



APPENDICES
TO THE
BURMA JAIL MANUAL

PART II

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Number of Appendix in the present Manual.	Corresponding number of Appendix in the Old Manual.	Number of Appendix in the Old Manual.	Corresponding number of Appendix in the present Manual.
I	I	I	I
II	II	II	II
III	III	III	III
IV	IV	IV	IV
V	V	V	
VI	VI	VI	VI
VII	VII	VII	VII
VIII	VIII	VIII	VIII
IX	XI	IX	Omitted.
X	X	X	X
XI	...	XI	IX
XII	...	XII	XIII
XIII	...	XIII	XVIII
...	XII	XIV	XIX
XIV	...	XV	Cancelled.
XV	...	XVI	Omitted.
XVI	XXIII	XVII	XXXII
XVII	XXVII	XVIII	XX
XVIII	XIII	XIX	Omitted.
XIX	XIV	XX	Cancelled.
XX	XVIII	XXI	XXXI
XXI	XXVI	XXII	...
XXII	XXIX	XXIII	XVI
XXIII	...	XXIV	XXVII
XXIV	XXXI	XXV	Omitted.
XXV	XXXII	XXVI	XXI
XXVI	XXVIII	XXVII	XVII
XXVII	XXIV	XXVIII	XXVI
XXVIII	XXXIII	XXIX	XXII
XXIX	XXXVI	XXX	Omitted.
XXX	XXXVII	XXXI	XXIV
XXXI	XXI	XXXII	XXV
XXXII	XVII	XXXIII	XXVIII
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APPENDIX I.

Gardening and Agriculture (see CHAPTER XX).

1. No soil is fit for cultivation as a garden unless well-drained and properly levelled. Stagnant water is fatal to most crops, and a soil sodden with moisture or impermeable to water or air is an uncongenial home for the various microbes required for the conversion of organic matter into a pabulum assimilable by plants. The porous alluvial loams make the best garden land—a *living earth*, nature's laboratory, wherein all noxious organic matters are rapidly rendered not merely harmless, but valuable, and in which the *nitrogen-yielding bacteria* thrive. Sandy soils will yield excellent results after heavy manuring. When practicable, such soils should be given a periodical top-dressing of lime and clay. Stiff tenacious clay should be avoided when selecting a site for horticultural purposes, but soil of this nature may be made productive by frequent turning over and exposure to atmospheric action, by the occasional addition of a top-dressing of sand and lime, and by a liberal application of the lighter manures, such as ashes, workyard, bazaar and stable refuse, and leaf mould.

2. As is evidenced by the results of the analysis of water drawn from wells sunk in them, most soils in Lower Burma are deficient in lime. Where this is the case, bazaar *hton* should be freely applied to the night-soil. The enhanced value of the manure greatly outweighs the cost of the *hton*. Along the valley of the Irrawaddy from Prome to Myingyan, and in other localities, especially in Upper Burma, the soil contains an excess of soda and lime salts, and where this is the case the employment of lime for manure or other purposes is contraindicated.

3. Garden land, but more particularly clayey soils, should never be worked when in a wet, saturated condition; on the other hand, where the land is hard and dry, much time and labour may be saved by drenching it with water, and postponing operations for a day or two until it is dry enough readily to fall asunder or crumble in the hand. Whenever possible, all land from which crops have been removed should be immediately turned up and exposed to the air; otherwise bugs and other parasites will be harboured. All weeds and roots should then be carefully removed.

4. As the chief object of a jail garden is the uninterrupted supply of vegetables throughout the year, it will be found most advantageous to subdivide the area into a number of small plots by means of pathways raised about two feet, with on either side a channel which, besides serving as an aqueduct to the adjacent plots, waters the fruit trees planted therein.

From the sides of the paths and between the plots run elevated channels. Each plot is also intersected by little ridges, which divide it into a number of parterres. In this way not only each plot, but particular sections in any one, can be irrigated without trouble. But this arrangement, however useful for seven months in the year, is detrimental to nearly all vegetables during the rainy season. The

drainage of the garden should always be seen to before the setting in of the rains, so that after the first downpour (all of which the ground will, with benefit, absorb) the surface water may of itself find an easy exit. A good way of utilizing the ground for the rain crops, and preventing a surplus of water lodging on them, is to incline the parterres and thus cause the water to flow off. By this means many crops of vegetables can be brought to maturity in the rains which otherwise would be killed by the stagnant water. It has also been found practicable to rear many vegetables from exotic seed, several weeks or even months earlier than they can be safely grown in the open air, by sowing the seed in pots, pans or boxes, and after the young plants are removed to the sloping parterres, protecting them, by moveable mats, from heavy rain and the first two or three days from the sun.

5. Night-soil is a most useful fertilizer of the ground, but care is requisite in applying it and the instructions given in paragraph 1005 must be strictly followed. When they are so followed no unpleasant smell arises even after rain; nor, when the soil after several months is trenched up, is there any trace of the deposit. A light-coloured sandy loam will be found converted into a rich dark-coloured mould. In such soil, however, few vegetables, except potatoes and other root crops and cabbages, can with advantage be grown as a first crop. Afterwards, when the ground becomes less quickening, any green crop or chillies may be sown in it. A field once thoroughly manured in this way will produce a succession of crops of different vegetables if sown in proper rotation. Urine diluted with water—1 to 10—forms an excellent liquid manure, but in the case of young plants it must be cautiously employed and not more frequently than twice or three times weekly. In the matter of using night-soil as manure, the Superintendent will himself have to see that it is done, as Jailors have, as a rule, prejudice against its use, and if not carefully looked after, are inclined to make pits in remote corners of the garden for its reception.

Dung from well-fed bullocks is also useful manure, both in its fresh and decayed state. In notes on gardening decayed manure is generally recommended for use when preparing the ground prior to sowing or planting. This is the practice usually followed. But the Canadian Experimental Farms Report for 1896 says that "plots manured with equal quantities in weight of fresh and rotten manure gave materially the same crops, or even better ones with fresh manure than with the rotten one. The importance of this observation becomes evident when we learn that in four months 8,000 lbs. of fresh manure were reduced to 3,480 lbs. and that they dwindled down to 2,659 lbs. in the course of one year."

6. Except during the rainy season, irrigation is indispensable to the successful growth of any crop in most parts of the province. In the cold weather each field requires to be watered once a week, and in the hot season every third day, or even oftener. Drawing water is an excellent form of hard labour, whether by pumps, Persian wheel or *noria*, and guards are economized if wells used for purposes of irrigation stand inside the jail walls. If the supply from these inside wells is sufficiently abundant, it is worthwhile going to some expense in arranging for its delivery in the garden, by gravitation. Waste

bathing or other water from the jail should be carefully conserved and utilized in the garden, and wherever possible, the outlet for water from the jail drains should open into the garden.

7. For all the commoner kinds of vegetables grown in Burma, seeds, in the first instance, have to be procured from the market, but afterwards it will be found both expedient and profitable to save seeds from home-grown crops. When marking plants to be kept for seed, care should be taken to select the strongest and healthiest in the field, and before it is gathered the seed should be perfectly mature. For storing seeds, the gardener requires only a few earthen pots and bottles, but he should be reminded to expose them to the sun for a few hours now and again throughout the rainy season. For the cold weather, English vegetable seeds should be obtained. Hermetically sealed boxes, in which such seeds are received, should not be opened until their contents are actually required for sowing. If a box has to be opened to get at some of its contents, the remainder should be put in a perfectly dry bottle and securely corked.

Germination tests with seeds for sowing should be carried out a few days before the actual sowing. For this purpose place a sheet of blotting paper soaked with water in a pan and spread a small quantity of seed to be tested on the wet blotting paper. Cover the pan to keep the seeds in darkness and also to prevent the seeds from insect attack. Care should be taken to see that the blotting paper is kept always moist. If most of the seeds germinate within a few days, say three to seven days depending on the nature of the seeds, they may be taken as fit for cultivation.

8. Most vegetables and fruits are subject to attack by insects or fungus parasites. For *fungi* in general it is well to use Bordeaux mixture made as follows:—

(i) *Fungal Diseases*.—For *fungi* in general it is well to use Bordeaux mixture made as follows:—

Dissolve one pound of bluestone in five gallons of water. Dissolve one pound of quick lime slowly in five gallons of water in another vessel. Add the solution of bluestone to this and stir well. Do not use metal vessels. The mixture is to be sprayed on the plants. In cases of wilting, the dead or dying plants should be uprooted and burnt and the mixture poured into soil after stirring it round the healthy plants with a pointed stick. In cases of powdery mildew, i.e., a white powdery growth of fungus on the leaves, dusting with sulphur powder is effective in checking the disease. Generally, remove all dead and diseased parts of the plants and burn them.

(ii) *Common Insect Pests*.—In a jail garden where constant supervision is available and a regular watch can be kept on the crops, control of insect pests should not be difficult. As a general preventive measure against such pests attention should be given to cleanliness of the garden and vigour of the crops grown. This is of great help in forestalling attack and damage by insects. In case of actual occurrence of insects a measure which is overlooked and not resorted to, is to pick off with hand and destroy any insect found on the plants or in the soil. This goes a great way in preventing increase of the pests in the garden with consequent saving of the crops from damage.

water and this water is poured in channels so as to soak into earth round the roots of plants infested by red ants or white ants. It is better not to apply this water directly on the plants as there may be free kerosene which may scorch the plants.

Powdered turmeric is serviceable against red ants; or better still, cut a cocoanut in two with the kernel in it and lay it on the ground near where the seeds are; the ants flock to it; when it is full of them, immerse in hot water: repeat the operation two or three times a day; after two or three days the ants will cease to come. Roasting the surface of land which have been lying fallow for some time will also prove serviceable. Coal-tar (chiefly used for painting bark of trees), carbolic acid, alum, ashes, tobacco, lime, salt, soot, and rape cake dust are all useful in this connection.

9. The usual method of sowing vegetables likely to be useful for prisoners is broadcast, excepting during the rains, when it is expedient to sow in drills. Potatoes, cabbages, beans, and tubers are nearly always sown in drills.

10. *Instructions on sowing seeds of various crops.*—(i) *Essentials of success.*—A thorough knowledge of conditions necessary for the germination of different kinds of seeds is essential. To know when "to sow" each variety of seed is important; a disregard of this principle often results in failure.

(ii) *Storing Seeds.*—Seeds should not be kept too long but should be obtained a few days before they are required, and, if it is necessary to keep some of them for future planting, they should be stored carefully and preferably in glass stoppered bottle in a dry place. If left to themselves they are likely to deteriorate, as moisture and heat have an adverse effect upon them.

(iii) *Composition of Soils.*—Many cases of failure of germination are due to unsuitable soil conditions. It is impossible for young seedlings to send their tender shoots upward through soil which is hard and packed, neither can the rootlets pierce downwards in such soil. Let the soil be well dug and pulverized. Fine soil should be sifted on top to at least an inch in depth, and if it be heavy or clayey, it should be lightened with sand, well-rotted manure, or leaf mould. Alluvial deposit is a very good soil on which to plant. If mixed with equal portions of leaf mould, well-rotted cow or horse manure, it is good for almost any variety of seeds. Where good friable loamy soil is not easily obtainable, earth from jungles, if obtainable in the neighbourhood, will also serve the purpose well. In a damp hollow or ravine, where trees stand closely together and the leaves lie thickest, the best earth will be found. Scrape aside the leaves and gather the loose, decaying mixture of leaf mould, fine roots and soil, which is usually from one to several inches in depth. Pick out the larger roots and break up any lumps which will not go through an ordinary sieve. From the roadside or the banks of a stream, gather a quantity of fine, clean, grifty sand. These, with equal parts of surface land where the grass grows abundantly, make a good compost, suited for sowing seeds.

(iv) *Sowing Seeds and how to sow.*—When seeds, especially vegetable seeds, are to be grown on a fairly large scale, they are usually grown in specially prepared beds which should be above the level of

the surroundings, so as to ensure free drainage, particularly during the rains. See that the soil is not wet, and a top layer of about two inches or so is passed through a sieve. If the soil is very wet and cold, the seeds are unlikely to germinate; a dry soil is better than wet. Water the beds thoroughly a few hours before sowing. The seeds may either be sown broadcast, or in drills. Cover the seeds with sift earth to approximately a depth of one and half inches. Then over the soil place a gunny sheet, or a piece of cloth, and water this covering with a fine spray, or a water can with a fine rose, thus ensuring a gentle sprinkle of water. The cloth should be removed as soon as the seeds show signs of sprouting. Do not flood the beds with water, but sprinkle the water carefully, when necessary. If the presence of insects is suspected, or is known from previous experience, it is a good plan to pour boiling water over the seed beds a few hours before sowing. This will destroy the eggs of snails and slugs which are so destructive to plants. In order to prevent insects entering seed-beds coal-tar should be poured all round the edges of the beds.

(v) *When to water.*—The intervals of watering must be regulated according to weather conditions. In dry weather water at least once daily. The best time to water is in the evening. Water also as soon as the surface soil begins to show signs of drying. Never let the soil become completely dry. Seeds do not require much water at a time; small quantities at short intervals is the best method of watering.

(vi) *Avoid thick sowing.*—When sowing, it must be remembered that, after germination the young plants have to be handled for transplanting. If the seeds are sown very close together, in the process of transplanting unnecessary trouble and probable injury to the plants will result. If sown too thick, the seedling will not be healthy, and, if damp weather prevails in the very early stages fungoid disease will spread among them and kill them.

(vii) *Damping off.*—It frequently happens that young seedlings die all of a sudden within a few hours, due to this cause, which is technically known as "Damping off." This is due to several causes, the most frequent being injudicious watering. If young seedlings are kept dry longer than is good for them and then, when they begin to wilt, are copiously watered, they succumb easily to fungoid disease.

(viii) *How to avoid it.*—Do not sow too thick; give as much light and air to the plants as possible, without exposing them too much to the mid-day sun. Water carefully before the plants begin to suffer for want of water. As soon as it is found that the seedlings are beginning to die, the best thing to do is to remove those which are still healthy, no matter how young they may be, to another part of the garden, and replant them in fresh soil (which on no account should be too wet or cold), and give them more light and air. A damp and close atmosphere is conducive to the growth of fungus disease, and is the chief cause of the trouble. The disease spreads very quickly. Seedlings in proximity to the affected ones should also be removed to a safe distance.

(ix) *Discrimination in transplanting.*—The above hints on sowing generally apply to seeds of plants that require transplanting. Before seeds are sown it should therefore be ascertained that they belong to the above group. Among vegetable seeds, there are many, such as Peas, Beans, Lady Fingers, *Chin-baung*, Water Cress, Radish, Yams, etc., which require to be sown in their permanent plots.

(x) *When to transplant.*—Transplanting should be done as soon as about three or four true leaves (excluding the leaves that bring out the seed) appear. A few hours before transplanting, the seedlings, and also the ground to which they are to be transplanted should be watered with watering cans, so that the soil conditions of the bed from which they are being transplanted and of the bed to which they are being transplanted are about equal. Evening is the best time for transplanting.

(xi) *How to transplant.*—When transplanting, great care should be taken not to injure the roots. The operation should be done with a light hand. Take a *khoorpi* or a small transplanting trowel and insert it into the soil, taking out a few seedlings. Separate these carefully and plant them one by one in holes just large enough to receive them. Then gently press down the soil near the roots with the fingers. It often happens that the leaves of newly planted seedlings, especially the lower ones, are embedded in the soil after being watered. This causes decay of the plants, leaving gaps in the beds. It is therefore advisable to go over the beds with a thin pointed stick and lift the leaves from the ground. It is also advisable to keep a few seedlings reserved for emergency, as some of them may die and leave gaps in the beds which can be thus filled. Each of the newly planted seedlings should be covered for at least three days with a cap made out of leaves to prevent undue exposure to the sun.

Potatoes, onions, yams, kutchu, otaheiti potatoes, sweet-potatoes, *pein-u* (tubes of *Colocasia antiquarum*) and the large red *shwe-hpayon* (*Cucurbita maxima*) may easily be kept for several months. Instead of using up these when gathered, they should, if other vegetables are at the time procurable, be exposed to the sun for a short time and stowed away in a dry place.

Jail Superintendents should consult the Agricultural Officers of their districts with regard to crops other than those mentioned in the Manual.

The following notes are added with a view to indicating the particular seasons and manner in which various vegetables and fruit trees should be cultivated:—

JANUARY.

Vegetables.

- (1) Cress.
- (2) Brinjals (acclimatized).
- (3) Radish (Chinese).
- (4) Marsa.

CRESS (*Lepidium sativum*), Halim.—ဝေမံနီ (Samonni).

Time of sowing.	Requirements of seed.	Time to mature.
Beginning of September to end of February.	To 10 square yards, 4 oz. ...	8 to 10 days.

Should be sown either in shallow pans or in the open ground. The soil should be manured and then well watered; the seed should be scattered thickly over its surface and covered thickly with light soil. The beds or pans should be covered till the seeds germinate. A few days after germinating the cress will be fit for cutting.

BRINJAL (*Solanum melongena*), Baigun.—ခရမ်း (Khayan).

Time of sowing.	Requirements of seed.	Time to mature.
January to April, September to December.	Bed 4 feet square, 2 oz. ...	Two months.

The seeds, after soaking for 24 hours in water, should be sown broadcast in beds and kept under cover until they germinate, when, if the weather is clear, the cover may be removed daily; on rainy days the seedlings require to be protected. When the plants are about 3 or 4 inches high, they should be put out in rows 18 inches apart and 15 inches from plant to plant. The ground should be highly manured and the plants, in the dry months, should be watered once a week, the soil in the vicinity being frequently stirred up so as to prevent caking. Brinjals should be grown in open ground, as they do not thrive if there is the least shade. The best crop is usually obtained from the plants of sowings made in September and October, as the sowings in the early rains, especially if the ground is clayey, die off before fruiting.

Seeds may be obtained from the local produce, for which the largest fruits should be reserved; but Calcutta seeds are superior.

RADISH (*Rhaphanus sativus*), Muli.—Chinese radish တရုတ်မုလ် (Tayôk môn-la-u), imported radish ခရမ်းမုလ် (Thinbaw-môn-la-u).

Time of sowing.	Requirements of seed.	Time to mature.
Imported, from 20th September to January.	To 4 square 4 yards, 1 oz. {	From 21 days to 1 month.
Acclimatized, from August to end of January.		From 1 to 1½ months.

Radishes may be sown broadcast in a rich light soil not recently manured and in dry weather watered every morning from date of

sowing until large enough for use. The most economical method, however, is to sow in lines 4 inches asunder. The seeds should be covered with $\frac{1}{4}$ inch of earth well beaten or trodden down. When up, the young plants may be thinned out to 3 or 4 inches apart. As Chinese radish transplant well when taken up young, they may be sown in August in seed-beds and then transplanted in the open ground. If this is done, and if successive sowings every 10 or 15 days are made, there will be a supply of Chinese radishes from September to the middle of March. Radish leaves must be used when fresh, but the roots may be sliced, carefully dried in the sun, and stored for future consumption. Imported radish seed must not be sown before the 20th September.

COUNTRY SPINACH (*Basella alba* Linn), *Marsa sag.*—ဝင်းဝင်း။
(*Ginbeik*).

Time of sowing.	Requirements of seed.	Time to mature.
From October to April ...	To 4 square yards, 1½ oz. ...	Three weeks.

This is a sort of *bajee* or *sag* much liked by prisoners if gathered young and tender. When seeding begins it is unfit for consumption; it gives a plentiful crop from October till April; if watered well, it grows better in the hot than in the cold season. The ground should be highly manured, and when the *marsa* is about 6 inches high it should be watered with liquid manure: a quart of urine to a bucket of water every alternative evening. It may be grown either broadcast or in lines 18 inches apart.

FEBRUARY.

Vegetables.

- (1) Cress (*see* January).
- (2) Brinjals (*see* January).
- (3) *Marsa* (*see* January).
- (4) Red pumpkin or red gourd.

RED PUMPKIN (*Cucurbita maxima*), *Lal kaddu.*—ရွှေပွင့်။
(*Shwepayon*).

Time of sowing.	Requirements of seed.	Time to mature.
From February to June ...	15 seeds for 10 square feet ...	2 to 2½ months.

Holes should be dug 2 feet in circumference and 2 feet in depth, 5 or 6 feet apart; these should be filled with highly manured garden-soil, rising about 10 inches above the ground level, and in each three seeds planted. If all germinate, the strongest plant only should

remain, the other two being plucked out. When the red pumpkin is sown in the hot weather, its vines may trail over the ground (which, however, is not recommended), but sowings made after April should be trained over a strong frame-work or the fruit will rot. The plants should be copiously watered in the hot weather every evening, and the ground kept free of weeds. The best developed pumpkins should be allowed to fully ripen for seed and to dry on the plant; the seed should, when free from moisture, be stored in air-tight glazed earthen pots.

MARCH.

Vegetables.

- (1) Brinjals (*see* January).
- (2) *Marsa* (*see* January).
- (3) Red Pumpkin (*see* February).
- (4) Yam.
- (5) Dhumdhall, bottle-gourd.
- (6) Purslane (from 15th).
- (7) Lemon grass.

YAM (*Dioscorea sativa*), *Rata'u*.—မုၢ်တၢ်ခၢၣ်း (Myaukkaung).

Time of sowing.	Requirements of seed.	Time to mature.
From March till end of May ...	Two bags will stock one acre	After the rains.

The ground should be dug deeply and well lightened with old manure and then formed in ridges 1 foot high and 2 feet apart. For the cultivation of yams two ways are specially suited:—

(1) Small tubers or portions of larger ones are planted on the top of the ridges about 3 feet apart; after the plants have attained a little strength, the shoots are spread over the sides of the ridges and pegged down at the leaf end, the pegged-down parts being covered with earth. They soon strike roots and throw out tubers. By this means immense quantities of roots of the size of a large potato are formed on a comparatively small piece of ground. This manner of cultivation is specially recommended for jail gardens.

(2) To obtain large-size cuttings of selected tubers, egg-shaped and smooth surfaced, plant on ridges from 10 inches to 1 foot apart. When the plants have attained a height of 18 inches, heap up with earth and raise a frame of bamboo for the support of the leaves. The crop will be ready for gathering in November.

The foliage, when cut and dried, or partially dried, makes excellent fodder for cattle.

In the dry months yams should be freely watered. This is best done by irrigating the furrows between the ridges.

Successive sowings should be made to the end of May.

(a) BOTTLE-GOURD (*Lagenaria vulgaris*); (b) *jhinga torai*, *Kalitorai Satpatiya*; (c) *Dhumdhall*.—ဓဉ်း (Bu).

These three varieties should be cultivated in the same way as red pumpkin (see February). They should be well watered and the ground kept free from weeds.

PURSLANE (*Portulaca oleracea*), *Kulfa sag*.—မုရ်း (Myabyit).

The seeds should be sown thinly broadcast and lightly covered with fine soil from the 15th of March to the end of June. If a constant supply is required, the sowings should be made at intervals of a fortnight. The ground should be well watered in the dry weather.

LEMON GRASS.—ဓဉ်း (Sabalin).

Soil.—The soil must be well drained, rich loam. Stiff clays should be avoided as water logging is not favourable. Higher garden lands are more suitable for the cultivation.

Climate.—It is suitable to the Lower Burma climate. It does very well in places where rainfall is over 120 inches per annum. It will be profitable to irrigate the land in the dry weather if facilities are at hand but the custom is to leave it aside in the hot season and take the harvest in the rains.

Propagation.—This grass is propagated from setts, i.e., tillers separated from each other.

Cultivation.—The land is ploughed well in the hot season, harrowed and weeds removed. The land is then lined out into rows, three feet apart and holes are dug in the rows, two feet apart. The tips of the setts are cut off and two or three setts are put in each hole. The planting must be done when the rain begins to fall regularly. If the land is new and very rich the distance may be increased to three feet from hole to hole in the rows. The set will grow to a good tuft in the next rain when a small cutting will be obtained in the beginning. After that good tufts will be formed.

Crop.—The crop is generally grown on virgin lands and no manuring is therefore necessary. If the cultivation is in the garden and for culinary purposes the land may be treated with well-rotted cattle manure at the rate of five to six cart loads per acre before planting. Very little attention is necessary after planting except occasional weeding. The crop will last for three or four years after that replanting is necessary.

APRIL.

Vegetables.

- (1) Brinjals (see January).
- (2) *Marsa* (see January).
- (3) Red pumpkin (see February).
- (4) Yam (see March).
- (5) Bottle-gourd, *jhinga torai*, *dhumdhall* (see March).
- (6) Purslane (see March).

- (7) *Chauli sag, lal sag.*
- (8) Chillies.
- (9) Indian-corn.
- (10) Rozelle.
- (11) Sweet-potatoes.

(*Amaranthus Gangeticus*) *Chauli sag; Lal sag.*—*တင်နွယ်*
(*Hin-nu-nwe*).

Time of sowing.	Requirements of seed.	Time to mature.
April to end of July ..	10 square feet, 4 oz. ...	1 to 1½ months.

The seeds should be grown thinly in good soil in drills 18 inches apart; the young plants should be thinned out so as to stand 1 foot asunder. Successive sowings should be made monthly. In the hot and dry season the beds should be irrigated every five or six days. In the rains they require little attention. The sowings should, however, be weeded occasionally.

In the beginning of the rains, healthy young plants may be put in the ground 8 to 10 inches apart, and, if deprived of lateral branches they will attain a height of about 8 feet, with stems of from 1 to 3 inches in diameter in about a couple of months. In preparing for the tables the stems should be cut into pieces 4 inches in length and thoroughly boiled; the soft medullary portion is then removed, and when mixed with butter, pepper and salt, makes an excellent dish. Some of the finest plants should be retained in the ground for seed-producing purposes; when ripe the seed should be collected on a dry sunny day.

CHILLIES (*Capsicum annuum*), *Mirch.*—*ငရဲပဲ* (*Ngayôk*).

Time of sowing.	Requirements of seed.	Time to mature.
April to 15th July	10 square feet, 5 oz. ...	During the rains as well as in the cold season.

The seeds to be sown broadcast in seed-beds from the beginning of April to the middle of June; the young plants, when 4 inches high, should be transplanted 1 foot apart in rows 1½ to 2 feet asunder. Any good soil will answer. If the soil has been manured for the cold-weather crops, no fresh manure will be required. If, however, the ground has not been manured for the preceding six months, some decomposed vegetable or stable manure should be worked into the ground before planting. If the weather is dry, the plants should be watered once a week; weeding should be done when needed.

SWEET-POTATO (*Ipomoea Batatas*), *Mitha alu*.—မုခ်းဥ (Kazun-u).

Time of sowing.	Requirements of seed.	Time to mature.
End of April to June ...	...	Leaves one month ; tubers end of rains.

Sweet-potatoes may be grown in the same way as yams, except that young tubers only should be planted and the leaves allowed to creep on the ground. But better results may be obtained by growing from cuttings 6 to 8 inches long. The crop is gathered after the rains, but, to prevent destruction by rats and other vermin, before the ground becomes dry.

INDIAN-CORN (*Zea mays*), *Makai*.—မုခ်းဥ (Pyaungbu).

Time of sowing.	Requirements of seed.	Time to mature.
April to June ...	100 yards, 6 oz. ...	End of rains.

Indian-corn requires a rich, heavily-manured, well-worked soil, and a constant supply of water from date of sowing until the cobs begin to ripen. In Lower Burma Indian-corn is sown at the beginning of the rains ; a second crop is sown at the beginning of November. The seeds should be sown 6 inches apart in rows 2 feet asunder afterwards weeding out the young plants to be as near as possible 18 inches apart should the majority of seeds germinate. When the plants are 15 inches high, they are earthed up 4 or 5 inches, raising the ridges to about a foot at the second earthing up, when the corn is about 2½ feet high. During the dry weather, the furrows should be flooded every six days, and in the rains during the occurrence of long breaks.

