code, the budget grants noted in the Contingent Registers should be verified and initialled by the Superintendent of Jail in token of verification. The first entries and subsequent allotments placed by the Inspector-General at the disposal of the Superintendent need only be initialled.

1165. The general principles in connection with proposals, the expenditure in regard to which has not been provided for in the budget, is restated here, for convenience. Some of them are also contained in Chapter XI of the Civil Account Code:—

Orders concerning proposals involving expenditure not provided for in the budget

(i) Save for exceptional reasons, expenditure, for which no provision has been made in the estimates of the current year, should not be proposed and cannot be sanctioned.

(ii) In the absence of such reasons Government assumes that any expenditure proposed is intended to have effect from a date not earlier than the beginning of the next financial year.

(iii) Expenditure, which cannot be met from the grant made at the beginning of the year, requires for that reason, and apart from all other rules, the sanction of Government.

(iv) Every application for such sanction submitted to Government by the Inspector-General should be in B.M. Form No. 21.

(v) The grant of such sanction authorizes expenditure within the current year.

(vi) When any proposals are made for fresh expenditure, it should be stated whether provision has been made for it in the budget estimate of the current, or succeeding, year, as the case may be.

(vii) The mere fact that proposed outlay, not provided for in the budget, can be met from savings is not in itself a sufficient reason for sanctioning it. It must also be shown that it is indispensably necessary to incur it before the next financial year.

1166. With regard to the purchase of stores required for the use of Government departments, it is to be understood by all officers that the policy of Government is to encourage the purchase of articles manufactured or produced in India (including Burma). To secure that full effect is given to this policy, Superintendents are directed not to indent for articles from Europe which can, with equal economy, be obtained of satisfactory quality, from Indian manufacturers. In all cases where an article which can be produced in India of Indian manufacture is included in an indent on the Director-General of Stores (of the India Office) full reasons for so including the article must be given in the indent. It must be understood that articles not produced or made in India can be purchased locally only in accordance with the rules.

Rules regarding purchase of stores.

1167. Except in the case of books, which may, with the sanction of the Inspector-General, be obtained direct, whether from England or elsewhere, without the intervention of the India Office, no officer is, on any account, permitted to order

Except books no orders to be placed for articles outside India.

any article, required for the public service, from England, either direct or through local firms or agents.

As far as possible, articles of Indian manufacture should be used, and when, with the previous sanction of the Local Government, articles of Europe manufacture are obtained in India, purchases must be restricted to articles which are actually procurable in India and can be delivered promptly.

Submission
of annual
forecast of
requirements
of English
machinery,
appliances
and stores.

1168. Jails, which use English machinery and appliances and stores, are required to submit to the Inspector-General an annual forecast of their probable requirements in respect of the ensuing year. These forecasts should be in Form Miscellaneous General No. 36, and should reach the Inspector-General not later than the 15th May in each year. It should be understood that these forecasts are not the indents referred to in paragraph 1169, and that, unless indents are submitted separately in addition to the forecasts on Miscellaneous General Form No. 36, the articles entered in the forecasts will not be supplied. In the preparation of these forecasts, the following instructions should be observed:—

(a) The forecasts are intended to show the probable amount to be expended in England in the next ensuing financial year, *i.e.*, from the 1st April to the 31st March following the date of their submission.

(b) The cost of the stores only should be estimated. Additions to cover cost of freight will be made by the Inspector-General.

(c) A forecast of the annual indent may not always be sufficient. An addition, based on the experience of former years, should be made, when necessary, to cover supplementary demands.

(d) The forecast should not contain a number of unpriced items. As far as circumstances will allow, the probable cost of the stores should be given.

(e) No elaborate details are required, the essential point being the total amount of contemplated expenditure. This should be clearly shown, and any subdivision or explanation that is necessary may be appended. Attention should be especially drawn to any large and exceptional anticipated expenditure.

(f) The amount should be given in English currency, so that there may be no misunderstanding as to the cost in sterling money, in this country, on which the estimate is based.

(g) As an interval must, of necessity, elapse between the receipt of an indent and the payment of the stores therein demanded, it may, as a general rule, be assumed that stores.

for which the indents are submitted between the 1st January and the 31st March, will not be paid for until the following financial year.

1169. Indents for stores of Europe manufacture shall be submitted to the Inspector-General not later than the 15th May of each year, Form Miscellaneous General 39 being used for the purpose.

Indents for stores of Europe manufacture.

Full information should be given as to requirements in all cases where doubt can possibly arise. If a previous supply has been made, a reference to the indent demanding it will usually suffice.

When spare parts of machinery are asked for, the fullest particulars should be given, viz., the date of supply, the names of the makers, the number, if any, of the machine, and the ship by which received. If the machine has been purchased locally, similar and, if possible, fuller particulars should be given.

When the nomenclature of the spare part is at all doubtful, a description and sketch should accompany the demand.

When machinery is indented for, it is most important that a statement, more or less in detail, should be given of the purposes for which it is required. In cases where indenting officers may experience difficulty in putting together plant and machinery supplied by the Director-General of Stores and with which they may be unfamiliar, a request for working drawings should accompany the indent.

Should any correspondence have passed between indenting officers and manufacturers in England in regard to any supply, copies of all such letters should be attached to the demand, to obviate possibility of error in supply.

Indents for steel should invariably state the purposes for which it is required, in order that there may be no mistake in specifying the quality, when purchasing. All indents should state definitely the date or dates by which stores are required to be landed in Burma, and every effort will be made to adhere to such dates. Vague phrases such as "urgently required," "Wanted as early as possible," convey no precise meaning.

1170. As a rule, the amount to be indented for is based on the average of the three previous years' consumption. Patterns or samples of articles required should accompany the indent in cases where the description of the article is

Method of calculation of requirements of stores.

insufficient for guidance. English weights and measures should be entered in the indent, and prices should be shown in English currency. The detail prices should exclude freight, but a lump sum should be added for this item. If articles usually manufactured in India are included in an indent a separate explanation should be attached.

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Section II—Supplies and Services.

1171. Expenditure shall be classified according to the particular purpose for which it was incurred and with a view to distinguish ordinary current from extraordinary expenditure. Excluding furniture, which must be classified under the head "Contingencies," all outlay on dead or live stock, which is likely to remain in use for three years, or upwards, must be classed as extraordinary expenditure.

Classifica-
tion of
expenditure.

1172. The following schedule explains the scheme of classification :—

Schedule
explaining
scheme of
classification.

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
I.—Dietary charges.	A.—Rations	This sub-head should include cost of paddy only.
	B.—Miscellaneous dietary charges.	This sub-head should include cost of provisions and fuel, except hospital diets and extras ordered by the Medical Officer. No charge should be made for vegetables, condiments, cereals, fuel, etc., produced on the premises. It should also include ordinary recurring expenditure on such items as earthen pots and plates, leaves for plates, jars for pickle, sacks for grain, sifters, <i>tawas</i> , <i>supps</i> , grain baskets, tinning cooking utensils, repairing grindstones or any culinary utensils or receptacles for provisions, diet of children in jail with their mothers, fish fry for stocking jail tanks, articles for fishing or expenses in getting fish from jail tanks, freight and cartage of provisions including paddy to the jail; also the cost of metal pots and plates and wooden platters, and paddy mills and <i>dhenkis</i> if these articles are not likely to last for three years, but if they are, the cost should be included under "Extraordinary Expenses."
	C.—Garden or agricultural expenses.	This sub-head should include ordinary recurring expenditure on such items as seeds, manure, country ploughs, <i>mots</i> , and ropes for irrigation, garden baskets, or bamboos or cane for making them, <i>tokas</i> or sun-hats, nets for fruit trees, <i>kudalis</i> or <i>phaoras</i> (hoes) and <i>das</i> or knives not likely to last three years. Sanction to the purchase of country vegetable seeds should be obtained.
	D.—Proportion of dairy expenses.*	The working expenses of the dairy should be divided between this head and "Hospital Charges" in the proportion in which the produce of the dairy is used for the general dieting of the prisoners or for the sick

* In Burma all charges connected with jail dairies shall be debitable to "Hospital Charges."

