

**(Rules regarding the erection and repair of stone and masonry monuments, and the endowment of
those already erected in Christian cemeteries)**

No.159

No. 159.-With reference to Part I, Rule XIX, Note (3), of the Ecclesiastical Rules of the Government of India (Home Department Notification No.103, dated the 20th June 1885, as amended by Notifications Nos.12 and 203, dated the 15th January and 13th June 1889), the following revised rules regarding the erection and repair of stone and masonry monuments, and the endowment of those already erected in Christian cemeteries which belong to Government, are published for general information, in supersession of the rules published in General Department Notification No.247, dated the 24th October 1894:-

RULES.

- (a) The following information, with a drawing of the monument showing the dimensions and material, and giving all particulars necessary for the estimate of its repairs, should be sent to the Chaplain or officer in charge of the cemetery, who should obtain from the Executive Engineer of the district an estimate of the average annual sum which will be required to keep it in repair.

Application to erect a monument or to endow a monument already erected in the Government Cemetery at

1. Date.
2. Name of deceased as inscribed on monument.
3. Plot, line, and number of grave.
4. If the grave is not of masonry throughout, state what masonry foundations will be provided.
5. (1) If the monument consists or is to consist of a single stone without border or railings, state if the persons interested wish to pay the minimum endowment fee of Rs.25.
(2) For any other monuments, state-
 - (i) dimensions;
 - (ii) kind of stone;
 - (iii) whether there is a stone border;
 - (iv) whether there are railings;
 - (v)-----.

6. Cost.
7. Inscription (to be written on the back of this application).
8. Name of architect, sculptor, or undertaker.
9. Executive Engineer's estimate for repairs.

(b) A Chaplain may approve a design. Any other officer in charge shall send the design to the Archdeacon for approval, forwarding at the same time the estimate for repairs.

(c) After the drawing has been approved by the Chaplain or Archdeacon (as the case may be) the Chaplain or other officer in charge of the cemetery shall collect the estimated endowment fee and pay it into the local Post Office savings bank, a single account being kept in the Post Office under the official designation of the Chaplain for all monuments endowed. The amount so paid should be entered by the Chaplain on the receipt side of his cash book, which is to be kept in the following form:-

Receipts.		Expenditure.	
(1)	Date of receipt.	(1)	Date of payment.
(2)	From whom received.	(2)	To whom paid.
(3)	Page of ledger.	(3)	Page of ledger.
(4)	On account of whose monument.	(4)	On account of whose monument.
(5)	Amount.	(5)	Amount.

In addition to the entry in the cash-book the receipts and expenditure on account of each monument should be entered in a separate ledger account. This ledger account should be balanced quarterly.

(d) The endowment is intended to cover the cost of ordinary annual maintenance, re-lettering and repairs, and not the risk of accidents due to floods or other natural causes, and the sum should be estimated accordingly. In the case of a monument already erected the Executive Engineer, in his estimate for repairs, shall provide for the placing of the monument upon a suitable foundation if he is not satisfied that such already exists. In the event of accident the friends should be communicated with, and the procedure laid down in Rule XIX of Part I of the Ecclesiastical Rules should be followed. The repair of

fragile or costly work liable to be broken cannot be under-taken by Government, and should be excluded in estimating the endowment required.

- (e) When it is proposed to erect a cross, head-stone, or slab consisting of one single stone over an adequate foundation, it is optional to the persons interested to pay the endowment fee for its maintenance, which is fixed at Rs.25; but, if no such fee be paid, the cross, head-stone, or slab will, if it should need renewal, be liable to removal under Rule XIX. This optional endowment may be paid at any time after the erection of the stone. The term "adequate foundation" does not include masonry erected above the surface of the ground for the purpose of carrying a slab.
- (f) The capital amount required to produce the estimated average annual sum at 3 (1/8) per cent. (the Savings Bank rate of interest) shall be paid to the Chaplain or other officer in charge of the cemetery, provided that the minimum capital amount shall be Rs.25 and that all investments above that amount shall be fixed at such multiple of Rs.5 as will produce a sum equivalent to the estimated average annual expenditure.

(N.B.- Every sum of 5 rupees produces at 3 (1/8) per cent. an annual sum of 2 (1/2) annas).

- (g) As soon as he has received the capital sum as above, the Chaplain or other officer in charge shall grant permission for the erection (or endowment) of the monument. The Executive Engineer of the district shall be informed in writing by the Chaplain; (or other officer in charge of the cemetery) when the monument is ready for erection, and be requested to see that it is erected in a workmanlike manner and upon a solid foundation, and to bring it when completed upon his list as for repair by the Public Works Department. In the case of an application for the endowment of an old monument the Executive Engineer shall be informed when the endowment has been effected and requested to bring the monument on his list.
- (h) The interest accruing on each endowment must be used exclusively for the repair of the particular monument for which the endowment was made. For each cemetery there shall be a book called the "Record of endowments," which shall contain columns according to the following form, and Chaplains (or other officers in charge) should be very careful to keep a correct list of all endowments in this book, the names inscribed on the tomb-stone being entered:-

Endowment when received.	Number on cemetery plan.	Name on monument.	Amount.
			Rs.

In order that the Local Government may know that the tombs are kept in proper repair, an annual report should be forwarded by the Executive Engineer as an appendix to his annual return of civil buildings.

The returns should contain remarks, both by the Chaplain and Executive Engineer, as to the state of the tombs for which endowments have been made.

- (i) When the total capital amount in the Savings Bank is sufficiently large to admit of its investment in Government securities, the investment may be made under the rules for the investment of balances of Savings Bank accounts in Finance and Commerce Department Notification No.2270A., dated the 18th May 1895.
- (j) Repairs to endowed monuments will be undertaken under the order of the Chaplain or other officer in charge of the cemetery. Should the repairs be of such a nature as to render desirable the supervision of a skilled officer, they will, on the requisition of the Chaplain, be carried out under the direction of the Executive Engineer. The bills for such repairs will be paid by the Chaplain after countersignature by the Executive Engineer. The Chaplain should enter all payments as they are made, on the expenditure side of his cash-book, and in the separate ledger account kept for each monument. The cash-book shall be balanced monthly, and the accounts shall be periodically audited by the Inspector of Local Funds Accounts and his Assistants. The vouchers for expenditure should be carefully filed.
- (k) Money received for repairs (not endowment) under Part I, Rule XIX of the Ecclesiastical Rules should be paid by the Chaplain (or officer in charge) into the Savings Bank account and should be drawn out and placed to the Executive Engineer's credit in the Treasury when he executes the repairs.
- (l) The Chaplain or other officer who, under Part I of the Ecclesiastical Rules, is in charge of the cemetery, will be held responsible for seeing that endowed monuments are kept in proper repair so far as funds are available.

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Officiating Secretary.