

中華郵政特准掛號認爲新聞紙類

中國華洋義賑救災總會叢刊

(甲種十一號)

查放細則

附應用格式樣本

十三年十一月刊行



中國華洋義賑救災總會

會務 (一)籌辦賑濟天災 (2)提倡防災事業

總會 北京東城菜廠胡同六號

電話 FAREE 或二四〇五

簡碼 本德雷氏十字電碼

電話 東局三二八四 四四〇四

各省分會 直隸 上海 山東 河南 湖北 山西 湖南 陝西 江西 京兆

常設分委辦會 工程水利分委辦會 農利分委辦會 公告分委辦會 查放分委辦會 森林分委辦會 移殖分委辦會 技術

部

組織 由各省分會代表於每年大會時推選會員華洋各半組織執行委員會統理一切會務

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四號 調查日本賑災節略附調查表券之常編 (中英文)

五號 Annual Report, 1923.

六號 民國十二年度賑務報告書

七號 Engineering Accomplishments, 1921-23

八號 華洋賑團工賑成績概要

九號 Hand Book for Relief Workers (Advance edition 1924)

十號 賑務指南 (節本)

十一號 查放細則 (附應用格式樣本) (中英文)

乙種一號 中國華洋義賑救災總會會務計畫之概要 (中英文)

二號 Position with reference to Claim upon Proposed Customs Increase. (已無存)

三號 History, Organization and Policy.

四號 同乙種一號專為寄往外國者

五號 農村信用合作社是什麼

六號 中國華洋義賑救災總會之大概

七號 農村信用合作社空白章程 (收費二角)

八號 Model Constitution for Rural Cooperative Credit, Savings and Marketing Societies (收費一角)

九號 章程及辦事大綱 (中英文)

十號 The Study of Chinese Rural Economy. (收費二角五分)

丙種一號 中國華洋義賑救災總會會員因公往來旅費章程 (中英

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中國華洋義賑救災總會查

放細則

查戶手續

一、根據所得之災情報告、與災情統計等、將被災之縣、列為二表、(一)被災最重者、(二)被災次重者、

二、函請被災最重之各縣知事、作下列諸事、

1. 製備二種災村表、(甲)最重災村表、(乙)次重災村表、

2. 召集當地教會中人及商界領袖及其他

各界代表熟知各村情形者、開一會議、

3. 開會時、將所製之表、交衆核閱、如皆證明

不誤、應請各人於表上簽名、以資憑據、

4. 設法使甲種各災村之村正、製備兩種災

戶表、(一)極貧災戶表、(即第一類見下)、(二)次

貧災戶表、(即第五類)

5. 彙集諸表寄送北京中國華洋義賑救災

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總會、或直接或承辦此項工賑之華洋義賑救災分會、

6. 設法使乙種各村村正、亦製備極貧災戶

表(即第三類)、

7. 彙寄諸表、一如第5項、

三、對於被災次重之各縣調查手續、一如上例、

全部手續、大略如下、

1. 向縣知事徵取兩種災村表、

2. 召集當地代表會議、

3. 所得各表先得本地人士之認可、

4. 使最重災村之村正、製備極貧災戶表、(即第二類)

5. 彙寄諸表、一如第二條第5項、

6. 使次重之村正製備極貧災戶表(即第四類)、

7. 彙寄諸表、一如第二條第5項、

四、總會收到上述各表後、(即第二條4與6

四、總會收到上述各表後、(即第二條4與6

兩項、及第三條4與6兩項所指)即將表中所列戶名填入格式一六八(災戶調查表)並立即據表前往逐戶調查、以資證實、一切調查辦法、均載賑務指南(節本)之第四章、

放賑次序

二十一、對於災戶、發給賑票、或工賑票、應按下列之次序、

- 第一類 被災最重縣內、災情最重村莊中、之待賑最急之災戶、
- 第二類 被災次重縣內、災情最重村莊中、之待賑最急之災戶、
- 第三類 被災最重縣內、災情次重村莊中、之待賑最急之災戶、
- 第四類 被災次重縣內、災情次重村莊中、之待賑最急之災戶、
- 第五類 被災最重縣內、災情最重村莊中、之待賑次急之災戶、

第六類 被災次重縣內、災情最重村莊中、之待賑次急之災戶、

第七類 被災最重縣內、災情次重村莊中、之待賑次急之災戶、

第八類 被災次重縣內、災情次重村莊中、之待賑次急之災戶、

二十一、如施放義賑、Free Relief 則對於每戶人口、應按下列次序、而擇別之、

第一級 殘廢無力者 年老者 病人孕婦

第二級 婦女幼童

第三級 壯丁

二十三、賑務專員、應於調查員出發之先、將賑濟範圍之廣狹、或工賑中應僱工人之數目、預為決定、

二十四、先所至急 前四類中之第一級為最先施及者、第一類中之第二級為次要施及者、再次則為各類中之第二級、其各類中之第三級、除工賑

所僱去者外，均爲最末受賑者。

二十五、上列八類範圍頗廣，欲兼容並包，誠非易事，即有大宗賑款，實際能遍及者，不過前四類之一二兩級耳，故放賑必先所至急，所有次貧之戶，必俟前四類中第一第二兩級完全受賑後，始可顧及。

工賑查放次序

三十一、逐戶查明之後，即本預定計畫，按下列次序爲之。

三十二、第一步、招編壯丁工人，從事已擬定之大工程。（詳細辦法見下第九十一等條）。

三十三、第二步、此外派人往各戶調查老弱殘廢孕婦等之需要，發與賑票俾領義賑。

三十四、第二步辦竣，應再組織小工廠，（如紡織工廠之類），設立災區學校。

三十五、第三步、僱集能工作之婦女，入此項工廠作工，招收未及工作年齡之兒童，入災區學校。

三十六、第四步、偷於某村舉辦二三兩步，而

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該村並無第一步所稱大工程，足資招編壯丁者，則應即籌備若干小題目之工程，如清道、疏溝、掘井，以及小規模之築路等，以便利用壯丁，從事工作。