ROZELLE (*Hibiscus sabaariffa*), *Lalawbari*.—မုခ်းဥ (Chinbaung).

Seeds should be sown in beds, and when the plants are 4 or 5 inches high, planted out in rich ground, 3 feet apart each way. In jail gardens the seeds are generally sown broadcast, and some jailors of experience prefer this method for the yearly crop. When this plan is adopted, the seed should be put out in April and the young plants well watered so that they may reach a height of 6 or 8 inches before the rains set in. In a month the plants will be about 2 feet high, when the upper part may be removed for consumption. In October they begin to flower, but only such as are reserved for seed purposes should be left in the ground after September. Cold-weather crops are poor as, owing to the heat of the sun, plants flower before they are 12 inches high.

MAY.

Vegetables.

- (1) Red pumpkin (*see* February).
- (2) Yam (*see* March).
- (3) Bottle-gourd, *jhinga torai*, etc. (*see* March).
- (4) Purslane (*see* March).
- (5) *Chauli sag*, *lal sag* (*see* April).
- (6) Chillies (*see* April).
- (7) Sweet-potato (*see* April).
- (8) Indian-corn (*see* April).
- (9) Rozelle (*see* April).
- (10) White gourd.
- (11) Cucumber.
- (12) Country dwarf bean.
- (13) Ginger.
- (14) Turmeric.
- (15) Ladies' finger.
- (16) Cassava (*Tapioca*).

WHITE GOURD (*Benincasa cerifera*), *Gol kaddu*.—ကျောက်ဖရုံ။
(*Kyauk-hpa-yôn*).

Grown the same as red pumpkin (*see* February); should be trained over a strong frame-work to prevent the fruit from rotting. Some gardeners retain the seed in the fruit until required for sowing; but a better plan is to make an aperture at one end, fill the gourd with ash water, and allow the pulpy part to disintegrate, which it will do in about a week without injuring the seed; then collect, dry and store.

CUCUMBER (*Cucumis sativas*), *Khira*.—သခွါးသီး။ (*Thakwathi*).

The cucumber will grow in any good garden soil, if high and well drained, with or without manure, but with manure from a poultry yard, will grow all the better. The best plan is to dig holes 18 inches in circumference and depth, and 6 feet apart, then filling them with good garden soil well manured. Sow in each hole two or three seeds, and should the whole germinate, remove all but the strongest plant. The plants should be trained over a bamboo frame-work to keep the fruit from rotting.

In the rains only acclimatized seed should be sown, as the imported will not germinate. Imported seed, if used, should not be sown before October and then treated as a climber.

COUNTRY BEAN (*Vigna Catiang*, *walp. var. sinensis*),
Chowree phullae.—ပဲတောင့်။ (*Pèdaung*).

The seeds may be sown in any soil, in rows 2 feet apart, and 2 feet from plant to plant. A bamboo frame-work for the plant to trail over is required. They grow very luxuriantly during the rains, but die off soon after the rainy season is over. If sown at the beginning of the rains, the plant will bear fruit till September, and if sown

GINGER (*Zingiber officinale*), *Adrak*.— ခဲးစိနဲး (Gyinzein).

TURMERIC (*Curcuma longa*), *Halḍi*.—𐤔𐤌𐤕𐤌 (Na-nwin).

LADIES' FINGER (*Hibiscus esculentus*), Bhindi.—१३३॥
(Yon-pa-di).

CASSAVA (*Tapioca*).—ပလောပိန်နပ်စ် (Palo-pinan-u-bin).

Climate.—The plant is hardy and will withstand long periods of drought but does well where the rainfall is heavy and fairly evenly distributed. The plant thrives best in the lowlands in the neighbourhood of the sea. No shade is necessary and high winds do not damage the plants.

Propagation and Cultivation.—The methods of propagation and cultivation are simple. Full grown woody stems are cut into pieces from 4 to 6 inches and these are set in a slanting position in the ground, with about an inch left above the surface. The cuttings can be planted on ridges.

The distance of planting varies from 4 to 6 feet and wider spacing may be employed on the best land. The cuttings will begin to grow in about a fortnight after planting and the ground must be kept free of weeds. In weeding care must be taken not to injure the roots which bear the tubers.

Crop.—Planting is to be done at the beginning of the rains and the crop can be harvested in about 8 to 12 months but the roots can be kept in the ground for a considerable time without any harm. In harvesting the tubers are carefully lifted and separated from the fibrous roots and washed so as to remove the adhering earth. They must be sold or prepared into commercial foodstuff without delay. A yield of 10 tons per acre may be considered a fair average under normal conditions.

When grown on a plantation scale, Cassava is cultivated for the purpose of manufacturing commercial products from the tubers which, in order of importance are as follows:—

- | | | |
|----------------------------------|-----|---|
| (a) Pure partially cooker starch | ... | Pearl and Flake Tapioca. |
| (b) Pure raw starch | ... | Cassava Flour. |
| (c) Cassereep, and | ... | } residue remaining after
starch extraction. |
| (d) Cassava Refuse | ... | |

JUNE.

Vegetables.

- (1) Red pumpkin (*see* February).
- (2) Bottle-gourd, *dhumdhall*, etc. (*see* March).
- (3) Purslane (*see* March).
- (4) *Chauli sag*, *lal sag* (*see* April).
- (5) Chillies to 15th (*see* April).
- (6) Sweet-potato (*see* April).
- (7) Indian-corn (*see* April).
- (8) Rozelle (*see* April).
- (9) White gourd (*see* May).
- (10) Cucumber (*see* May).
- (11) Country bean (*see* May).

JULY

Vegetables.

- (1) *Chauli sag*, *lal sag* (*see* April).
- (2) White gourd (*see* May).
- (3) Cucumber, acclimatized (*see* May).
- (4) Pumpkin, red, up to 15th (*see* February).
- (5) Bottle-gourd, *jhinga torai*, etc. (*see* March).

AUGUST.

Vegetables.

- (1) Cauliflower (acclimatized).
- (2) Lettuce.
- (3) Tomato (acclimatized).
- (4) Turnip (acclimatized).

CAULIFLOWER (*Brassica oleracea*, L. Sub-sp. *botrytis*), *phulkobi*—

ကော့ပီဝင် (Kawpibwin). ပန်မုလာ (Pan monla).

Time of sowing.	Requirements of seed.	Time to mature.
Middle of August to end of October.	100 yards, 1 oz. ...	3½ to 4 months.

Only acclimatized seeds (Patna cauliflower) should be sown at this time of the year. The seeds should be sown in boxes (kept under shelter) and planted out in September in seed-beds 6 inches apart. The seed-beds are best 3 feet wide with a good curve to either side to ensure free drainage. The young plants should be protected, by matting, from heavy rain as well as from the sun. When the rains are well over, transplant in ground prepared as follows: Overspread the surface of the ground with lime and work it well in, then level and cover with 4 or 5 inches of decomposed manure, and dig over to a depth of 15 to 18 inches. After the surface has been pulverized and levelled, lay the ground out in furrows 4 inches wide, 3 inches deep, and 18 inches apart, and insert the plants down one side of the furrows 18 inches apart. Weed when needed, and occasionally loosen the soil. The stems should be well earthed up. After the rains the plants should be watered every evening. Another way of growing cauliflower successfully is to grow them in seed-beds, and when the plants have obtained from six to eight leaves, to transplant them into well-manured soil, each plant 24 inches apart.

LETTUCE (*Lactuca sativa*), *Kākū*.—ဆလတ်ခွက် (Salatywet).

Time of sowing.	Requirements of seed.	Time to mature
Middle of August to end of November.	4 square yards, 1 oz. ...	3 months.

There are two distinct varieties in cultivation termed, respectively, cabbage and Cos lettuce. The first-named has a globular head formed of broad leaves and turns out rather coarse in this climate, while the second has an oblong or conical head formed of narrower and somewhat pointed leaves. The latter are more succulent than the cabbage lettuce, as a rule. Early sowings—those made in the middle of August up to the first or second week of October—as a rule make

only a few leaves before shooting into flowers. For early use make small successive sowings broadcast in beds, and thin the plant out to 4 or 5 inches apart when well above the ground and cut before showing any inclination to flower. Ants are very fond of this seed and it is advisable to surround the nursery with cloth steeped in earth-oil; once sprouted, the ants will not touch them.

Later, or main sowings, may also be made broadcast, but instead of thinning out and allowing the remaining plants to grow on, they should be transplanted to rich ground in rows 15 inches apart and 12 inches from plant to plant. The young plants should, after transplanting, be protected from the hot sun for a few days. They should be watered every evening when the weather is dry.

TOMATO (*Lycopersicum esculentum*), *Bilati baigum*.—ခရမ်းချဉ်
(Khayangyin).

Time of sowing.	Requirements of seed.	Time to mature.
From August to end of October	8 square yards, 1 packet ...	3 and 4 months.

The early sowings should be made in pans, and when the plants are 4 inches high they should be transferred to the open ground. The later sowings in the end of September and October should be made in seed-beds broadcast, and transplanted when the plants are strong enough to handle. The ground should be fairly manured and the young plants transferred into rows 3 feet apart, there being 18 inches interval between the plants. As soon as the fruit sets, water should be sparingly applied.

TURNIP (*Brassica campestris*, Linn, Sub-sp. *Rapa*), *Slagam*.—
ခါးပုစွန် (Khabu-byu).

Time of sowing.	Requirements of seed.	Time to mature.
August to end of October ...	200 square feet, 1 oz. ...	2½ to 3 months.

The turnip requires a light (sandy) soil. The land should be limed and dug up; cattle manure, or a mixture of all available, previously enriched by being sprinkled with saltpetre water, should be spread over the surface of the soil and worked into with a hoe. A sufficient quantity of bone manure, previously soaked in a strong solution of *khareeneemuk* of the bazaar, and then mixed with four times the quantity of pulverized soil, should be strewn by hand over the surface of the land, and then raked in. The seed should be sown in lines one foot apart, and the plants when they come into leaf, thinned out, as nothing is so injurious as to allow them to be in the least crowded; deeply hoe the ridges after thinning and keep the surface clear of weeds. A most destructive foe is a small insect which deposits its eggs on the back of the leaves. Leaves so attacked should

be promptly removed; otherwise the entire crop will, in a few days, be destroyed.

Turnip is an invaluable food for prisoners and will well repay the cost on the outlay for manure. Turnips can be used fresh or dried. When dried they should be carefully stowed away in Pegu jars and given to prisoners during the rains, when a limited variety of vegetables is available.

Only acclimatized turnip seeds should be sown in August; the imported may be sown from the 15th September to the end of October.

SEPTEMBER.

Vegetables.

- (1) Cauliflower (*see* August).
- (2) Lettuce (*see* August).
- (3) Tomato (*see* August).
- (4) Turnip (*see* August).
- (5) French or kidney bean.
- (6) Scarlet runner.
- (7) Beet.
- (8) Cabbage.
- (9) Carrot.
- (10) Knol-kohl.
- (11) Fennel.
- (12) Parsley.
- (13) Radish (*see* January).
- (14) Spinach.
- (15) Pea.
- (16) Cress (*see* January).

FRENCH OR KIDNEY BEAN (*Phaseolus vulgaris*), *Bakla*.—

တေ့ဝံဝံ (Tayôkpè) ဝံဝံဝံ (Bosapè).

Time of sowing.	Requirements of seed.	Time to mature.
September to 15th October ...	Row of 80 feet, 1 lb. ...	2½ months.

In choosing a position for the cultivation of kidney beans, a spot overshadowed by tall high branching trees is one of the best. The position should afford both light and shelter, but the shade from the latter must not be too dense. In open exposed places, especially if the soil is heavy and stiff, failure is common. Early sowings should be made 1 inch deep in boxes, and then transplanted into a bed duly limed and well manured with rotten stable and vegetable refuse in equal proportions, in rows 2 feet apart and 12 inches between plants. Water sparingly at first till plants grow strong. Later sowings, when the rains are over, should be sown every 10 or 15 days in rows 2 feet apart, about 3 inches dividing the seeds and afterwards thinning out the plants to 1 foot apart. As beans transplant extremely well, the young thinned out plants may be put down as beans sown at an early period.

SCARLET RUNNER (*Phaseolus multiflorus*), Sem.

Should be sown at the same time and in the same kind of situation and soil as recommended for the kidney bean, but instead of sowing in rows they should be sown in single or double lines 4 or 5 feet apart, and supported on sticks or branches in the same manner as peas.

BEET ROOT (*Beta vulgaris Bengaiensis*), Chakunder.—မိုလာပုၤ
(*Môn-la-u-ni*).

Time of sowing.	Requirements of seed.	Time to mature.
September and October ...	Row of 100 feet, 5 oz. ...	2 months.

Beet should be sown from the beginning of September to the end of October in well-manured ground. After the surface has been well pulverized and levelled, sow the seeds 1 inch apart and 1 inch deep in lines 15 inches asunder. If the soil is moist at sowing time, no water is needed till the young plants appear; but if it is dry, water immediately after sowing. When the young plants are 2 inches high, thin out to 3 or 4 inches apart; a few weeks later on, thin out to 9 inches.

A more economical plan of sowing beet is to draw lines over the prepared ground at a distance of a foot apart, and then another set of lines, also a foot apart, crossing the first at right angles.

Where these lines cross each other drop in two or three seeds. In places where more than one of the two or three seeds sown come up, all but the strongest one should be pulled up and thrown away, or taken up carefully and planted where they are wanting. It is not an unusual plan to make sowings of beet in *gumlahs* or boxes, when plants are about 6 inches high, to put them out in the ground prepared for them. The advantage of this method is that it admits of the sowing being made earlier and thus secures an earlier crop.

Abundant watering is very beneficial, especially frequent watering with liquid manure.

CABBAGE (*Brassica oleracea* Linn, Sub-sp. *Capitata*), Kobi.—
ကော့ပိ (Kawpi) မိုလာပုၤ (Mônla-dôk).

Time of sowing.	Requirements of seed.	Time to mature.
September to end of October	100 yards, 1 oz. ...	4 months.

The beginning of September is about as early as sowings may be recommended with any advantage. Occasional sowings may be made for a succession of crops up to the end of the year, later than which it is not of much use to continue them. The earlier sowings, to be

more conveniently protected from rain, had better be made in large pots, as the seed, if good, germinates in two days; it is best to test it by a trial sowing, and then sow it only as thickly as to render thinning out unnecessary. If the seedlings come up too crowded, they must be picked out immediately to 2 inches apart. To prevent damping off, they must have as much light as can possibly be given them, short of direct sunshine. They must at the same time be carefully kept from exposure to heavy rain. It is better not to be in too great a hurry to put the young plants in the open ground. If they become large and crowded in the pots, rather than risk them in the open before the rains are well over, they had better be thinned out and transplanted to other pots. The soil where the plants are to be grown can hardly be made too rich with manure. The most economical way of proceeding is to draw rows of lines a foot and a half apart. In these dig holes about 8 inches wide and 8 inches deep, at intervals of a foot and a half apart. Fill up the holes with a rich compost of mould and manure, and put in each a cabbage plant. The young plant will require to be protected from the sun for three or four days, with mats. They should not be allowed to flag for want of water and, when well established and making growth, the application of liquid manure is highly beneficial. When the earth of the surface cakes from frequent waterings, it should be broken up by hoeing round the stems. When the cabbage has been cut, if the stump is left in the ground, it will send out side shoots and produce two or three small heads. When the hot season comes in and the cabbages no longer form heads, young sprouts will be produced from the old stalks, affording a good supply of greens.

CARROTS (*Daucus Carota*), *Gajar*.—မိုလ္လဝါး (Môn-la-u-wa).

Time of sowing.	Requirements of seed.	Time to mature.
September to end of November	12 square feet, 1 oz. ...	2½ to 3 months.

The carrot requires a deeply worked sandy soil but in this country it thrives in nearly all kinds. A stiff heavy clay is the worst soil for this crop, but even in such soil fairly good results may be produced by sowing on raised ridges instead of in flat beds as is usually done.

The ground should be evenly manured to a depth of 18 inches to prevent the roots from branching or forking.

After the ground has been well and evenly manured and the surface pulverized and levelled, lay it out in beds 6 feet to 8 feet wide and any length. Furrows, 1 inch deep, should then be made with a pointed stick 12 inches apart for the long-rooted kinds and 8 inches for the short-rooted; the seeds should be sown evenly in these drills and covered over with an inch of soil. Should the soil be dry, water immediately after sowing; but, if moist, water need not be given until the young plants appear above ground.

KNOL-KOHL (*Brassica* sp.), *Gant-kebi*.—ခါးဝါး (Khabu or Kabu).

Time of sowing.	Requirements of seed.	Time to mature.
September to end of October	12 square yards, 1 oz. ...	2 to 3 months.

For the manner of cultivation, the same directions apply as in the case of cabbage, except that the plants, not requiring so much room, may be put out 9 inches apart. Successive sowings may be made every 20 days.

FENNEL (*Foeniculum vulgare*), *Saunf*.—စမုနီ (Samon saba).

Fennel should be grown in every jail garden where cows are kept. The seeds are aromatic and carminative, and a teaspoonful given daily to cows in milk increases the supply. If it is desired to make fennel hay, cut the plants just as they come in flower, tie them into bundles, and dry them in the shade. As fennel dries up after the seeds ripen, its preservation as hay is advisable.

Sow the seeds in good soil in shallow furrows made 18 inches apart and when the plants are 3 or 4 inches high, thin them out to 1 foot apart. Beyond occasional weeding and a supply of water once a week in dry weather, no further culture is required.

PARSLEY (*Carum Petroselinum*), *Pitursilli*.—တရုတ်နီ (Tayok-nan-nan).

Time of sowing.	Requirements of seed.	Time to mature.
September to end of November	Row of 80 feet, 1 oz. ...	2 to 3 weeks.

Parsley prefers a rich and somewhat heavy soil in a partially shaded situation. The seeds may be sown in beds, in furrows 1 inch deep and 1 foot apart; the plants should be thinned out two or three times asunder if they come up too closely. When the weather is hot the seeds will often lie a fortnight in the ground before germinating; but when the cold season has fairly set in the young plants usually appear above ground a few days after sowing. Occasional weeding and watering once a week is all the attention required.

SPINACH (*Spinacia oleracea*).—ပလက် (Palet).

Time of sowing.	Requirements of seed.	Time to mature.
From middle of September to end of November.	Drill of 150 feet, 1 oz. ...	2 to 3 months.

The ground should be well limed and carefully dug; a top dressing of 4 inches of horse-dung should be applied. All stones must be removed and clods pulverized. The seed should be sown at intervals of 4 inches in drills a foot apart. Spinach should have a shady situation and be abundantly watered.

PEA (*Pisum sativum*), *Matar*.—စာသေ့ပဲ (Sodawpè).

Time of sowing.	Requirements of seed.	Time to mature.
End of September to middle of November.	A row of 60 feet, $\frac{1}{2}$ lb. ...	Early, 6 to 8 weeks; late, 3 months.

As peas require a rich but light soil, the ground should be well limed and thereafter given a liberal amount of leaf manure. Before sowing, the ground should be re-dug and broken up fine and marked off in furrows. The best plan is to have two parallel furrows, with a space of 9 inches between. The seed, which may be soaked from 12 to 24 hours in hot water, is to be sown singly 3 inches apart; when the plants are 3 inches high, the earth should be drawn up against their stems on both sides. This done, stakes are placed between the rows, so that the plants may climb up from either side. It will be necessary to water the plants once a week if the weather is hot, otherwise not till they come into flower.

What are called early peas should be sown as soon as the rains ceases; the late kinds should be sown only after the rains are well over, at intervals of ten or fifteen days up to the end of November.

OCTOBER.

Vegetables.

- | | |
|---------------------------------------|--------------------|
| (1) Cauliflower ... | } (see August). |
| (2) Lettuce ... | |
| (3) Tomato ... | |
| (4) Turnip to 20th ... | |
| (5) Radish (see January). | |
| (6) Kidney or French bean to 15th ... | } (see September). |
| (7) Scarlet runner to 15th ... | |
| (8) Beet ... | |
| (9) Cabbage ... | |
| (10) Carrots ... | |
| (11) Knol-kohl ... | |
| (12) Fennel ... | |
| (13) Parsley ... | |
| (14) Spinach ... | |
| (15) Pea ... | |
| (16) Broad bean from 15th. | |
| (17) Mint. | |
| (18) Onion from 15th. | |
| (19) Garlic. | |
| (20) Brinjal (see January). | |
| (21) Cress (see January). | |

BROAD BEAN (*Faba vulgaris*), *Bakla*.—တရပ်ပဲ (Tayok-pè).

Time of sowing.	Requirements of seed.	Time to mature.
End of October to end of November.	Row of 80 feet, 1 lb. ...	2½ to 3 months.

The broad bean should not be sown before the end of October, as the young plants are rather susceptible to heat. It requires a heavy, rich, friable loam, but will also thrive in light soil if well manured. The ground for cultivation is best prepared as follows:—The ground should be limed and afterwards manured with a mixture of vegetable and cow manure in equal proportion. The manure should be dug 6 inches into the ground at least a month before the beans are shown and just previous to sowing the ground is to be re-dug and the surface made smooth and level. Then lay out in shallow trenches or depressed rows, 2 feet wide, 3 inches deep and 3 inches apart, or 5 feet from centre to centre of the shallow trenches. When the ground has thus been laid out, draw two furrows 1 foot apart and 3 inches deep along the surface of the trenches, and drops the seeds into these furrows 5 or 6 inches as under; cover with 3 inches of soil, when the plants grow up they will form a double row. The seeds should be soaked in the same way as peas. When the plants are about 15 inches high the trenches should be filled a few inches above the level of the spaces between the rows. Before this operation, water should be applied by flooding the trenches, but afterwards water should be given by flooding the spaces between the rows. When the plants are in full flower or when about 3 feet high, the point of each shoot should be nipped off, or they will continue growing and flowering without setting pods. As beans suffer greatly from rain, and transplant extremely well, they may be first sown in boxes and, when the rains are well over transplanted to the open.

MINT (*Mentha sylvestris*), *Podina*.—ပုဒ်နံ (Pudina).

Time of sowing.	Requirements of seed.	Time to mature.
October ...	To 4 square yards, 1 oz. ...	2 months.

The soil should be rich and the situation shady. The cuttings or slips should be planted out so as to leave an interval of 6 inches between the plants. Mint will sometimes continue to thrive in the same spot for several years, but will have more vigour if taken up annually in October and replanted in new well-manured ground.

ONION (*Allium Cepa*), *Piyaj*.—ကြက်သွန်နီ (Kyetthunni).

Time of sowing.	Requirements of seed.	Time to mature.
October to middle of November.	100 yards, 2 oz. for large bulbs 100 yards, 8 oz. for small bulbs	3 to 4 months.

The seed of the onion keeps good but a short time and it is therefore not surprising that most of the imported seeds fail to germinate.

The surest way of securing good seed is, at the commencement of the cold season, to purchase several of the finest onions procurable and plant them out about 1 foot apart. These will grow up and by the commencement of the hot season produce an abundant supply of seed, which should be stored away in well-corked bottles, for sowing during the next cold season.

The time of sowing is about the middle of October. The onion seed should be sown in boxes in finely pulverized garden soil. The box soil being ready, empty the parcel of onion seed into a soup plate; pour boiling water over the seed till the plate is full and allow it to cool down till lukewarm; by this time every sound onion seed will have germinated. Pour off the water and drain the seed on a cloth; strew sifted wood ashes on a plate and on them place the seeds; sprinkle ashes over them and, covering with another plate, gently shake up the contents together. The seeds are now ready and should be sown at once. The young plants will speedily come up. When sufficiently advanced, pick them out and put them into a bed which should be sheltered from the rain, and, when between 3 and 4 inches high, transplant them to the onion bed. The seedlings so produced will have a start of fully 14 days over seed sown in the usual manner. To grow onions successfully, the soil should be rich, light, deep, and well supplied with old manure. The ground should be laid out in furrows from 6, 9 to 12 inches apart according to the description of onion to be grown; the onion seedlings to be put down in the drills in rows, at intervals according to the size of the onion. Thus the "white giant onion" will require 12 inches between plant and plant, as much between the rows, whilst the "small button or pickle onion" will not require more than 3 inches between plants and 6 inches between rows.

GARLIC (*Allium sativum*), *Lahsun*.—ကံဆံ့ (Kyeththunbyu).

Time of sowing.	Requirements of seed.	Time to mature.
End of October and November	Row of 80 feet, $\frac{1}{2}$ lb. ...	3 to 4 months.

Garlic is usually raised by planting 6 inches apart the *bulbs* or cloves in any good soil in furrows 9 inches apart. After-cultivation simply consists in keeping the ground free from rank weeds and watering about once a fortnight when the weather is dry. At the commencement of the hot season the leaves turn yellow and die off; when this occurs, the crop is ready for being dug up.

Prior to storage for future use garlic must be carefully dried.

NOVEMBER.

Vegetables.

- | | |
|---------------------------|--------------------|
| (1) Lettuce (see August.) | } (see September). |
| (2) Carrots | |
| (3) Parsley | |
| (4) Spinach to 15th | |
| (5) Pea to 15th | |

- | | | |
|-------------------|----------------|------------------|
| (6) Radish | ... | } (see January). |
| (7) Brinjal | ... | |
| (8) Broad bean | ... | } (see October). |
| (9) Onion to 15th | ... | |
| (10) Garlic | ... | |
| (11) Cress | (see January). | |

DECEMBER.

Vegetables.

- | | |
|--------------|------------------|
| (1) Brinjals | } (see January). |
| (2) Radish | |
| (3) Marsa | |
| (4) Cress | |

Fruit Trees for Jail Gardens.

PLANTAIN (*Musa sapientum*) *Kela*.—ငှက်ပျော (Ngapyaw).

The plantain requires a rich soil, and it is essential that it should be saline. To make it so a compost should be made containing *Hton*, common salt, and saltpetre. The salt (10 lbs.) should be dissolved in a pot of water and the solution sprinkled over 80 lbs. of *Hton*, through the rose of a watering-pot, care being taken not to drown the lime, but simply to moisten it. When dry, turn it over and moisten again, so proceeding till the solution is used up and the lime impregnated with salt.

The saltpetre should be similarly dissolved and applied to 80 lbs. of brick-kiln ash or refuse, that is, the mixture of burnt and half burnt matters which have to be removed before the burnt bricks can be taken out. The mineral portion of the compost, *i.e.*, the lime impregnated with salt and the kiln refuse with nitre are to be mixed together and to this 8 maunds of fresh horse-dung are added. This compost should be freely used when putting down the plants and subsequently after the fruit has been gathered. Plants should be put out 10 feet apart in a trench 2 feet deep and 3 feet wide, which should be well supplied from time to time with fresh cow-dung and abundantly watered in the dry season. Three stems to each plant should be the limit and the suckers which constantly spring up should be removed as soon as they make their appearance. A stem that has once borne fruit should be cut down close to the ground as it will never bear a second time, and a fresh sucker should be allowed to grow up to replace it.

Unripe fruit may be cooked as a vegetable, whilst the ripe fruit may go to the hospital. The medulla of the stem forms an excellent dish when well cooked.

PAPAYA (*Carica papaya*), *Pepiya*.—သစ်သီး (Thinbaw).

Plants should be raised from seed taken from fruit ripened on the tree and carefully dried in the sun. The seed should be sown in boxes and transplanted to the open in the beginning of the rains. The presence of two or three male plants should be provided for in a plantation; beyond these, male plants should be discarded as they are unproductive. When the trees begin to bear, a number of the smaller

fruit should be removed so as to permit of the fuller development of what are left. The smaller fruit, when cooked is an excellent vegetable. Copious watering is required during the dry weather. Prisoners consider the leaves a delicacy, and care is required to prevent their being plucked.

LIME (*Citrus acida*), *Kaghazi nimbu*.—သံပရာ (Thanbaya).