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.—contd.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
		or infirm. Such items as fodder, straw, medicines, fuel, rope, bamboos, attendants (if not on the regular establishment) should be included here, but not expenditure for live stock, plant, or appliances likely to last for three years or upwards.
	A.—Sick diet and extras for patients.	This sub-head is for food and fuel only
	B.—Cost of extra or special diet, etc., for prisoners who are in weak health but who are not in hospital.	To include extra diet given to convalescent and special gangs or to any prisoners by order of the Medical Officer, that is to say, this heading will not include charges for dieting the "special and convalescent" gangs, but will take in only extras given in addition to the ordinary diet scale.
II.—Hospital charges.	C.—Medicines and hospital equipment.	This sub-head will show the cost of Medical books and the cost of medicines, whether purchased locally or supplied by the Medical Store Department, also for rum procured for the sick from the Supply and Transport Department. Hospital equipment will include such articles as hospital pillows, bedding and clothing, splints, hospital bed-pans and urinals (if not coming under the definition of extraordinary expenditure), expenses for repairing such articles, cloth for bandages, <i>sajjimatti</i> or soap for hospital use, etc.
	D.—Proportion of dairy expenses.	See above, "Dietary Charges" (D).
III.—Clothing and bedding of prisoners.	...	Not only the cost of new clothing and bedding but all charges for repairs (needles, thread, cloth, etc.), should be included under this head. The cost of new bedsteads (wood or iron) should be included under "Extraordinary Expenditure."
	A.—Conservancy, washing and purifying.	Under this sub-head should be included all Municipal charges for special conservancy work done; expenditure for brooms, tar, or pitch, privy and dry-earth baskets or bamboos for making such baskets, rope for <i>mehtars</i> or jute for making it, <i>kudali</i> or hoes for conservancy, soap or <i>sajjimatti</i> for washing prisoners' cloths, shelllime for white washing (if not treated as a Public Works charge), earthen pots and vessels for

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.—contd.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
IV.—Sanitation charges.		conservancy, resin, jaggery, oil, etc., for fly paste, repairing conservancy utensils, carts, etc., cartage of river mud for mud washing, disinfectants, sulphur for fumigation and other conservancy items not coming under the definition of "Extraordinary Expenditure."
	B.—Charges for water-supply.	Water tax or rate paid to a Municipality will be an exception to the rule that Municipal taxes shall be included under the head of "Contingencies," it should be included here (unless no service is rendered for it). Likewise such charges as ropes for drawing water for service of the jail : <i>mashaks</i> , <i>mots</i> , and other appliances for this purpose; glasses for examination of water and expenses in connection with water analysis; repairs of pumps, pipes, reservoirs or tanks; water receptacles, carts or other appliances for distributing water, and renewal of parts; coal or firewood for boiling drinking water: "Extraordinary Expenditure" being excluded
	C.—Extraordinary charges.	This sub-head should contain the cost of cholera camps and other measures taken in emergencies to preserve health. Cholera camp charges will include cost of temporary shelter, bamboos, string mats, straw for bedding, carriage of water, materials for sick prisoners and other charges strictly due to camping out the prisoners. The cost of <i>extra</i> guards (but not of those deputed from the ordinary establishment will be included under this head in annual Financial Statement IX, but is not to be included in the copy of the detailed contingent bill submitted to the Inspector-General. Such expenditure must be drawn on salary bills and will be included under this head but not of those deputed from the ordinary establishment.
V.—Charges for moving prisoners.	A.—Transfer charges and road subsistence for convicts.	This sub-head should include airway fares and carriage of transfers, and subsistence and other expenses for dieting prisoners in transit (except when transportation prisoners are despatched from the collecting jail for deportation), railway fares and carriage and necessities of released convicts, subsistence allowance or gratuities given to convicts on release if granted for subsistence on the journey home, but not if granted as rewards; clothes for released convicts and transfer charges for lunatics sent to asylums.
	B.—Transportation charges.	Only charges connected with the despatch of convicts to Port Blair from the Rangoon Central Jail should be included under this head, not charges for maintenance, clothing, etc., whilst detained in any jail awaiting deportation, or transfer charges for removal to the Rangoon Central Jail. Such items as railway fares and carriage, subsistence on the journey, cost of

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.—contd.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
VI.—Miscellaneous Services and Supplies.		clothing, blankets, bedding, fetters, handcuffs and hand rings sent away with the prisoners will come under this heading.
	A.—Lighting.	This head should include such items as gas-rates, electric energy charges provided the gas or electricity is used (this rate will also be an exception to the rule that Municipal rates shall be charged to "Contingencies" if the gas or electric works are under a Municipality), kerosene or other lamp oil, wicks, renewal of lamp glasses, repairing gas-pipes, lamps, etc., oil-pumps: "Extraordinary Charges" are to be excluded.
	B.—Disciplinary charges.	This head should include such items as materials for repairing breast labels, ankle rings, wrist rings, or fetters; iron for rivets; smithy coal, neck tickets, leather or canvas for gaiters; canes for flogging; <i>bhela</i> nut for marking clothes, etc.; combs for females; shaving or hair cutting charges, repairing locks and keys: "Extraordinary Charges" are excluded.
	C.—Uniform and equipment of warders.	This head should include such items as uniform, shoes, greatcoats, ammunition (when paid or charged for), repairs to arms, accoutrements, or uniform; oil for arms: "Extraordinary Charges" for new arms, accoutrements, arm racks, etc., are to be excluded.
	D.—Money payments as reward for recapture and service.	This head should include such items as rewards for recapturing prisoners, gratuities to prisoners for good conduct or extra work, allowances to convict warders, rewards for meritorious service.
	E.—Execution charges.	This head should include such items (if paid by the Jail Department) as the cost of temporary gibbets, execution ropes, cap, pay of executioner and <i>doms</i> , cremation or burial. Expenditure for permanent plant should be included under "Extraordinary Charges."
	F.—Other miscellaneous services and supplies.	This head should include such items as oil for unction for females aged and infirm, cooly hire, carriage and freight, packing, umbrellas for convict overseers, books, other than Medical books and books for office use, pamphlets and slates for education, brass wire, wire netting (unless required for the garden), dyes, camphor "Rough on rats," packing charges, paint and paint brushes, linseed oil, saws, enamel, solder, <i>gurgas</i> , burial charges, <i>pardahs</i> for ward windows, mats for closing windows or for prisoners to sit upon, bamboos for making these, chalk, glue, fodder, straw and medicines for draught cattle, shoeing of bullocks, hire of female attendant engaged from outside to sleep in female ward: "Extraordinary Charges" should be excluded.

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.—contd.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
VII. —Travelling allowances.	...	This sub-head should include travelling allowances of non-gazetted officers, not allowances paid to gazetted officers, and should be drawn on T.F. No. 34 and not included in the detailed contingent bill.
	A.—Rent, rates and taxes.	Water-rates and gas-rates are to be <i>excluded</i> , the former will be included in heading No. IV (B) and the latter in heading No. VI (A), Water-rates and lighting and conservancy taxes may, however, be included under this head if no service is rendered and the payments are simply made as taxation, the water-supply, etc., being otherwise arranged for.
	B.—Service postage.	To include cost of postage stamps and postage on unpaid covers.
	C.—Tele-graph and telephone charges.	To include cost of telegrams and rent of telephone lines.
VIII. —Contingencies.	D.—Current office expenses.	To include country stationery, books for office use other than Medical books and books for prisoners; book-binding, gharry-hire of officers (if allowed), dusters, matches, oil for punkah-wheels, cost of hanging and removing punkahs, punkah-rope, repairing and polishing furniture, money order commission on sums remitted to suppliers and similar charges. Advertising charges calling for tenders for supply of rations, etc., <i>see</i> Note below.
	E.—Office furniture.	To include cost of almirahs, racks, shelves, tables, desks, chairs, stools, mats, floor-matting, <i>daris</i> or carpets, <i>purdahs</i> , iron safes, punkahs and punkah-fringes, clocks, gongs, letter scales and weights, water goblets, and glasses for officers, and the like. This is an exception to the rule that "Extraordinary Expenditure" is to be shown separately.
	F.—Registers and stationery.	To include Stationery Department charges and all printing charges.
	A.—Conservancy and water-supply dead-stock.	This sub-head should include such items as night-soil ejectors, iron urine tubs, conservancy pans, etc., iron blanket-boilers,* water-pumps,* pipes* or reservoirs,* water-carts, iron water tanks or drums, iron or brass taps, iron or wooden buckets, hot-water apparatus (if of a lasting kind and for boiling drinking water).

NOTE.—Advertising charges should be countersigned by the Superintendent, Government Printing and Stationery, as required by item 1, Appendix A, Burma Treasury Manual, Volume II.

* When these articles are supplied by Public Works Department workshops, the Jail Department should be debited and the Public Works Department credited with their value. (Expenditure on buildings, however, is recorded in the accounts of the Public Works Department and should be excluded from the accounts of the Jail Department.)

Schedule showing items of Expenditure, excluding "Establishment," classified in accordance with Government of India, Home Department, Resolutions Nos. 10 (Jails)—668—679, dated the 13th December 1894, and 2 (Jails)—77—88, dated the 14th February 1896.—contd.

Main heads adopted by the Financial Department.	Sub-heads required for administrative purposes.	Classification of items.
IX.—Extraordinary charges for Live-stock, Tools and Plant.	B.—Dietary dead-stock.	To include cooking ranges or "Donaldson's chulas," grain carts, wheat, mills, scales and weights for grain godowns or cooks, if of metal, iron or copper cooking utensils, ovens, if of iron or other lasting material, iron or brass cups or plates, axes, and the like.
	C.—Hospital dead-stock.	To include cost of iron beds, covered iron pans, iron urinals, or metal bed-pans, excreta desiccators, and similar lasting appliances.
	D.—Garden and agricultural plant.	To include iron ploughs, fencing pumps for irrigation wells (if not treated as a Public Works charge), or other lasting plant.
	E.—Lighting dead-stock.	Here should be shown the cost of laying down gas-pipes or of new kerosene or other lamps, of a substantial kind likely to last for three years or upwards, iron oil-tanks, and such lasting plant.
	F.—Disciplinary stock.	To include the cost of weighing machines or scales for weighing prisoners, measuring rods, or instruments for anthropometry iron, for fetters, blacksmith's implements for making fetters, etc. (if likely to last three years), new locks, handcuffs, removable fetters, flogging triangles, hair clippers, scissors or razors (if lasting for three years and upwards), steel dies and types for numbering zinc labels, and similar lasting stock.
	G.—Arms and accoutrements.	To include original cost of arms (if charged for) belts, badges, pouches and bayonet-scabbards, batons, arm-racks, snap caps, alarm rattles, etc.
	H.—Dairy live stock and plant.	To include cost of cows, cream-separators, iron or metal milk pails or receptacles, lactometers, metal or wooden churns, cow-sheds (if they are not buildings erected by the Public Works Department), and other lasting plant. Maintenance Charges to be included under "Dietary Charges" (D) and "Hospital" (D).
	I.—Draught cattle.	To include the cost of bullocks, horses, ponies, and sheds for sheltering them (if not charged to Public Works). Maintenance charges to be included under "Miscellaneous Services" (F).
	J.—Other miscellaneous dead-stock not coming under the above heads.	To include iron cots or beds (except when intended for the hospitals), permanent gibbets, ladders, charpoys and kit boxes for warders and other stock which cannot be classified under the above heads.