三十七、如無大工程，則以第二步爲起點，三四兩步繼之。

三十八、業經第一步招編之災村，即不在該村進行二三四三步，此種村中，如有缺乏壯丁，無可工作之戶，自應領受義賑，故即於招編壯丁之後，切實查訪，發給賑票，實行第二步之辦法，於必要時，再以第三步補充之。

災工編制

四十一、工人召集之後，應分排編列，每排三十人，排各推舉一人爲排頭，每排之人，以同居一村者爲最宜。

四十二、各排宜按次編號，而每排工人，又宜按名編號，每排個人之編號，爲自〇號至30號，〇號爲排頭之號數，而各排排號，由招工人員在總編工員

所指定之號數內，自行編列，依次排號，工排列號自40號起數，以免混淆。（見第九十七條）

例如^{44/0}乃第四十四排之排頭，^{76/23}乃第七十六排之

第二十三號工人等是。

四十三、工賑帳目，以排爲單位，每十日由各工程員按查各排工作成績數量，與以證明，發給驗工證，俾各工人得以領賑。

每人應得之賑糧或賑金分兩處支付，其三分之一即由工程處支應組在工發給，其餘三分之二，則由各人本村附近之糧站，付與工人家屬。

四十四、有特別情形時，工人於到工之先，可准其預支賑糧或賑金若干，但必使彼仍能准時報到，不致偷避工作。

工人與其家屬領賑手續

五十一、工人與其家屬之受賑，乃按工作分量，計勞給資，以排爲單位。

五十二、每十日，由工程員填發驗工證每排一

張，證明該期內每排工作成績，並註明每排應領糧食或現金之數目。

五十三、驗工證逕由工程員送交工作當地之工程處核帳組。

五十四、工程處核帳組，即憑驗工證填發工資證，轉由工程處支應組支付之，工資證亦按照驗工證，每排發給一張，各排排頭即憑工資證，代表全排工人，領取應得之賑糧賑金分給各人。

五十五、工程處核帳組，發給驗工證時，同時又製發家糧通告書一種，送交各村糧站，此通告書亦按排各發一張，每張製四聯，以甲乙丙丁列號。

五十六、甲乙兩聯通告書，寄送應支給之糧站，由信差二人，分途送去，如該處郵政可通，即可以兩聯之一，交郵局送去。

五十七、糧站即按照所收之通告書，發付家屬口糧，每家即持所領賑票，於每一規定期間，（即每十日間）向糧站領糧，糧站宜審查賑票與通告書

所稱符合、始能付給、蓋每家應領之數目、通告書中均已注明、

五十八、糧站應將通告書兩副張之一、於發放之時、於通衢張貼公布之、

五十九、每家領到賑糧或現金時、應於賑票（格式一六九或一七〇）背面、及賑票存根（格式一七八）上蓋印指紋、

此項存根連同家糧通告書之甲聯、即為每份口糧之正式收據、將為查帳員審查之資、

六十、丙聯應由核帳組於工作當地張貼公布之、

六十一、丁聯即由核帳組存留備查、

賑糧之採放與帳結

七十一、本會設採糧部、辦理採運糧食事宜、以專責任、

七十二、工賑之時、所有糧站、均由工作主任人員管理之、查帳員所指定之各種報告格式、均應採

用、按期報告帳目、此項報告格式由總會備印、以備各分會之需、

七十三、凡主任人等、均宜先經訓練數日、俾於所用各項格式及規程等明悉無疑、庶可將來接行不誤、

七十四、為整齊會計起見、指定素有經驗之會計師一人管理帳目、

七十五、糧食之散放、均以重量為標準、除有特別情形另行聲明者外、一概以庫秤一斤、為重量之單位、

七十六、中西量位之比較如下、

華制庫平一斤 等於〇・六公斤 又等於一・三三三磅

英制一噸 等於二二四〇磅 又等於一〇一六公斤 又等於一七〇二・五斤

領賑收據

八十一、工程處支應組、及各村中之糧站、於發

放口糧時均應負責取得領賑者之適當收據。

八十二、如放義賑則領賑者應於賑票背面及賑票存根上蓋印同樣之指紋。(參看第五十九條)

八十三、如爲工賑則工程處支應組應令排頭於賑票存根(即格式一七八)相當空格內蓋印指紋。工賑時賑票存根之填用方法說明如下。

於右手第一行空格內填注排號。第二行填排頭姓名。第三行填所居之村。第四行不填。第五行填工資證之號數。

八十四、工資證及賑票存根簿(格式一七八)既蓋有此等指紋即爲工程處支應組所正式取得之領糧收據。

八十五、各糧站於發放工人家屬口糧時亦應依照義賑之例取備收據(見第五十九條)

招編災工手續

九十一、未入村招工之先應將逐戶勘定之調查表(格式一六八)詳爲審閱分別等級專擇極貧

之戶列表以備招集。

九十二、根據所列極貧戶名填具應工證(格式二一八)與賑票(格式一六九或一七〇)將查戶表(格式一六八)內所列各該戶之詳情轉錄備覽。

九十三、一切備妥之後即前往該村將應工證與賑票逐一散給各該戶苟有以前調查未盡之事亦於此時查問明白補填並令工人於應工證上蓋印斗箕以資憑據。

九十四、所有新招僱之災工應令各持所領應工證同往一指定地點聽候編派各工人家屬可留居家中不必隨往。

九十五、將上項票證於一村散畢之後當即回至所指定災工會集之地點俟其會齊即按數分排每排概爲三十一人。

九十六、全數編排後如尙有餘額不足三十一人者則以一百〇四條至一百〇六條之方法處置

之、

九十七、每排由招工員、於總編工員所指定之號碼內、編定排號。(見第四十二條)

