APPENDIX ‘A’

A typical specimen of forms in which the Court of Directors communicated to the Ministry while forwarding copies of despatches from Bengal:

The Chairman and the Deputy Chairman of the East India Company present their compliments to Mr. Robinson, Sir Stanier Porten, with copies of extracts of the Company’s advices received from Mr. Robinson will present to Lord North

Lord Weymouth.
East India Company,
the 15th April, 1779.

APPENDIX ‘B’


The frequent occasion which the Board have had to employ the assistance of Captain Kyd in reference of claims of rank of the other Military subjects, the diligence which he has exerted on such occasions, the many useful materials of informations for which they have been indebted to his abilities and added to all these motives the want of a methodical Compendious Register and Digests of the different Regulations and establishments of the Army, which now he scattered in the voluminous heaps of consultations in all the different departments when it is the work of infinite labour to have them (torn)

(about four lines torn and faded)

contradiction forms, have suggested to me the expediency and indeed the necessity of the following Plan which I hope will meet the approbation of the Board as it will tend to the dispatch and regularity of business without any increase of trouble which is too often the attendant of multiplied Offices and which in effect will add but little to Captain Kyd’s labour though they will give the Board an official right to employ
them instead of those gratuitous and often invidious services which have hitherto been required of him.

Without further Preface I now proceed to the proposed plan which is as follows:—

1st. That a Military Office be constituted in which the Board shall assemble on the first Wednesday in every month and often if occasion shall require for the management and Direction of Military (torn).

2nd. That all general orders of whatever nature be recorded in this Department and issue (torn) the name of the Governor General in Council.

3rd. That orders which shall have been formed by resolutions taken in the other departments shall be transmitted by the Secretaries of these departments to the Secretary of the Military Department.

4th. That the Secretary of the Department do compile under the authority and for the use of the Board, a Book or Code containing all the general orders which have ever been issued and are still in force, ranged under proper heads respecting the institutions and alterations of the Corps composing the army-establishment of the charges, rules of (torn) and all other regulations.

5th. That he form complete lists and returns of the Army—Lists of annual recruits and casualties—annual lists of officers with the dates of their commissions from the year 1764 to this time and to be continued.

6th. That he abstract and record in one view all memorials of officers respecting ranks with the resolutions of the Board in the present and former (torn) and proceedings of the different boards of officers and orders of the Court of Directors thereon.

7th. That all returns which shall be laid before the Board, both of this and the other Presidencies by the Commander-in-Chief (torn) Plans (torn).

Army Act Regulations of expence all alterations in the Establishment of Corps and all applications for rank and decision thereon shall be recorded in this Department.

8th. That all General Orders as they pass shall be recorded under the proper heads in the (torn) directed in the fourth article.

9th. That the Town Major be constituted the Secretary to this Department with the following establishment.

Secretary. 400 rupees per month.
Writers and all other contingent expenses 200 —do—
APPENDIX 'C'

*Foreign Dept (Secret) 1785 Cons. No. 12, 22 Nov. 1785.*

To
The Hon'ble John Macpherson, Esqr.
Governor General & ca. Council,
Hon’ble Sir and Gentlemen,

Your Orders of the 28th September founded on the instructions of the Company for reforming the Expence of the Secretary’s Offices in the Public and Secret Departments having reduced the numbers of covenanted servants in the Department under my charge to a Sub Secretary, two Assistants, and two Examiners, I have the honour to lay before you a list of the Gentlemen who belonged to it when the Company’s Orders arrived at this Presidency. The list contains also a state of the periods from which they have served.

List of the Covenanted Assistants in the Political Department with their length of service.