The lime is easily propagated by layers or by sowing the pips. The seed should be from limes which have been allowed to ripen and become yellow on the tree, and not from limes which are plucked green and ripen in baskets. These seeds may be planted in pots or a well-prepared seed-bed at any season. When the seedlings are about 9 inches high they should be transplanted in the orchard at distances of 4×4 feet. After a few years they may require to be thinned out by removing every alternate tree and making the interspaces 8×8. This will give a quicker return than planting 8×8 at first. If the plants get the whole of one monsoon after being transplanted, they will generally be found strong enough to survive through the dry months with an occasional watering. The same manure is required as in the case of the plantain, but the salt should be reduced to 5 lbs. In unsuitable soils, to enable the young trees to make a good start, pits 3 feet in circumference and similar in depth should be filled with loam mixed with compost. In each of these a seedling should be planted.

MANGO (*Mangifera Indica*), *Am*.—အဒိဏ္ဍ (Thayet).

The mango should be propagated from seed or grafts. In the uncultivated state it becomes a forest tree, too large for a place in a jail orchard. Like all other fruit trees it is much benefited by having the roots exposed for two or three weeks in November, and in December the roots should be well supplied with manure and then covered in with entirely fresh earth, not that previously removed. When the fruit is swelling, the soil around the stem should be freely drenched with water or liquid manure. For mango pickle the fruit of the uncultivated tree answers.

Cultivation of Straw Mushroom.

(*Kauk-yo-hmo*.)

The Site for the mushroom bed should be on well drained ground or cement floor, preferably under partial shade and protected from the south wind.

Steep 32 bundles of paddy straw in water and take them out at the end of 24 hours to make them into a bed in the manner described below.

Spawn.—Use Theikpan Spawn which can be bought from the Agricultural Department. Break the bottle carefully and divide the spawn into pieces about 1½ inches in size. If Theikpan Spawn is not available, get some straw mushrooms, chop the bases of the stalks into small pieces about ¼ inch or less in size and use this as spawn. About 15 ticals of this is required for one bed.

Preparation of straw bed.—Place 4 bundles of the steeped straw side by side on the ground with their butt ends showing towards

on one side of the bed. Tuck in the tip ends so that the four sides of the bed will be roughly equal. Place another 4 bundles on these with the butt ends showing outwards on the opposite side. These 8 bundles constitute the first layer. Water this layer thoroughly with one kerosene-tinful of water (4 gallons) through a rose. Place pieces of spawn on the straw forming a hollow square about 5 inches from the edge of the bed. Place as before a second layer of 8 bundles of straw across the length of the bundles in the first layer, water, and put spawn on this. Place as before a third layer of 8 bundles of straw across the length of these in the second layer. Water as before and place pieces of spawn, this time all over the middle of the bed also. Lastly cover with a fourth layer of 8 bundles of straw across the length of those in the third layer, water with a kerosene-tinful of water and trample lightly. When made the size of the bed will be about $3\frac{1}{2}$ feet by $3\frac{1}{2}$ feet by 2 feet.

Water the bed daily morning and afternoon, the amount of water being regulated so that the bed remains just moist. When there is no rain 2 kerosene tins of water a day may be necessary. Mushrooms will begin to appear within 15 to 20 days after the bed is made and continue to do so for about 20 days with occasional interruptions.

Once a straw bed has successfully produced mushrooms, it can be broken up after about 7 days and used as spawn for making new beds.

Jail Farm Crops other than Garden Crops.

The main crops of the farm are:—

1. *Pe-sin-ngon*—Pigeon Pea—"Cajanus indicus".
2. *Wagale*—Cotton—"Gossypium neglectum".
3. *Hnan*—Sesamum—"Sesamum indicum" Linn.
4. *Pelain*—Cow Pea—"Vigna Catiang" (not a main crop).

1. *Pe-sin-ngon* grows with care on any kind of soil and situation so long as the drainage and cultivation is good. Sandy loams and upland Yas are best suited for the crop. It is a profitable crop.

Cultivation.—With the beginning of the monsoon the land should be ploughed and the surface soil loosened to catch rain water. The soil is then prepared (June-July) by harrowing 6—10 times.

A "Kyandone" (log or leveller) should be dragged over the ground afterwards. Then lines should be drawn at a distance of $4\frac{1}{2}$ ' to 6' apart with another set of lines crossing the first at right angles.

Three to five seeds should be dropped where these lines cross each other and covered up lightly with the feet as one goes on putting down, the seed. Good seed germinates in 7—10 days' time, when the field should be examined and the blanks re-sown. The seed rate is "one pyi" $1/16$ basket per acre.

Weeds should be destroyed and the plot kept clean. It is advisable to thin out when all the five seeds sown have germinated successfully and to leave not more than two plants at one crossing. Cultivation between the rows with a Planet Junior Cultivator or with an ordinary Burmese

htun-do gale should be done at least twice or thrice. Weeds close to the plant should be hoed up with a *pauk-pya* (*mamooti*). The loosening of the soil in between the rows is particularly beneficial and it should be done whenever possible, i.e., when the soil is in a condition to work.

Harvest.—Nine months after sowing. February. Two methods of harvesting is usually done. (1) Pods stripped off the branches and heaped up on the clean threshing floor. (2) The whole plant cut and dried on the threshing floor.

Pods can be beaten out on the threshing floor and the whole can be threshed by cattle. Seeds when well dried are cleaned with a winnowing and stored.

Yield 8—16 baskets per acre.

Price, [Rs. 2-8-0 to Rs. 3-8-0 per basket of 65—80 lbs. (varies).]

Theory.—If the Pea can be converted into dhal a basket of 80 lbs. will give 16 viss of dhal which is worth Rs. 8 at the least. The dhal can be made by steeping the seeds in water for 12 hours and then draining and crushing in mortars to remove husks which can be easily sifted and make an excellent cattle food. Good strains of seed for sowing can be had from the nearest Government Agricultural Station.

Hnan—Sesamum—"Sesamum indicum" Linn.—Cultivation should be similar to that of *Pesinngon* but care should be taken to clean the ground carefully. Lines should be drilled 3' apart and the sesamum seed mixed with ash or sand in equal proportion should be sown in the furrows. Thin sowing is usually beneficial.

Line sown sesamum gives better result than broadcast sesamum. Seed rate 6 pyis per acre.

Price, Rs. 1-12-0 to Rs. 3 per basket.

More profit when pressed into oil.

Cotton—^{Wa}_{Wagale} "*Gossypium neglectum*".—Simple indigenous varieties are sown. Of the two main indigenous varieties, *Wagale*; has been tried on the farm with success while *Wagyi* was not so successful. Cotton growers of this district are usually prosperous because cotton is a profitable crop grown at very little cost of cultivation.

Usually grown on stiff clayey loam which cracks in the dry weather. In preparing a field for cotton the land should be tilled by means of a plough as soon as the rain begins and the ground prepared similar to that of other crops.

Sow in lines 2½' apart and 1' from plant to plant. The soil in between the lines should be cultivated during young growth.

Seed rate 10—12 lbs. per acre. Varies slightly.

Picking.—January—March.—Cotton is picked in the field. The lint or the fibre is firmly attached to the seed (the unginned cotton or Kapas). Care should be taken not to include bits of dried leaves

while picking. The boll should be held firmly by the left hand and with the right fingers the Kapas should be pulled off the boll in one operation.

Average outturn 160 viss per acre.

Price Rs. 15 to Rs. 35 per 100 viss.

Cowpea—Pelun—Vigna Catiana.—The earliest leaf vegetable to cultivate when vegetables are scarce in the district. It is the earliest bean to grow and can be sown any time from June to October. It will grow on most kinds of soil. The seed should be drilled in furrows 18" apart and thinned out 8—12" apart from plant to plant when cultivated for grains. If cultivated for leaves the plant may grow thickly.

Seed rate 6 pyis per acre.

Yield 8—10 baskets per acre.

Hedges.

The following three varieties of hedges are recommended for cultivation on jail lands as they are more economical than a fence and are also pleasing to the eye:—

1. *Ingadulcis*—Manila Tamarind—"Thinbaw Magyi" Madras Thorn.
2. *Acasia Modesta*—"Thinbaw Hta-naung."
3. *Dodonea*.

1. *Ingadulcis* is a horny shrub making an impenetrable hedge within 18 months' time. It forms a beautiful hedge when clipped in order.

2. *Acasia Modesta* is a better hedge than *Ingadulcis*, but it takes three years to become established as a hedge.

3. *Dodonea* is merely an ornamental hedge, thornless and an exceedingly pleasing evergreen bushy shrub with beautiful shining green foliage. In a place where cattle are not restricted it serves a more ornamental than useful purpose.

Method for planting out.—The same method can be adopted for the three kinds. All requiring a rich soil. A trench 1½ feet deep by 1 foot broad is dug at the required place. It is then filled in with a mixture of well rotted cattle dung and soil. Care should be taken that the refilled bed in the trench is 2—3 inches higher than the original level of the trench as it will sink with the showers of rain. Seeds can be dibbled in lines 4" apart and 2" from plant to plant. Four to five lines sown gives a good result. Seeds should be sown in June until middle of July.

All hedges need clipping back from a very tender age in order to obtain a strong solid growth. Continual clipping is required throughout the rains and winter.

Avenue Trees.

Sesbania grandiflora.—These have been very successful. The trees are well pruned and not allowed to grow in their natural "straggly" fashion. The leaves, flowers and the fruits plucked in the tender stage are much liked. There is a plentiful crop of leaves and flowers in the summer months when other vegetables are scarce. The leaves can be fed to cattle when other more palatable fodder is not available. The seeds can be sown directly or the seedlings transplanted from June to October.

APPENDIX II.

Rules regarding Criminal Lunatics.

The following are the principles on which the Local Government will act in disposing of the cases of criminal lunatics sent up for orders under Sections 466, 474 and 475 of the Code of Criminal Procedure, 1898:—

1. Final orders will not be issued unless the lunatic's papers are accompanied by a medical history sheet.

i. Medical history sheet to accompany every case.

A.—Recovered Criminal Lunatics.

2. If the crime be against the person, cause ganja or other intoxicant, and the type of insanity acute or chronic mania, a period of three years should be spent in an asylum, free from all signs of insanity, before any action is taken.
ii. Crime : Offence against person. Cause : Ganja, etc. Type : Acute or chronic mania.

(a) At the end of that time, if under forty years of age and in good physical health, he may undergo a period of probation of six years in the asylum.

(b) If over forty years of age, or in poor physical health, the period of probation in the asylum may be shortened according to circumstances of crime and nature of security offered.

In any case security should, if possible, be taken on the expiry of his period of probation in the asylum.

3. If the crime be an offence against the person, the type of insanity acute or chronic mania, and the alleged cause not ganja or other intoxicant, a period of at least four years' complete freedom from insanity should be spent in an asylum before action is taken.
iii. Crime : Offence against person. Cause : Not ganja, etc. Type : Acute or chronic mania.

(a) At the end of that time, if under forty years of age and in good physical health he should undergo a probation of four years in the asylum.

(b) If over forty years of age, the period of probation in the asylum might be shortened, according to circumstances of health and surety. Security should, if possible, be taken before his final release from asylum supervision.

4. If the crime be not an offence against the person, but the lunatic had at any time exhibited dangerous or violent tendencies, and the type of insanity is acute or chronic mania, he should be treated exactly as above, except that the period of probation in the asylum may be shortened in
iv. Crime : Not offence against person but mental attitude aggressive. Type : Acute or chronic mania.

accordance with the kind and degree of violence exhibited. Security should, if possible, be taken before his final release.

5. If the crime be not an offence against the person and there be no history that the lunatic was at any time aggressive he may generally be treated much as if he were a non-criminal lunatic. The Local Government will generally be guided in such cases by the recommendations of the Visitors and of the Superintendent of the Asylum in which the lunatic has been confined.

v. Crime : Not offence against the person or, if so, trivial in its nature ; mental attitude not aggressive.

6. If the crime be murder, the type of insanity melancholia, a period of at least six years' complete freedom from insanity should be passed in an asylum before action is taken. During the last year of this period the recovered criminal may be allowed access to the bazaar under certain regulations.

vi. Crime : Murder.
Type : melancholia.

(a) If at the end of that period he is still under forty years of age he should not be released except on excellent security.

(b) If over 40 years of age, security should, if possible, be obtained.

(b) Age over 40 years.

7. If the crime be attempted to commit suicide, and not murder, the type melancholia, and if he has not exhibited any violent tendencies while under observation, some relaxations of the rules may be permitted according to circumstances of age, period of detention, etc.

vii. Crime: Attempted suicide. Type: Melancholia.

B.—Unrecovered Criminal Lunatics.

8. (a) If the crime be an offence against the person, the type chronic mania of the irritable aggressive kind, it will seldom be possible to release the lunatic during the continuance of insanity, except in advanced age and on exceptional security.

viii. Crime : Offence against person.
(a) Type: Irritable chronic mania.

(b) If the crime be an offence against the person, the type of insanity chronic mania of the amiable kind, a lunatic may be released after passing six to ten years in that condition but only on security.

(b) Type : Chaeromania.

If below forty years of age, detention should generally be ten years ; if over forty years of age, six years may suffice.

If the crime be not an offence against the person, or, if an offence against the person, of a trivial nature and the lunatic has never exhibited aggressive symptoms he may generally be treated much as if he were a non-criminal lunatic, and the Local Government, when dealing with his case under section 474, will be guided chiefly by the recorded opinion of the Superintendent of the Asylum as to the propriety of releasing him and by the recommendations of the visitors.

ix. Crime : Not offence against the person, or, if so trivial in its nature ; mental attitude not aggressive.

- (a) If his mental attitude be chronic mania, characterised by good humour, cheerfulness and amiability, and he is able to earn a livelihood, he may generally be released with or without security.
- (a) Type : Chaero-mania.
- (b) If it be chronic dementia or imbecility of slight degree, he may be released on similar conditions.
- (b) Type : Slight chronic dementia.
- (c) If he be suffering from chronic mania of the irritable mischievous type or chronic dementia of a more pronounced character, he may still be released but only on satisfactory security that he will be properly cared for and prevented from doing injury to himself or others.
- (c) Type : Irritable chronic mania or pronounced dementia.
- (d) If the chronic mania be of inveterate type or the dementia or imbecility of the last degree, the lunatic can only be safely and humanely treated in a mental hospital.
- (d) Type : Worst degree of chronic mania, dementia or imbecility.

Rules for the guidance of Executive and Judicial Officers.

The following rules have been issued for the guidance of executive and judicial officers in dealing with the criminal lunatics, *vide* Judicial Department Notification No. 65, dated the 5th May 1913:—

1. Whenever the papers of a criminal lunatic are sent up to Government for orders, they shall be accompanied by a medical history sheet (Annexure I) containing the necessary particulars, without which a safe decision cannot be arrived at.
2. In every case the medical history sheet shall be accompanied by an abstract from the asylum case-book, detailing the chief events in his history, recorded opinions, with dates regarding his mental attitude while under observation in the asylum, together with the opinion of the Superintendent of the Asylum on the safety of the proposed procedure.
3. When a remand to jail under section 30(2) of the Prisoners Act, 1900, is recommended, the Superintendent of the Asylum shall give specific reasons for thinking that this procedure is a safe one, having due regard to the medical history and length of unexpired sentence to run before final release from jail.
4. When the lunatic is further detained under the Indian Lunacy Act, 1912, and the case is brought before the Visitors under section 31 or the Magistrate under section 33 of that Act, the Superintendent of the Asylum shall furnish in writing all the details required in Annexure (I) for the information of the said Visitors or Magistrate, together with his own opinion of the safety of releasing the lunatic.
5. In the event of the lunatic having at any time exhibited a tendency to violence the Visitors or Magistrate, as the case may be, shall satisfy themselves that a sufficient length of time has elapsed since such manifestation to render a recurrence improbable and that the sureties are in a position to control the actions of the lunatic should it recur.

6. If the crime of which such person is accused be an offence against the person or if there is reason to believe that he has at any time been aggressive, the Magistrate or Court of Sessions shall consult the Medical Officer under whose observation the lunatic has been detained and he shall have before him the information detailed in Annexure I, as far as possible, before accepting bail.

7. When a recovered criminal lunatic, confined in the asylum under section 30 of the Prisoners Act, 1900, is re-transferred to jail to undergo the remaining portion of his sentence, the Superintendent of the Asylum shall forward to the Superintendent of the Jail a copy of the lunatic's medical history sheet, together with a statement showing the manner in which he has been employed in the asylum up to the time of his transfer.

8. Recovered criminal lunatics shall be re-transferred to the jail from which they were originally sent to the asylum.

9. Recovered female criminal lunatics may be promoted, at the discretion of the Superintendent of the Lunatic Asylum, to the post of keeper, receiving, after a period of probation of at least two years, a monthly allowance of Rs. 2, and may be eventually released on conditions similar to those laid down for recovered male lunatics.

ANNEXURE I.

Form of Medical History Sheet to be sent to the Local Government with the Visitors' recommendations regarding Criminal Lunatics or to the Superintendent of a Jail on the transfer of a Lunatic.

(1—13 to be filled in by the Superintendent of the Asylum; 14 to be filled in by the Magistrate of the District to which the lunatic belongs.)

1. Name and sex.
2. Crime.
3. Present age.
4. Physical health.
5. Probable cause of insanity.
6. Type of insanity.
7. Duration of insanity and has it been continuous? Giving dates.
8. Has he at any time shown aggressive symptoms?
9. If so, when and of what kind?
10. If reported sane, how long since last manifestation of insanity?
11. Is he subject to relapses? If so, give dates.
12. Is he capable (a) of taking care of himself, (b) of earning his livelihood?
13. How has he been employed while in the asylum?
14. If security is obtainable, its nature and the social position and character of the sureties.

FORM A.

Medical History Sheet of Lunatics.

NOTE.—(1) The ultimate responsibility for the preparation of this form rests with the Committing Officer, who must see that the requisite information is supplied by the Police and the Medical Officer without undue delay.

(2) If any of the particulars in this statement are not known, the fact should be stated.

A.—Questions to be answered by the Police.*Part I.—General.*

1. (a) Name of patient in full.
(b) Age of patient.
(c) Sex of patient.
(d) Caste, race or creed of patient.
(e) Place of birth of patient—
 Village.
 Town.
 District.
(f) Recent place of abode—
 Street.
 Quarter.
 Town.
(g) Length of stay at recent place of abode.
2. Names of patient's father and mother.
3. Marks whereby the patient may be identified.
4. Conditions or mode of life, previous occupation (if any), and temperament.
5. Married or single or widowed.
6. (a) Whether homeless or living with relatives or friends.
(b) Full address of relatives or friends, if any.
(c) Names and addresses of relatives or other persons who are legally bound to maintain the patient.
(d) Whether they are able and willing to take charge of the patient, or
(e) Whether they are able and willing to bear the cost of his maintenance at the asylum.
(f) If not, give reasons for their inability or unwillingness.
7. Religion.

Part, II.—Present Attack.

8. If the patient has been charged with committing any crime, specify—
 - (i) the nature of crime, attaching a copy of the first information report to the Police,
 - (ii) the detailed circumstances under which it was committed, with special reference to—
 - (a) absence or inadequacy of motive,
 - (b) the conduct of the supposed lunatic before, during and after commission of the crime,
 - (c) any previous history of insanity and especially of similar symptoms.
9. Reason for suspecting insanity.
10. Supposed exciting cause or causes of present attack, and date.
11. Duration of present attack.
12. Present behaviour and demeanour before—
 - (a) the Police, and
 - (b) the Magistrate or other Committing Officer.

*Part III.—Previous History and Habits.***13. State—**

- (a) whether any member of the patient's family has been or is affected with insanity, and, if so, give details as far as possible,
- (b) whether the patient has experience—
 - (i) loss of property, and, if so, give details with dates,
 - (ii) loss of relatives, and, if so, give details with dates,
 - (iii) family troubles or disappointment, or anxiety, and, if so, when, with whom and under what circumstances.
 - (iv) any cause for—
 - (a) grief,
 - (b) shame,
 - (c) shock or fright,
 - (d) any other strong emotional experience, such as those resulting from over-work or self-abuse.
- (c) whether the patient has had—
 - (i) ill-health (specify nature of illness and date),
 - (ii) delirium with fever during sickness or after exposure to glare or sun (give details with dates),
 - (iii) insanity at or after any epochal period or condition of life.
 - (iv) violent and unreasonable fits of temper (give dates and
- (d) whether the patient has a history of—
 - (i) fits,
 - (ii) faintness,
 - (iii) sudden and temporary forgetfulness or absent-mindedness, note whether there are scars on the face on account of falls during fits, etc.),
- (e) (i) whether he is addicted to any spirit or drugs,
 - (ii) If so, for how long has he been so addicted, and
 - (iii) what is the name of the spirit or drug and quantity habitually taken,
- (f) whether he is a member of any political or religious society.

14. State—

- (a) whether the patient has had any exaltation or depression or excitement (specify cause or causes and dates),
- (b) whether the patient has at any time exhibited suicidal symptoms (give full description of any such attempts with dates),
- (c) whether the patient has at any time exhibited symptoms of being dangerous to others. (Give full description of any such symptoms with dates, and say whether such symptoms occurred in relation to fits or faintness of which the patient has been unaware.)

15. State—

- (a) whether the patient has had previous attacks of insanity, and if so,
- (b) number, duration and nature of such previous attacks,
- (c) age (if known) at onset of first of these attacks.

16. Signature and rank of the Investigating Police Officer.

Part IV.

17. Whether the Committing Officer has any more information from the Police or relatives of friends, contradicting or amplifying the answers to the preceding queries.

B.—Questions to be answered by the Medical Officer.

1. State of bodily health. Give details as to general health, abnormality of features or development, and presence of tubercular disease.

2. Any discharge from urethra, any bubo or any rash over body with sore throat or sore on the private parts.

3. Whether subject to epilepsy or other disease.

4. Whether suicidal, and, if so reasons for classing him as such.

5. Whether dangerous to others and, if so, reasons for classing him as such.

6. Supposed cause of insanity.

7. Symptoms exhibited.

Medical Officer

Dated the

Magistrate or Judge.

FORM B.**Order of Examination and Detention for Observation.**

(Section 16, Indian Lunacy Act, 1912)

IN THE COURT OF THE MAGISTRATE OF

CRIMINAL MISCELLANEOUS CASE No. OF 19

To

THE *SUPERINTENDENT, RANGOON LUNATIC ASYLUM.
SUPERINTENDENT OF CENTRAL JAIL
CIVIL SURGEON.

(¹) who has been found within the limits of my jurisdiction is alleged to be of unsound mind and is forwarded to you for immediate examination.

(¹) Name of person, Nationality and specific identification marks

* In Rangoon and Hanthawaddy Districts all alleged lunatics and in the Insein District all alleged female lunatics shall be sent to the Rangoon Lunatic Asylum. In Minbu all alleged lunatics shall be sent to the Minbu Lunatic Asylum. In all other districts, except Mandalay and Insein, where the order should be addressed to the Superintendent of the Jail, all alleged lunatics should be sent to the Civil Surgeon, who shall make arrangements for the detention where necessary, of the alleged lunatics, in accordance with the rules contained in Judicial Department Notification No. 64, dated the 5th May 1913, as subsequently amended, at page 151 of the Burma Rules Manual Volume II.

If after examination you think he should be sent to a lunatic asylum you are requested at once to furnish me with a certificate in the prescribed form ; if, on the other hand, you think he should be discharged you are requested at once to communicate to me this recommendation.

Name of Person. Should you consider it necessary in order to form a definite opinion as to (2)

state of mind to detain the said (2) for observation
this is to authorize the detention of the said (2) for the
purpose of his being kept under observation, in the custody of the

Supdt. of the Lunatic Asylum
Jail
Officer-in-Charge Hospital
Lock-up

The number of days must not exceed 10. for a period not exceeding (3) days ending with the day
of 19
Given under my hand and the seal of the Court this day
of 19
Seal Magistrate.

The number of days entered must not exceed 10. The said (2) to be detained for further observation
for a period not exceeding (4) days ending with the
day of 19, a certificate having been received that
further detention is necessary to enable an opinion to be formed.
Given under my hand and the seal of the Court this day
of 19
Seal Magistrate.

The number of days entered must not exceed 10, in addition to those entered above. The said (2) to be detained for further observation
for a period not exceeding (5) days ending with the
day of 19, a certificate having been received that
further detention is necessary to enable an opinion to be formed.
Given under my hand and the seal of the Court this day
of 19
Seal Magistrate.

The number of days entered must not exceed 10, and in addition to those entered above, must not exceed 30 days. The said (2) to be detained for further observation
for a period not exceeding (6) days ending with the
day of 19, a certificate having been received that
further detention is necessary to enable an opinion to be formed.
Given under my hand and the seal of the Court this day
of 19
Seal Magistrate.

NOTE.—Detention of the supposed lunatic under section 16 of the Indian Lunacy Act, 1912, can be authorized for not more than thirty days on the whole counting from the date on which the first order authorizing his detention for that purpose is made.

FORM C.

No.

FROM

THE SUPERINTENDENT,

LUNATIC ASYLUM,
JAIL.

To

THE

MAGISTRATE,

Dated

19

SIR,

With reference to your order of detention in Form B, dated the 19 , I have the honour to request that you will, under section 16 (2) of the Indian Lunacy Act, 1912, authorize the detention of the supposed lunatic

in the Asylum for a further period of consecutive
Jail

days, which I certify to be necessary for purposes of medical observation and report.

The order of detention for observation is herewith returned.

I have the honour to be,

Sir,

Your most obedient servant,

Superintendent, Lunatic Asylum,
Jail.

FORM D.**Certificate of Discharge.**

WE, the undersigned visitors of the Rangoon Lunatic Asylum, have this day directed the discharge of under section 31 of the Indian Lunacy Act, 1912.

Dated

This

day of 19.

} Visitors:

APPENDIX III.

Extracts from the Provincial Insolvency Act, 1920 (V of 1920).

1. Extracts from the Provincial Insolvency Act, 1920 (V of 1920) containing certain provisions relating to insolvency.

2. (1) In this Act, unless there is anything repugnant in the subject Definitions. or context—

- (a) "creditor" includes a decree-holder, "debt" includes a judgment debt, and "debtor" includes a judgment debtor ;
- (b) "District Court" means the principal Civil Court of original jurisdiction in any area outside the local limits for the time being of the Presidency-towns, the Town of Rangoon and the limits of the ordinary original civil jurisdiction of the Chief Court such as defined in section 2 of the Presidency-towns Insolvency Act, 1909 ;
- (c) "prescribed" means prescribed by rules made under this Act ;
- (d) "Property" includes any property over which or the profits of which any person has a disposing power which he may exercise for his own benefit ;
- (e) "secured creditor" means a person holding a mortgage, charge or lien on the property of the debtor or any part thereof as a security for a debt due to him from the debtor ;
- (f) "transfer of property" includes a transfer of any interest in property and the creation of any charge upon property.

(2) Words and expressions used in this Act, and defined in the Code of Civil Procedure, 1908, and not herein before defined shall have the same meanings as those respectively attributed to them by said Code.

PART I.

CONSTITUTION AND POWERS OF COURT.

3. (1) The District Courts shall be the Courts having jurisdiction under this Act ; Provided that the Local Government may, by notification in the local official gazette, invest any Court subordinate to a District Court with jurisdiction in any class of cases, and any Court so invested shall within the local limits of its jurisdiction have concurrent jurisdiction with the District Court under this Act.

(2) For, the purpose of this Act, a Court of Small Causes shall be deemed to be a subordinate to the District Court.

PART II.

PROCEEDINGS FROM ACT OF INSOLVENCY TO DISCHARGE.

Acts of Insolvency.