九十八、令各排當場舉排頭一人、

九十九、將排頭姓名、填入工人名冊(格式一八六)、並令彼于冊上按斗箕處、蓋印右手中指指紋、

一〇〇、將工人姓名及賬票(家糧賬票)號數(查各人所持之應工證便知)、逐一填入於工人名冊(格式一八六)

一〇一、將排號與入號填入應工證(分填格式二一八之(10)與(11)兩欄)

一〇二、如是辦妥之後、即將各工人所應知之事、如到工日期地點等、明白告之、

一〇三、一村招編事畢、令工人散去、招工人員轉往他村、

一〇四、編排餘數不及三十一人之額者、應就

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下列二法、擇一處置之、

一〇五、倘餘額在二十五人以上、從調查表內、選擇次貧之戶、填發應工證及賬票若干張、以補足一排為度、

一〇六、倘餘額在二十五人以下、即令彼等隨同前往第二村、加入該村應編之第一工排中、

一〇七、但招工員務於事前、妥為布置、設法避免餘額、使以上二條辦法、不致採用、庶為完美、

一〇八、招工員將工人名冊填具完畢、應即以妥慎敏捷之方法、送達工程處、俾得將該項名冊、多錄副本備用、

一〇九、招工員如不能於當地將工人名冊填具完備、即將已填未畢之名冊、連同災戶調查表(格式一六八)、陸續送交工程處編造、以免遲緩、

發給工具手續

一一一、每排請領工具之請領單、共製三聯、由工程處編工組填發與各排排頭、(格式二一九)

一三二、工具請領單之一聯，爲工程處編工組存根。

一三三、兩聯交由請領之排頭，持送核帳組。

一三四、核帳組收到兩聯時，以一聯留爲存根，

以一聯蓋印，發還該排頭，令向支應組支取，所需物品。

一三五、支應組發給物品，即以此核帳組蓋印之一聯爲憑。

價購工人自携工具手續

一三一、此項採購，以核帳組名義行之。

一三二、核帳組爲辦理此項採購事宜，派組員

一人代表該組，携備現金，前往支應組，收買工人携來之種種工具。

一三三、此項代表，即按照估定相當價目，採購

工人所自携之用具。

一三四、此種每日購得之品，應由核帳組代表實行妥爲保管。

一三五、每日工作完畢之時，核帳組代表即將每日所購之物，悉數移交支應組點收，由支應組出具收據接收之。

一三六、核帳組代表，即持支應組收據，及所有結存現金，向核帳組交代，所有當日購價，及結存之數，應與當日原領之現金數目相符。

賑務施行用專門名詞之英文譯語簡號及其

界說

工程處核帳組 (A. O. C.) Accounting Office 工程

處分部之一，專司稽核簿記等事。

工資證 (P. O.) Pay Order 由核帳組填發，交由支

應組照發賑品與工排之文件。

工程處支應組 (I. O. C.) Issue Office 附於工

程處之倉庫，並司核發一切工資材料等事。

工程處編工組 (L. O. C.) Labor Office 工程處

分部之一，專司工人名籍及編製工排等事。

工排 (Gang) Gang 編災工若干人爲一組，每組

爲一工排（按本會計畫，每一工排爲三十一人，其一人爲排頭）

工賑 (L. R.) Labor Relief

〇〇〇工程處 (.....W)Works 工賑實施，在

工設立之事務所，謂之工程處，冠以工程名目，即稱爲某某工程處。

人號 (I. No.) Individual No. 一工排內，每一工

人之列號。

口額 Ration 災民一口，每期應得或所得之賑品。

災工 (R. I.) Relief Laborer 由災區內招來之壯

丁，在工程上工作，其自身及其家屬，由本會按期

發給工資以資養贍之工人，謂之災工。

災情報告 (C. R.) Condition Report 調查災情輕

重概況所具之文件。

查戶 (H. H. I.) House to House Investigation 在

分發賑票前，逐戶調查災民狀況，以定去取，謂之

查戶。

中國華洋義賑救災總會查放細則

家糧 (D. R.) Dependents Ration 災工家屬每

口每期應得或所得之賑品。

家糧通告書 (P. A.) Pay advice 由核帳組填發，

交由糧站照發賑品與工人家屬之通知文件。

排號 (G. No.) Gang No. 每一排之列號。

第〇測量隊 (S. P.) Survey Party No.