1173. If expenditure is incurred on any item not included in the list subjoined to paragraph 1172, the Superintendent will, in classifying it, be guided by the principles enunciated in paragraph 1171. It is not intended that the classification should be minute and elaborate beyond any useful measure. The object is to reduce, to a minimum, the chance of such an inaccuracy as would have a serious effect in comparing the financial results of different jails.

Object in
classifying
expenditure.

1174. (1) The cost of the maintenance in jails in Burma outside the Federated Shan States of all prisoners convicted by Courts in the Federated Shan States who are natives of the Federated Shan States or who, though not natives of the Federated Shan States, have resided continuously in the Federated Shan States for not less than five years prior to the date of their arrest, is debitable to the Shan States Federal Fund.

Claims
against Shan
States for
maintenance
of Shan
prisoners.

(2) The monthly rate at which maintenance charges are payable in any financial year on account of any prisoner of the categories mentioned above is fixed at the average nett monthly cost of maintenance for each prisoner in all the jails outside the Federated Shan States during the calendar year but one that precedes it. For example, claims preferred during the period from 1st April 1940 to the 31st March 1941 will be based on the average nett monthly cost for each prisoner in the jails outside the Federated Shan States during the calendar year 1938. The rate at which claims are to be preferred in accordance with this method of calculation will be published annually in the Prison Administration Reports.

(3) Bills for the recovery of maintenance charges from the Shan States Federal Fund shall be prepared on Jail Form No. 176 and forwarded before the 7th of each month to the Commissioner, Federated Shan States, or the Superintendent, Northern Shan States, according as the prisoners for whom maintenance charges are claimed were convicted by Courts in the Southern or Northern Shan States. These bills shall represent the maintenance charges for all prisoners of the categories described in sub-paragraph (1) above admitted into the jail concerned before the last day of the month preceding that in which the claim is preferred. At the same time as these bills are forwarded to the Commissioner, Federated Shan States, and/or the Superintendent, Northern Shan States copies of the bills shall be forwarded to the Accounts Officer, Federated Shan States, for verification of the amounts claimed, and to the Accountant-General, Burma, to enable him to check the correctness of the recovery.

(4) On receipt from the Commissioner, Federated Shan States, or the Superintendent, Northern Shan States, as the case may be, of copies of Treasury Chalang in support of the credit by him into the Treasury of the amounts claimed, the amounts shown therein should be accounted for in the respective jail accounts for the month in which they were credited into the Treasury. The rate at which claims were preferred should be recorded on the reverse of the copies of the Treasury Chalang when they are sent to the Inspector-General of Prisons, Burma, with the respective jail accounts.

(5) Maintenance charges on account of prisoners in jails outside the Federated Shan States and Karenni who were convicted by Courts in the Karenni States and who are either natives of the Karenni States or otherwise not British subjects will be claimed in a manner similar to that outlined above in respect of claims against the Shan States Federal Fund except that the original bills will be forwarded to the Assistant Political Officer, Karenni.

Municipal
taxes.

1175. Charges on account of Municipal taxes must be supported by a certificate, signed by the Executive Engineer, vouching for the correctness thereof. Such taxes can only be levied on lands actually covered by jail buildings and not on the whole area enclosed.

Land acquired for paddy and other cultivation is exempted from the payment of revenue.

Executive Engineers are not required to certify to the suitability of the municipal taxes on garden or field lands cultivated by the Jail Department, outside the jail enclosure, which are not borne on the books of the Public Works Department, but they should verify areas of such jail garden and field lands, if required to do so, on being supplied by the Jail Department with plans of the ground concerned, duly certified by the authority in charge of the boundaries,

NOTE.—In the case of a first payment in every financial year, or whenever there is a variation in the amounts charged, bills for Municipal taxes on Jail Buildings should immediately on receipt from the Municipality be sent to the Executive Engineer concerned, for endorsement with the required certificate.

Cantonment
taxes.

1176. Cantonment taxes are not chargeable on buildings and land occupied on behalf of Government, within Cantonment limits.

Proposals
for acquisition of
land.

1177. When submitting proposals for the acquisition of land required for jail purposes, Superintendents should furnish the Inspector-General with complete information as to the necessity for acquiring the land, the cost of which is debitable to 25. Jails and Convict Settlements."

1178. Rewards for the apprehension of escaped prisoners are paid by the Deputy Commissioner, or, if the prisoner is recaptured in Rangoon, by the Commissioner of Police (*vide* paragraph 325). When the escape is from a jail, the reward for recapture will be debited against the Jail Department; if from police custody, against the Police Department.

Rewards for apprehension of escaped prisoners.

1179. Passages supplied on the authority of passage warrants (*vide* paragraphs 523, 524 and 572), are paid for at Rangoon on presentation of claims to the Inspector-General by the respective carrying companies. The jails concerned will be advised, at the close of each calendar year, of the amounts so spent, for incorporation in the annual administration reports.

Claims for passages supplied on the authority of passage warrants.

NOTE.—In order that the expenditure under “Transfer charges and road subsistence of convicts” may be kept as low as possible, Government transport should, whenever practicable, be utilized in effecting the transfer of prisoners from one jail to another.

Utilization of Government transport.

1180. From lock-up to unlock the maximum consumption of each lamp, with wicks turned up to give the maximum light without smoke, has, by experiment been found to be as follows, and no increase over the quantity thus shown will be sanctioned, unless supported by a full and satisfactory explanation:—

Maximum consumption of oil by lamps.

Duplex lamps, 1-inch wick	...	10 ounces per lamp.
Hurricane lamps, 1-inch wick	...	8 do.
Single lamps, 1-inch wick	...	6 do.
Hurricane lamps, $\frac{3}{4}$ -inch wick	...	5 do.
Hurricane lamps, $\frac{1}{2}$ -inch wick	...	4 do.

NOTE.—The contents of a tin of kerosene oil should be reckoned as 32½ lb.

1181. A separate account shall be opened on Jail Form No. 15 for every kind of stock not appertaining to the Manufacture Department. All reserve stores purchased, and all by-products of any value resulting from the preparation of any article for jail use, such as broken rice, bran, oil cake, etc., shall be accounted for in this register. Supplies sufficient for each day's requirements only, purchased from the bazaar or from a contractor, or vegetables supplied from the jail garden for jail purposes, need not, of course, be entered in this register, as their issue is recorded and accounted for in the daily diet register. A sufficient number of pages should be set apart for each article to contain the account for one year. The receipts and disposal of stock should be recorded daily, as soon as possible after each transaction takes place, but the account need not be balanced more than once

Maintenance of a separate stock account for all articles not appertaining to the manufacture department.

a month. This monthly balancing of the stock accounts shall however, be insisted on; otherwise the work will fall into hopeless arrears.

All items taken from the Manufacture Department, or received from other jails for use in the service of the jail on account of general supplies and services, shall be entered in the stock book of reserve stores (Form No. 15) in red ink.

Outturn of paddy to be ascertained by test when fresh supplies are purchased.

1182. When fresh supplies of paddy are purchased, the outturns of each consignment delivered shall be ascertained on the day of delivery by the Superintendent selecting 100 lb. of paddy from the consignment and having this quantity converted, under his personal supervision, into rice. On the reverse of Form No. 185 a note should be made in red ink showing the outturn of full rice, broken rice, bran and husk. These remarks apply also in the case of *pyaung san* where that grain is used as a substitute for paddy. Care must also be taken to see that in all cases the rates quoted for the purchase of paddy are those which apply to standard nine gallons, which by weight is equivalent to a basket of 46 lb.

Dead stock.

1183. In the case of dead stock articles it is not necessary to re-enter the list of dead-stock month after month; dead-stock shall be entered once for all in order of purchase, and no balance need be struck until the opening of a new register. When any article of dead stock can no longer be used by reason of fair wear and tear, or breakage or loss, the fact shall be recorded on the "disbursed" side, with the necessary explanation, the entry in regard to a loss or damage being made in red ink. The entry in respect of the article on the "purchase" side, shall be scored through, in red ink, so that, when a new register is opened once a year, the unerased entries can readily be copied into the new book. In the case of loss, or damage, of stores the fact shall be reported to the Inspector-General, with a statement indicating the party responsible for the loss or damage, and the circumstances under which such loss or damage occurred. There need be only four dead-stock accounts, one for culinary articles, a second for conservancy utensils, a third for hospital utensils and a fourth for articles such as office and house furniture, fetters, handcuffs, etc.

Stock book form.

1184. A stock book, in the subjoined form, will be kept by the Superintendent, showing the live-stock, Europe and other stores, and movable property in his custody, including

iron safes, Europe locks, Europe scales and weights, tents, ordnance stores, machines of Europe manufacture, scientific and mathematical instruments, boats and vehicles.

Stock-book of the of

Date of receipt.	Name of articles, with description.	Number of pieces.	Cost.	Initials.	Date of disposal.	Value realized.	Initials.
			Rs.			Rs.	