4. A debtor commits an act of insolvency in each of the following Acts of Insolvency. cases, namely :—

(a) If, in British India, or elsewhere, he makes a transfer of all or substantially all his property to a third person for the benefit of his creditors generally ;

(b) If, in British India, or elsewhere, he makes a transfer of his property or of any part thereof with intent to defeat or delay his creditors ;

(c) If, in British India, or elsewhere, he makes any transfer of his property, or of any part thereof, which would under this or any other enactment for the time being in force, be void as a fraudulent preference if he were adjudged an insolvent ;

(d) If, with intent to defeat or delay his creditors—

(i) he departs or remains out of British India,

(ii) he departs from his dwelling house or usual place of business or otherwise absents himself,

(iii) he secludes himself so as to deprive his creditors of the means of communicating with him ;

(e) If any of his property has been sold in execution of the decree of any Court for the payment of money ;

(f) If he petitions to be adjudged an insolvent under the provisions of this Act ;

(g) If he gives notice to any of his creditors that he has suspended or that he is about to suspend, payment of his debts, or

(h) If he is imprisoned in execution of the decree of any Court for the payment of money.

Explanation.—For the purposes of this section the act of an agent may be the act of the principal.

Petition.

5. Subject to the conditions specified in this Act, if a debtor **commits** an act of insolvency, an insolvency petition may be presented either by a creditor or by the debtor, and the Court may on such petition make an order (hereinafter called an order of adjudication) adjudging him an insolvent.

Petition and
adjudication.

Explanation.—The presentation of a petition by the debtor shall be deemed an act of insolvency within the meaning of this section, and on such petition the Court may make an order of adjudication.

6. No insolvency petition shall be presented against any corporation or against any association or company registered under any enactment for the time being in force.

Exemption of cor-
poration, etc., from
insolvency proceedings.

7. (1) A creditor shall not be entitled to present an insolvency petition against a debtor unless—

Conditions on which
creditor may petition.

(a) the debt owing by the debtor to the creditor, or, if two or more creditors join in the petition, the aggregate amount of debts owing to such creditors, amounts to five hundred rupees, and

(b) the debt is a liquidated sum payable either immediately or at some certain future time, and

(c) the act of insolvency on which the petition is grounded has occurred within three months before the presentation of the petition.

(2) If the petitioning creditor is a secured creditor, he shall in his petition either state that he is willing to relinquish his security for the benefit of the creditors in the event of the debtor being adjudged insolvent, or give an estimate of the value of the security, in the latter case, he may be admitted as a petitioning creditor to the extent of the balance of the debt due to him after deducting the value so estimated in the same way as if he were an unsecured creditor.

8. (1) A debtor shall not be entitled to present an insolvency petition, unless he is unable to pay his debts and—
 Conditions on which debtor may petition.

- (a) his debts amount to five hundred rupees, or
- (b) he is under arrest or imprisonment in execution of the decree of any Court for the payment of money, or
- (c) an order of attachment in execution of such a decree has been made, and is subsisting, against his property.

(2) A debtor in respect of whom an order of adjudication whether made under the Presidency-towns Insolvency Act, 1909, or under this Act has been annulled, owing to his failure to apply, or to prosecute an application for his discharge, shall not be entitled to present an insolvency petition, without the leave of the Court by which the order of adjudication was annulled. Such Court shall not grant leave unless it is satisfied either that the debtor was prevented by any reasonable cause from presenting or prosecuting this application, as the case may be, or that the petition is founded on facts substantially different from those contained in the petition on which the order of adjudication was made.

9. Every insolvency petition shall be presented to a Court having jurisdiction under this Act in any local area in which the debtor ordinarily resides or carries on business, or personally works for gain, or if he has been arrested or imprisoned, where he is in custody:
 Court to which petition shall be presented.

Provided that no objection as to the place of presentment shall be allowed by any Court in the exercise of appellate or revisional jurisdiction unless such objection was taken in the Court by which the petition was heard at the earliest possible opportunity and unless there has been a consequent failure of justice.

10. Every insolvency petition shall be in writing and shall be signed and verified in the manner prescribed by the Code of Civil Procedure, 1908, for signing and verifying plaints.
 Verification of petition.

11. (1) Every insolvency petition presented by a debtor shall contain the following particulars, namely—
 Contents of Petition.

- (a) a statement that the debtor is unable to pay his debts ;
- (b) the place where he ordinarily resides or carries on business or personally works for gain, or, if he has been arrested or imprisoned, the place where he is in custody ;
- (c) the Court (if any) by whose order he has been arrested or imprisoned, or by which an order has been made for the attachment of his property together with particulars of the decree in respect of which any such order has been made ;

- (d) the amount and particulars of all pecuniary claims against him, together with the names and residences of his creditors so far as they are known to, or can by the exercise of reasonable care and diligence be ascertained by him ;
 - (e) the amount and particulars of all his property, together with—
 - (i) a specification of the value of all such property not consisting of money ;
 - (ii) the place or places at which such property is to be found ; and
 - (iii) a declaration of his willingness to place at the disposal of the Court all such property save in so far as it includes such particulars (not being his books of account as are exempted by the Code of Civil Procedure, 1908), or by any other enactment for the time being in force from liability to attachment and sale in execution of a decree ;
 - (f) a statement whether the debtor has on any previous occasion filed a petition to be adjudged an insolvent, and (where such a petition has been filed)—
 - (i) if such petition has been dismissed, the reasons for such dismissal, or
 - (ii) if the debtor has been adjudged an insolvent, concise particulars of the insolvency, including a statement whether any previous adjudication has been annulled, and, if so, the grounds therefor.
- (2) Every insolvency petition presented by a creditor or creditors shall set forth the particulars regarding the debtor specified in clause (b) of sub-section (1), and shall also specify—
- (a) the act of insolvency committed by such debtor, together with the date of its commission, and
 - (b) the amount and particulars of his or their pecuniary claim or claims against such debtor.
12. No petition, whether presented by a debtor or by a creditor, shall be withdrawn without the leave of the Court.
- Withdrawal of petitions.

APPENDIX IV.

[The Prisoners Act (Act III of 1900).]

*[Received the assent of the Governor-General on the
2nd February 1900.]*

AN ACT TO CONSOLIDATE THE LAW RELATING TO PRISONERS CONFINED BY ORDER OF A COURT.

WHEREAS it is expedient to consolidate the law relating to prisoners confined by order of a Court ;

It is hereby enacted as follows:—

PART I.

PRELIMINARY.

1. (1) This Act may be called the Prisoners Act, 1900.
Short title.
2. In this Act, unless there is anything repugnant in the subject or context,—
Definitions.
 - (a) “ Court ” includes a Coroner and any officer lawfully exercising civil, criminal or revenue jurisdiction ; and
 - (b) “ prison ” includes any place which has been declared by the Governor, by general or special order, to be a subsidiary jail.

PART II.

GENERAL.

3. The officer-in-charge of a prison shall receive and detain all persons duly committed to his custody, under this Act or otherwise, by any Court, according to the exigency of any writ, warrant or order by which such person has been committed, or until such person is discharged or removed in due course of law.

Officers-in-charge of
prisons to detain
persons duly committed
to their custody.
4. The officer-in-charge of a prison shall forthwith, after the execution of every such writ, order or warrant as aforesaid other than a warrant of commitment for trial, or after the discharge of the person committed thereby, return such writ, order or warrant to the Court by which the same was issued or made, together with a certificate endorsed thereon and signed by him, showing how the same has been executed, or why the person committed thereby has been discharged from custody before the execution thereof.

Officers-in-charge of
prisons to return
writs, etc., after exe-
cution or discharge.

PART III (Omitted).

5 to 13. Omitted.

PART IV.

14. Omitted.

15. (1) Officers-in-charge of prisons may give effect to any sentence or order or warrant for the detention of any person passed or issued—
Power for officers-in-charge of prisons to give effect to sentences of certain Courts

(a) by any Court or tribunal acting, whether within or without British Burma, under the general or special authority of His Majesty, or of the Governor or of any Government in British India, or

(b) by any Court or tribunal in the territories of the Chiefs of Karenni, with the previous sanction of the Governor, which may be given by general or special order—

(i) if the presiding Judge, or if the Court or tribunal consists of two or more Judges, at least one of the Judges, is an officer of the British Government, authorized to sit as such Judge by the Native Prince or State or by the Governor-General in Council, and

(ii) if the reception, detention or imprisonment in British India or in any province of British India of persons sentenced by any such Court or tribunal has been authorized by general or special order by the Governor-General in Council or of the Local Government, as the case may be, or

(c) by any Court or tribunal in the territories of the Chiefs of Karenni, with the previous sanction of the Governor, which may be given by general or special order.

(2) Omitted.

16. A warrant under the official signature of an officer of such Court or tribunal as is referred to in section 15 shall be sufficient authority for holding any persons in confinement, or for sending any person for transportation, in pursuance of the sentence passed upon him.
Warrant of officer of such Court to be sufficient authority.

17. (1) Where an officer-in-charge of a prison doubts the legality of a warrant or order sent to him for execution under this Part, or the competency of the person whose official seal or signature is affixed thereto to pass the sentence and issue the warrant or order, he shall refer the matter to the Governor, by whose order on the case he and all other public officers shall be guided as to the future disposal of the prisoner.
Procedure where officer-in-charge of prison doubts the legality of warrant sent to him for execution under this Part.

(2) Pending a reference made under sub-section (1), the prisoner shall be detained in such manner and with such restrictions or mitigations as may be specified in the warrant or order.

18. (1) Where a British Court exercising, in or with respect to territory beyond the limits of British Burma, jurisdiction which the Governor has in such territory—
Execution in British Burma of certain capital sentences not ordinarily executable there.

- (a) has sentenced any person to death, and
- (b) being of opinion that such sentence should, by reason of there being in such territory no secure place for the confinement of such person or no suitable appliances for his execution in a decent and humane manner, be executed in British Burma, has issued its warrant for the execution of such sentence to the officer-in-charge of a prison in British Burma,

such officer shall, on receipt of the warrant, cause the execution to be carried out at such place as may be prescribed therein in the same manner and subject to the same conditions in all respects as if it were a warrant duly issued under the provisions of section 381 of the Code of Criminal Procedure, 1898.

(2) The prisons of which the officers-in-charge are to execute sentences under any such warrants as aforesaid shall be such as the Governor in this behalf may, by general or special order, direct.

(3) A Court shall be deemed to be a British Court for the purposes of this section if the presiding Judge, or if the Court consist of two or more Judges, at least one of the Judges, is an officer of the Crown authorized to act as such Judge by the Governor:

Provided that every warrant issued under this sub-section by any such tribunal shall, if the tribunal consists of more than one Judge, be signed by a Judge who is an officer of the Crown authorized as aforesaid.

PART V.

PERSONS UNDER SENTENCE OF PENAL SERVITUDE.

19. (1) Every person under sentence of penal servitude may be confined in such prison within British Burma as the Governor, by general order, directs, and may, while so confined, be kept to hard labour and, until he can conveniently be removed to such prison, be imprisoned, with or without hard labour, and dealt with in all other respects as persons under sentence of rigorous imprisonment may, for the time being, by law be dealt with.
Persons under sentence of penal servitude ; how to be dealt with.

(2) The time of such intermediate imprisonment, and the time of removal from one prison to another, shall be taken and reckoned in discharge or part-discharge of the term of the sentence.

20. Every enactment now in force in British Burma with respect to persons under sentence of transportation, or under sentence of imprisonment with hard labour, shall, so far as is consistent with this Act, be construed to apply to persons under sentence of penal servitude.

Enactments respecting persons under sentence of transportation or imprisonment with hard labour applied to persons under sentence of penal servitude.

21. (1) The Governor may grant to any person under sentence of penal servitude a licence to be at large within such part of British Burma during such portion of his term or penal servitude as may be specified in the licence and upon such conditions as the Governor may by general or special order prescribe.

Power to grant licence to person sentenced to penal servitude.

(2) The Governor may revoke or subject to such conditions alter any licence granted under sub-section (1).

22. So long as any licence granted under section 21, sub-section (1), continues in force and unrevoked, the licensee shall not be liable to imprisonment or penal servitude by reason of his sentence, but shall be allowed to go and remain at large according to the terms of the licence.

Licensee to be allowed to go at large.

23. In case of the revocation of any such licence as aforesaid, any Secretary to the Governor may, by order in writing, signify to any Justice of the Peace or Magistrate that the licence has been revoked and require him to issue a warrant for the arrest of the licensee, and such Justice or Magistrate shall issue his warrant accordingly.

Apprehension of convict where licence revoked.

24. A warrant issued under section 23 may be executed by any officer to whom it is directed or delivered for that purpose in any part of British Burma, and shall have the same force in any place within British Burma as if it had been originally issued or subsequently endorsed by the Justice of the Peace or Magistrate or other authority having jurisdiction in the place where it is executed.

Execution of warrant.

25. (1) When the licensee, for whose arrest a warrant has been issued under section 23, is arrested thereunder, he shall be brought, as soon as conveniently may be, before the Justice or Magistrate by whom the warrant was issued, or before some other Justice or Magistrate of the same place, or before a Justice or Magistrate having jurisdiction in the district in which the licensee has been arrested.

Licensee when arrested to be brought up for recommitment.

(2) Such Justice or Magistrate as aforesaid shall thereupon make out a warrant under his hand and seal for the recommitment of the licensee to the prison from which he was released under the licence.

26. When a warrant has been issued under section 25, sub-section (2), the licensee shall be recommitted accordingly and shall thereupon be liable to be kept in penal servitude for such further term as, with the time during which he may

Recommitment.

have been imprisoned under the original sentence and the time during which he may have been at large under an unrevoked licence, is equal to the term mentioned in the original sentence.

27. If a licence is granted under section 21 upon any condition specified therein, and the licensee—

Penalty for breach of condition of the licence.	(a) violates any condition so specified, or (b) goes beyond the limits so specified, or (c) knowing of the revocation of the licence, neglects forthwith to surrender himself, or conceals himself, or endeavours to avoid arrest,
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he shall be liable upon conviction to be sentenced to penal servitude for a term not exceeding the full term of penal servitude mentioned in the original sentence.

PART VI.

REMOVAL OF PRISONERS.

28. *Omitted.*

29. (1) The Government may, by general or special order, provide for the removal of any prisoner confined in a prison—

- (a) under sentence of death, or
- (b) under, or in lieu of, a sentence of imprisonment or transportation, or
- (c) in default of payment of a fine, or
- (d) in default of giving security for keeping the peace or for maintaining good behaviour,

to any prison in British India.

(2) The Governor and (subject to the orders of the Governor) the Inspector-General of Prisons may, by general or special order, provide for the removal of any prisoner confined as aforesaid in a prison in British Burma to any other prison in British Burma * [or to any lunatic asylum in British Burma for the purpose of observation as to the mental condition of any such prisoner].

30. (1) Where it appears to the Governor that any person detained or imprisoned under any order or sentence of any Court is of unsound mind, the Governor may, by a warrant setting forth the grounds of belief that the person is of unsound mind, order his removal to a lunatic asylum or other place of safe custody within British Burma, there to be kept and treated as the Governor directs during the remainder of the term for which he has been ordered or sentenced to be detained or imprisoned, or, if on the expiration of that term it is certified by a medical officer that it is necessary for the safety of the prisoner or others that he should be further detained under medical care or treatment, then until he is discharged according to law.

* NOTE.—Under sub-section (1) of section 40 of the Government of Burma Act, 1935, the Governor of Burma directs that the portion within brackets shall apply to all areas specified in Part II of the Second Schedule to the Government of Burma Act, 1935.

(2) Where it appears to the Governor that the prisoner has become of sound mind, the Governor shall, by a warrant directed to the person having charge of the prisoner, if still liable to be kept in custody, remand him to the prison from which he was removed or to another prison within British Burma, or, if the prisoner is no longer liable to be kept in custody, order him to be discharged.

(3) The provisions of section 9 of the Lunatic Asylums Act, 1858, shall apply to every person confined in a lunatic asylum under sub-section (1) after the expiration of the term for which he was ordered or sentenced to be detained or imprisoned; and the time during which a prisoner is confined in a lunatic asylum under that sub-section shall be reckoned as part of the term of detention or imprisonment which he may have been ordered or sentenced by the Court to undergo.

XXXV of
1858. (See Act IV
of 1912, the
Indian
Lunacy
Act.)

(4) In any case in which the Governor is competent under sub-section (1) to order the removal of a prisoner to a lunatic asylum or other place of safe custody within British Burma, the Governor may order his removal to any such asylum or place within any part of British India or within the territories of any Native Prince or State in India by agreement with the Government of such part of British India or with such Native Prince or State as the case may be, and the provisions of this section, respecting the custody, detention, remand and discharge of a prisoner removed under sub-section (1) shall, so far as they can be made applicable, apply to a prisoner removed under this sub-section.

31. Repealed.

PART VII.

PERSONS UNDER SENTENCE OF TRANSPORTATION.

32. (1) The Governor may appoint places within British Burma to which persons under sentence of transportation shall be sent; and the Governor, or some officer duly authorized in this behalf by the Governor, shall give orders for the removal of such persons to the places so appointed, except when sentence of transportation is passed on a person already undergoing transportation under a sentence previously passed for another offence.

Appointment of
places for confinement
of persons under sen-
tence of transportation
and removal thereto.

(2) In any case in which the Governor is competent under sub-section (1) to appoint places within British Burma and to order the removal thereto of persons under sentence of transportation, the Governor may appoint such places in any part of British India by agreement with the Government of that part and may by like agreement give orders or duly authorize some officer to give orders for the removal of such persons.

PART VIII.

DISCHARGE OF PRISONERS.

33. The High Court may, in any case in which it has recommended to His Majesty the granting of a free pardon, permit him to be at liberty on his own recognizance.

Release, on recogni-
zance by order of
High Court of pri-
soner recommended
for pardon.

24 and 25
Vict. C. 104

PART IX.

PROVISIONS FOR REQUIRING THE ATTENDANCE OF PRISONERS AND OBTAINING THEIR EVIDENCE.

*Attendance of Prisoners in Court.***34. Omitted.**

35. Subject to the provisions of section 39, any Civil Court may, if it thinks that the evidence of any person confined in any prison within the local limits of the appellate jurisdiction of the High Court is material in any matter pending before it, make an order in the form set forth in the first schedule, directed to the officer-in-charge of the prison.

Power for Civil Court to require appearance of prisoner to give evidence.

36. (1) Where an order under section 35 is made in any Civil matter pending—
District Judge in certain cases to countersign orders made under section 35.

(a) in a Court subordinate to the District Judge, or

(b) in a Court of Small Causes,

it shall not be forwarded to the officer to whom it is directed or acted upon by him, until it has been submitted to, and countersigned by—

(i) the District Judge to which the Court is subordinate, or

(ii) the District Judge within the local limits of whose jurisdiction the Court of Small Causes is situate.

(2) Every order submitted to the District Judge under sub-section (1) shall be accompanied by a statement under the hand of the Judge of the Subordinate Court or Court of Small Causes, as the case may be, of the facts which in his opinion render the order necessary, and the District Judge may, after considering such statement, decline to countersign the order.

37. Subject to the provisions of section 39, any Criminal Court may, if it thinks that the evidence of any person confined in any prison within the local limits of the appellate jurisdiction of the High Court is material in any matter pending before it, or if a charge of an offence against such person is made or pending, make an order in the form set forth in the first or second schedule, as the case may be, directed to the officer-in-charge of the prison:

Power for certain Criminal Courts to require attendance of prisoner to give evidence or answer to charge.

Provided that if such Criminal Court is inferior to the Court of a Magistrate of the first class, the order shall be submitted to, and countersigned by, the District Magistrate to whose Court such Criminal Court is subordinate or within the local limits of whose jurisdiction such Criminal Court is situated.

38. Where any person, for whose attendance an order as in this Part provided is made, is confined in any district other than that in which the Court making or countersigning the order is situate, the order shall be sent by the Court by which it is made or countersigned to the District or Subdivisional Magistrate within the local limits of whose

Order to be transmitted through Magistrate of the district or subdivision in which person is confined.

jurisdiction the person is confined, and that Magistrate shall cause it to be delivered to the officer-in-charge of the prison in which the person is confined.

39. (1) Where a person is confined in a prison more than one hundred miles distant from the place where any Court, subordinate to the High Court, in which his evidence is required, is held, the Judge or presiding officer of the Court in which the evidence is so required, shall, if he thinks that such person should be removed under this Part for the purpose of giving evidence in such Court, and if the prison is within the local limits of the appellate jurisdiction of the High Court to which such Court is subordinate, apply in writing to the High Court, and the High Court may, if it thinks fit, make an order in the form set forth in the first schedule, directed to the officer-in-charge of the prison.

(2) The High Court making an order under sub-section (1) shall send it to the District or Subdivisional Magistrate within the local limits of whose jurisdiction the person named therein is confined, and such Magistrate shall cause it to be delivered to the officer-in-charge of the prison in which the person is confined.

40. *Omitted.*

41. Upon delivery of any order under this Part to the officer-in-charge of the prison in which the person named therein is confined, that officer shall cause him to be taken to the Court in which his attendance is required, so as to be present in the Court at the time in such order mentioned, and shall cause him to be detained in custody in or near the Court until he has been examined or until the Judge or presiding officer of the Court authorizes him to be taken back to the prison in which he was confined.

42. The Governor may, by notification in the Gazette, direct that any person or any class of persons shall not be removed from the prison in which he or they may be confined; and thereupon, and so long as such notification remains in force, the provisions of this Part, other than those contained in sections 44 to 46, shall not apply to such person or class of persons.

43. In any of the following cases, that is to say—

(a) where the person named in any order made under section 35, section 37 or section 39 appears to be, from sickness or other infirmity, unfit to be removed, the officer-in-charge of the prison in which he is confined, shall apply to the District or Subdivisional Magistrate within the local limits of whose jurisdiction the prison is situate, and if such Magistrate, by writing under his hand, declares himself to be of opinion that the person named in the order is from sickness or other infirmity, unfit to be removed; or

- (b) where the person named in any such order is under committal for trial ; or
- (c) where the person named in any such order is under a remand pending trial or pending a preliminary investigation ; or
- (d) where the person named in any such order is in custody for a period which would expire before the expiration of the time required for removing him under this Part and for taking him back to the prison in which he is confined ;

the officer-in-charge of the prison shall abstain from carrying out the order, and shall send to the Court from which the order has been issued a statement of the reason for so abstaining :

Provided that such officer as aforesaid shall not so abstain where—

- (i) the order has been made under section 37 ; and
- (ii) the person named in the order is confined under committal for trial, or under a remand pending trial or pending a preliminary investigation, and does not appear to be, from sickness or other infirmity, unfit to be removed ; and
- (iii) the place, where the evidence of the person named in the order, is required is not more than five miles distant from the prison in which he is confined.

Commissions for Examination of Prisoners.

44. In any of the following cases that is to say—

- Commissions for examination of prisoners.
- (a) where it appears to any Civil Court that the evidence of a person confined in any prison within the local limits of the appellate jurisdiction of the High Court who, for any of the causes mentioned in section 42 or section 43, cannot be removed, is material in any matter pending before it ; or
 - (b) where it appears to any such Court as aforesaid that the evidence of a person confined in any prison so situate and more than ten miles distant from the place at which such Court is held, is material in any such matter ; or
 - (c) where the District Judge declines under section 36, to countersign an order for removal ;

the Court may, if it thinks fit, issue a commission, under the provisions of the Code of Civil Procedure, for the examination of the person in the prison in which he is confined.

45. *Omitted.*

IV of 1882.
see Act V of
1908.)

46. Every commission for the examination of a person issued under section 44 shall be directed to the District Judge within the local limits of whose jurisdiction the prison in which the person is confined is situate, and the District Judge shall commit the execution of the commission to the officer-in-charge of the prison, or to such other person as he may think fit.

Service of Process on Prisoners.

47. When any process directed to any person confined in any prison is issued from any Criminal or Revenue Court, it may be served by exhibiting to the officer-in-charge of the prison the original of the process and depositing with him a copy thereof.

Process how served on prisoners.

48. (1) Every officer-in-charge of a prison upon whom service is made under section 47 shall, as soon as may be, cause the copy of the process deposited with him to be shown and explained to the person to whom it is directed, and shall thereupon endorse upon the process and sign a certificate to the effect that such person as aforesaid is confined in the prison under his charge and has been shown and had explained to him a copy of the process.

Process served to be transmitted at prisoner's request.

(2) Such certificate as aforesaid shall be *prima facie* evidence of the service of the process, and, if the person to whom the process is directed, requests that the copy shown and explained to him be sent to any other person and provides the cost of sending it by post, the officer-in-charge of the prison shall cause it to be so sent.

Miscellaneous.

49. Omitted.

50. No order in any civil matter shall be made by a Court under any of the provisions of this Part until the amount of the costs and charges of the execution of such order (to be determined by the Court) is deposited in such Court:

Deposit of costs.

Provided that, if upon any application for such order it appears to the Court to which the application is made, that the applicant has not sufficient means to meet the said costs and charges, the Court may pay the same out of any fund applicable to the contingent expenses of such Court, and every sum so expended may be recovered by the Government from any person ordered by the Court to pay the same, as if it were costs in a suit recoverable under the Code of Civil Procedure.

51. (1) The Governor may make rules—

- Power to make rules under this Part. (a) for regulating the escort of prisoners to and from Courts in which their attendance is required and for their custody during the period of such attendance; (b) for regulating the amount to be allowed for the costs and charges of such escort; and (c) for the guidance of officers in all other matters connected with the enforcement of this Part.
- XV of 18 (See Act 1908.)

(2) All rules made under sub-section (1) shall be published in the Gazette and shall, from the date of such publication, have the same force as if enacted by this Act.

52. The Governor may declare what officer shall, for the purposes of this Part, be deemed to be the officer-in-charge of a prison.

Power to declare who shall be deemed officer-in-charge of prison.

53. *Repealed.*

THE FIRST SCHEDULE.

(See Sections 35 and 37.)

COURT OF

To the officer-in-charge of the (state name of prison).

You are hereby required to produce , now a prisoner in , under safe and sure conduct before the Court of at on the day of next by of the clock in the forenoon of the same day, there to give evidence in the matter now pending before the said Court, and after the said has then and there given his evidence before the said Court or the said Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to the prison.

The day of

A. B.

(Countersigned) C. D.

THE SECOND SCHEDULE.

(See Section 37.)

COURT OF

To the officer-in-charge of the (state name of prison).

You are hereby required to produce , now a prisoner in , under safe and sure conduct before the Court of at on the day of next by of the clock in the forenoon of the same day, there to answer a charge now pending before the said Court and after such charge has been disposed of or the said Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to the said prison.

The day of

A. B.

(Countersigned) C. D.

THE THIRD SCHEDULE—*Repealed.*

(See Section 53.)

APPENDIX V.

Rules under Sections 42 and 51 of the Prisoners Act (III of 1900).

[See Paragraphs 512 (8) and 599.]

The following rules under sections 42 and 51 of the Prisoners Act, 1900, are made for giving effect to the provisions of the said Act in Burma:—

I.

1. Whenever any Court requires the presence of any prisoner confined in any jail or lock-up in the province not situated in the same station as the Court, and in accordance with the terms of Act III of 1900 directs that such prisoners shall be produced before it, the Superintendent of the jail or other officer-in-charge of such jail or lock-up shall, on receipt of the order, * and, in the case of the requisition being from a Civil Court, the expenses of transferring such prisoner exclusive of the pay of the police guard, forthwith make a requisition to the Superintendent of Police of the district in which such jail or lock-up is situated for a guard for the escort of such prisoner or prisoners, and shall at the same time inform the Superintendent of Police of the number and names of the prisoners to be sent, stating whether any of them are of dangerous character, and, in the case of convicted criminal prisoners, of the sentence awarded to each and the period of it which has not expired, and shall inform the Superintendent of the date and hour at which they will be handed over to the police, together with the estimated expenses of the prisoners whilst in transit, which shall be calculated in accordance with rules and shall include so much as may be necessary of any amount remitted by a Civil Court on account of any prisoner whose presence is required.