<table>
<thead>
<tr>
<th>Name</th>
<th>Length of Service</th>
<th>year</th>
<th>months</th>
<th>days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jhon Lumsden</td>
<td>1st August, 1778</td>
<td>7</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>Sub-Secretary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Thomas Phitpol</td>
<td>Head Assistant 1st May, 1780</td>
<td>5</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td>3. George Arbuthnot</td>
<td>Assistant 10th Dec, 1783</td>
<td>1</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>4. George Taylor</td>
<td>Assistant on the Establishment 10th Dec, 1783</td>
<td>1</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>5. Jhon Fombelle</td>
<td>do— 10th Dec, 1783</td>
<td>1</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>6. Jeremiah Sneyd</td>
<td>do— 14th Dec, 1784</td>
<td>—</td>
<td>9</td>
<td>15</td>
</tr>
<tr>
<td>7. William Tohmson</td>
<td>do— 14th Dec, 1784</td>
<td>—</td>
<td>9</td>
<td>15</td>
</tr>
<tr>
<td>8. Nathan Crow</td>
<td>do— 1st Oct, 1782</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9. John Wranghan</td>
<td>do— not on the Establishment 1st July, 1784</td>
<td>1</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>10. John Cotton</td>
<td>Registrar 1st December, 1782</td>
<td>2</td>
<td>8</td>
<td>29</td>
</tr>
</tbody>
</table>
11. Henry P. Forster
   Examiner 10th December, 1783 1 9 19
12. George Dowdeswell
   Assistant to the
   late Governor General 3rd. Feb, 1784 1 7 26
13. Charles Woddam
   Assistant to the
   Governor General. 5th April, 1785 5 24
14. Oliver Colt
   Assistant to the
   Hon’ble Chas. Stuart. 5th April, 1785 5 24

I have to observe to the Hon’ble Board, with respect to the Gentlemen who have acted as Register and Examiner, that on the appointment of a separate Secretary to the Charge of the Secret Department no mention was made whether they were or were not to rise in the office as vacancies occurred and according to their respective branches. I request therefore an intimation of the Board’s pleasure on this subject.

If they are to rise Mr. John Cotton will become 2nd Assistant, no Establishment having been granted by the late orders for such an office as the office of the Register which he held before the receipt of them. If they are not to rise, the 2nd Assistant will be Mr. George Arbuthnot.

I have also to request an intimation of the Board’s pleasure with respect to the allowances that are to be given to the Gentlemen who have served in my Department since the 1st of October, when the late orders of the Company were carried into execution. Their services were indispensible necessary for preparing the Dispatches that have been sent by the Intelligence, and I was desired to retain them for this purpose.

I cannot close this address without doing myself the pleasure of affording the testimony which I think due to the several Gentlemen who have acted in the secret Department. Their assiduity and attention to their duty have been unremitted and their conduct has furnished an example well worthy of imitation to other Gentlemen in the service of the Company.

I have the honour to be
Hon’ble Sir and Gentlemen

Your most obedient
& Humble Servant.

Sd/-

Secret Department,
the
14 November, 1785.
APPENDIX 'D'

*Foreign Dept (Secret) Const. 22 Nov. 1785 No. 13.*

ORDERED that Mr. Thomas Philpot and Mr. George Arburtinot be the first and second Assistants in the Secret Department.

ORDERED that the other Servants of the Company on the Establishment, who are or were when the Company's order of the 1st April arrived Assistants in the Secret Departments and are now entitled by the reduction of the pension allotted to their rank by those orders do continue to serve upon such pension in the Secretary's Office, and that they be called Extra Assistant wherein. It is resolved also that at the end of each year such Gentlemen shall receive a gratuity from Government proportionate to their Industry and determinable by the Board upon an attention from the Secretary of the work which they have done of which an exact amount shall be regularly kept to be laid before the Board.

RESOLVED that the same Regulation do take place with respect to the other Departments of the Service.

ORDERED that a list be prepared and laid before the Board of the writers out of Employ.

ORDERED that Mr. John Cotton do act as Register in the Secret Department on the pension and with the same assurance of gratuity that has been given to the assistants.

RESOLVED that gentlemen on this Establishment who are or were when the late order arrived Assistants to the Governor General and Members of the Board do continue to act as such on the pension and receive the gratuity according to their work.

RESOLVED that the Gentlemen in the Secretary's Office who belong to the service at Fort St. George and Bombay do continue to act and that they received the pension annexed to corresponding ranks on this Establishment.

These Regulations are to take place from the 1st Instant.

ORDERED that the several Gentlemen in the Secret Department who are Extra to the reduced Establishment, be paid for the month of November, so as to
make the amount of their allowances, including
the pension, conform to what they received before
the 1st October, when the orders of Resolution
took effect.

There being a vacancy in the Examiners Department
ORDERED that be appointed thereto.

APPENDIX 'E'

Home Public 1783, 23 Sept. No. 15.

To
The Hon'ble Warren Hastings Esqr,
Governor General etc. and Member of the
Supreme Council,

Fort William.