Articles, however, of ordinary office furniture (such as benches, tables, racks, wooden and tin boxes), books, and articles of petty value, stores (such as stationery), supplied for consumption for the audit of which there are independent arrangements, should not be shown in this stock book; also articles, purchased for the Manufacture Department, for which separate stock books are prescribed (*vide* paragraphs 1193 and 1196).

1185. These stock books are obtainable, on indent, from the Superintendent of Government Printing, but care should be taken to specify the number of pages required in each book, and not to indent for books larger than are required. Supply of stock books.

Section III.—Accounts—Manufactures.

Maintenance
of accounts.

1186. All accounts regarding manufactures shall be kept by a paid subordinate, and he shall be under the supervision of the Chief Jailor or Foreman.

Transactions
to be
recorded in
a Journal.

1187. The manufacture journal or day book (Form No. 153) should record all transactions referring to cash, credit sales, receipt and issue of articles sent for repairs, and articles returned by customers, and all other manufacture transactions, except those referring to the receipt and issue of raw Materials and of manufactured articles. It must be written up every day, and, if possible, at the time every transaction takes place. Care shall be taken that particulars of the page number in the stock book of manufactured articles, and cash and credit sales, are noted separately against the items referred to in the column provided for the purpose in the journal and sale room journal, and that, against credit sales, the corresponding number from the bill books is duly quoted.

Recording of
sale pro-
ceeds of
manufac-
tured articles
or money
realized by
the hire of
convict
labour.

1188. Money realized by the sale of manufactured articles, or as hire of convict labour, on each working day shall be recorded on the receipt side of the cash book and remitted to the treasury on the next working day, whatever the amount may be, the remittance being noted on the disbursement side. Cash tendered at the treasury shall be accompanied by chalan (in triplicate) in T.F. No. 1, containing, on the reverse, particulars of the remittance (*vide* paragraph 1117).

Custody and
issue of raw
materials.

1189. The raw material for manufactures shall be under the charge of a particular jail servant, who shall give out, each morning, what is required for the day's work, and shall receive into store again in the evening, the material which has not been used up. He shall also examine the day's work, and satisfy himself that the material, reported as used up, has really been used, but this shall not relieve the Jailor or Foreman of his general responsibility for the safe custody and proper expenditure, or disposal, of the manufactory stores.

Issue of raw
materials,
tools and
plant to
workyard.

1190. When raw materials, tools and plant are required for issue to the workyard; a requisition in Form No. 178 shall be prepared, by the officer requiring the articles, and submitted in the first instance to the Foreman or the Jailor in charge of the workyard, who shall satisfy himself, by a reference to the

pattern or estimate book, prescribed by paragraph 1194, that the demand is necessary and not in excess of the requirements of orders to be executed, and in token thereof shall countersign the requisition and send it to the subordinate in charge of the manufacture stores, for compliance. In jails where there are no separate posts of Foreman and Jailor in charge of the workyard, the officer requiring the articles shall prepare the requisitions at fixed intervals during a week, except in urgent and exceptional cases, and submit them to the Chief Jailor who shall deal with them in the same manner as prescribed for the Foreman or the Jailor in charge of the workyard. The subordinate in charge of the manufacture stores after seeing that the requisition is in proper form duly signed and countersigned, shall issue from his stock the articles indented for, sign the certificate at the foot of the form, and return the requisition book to the indenting officer. After satisfying himself that the articles mentioned in the requisition have been supplied, the indenting officer shall sign the receipt at the foot of the form and return it to the subordinate in charge of the manufacture stores, who should enter the issues in his stock books and enter the page of the stock book against each item in column 4 of the requisition, both in the foil and counterfoi. He shall then pass it on to the Chief Jailor, who shall detach the counterfoil of the requisition form and keep it under lock and key for safe custody, and for production before the auditor when required. The requisition book shall then be returned to the workshop.

1191. All raw materials, tools and plant, and manufactured articles shall be accounted for in stock books, but material for which there is no real market value, as, for instance, cocoanut husks, which may be had for the collecting, or clay for brick making and pottery, where it is obtained for the digging, need not be accounted for in this manner. * Form No. 179 shall be used as the stock book for raw materials and tools and plant, while Form No. 180 shall be used solely for the record of stock of manufactured articles.

All raw materials, tools and plant and manufactured articles to be accounted for.

1192. For each separate class of articles a special page, or set of pages, shall be set apart in the stock book. For instance, one-inch iron screws will be shown together and apart from iron screws of other lengths. Similarly, iron screws will not be confounded with screws of brass or other

Maintenance of stock book.

* Such articles as bricks and earthenware as are produced from such material must, however, be accounted for in the stock book of manufactured articles.

metal. In like manner, in the stock book of manufactured articles, long arm chairs must be distinguished and kept separate from chairs, of other patterns and prices. But, if considered convenient, manufactured articles of the same value but of a different class, may, with the permission of the Inspector-General, be entered in the same page, or set of pages.

Raw materials, tools, etc., not to be issued without cognizance of Chief Jailor.

1193. No article of raw materials or tools and plant shall be issued from store without the cognizance of the Chief Jailor, or Foreman, whose initials must attest every item shown as issued. The stock book (Form No. 179) is provided with a column for the Jailor's use in this connection.

Pattern and estimate books.

1194. In every jail a pattern, experiment or estimate book shall be kept. In this book, for every article manufactured for the first time, the following details shall be given by the Jailor, or Foreman, in charge of the workyard:—

(1) Full description, and, if possible, a sketch of the article.

(2) Details of raw materials used, cost of each item and the total cost of all the raw materials used.

(3) Number of convicts (*e.g.*, carpenters, polishers, etc.), employed, number of days they were employed, rate of labour to be charged and the total cost of labour chargeable.

(4) Amount chargeable for wear and tear of tools, calculated at $2\frac{1}{2}$ per cent on the total cost of raw materials.

(5) Amount of profit chargeable calculated at 10, 15, or 25 per cent as the case may be [*vide* Note to paragraph 1038 (3)] on the total cost of raw materials and labour.

(6) Total cost [*i.e.*, total of items (2) to (5)].

(7) Sale price fixed by the Superintendent, after carefully reviewing these details and with reference to paragraph 1038.

NOTE.—In the case of articles supplied to the jail itself, or any other jail in the country the estimate shall include items (2) and (4) only as shown above.

To facilitate check in the Order Book (Form No. 111), two separate pattern books, one for new orders and the other for repairs or labour supplied, shall be maintained. In addition to the pattern book, there must be an estimate book for all orders placed with the jail, both for new articles as well as for repairs and labour. This estimate book should give details shown under (1) to (7) above. In such jails where Forms Nos. 178 and 195 are not used, details such as date of issue of raw

materials, page number of the journal, etc., shall be recorded on the estimate itself to facilitate easy check.

Pattern books are Government property, and shall not be removed, or taken away from the jail.

1195. All articles made for samples or patterns, and receptacles, such as almirahs and boxes used for keeping raw materials and manufactured articles, should be labelled as such and struck off the stock book.

Labelling of samples and receptacles used for keeping raw materials.

1196. Stock books of raw materials and tools and plant and manufactured articles shall be kept by subordinates in whose charge the articles are given and who are primarily responsible for them. These books shall be written up as each transaction takes place. All manufactured articles and raw materials should be kept together in one room, or rooms, set apart for the purpose by the Superintendent, and not scattered about in different places in the jail.

Custody and maintenance of stock books of raw materials, tools, etc.

1197. All articles manufactured in the workshops and ready for being sent to the sale room shall be entered, in duplicate, in the invoice book (Form No. 195) in which all the columns, except No. 7, shall be filled up by the Foreman or his assistant. The articles will then be produced, with the invoice, before the Superintendent, who shall check, inspect, and pass them, and satisfy himself that the prices charged are correct. He shall then sign the invoice, which, together with the articles, will be sent to the sale room by the Jailor or Foreman. The subordinate in charge of the sale room will check the articles with the invoice, enter the page in the stock book against each article in column 7, enter the articles in the stock book, sign the certificate at the foot of the form, and send the invoice book to the Chief Jailor, who shall detach the counterfoil, keep it under lock and key, and return the invoice book to the workshop. All articles for sale should be labelled and the fixed prices marked thereon. A printed list of prices, in English and Burmese, should be displayed in a conspicuous place in the sale room. Articles received for sale from other jails shall be treated precisely in the same manner, except that a manuscript copy of the invoice, duly receipted, shall be submitted by the salesman to the Superintendent, for transmission to the jail concerned. Sums realized by the sale of such articles shall be paid into the treasury to the credit of the jail for which the sale was effected.

Invoice book.

Transfer of manufactured articles from workshop to sale room.

Receipt of manufactured articles at sale room from workshop.

Manufactured articles received at the sale room from other jails.

In such jails, as the Inspector-General may determine, Forms Nos. 178 and 195 need not be used, but these entries must be recorded in the journal, Form No. 153 (see paragraph 1210).

1198. Contracts may, with the approval of the Inspector-General, be made by the Superintendent with mercantile firms, or individuals, for the disposal of articles of jail produce or manufacture. When such contracts are executed Jail Form No. 215 should be used.

Contracts with mercantile firm.

1199. No manufactured article shall be written off without the sanction of the Inspector-General, but Superintendents are allowed discretion in reducing to the extent of 10 per cent the value of any article in order to effect a ready sale. Tools and plant, if unserviceable through fair wear and tear, may be written-off by the Superintendent.