2. On the receipt of such a requisition, the Superintendent of Police shall make all the necessary arrangements for the transport of such prisoners and shall detail the proper number of police to form the guard at his discretion, except in the case of civil prisoners, when the strength and cost of the guard shall be as laid down in Rule 15.

3. The Superintendent of Police may at his discretion, require that any or all of the convicted criminal prisoners who have been sentenced to rigorous imprisonment and who have not been made prisoner warders, or any criminal prisoner who is certified by the Superintendent or other officer-in-charge of the jail or lock-up to be of dangerous character, shall be placed in leg-irons before being handed over to the police, and may decline to receive any such prisoner whom he has specified who is not so ironed, and the Superintendent or other officer-in-charge of the jail or lock-up shall be bound to comply with such requisition of the Superintendent of Police.

* Under section 38 of the Act, such an order shall be sent by the Court issuing it to the Magistrate of the district or division of a district in which the prisoner required is confined, and such Magistrate shall cause it to be delivered to the officer in charge of the jail in which such person is confined.

4. The escort of police shall be in attendance at the jail or lock-up at an hour and on a date to be fixed by the Superintendent or other officer-in-charge of the jail or lock-up in consultation with the Superintendent of Police, in readiness to start immediately on receiving charge of the prisoners, and the officer-in-charge of the escort shall give a receipt for the bodies of such prisoners as he may receive and shall be responsible for their safe custody until he shall have lodged them in the jail or lock-up or other place in which prisoners who are being tried before, or whose case is being enquired into by, the Court by whose order they are transferred are ordinarily lodged.

5. The Superintendent or other officer-in-charge of the jail or lock-up shall hand to the officer-in-charge of the escort (a) a certified copy of the order of the Court; (b) a descriptive-roll of the prisoners handed over; (c) a warrant under his hand and seal for the retention in safe custody of the prisoners handed over and shall transmit to the Judge of the Court requiring the presence of the prisoners a report of the date on which they left the jail or lock-up of which he is in charge.

6. In any case in which the Medical Officer of a jail or lock-up shall consider that it would be dangerous to the life of any prisoner whose presence is required to remove him, or that, by reason of his suffering from any contagious disease, it would be dangerous to the public to allow him to leave the jail or lock-up in which he is confined, he shall certify the same, and the Superintendent or other officer in charge of such jail or lock-up shall transmit one copy of such certificate to the Judge of the Court in which the prisoner's presence is required, and shall deliver another copy thereof to the officer-in-charge of the police escort, provided that, should the prisoner die, or should he recover, the Superintendent or other officer-in-charge of the jail or lock-up shall certify the same to the Judge of the Court in which his presence was required.

7. Every criminal prisoner who is under these rules transferred from one jail to another shall be provided by the Superintendent or other officer-in-charge of the jail or lock-up from which he is transferred with a blanket and two jail suits.

8. The officer-in-charge of the escort shall be responsible for the provision of the food of the prisoners in transit, the necessary funds for which having been provided by the Superintendent of the jail or lock-up in accordance with Rule 1, shall be furnished to him by the Superintendent of Police.

9. The police officer-in-charge of the escort shall, on arriving at the station in which is situated the Court in which the presence of the prisoners is required, lodge them in the jail or lock-up or other place in which prisoners on trial before, or whose cases are being enquired into by, the Court requiring their presence are usually lodged, receiving from the Superintendent or other officer-in-charge of such jail or lock-up a receipt for their bodies and handing over to such officer the warrants and descriptive-roll.

10. In any case in which prisoners are transferred to any jail or lock-up in which, under the jail rules in force at the time, they should not remain for the unexpired portion of the period for which they have been confined, the Superintendent or other officer-in-charge of the jail or lock-up from which they were sent shall, at the time of sending them, certify the same to the Judge of the Court in which their presence is required, and, except in the case of prisoners transferred for trial, such Judge shall, when their presence is no longer required, certify the same to the Superintendent or other officer-in-charge of the jail or lock-up in which they are confined, and shall, if the Court be Civil Court, remit to such officer the costs of retransferring the prisoners to the jail or lock-up whence they came, and the prisoners shall be retransferred in the manner directed for the transfer of the prisoners where such rules apply

II.

11. Whenever the presence of a prisoner is required in any Court situated in the same station as the jail or lock-up in which such prisoner is confined, the Superintendent or other officer-in-charge of such jail or lock-up shall, on receiving an order in accordance with the Act,* forward such prisoner to the Court

* Section 35. requiring his presence, if a civil prisoner, in charge of a jail officer, and if a criminal prisoner, in charge of the police, and the prisoner so forwarded shall, in either case, be made over to the custody of the Bailiff of the Court, who shall, when such prisoner's presence is no longer required, reconduct him to the jail if a civil prisoner, and make over charge of his body to the police in attendance on the Court if he is a criminal prisoner. In the case of a criminal prisoner the police officer shall be responsible for his safe custody from the time when he receives charge of him from the jail authorities until he makes him over to the Bailiff, and from the time that he receives charge of him from the Bailiff until he lodges him in the jail or lock-up. In the case of a civil prisoner the Bailiff shall be responsible for his safe custody from the time that he receives charge of him until he delivers charge of him to the Superintendent or other officer-in-charge of the jail or lock-up.

III.

12. In the case of prisoners whose presence is required in a Criminal Court, all expenses up to the date of arrival, exclusive of the pay of the police escort, must be defrayed by the Superintendent or other officer-in-charge of the jail from which the prisoners are transferred, and from the date of arrival until the date of return (exclusive of the pay of the police escort) by the Superintendent or other officer-in-charge of the lock-up or jail to which the prisoners are transferred. In both cases the amount will be charged off in the respective contingent bills and will be debited by the Accountant-General to "Law and Justice." The pay of the police escort will be debited to the same head and will be adjusted by the Police Department. The actual pay of any extra police

whom it may have been necessary to engage being paid first by the Superintendent of Police and recovered as above laid down, such expenses (exclusive of the pay of the police escort) shall, as regards the cost of transfer, be estimated by the Superintendent of Police and shall be transmitted to him by the Superintendent or other officer-in-charge of the jail or lock-up from which such prisoners are transferred before they are made over to the police, and, as regards the cost of subsistence, shall be calculated on the following scale, that is to say, three annas *per prisoner per day*.

13. The estimated cost of transferring and retransferring prisoners whose presence is required by a Civil Court shall be placed in deposit by the Court requiring their presence, and therefrom shall be remitted, in accordance with Rule 1, an amount sufficient to pay for the actual transfer of such prisoners and, in the case of civil prisoners, subsistence of such prisoners from the close of the month during which they are transferred until the date of their arrival and, in the case of criminal prisoners, their subsistence until their arrival. From that date all expenses shall be paid by the Court through its Bailiff. In a similar manner, when a civil prisoner is retransferred, the cost of such retransfer will be paid by the Court in which his presence was required to the Superintendent or other officer-in-charge of the jail or lock-up from which he is retransferred, together with subsistence allowance to the close of the month during which he is retransferred.

14. The amount deposited in Court will include the cost of the police guard during transfer and retransfer, which, on the completion of the case, shall be paid to the Superintendent of Police of the district in which such Court is situated and shall be, by him, paid into the nearest treasury.

15. For the purposes of the preceding rule, the strength of the police guard for the conveyance of civil prisoners shall be as follows:—

For one prisoner Two constables.

More than one, but not more than six ... One sergeant and four constables.

For every additional three or less than three ... One additional constable.

16. In any case in which the amount remitted by a Court for the transfer of a prisoner shall be insufficient, in the case of a civil prisoner, for the actual cost of transferring such prisoner and for his subsistence from the close of the month during which he is transferred till the probable date of his arrival at the Court in which his presence is required, and in the case of a criminal prisoner whose presence is required in a Civil Court, for the actual cost of transfer and for the prisoner's subsistence allowance whilst in transit, the Superintendent or other officer-in-charge of the jail or other lock-up from which such prisoner is transferred shall make good the full amount and shall transmit to the Court a certificate of the amount he has so paid, which shall forthwith be remitted to him by the Judge of the Court from the amount placed in deposit in accordance with Rule 13.

17. In any case in which the amount remitted by the Court is larger than is actually required, the excess sum shall be remitted to the Judge of the Court by the Superintendent or other officer in charge of the jail or lock-up.

18. In the case of a prisoner transferred from one station to another on the requisition of a Civil Court, the pay of the police guard shall, on the completion of the case, be defrayed by the Court requiring his presence and be paid to the Superintendent of Police of the district in which the Court is situated on a certificate of the amount to be furnished by such Superintendent, to be, by him, paid into the Government treasury.

19. The subsistence money of a civil prisoner transferred from one station to another on the requisition of a Court shall, up to the end of the month during which such prisoner is transferred, be paid by the Superintendent or other officer in charge of the jail or lock-up from which he is transferred, and from the close of that month until his return to such jail or lock-up by the Court requiring his presence; provided that the officer in charge of the jail or lock-up in which the prisoner was confined shall remit to the Judge of the Court, in which the prisoner's presence is required, the amount of subsistence money on account of such civil prisoner which may be lodged by the judgment-creditor, and provided that, on default being made by such judgment-creditor to lodge the usual subsistence money in accordance with the rules and laws in force, such Superintendent or officer in charge of the jail or lock-up shall certify the same to the Judge of the Court in which such prisoner's presence is required, and to the Superintendent or other officer in charge of the jail or lock-up to which such prisoner has been transferred, who shall thereupon act as if the judgment-creditor had omitted or neglected to pay the amount of the subsistence allowance to him. Any money remitted to the Judge of the Court under the preceding rule shall be deducted from the amount to be paid by the person requiring his presence.

IV

20. No State prisoner and no prisoner who may be exempted by a notification in the official gazette under section 42 of the Act, so long as such notification remains in force, shall be removed from any jail or lock-up without the special and prior sanction of the Local Government, for which application should be made by the Judge of the Court in which such prisoner's presence is required.

Judicial Department Notification No. 16, dated 21st January 1909.

In supersession of Judicial Department Notification No. 180, dated the 6th June 1901, the Lieutenant-Governor, in exercise of the powers conferred by section 42 of the Prisoners Act, 1900, issues the following directions concerning the removal of prisoners from the prisons in which they may be confined:—

(1) A State prisoner shall not be removed from the prison where he is confined without the sanction and order of the Local Government.

(2) A prisoner under sentence of death shall not be removed from the prison where he is confined to another prison without the sanction and order of the Local Government.

(3) A prisoner under sentence of death, transportation or imprisonment for more than four years, shall not be removed from the prison in which he is confined to attend a Court situated at a station where there is no prison without the sanction and order of Government.

APPENDIX VI.

Rules regarding the Supply of Articles made in Jails to Government Departments.

Miscellaneous Department Circular No. 20 of 1923, dated the 20th April 1923.
(See paragraph 824.)

The orders of the Government of India direct that jails should adapt their industries to the requirements of the consuming departments of Government, which are in turn prohibited from obtaining from other sources articles manufactured by jails, provided they are of a quality equal to that at which they can be obtained in the open market and can be got at rates no higher than those prevailing in the open market. The importance of these orders requires to be emphasized at a time when the cost of administration of the Prisons Department is steadily increasing and when the charges that will have to be incurred with a view to carry out the recommendations of the Jails Committee involve heavy fresh expenditure. Any measures that will cheapen to the honest man the cost of maintaining the criminal in jail are deserving of universal support and the Local Government hopes that officers will personally interest themselves in purchasing from jails all their requirements so far as such are procurable. Heads of consuming departments are invited to consult freely the Inspector-General of Prisons unofficially with reference to their requirements.

2. In order that the Inspector-General of Prisons may be kept informed of the requirements of Government departments, Heads of Departments and indenting officers are expected to make known from time to time to the Inspector-General of Prisons what their requirements are. When articles of special make are constantly required, samples should be supplied so that stocks may be prepared and maintained.

3. Officers of the larger consuming departments which are in the habit of arranging for the supply of their requirements by contract, such as the Assistant Director, Supply and Transport, and the Superintendent of Police Supplies, will furnish the Inspector-General of Prisons (annually, biennially, triennially, or at such other intervals as may be fixed) with a detailed list describing the articles required and the quantity and conditions of supply, such as the time and places where delivery will be taken, etc. The Inspector-General will allot to the various jails such portions of the order as they are respectively fitted to undertake and he will without loss of time inform the departments concerned to what extent the jails cannot supply their needs and therefore to what extent their needs must be obtained from other sources.

4. For all articles of regular annual consumption required by the Military Works Services, such as barrack furniture, the Commanding Royal Engineer will furnish the Inspector-General of Prisons with annual lists showing the description and quality required

5. On all lists the places where the various articles are to be delivered by the Jail Department and the prices of such articles in the local market shall be noted.

6. No tenders from private manufacturers and contractors for the supply of articles which the jails are prepared to undertake may be called for by Government Departments.

Tenders may not be invited with the view of ascertaining prevailing market rates. This information must be obtained by means of private enquiries or from advertisements and circulars of tradesmen and manufacturers.

7. (1) In contracting to supply articles the Superintendent of the Jail will, if the consuming department requires it, enter into a formal agreement.

(2) In the drawing up of such agreement care should be taken to note fully the obligations accepted and the work to be done.

(3) The agreement should also embody a clause whereby the consuming department is given the option of rejecting articles not up to specification or to time and a clause making the Jail Department liable for expenses caused by default.

(4) The Superintendent of a jail is authorized to sign such agreement forms.

(5) If the supplies tendered by the jail are continually rejected as not up to sample, or if the jail continually fails to supply the articles by the date fixed, the consuming department may obtain supplies elsewhere by inviting tenders or by any other method which it thinks fit and may cancel the contract with the jail.

8. The Supply and Transport Department requires all articles supplied to it to be delivered at its godowns in the presence of the warrant or non-commissioned officer in supervising charge in order to permit comparison of the articles with the samples before they are taken over. If Government transport is required to take the articles to the godown and save cart or cooly-hire, the Superintendent of the Jail must give due notice to the Assistant Director, Supply and Transport.

9. All routine correspondence in connection with the carrying out of contracts must be conducted direct with the Superintendent of the Jail concerned. Only when differences of opinion arise should reference be made to the Inspector-General of Prisons and then only through the Superintendent of the Jail concerned.

10. Earnest money is not to be demanded by jails, but may be received if for special reasons it is tendered. The Jail Department is exempted from depositing security for the due performance of contracts, but no contract may be thrown up on the ground that its fulfilment will result in a loss to the Jail.

11. Jail Superintendent should keep Government officials supplied with price lists and particulars of the articles which they have in stock or are prepared to make in their jails. But the mere non-receipt of these lists will not be held to justify an officer in placing his order elsewhere.

12. Periodical visits to jails, on permit, by heads of consuming departments will greatly help to inform them what the manufacturing capabilities of jails are, especially of the Central Jails at Insein, Rangoon and Mandalay.

13. Superintendents of Jails are exempted from affixing receipt stamps when acknowledging the receipt of sums of money exceeding Rs. 20. All payments of amounts due by one public department to another should be made and adjusted by transfer entry through the books of the Accountant-General, Burma, except when such transfers do not suit the methods of account or of business adopted by the receiving department.

14. Judicial Department Circulars Nos. 100 of 1897, 36 of 1900 and 41 of 1913 and General Department Circular No. 2 of 1921 are hereby cancelled.

APPENDIX VII.

Instructions for the treatment of *Pyaungsan* in its preparation as a substitute for rice.

(See paragraph 894.)

It has been demonstrated that, when carefully selected and properly cooked, *pyaungsan* is a wholesome and nourishing article of dietary, and, as it is much cheaper than rice, it is obviously desirable that it should be substituted for the latter wherever possible.

The *pyaung* selected for jail use should be fresh, i.e., of last season's growth.

It should be carefully husked, the ordinary pounder or *dhenki* being used. The resulting *pyaungsan* should be thoroughly freed from its tenacious outer coating of husk by the *dhenki* process, by winnowing and the sieve.

When picked and cleaned, the *pyaungsan* should be allowed to soak for an hour, in water, in order to promote further cleaning. This is done by rubbing the soaked grain with both hands in the tub, the washings being poured off and fresh water supplied. After three or four repetitions of this process, the washings become fairly clear. The *pyaungsan* is then collected on a large sieve and put into a vessel already on the fire and containing boiling water. The grain is then cooked after the manner of rice, there being five or six inches of water covering it. When about three-fourths cooked, the greater part of the water is drained off and a proportion of the fuel being withdrawn, the cooking vessel is replaced and the contents allowed to simmer over a slow fire until well cooked. Particular attention should be paid to this, for, if the fire be quick throughout, a large quantity of grain at the bottom will be charred and wasted. If well cooked, the grains will not feel gritty when pressed between the fingers, and it will, when served, present the appearance of boiled rice. To prevent too rapid evaporation and cooling of the upper surface, a folded cloth should be spread over the mass and a closely woven bamboo lid should be fitted over the mouth of the vessel before the steaming process begins. Boiled *pyaungsan* should be served hot, as the grains become stiff and coarse when cold. If the grain is fresh, the boiled *pyaungsan* will yield a pleasant aroma.

APPENDIX VIII.

Instructions regarding the executing and stamping of Powers of Attorney.

A power-of-attorney is a document empowering a specified person
Chap. I, Sec. 2 (21), or persons to act in the name of the person
of the Burma Stamp executing it.
Act.

A power-of-attorney given to an advocate or pleader to authorize
him to appear in Court may be executed before
being stamped. Before being submitted to the
Art. 10, Sch. II of the Court Fees Act, 1870. court a court-fee stamp of 8 annas, Re. 1 or Rs. 2
must be attached, the stamp varying with the
grade of the Court.

All other powers-of-attorney must be stamped before being executed
either on stamp paper, or on blank paper on which a stamp must be
impressed before execution by an officer empowered to impress stamps.
The value of the stamp is determined as follows:—

- (a) When executed for the sole purpose of procuring the registra-
tion of one or more documents in relation to a
Art. 48, Sch. I of the Burma Stamp Act. single transaction or for admitting execution of
one or more such documents—One rupee.
- (b) When required in suits or proceedings under the Rangoon
Small Cause Court Act, 1920—One rupee.
- (c) When authorizing one person or more to act in a single
transaction other than the case mentioned in clause (a)—
Two rupees.
- (d) When authorizing no more than five persons to act jointly
and severally in more than one transaction or generally—
Ten rupees.
- (e) When authorizing more than five but not more than ten
persons to act jointly and severally in more than one trans-
action or generally—Twenty rupees.
- (f) When given for consideration and authorizing the attorney to
sell any immoveable property—The same duty as a convey-
ance for the amount of the consideration (Art. 23, Sch. I of
the Burma Stamp Act).
- (g) In any other case—Two rupees for each person authorized.

If the power-of-attorney is for the purpose of procuring the present-
ation of documents for registration, the power-
Sec. 33 of the Regis- of-attorney must be executed before, and
tration Act. authenticated by the registering officer within
whose jurisdiction the jail is situated.

The fee payable to the registering officer for authentication is two
rupees.

If the power-of-attorney is executed in the registration office, no further fee is payable.

Art. (O) of Table of
Fees published in Gen.
Dept. Notn. No. 103,
dated 2nd June 1897
(page 81 of Regis-
tration Manual)

If the power-of-attorney is executed by a prisoner in the jail, and the registering officer is therefore required to personally visit the jail or to issue a commission, a further fee of Rs. 5 must be paid in advance to the registering officer and a travelling allowance fee at the following rates must be paid to the person to whom the commission is issued of to the registering officer:—

(a) In towns where the Hackney Carriage Act is in force, a fee equal to the fare from the registration office to the jail and back of a hackney carriage of the best class of carriages which daily ply for hire.

(b) In other places, when the jail is within a radius of 5 miles from the registration office, a fee of 6 annas a mile from the registration office to the jail and back.

(c) When the jail is more than 5 miles from the registration office, a fee equal to the travelling allowance which the registering officer would receive from Government if travelling upon Government business.

In cases which fall under clause (a), the person executing the power-of-attorney must, on demand, pay to the registering officer at his departure from the jail a fee equal to any fare which may have become due for the detention of the hackney carriage.

If a power-of-attorney is not intended to be used for the purpose of presenting documents for registration, it need not be authenticated and may be attested by the Superintendent of the Jail. In such case no fee is chargeable for attesting.

APPENDIX IX.

Rules for the Supply and Custody of Stationery, Forms, etc.

REVENUE DEPARTMENT.

"G" CIRCULAR NO. 20 OF 1932.

Dated Rangoon, the 5th July 1932.

Introductory.

Prior to the 1st April 1923, Government offices in Burma obtained their supplies of stationery, etc., from the Controller of Printing, Stationery and Stamps, Calcutta. On grounds of convenience and economy, a Stationery Depôt was established in Rangoon with effect from the 1st April 1923 and placed in charge of the Superintendent, Government Printing and Stationery, Burma. Provincial officers in Burma are at present getting their supplies of stationery, etc., from this Depôt. This change of procedure necessitated a revision of the orders regarding the supply of stationery, etc.; and in Industries Department "G" Circular No. 32 of 1926 revised orders were issued in supersession of all previous orders on the subject. It has now been found necessary to make further amendments and the following revised orders are now published for the information and guidance of all officers concerned, in supersession of the orders contained in Industries Department "G" Circular No. 32 of 1926. The amendments which have been made are printed in italics.

Stationery,
Forms, etc.

For convenience of reference, the Circular is divided into parts as follows:—

- Part I.—Stationery.
- Part II.—Envelopes and special articles of stationery.
- Part III.—Typewriters and Duplicators.
- Part IV.—Forms.
- Part V.—Printing work.
- Part VI.—Miscellaneous.

(NOTE—This circular is printed in *octavo* form in order that it may be inserted as Appendix IV to the District Office Manual in place of the existing Appendix.)

The attention of all officers concerned is directed to the rules in Part IV for the supply of forms. Economy in the use of forms is imperative, and this can only be attained by controlling expenditure thereon by allotments as in the case of other stationery.

PART I.—Stationery.

Indents for Stationery.

Two forms are prescribed for use in preparing indents for stationery—Forms Miscellaneous General 32 and 33—copies of which can be obtained from the Superintendent, Government Printing and Stationery. Form 32 is the form of individual indent for the annual supply required by each office and Form 33 is the form used for any supplementary or emergent indents. An indent for stationery is forwarded to the Stationery Depôt direct by a controlling officer for his own office and through the controlling officer by subordinate officers. (A list of the controlling officers is contained in Appendix I to this Circular.) Deputy Commissioners and Executive Engineers have been authorized to send their indents direct to the Stationery Depôt and their indents need not therefore be sent through their controlling officers, the Commissioners and Superintending Engineers. The indents of the subordinate officers need not be consolidated by the controlling officers. A controlling officer is only required to check, amend where necessary, countersign and transmit each indent to the Stationery Depôt. Only the original of the indent should be transmitted.

2. In April of each financial year controlling officers will receive an intimation from the Local Government of the amount of the allotment (which will, however, be *pro forma* only and will not appear in any Register of Contingent Charges) assigned to them from the provision in the budget of the year for the purpose of meeting the requirements of stationery of their own offices and of the offices subordinate to them for the next following financial year. The allotment will be at the disposal of the controlling officer who will distribute it among the indenting officers subordinate to him as he thinks fit (keeping a reserve if so desired), and immediately report the allotments as distributed by him to the Superintendent, Government Printing and Stationery, Burma. The controlling officer may vary the allotments of subordinate officers from time to time as circumstances require, any variations made being at once reported to the Superintendent, Government Printing and Stationery.

3. *All annual indents should be sent so as to reach the Stationery Depôt not later than 1st October.*—Controlling officers should fix an earlier date for the submission to them of indents of their subordinate indenting officers. Indents should be framed strictly on a consideration of the probable requirements of the coming financial year, and supplementary indents should be avoided as far as possible. The cost of the articles indented for must not exceed the allotment sanctioned, but it is not necessary that the indent should equal the full amount

of the allotment. Indenting officers should exercise all possible economy. Even though the total amount of the indent is within the indenting officer's allotment any excessive items should be cut down by the controlling officer. Stationery of cheap kinds should be used as much as possible instead of stationery of more expensive descriptions. There is reason to believe that much waste of good paper goes on in Government offices generally throughout the Province. In the event of a subordinate officer requiring stationery in excess of his allotment he should report the fact to the controlling officer who may grant an additional sum either from his reserve (if any) or from some other subordinate officer's allotment, reporting the fact to the Superintendent, Government Printing and Stationery, in order that that officer may know the changes in the amounts of the allotments. The responsibility for seeing that the indents of subordinate officers do not exceed their allotments rests with the controlling officer except in respect of the indents of Deputy Commissioners and Executive Engineers in whose cases the responsibility lies with the Superintendent, Government Printing and Stationery. The controlling officer should check indents among other ways by comparison with the average annual consumption in past years, and with indents from similar officers. The total of the allotment assigned to the controlling officer may not be exceeded without the previous sanction of the Local Government, which should be applied for in good time and with an explanation of the circumstances. The Local Government, if it accords sanction, will make the additional grant by reducing the allotments of other controlling officers or from the reserve at its disposal. The Superintendent, Government Printing and Stationery, has the power to refuse supplies in excess of the sanctioned allotments.

4. Not reproduced in this Manual.

5. Not reproduced in this Manual.

6. All articles of stationery should be obtained on indent from the Stationery Depôt and the local purchase of such articles is prohibited. A price list of stationery is issued by the Superintendent, Government Printing and Stationery, who, on receipt of any requisition for articles of stationery which do not appear in the price list, will take the orders of the Local Government whether the article in question should be included in the price list and, if so, whether any restriction should be placed on the quantity which may be supplied to any one office.

Custody of Stationery.

7. Stationery obtained from the Stationery Depôt should be kept in locked almirahs of which the key is in the custody of the head of the office or the Head Clerk. A stock book of stationery for use by indenting officers is kept in the form (Misc. Gen. 35) supplied by the Superintendent, Government Printing and Stationery. The Stock should be checked annually by the Head of the Office or by a responsible officer, other than the officer-in-charge of the stationery, specially authorized by the Head of the Office in this behalf. Where

the Head of the Office is a Head of a Department and has a Personal Assistant (or other officer of similar status) the Personal Assistant should be authorized to carry out this check. In the offices of Deputy Commissioners and District Superintendents of Police, the Headquarters Assistant could be authorized to carry out the check. In small offices when the work cannot be entrusted to a responsible officer, the work should be carried out by the Head of the Office himself, but the verification could be restricted to 10 per cent of the items, preference being given to the more expensive items. The Officer carrying out the check should attach a certificate of check to the Stock Book.

PART II.—Envelopes and Special articles of Stationery.

8. Envelopes to be used for official correspondence (together with standard forms of demi-official note paper) have been prescribed in the Miscellaneous Guard-Book of Forms, PART IV, and supplies of the envelopes prescribed can be obtained on indent from the Superintendent, Government Printing and Stationery. With a view to secure economy in the use of envelopes, officers are specially requested to regulate their indents by their minimum requirements.

9. Large covers received by post should be made over to the duftry to 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 also be made over to the duftry to be made into envelopes.

10. Envelopes disproportionately large compared with the size of the paper they contain should not be used. This practice not only entails unnecessary expenditure but also frequently involves the payment of postage at rates in excess of those at which the communication would be carried if enclosed in an envelope of suitable size. All officers should exercise close supervision over their despatchers in this matter, and indents should also be carefully scrutinized with the object of reducing as much as possible, the demands for envelopes of a larger size than that required for the class of communications ordinarily issued from each office.

11. In the interests of economy and with a view to preventing unnecessary waste in the use of envelopes the following procedure is prescribed for observance in all offices:—

(1) Covers should not be closed before an hour or hours to be fixed under the orders of the head of the office with due 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 so 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. If these orders are observed a material economy will be effected in comparison with the present system under which separate letters are generally sent out in separate envelopes.