糧站 (G. D.) Grain Dump 臨時設立之棧房，爲

存儲及發放賑糧及其他賑品之所稱某處糧站。

或第幾糧站，以資區別。

〇〇組 (.....O. C.)Office 工程處之分部，如

核帳組支應組等是。

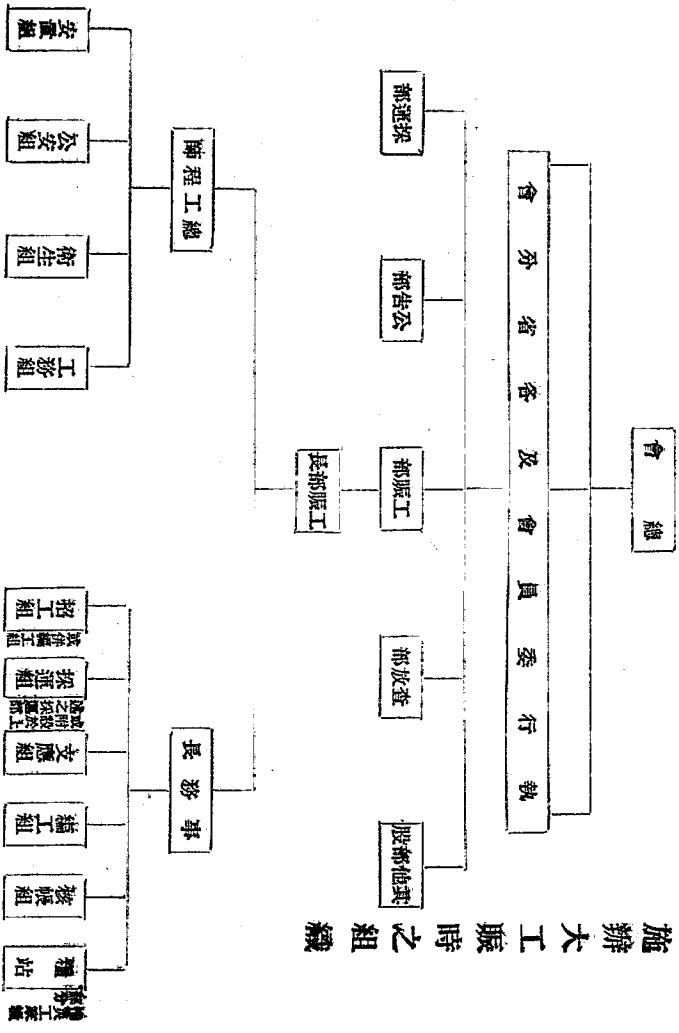
賑票 (R. T.) Relief Ticket 證明持票人得持票領

賑之文件。

驗工證 (C. W.) Work Certificate 工程員按期填

發證明各排工程成績及應得賑額之文件。

施辦大工廠時之組織



書內所稱之格式一六六、一六七、一六八、一六九、一七〇、一七七、一七八等件已見「賑務指南」(節本)茲不另印樣張
本書所載各種應用格式及「賑務指南」所列各件俱經總會事務所製備若干份以備急需或向總會購用或就近仿製均無不可

For samples of Forms 166, 167, 168, 169, 170, 177, and 178, referred to in this volume, see "Hand Book for Relief Workers" (Advance edition, 1924).

A few sets of the Forms here exhibited as well as a small quantity of the Forms mentioned above are constantly kept in stock at the Head Office of the Commission. Emergency orders may be filled at cost.

Exhibit Page 26—樣本二十六頁

(Form 17) Original: To be filled out by the Purchasing Agent DAILY and sent to the China International Famine Relief Commission, 6 Tsai Chang Hutong, Peking 正本 由探運員每日造報

Duplicate: To be filled out by the Purchasing Agent. 副本 由探運員存查

GRAIN PURCHASING AGENTS' DAILY REPORT 探運員日報, No. 第 _____ 號.

I. As to Funds 款項部份

Receipts 收入之額			Payments 支出之部			
Date 日期	Explanation 說明	Amount 數目	Date 日期	Explanation 說明	Voucher No. 單據列號	Amount 數目
	Aggregate per last report 昨日報單結存			Aggregate per last report 昨日報單結存		
				Total payments 共支數目		
				Balances: Cash on hand		
				Cash in bank		
	Total 共計			Total 共計		

* Vouchers sent herewith 單據附寄

II. As to Grain 糧食部分

Kind of Grain 糧食種類	Kaoliang 紅糧	Millet 小米	Corn 苞米			
No. of Tons bought before today per last report 昨日報單結計共進噸數						
No. of Tons bought today 本日共進噸數						
Total No. of Tons bought 共進噸數						
No. of Tons shipped before today per last report 昨日報單結計共發噸數						
No. of Tons shipped today ** 本日共發噸數						
No. of Tons awaiting Shipment 尙存待運噸數						
Total quantity turned over to the conveying agent to date 扣至本日止共交押運人噸數						

** Herewith conveying agent's receipts for grain turned over today, 押運人收到本日所交之糧食收條附寄
 viz. 計 _____ 張 receipts, numbered as follows: 收條列號如下

Issued at 自 _____ 發寄

Date 日期 _____

(Signed) _____ 具

(探運員署名)

Form 186

Gang No. 號排 _____
 County 縣 _____
 Boss 頭排 _____
 Address 址位 _____

C. I. F. R. C.
 COMMITTEE FOR _____
 GANG REGISTER

Boss Mark 算斗 _____

民國 _____ 年 _____ 月 _____ 日

Date _____ 19 _____

號號 No.	名 姓 Name	址 位 Address	歲 年 Age	數人屬家 No. of Dependents	號票賬 Ticket No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

中國華洋義賑救災總會 (或 有分會) 五人名冊

Form 207 Posting from Form 206

自格式205轉來

Analysis of Accounting Office Register By the Grain Dump

核 帳 組 糧 站 總 帳

Grain Dump (at or No.) 糧 站 名 稱 _____ Cr.

Pay Advice No. 家換通告書列號	Date Issued 填發日期	For Gang No. 受付工排 號	In Cash 現款		In Kind 物品		Amount 數 量
			\$ 銀元	Coppers 銅元	Kind 貨色		

Form 219 Original—to be issued by the Labor Office, and sent with the duplicate to the Accounting Office by the applying Pai Tou. (see rule 123).
Accounting Office to forward this copy to the Issue Office by the Pai Tou after stamping it, (see rule 124). **Issue Office** to fill this order to the Pai Tou and secure his finger print.
Duplicate—to be sent by the Labor Office to the Accounting Office by the applying Pai Tou together with the Original, (see rule 123). **Accounting Office** to retain this copy and charge the gang concerned with item hereon stated, (see Form 206).
Triplicate—to be retained by the Labor Office for reference. (see rule 122).