Writing-off of manufactured articles and unserviceable tools and plant.

1200. A monthly balance sheet shall be drawn up in Form No. 174 and filed in the Jail office. To facilitate preparation of the return and to enable Superintendents to keep a perfect check over its correctness, a detailed account in Form No. 174A shall be maintained. The balance shown in the various stock books shall be verified by the Superintendent from time to time. He shall note in the stock book, the result of his verification at the actual time of the verification. At the end of every half-year a general check of the stock balances shall be made and the Superintendent shall sign and place on record a formal certificate of this having been done, at the same time sending to the Inspector-General a copy on Jail Form No. 100 in accordance with paragraph 56.

Monthly balance sheet.

Half-yearly check of stock.

1201. All sales effected shall be entered at once in the sale room journal, which, at the close of each day, shall be totalled and presented by the salesman to the Chief Jailor with cash corresponding to the total value of cash collections, and receipts (in Form No. 181) corresponding to the total value of credit sales. The Chief Jailor should examine the receipt counterfoils daily with the cash book and the amount of cash made over to him.

Sale room Journal. All moneys received by sales to be given to, and checked by, the Chief Jailor, daily.

1202. A bill book should be maintained in Form No. 165, giving dates and details of articles issued on credit sale, rates, amount and the name of person to whom supplied. It will be posted from the journal or sale room journal, and checked

Maintenance of a Bill Book.

with the customer's receipt. If a single customer has two or more transactions with the jail in a month, the several transactions shall, as far as space affords, be embodied in a single bill. Bills should be serially numbered.

**Bills against
Government
Depart-
ments.**

1203. No other form of bill shall be employed by the jail except Form No. 165A, which is to be used exclusively for preferring claims against Government departments. If a bill is lost or destroyed, the counterpart in the bill book shall be cancelled by the Superintendent, and a fresh bill will be made out to replace the lost one. Details need not be entered in the counterpart of the new bill, which shall contain merely a cross reference to the counterpart of the previous bill in lieu of which a new one is issued. A similar cross reference will be made at the same time on the counterfoil of the old bill. Every bill issued on Jail Forms No. 165 and No. 165A shall be signed by the Superintendent or Officer-in-Charge of the Jail. The Jail Department is exempted from affixing stamps on acknowledgments for money.

**Preparation
of bills.**

1204. Bills, in duplicate, will be prepared by the subordinate in charge of the sale room each time a transaction takes place. At the end of the month he shall total up the different items, in each bill, express the total in words as well as in figures, and send them to the Chief Jailor, or any other officer deputed for the purpose by the Superintendent, who shall have them checked with the receipts * (in Form No. 181) and satisfy himself that the prices charged are correct. He will then submit them to the Superintendent for signature. The Superintendent, after signing, will return them to the Chief Jailor, who will keep them in his charge and collect the outstandings. No bill will be valid unless it bears the signature of the Superintendent. The signature of the Superintendent will alone be admitted as legal quittance in respect of debts owing to the jail. All bills, preferring claims on behalf of the Jail Department, shall bear on the face an imprint to the above effect. In issuing bills to the bill collector, care must be taken that, ordinarily, bills for more than double the amount of the security lodged by the collector shall not be given for collection on any one day. Every evening the bill collector must return, to the Chief Jailor, the uncollected bills together with the cash received during the day. The Chief Jailor, on the next working day, shall produce before the Superintendent the cash book, with the counterfoil of the bill marked *Paid*,

* NOTE.—As a rule, the signatures of persons other than those customers should not be accepted on receipts (J.F. No. 181) for articles sent to them.

with the date of payment. The Superintendent shall initial it in token of the amount realized having been entered in the cash book. When a bill is cancelled the fact of cancellation, together with reasons for such cancellation should be noted on the counterfoil, *i.e.*, left-hand part of the bill, by the Superintendent himself. The foil, *i.e.*, right-hand part, should be destroyed by the Superintendent personally, and a certificate to that effect recorded also on the counterfoil under his dated initials.

1205. Bills shall exhibit a printed notice to the effect that, unless settled within 30 days from date of first presentation, proceedings will be instituted for the recovery of the amount. For this purpose, at every presentation of the bill, the customer's dated signature shall be obtained on the reverse of the bill in token of it having been presented to him for payment.

Realization
of bills.

As far as possible, credit sales should be kept within the narrowest limits,* credit being given only to such as are unquestionably persons of substance. Credit shall be discontinued to such as are over a month in arrears. The credit for thirty days should be reckoned from the date of the first presentation of the bill. Bad debts, due to neglect of these instructions, will be made good by the Superintendents at fault. Superintendents must see that bills for work done on account of other departments are promptly accepted by the department concerned so that the necessary adjustments may be effected without delay. When bills sent out are not accepted promptly, a report of the circumstance should be made to the Inspector-General. No credit shall be allowed to jail subordinates beyond next pay day, and, in the case of the transfer of, or the grant of leave to, the officer indebted, all sums due by him shall be recovered in full before he severs his connection with the jail.

1206. In the sale room of every jail there shall be accessible, to all visitors and customers, an order book in Form III. All articles, whether made, or repaired, for jail use, or for stock, or for customers, must be entered in the book. When more than one article is ordered by the same customer, a separate serial number should be given to each class of articles. Orders for articles already in stock must also be entered in the order book, and the words "Supplied from stock" entered against such orders. The Superinten-

Sale Room
Order Book.

* The Inspector-General of Police desires that no credit be allowed to officers of the rank of Inspectors of Police, and downwards.

dent can thus easily check, with the order book, all articles in process of manufacture. In large jails a duplicate order book may be kept, in the workshop, for easy reference. No orders shall be put in hand without the Superintendent's permission, and without obtaining a requisition in writing from the customer. All articles, made to order, must pass through the sale room before issue to the purchasers. A sale room means a place where manufactured articles are kept and exposed for sale. It may be within the main walls, or just outside the jail. An advance of 25 per cent of the value of articles ordered may be taken from a customer, and a rebate of $12\frac{1}{2}$ per cent may be allowed when a customer cancels an order after the work has been started. If an article ordered is not removed by a customer within three months of its completion, the advance money received will be forfeited and the article will become the property of Government.

In the case of an article sent to jail for repairs a similar advance of 25 per cent of the estimated cost of repairs may be taken from the customer, and, if the article repaired is not taken delivery of within three months of its completion, a registered notice shall be sent to the customer directing him to take delivery of the article within thirty days of the date of notice. If the customer fails to take delivery of the article within the time specified, the article may be sold by auction to recoup the loss to Government, and the 25 per cent deposit, if paid, forfeited.

1207. Printed notices should be hung up conspicuously, in the sale room, to the effect that, when cash is paid for goods purchased, or as an advance for goods ordered, the purchaser, or the person paying in the money, is requested to demand a receipt in Form No. 165B and, when cash is sent under a covering letter, by a messenger, the original letter should be attached to the counterfoil of the receipt granted.

Notices to be hung up informing purchasers of necessity for demanding receipts.

1208. A copy of each of the lists in respect of the bills outstanding at the end of the months of November and December shall be submitted annually to the Inspector-General, the list in respect of the outstandings at the end of each of the above months being submitted by the seventh of the month succeeding that to which it relates. It shall contain, in the remarks column, full information as to the reason for the delay in settlement and the further steps proposed to be taken in respect of items remaining unsettled. When it is desired to write off outstanding bills as irrecoverable the sanction of the Inspector-General should first be obtained, in writing, and filed in the jail office.

Bills outstanding.

Auditing of
manufacture
and supplies
accounts.

1209. The manufacture accounts of all jails, and the supplies accounts of Central Jails, will be audited periodically by the Accountant-General, Burma, and the Superintendent should afford him all the assistance possible to facilitate his work. Before submitting copies of his report officially, the Auditor will show the draft audit note to the Superintendent in order to allow of his explaining any items wrongly objected to therein. The objections should be disposed of as quickly as possible by correcting irregularities and obtaining sanction to, or recovery of, amounts under objection. The audit note and objection statement shall be filed in the jail office as soon as a full explanation of any irregularities pointed out therein has been submitted to the Inspector-General.

Extent of
applicability
of above
rules to
certain jails.

1210. The above rules shall be in force in all central jails, and first and second class district jails, but in the smaller jails, where the staff consists of two jailors and where the manufacture operations are not extensive, the rules may be relaxed by the Inspector-General, to suit their requirements.

1210A. Notwithstanding anything contained in the rules under Chapter XVIII, Section III the Superintendent may authorize, in writing, the Deputy Superintendent or a Gazetted Technical Officer subordinate to him, to check and sign the estimates, invoices for manufactured articles, stock registers and any other documents relating to the manufacture operations on his behalf.

CHAPTER XIX.

GENERAL OFFICE PROCEDURE.

1211. *Omitted.*

1212. *Omitted.*

1213. *Omitted.*

1214. Letters should invariably be written on paper not smaller in size than a half sheet of foolscap. A quarter margin should run along the left side of the first page and along the right side of the second page, should the writing be continued thereon. This is to admit of papers being stitched into files.

Size of paper for letters.

On all letters addressed to the Inspector-General officially, and on all copies of correspondence forwarded to his office, the name as well as the official designation of the writer should be set out at the head of each letter, or endorsement. All letters will be signed ; impression by a stamp is prohibited.

Name and official designation of the writer.

1215. In taking copies of remarks from the visitors' book (Form No. 56) a half-margin space shall be left so as to admit of criticisms and explanatory notes being made in juxtaposition, where required.