Hon'ble Sir and Sirs,

After having held the laborious and honorable appointment
of Secretary to this Government, in both its Secret and Public
Departments for a period of more than eight years, I am
induced to solicit your permission to resign it & return to
England.

I hope that my conduct throughout has been such as to
merit the honour of your approbation, having ever strove to
mark it with the most zealous and assiduous attention to my
duty till a very severe and obstinate illness obliged me to make
a Sea Voyage for my recovery. After my return I renewed
the same unwearied efforts under the inconvenience of a long
weakness which ensued and an actual relapse of my complaint
last season which continued upon me all the rains. Indeed the
apprehension of a second relapse in the present rains and the
effect of laborious application to create it, are principal motives
for my present determination.

I shall gladly continue to yield my services as long as I
remain here and think myself honoured by your employment
of them. I therefore, request that I may be allowed to hold
my appointment until the period of my departure in the
Winterton—as it forms a rule that every officer holding a post
of trust under this Government shall give two months previous
notice of his intention to resign it, I am led to trouble you with
my present address—I have the honour to be with respect,

Hon'ble Sir and Sirs,
your most obedient
servant.

Signed/J. P. Auriol

FORT WILLIAM
the 10th September, 1783.
APPENDIX ‘F’

Home Public “A” Const. 23 Sept. 1783, No. 16.

Establishments for the Public and Secret Departments after their Separation in 1783:

**Public Department**

| 1 | Secretary—Salary p. m. Rupees and fees the same, as are drawn by the present Secretary. | 200 0 0 |
| 1 | Sub Secretary—Salary | 800 0 0 |

**Assistant viz.**

| 1 | Head Assistant | 400 0 0 |
| 1 | Second ditto | 300 0 0 |
| 1 | Third ditto | 250 0 0 |
| 1 | Fourth ditto | 200 0 0 |
| 1 | Fifth ditto | 150 0 0 |
| 1 | Sixth ditto | 100 0 0 |
| 2 | Examiners, each | 300 6.0 0 |

- 2,000 0 0

| 1 | Register | ... | ... | 300 0 0 |
| 4 | Europeans (1 @ 350 Rupees per month) | 1 @ 300 |
| Monthly (1 @ 250) | (1 @ 200) | 1,100 0 0 |

- (1 @ 200)
- (1 @ 175)

| 8 | Portuguese Writers (1 @ 150) | (1 @ 125) |
| (4 @ 100 each) | 1,050 0 0 |

- 1 Frash 6 Sa Rs. 6,450 0 0

| 1 | Head Duftary | 10 |
| 2 | Duftaries (8 & 6) | 14 |
| 1 | Jammadar | 10 |
| 6 | Peons | 30 |
| 1 | Mater | 3 |
| 1 | Iilladgar | 10 |

83
### Secret Department

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary p. m.</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>In lieu of Fees</td>
<td>...</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>1,700</td>
<td></td>
</tr>
<tr>
<td>Sub. Secretary</td>
<td>do</td>
<td>800</td>
</tr>
</tbody>
</table>

#### Assistants Viz.

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Assistant</td>
<td>400</td>
</tr>
<tr>
<td>Second Assistant</td>
<td>300</td>
</tr>
<tr>
<td>Third do</td>
<td>250</td>
</tr>
<tr>
<td>Fourth do</td>
<td>250</td>
</tr>
<tr>
<td>Fifth do</td>
<td>200</td>
</tr>
<tr>
<td>Sixth do</td>
<td>200</td>
</tr>
<tr>
<td>Seventh do</td>
<td>150</td>
</tr>
<tr>
<td>Eighth do</td>
<td>150</td>
</tr>
<tr>
<td>Ninth do</td>
<td>100</td>
</tr>
<tr>
<td>Tenth do</td>
<td>100</td>
</tr>
<tr>
<td>Examiners @ 300</td>
<td>600</td>
</tr>
<tr>
<td>Register</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,400</strong></td>
</tr>
</tbody>
</table>

These to be covenanted servants and chosen entirely by the Secretary.

A Frash, Ielladgur, Duftories, Jemmadar, Peons and Mater as above Sa Rs. 83 p. m.

Company's servants to be employed by the Governor-General and by each member of the Board to make extract and copies for them @ 300 Rs. per month each.

As the business may be heavier at some times than at others which may require the casual employment of monthly writers, each Secretary should be allowed to employ such at his discretion countersigning their Bills for payment upon honour.