正本 由編工組填用交請頭排頭持送核帳組(細則123條),核帳組加印後交該排頭持向支應組具領(124條),支應組于核發時並令該排頭蓋印斗箕
二本 由編工組填用交請頭排頭持送核帳組(細則123條),核帳組留存本件並即根據入分排總帳(格式206條).
三本 編工組存查.(122條)



Committee for

Labor Relief Operation

EQUIPMENT REQUISITION

省分會

工具請領單第 No. _____ 號

Gang No. 第 _____ 工排 Pai Tou's name 排頭姓名 _____

Purpose 用途 _____

Quantity 數量	Name of Article 貨色	Cost 價值

To the Issued Office _____ 支應組公鑒:

At 地點 _____

Please issued equipment above stated when this requisition is stamped by the Accounting Office and secure the Pai Tou's finger print in space below when the issued is made. 本件經核帳組蓋印後請即照付並令該排頭在下方蓋印斗箕為荷

Pai Tou's 排頭	
Finger 頭	
Print 斗	
→ 箕	

(Right middle finger)

Signed _____ 具

Labor Office

At _____

編工組

Date 日期 _____

Requisition filled by _____ Entered _____ by _____ Folio _____

Form 212 Original—to be sent to the Head Office by the Chief Engineer.

正本 總工程師填報總會

Duplicate—to be retained by the Chief Engineer.

副本 總工程師存查

ENGINEER'S PERIODICAL REPORT. 工程期報

Report No. 報單第.....號

Name of Project 工程名稱.....

Period 時期: from 自..... to 至.....*

No. of Gangs at work 在工排數	No. men at work 工人共數	Sick leaves 病假數目	Bad days 陰雨天數	Work done during the period 本屆共成工程數量								Notes 附記
				Earth 土工		Stone 石工		Unit		Unit		
				Unit 單位	Am't 數量	Unit 單位	Am't 數量	Unit 單位	Am't 數量	Unit 單位	Am't 數量	

Issued at 自..... on 于..... by..... 具報

* Up to end of working day 扣至本日停止工作時間

Form 218—For direction of use, see rules 92, 93, 94, 101. Labor Office to fill blanks 9 and 12 hereof.

參看細則92,93,94,101各條.本件9與12兩格由編工組填用.

記組編 印工	斗箕 本人	指中手右	用填組工極及員工招歸下此	賑家 票糧	址住 名姓
(9)	(10)				
(10)	號排	賑 口	縣	號	村
(11)	號人				
(12)	日期到工	印填 記發 員	賑 口	賑 口	賑 口

This is a sample of Labor Recruits Card. It is made in cloth covered paste board. 此係應工証用布裱以資耐久

Form 214 To be prepared from Form 205 and its auxiliary books.

查格式205及輔助帳編填

Original—to be sent to the Head Office.

正本 填送總會

Duplicate—to be sent to the Chief Engineer.

二本 填送總工程師

Triplicate—to be retained for reference.

三本 存查

ACCOUNTING OFFICE (AT OR No. _____) 核帳組期報

Report No. 報單第 _____ 號

Name of Project 工程名稱 _____

Period 時期 from 自 _____ to 至 _____ *

A. Pay orders issued during period 本屆共發工資証數目

On Issue Office No. 支發支應組	In Cash 現款		In Kind 物品	
	\$ 銀元	Copper 銅元	Kind 貨色	Amount 數量

B. Pay Advices Issued during period 本屆共發家糧通告書數目

On Grain Dump No. 支發糧站	In Cash 現款		In Kind 物品	
	\$ 銀元	Copper 銅元	Kind 貨色	Amount 數量

Equipment and Other orders filled 本屆共發工具等雜項

For 用途	Description 貨色說明	Cost. 價值

Issued at 自 _____ on 于 _____ by _____ 具報
(Signature)

* Up to end of working day. 扣至該日工作終結時間為止

Form 215 To be prepared from Form 208 and its auxiliary books.

查格式208及輔助帳編填

Original—to be sent to the Head Office.

正本 填送總會

Duplicate—to be sent to the Chief Engineer.

二本 填送總工程師

Triplicate—To be retained for reference.

三本 存查

ISSUE OFFICE (AT OR No. _____) 支應組期報

Report No. 報單第 _____ 號

Name of Project 工程名稱 _____

Period 時期 from 自 _____ to 至 _____ *

RECEIVED DURING THE PERIOD 本屆收入數目

Date 日期	From 來源	Field Receipt No. 收條列號	Kind 貨色	Amount 數量

ISSUED DURING THE PERIOD 本屆發出數目

In Cash 現款		In Kind 物品	
\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量

BALANCE ON HAND 結存數目

In Cash 現款		In Kind 物品	
\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量

Issued at 自 _____ on 于 _____ by _____ 具報

* Up to end of working day. 扣至該日工作終結時間為止。

Form 216 Original—to be sent to the Chief Engineer.

Duplicate—to be sent to the Head Office.

Triplicate—to be retained by issuing engineer for reference.

正本 填送總工程師

二本 填送總會

三本 填發員存查

CHINA INTERNATIONAL FAMINE RELIEF COMMISSION (Committee for) (會分省) 會總災救賑義洋華國中

ENGINEERING MONTHLY REPORT 報月程工

Project 程工 District 區 Section 段 Month 19 民國 年 月 分

日 Date	地 駐 Camp	氣 天 Weather	數 總 No. of Men Empd	數 人 工 到 No. on work	目 數 估 預 程 工 Estimated Total of work	程 工 成 已 Work done to Date	發 收 料 材 Materials received or issued	發 收 具 工 Tools received or issued	值 價 發 工 付 已 Value of Wages paid as per C. W.'s issued to Date
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
計 合 TOTAL									

Abbreviations
縮 寫 明 確

* Material or tools received 收料具, + Material or tools issued out 發料具,
Cn—Cement 洋灰, B—Brick 磚, L—Lime 灰, R—Rtone 石, T—Timber 木, S—Sand 沙,
Sh—Shovel 銬, PP—Pump 抽水機, P—Pick 鎬, Bs—Basket 筐, Pl—Pale 槓, M—Mat 席, C—Coal 煤, K—Kuo 鍋.