Half-margin space in copies from visitors' book.

1216. When forwarding petitions submitted by subordinates, they should be duly endorsed, and should be accompanied by such information as will help the Inspector-General to dispose of the reference without recourse to avoidable correspondence.

Endorsement on petitions from subordinates.

1217. When printed forms are used, they should be carefully and neatly filled in, no unauthorized headings should be added, and existing headings should not be struck out or erased.

Filling in of printed forms.

1218. The use of vernacular terms in official correspondence should be avoided, as far as possible. Whenever it is necessary to use a vernacular term, the English equivalent should be given.

Use of vernacular terms in official correspondence.

1219. All telegrams must be numbered before they are despatched.

Despatch of telegrams.

When telegrams are repeated, the date and place of despatch should always be given, as it will be impossible,

unless this is done, for the addressee to know when and from what place the repeated telegram was originally despatched. Thus, in repeating a telegram from the Deputy Commissioner, Yamethin, despatched from Yamethin on the 1st February, the officer who repeats the telegram should telegraph as follows:—
No.....Depcom, Yamethin, telegraphs from Yamethin under date 1st February: *Begins*.

.....
Ends.

Despatch of
confidential
papers.

1220. The following procedure should be observed in the despatch of confidential papers:—

The letters or papers sent by post should be enclosed in double covers and should invariably be registered. The inner cover should be addressed to the officer concerned by name, should be marked confidential, and should be sealed. The outer cover should not be marked confidential and need not be sealed. Single covers should be used for confidential papers not sent by post, and should be addressed by name to the person for whom they are intended. A cover so addressed should be opened only by the person whose name it bears (or, in his absence, by a responsible officer to be specified by him).

Different
subjects not
to be dealt
with in a
single com-
munication.

1221. Two different subjects must not be dealt with in a single communication, *e.g.*, an application for sanction to employ prisoners extramurally must not include an application for sanction to entertain extra establishment, even though the extra establishment may be required to guard the extramural gang.

Recording
of corres-
pondence.

1222. The following rules for recording correspondence shall be carefully followed:—

(a) All letters received and despatched shall be entered in single consecutive series in registers. Forms Miscellaneous General No. 10 and No. 11, respectively. All the columns in these registers should be duly completed and without delay.

(b) All correspondence shall be arranged in the correspondence almirah (each year's correspondence separately) according to the subject. The classification of subjects shall be fixed by the Superintendent, and a statement, showing the classification to be adopted, shall be entered on the inner side of the front board of the registers of letters received and despatched. The following classification is suggested, but may be modified by the Superintendent of any jail to suit the work of his office:—

(1) Accidents, assaults or outbreaks.

- (2) Accoutrements, arms, uniform, and ammunition and indents therefor, alarm parades and military training.
- (3) Admission and release of prisoners, including correspondence regarding warrants, fines, and fine realization statements, remission of sentence release of moribund prisoners.
- (4) Annual reports and returns.
- (5) Appeals.
- (6) Bills and accounts, general maintenance and manufactory, including budget.
- (7) Civil prisoners.
- (8) Classification, separation of classes, including correspondence about habituals and previous convictions.
- (9) Convict officers, clerks and servants, their appointment, degradation, etc.
- (10) Discipline, offences and punishments of convicts, rules and regulations.
- (11) Epidemics and outbreaks of infectious disease, cholera and camping out.
- (12) Escapes and recaptures, guarding, watch and ward.
- (13) Establishment, appointment and dismissal, offences and punishment of jail officers, security and bonds, leave and transfer of officers, pay and travelling allowances.
- (14) Executions, obtaining hangmen and necessary appliances, reports of executions.
- (15) Garden, dairy and fish tanks.
- (16) General registers and returns.
- (17) Indents for clothing, blankets, bedding, stationery, forms and other supplies.
- (18) Labour and employment of prisoners.
- (19) Lunatics.
- (20) Police registered prisoners and anthropometrical measurements.
- (21) Prisoners' property and petitions.
- (22) Public works, original works, petty additions and alterations, and repairs and estimates therefor.
- (23) Sickness and mortality, and matters connected with sanitation, conservancy, or medical administration.
- (24) Storing grain and purchase of supplies, including contracts.
- (25) Transfers and transportation of prisoners, including overcrowding, escorts, railway passes.
- (26) Visitors' remarks and inspections.
- (27) Miscellaneous.

(c) The letters comprising each separate class of correspondence should be placed together in files and arranged in order of date. These files shall then be grouped together according to the classification adopted under the preceding paragraph, and in each collection the separate files of correspondence shall be serially numbered. At the top of each collection or group shall be placed a cardboard slip, one-eighth the size of a foolscap sheet bearing on the side turned outwards a copy of the subject heading according to the classification adopted, with its number and the year. The subject or file number should be duly recorded in the column provided for the purpose in the registers of letters received and despatched. When not in use the collection of files shall be arranged on a shelf in the correspondence almirah, with the cardboard slip uppermost.

(d) Files shall not be left about on desks or tables unless in actual use. Whenever a file is taken out of its place in the collection to which it belongs, a long slip of paper bearing the initials of the official who removes the file, shall be substituted. The officer so removing the file shall remain responsible for it until it is restored to its place.

(e) Under this system there ought not to be the slightest difficulty in finding any letter at any time. When once it has been traced in the register, the subject or file number will be known, and it may be produced at once from its proper place on the shelf.

**Despatch
register.**

1223. In respect of every letter despatched by post the value of postage stamps affixed to it shall be entered in the despatch register, Form Miscellaneous General No. 13. When postage stamps are purchased, an entry of the value shall be made in red ink in this register. The entries in the column for postage shall be totalled, and the totals carried forward until each supply of stamps is exhausted. Before ordering the purchase of another supply of stamps, the Superintendent shall compare the total in this column and the stamps in hand with the amount of the last purchase, and see that the stamps are duly accounted for. Letters despatched by messengers should be entered in a separate peons' book (Form Miscellaneous General No. 12).

Letters must bear the actual date of despatch from the office of issue, and no other date.

1224. Care should be taken not to use larger covers than are necessary for the despatch of official correspondence so as to prevent waste of paper, and curtail postage charges. For memoranda and demi-official letters small covers of half bleached paper should be used. In franking a cover the subordinate who franks it must enter, in full, *his* own official designation, and not sign *for* Jailor or other officers in the office, as the latter course is not authorized. When several communications are addressed to the same officer (whether in the same or different capacities) on the same day, they should, if possible, be enclosed in a single cover. Covers should not be closed before an hour, or hours, to be fixed under the orders of the Superintendent with regard to the time of the departure of the mail or mails by which letters are usually, or may conveniently, be sent. By the hour or hours fixed all the communications which are intended to be despatched by the particular mail will be available, and should be sorted out with reference to the offices to which they are addressed. All communications for the same office should then be placed together in one envelope, or in as few envelopes as are absolutely necessary. With the exception of confidential and demi-official letters and communications addressed to firms, banks, or private individuals, all communications which are sent by local despatch shall be sent open and not enclosed in envelopes. As a further step towards economy, all communications between officers by local despatch should be made by unofficial notes rather than by demi-official letters. Neglect to observe these rules should be brought to the notice of the despatching office, by the receiving office, in order that the despatcher at fault may be called to account. Large covers received by post should be re-made (*i.e.*, by turning them inside out) and should then be used for vernacular correspondence. Obsolete forms, which can no longer be used, should be also made into envelopes.

Use of covers.

NOTE.—When postage is demanded as due on an official article in any case in which an alteration or erasure in the figure entry of the amount due is not supported by the signature, in full, of the Postmaster or other duly authorized officer of the post office of delivery, a reference should be made to the Postmaster before any such payment is made.

1225. For the closing of official correspondence patent adhesive material in bottles like, "Stickphast" or "Gloy" will be supplied on indent by the Superintendent of Government Stationery for the use of gazetted officers only. For office establishments paste made from flour locally purchased should be used. The purchase of gum is forbidden.

Restrictions on the use of gum.

Care in the
use of
stationery

1226. The date of submission of indents for stationery is given in paragraph 1229. Care must be taken, by every officer, to prevent the issue of Government stationery on any other than the public service. The stores of stationery should be placed in charge (under lock and key) of a responsible jailor in the office, and should be issued by him. The jailor in charge of the stationery, should keep an account of the receipts and issues of stationery, in a book which will be supplied for the purpose by the Superintendent of Stationery. All issues of stationery must be acknowledged, in the book, by the signature of the officer who receives the articles. The account should be balanced weekly, and the balance checked at least once a month by an independent jailor. Any abuse apparent to the officer in charge of the stationery should be brought to the immediate notice of the Superintendent. When the stock of stationery runs short, supplies may be obtained on loan from another office, and replaced on receipt of the annual supply from the Superintendent of Stationery.

Charges for
book binding.

1227. Charges on account of book binding shall not be incurred in jails. Such work can always be carried out by prison labour, the material necessary being purchased for the purpose.

Submission
of memorials
by officers.

1228. Every officer, desirous of memorializing Government on any matter connected with his official position, must do so personally, and not through a professional agency, or through a third party. This rule applies to request for papers or information as a preliminary to the submission or a memorial, as well as to the memorial itself.

Every officer, wishing to address a memorial to the Governor, should do so separately. Every memorial should be submitted through the Superintendent of the jail to which the memorialist belongs, and be forwarded by him through the usual official channel. But there is no objection to the memorialist transmitting a duplicate to Government direct, provided that it is marked as such.