(2) As regards communications sent by local despatch it is unnecessary that they should be enclosed in envelopes unless they are of a confidential nature or are demi-official letters or are communications addressed to firms, banks and private individuals. Ordinary communications with the exceptions noted above sent by local despatch should be delivered open, either in the local despatch book or in a file cover. As a further step towards economy, communications between officers by local despatch should be made by unofficial notes rather than by demi-official letters.

12. Demi-official stationery will be supplied in two qualities. The superior quality will be supplied to Secretaries to Government, Commissioners of Divisions and Heads of Departments only, and will be issued with headings printed and dies plain embossed. The stationery supplied to the Members of Government will be embossed in colour. The other quality will be supplied to other officers authorized to send indents to the Superintendent, Government Printing and Stationery, and will be issued with headings only printed. The standard forms of demi-official paper and envelopes prescribed in the Miscellaneous Guard-Book, Part IV, will be supplied to all other officers. Demi-official note paper will be issued in single sheets only.

13. Reminder forms have been standardized as printed postcards. All memorandum, endorsement and letter forms prescribed in the Miscellaneous Guard-Book will be issued in quarter as well as half foolscap sheets. Indenting officers should specify the size required.

14. Coloured and other slips designed to be attached to papers for the purpose of indicating urgency, etc., can be obtained on indent from the Superintendent, Government Printing and Stationery. The following kinds of slips and no others will be supplied to Commissioners and Heads of Departments:—

Red, denoting	...	...	Extreme Urgency.
Yellow, denoting	...	...	To-day.
Green, denoting	...	...	Early.
Blue, denoting	...	...	Draft.
White, blank.			
White, numbered or lettered.			
White, marked S.N.			

15. Gum is not supplied to any officer, *Patent adhesive material* in bottles like 'Stickphast' or 'Gloy' is supplied for the use of gazetted officers only. The office establishments of all officers are expected to use locally-made paste which in Rangoon, when made from flour, costs about eight annas a viss. *Patent material* like 'Stickphast' or 'Gloy' will not be supplied for their use.

16. Red tape should not be used for tying up parcels or for purposes for which country twine is suitable.

17. The Superintendent, Government Printing and Stationery, stocks specially manufactured indelible black and red inks. These inks should be used in registration offices for the pads used in stamping skeleton endorsements and for writing up registration books and by officers for writing cheques.

18. Chubbs' locks are obtainable from the Stationery Depot and can be indented for from the Superintendent, Government Printing and Stationery. They are very expensive and should be used only for securing cash and valuables. The patent detector padlocks manufactured by Messrs. Das & Co., Calcutta, are prescribed for use in treasure vaults and should be procured by Deputy Commissioners from Messrs. Oppenheim & Co., Rangoon, the agents of Messrs. Das & Co. In other cases country-made locks should be made use of as far as possible.

19. Rubber stamps are supplied by the Superintendent, Government Printing and Stationery, and should be indented for in Form Miscellaneous General 34. They may not be purchased locally. A list of the various size and shapes of rubber stamps and the prices at which they are supplied by the Superintendent, Government Printing and Stationery, is given in the Price List of Stationery. The cost is debitable to the stationery allotments of indenting officers.

PART III.—Typewriters and Duplicators.

20. The standard types of typewriters prescribed for use in Government Offices are the Remington and Underwood machines. Typewriters of other makes may not be purchased. All typewriters (other than portables) supplied to Government Offices should be of the foolscap size except that in offices with more than one typewriter, one machine of a larger size is permitted if it is essential. The sanction of the Local Government is required to the purchase of such a machine and the application for sanction should state clearly the total number of typewriters and the number of machines of the larger size, if any, already in that office.

21. Typewriters will be supplied by the Superintendent, Government Printing and Stationery, Burma, and the following procedure is prescribed for procuring them. Expenditure on typewriters may only be incurred if provision has already been made in the budget or if funds can be provided by re-appropriation. Budget provision must therefore, be made in the usual way under the head "Contingencies—Duplicators and Typewriters (Purchase)." *Commissioners of Divisions and Heads of Departments are authorized to purchase typewriters of the portable or foolscap size for use in their own offices subject to the existence of budget provision and provided that the purchase is to replace a machine which has been condemned by the Superintendent, Government Printing and Stationery, under paragraph 24 of this Circular the sanction of the Local Government being required in other cases.* An officer other than a Commissioner of a Division or a Head of a Department requiring a machine will, after satisfying himself that provision exists in the budget or that the necessary funds can be made available, apply by letter to his controlling officer for sanction to the purchase of the machine required. The controlling officer if satisfied of the necessity for the purchase of the machine and of the existence of funds, will sanction the purchase (if the machine applied for is of the portable or foolscap size) and send a copy of his letter

to the Accountant-General, Burma, and the Superintendent, Government Printing and Stationery. Deputy Commissioners have been empowered to sanction the purchase of typewriters of portable or *foolscap* size for offices under their control subject to the existence of budget provision. In cases where machines of a size larger than the foolscap size are applied for the controlling officer will forward the application with his recommendations to the Local Government for the issue of the necessary orders. On receipt of the sanction, the Superintendent, Government Printing and Stationery, will arrange for the supply of the machine and the cost will be debited against the provision for the purchase of typewriters under the appropriate budget head.

22. Not reproduced in this Manual.

23. Repairs to typewriters and duplicators (other than petty repairs) will be arranged for by the Superintendent, Government Printing and Stationery, who will be required to report on the following points:—

- (1) whether the machine is fit for further repairs;
- (2) cost to put it into thorough working order;
- (3) whether the present condition of the machine is due to the carelessness of the clerk handling it or to ordinary wear and tear; and
- (4) age of the typewriter (if not known to the officer).

NOTE.—In order to ascertain the age of a machine a register should be maintained by the Superintendent, Government Printing and Stationery, in which the date of supply and the dates and costs of repairs should be noted.

24. If a machine is more than ten years old or is found unfit for further repairs or the repairs are estimated to cost more than Rs. 50 it should be sent to the Superintendent, Government Printing and Stationery, for examination and advice. On receipt of the machine the Superintendent will examine it and will arrange to have it repaired if it can be made fit for further use. The Superintendent, Government Printing and Stationery, will then send the machine to the officer and intimate to him the cost of repairs which will be debited to ordinary contingencies. In forwarding typewriters and duplicators to the Superintendent, Government Printing and Stationery, for examination and advice, a ticket showing the designation and address of the sender should be attached to each machine and the factory number as well as the make and size of each machine should be stated in the advising letter. The condemnation of machines and their disposal after condemnation rest with the Superintendent, Government Printing and Stationery. No machine should be rejected as worn out or unfit for use until it has been examined by him. Simple repairs should be arranged for locally.

25. Accessories for typewriters and duplicators are kept in stock at the Stationery Dépôt and can be obtained on indent from the Superintendent, Government Printing and Stationery. Coloured typewriter ribbons and carbons which are manufactured from aniline dyes

give impressions which are liable to fade in a comparatively short time. As it is of the utmost importance that certain Government documents should retain their legibility permanently, only black type-writer ribbons and black carbon paper which have been found to give permanent impression should be used in all Government offices.

PART IV.—Forms.

Standard Forms.

26. A guard-book of miscellaneous forms has been prepared containing among others the general forms for correspondence and office use and for general returns, registers, etc., which are common to all or to several departments. It has been issued in four parts—Part I is under the control of the Chief Secretary, Home and Political Department, Part II under the control of the Secretary, Finance Department, Part III under the control of the Secretary, Education Department, and Part IV under the control of the Secretary, Revenue Department. In addition, the following guard-books of forms have been prescribed, viz.:—

Name of Guard-Book.	Controlling Officer	Powers of Controlling Officer in respect of amending or prescribing new forms.
* *	* *	* * * *
20. Jails	Inspector-General of Prisons.	Has power to sanction, modify or cancel forms subject to the previous approval of the Local Government.

NOTE 2.—The forms used by Treasuries are shown as Appendix I of the Burma Treasury Manual.

NOTE 3.—The forms in which accounts should be rendered to the Accountant-General are prescribed by the Auditor-General and are printed in the Form Section of the Civil Account Code, Volume II.

27. The guard-book of miscellaneous forms is distributed to all Commissioners and Deputy Commissioners. To other indenting officers only such portions of it as concern their department in common with others are sent. The departmental guard-books are distributed to the indenting and controlling officers of the departments concerned. To each of the guard-books a classified list is prefixed giving the guard-book number and a description of every form included in the book. Revised lists to be prefixed to the guard-books will be issued by the authorities concerned from time to time, together with specimens of any new forms which may have been printed. Heads of offices should see that the guard-books are carefully preserved and that their head clerks keep the books up-to-date by pasting into them revised lists and new forms as received, and removing forms that have been declared obsolete.

28. When a form is proposed for inclusion in a guard-book it should be stated whether it is proposed that copies of the forms should be issued in books or in loose sheets or in both styles. When the forms are to be issued in books, the number of leaves to be bound up in each book should be stated. When the printed matter runs across both pages a leaf really represents one page only.

Indents for Forms.

29. Indents for forms from subordinate officers shall be submitted for check through their respective controlling officers, as enumerated in Appendix I to this circular. Deputy Commissioners and Executive Engineers are authorized to send their indents direct as in the case of indents for stationery.

The provisions of paragraph 2 of this Circular will apply to the distribution and control of allotments for forms.

30. Indents for forms and registers are submitted in Form Miscellaneous General 30, except in the cases of guard-books for which special indent forms are prescribed. Separate indents are submitted for registers and forms relating to different guard-books.

31. Every officer submitting an indent shall certify that he has carefully examined the indent and that he believes the forms or registers indented for to be necessary. In the case of indents for registers the number of leaves in each shall be specified and the standard size nearest to that asked for will be supplied. When a form is issued both in books and loose sheets, as is sometimes the case the indent must show clearly whether books or loose sheets are wanted. Every indent shall be signed by the officer who is responsible for it. A Headquarters Assistant may, however, sign for the Deputy Commissioner. Otherwise, indents signed by subordinates for the indenting officer shall not be countersigned by the controlling officer or complied with by the Superintendent, Government Printing and Stationery.

32. Indents should reach the Superintendent, Government Printing and Stationery, by the dates mentioned in the subjoined table. Controlling officers should issue the necessary instructions to ensure that the indents from subordinate officers reach them in time for scrutiny and submission to the Superintendent, Government Printing and Stationery, by due date.

Description of forms	Dates by which indents are due in the Press	Probable date by which indents will be met by the Press	Period for which forms indented for are required
Public Works Department.	31st January	30th April ...	1st May to 30th April.
Jail ...	} 31st May ...	31st July ...	1st August to 31st July.
Medical ...			
Sanitary ...			
Police ...	30th June ...	30th September.	1st October to 30th September.
Treasury ...	31st August	30th November.	1st December to 30th November.
Miscellaneous ...	30th September.	31st December.	1st January to 31st December.
Budget Manual Forms	30th April ...	31st August	1st September to 31st August.

Controlling officers should fix an earlier date for the submission to them of indents of their subordinate indenting officers. Indents should be framed strictly on a consideration of the probable requirements of the year as shown in the last column of the schedule above. *The provisions of paragraph 3 of this Circular (excepting the date on which the indents are to reach the Superintendent, Government Printing and Stationery) will apply to the compilation and submission of indents for forms.* Supplementary indents should be avoided as far as possible.

33. Indents are submitted in duplicate to the controlling officer who will carefully scrutinise them and reduce them to such extent as he considers necessary. He then forwards both original and duplicate after countersignature to the Superintendent, Government Printing and Stationery, who will retain the original and return the duplicate to the indenting officer with the forms.

34. The form of indent (Miscellaneous General 30) contains a column showing the average annual consumption for the past three years, and the controlling officers can check the indent by comparison with the figures given in this column and the number in stock which has also to be given. An office copy of the indent need not be kept by him. If the figures of average consumption are incorrect, the Superintendent, Government Printing and Stationery, will be able to detect the mistake.

35. For the purpose of supplementary indents a separate guard-book form (Misc. Genl. 31) has been prescribed. No supplementary indent shall be forwarded unless satisfactory explanation of the necessity is given.

36. The Superintendent, Government Printing and Stationery, examines all indents received by him and may provisionally reduce the numbers of forms or books supplied in compliance with any indent. When the Superintendent, Government Printing and Stationery, is of opinion that an indent should be only partially complied with he shall bring to the notice of the controlling officer the reduction which has been made and the reasons for it. The Superintendent, Government Printing and Stationery, will decline to supply any form which is not in the book of standard forms prescribed for the department concerned.

37. In preparing indents the guard-book number and the description of the form should be quoted. It should be borne in mind that no indent will be complied with by the Superintendent, Government Printing and Stationery, unless it comes through the prescribed channel and otherwise complies with the rules.

38. *Not reproduced in this Manual.*

Custody of Forms.

39. Forms (which include paper or envelopes on which anything is printed) should be kept in open racks. In order to ensure that the contents of racks (open or closed) are not damaged by dirt and vermin, the rules in the following paragraphs have been prescribed.

40. Open racks should be used for storing printed forms. They should also be used for the custody of any records or registers which it is not necessary to keep under lock and key. Open racks should take the place of almirahs as more accommodation is wanted or as almirahs at present in use require renewal.

41. Before a rack is brought into use it should be taken out into the open air and thoroughly freed from dust, etc., then washed perfectly clean and left in the open till quite dry. It should then be thoroughly coated with earth-oil or kerosene inside and out, top and bottom, in every crevice, under the shelves and feet, and everywhere else, as if it were dipped into a large tank and entirely covered with the fluid. When the wood readily absorbs the fluid and soon becomes dry on the surface, a second coat should be given. When perfectly dry the rack should be placed in position about 15 inches from the wall, so that a man may pass right round it. A piece of flat tin should be placed under each foot large enough to extend a little beyond and all round it.

42. Before papers are placed in the rack they must be thoroughly and separately examined in the open air and every trace of dirt, damp or white ants completely removed.

43. Each rack in the office should bear a serial number and should be placed in charge of some one person in the office establishment; that person will be responsible that it is properly kept.

44. The contents of each compartment of every rack must be removed, dusted and replaced once a month in the dry weather and twice a month in the rains. One rack will occupy a junior clerk or a peon an hour or less. The work should be done systematically, each rack being taken in rotation. Once a year the rack should be thoroughly coated with earth-oil in the same manner as when first brought into use.

45. The Superintendent or Head Clerk of the office is responsible for the due observance of these rules.

46. Forms are kept in separate compartments, one compartment or more, if necessary being allotted to each kind.

47. In every office other than Subdivisional and Township Offices a stock-book of printed forms and blank registers is kept in Guard Book Form Misc. Genl. 14. In the stock-book are entered under each head the quantities received and the quantities issued from time to time and the balance remaining after each issue. The book is kept by the Head Clerk of the office who is responsible for its correctness. In Subdivisional and Township Offices stock-books are not maintained, loose sheets of the form mentioned above being placed in each compartment (see paragraph 116 of the Subdivisional and Township Office Manual) with slips showing the number of forms in each compartment. Inspecting officers can thus check stocks when on tour and prevent waste.

48. As soon as possible after receipt of forms, etc., they must be unpacked and every item carefully checked with the indent. Packages should not be opened till it is convenient to check their contents. As the contents of the packages are checked they must be put away in their respective racks at once, and the vouchers promptly returned to the Superintendent, Government Printing and Stationery.

PART V.—Rules regarding Printing Work and the Preparation of Tabular Forms.

Rule regarding Printing Work.

49. Papers to be printed are sent to press by the Heads of Departments and other officers specially authorized by Government in this behalf together with the prescribed form of requisition (Misc. Genl. 28). Work sent in any other way will be returned by the Superintendent, Government Printing and Stationery. A list of officers authorized to send work to the Government Press, Rangoon, is given in *Appendix II*.

50. Every paper to be printed should be very carefully prepared before it is sent to press, and should be sent complete with all marginal and other notes, paragraph numbers, annexures or enclosures. The expensive and inconvenient practice of leaving blanks, marginal notes, paragraph numbers, etc., to be filled up in proof and of sending rough, ill-prepared manuscripts to press with the intention of putting the matter in order when in type greatly increases cost, delays work, and is therefore prohibited.

51. The Superintendent, Government Printing and Stationery, is authorized to bring to the notice of the *Secretary, Revenue Department*, instances where the foregoing rule is neglected.

52. When for any reason printing is required in any particular style clear instructions must be sent with the work in the first instance and the necessity for the particular style must be clearly explained. If the object sought is to have the work uniform with something previously printed, the printed copy should be sent for inspection. If however, such instructions necessitate a departure from established rule, the Superintendent, Government Printing and Stationery, is authorized to use his discretion in complying with them.

53. Of work in connection with which the foregoing rules have been observed, one proof will ordinarily be found ample for all purposes (indeed, in many cases proof will not be required at all), and as the submission of unnecessary proofs adds largely to the cost of work, the Superintendent, Government Printing and Stationery, is authorized to refuse to comply with the request for clean proofs unless the necessity is quite plain. Proofs shall only be asked for by the Head of the Department concerned.

54. When a proof has to pass through more than one person's hands the changes in it should be made carefully and neatly by all so that the same proof when passed on will do for all those who have authority to see it.

55. The cost of urgent work is much greater than of ordinary printing and work is not treated as urgent except at the request in writing of the Head of the Department concerned. When the item involved is a large one or when necessity for urgency is not quite clear the Superintendent, Government Printing and Stationery, is authorized to refer the question for reconsideration of the Head of the Department concerned and in special cases the matter should be referred to the *Secretary, Revenue Department*.

56. When work is sent to press the number of copies required should be noted thereon and the number asked for should be sufficient to meet all probable wants so as to avoid necessity for reprinting.

57. No paper is reprinted except at the written request of the Head of the Department concerned, and the Superintendent, Government Printing and Stationery, if he considers it necessary, is authorized to bring such requests to the notice of the *Secretary, Revenue Department*.

Printing of Forms and Registers and the Preparation of Tabular Forms.

58. The following instructions have been drawn up for the guidance of Commissioners, Deputy Commissioners and Heads of Departments in drafting forms whenever there is occasion to propose additions and alterations to the guard-books. These rules should also be followed whenever tabular forms have to be ruled in manuscript.

59. All forms are printed on paper of one of three sizes, namely:—

- (a) Foolscap folio, measuring $8\frac{1}{2}" \times 13\frac{1}{4}"$.
- (b) Foolscap, measuring $13" \times 17"$.
- (c) Double foolscap, measuring $17" \times 27"$

The exceptions to this rule are registration books which have hitherto been made in royal size and will continue to be so made and supplementary Survey Registers which are of a peculiar size and shape which it would not be convenient to change.

Counterfoil books may also be exceptions but generally their dimensions should be a regular division of one of the aforementioned sizes.

60. Double foolscap is used for registers only, and not for forms to be used as loose sheets.

61. When a register is of foolscap folio size the paper should be foolscap and the form repeated on both pages.

62. Every form should have a blank space for stitching or binding in the case of registers the blank space is always in the middle.

63. If the form is intended solely for registers the blank space is $1\frac{1}{2}"$ wide. If intended to be used sometimes in loose sheets and sometimes for registers it is at least $2"$ wide.

64. When a foolscap folio form is intended for use in loose sheets only, it is printed on paper of foolscap folio size with the blank margin $1\frac{1}{4}"$ wide at the left hand side.

65. Foolscap forms to be used as loose sheets have the blank space in the middle at least 2" wide. But in the case of annual returns the blank space is at the left side and 1½" wide.

66. When a form contains too many columns to be put into two foolscap pages, either inner and outer sheets are used or the two sides of the paper are used to make a four-page form.

67. All forms (other than those of the Public Works Department) are printed so that the writing runs horizontally in order that they may be read without turning the paper round. To this end, if the form consists of columns, the columns are ruled vertically.

68. When a form is intended for a single entry only and not a collection of entries, it is not ruled in columns but in lines with cross headings at the left hand side.

69. When a column is narrow, the heading is not on that account printed in vertical lines if it is practicable to print it in horizontal lines.

70. As a rule all registers are bound in strong boards with leather backs with the exception of—

(a) Counterfoil books;

(b) Village Headmen's registers of cases, fines and police officers, visits;

and other similar books, which may be bound in limp covers.

Exception may be made only by special orders of the Head of each Department.

71. Every register has a printed label on both front and back covers as follows—

District.....
Office.....
Year.....

PART VI.—Miscellaneous.

Manuals.

72. No new manuals may be printed except under the orders of the Administrative Department of the Local Government concerned. New editions of existing manuals may be printed with the permission of the Head of the Department concerned, except in cases where the manual is issued by the Local Government. Manuals are generally distributed by the Superintendent, Government Printing and Stationery, who is the Curator of the Government Book Depot, Rangoon, in accordance with distribution lists supplied by the officers under whose authority the manuals are issued. Copies of only those manuals which are necessary for the use of an officer in the execution of his duties should be supplied to him. Indents for copies of other manuals should

be forwarded through the officer responsible for their issue for the latter's prior sanction. A list of manuals issued in the various departments showing the last number of their correction slips is published in the first issue of each quarter of the *Burma Gazette* for information. Correction slips will be issued in pamphlet form quarterly, printed on both sides of thin paper, and paged and numbered continuously. There will be no index. They will not be cut up and pasted into the manuals, but placed in serial order in the *receptacle which has been provided for them at the end of manuals*. Officers on receipt of each correction slip will write neatly in ink on the margin of the page or pages in the manual containing the section, rule, direction or paragraph, etc., corrected, the serial number of each corrigendum. Where a section or paragraph, etc., is wholly cancelled by a corrigendum the portion corrected may be scored through. The corrigenda to each manual will be numbered in one series and not in a separate series for each correction slip. The distribution of correction lists to manuals is done by the Curator, Government Book Depôt.

Gazettes, etc.

73. Officers empowered to purchase books in General Department Circular No. 69 of 1908 as amended from time to time are authorized to indent on the Curator, Government Book Depôt, for copies of *Gazettes* and of official publications of the *Local Government* included in the Book Depôt catalogue, and the officers enumerated in the list attached to that circular are controlling officers in respect of the subordinate officers under them.

73A. *Publications of the Legislative Department of the Government of India are obtained on payment by the Curator, Government Book Depôt, for general distribution to officers of the Local Government. Officers requiring publications of other Departments of the Government of India will make their own arrangements to obtain them on payment direct from the Manager, Government of India, Central publication Branch, Calcutta. Such publications as are available in the Government Book Depôt and included in the catalogue may, however, be obtained from the Curator, Government Book Depôt, on payment.*

74. The Curator, Government Book Depôt, is authorized of question the supply of books when it appears to him that the number of books indented for are beyond ordinary requirements unless the indent is signed by a Commissioner or the Head of the Department. The sanction of the Commissioner or Head of the Department is required for the supply of duplicate copies of books which have already been supplied.

75. The controlling officers mentioned are expected to scrutinize carefully all indents submitted through them and to refuse to forward indents which appear to be extravagant or unnecessary. In that case of *Gazettes* and similar publications which are required to replace lost copies, the controlling officer will decide whether the indents is to be complied with at the public expense or at the expense of the officer responsible for the loss of the publication in question.

Binding of Registers, Gazettes, etc.

76. Officers should not indent for book binding materials such as millboards, leather and binding cloth. In regard to these, a scale for binding charges has been laid down to include materials, and the duftries who are attached to most district offices are required to provide all binding materials at their own cost. In cases where an office has no duftry, books can be sent without much difficulty to the duftry in another Government office or to the nearest town to be bound. The scale of binding charges prescribed for Government offices in the province is shown below:—

Table of Rates for plain binding work, such as Reports, Gazettes, etc., usually done for Government Offices.

Size I (foolscap sheet, royal folio and demy folio).

	Rs.	A.	P.
Halfleather, cloth sides, from 50 to 400 pages ...	4	8	0
Fullcloth, from 50 to 400 pages ...	2	4	0
Halfleather, cloth sides, from 401 pages upwards ...	5	4	0
Fullcloth, from 401 pages upwards ...	2	12	0

Size II (foolscap folio) (size of Burma Gazette,, etc.)

Halfleather, cloth sides, from 50 to 400 pages ...	3	0	0
Fullcloth, from 50 to 400 pages ...	1	10	0
Halfleather, cloth sides, from 401 pages upwards ...	3	8	0
Fullcloth, from 401 pages upwards ...	2	0	0

Size III (Royal Octavo) (size of History of Services, Civil List, etc.).

Halfleather, cloth sides, from 50 to 400 pages ...	1	12	0
Fullcloth, from 50 to 400 pages ...	1	2	0
Halfleather, cloth sides, from 401 pages upwards ...	2	4	0
Fullcloth, from 401 pages upwards ...	1	4	0

The above rates may be increased by 25 per cent when the binding work is done in the outlying districts of Kyaukpyu, Sandoway, Salween, Bhamo, Myitkyina, and in the Shan States and Chin Hills.

The above rates may be reduced if they are found to be in excess of local rates. If a duftry refuses to do the binding work at rates so reduced, the head of the office may in his discretion give the work to an outsider who is prepared to do the work at cheaper rates.

77. The binding of small work under 50 pages will ordinarily be quarter cloth board bound, for which the charge will be 40 per cent below the rates for full cloth in each size, I to III. When books so bound exceed 50 pages the rates should rise by 5 per cent for very additional 50 pages or part of 50 pages.

N.B.—The above rates include all binding materials, leather, cloth, boards etc., also lettering on back. Charges for binding should be supported by a certificate that the amount paid is in accordance with the rates given herein.

APPENDIX I.

List of Controlling Officers in respect of indents for Stationery and Guard-Book Forms.

*	*	*	*	*
4. Inspector-General of Prisons, Burma.				
*	*	*	*	*

APPENDIX II.**LIST A.**

List of Officers of the Government of Burma who have been authorized to send all work to the Government Press, Rangoon.

*	*	*	*	*
11. Inspector-General of Prisons, Burma.				
*	*	*	*	*

LIST B.

List of Officers of the Government of Burma who have been authorized to send to the Government Press, Rangoon, without obtaining special authority on each occasion, such forms and documents of a periodical nature as are specified by a higher authority included in List A.

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APPENDIX X.

Lists and Instructions regarding Jail Forms, Registers and Returns.

No. 1. *Register of Security Deposits* (see paragraph 227).—This register must be opened anew annually. In column 3 should be entered the amount to be deposited by each officer, calculated at one year's maximum salary in the case of jailors and six months in the case of warders. In column 4 the monthly deduction of 10 per cent on the salary drawn, as required, from each subordinate should be shown, the amounts deposited being entered month by month in column 6. Column 5 will show the amounts, including Government Promissory Notes, deposited to end of previous year and column 7 the amount of interest. Column 8 will show the total amount deposited, column 9 the amount withdrawn, and column 10 a reference to the orders sanctioning the withdrawal.

No. 2. *Security Bond of Warders* (see paragraph 229).—These must be executed as soon after appointment as possible. They need not be registered, and are free from stamp duty. The security bonds of chief and head warders should be forwarded to the Inspector-General of Prisons for safe custody, whilst those of ordinary warders should be forwarded to the Group Superintendent for similar purpose.

No. 3. *Security Bond of Jailors* (see paragraph 229).—These must similarly be duly executed immediately after appointment and must be forwarded to the Inspector-General of Prisons for safe custody. They need not be registered and are free from stamp duty.

No. 4. *Cancelled.*

No. 5. *Descriptive-roll of escaped prisoners* (see paragraph 318).—Needs no explanation. Copies of this report, carefully filled in, are to be submitted, immediately after the escape of a prisoner, to the Inspector-General of Prisons, Burma, Deputy Commissioner, the local District Superintendent of Police, to the District Superintendent of Police of the district to which the prisoner belongs, and, if there is railway connection, to the Superintendent, Railway Police. The reports submitted to the Inspector-General of Prisons, Burma, in this form should be kept in a separate file for reference.

No. 6. *Form of Application for permission to interview "A" and "B" class prisoner.*

No. 7. *Cancelled.*

No. 8. *Cancelled.*

No. 9. *History ticket of under-trial prisoners* (see paragraph 711).