Signature _____

具

糧 站 日 記

Date 日期	Pay Advice No. * 家糧項告 並列號	In Cash 現款			支 出 之 部			Issued	
		\$ 銀 元	L. F. 總板頁數	Coppers 銅 元	L. F. 總板頁數	Kind 貨 色	Amount 數 目	L. F. 總板頁數	

* In case of free relief, enter here identifying data re each distribution. 如放義賑, 此行內填明每期放款次數或他項說明, 務使易於稽核為主要。

(Exhibit Page 13—樣本第十三頁)

Form 210 To be entered from record of field receipt issued and Pay Advice, and other requisitions filled.

根據發出收條及核發之家根通告書等件載登

Grain Dump Journal

Received 收入之部

Date 日期	From 來源	Field Receipt No. 收條列號	Kind 貨色	Amount 數量	L. F. 總帳頁數
------------	---------	---------------------------------	---------	--------------	---------------

Form 211—Posting by article from Form 210. 分別貨物種類自格式210轉來

GRAIN DUMP LEDGER 糧 站 總 帳
 Name of Article 貨色

Received 收入之部				Issued 支出之部		
Date 日期	From 來源	Field Rect No. 收條列號	Amount 數量	Date 日期	Pay Advice No.* 家糧通告書列號	Amount 數量

* In case of free relief, enter here identifying data re each distribution. 如放養賑,此行內填明每期放救次數或他項說明,務使易於稽核為要。

Form 209—Posting from Form 208. 自格式208轉來

ISSUE OFFICE LEDGER 支 應 組 總 帳

Name of Article 貨色

Received 收入之部				Issued 支出之部		
Date 日期	From 來源	Field Rect No. 收條列號	Amount 數量	Date 日期	No. of Pay Order or other vouchers* 工資證列號或其他單據	Amount 數量

* See note on Form 209 (Issue Office Ledger), 參看格式209(支應組總帳)之附註說明.

支 應 組 日 記

Date 日期	Pay Order No.* 工資證列號	In Cash 現款				Issued In Kind 物品		
		\$ 銀元	L. F. 總帳頁數	Coppers 銅元	L. F. 總帳頁數	Kind 貨色	Amount 數目	L. F. 總帳頁數

* Give Form No. as well for vouchers other than Pay Orders, as "210/24", etc. "210" is a form number and "24" is the serial number of that form.
除工資證外此欄併填單據格式號數。如 210/24 是，"210" 即格式號數，"24" 乃是單據之列號也。

(Exhibit Page 9—樣本第九頁)

Form 208 To be entered from record of field receipts issued and Pay orders, Equipment Orders, and other requisitions filled. Post by article to Form 209.
根據發出收條,並核發之工資証,工具請單等登記,分別貨物種類轉載入209.

Issue Office Journal

Received 收入之部

Date 日期	From 來源	Field Receipt No. 收條列號	Kind 貨色	Amount 數量	L. F. 總頁數
------------	---------	---------------------------------	---------	--------------	--------------

核 帳 組 分 排 總 帳

Dr.

已發家租通告費數目			Equipment Orders and Other Items		已發工具等雜項
現款	In Kind 物品		Date	Req. No.	
Coppers銅元	Kind 貨色	Amt. 數量	日期	領單列號	Description 說明
					Cost 價值

Form 206 Posting from Form 205. 自格式205轉來

Analysis Of Accounting Office Register By The Gang

Gang No. 排號 _____

Pay Orders Issued 已發工資証數目					Pay Advices Issued				
No. 列號	Date 日期	In Cash 現款		In Kind 物品		No. 列號	Date 日期	On Grain	In Cash
		\$ 銀元	Coppers 銅元	Kind 貨色	Amt. 數量			支發糧站	\$ 銀元

Received, Pay Orders and Pay Advices Issued.

資証及家糧通告書彙記簿

已發工資証數目摘記

Pay Advices for dependents of gangs

已發家糧通告書數目摘記

In Kind 物品		Gang L. F. No.	Date Issued	On Grain Dump No.	In Cash 現款		In Kind 物品		Gang L. F. No.	Dump L. F. No.
Kind	Amount	分排總帳頁數	填發日期	支發糧站	\$ 銀元	Coppers 銅元	Kind	Amount	分排總帳頁數	糧站總帳頁數
貨色	數量						貨色	數量		

Exhibit Page 5—樣本第五頁

Form 205 To be entered from data furnished by Forms 203, 204 and 202 and posted to Forms 206 and 207. 根據收到之格式203,204及202登記. 轉載入格式206及207.

Accounting Office Register Of Work Certificates

核帳組收到驗工証發出工

Wages recommended by the engineers 工程上驗訖應付工資數目							Pay Orders for gangs at job			
Work Certificate No. 驗工証列號	Date Received 收到日期	Gang No. 工班列號	In Cash 現款		In Kind 物品		No. 列號	Date Issued 填發日期	In Cash 現款	
			\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量			\$ 銀元	Coppers 銅元

(Exhibit Page 4—樣本第四頁)

Form 204 Original—to be sent to the Grain Dump in question by the Accounting Office (see rule 56). The Dump to post this or the Duplicate at the Dump, (see rule 58). If not posted, this serves as a part of receipt, (see rule 59).
 Duplicate—to be sent to the Grain Dump in question by the Accounting Office, (see rule 56). The Dump to post this or the Original at the Dump, (see rule 58). If not posted, this serves as a part of receipt, (see rule 59).
 Triplicate—Accounting Office to post this at works, (see rule 60).
 Quadruplicate—to be retained by the Accounting Office for reference.