No officer may submit a memorial in respect of any matter connected with his official position unless he has some personal interest in such matter.

Memorials contravening these rules will not be taken into consideration.

NOTE.—Where service books or service rolls are maintained these should be submitted with the memorial.

1229. Indents for forms, etc., are submitted to the Inspector-General according to the dates given below :—

Dates of submission of Indents.

Indents for	Date of submission.
Jail Forms	1st May (in duplicate).
Miscellaneous Forms	1st August (in duplicate).
Treasury Forms	15th August.
Stationery	1st September.
Ammunition	1st April (in duplicate).
Medical Stores	On such dates as may be fixed from time to time by the Inspector-General of Civil Hospitals.
Miscellaneous articles	As required.

NOTE.—For detailed instructions regarding the preparation and submission of indents for forms, stationery, rubber stamps, etc., and the custody of forms, etc., see Appendix IX.

1230. All jail registers, returns, letters, and records of every description shall, for the purposes of preservation or destruction, be classified under four heads :—

Classification for preservation or destruction of jail registers.

- (a) Those to be preserved permanently.
- (b) Those to be kept for twelve years.
- (c) Those to be kept for five years.
- (d) Those to be kept for two years.

Separate cases or receptacles shall be provided for each of the four classes of records, and the records in them shall be so arranged as to make it easy to select those which have to be destroyed.

1231. The Superintendent shall exercise his discretion as to the classification, for purpose of preservation or destruction of letters and correspondence, except in regard to documents bearing on the following subjects, which shall be permanently preserved, viz., all letters relating to standing orders, important public works and manufactures, the acquisition and renting of land, service, pensions and any permanent charge upon the Government, and escapes when the prisoner is not recaptured. The bundles or files to be permanently preserved should be distinctly marked and placed in the receptacles for permanent records.

Preservation of documents relating to certain specified subjects.

1232. The copy of the *Burma Gazette* supplied by the Superintendent, Government Printing, should not be bound. Part V and the Extra Supplement may be sold as wastepaper at the end of each calendar year. They may be destroyed

Disposal of the *Burma Gazette*.

only when no purchasers are forthcoming. The remaining parts should be filed together in parts and retained for three years, after which they may be similarly disposed of.

Disposal of records.

1233. The following are the records in class (a) which shall be permanently preserved:—

- Printed Annual Administration Report.
- Register of admissions to the criminal jail. (Form No. 21.)
- Release register. (Form No. 64.)
- Remission cards of prisoners whose sentences have been conditionally remitted by Government.
- Jail cash book. (Form No. 34.)
- Jail order book. (Form No. 111.)
- Manufacture cash book. (Form No. 35.)
- Warders' history sheets of service. (Form No. 80.)
- Correspondence. *
- Register of security deposits. (Form No. 1.)
- Pay Bills and Acquittance Rolls.

The following are the records in class (b) which shall be preserved for 12 years and then be destroyed:—

- Jail Annual Administration Reports and Returns.
- Jailors' report book. (Form No. 71.)
- Register of bundles or files of correspondence.
- Hospital Morning Report. (Form No. 58.)
- Official visitors' book. (Form No. 56.)
- Under-trial admission register. (Form No. 26.)
- Civil prisoners' admission register. (Form No. 23.)
- Punishment register. (Form No. 43.)
- Registers of letters received and issued
- Hospital register and register of deaths. (Form Nos. 60 and 61.)

* All papers which are to be permanently kept should be marked A; all papers which are to be kept for six years marked B; and all papers which are to be kept for only one year marked C.

In making the classification, Superintendents should use their discretion, carefully keeping in view the provisions of paragraph 1231, and see that all papers of importance are kept permanently, those of minor importance for six years, and those of no importance for only one year. In the months of January, April and July of each year, the Jailor in charge of the office should collect together all correspondence files and papers belonging to the B and C classes, which have completed their sixth year and twelfth month, respectively, and report the fact to the Superintendent, at the same time applying for formal sanction to their destruction. The Superintendent shall order his Chief Jailor to examine the papers, etc., again and on his report give final orders for the destruction of the records in his presence.

Hospital diet register. (Form No. 187.)
Stock books.
Manufacture journal or day books. (Form No. 153.)
Classified registers of expenditure. (Forms No. 151A and No. 151B.)
Report and register of prisoners who died from cholera in jail. (Form No. 186.)
Inventory of articles made over by one and received by another Jailor.
Half-yearly inventory of articles. (Form No. 100.)
Register of vaccination.
Register of juvenile prisoners. (Form No. 90.)
Superintendents' certificate of examination of Registers of Admission, Release, etc. (Form No. 207.)
Register of Prisoners' private money in deposit. (Form No. 208.)

The following are the records in class (c) which shall be preserved for five years and then destroyed:—

Monthly statistical returns.
Office copies of contingent bills, Treasury Form No. 38.
Half-yearly return of State prisoners. (Form No. 31.)
Descriptive rolls.
Certificate of fitness for transfer to a lunatic asylum.
Certificate of Insanity.
Bills for articles supplied by one jail to another and to the public.
Jailor's note book.
Indent for ammuniti....
Indent for medical stores.
Budget estimate. (Form No. 92.)
Register of prisoners sentenced to solitary confinement. (Form No. 11.)
Register of prisoners sentenced by Magistrates to whipping. (Form No. 27.)
Indent book (counterfoil). (Form No. 108.)
Docket book returning warrants to committing Courts (counterfoil). (Form No. 154.)
List of outstanding bills due to Manufacture Department. (Form No. 173.)
Requisition for stores from workyard (counterfoil). (Form No. 178.)
Daily sales room sales sheet, and chalan. (Form No. 153.)

Invoice of article sent out to sales room from work-shed.
(Form No. 195.)
Receipts for manufactured articles supplied (counterfoil).
(Form Nos. 165A and 165B.)
List of special classes of prisoners to be released through
the Police. (Form No. 65.)
Memorandum showing distribution of daily diets.
(Form No. 189.)

The following are the records in class (d) which shall be preserved for two years and then destroyed:—

Daily lock-up register. (Form No. 54.)
Daily employment register. (Form No. 98.)
Roll of prisoners recommended for release on account
of sickness. (Form No. 87.)
Report of recapture of prisoner.
Indent for clothing. (Form No. 28.)
Vouchers for sums below Rs. 25.
Treasury receipts.
Letters reporting change of Superintendents.
Petition for copy of judgment. (Form No. 68.)
Reminder for copy of judgment.
Receipt book for civil prisoners' diet-money. (Form
No. 33.)
Register of work done by each prisoner employed in the
Manufacture Department. (Form No. 97.)
Indent for forms.
Annual indent for stationery.
Requisition for police guard. (Form No. 75.)
Register of convalescent and infirm, and special gangs.
(Form No. 51.)
Register of appeals. (Form No. 67.)
Passage warrants (counterfoils). (Form No. 73.)
Acknowledgments for prisoners made over to police for
transfer or otherwise. (Form No. 77.)
Register of prisoners sent out of jail for a temporary
purpose. (Form No. 78.)
Register of individual target practice. (Form No. 79.)
Register of ammunition received and expended.
Daily long roll. (Form No. 101.)
Register of duties performed by warders of the day staff
and night watch staff. (Form No. 81.)
Register of convict officers. (Form No. 194.)
Memorandum, to Superintendent of Police, to accompany
prisoners of special classes. (Form No. 86.)

The following miscellaneous forms should be disposed of in the manner shown against each :—

Roll of prisoners recommended for remission.	To be destroyed after all prisoners named in it are released.
Report of escape (F. No. 5).	To be kept till prisoner is recaptured.
Hospital ticket (F. No. 59).	To be kept till prisoner is released.
History ticket (Fs. No. 9 and No. 10).	To be kept till prisoner is released.
Form of receipt for articles purchased from the jail (F. No. 181).	To be submitted with bill for articles.
Contract bonds ...	To be destroyed after one year after the expiry of contract.
Security bonds ...	To be kept for six months after discharge of subordinate concerned.
Solitary and separate confinement (Fs. No. 11 and No. 12).	To be destroyed on release of the prisoners concerned.
Gang book (F. No. 83).	To be destroyed shortly after the books are used up.
Prisoners' letters ...	
Remission Cards of prisoners whose sentences have not been conditionally remitted by Government (Jail Form No. 50).	To be destroyed one year after the prisoners to whom they relate have been released.
Attendance register of jailor establishment.	
Daily morning report (F. No. 57).	To be destroyed after one year.
Convict night watch-roster (F. No. 62).	
Intimation to Sessions Judges or Magistrates of submission of appeals (F. No. 69).	
Prisoners' interview register (F. No. 70).	
Note book of gate-keeper.	

1234. The returns and required statements of expenditure, and the dates on which they shall be despatched to the office of the Inspector-General, are given in Appendix XI. Delay in the despatch of the returns, etc., after the date specified, shall render the Chief Jailor and his subordinates liable to fine and loss of increment. In the case of a blank return, Form Miscellaneous General No. 25 should be used.

Submission
of periodical
returns to
Inspector-
General.

CHAPTER XX.

MISCELLANEOUS.

Section I.—Gardening and Agriculture.

Garden
should con-
tain suffi-
cient quan-
tity of vege-
tables.