No. 10. *Convict's history ticket* (see paragraph 496).

11. *Register of judicial solitary confinement* (see paragraphs 465 and 473).—Before initialling the admission register (Form No. 21) the particulars entered under the various headings in the register of solitary confinement (Form No. 11) must be verified and attested by the Superintendent. This register is printed in counterfoil. When a prisoner is being put into cells to undergo his sentence of solitary confinement, the first four columns of both foils should be filled in

and the outer foil detached from the register and suspended over the occupant's cell door. After each period of solitary confinement is undergone and after the necessary entries have been made on both the foils, the jailor should take charge of the outer foil and follow the same procedure for each successive period of solitary confinement. On completion of the full period, the certificate at the foot of the register and the outer foil will be completed.

*No. 12. Solitary, separate and cellular confinement ticket (see paragraphs 468 and 862).—*This form is for jail use only for solitary, separate and cellular confinement awarded by order of the Superintendent. This form is to be made out and suspended over the cell door and should be returned to the jail office as each prisoner completes his period of punishment and is discharged from cells. The description of the punishment undergone should be set forth at the head of the form, the two kinds not concerned being scored through in red ink; thus, if a prisoner is undergoing separate confinement, then the words *solitary* and *cellular*, with their equivalents in the vernacular, would be expunged.

*No. 13. Confinement ticket of condemned prisoner (see paragraph 636).—*To be suspended over the door of the cell occupied by condemned prisoners.

No. 14. Cancelled.

*No. 15. Stock book of reserve stores, prison and warders' clothing, furniture, ammunition and dead stock other than those articles belonging to the manufacture department (see paragraphs 246, 1066, 1181 and 1184).—*For each separate class of article a special page or set of pages should be set apart in the stock-book. In the case of clothing separate pages should be used for each class of cloth received, each class of clothing made being shown separately from old serviceable clothing.

No. 16. Cancelled.

No. 17. Cancelled.

No. 18. Cancelled.

No. 19. Cancelled.

*No. 20. Degradation report of convict officers (see paragraph 296).—*To be submitted at the close of each month to the Inspector-General. Shows particulars of all reductions of convict warders, overseers, and watchmen, made during the month. In the case of permanent reduction, the period of such reduction should be shown in years, months and days. Only details of major punishments are to be entered in column 12 which, however, should show, collectively, the number of minor punishments awarded, *vide* Prison Department Circular Memorandum No. 52-63, dated the 18th September 1916.

*No. 21. Register of convicted prisoners admitted to jail.—*Particulars must be entered in this register as soon as possible after each convict's admission and be initialled both by the jailor and the Superintendent. Great care should be taken in filling in column 20 "Character" and "Previous convictions." *Previous character* indicates former character while in jail on previous imprisonment. *Conduct in jail.—Present sentence* should be filled in on the day of the convicts' release, and

the heading *Classified* should be filled in on admission carefully showing whether by Court or Jail. For further instructions see paragraphs 399, 402, 410, 411, 489, 882, 893 and 1031.

No. 22. *Statement showing juvenile prisoners admitted into jail* (see paragraph 630).—To be submitted at the close of each year to the Inspector-General, but particulars should be posted in the return at the close of each month. Juveniles, whether sentenced to terms of imprisonment or to flogging only, must be included in this statement.

No. 23. *Register of civil prisoners admitted and discharged* (see paragraphs 727 and 731).—Column 13 to show cause of release whether on account of satisfaction of decree, or completion of period of imprisonment, or furnishing security, or by escape or death, etc. Column 16 is to furnish an account of the receipts and disbursements of diet money and of monies received for clothing and bedding. All receipts of diet money from detaining creditors and daily payments of diet money to civil prisoners shall be entered in the cash book at the time of receipt and payment. Amount received shall also be entered at the time of receipt on the receipt side of the account in column 16, and at the end of each month, and on discharge of a prisoner, the total of the daily payments recorded in the cash book shall be entered on the disbursement side of that column. The prisoner's intention to be declared insolvent or not should be entered in column 18, the entry being certified and attested by the Superintendent. If on discharge of a civil prisoner any balance of diet money remains unexpended, it shall be dealt with as directed in paragraph 716

No. 24. *Cancelled.*

No. 25. *Cancelled.*

No. 26. *Register of under-trial prisoners* (see paragraph 711).—

Column 10.—If there be two warrants of commitment, as first, by a magisterial officer for enquiry, and, secondly, after enquiry, for trial before Sessions Court, both shall be entered.

Column 11.—In this column every date on which the prisoner's production in Court is required shall be entered.

Column 13.—Full details of the reasons for discharge shall be given, *i.e.*, whether acquitted, charge not proved, charge abandoned, released on bail, transferred to convicted prisoners' department, on conviction for offence for which under trial, or transferred to another jail for trial.

Column 15 shall show the duration of imprisonment in the under-trial ward from date of first imprisonment to date of transfer to convicted prisoners' department, or of release from any cause.

The entries in this register shall be attested by the Jailor and the Superintendent in columns 18 and 19, respectively.

No. 27. *Register of prisoners sentenced by Magistrates to be whipped* (see paragraphs 187 and 384).—All prisoners sentenced judicially to be whipped shall be entered in this register.

No. 28. *Indent for clothing required* (a) for convicts, and (b) for paid staff (see paragraph 1069).—To be submitted half-yearly to the supplying jails on the 1st May and 1st November. The sum total of columns 7 and 8 should equal column 6. Clothing etc., that have

been worn out or have been destroyed and are no longer serviceable should be shown in column 8. The clothing requisitioned for convicts in column 9, together with the supply serviceable and in store (column 7b), shall in no case be more than 50 per cent in excess of the average population (column 1), but see paragraph 1069. One blanket and one gunny covering shall be requisitioned for each prisoner once every two years. In determining the number of blankets and gunny coverings to be indented for in the half-yearly indents the Superintendent shall consider the number shown in column 7b; the difference between this and one-fourth the daily average number as shown in column 1 shall be the number that ought to be indented for half-yearly. In indenting for articles which are not of general wear the Superintendent must be guided by the special requirements of his jail. To obviate unnecessary correspondence in the office of the Inspector-General, the Superintendents should furnish full and clear reasons for demands that are in excess of scale.

No. 29. *Form of declaration or bond for use of European vagrants* (see paragraph 688).

No. 30. *Cancelled.*

No. 31. *Return of State prisoners* (see paragraph 751).—If there is any prisoner of this class in confinement in a jail, this return is to be submitted on the 1st January and the 1st July, direct to the Secretary to the Government of Burma, reporting on the conduct, the health and the comfort of such State prisoner. A copy of the return so submitted should be sent to the Inspector-General, through the District Magistrate.

When there are no prisoners of this class in jail, it will suffice to notify the Inspector-General of the fact by sending intimation, in the usual manner, on Form Miscellaneous General No. 93.

No. 32. *Nominal Roll of prisoners* (see paragraphs 400, 407, 461 and 766).

No. 32A. *Nominal Roll of prisoners sentenced to rigorous imprisonment or transportation, or both, who have undergone in jail a period of detention amounting, together with remission earned, to 14 years or more* (see Note 2 to paragraph 833).

No. 32B. *Nominal Roll of prisoners sentenced to rigorous imprisonment, or transportation, or both, who have been repatriated from Port Blair and have undergone in jail a period of detention, amounting together with remission earned, to 14 years or more* (see Note 2 to paragraph 833).

No. 33. *Receipt book for money paid into jail as subsistence for civil debtor prisoners* (see paragraphs 727, 733 and 1119).

No. 34. *Cash-book, General* (see paragraphs 727, 731 and 1113).

No. 35. *Cash-book, Manufactures* (see paragraphs 1112 and 1115).

No. 36. *Return of European and Anglo-Indian prisoners.*—To be submitted at the close of each half year to the Inspector-General by the Superintendents of Jails at Rangoon, Moulmein, Akyab and Bassein, vide paragraph 682.

No. 37. *Sick return* (see paragraph 761).

Figures for the abstract of population are obtainable, first, for convicts from columns 3 to 7 and 16 of Statement I; second, for

under-trials, from columns 3 to 6 of Statement XVII; and third, for civil, from columns 3 to 6 of Statement XVIII.

The figures shown in the abstract of sick must agree with the grand total of admissions to and discharges from hospital detailed in the body of page 1 of the return, the figures for the latter being obtained from the register of admissions to and discharges from the jail hospital. The cause of death shown on page 1 must agree with that shown in casualty roll. Deaths *out of hospital* will only appear in the casualty roll, and not in any part of page 1 of the sick return if the deceased were not shown on the hospital books at the time.

In computing the average strength, not only should each class be dealt with separately, but the average of each and the total averages must be struck from the respective aggregates. It is incorrect to sum up the averages of the three classes of prisoners to ascertain the averages for insertion against "total" "each sex," and "both sexes."

When it is necessary to insert diseases in manuscript against admissions to hospital or cases remaining in hospital, care must be taken that they are placed in their proper order in accordance with the classification given in the Nomenclature of Diseases. Where varieties are observable in the forms of disease, such varieties must be carefully noted against both cases which remained in hospital from previous month and those admitted.

If a prisoner is suffering from more than one complaint, the case should be returned against the more serious disease.

Surgical operations must be noticed under remarks, and shown under the heading of the disease or injury for which the operation was performed.

Criminal lunatics committed under sections 464, 466 and 471 of the Criminal Procedure Code must be included in the returns as under trials and shown as admissions to hospital against the type of insanity from which suffering. If under observation, they should be shown against "Not diagnosed," and if after the period of observation they are declared sane, shall be shown as "Discharged otherwise" against "No appreciable disease." If the diagnosis has been made, the disease should be substituted for "Not yet diagnosed" so as not to show two admissions for one case. *Civil* lunatics must be excluded altogether from the sick return.

Temperature charts in duplicate must be furnished in all cases of deaths from cerebro-spinal and enteric fevers.

Medical Officers should not include under the head "Debility," in the sick return, those cases in which the condition depends on some recognizable disease. Cases returned under "Debility" should be briefly noticed in the remarks columns both in the monthly and annual sick returns. When the diagnosis of "Debility" is made in cases that have been submitted to an autopsy, the clinical and the *post mortem* notes should be as complete as possible and should be supplemented by a clinical note commenting on the case. Cases shown under the column "Discharged otherwise" must be noticed in the Medical Officer's remarks on the reverse of the sick return.

When a case is discharged otherwise and re-admitted for a second disease it should be distinctly noted in the monthly return that the

disease for which the prisoner was originally admitted has not been struck out, and that the fresh admission is for a disease unconnected with it.

In the case of an admission for a disease which further observation or *post mortem* examination may prove to have been entered through an error in diagnosis, the original entry in the admission register should be crossed out and the correct disease recorded in red ink, so that the case may continue under the original disease and only one admission be reckoned for it. It should be noted in the monthly return that these instructions have been carried out, but the annual return will be prepared from the corrected register and not from the monthly returns.

When under-trial prisoners are admitted into jail hospitals and are subsequently convicted, it is not necessary to discharge the cases "otherwise" in the sick return. Such cases should be noted in the remarks as having been transferred from the under-trial column to the convicted column on the date of conviction.

The entries in the casualty roll showing deaths in and out of hospital must be carefully filled in. In the first column the serial number of deaths for the year, not month, must be given. The period of "completed imprisonment" should include both the date of sentence and the date of death. When the number of deaths during one month exceeds six, the casualty roll should be enlarged by the addition of a piece of paper, so that the entries in each case may not be cramped or crowded.

In column headed "Cause of death" should be entered only the one cause of death under which the Medical Officer considers the case should be returned. The other causes, if any can be noticed in the column of remarks.

Post mortem examinations must be held in all cases, except in deaths occurring from small-pox, cholera, or plague, when these diseases are epidemic. For instructions as to the manner in which *post mortem* notes are to be written, see Prison Department Circular No. 8-6 main, dated the 31st January 1916.

The replies to sanitary questions on page 3 must be carefully filled in. In question I, three distinct replies are required. In Question VII the chief kinds of labour in vogue must be quoted and a reply given to the second part of the question. In Question IX the character of the diseases should be specified and reply given to the second part of the question. Full details should be given of all existing defects, and a note made as to the measures being taken or contemplated to remedy them. The details in reply to Question XII, as to liberation of prisoners on account of sickness, must agree with the number shown in column 9D a of Statement I, and the following particulars furnished regarding them: (1) name, (2) crime, (3) sentence, (4) time spent in jail, (5) health on admission, (6) disease from which suffering, and (7) date of release.

Details of the number of prisoners transferred to other jails on account of sickness should also be given.

No. 38. *Annual return of sick prisoners* shall show the details of the diseases from which respectively convicts, under-trial and civil

prisoners suffered and died during the year. The nomenclature and classification of diseases prescribed by the Royal College of Physicians, London, shall be strictly followed.

The annual averages of strength and sick of each class are obtained from the sum aggregates of each class shown in the abstracts of population and sick of the monthly sick returns for January to December of each year, divided by 365 (or the number of days in the year).—See under Form No. 37 for further instructions regarding averages.

The averages for Part II of this statement will be obtained from Statement XVI (Form No. 133) in the manner described in the footnote to that statement.

In Part III the column headed "In jail service or admitted into jail during the year" against prisoners, the total number of all classes received into jail by direct admission should be shown against males and females.

Deaths out of hospital, if the deceased was not at the time on the hospital registers, will not appear on page 1 of this return, but will be duly recorded in the casualty roll.

The calculations made for Parts I to III should be shown to two places of decimals.

No. 39. *Cancelled.*

No. 40. *Cancelled.*

No. 41. *Cancelled.*

No. 42. *Cancelled.*

No. 43. *Punishment book* (see paragraph 819).—Column 14 will be filled in in cases of serious offences only or where whipping is awarded. When the latter punishment is awarded, a note as to fitness of the prisoner concerned to undergo the punishment should be made in column 10. Forfeitures of remission should be duly recorded in the remission register, the remission system number being recorded beneath the serial number of the punishment in the punishment register in token that this has been done.

No. 44. *Petition of civil debtors confined in jails seeking the benefit of the Insolvency Act* (see paragraph 742).

No. 45. *Cancelled.*

No. 46. *Cancelled.*

No. 47. *Descriptive Roll of a convict volunteer for the Andamans.*—To be forwarded by the Inspector-General of Prisons to the Chief Commissioner, Andamans, for approval of the convict selected.

No. 48. *Descriptive Roll of prisoners transferred or transported* (see paragraph 519).

No. 49. *Cancelled.*

No. 50. *Remission Card* (see paragraph 859).—The card is self-explanatory and full instructions have been given in paragraph 859. Particular attention is drawn to paragraph 850 in regard to the maximum amount of remission that can be granted to a prisoner, without the special sanction of Government.

No. 51. *Register of convalescent and infirm and special gangs* [see paragraphs 893 (c) and 938].

No. 52. *Temperature chart* (see paragraph 951).

No. 53. *Daily Report on any infectious disease* (see paragraphs 961 and 966).—The whole form relates to one outbreak. The top half of the form gives the day-to-day state of affairs, and the lower half the total admitted, etc., from the beginning of the outbreak, i.e., from and including the first case. The form should be submitted for Cholera, Small-pox, Plague, Enteric, Typhus and for any infectious disease liable to assume epidemic proportions.

No. 54. *Lock-up Register* [see paragraphs 299 (b), 343 and 994].—The columns of the register are self-explanatory. The head warder or other functionary shall take note of the number in each ward at lock-up time, and the Jailor on duty shall afterwards enter the numbers in this register.

No. 55. *Abstract of population and mortality* (see paragraphs 512 and 995).—To be submitted to the Inspector-General at the close of each month. On the reverse of this return particulars should be noted of prisoners of all classes transferred to, and received by transfer from other jails during the month.

No. 56. *Visitors' Book* (see paragraphs 15 and 31).

No. 57. *Daily Morning Report*.—To be made out early every morning and suspended between gates. A copy should be handed to each official or non-official visitor (see paragraph 31).

No. 58. *Morning Report of the Jail Hospital* (see paragraph 892).

No. 59. *Hospital bed-head ticket* [see paragraphs 925 (3) and 951].—To be suspended over the bed of each patient in hospital; in it shall be recorded full particulars of the previous history, progress of each case, and its treatment.

No. 60. *Register of sick in the Jail Hospital* [see paragraph 893 (a)].

No. 61. *Register of deaths* [see paragraphs 893 (b) and 900].

No. 62. *Convict night watch roster* (see paragraphs 304 and 311).

No. 63. *Cancelled*.

No. 64. *Release Register* (see paragraphs 187, 384 and 544).—A page shall be set apart for every day. As a rule, in Central Jails volumes for 20 years in advance should be kept up—

(a) On conviction of a prisoner, his name shall be entered on the page devoted to the day on which he is to be released; thus if he is sentenced on the 4th August 1937 to a year's imprisonment, his name shall be entered on the page headed 3rd August 1938, the entry being initialled by the Jailor and the Superintendent on the left-hand side of the register.

(b) If a prisoner be entitled to be released, as a reward or otherwise, before the expiration of his sentence, a reference should be made, in the remarks column, to the revised date of release under which date a new entry shall be made; so also in cases where a prisoner, while in jail, receives a further sentence.

(c) On the discharge of a prisoner from jail or from any particular sentence, the Jailor and the Superintendent will initial the entries on the right-hand side of the register.

No. 65. *List of special classes of prisoners who are to be released from jail* (see paragraphs 544 and 545).

No. 66. *Form of release certificate* (see paragraph 568).

No. 67. *Appeal Register* (see paragraph 448).—The entries in this register should be filled up from the admission register of convicted prisoners, the serial number of the entry being recorded in column 17 of the register of convicted prisoners. The entries should be initialled by the Jailor and the Superintendent. For procedure regarding reminders for copies of judgment (see paragraph 449).

No. 68. *Application for copy of judgment* (see paragraph 448).

No. 69. *Intimation to Sessions Judges or Magistrates of submission of appeals* (see paragraph 456).

No. 70. *Prisoners' Interview Register* (see Chapter IX).

No. 71. *Jail Report Book* (see paragraph 178).—An index of the subjects to be reported on daily will be found in Jail Form No. 71A.

No. 71A. *Index of subjects to be reported on, by the Jailor, during each day of the week*.—Attention is drawn to the footnotes to this form.

Printed copies of the form are no longer supplied to the Jails. A specimen of the form is given below for the guidance of the Superintendents of Jails.

Index of the subjects to be reported on by the jailor.

Days.	Nature of report.
Monday ...	Clothing and Clothing room. To report on prohibited articles and money to be paid into Treasury.
Tuesday ...	Grass and Garden. Kitchens. Checking of Gangs in Workyards.
Wednesday ...	Remission Register. Check ward list, and mention ward or wards checked.
Thursday ...	Guard Report. Drill. Burning and disposal of excreta. State of warders' and jailors' quarters and kitchens.
Friday ...	Condition of— Tools. Lamps. Kitchens.
Saturday ...	Examination of— Fetters. Jail Buildings. Wards, etc.
Sunday ...	

NOTE.—(1) The above illustrates generally the nature of the work on which jailors are required to report daily, but it is left to the discretion of the Superintendent to re-allot or add other duties according to circumstances.

No. 72. Covering letter to Chemical Examiner accompanying samples of drinking water used in jails (see paragraph 1017).

No. 73. Passage warrant (see paragraphs 523, 524, 572 and 1179).

No. 74. Register of prisoners made over to police escort for transfer, etc. (see paragraph 527).

No. 75. Applications for police guards and letter to Superintendents of jails advising despatch of prisoners (see paragraphs 521 and 537).—Under column "Section of Code or Act under which convicted or arrested" should be entered all the sections, if there be more than one under which the prisoner concerned was convicted or the under-trial prisoner arrested. Similarly, the various terms of imprisonment which a convict is undergoing should be entered in column "Term of sentence."

No. 75A. Cancelled.

No. 75B. (a) Application for Police Guards and letter to Superintendents of jails advising despatch of convicts temporarily transferred to stand a trial or give evidence before a Court situated in a place where there is a jail (see paragraph 511).

No. 75C. (b) Applications for Police Guards and letter to Magistrates advising despatch of prisoners to stand a trial or to give evidence before a Court situated in a place where there is no jail (see paragraph 511).

No. 76. Advices of prison clothing, bedding and fetters returned to transferring jail (see paragraph 1072).

No. 77. Acknowledgment of receipt of prisoner, with descriptive-roll, warrant, etc. (see paragraph 537).

... No. 78. Register of prisoners sent out of jail temporarily (see paragraph 541).

No. 79. Register of score at target practice (see paragraph 83).

No. 80. Warders service sheet roll (see paragraph 216).

No. 81. Register of duties of the warder staff (see paragraphs 220 and 245).

No. 82. Cancelled.

No. 83. Gang book (see paragraphs 196 and 298).

No. 84. Annual statement showing fetters imposed on prisoners for safe custody, etc. (see paragraph 330).

No. 85. Warrant cover (see paragraph 395).

No. 86. Memorandum to Superintendent of Police to accompany prisoners of special classes [see paragraph 549 (iv)].

No. 87. Form of recommendation for release on account of ill-health (see paragraphs 576, 577 and 579).

No. 88. Cancelled.

No. 89. Form of forwarding endorsement on prisoners' appeals (see paragraph 450).

No. 90. Register of Juveniles admitted (see paragraph 624).

No. 91. Cancelled.

No. 92 and 92A. Budget estimate—Jails (see paragraph 1163).

No. 93. Cancelled.

No. 93A. Letter to Magistrate regarding incorrect and incomplete warrant (loose sheets).

No. 94. Cancelled.

No. 95. Cancelled.

No. 96. List of prisoners for release under the remission system (see Note to paragraph 851).

No. 97. Labour Register (see paragraph 1036).

No. 98. Register of daily employment of prisoners (vide paragraph 1036).—Showing daily disposition at labour of prisoners under sentences of rigorous imprisonment. The figures against "convicts" must be entered in black and those against "convict officers" in red ink. The sum of figures shown against the two classes shall be entered daily in column 6 and should agree with the number of rigorous imprisonment prisoners shown as remaining daily against A in the daily long roll (Form No. 101) excluding Sundays and holidays.

The number of convict officers shown daily should tally with the number appearing in column 7A of the register of convict officers (Form No. 194) excluding Sundays and holidays.

No. 99. Report of death of a prisoner [see paragraphs 925 (4) and 168].—To be submitted to the Medical Officer, through the Chief Jailor on the death of a prisoner.

No. 100. Inventory of stock and declaration of correctness of Circular file (see paragraphs 56 and 1200).—To be submitted to the Inspector-General on the 15th June and 15th December.

No. 101. Daily long roll (see paragraph 350).—Will show the number of each class of prisoners admitted, released, and remaining each day in jail. The daily total of the lock-up will be checked from this register.

No. 102. Register of prisoners eligible for extramural labour (see paragraphs 203 and 1047).

No. 103. Report of conduct and qualifications of Jailors, Apprentice Jailors, Head Warders and Warders, drawing Rs. 26, fit for advancement (see paragraph 91).—To be submitted to the Inspector-General on the 31st January. Particular attention is drawn to the notes on the reverse of the form.

No. 104. Notice calling for tenders for supply of jail rations (see paragraph 1125).

No. 105. Tender form (see paragraph 1126).

No. 106. Contract bond for paddy (see paragraph 1129).

No. 106A. Lease of Jail Paddy Land.

No. 107. Contract bond for all supplies except paddy (see paragraph 1129).

No. 107A. Contract bond for certain articles purchased in bulk.

No. 108. Indent for raw materials, tools and plant, etc. (see paragraph 1130).—This form is adopted for use both on the manufacture, and general supplies and service side.

No. 109. Cancelled.

No. 110. *Nominal Roll of prisoners confined in jails qualified to act as clerks* (see paragraph 407).—To be submitted to the Inspector-General by Central jails only, on the 1st January and 1st July.

No. 111. *Manufacture Order Book* (see paragraph 1206).

No. 112. *Report of transfers, assumptions, and relinquishments of duty of jailors and head warders* (see paragraph 90).

No. 113. *Statement showing number of prisoners habituated to opium* (see foot-note to paragraph 402).—To be submitted to the Inspector-General at the close of each year. Particulars should be recorded in this statement at the close of each month.

No. 114. *Return showing progress of education in respect of juveniles* (see paragraph 624).—To be submitted to the Inspector-General at the close of each year. Particulars should be recorded in this statement at the close of each month.

No. 115. *Nominal Roll furnishing particulars of prisoners remaining unreaptured on 31st December, who escaped during the previous eleven years*.—To be submitted to the Inspector-General at the close of each year.

No. 116. *Statement showing transfers of prisoners*.—In this should be recorded, at the close of each month, particulars of all transfers of prisoners to other jails and the reasons for which they were transferred. To be submitted to the Inspector-General at the close of each year.

No. 117. Cancelled.

No. 118. *Statement C*.—Shows particulars of prisoners released during the half-year who were granted remission system rules. Particulars should be recorded in this statement at the close of each month. Care should be taken to exclude from this statement all remissions such as Jubilee, Anniversary, Accession, Coronation or Imperial Delhi Durbar, Peace Clemency Scheme, not earned under the ordinary remission rules.

The headings of columns 3 to 21 clearly show the nature of the entry to be made in each of those columns. Particular attention is invited to the foot-note saying that special remissions or gratuities earned by convicts, with sentences of less than one year, should not be shown in this form. Particulars of the same should, however, be furnished on the reverse of the form.

The maximum remission obtainable by an ordinary convict is approximately 24 days in six months, and whenever the remission earned in any case exceeds this maximum, an explanatory note should be given. If on account of convict officership, the grade should be stated. A careful note should be made in this statement, in the column provided of the number who came under the remission system, but failed to gain remission.

No. 119. *Return showing additions and alterations carried out during the year*.—To be submitted to the Inspector-General at the close of each year. Particulars should be recorded in this statement at the close of each month.

No. 120. *Statement I*.—To be submitted to the Inspector-General at the close of each month. Column 3 is obtained from column 15 of this statement for the previous year. Column 4 refers to the

number of convicts received by direct admission only. Column 5 the total of columns 3 and 4. Column 7 is the total of columns 5 and 6. Column 6 refers to convicts received by transfer from other jails only, particulars of which will be obtained from column 18 of the admission register (Form No. 21). In column 9b those released on expiry of sentence, payment of fine, on bail, and by District Magistrates under section 124, Criminal Procedure Code, should be shown. Column 9c shows number released during the month under the remission system. The figures in this column should agree with the total releases under the remission system shown in Statement C. The following details should be furnished on reverse of the statement in respect of prisoners shown in columns 9d a and 9d b, respectively. Column 9d a (1) name of prisoner, (2) crime, (3) sentence and date, (4) time spent in jail, (5) health on admission, (6) disease, (7) date of release, number and date of the Local Government's order authorizing release. Column 9d b (1) name, (2) crime, (3) sentence (4) date of sentence, (5) date of release and (6) number and date of Local Government's order authorizing release. Column 10, transportation refers only to prisoners transported beyond seas. Rangoon is the only jail which will fill in this column. The transfer of transportation prisoners to other jails is to be entered in column 8b, the receiving jail entering it in column 6b. Column 11, transferred to Lunatic Asylum, refers to prisoners who have become insane after conviction, and are committed to the Lunatic Asylum under section 31 (1) of the Prisoners Act. Such prisoners, if returned to jail, will appear in column 4. In column 12 only prisoners who escaped and were not recaptured during the year in which they escaped should be shown. If the escape and recapture is effected during the same year, no entry need be made in column 4 or 12. The information should, however, be noted in Statement V.