- 甲聯 核帳組逕送糧站(細則56條)本件或乙聯由糧站公佈(58條)如不用以公佈,本件為發賑收據之一部(59條)
- 乙聯 核帳組逕送糧站(細則56條)本件或甲聯由糧站公佈(58條)如不用以公佈,本件為發賑收據之一部(59條)
- 丙聯 核帳組將此在工公佈(60條)
- 丁聯 核帳組存查



Committee for

Labor Relief Operation

PAY ADVICE, 家糧通告書

No. _____ 號

No. of family ration tickets * 家糧票系列號 *	辨工
	00
	01

To Grain Dump No. _____ 糧站公鑒:

At 糧站所在地名 _____

Please issue to dependents of each member of the Gang indicated, except those of men whose numbers on margin hereof are crossed out, the following ration or its nearest equivalent:

除右面直格內業將人號及賬票號數註各戶外, 本排每一災工之家屬應得本單詳列之賑額希照付可也

* Ascertained by aid of "Gang Register" (Form 186) 翻查工人人名冊(即若式168)填入

Amount in words 計開	Amount in figures 即			
	Cash 現款		Kind 物品	
	\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量
Dollars 銀元				
Coppers 銅元				
catties 斤				
catties 斤				
TOTAL 總計				
× 31=Total for the Gang 以三十一倍之得全排總計				

I certify to the correctness of the above Advice and recommend its payment by your Dump as here detailed 上列數目俱經敝處詳核無誤請照付為荷。

The above amounts are calculated from the recommendation contained in Work Certificate 本件所根據之驗工証係列 No. _____ 號 issued at 自 _____ on 於 _____ 發來。

Date 日期 _____
 _____ at _____
 Accounting Office
 工程處核帳組

Prepared by _____ Checked by _____

Examined by _____ Oked by _____

Order filed by _____ Entered _____ by _____ Folio _____

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Form 215 To be prepared from Form 210 and its auxiliary books.

查格式210及輔助帳簿填

Original—to be sent to the Head Office.

正本 填送總會

Duplicate—to be sent to the Chief Engineer.

二本 填送總工程師

Triplicate—to be retained for reference.

三本 存查

GRAIN DUMP (AT OR No. _____) 糧站期報

Report No. 報單第 _____ 號

Period 時期 from 自 _____ to 至 _____ *

RECEIVED DURING PERIOD 本屆收入數目

Date 日期	From 來源	Field Receipt No. 收條列號	Kind 貨色	Amount 數量

ISSUED DURING PERIOD 本屆發出數目

For Labor Relief 工賑用				For Free Relief 義賑用			
In Cash 現款		In Kind 物品		In Cash 現款		In Kind 物品	
\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量	\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量

BALANCE ON HAND 結存數目

In Cash 現款		In Kind 物品	
\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量

Issued at 自 _____ on 于 _____ by _____ 具報

* Up to end of working days. 扣至該日工作終結時間為止。

Form 203 Original—to be sent to the Issue Office direct by the Accounting Office.
Duplicate—to be retained by the Accounting Office.

正本 核帳組遞送支應組
副本 核帳組存查



Committee for _____
_____ 省分會

Labor Relief Operation
PAY ORDER, 工資証
No. _____ 號

Gang No. 排 _____ 號

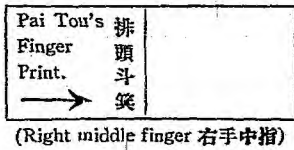
Pai Tou's name 排頭姓名 _____

AMOUNT IN WORDS 計開	Amount in figures 即			
	Cash 現款		Kind 物品	
	\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量
Dollars 銀元				
Coppers 銅元				
_____ catties 斤				
_____ catties 斤				
TOTAL 總計.....				

To the Issue Office at _____ 支應組公鑒:

I certify the above to be correct and recommend its payment on presentation and identification of the Pai Tou, 上
列數目俱經敝處詳核無誤即請照付該排排頭可也。

The above order is issued on recommendation of Work Certificate No. 本件所根據之驗工証係列 _____ 號,
issued at 自 _____ on 于 _____ 發來。



Accounting Office
at _____
工程處核帳組
Date 日期 _____

Prepared by _____ Checked by _____

Examined by _____ Okeid by _____

Order filled by _____ Entered _____ by _____ Folio _____

Form 202 Original—to be sent to the Accounting Office direct by the issuing engineer.

正本 逕由工程師填送核帳組

Duplicate—to be retained by the issuing engineer for reference.

二本 填發員存查



Committee for

Labor Relief Operation

WORK CERTIFICATE, 驗工証

省分會

No. 第 _____ 號

Name of project: 工程名稱 _____ For Gang No. 第 _____ 工排

Pai Tou's Name: 排頭姓名 _____ No. of men in the Gang: 本排工人實數 _____

For work done at 工程所在 _____ From Sta. 自 _____ 概 To Sta. 至 _____ 概

During a period of 工作日數 _____ working days: from 自 _____ to 至 _____ inc.