1235. The Chief Jailer shall be responsible that the garden contains, at all seasons, a sufficient quantity of good succulent vegetables, condiments, and antiscorbutics for jail use, and that the whole of the jail land, outside the jail walls, available for cultivation, is cultivated to the best advantage. A garden of sufficient size to supply all vegetables and condiments required should be laid out and surrounded by a hedge and ditch, and no warders, or other subordinate officers, should be permitted to enter the garden, except when on duty there. All spare land that may be available shall be utilized for raising crops suitable for the prisoners' food.

Visits to, and
supervision
of jail
garden.

1236. The Superintendent and Medical Officer shall visit and supervise the jail garden, and see that adequate arrangements are made, in due season, for the plentiful supply, throughout the year, of fresh vegetables, condiments, and antiscorbutic fruits. The Medical Officer may recommend weak, or convalescent, prisoners for work in the garden.

Responsi-
bility of
Chief Jailer.

1237. The Chief, or Deputy, Jailer, who is in charge of the garden, shall be responsible to the Superintendent that the full supply of vegetables required for prisoners is, as far as possible, grown in the jail garden. When vegetables are bought, an explanation of the failure to obtain the supply from the garden, will be furnished by the Superintendent to the Inspector-General.

Provision
for the
supply of
antiscorbutic
fruits.

1238. A good supply of antiscorbutic fruits should be provided for by planting tamarind (*Tamerindus Indica*), wood-apple (*Feronia elephantum*), amrah (*Spondias mangifera*), and mango (*Magnifera Indica*) trees along the margins of roads, the boundaries of the jail land, and in other available places, so as not to interfere with cultivation more than can be avoided. Such trees give agreeable shade if grown within the jail walls in spaces available, but they must not be allowed to interfere with the ventilation of the wards or workshops. The lime (*Citrus acida*) and rozelle (*Hibiscus sabdariffa*) should also be cultivated.

1239. Indian vegetable seeds, suitable for cultivation in the hot weather and monsoons, should be procured locally with the sanction of the Inspector-General, or obtained from an adjoining jail. Procuring of seeds.

Subject to budget provision, supplies of English vegetable seeds may be purchased by Superintendents without the sanction of the Inspector-General. The jail garden is primarily intended to grow vegetables for prisoners, and, therefore, only such seeds should be obtained as are most useful for jail purposes. In the proper seasons crops of potatoes, mangelwurzel, onions, radish, turnips, sweet potato, *kutchu*, Roman or China cabbage, and such as will be available for use in the hot weather, or can be stored for issue in the rainy season, should be grown to the fullest extent of probable requirements.

1240. The jail garden shall be kept neat and clean, free from weeds and undergrowth. Night soil, as well as cowdung and stable refuse, when procurable, shall be used in the gardens as manure. In the rainy season succulent weeds should be dug into the soil, but fibrous and woody vegetable refuse should be put into manure pits as far as possible from the jail, and allowed to rot until they are in a condition suitable for manuring the land. Care of garden.

1241. Care shall be taken that all available sources of water-supply in gardens are utilized as far as possible. Irrigation channels should be of *pucca* masonry, or burnt earthenware in mortar, and leakages should be promptly repaired. Water supply.

1242. Jailor shall be responsible that crops grown on jail land are reaped at the proper time; that no unnecessary delay occurs between reaping them and bringing them into store; that proper precautions are taken against peculation, or loss by vermin; that the by-products are properly disposed of for Government purposes only; and that the value of everything is duly accounted for in the jail accounts. Every opportunity must be taken of effecting economy by utilizing every product of the jail land, and all products suitable for fodder must be appropriated for consumption in the dairy. An annual statement of the value of vegetables, and of other products of the jail land and farms, used to supplement supplies purchased for the maintenance of the jail, shall be submitted on Form No. 143 to the Inspector-General. Care of crops. Submission of annual statement of value of vegetables.

1243. The number of prisoners employed in the garden for the production of jail vegetables, condiments and anti-scorbutics ought not, ordinarily, to exceed 3 per cent. of the Employment of prisoners.

strength of the prisoners confined in the jail, but in district jails, where the number of prisoners is less than 150, this proportion may be increased to 5 per cent; and in jails with less than 100 prisoners to 7 or 8 per cent. If more prisoners are employed, the jailor shall be expected to realize, in the value of the produce, at least Rs. 3 per month for every prisoner thus employed. Prisoners employed in the garden shall be selected in accordance with the orders contained in paragraphs 1046 to 1048 inclusive, and special care must be taken in guarding them (*vide* paragraphs 298 and 299). The warder in charge of the garden should be a man who thoroughly understands gardening, and, if possible, he should be exempted from night duty. When this is the case, he shall have charge of the garden gang for the whole day, and sleep in the garden at night in a hut provided for him.

Section II.—Jail Libraries.

1244. In every jail there shall be a library in which shall be kept all literature (both English and Vernacular) purchased by, or presented to, the jail for the use of the prisoners.

Library to be maintained in every jail.

1245. A manuscript register shall be maintained showing the titles of the books, date of purchase, or by whom presented. If purchased, the price shall be entered in a column to be provided in the register.

Register of books.

1246. Each book or periodical shall be serially numbered in the order entered in the register.

Books to be serially numbered.

1247. On working days prisoners desirous of reading may, after the evening meal, have the use of books till 9 p.m. and on Sundays or other holidays from 8 a.m. to 9 p.m. At 9 p.m. the convict officers in charge of the wards shall collect the books, and hand them over to the patrolling paid warders, who shall, early the following morning, make the books over to the Jailor in charge of the library.

Time allotted for reading.

1248. For the benefit of prisoners who are unable to read, a literate prisoner, preferably a convict officer to be chosen by those prisoners, shall be detailed to read to them.

Literate prisoners to read to illiterate prisoners.

1249. The Superintendent shall endeavour to interest non-official visitors in the matter of the prison library with a view to their contributing, from time to time, suitable reading material for the library.

Superintendent to interest non-official visitors in Jail library.

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APPENDIX XXXIV.

Supply of tools to convicts released from Jail.

(Judicial Department Letter No. 636/16J.-55, dated the 19th March 1912, from the Secretary to the Government of Burma, Judicial Department, to the Inspector-General of Prisons, Burma).

With reference to your letter No. 2795/372 of the 9th March 1912 I am directed to say that the Lieutenant-Governor has read with much interest the account of the scheme for the manual training of youthful convicts which has been in force since the month of October 1910 in the Central Jail, Rangoon, and he is glad to learn that experience show that there is some prospect of the convicts, when released, continuing in the occupation which they are taught in the Jail. His Honour approves of the proposal that each of the young convicts so trained, may on release from jail, be supplied with a set of tools at a cost of Rs. 16-4-0 (Rupees sixteen and annas four only) per head. The expenditure likely to be incurred during 1912-13 may as suggested by you, be debited against "Money payment as reward for re-capture and service" under which head you report that funds will be available. Suitable provisions for this purpose should be made in future budgets.

2. When youthful convicts, who have been supplied with tools are released, arrangements should be made to interest the Deputy Commissioner of the District to which they belong in their behalf and they should be asked to report, at the close of 12 months from the date of release, whether the ex-convicts are then earning their living by carpentry or such other work as they were taught while in jail.

3. The Lieutenant-Governor approves of your proposal to extend the scheme of manual training obtaining in the Rangoon Jail to other Jails of the Province in which youthful convicts are found.

4. A report on the success of the scheme should be included in the annual reports on prison administration.

APPENDIX XXXV.

List of notifiable diseases that are required to be reported to the local Municipal Health Officer or District Health Officer.*

Urban (1)

Rural (2)

A.

- | | |
|---|--|
| 1. Plague. | 1. Plague. |
| 2. Cholera. | 2. Cholera. |
| 3. Small-pox. | 3. Small-pox. |
| 4. Beri-beri, including epidemic dropsy. | 4. Unusual sickness or mortality from
whatsoever cause among human
beings. |
| 5. Typhoid and para-typhoid fever
A and B. | |
| 6. The typhus fever group. | |

B.

1. Measles.
2. Chicken-pox.
3. Diphtheria.
4. Cerebro-spinal meningitis.
5. Relapsing fever.
6. Puerperal Septicaemia.
7. Scarlet fever.
8. Yellow fever.
9. Leptospirosis.
10. Pulmonary Tuberculosis.

C.

1. Leprosy.

The diseases mentioned under A in column (1) of the list should be reported by the Superintendents of Jails at the following stations:—

- | | |
|-------------------|---------------|
| 1. Akyab. | 15. Insein. |
| 2. Tharrawaddy. | 16. Bassein. |
| 3. Thayetmyo. | 17. Myingyan. |
| 4. Kyaukpyu. | 18. Prome. |
| 5. Paungde. | 19. Henzada. |
| 6. Maubin. | 20. Moulmein. |
| 7. Tavoy. | 21. Mergui. |
| 8. Toungoo. | 22. Magwe. |
| 9. Meiktila. | 23. Yamethin. |
| 10. Bhamo. | 24. Shwebo. |
| 11. Sandoway. | 25. Thaton. |
| 12. Taungdwingyi. | 26. Pakokku. |
| 13. Mandalay. | 27. Pagan. |
| 14. Pyapon. | 28. Pegu. |

The Superintendent of Jail, Rangoon should report diseases mentioned under A and B in the list.

The Superintendent of Jail, Mōnywa should report diseases mentioned under A and C in the list.

The diseases mentioned and column (2) of the list should be reported by the Superintendent of Jails at the following stations:—

1. Myaungmya.
2. Katha.
3. Mogok.
4. Mōkpalin.
5. Alōn.

* See paragraph 966 (b) of the Burma Jail Manual, Part I.

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