The total of columns 8 to 15 inclusive must agree with column 7, Column 15 is obtained by deducting from column 7 the total of columns 8 to 14 inclusive. Column 15 (*vide* printed footnote) includes prisoners sent out at citation of Judicial Courts to places where there are no jails, *i.e.*, to lock-ups and than as managed by the police. A note of the number of these absentees should be made at foot of the statement. The daily average number (column 16) is obtained by adding up the number of convicts locked in every night for the whole month, and dividing the whole total by the number of days in that month. Fractions when below or up to half are to be omitted altogether, and when above half are to be counted as a unit. The average must be recorded in whole numbers. The aggregate of the daily totals of strength should be shown in this statement as well as Statements XVII and XVIII in red ink figures above the daily average number. The information required in footnotes to this statement must invariably be given. A note should be made at foot of this statement showing separately the number of day and night visits paid by the Superintendent and Medical Officer. The date and hours of holding alarm, parades should be particularized at foot of Statement I (Form No. 120), *vide* Prisons Department Circular No. 116—11, dated the 30th November 1906.

No. 121. *Statement II.*—Particulars should be posted in this statement at the close of each month. The figures in this statement show the classification of convicts received during the month by

direct admission to jail according to religion, age, education and previous occupation. The sum total of details in columns 3, 4, 5 and 6 should each separately sum up to the number, shown in column 7. Column 7 must agree with column 4 of Statement I. Transfers will not be shown in this statement. The information required in a foot-note regarding "Religion" (*not nationality*) of "Other classes" (column 3E) must invariably be given. Prisoners whether juveniles or adults, sent to the jail to be flogged only and immediately released, must not on any account be included in the admissions shown in column 4 of Statement I, but a note of the number of each should be given at the foot of this statement. For the purpose of classification in column 6 the following definitions should be carefully observed:—

Column A.—"Persons employed under Government, Municipal or local bodies." This is sufficiently explanatory in itself.

Column B.—"Professional persons." Men like lawyers, physicians, clergymen, *pôngyis*, etc., who follow some learned or reverend profession.

Column C.—"Persons in service or performing personal offices." All classes of domestic servants, etc.

Column D.—"Persons engaged in agriculture and with animals." Cultivators, farm labourers, gardeners, cattle-keepers, drovers and stock-rearers. Those employed as coolies in agricultural work on hire by owners, and tenants of land should likewise be shown under this column.

Column E.—"Persons engaged in commerce and trade." Merchants, trades-people generally, such as shop-keepers, bazaar stall-keepers and pedlars.

Column F.—"Persons employed in mechanical arts manufactures, and engineering operations, etc." Artisans and handicraftsmen, generally, such as goldsmiths, blacksmiths, carpenters, bricklayers, engineers, fitters, plumbers, etc.

Column G.—"Miscellaneous persons not classed otherwise." All who do not come under the above definitions.

No. 122. *Statement III.*—Particulars should be posted in this statement at the close of each month. Column 1 divides the admissions into four groups and in the sub-columns to column 2 each group is subdivided according to the length of sentence. In cases of prisoners *admitted*, sentenced to rigorous imprisonment with solitary confinement and whipping, they should be entered under Group D, but a note should be made at foot of the statement to show that solitary confinement formed a part of the sentence. In the case of prisoners sentenced to both simple and rigorous imprisonment, they should be shown under Group B, *i.e.*, the most severe penalty, information as to the number of such being indicated by a footnote. The total of groups A, B, C and D in column 3 must agree with column 4 in Statement I. The total number shown in column 3 as "Remaining on the last day of the month" must agree with column 15 of Statement I, and include the number away for a temporary purpose at Court and with details shown in the monthly abstract of population and mortality. The information should be obtained by means of a census taken on the 31st December.

A foot-note should be given to this statement, showing the number of prisoners who underwent judicial solitary confinement during the year.

No. 123. Supplementary Statement III.—Particulars should be posted in this statement at the close of each month. Shows the number remaining from previous year and number "admitted" during each month to which the return relates, of (1) prisoners sentenced to rigorous imprisonment in default of security under Chapter VIII of the Code of Criminal Procedure, and (2) prisoners sentenced to simple imprisonment. The figures against "Remained from last year" will be obtained from a census taken on the last day of the previous year. The number shown in column headed "Simple imprisonment," in line with "Admitted during the month," must agree with the total shown against Group A in column 3 of Statement III.

No. 124. Cancelled.

No. 125. Statement IV.—Includes habituals as well as previously convicted prisoners received by *direct admission only*. Particulars should be posted in this statement at the close of each month. Column 3 must agree with column 4 of Statement I. Under column 4A should be shown persons imprisoned in default of finding security under section 110 of the Criminal Procedure Code for the first time, that is to say, even though they had no previous convictions. All other persons imprisoned in default of finding security under section 110 of the Criminal Procedure Code, or convicted under Chapters XII, XVI, XVII and XVIII of the Indian Penal Code with previous convictions under any of those chapters or under section 110 of the Criminal Procedure Code should be shown in the sub-columns of column 4B according to the number of previous convictions they may have had. The total to be shown in column 4C should be that of the figures in columns 4A and 4B.

No. 126. Statement V.—Particulars should be posted in this statement at the close of each month. In column 3 should be shown the number remaining uncaptured on the last day of the year of those who escaped during the previous 10 years. Prisoners should be struck off this column who have escaped *more than 10 years ago*, but full particulars of such should be given by foot-note when this is done. Columns 4A and B must sum up to the number appearing in column 4C, and similarly columns 5A and B must sum up to column 5C. Column 6A is obtained by deducting figures in column 5A from those in column 3, and 6C by deducting column 5B from column 4C; columns 6A and B added together must equal column 6C. The sum of columns 7A, B and C must tally with figures in column 4C.

No. 127. Statement VI.—*For convicts only.*—Particulars should be posted in this statement at the close of each month. Offences committed by, and punishments imposed on, *all grades of convict officers must* be shown in this statement. Figures for column 3 are obtained from the total of both sexes shown in column 16 of Statement I; columns 4 and 5e must sum up to the total of column 3e of the statement of prison offences (Form No. 139) and the number of each of offence shown under columns 4 and 5a to 5d must agree with similar detail given in column 3e in the statement of prison offences. Column 4 must agree with column 6. The total of (1) minor and

(2) major offences shown under columns 5a to 5d must respectively agree with columns 5e (1) and 5e (2). The sum of columns 7a, b, c and d must tally with 7e, and that of columns 8a, b, c, d and e with column 8f. Column 9 is obtained by adding together the figures of columns 6, 7e, and 8f, which result will agree with the sum of columns 4 and 5c. The figures in columns 5e (1) and 5e (2), minor and major offences, should respectively agree with those shown under minor and major punishments in columns 7e and 8f. A foot-note is required in respect of figures appearing in column 6 showing (1) sentence imposed and (2) section of Code or Act under which convicted. A nominal-roll, giving details of the circumstances attending such cases, should also be attached to this return. Details of columns 7d and 8e should be given on the reverse of Statement VI.

No. 128. Cancelled.

No. 129. *Statement XI (Financial).*—Refers to convicts only. Particulars should be posted in this statement at the close of each month. In column 3 should be shown the average number not sentenced to labour, i.e., simple imprisonment, and in column 4 the average number under sentence of labour *on working days*, i.e., prisoners under sentence of rigorous imprisonment. The sum of columns 3 and 4 plus the number shown by foot-note as unemployed on Sundays and holidays must agree with the total of column 16 of Statement I. Care must be taken to see that prisoners sentenced to simple imprisonment (column 3) are not included again in any of the other columns of this statement. Columns 5 to 9 must equal the number shown in column 4. Column 5 will not necessarily agree with the daily average number of sick convicts shown in the Sick Return, as, counting for reduction on non-working days, and the exclusion of simple imprisonment prisoners, the number will probably be less than that shown in the Sick Return. A foot-note should be given to column 6 showing the daily average number employed on (1) the convalescent and infirm gang, and (2) on special gang. Details of the number appearing in column 7 should be given in the printed foot-note provided and should show separately the number in cells, new admissions not passed for labour, prisoners in cholera camp, etc. Column 8A refers to the average number of prisoners employed on unremunerative labour, namely, labour which is purely punitive and from which no profit in any form is derived by the jail, such as short drill, tread-mill, turning self-registering cranks, etc. A detail of such should be given by foot-note. Column 8B refers to the three grades of convict officers. Care must be taken to omit from column 8B the number of convict officers who may be already shown as sick, vide column 5. A foot-note should be added to column 8B showing the number of convict officers who, although grouped in that column were actually employed on "manufactures." The number in column 8c should not exceed 10 per cent of the average strength of all classes of convicts (column 4 of Statement XIV) in central and the larger district jails, and 12 per cent in the smaller district jails. The number in column 8D should not exceed 3 per cent of the daily average strength of convicts, but if agriculture is started, or garden operations are carried out on a scale which is reproductive beyond the mere supply of jail requirements the number of prisoners to be employed thereon cannot well be limited. The excess number employed thus should be shown in column 8L-2. Column 8F refers to petty jail repairs carried out by

jail, and which do not require supervision of Public Works Department authorities. Column 8G refers to additions and alterations to existing jail buildings carried out through the Public Works Department under the immediate supervision of the jail. Column 8H refers to the same but under the immediate supervision of a Public Works Department officer. Column 8I refers to the construction of new jails under the immediate supervision of the jail to which the convicts employed in the construction belong. Column 8J refers to the same, only instead of the Superintendent of the Jail a Public Works Department officer supervises the construction. Column 8K is self-explanatory. Other extramural labour will be tabulated in column 8L-2. Foot-notes should be given also under entries appearing in columns 8F to 8J showing the nature of the work or works at which the convicts were employed. Column 9 refers to prisoners hired out to departments other than the Public Works Department. A foot-note should be given to this column showing (1) the nature of the work or works at which employed, (2) under what department, and (3) the number and date of the Inspector-General's order sanctioning their employment.

The average figures for column 3 will be obtained from the "Daily Long Roll" and those for column 4 from column 6 of the "Register of daily employment." Figures for column 5 are the sum of the average figures given against "Total convicts and convict officers" in column 3A of the same register divided by the number of days in the month. The average figures for column 8B are similarly obtained from the sum average figures shown against "convict officers" in columns 3B to 5 while similarly those for columns 6, 7, 8A and C to L and 9 are obtained from detailed average figures given against convicts only.

The sum of the figures appearing in column 3 against A, of the Daily Long Roll, on Sundays and holidays, divided by the number of days in the month, will give the average number unemployed on such days, which detail should be recorded at the foot of this statement.

No. 130. *Statement XIV.*—Embodies statistics of sickness and mortality amongst the three classes of prisoners, namely, convicts, under-trials, and civil prisoners. Column 3, which excludes hospital and observation cell accommodation, must be carefully filled in from actual measurements, 36 superficial square feet being allowed for each prisoner for dormitory (sleeping) accommodation. Column 4 shows the daily average number and must agree (1) for convicts with column 16 of Statement I, (2) for under-trials, with column 6 of Statement XVII, and (3) for civil with the sum of column 6 of Statement XVIII. The figures for columns 6 and 7 for each class of prisoners are obtained from the abstract of sick in the monthly sick return, and those for column 8 against each class from the Casualty Roll of the Sick Return. Column 8 against convicts must agree with column 14 of Statement I; against under-trials, with column 11 of Statement XVII and against civil with the sum of column 10 of Statement XVIII. The total of both sexes in column 8 should agree with the number of deaths shown in the Casualty Roll of the Sick Return. The ratios for all vital statements must be calculated per mille the decimal being worked out to two places.

In filling in column 5 the maximum number of prisoners of each class, attained on any one day, should be shown, and a total omitted since the maximum for each class of prisoner will not usually be attained on the same day. (See Prison Department Circular No. 36—210 of 27th March 1906.)

When prisoners are released on account of ill-health by order of the Local Government, with directions that they must be treated as deaths, must be shown in all respects as deaths in the monthly statistical and sick returns.

No. 131. *Statement XV.*—Shows admissions and deaths from the chief diseases during the year *amongst convicts only* taken from the Sick Return. Particulars should be posted in this statement at the close of each month. The letters "A" and "D," appearing in each column, stand for admissions and deaths respectively. Figures in respect of diseases for which no headings are given must be altogether omitted from this statement. Column 3c includes all fevers diagnosed as being due to malaria and their direct sequelae, such as enlargement of the spleen, malarial cachexia, etc. Column 3f should include all admissions and death among convicts for diseases from page 1 to the bottom of page 4 (Yellow Fever) of the Nomenclature of Diseases. The diseases to be included in column 3h are indicated by foot-note to the statement.

No. 132. *Cancelled.*

No. 133. *Statement XVI.*—Shows mortality amongst convicts according to length of time passed in jail. Particulars should be posted in this statement at the close of each month. The sum of figures in columns 3 to 8, "Average number" and "Deaths," must agree respectively, with columns 16 and 14 of Statement I. The details for "Average number," monthly, are obtained by a census taken on the last day of each month. The yearly average is obtained by adding together the results for each month and dividing the total by 12. The details for columns 3 to 8 headed "Deaths" are obtained from the Casualty Roll of the Sick Return.

The sum of "Deaths" in columns 3 to 8 must agree with the number shown against convicts in column 8 of Statement XIV and must also tally with the number of deaths shown in the Casualty Roll of the Sick Return. The headings of columns 3 to 8 must be carefully observed. Column 3 refers to prisoners whose length of imprisonment passed in jail does not exceed 6 months; column 4 to those exceeding 6 months but not exceeding 12 months; column 5 to those exceeding one year but not exceeding 2 years; column 6 to those exceeding 2 years but not 3 years; column 7 to those exceeding 3 but not exceeding 7 years and column 8 to those exceeding 7 years.

No. 134. *Statement XVII (for under-trial prisoners only).*—Column 3 is obtained from column 12 of this statement for the previous year. Column 5 must agree with the sum of columns 3 and 4; columns 7, 8, 9, 10 and 11 added together and deducted from column 5 must agree with column 12. Against entries in column 9 a foot-note should state to what place prisoners were transferred, date, and the reason for transfer. The aggregate of the daily totals of strength should be entered in column 6 above the daily average strength. Criminal lunatics, namely, those charged with offences under the Indian Penal Code and sent to jail for observation under section 464, Criminal Procedure Code, or those committed as lunatics under sections 466 and 471, Criminal Procedure Code, are included in this statement. Civil lunatics, namely, those committed under Act IV of 1912, must be omitted altogether from the admission registers and returns as, being non-criminals, they do not form a part of the criminal population. Column 11 must agree with the number shown against under-trials in column 8 of Statement XIV.

and must also tally with the deaths amongst under-trials as detailed in the Casualty Roll of the Sick Return. A foot-note should be given to this statement showing (in cases of jails declared workhouses under the Act), the number of vagrants admitted, discharged or remaining during the month to which the return relates. As this class of prisoners is *not included in one of the returns* the above note regarding such is all that is required for statistical purposes.

*No. 135. Statement XVIII (for civil or debtor prisoners only).—*Column 3 is obtained from column 11 of this statement for the previous month. Column 5 must agree with the sum of columns 3 and 4; columns 7, 8, 9 and 10 added together and deducted from column 5 must agree with column 11. Details of prisoners transferred should be duly given by foot-note.

When there are any State prisoners in confinement, a note should be entered at foot of this statement showing the number of such prisoners (see paragraph 745).

No. 136. Cancelled.

*No. 137. Statement A.—*Shows the nature and amount of accommodation for each class of prisoner, calculated at 36 square feet of superficial area per prisoner for dormitory (sleeping) accommodation and 54 for hospital. The area in superficial square feet of each dormitory for each class of prisoner, calculated as above, should be shown separately in column 2. Column 17 shows the sum of columns 4 to 16. In addition to information required by column 18, a note should be made therein showing in square yards, the total superficial area contained within that portion of the enclosures wherein the prisoners are ordinarily confined. Columns 8 to 11, 15 and 16 in line with "Total average population," should show the daily average number of each class of prisoner under confinement during the year, less the daily average number of sick of each class (lumped in columns 4 and 5) shown in column 7 of Statement XIV. Columns 4 and 5 must agree with the total column of 7 of Statement XIV. The total of all in column 17 must agree with column 4 of Statement XIV. To obtain columns 15 and 16, deduct from the daily average strength of convicts, males and females, shown under column 16 of Statement I, the figures appearing in columns 6, 7, 12, 13 and 14, and also the daily average sick shown against convicts in column 7 of Statement XIV.

*No. 138. Statement B.—*Shows particulars as to weight of convicts and under-trial prisoners discharged from jail during the month. Particulars should be posted in this statement at the close of each month. Details regarding the two classes to be shown in a separate line. Column 3 against convicts must agree with the sum of column 9 of Statement I, and against under-trials with column 7 of Statement XVII. The sum of columns 4, 5e, and 6e, must agree with column 3. When under-trial prisoners are released at Court the last weighment shown in the history ticket should be taken for purposes of this statement.

*No. 139. Return of prison offences.—*Particulars should be posted in this statement at the close of each month. The offences committed by convict officers and convicts should be entered in their respective columns in this statement and detailed against five main heads, namely, (1) offences dealt with by Criminal Courts, (2) relating to work,

(3) relating to prohibited articles, (4) relating to assaults, mutiny and escapes, and (5) all other breaches of jail rules. The sum total of figures in columns 3a, 3b and 3c should tally with figures given in column 7 of Statement VII and with details given on the reverse of that statement. The figures in column 3d against each head of offences should agree with similar detailed figures given in column 4 and 5a, b, c, and d of Statement VI. In order to ensure the correct classification of offences the instructions given in the note to Form No. 139 should receive very careful attention

No. 140. Return of corporal punishments.—Gives detail of all departmental floggings inflicted on convicts and under-trials. The details given therein regarding convicts should agree with the number shown in column 8d of Statement VI. All columns of this statement must be carefully filled in. In the first column the consecutive number for the year, not month, should be given, and in the third the name and grade whether convict watchman, or ordinary prisoner. A report on this form should be promptly submitted to the Inspector-General after each award of whipping is inflicted.

General notes regarding Statements 120 to 140.—The returns in Forms Nos. 120, 130, 134, 135 and 140 shall be attested by the Superintendent and submitted so as to reach the office of the Inspector-General not later than the 10th of each month; those in Form Nos. 121, to 129, 131, 133, 138 and 139 shall, after being similarly attested by the Superintendent, be submitted to the Inspector-General at the close of the year on the dates set forth in Appendix XI.

The Sick Return should be submitted separately. Superintendents will see that the information required by all the printed foot-notes, and that called for in these instructions, is correctly given, and that the returns are carefully and correctly compiled before attesting their signature thereto. Strict attention to these instructions will obviate unnecessary correspondence. For office copies a set of statements Nos. 120 to 139 should be arranged in register form so as to admit of the figures for each statement for a year being recorded month by month on a single copy of each form.

No. 140A. Cancelled.

No. 141. Cancelled.

No. 142. Cancelled.

No. 143. Statement showing the quantity of vegetables produced in jail garden and quantity purchased from local market (see paragraph 1242).—To be submitted to the Inspector-General at the close of each year, but particulars should be posted in this statement at the close of each month.

No. 144. Statement showing the result of the employment of prisoners.—The sum of columns 4A to 4G will appear in column 4H and that of columns 5A to G in column 5H. The excess of columns 5H over 4H will be shown in column 6A. Figures for column 3 will be taken from column 4 of Financial Statement XI and these should be divided into 5H to give figures for column 6B. The excess of column 4H over 5H should be shown in column 6C. To obtain figures for column 7B divide column 3 into 6A.

To be submitted to the Inspector-General at the close of each year.

No. 145. Cancelled.

No. 146. Cancelled.

No. 147. *Statement IX, showing the expenditure in guarding and maintaining prisoners, excluding cost of buildings* (see paragraphs 1171 to 1173).—The expenditure under each head for the 12 months ending 31st December should be entered in the appropriate columns provided in the form.

To be submitted to the Inspector-General at the close of each year.

No. 148. Cancelled.

No. 149. Cancelled.

No. 150. *Statement XIII, showing the net cost of the prisoners in the jail*.—See foot-note to statement.

To be submitted to the Inspector-General at the close of each year.

No. 151. *Classified contingent register of expenditure*.—Separate registers are to be kept for (a) the general supplies, and (b) manufacture sides (see paragraph 1110).

No. 152. Cancelled.

No. 153. *Manufacture Journal* (see paragraph 1187).

No. 154. *Counterfoil letter returning warrants to committing Courts* (see paragraph 573).—When the Court's acknowledgment for the receipt of a warrant is received, it must be pasted back on the counterfoil copy.

No. 155. *Forwarding letter and summary: to accompany monthly general supplies and manufacture accounts*.—Must be submitted to the Inspector-General of Prisons not later than the 7th of each month with the monthly bills and vouchers for the previous month. In token of the correctness of all accounts, etc., the certificate should be signed by the Superintendent, and not by his *locum tenens* during the Superintendent's temporary absence from the station.

No. 155A. *Memorandum of bills countersigned by the Inspector-General of Prisons, Burma, and forwarded for payment*.

No. 155B. *Memorandum of contingent bills countersigned and endorsed by Superintendents of Jails for payment direct to suppliers of articles of public service* (see paragraph 1139).

No. 156. *Copy of the monthly audited contingent bill (General Supplies and Services)*.—To be submitted to the Inspector-General of Prisons not later than the 7th of each month (see paragraph 1153).

No. 157. Cancelled.

No. 158. *Form of Contractor's or Supplier's monthly bill or voucher for rations supplied and consumed*.—In preparing this bill the contractor or supplier need not be required to insert more information than is wanted for the three sub-columns of column 4. The details for the preceding column should be written up in the jail and the document should be attached as a voucher.

No. 159. Cancelled.

No. 160. Cancelled.

No. 161. *Voucher No. 2, Detail of bazaar medicines supplied to the jail hospital*.—To accompany the monthly contingent statement of expenditure (General Supplies and Services).

No. 162. *Cancelled.*

No. 163. *Statement of realizations paid into treasury on account of "miscellaneous receipts".—To accompany the monthly statement of expenditure (General Supplies and Services).*

No. 164. *Cancelled.*

No. 165. *Manufacture bill book (see paragraph 1202 and the Nota Bene printed at foot of the counterfoil).—This form should be used in preferring claims against private persons for articles supplied by the jail.*

No. 165A. *Bill form in respect of purchases made from Manufacture Department (see paragraph 1203).—This form should be used exclusively for preferring claims against Government Departments.*

No. 165B. *Jail Sale room cash memorandum.—This form should be used in granting cash receipts to customers (see paragraph 1207).*

No. 166. *Jail dairy account.—To accompany the statement of expenditure under "General Supplies and Services" (prescribed in paragraph 1153) for the months of March, June, September and December of each year. Opposite every item of purchase or sale of cattle the actual price given or received shall be entered.*

No. 167. *Cancelled.*

No. 168. *Copy of the monthly audited contingent bill (Jail manufactures).—To be submitted to the Inspector-General of Prisons not later than the 7th of each month (see paragraph 1153).*

No. 169. *Cancelled.*

No. 170. *Cancelled.*

No. 171. *Cancelled.*

No. 172. *Cancelled.*

No. 173. *List of outstanding bills in manufacture department.—In the column of remarks the date of payment should be noted. Copy of this list shall accompany the statement of expenditure on manufactures [(Form No. 168) for the months of November and December of each year, vide paragraph 1208].*

No. 174. *Manufacture department balance-sheet.—To be written up at the close of each month and filed in the jail office (see paragraph 1200).*

No. 174A. *Register of values of manufactured articles brought on stock and sold (see paragraph 1200).*

No. 175. *Cancelled.*

No. 176. *Bills for the cost of the maintenance of prisoners convicted by Courts in the Federated Shan States and Karenni (see paragraph 1174).*

No. 177. *Cancelled.*

No. 178. *Requisition from Workyard for stores (see paragraph 1190).*

No. 179. *Stock-book of raw materials and tools and plant (see paragraphs 1191 and 1193).*

No. 180. *Stock-book of manufactured articles (see paragraph 1191).*

No. 181. Jail Workshop's receipt (see paragraph 1201).—To be signed by customers in acknowledgment of articles taken on credit.

No. 182. Cancelled.

No. 183. Memorandum showing disposition of prisoners working at manufactures.

No. 184. Memorandum showing disposition of prisoners employed on prison duties.—To be made up daily for purposes of the daily employment register.

No. 185. Stock account of dietary reserve stores consumed.—To accompany the monthly audited contingent bill (General Supplies and Services).

No. 186. Report on cholera (see paragraphs 898 and 985).

No. 187. Hospital diet register.—Showing details of diet [see paragraphs 925 (7), 936, 939 and 1079].

No. 188. Cancelled.

No. 189. Memorandum showing distribution of daily diets (see paragraph 1093).

No. 190. Cancelled.

No. 191. Cancelled.

No. 192. Form of indent on contractor for daily food supplies (see paragraph 1093).

No. 193. Form of voucher for money paid (see paragraph 1144).—To be used separately on the general supplies and services, or on the manufacture side.

No. 194. Register showing details of convict officers.—Details of all grades of convict officers should be entered in this register at the close of each day.

No. 195. Invoice of articles sent out to sale-room from workyard (see paragraph 1197).

No. 196. Letter notifying amount owing to the jail and asking for settlement.

No. 197. Letter forwarding duplicate of jail bill and requesting a remittance.

No. 198. Cancelled.

No. 199. Cancelled.

No. 200. Cancelled.

No. 201. Form of pass for convict officers engaged as messenger within jail precincts.

No. 202. Cancelled.

No. 203. Cancelled.

No. 204. Gate register of persons entering and leaving jail.—Book of 100 leaves.

No. 205. Gate register of articles received into, or taken out of the jail.—Book of 100 leaves.

No. 206. Labour Register (Admission Section).—Book of 50 leaves (see paragraphs 377 and 397).

No. 207. *Certificate of examination of Judicial Solitary Confinement, Admission, Release and Appeal Registers.*—Book of 50 leaves, and Remission cards (see paragraphs 50, 384, 410, 448, 465, 711, 727, 844 and 1233).

No. 208. *Register for Prisoners' Money.*—Book of 50 leaves [see paragraph 491 (f) (4)].

No. 209. *Register of Issue of Prisoners' Clothing* (see paragraph 1065).

No. 210. *Warrant for the temporary custody of a convicted prisoner in a jail or a police lock-up transferred for purposes of answering a charge or to give evidence* (see paragraph 511).

No. 211. *Analysis of work-yard manufactures.*—Separate pages for each class of work, such as Carpentry, Cane work, Textile, Black-smith, etc., should be allotted. Particulars should be posted at the end of each month.

No. 212. *Register of Clothing received back from prisoners.*—To be used in all Central Jails, first, second and third class district jails and camp jails. Particulars should be posted every day (see paragraph 1068).

No. 213. *Register of Prisoners' valuable property other than cash in deposit in the jail* [see paragraph 491 (e)].

No. 214. *Application for withdrawal of security deposit* (see paragraph 236).

No. 215. *Contract bond for sale of jail products to the public.*

No. 216. *Report by Superintendent of jail to District Magistrate concerned of classification by the Superintendent of Prisoner as an Habitual Criminal.*

(Leper) Form No. 217. (see paragraph 779A).—*Medical History Ticket* to be used in the case of prisoners who are being treated for leprosy.

(Leper) Form No. 218 *Quarterly Return in respect of prisoners who have been under treatment for leprosy at the Pagan Jail, and who, having been declared at that jail to be bacteriologically and clinically free from the disease, were transferred in consequence thereof to another jail from the Pagan Jail and in whom a recurrence of symptoms of the disease has since been seen* (see paragraph 779C).

(Leper) Form No. 219. *Quarterly Return showing the results obtained by the treatment of leper prisoners at the Pagan Jails* (see paragraph 779B).

(Leper) Form No. 220. *Form of Notification to the Authorities concerned, of the admission to, or release from, jail of leper prisoners* (see paragraphs 397, 531A and 776A).

No. 221. *Form of Questionnaire to accompany all petitions for clemency submitted to Government by prisoners, other than petitions for clemency from prisoners sentenced to death* (see paragraph 461).