Kind of work, 工作種類	Unit 單位	Total 全工數量	Done since last report 本屆共成數量

Wages for work done here reported 本屆應給工資項款	Full amount due the entire gang * 本排應得工資數目			
	In Cash 現款		In Kind 物品	
	\$ 銀元	Coppers 銅元	Kind 貨色	Amount 數量
at 每 _____				
at 每 _____				
at 每 _____				
at 每 _____				
at 每 _____				
at 每 _____				
at 每 _____				
TOTAL 總計				

To the Accounting Office at _____ 核帳組公鑒:

I hereby certify to the correctness of the above report and recommend payment as detailed. 上列數目俱經敝處詳核無誤請照付為荷

Pai Tou's 排
Finger 頭
Print. 斗
→ 案

Signed _____ 具
(_____ Engineer, in charge of work concerned 本工工程師或工程員)

(Right middle finger 右手中指)

Issued at 自 _____ on 于 _____ 日 _____ 月 192 _____ 年

Prepared by _____ Checked by _____

Examined by _____ Oked by _____

P. O. No. _____ P. A. No. _____ Date Issued _____ By _____

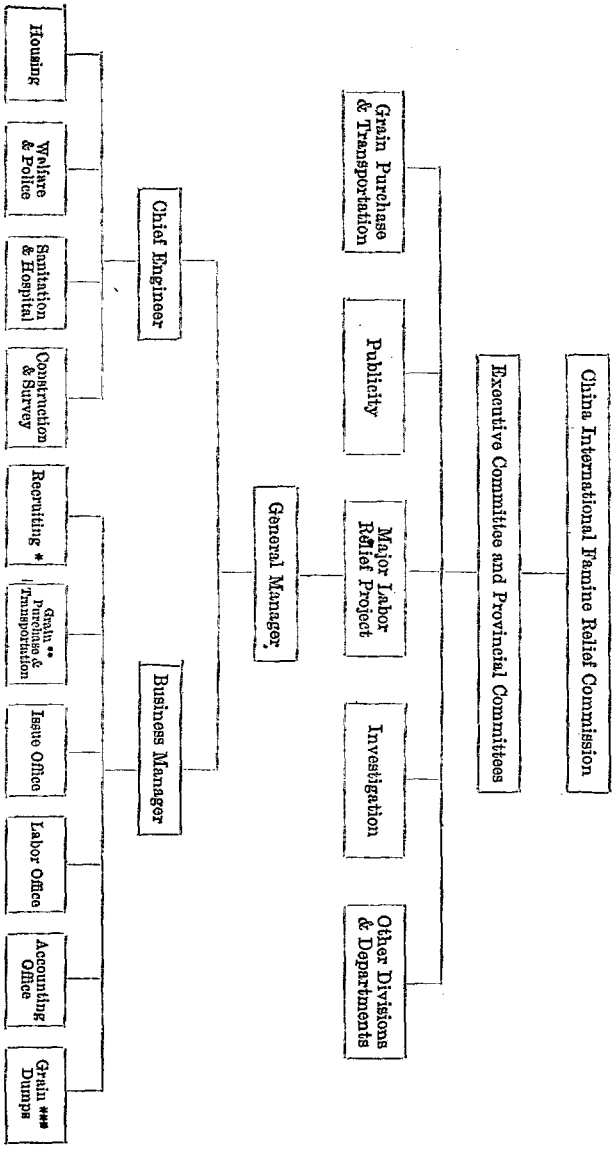
本排全體在本屆報告期內應得總數而本排全體均包括在內
Amount includes entire ration both for this Gang at job and for their dependents at home. Enter here the entire amount due the Gang as a whole for work done here reported.

LIST OF BLANK FORMS (HERE EXHIBITED) USED IN FIELD OPERATION

Form No.	Descriptive Name of Form	To be used by	To be prepared from	Additional copies to	Exhibit Page
15	Notice of Grain Shipment	Grain Purchase Agent	Data	Consignee	23
16	Field Receipt	Grain Dump Issue Office	15 & data	Head Office by Agt. Head Office by mail	22
17	Grain Purchasing Agents' Daily Report	Grain Purchase Agent	Data	Head Office	26
185	Roll Book	Engineer	186	—	25
186	Gang Register	1st copy prepared by recruiter. Additional copies by general office of the Works.	218	Head Office, * Engineer, Accounting Office, Grain Dump, Labor Office.	24
202	Work Certificate	Engineer	Inv.	Accounting Office.	1
203	Pay Order	Accounting Office	202	Issue Office	2
204	Pay Advice	Accounting Office	202	2 to Grain Dump, 1 Post at job	4
205	Accounting Office Register	Accounting Office	202, 203, 204	—	5-6
206	Analysis of Accounting Office Register by Gangs	Accounting Office	205, 210	—	7-8
207	Analysis of Accounting Office Register by Dumps	Accounting Office	205	—	21
208	Issue Office Journal	Issue Office	16, 203 etc.	—	9-10
209	Issue Office Ledger	Issue Office	208	—	11
210	Grain Dump Journal	Grain Dump	16, 204, 178	—	13-14
211	Grain Dump Ledger	Grain Dump	210	—	12
212	Engineer's Periodical Report	Chief Engineer	216, 217	Head Office	19
213	Issue Office Periodical Report	Issue Office	208, 209	Head Office, Chief Engineer	17
214	Accounting Office Periodical Report	Accounting Office	205, 206	Head Office, Chief Engineer	18
215	Grain Dump Periodical Report	Grain Dump	210, 211	Head Office, Chief Engineer	3
216	Monthly Report & Field memo.	Engineer	Various sources	Head Office, Chief Engineer.	15
217	Summary of Work Certificates	Engineer	202	Chief Engineer, Head Office.	16
218	Labor Recruits Card	Recruiters	168	—	19
219	Equipment Requisition	Labor Office	—	Accounting Office, Issue Office via Office Accounting.	20

*By "Head Office" is meant the chief office of the operation. It does not necessarily mean the Commission's office at Peking.

CHART SHOWING ORGANIZATION OF A MAJOR LABOR RELIEF OPERATION



*May be incorporated in the Labor Office.

**May not be established outside of the Grain Purchase and Transportation Division under the operating Committee.

***Only in so far as it effect the payment of wages to the dependents of relief laborers.

**DEFINITIONS, INITIALS AND EQUIVALENTS IN CHINESE OF A FEW MORE
IMPORTANT TERMS USED IN FIELD OPERATIONS**

- Accounting Office (A. O. C.) 工程處核帳組—The accounting department at works (Labor Relief)
- Condition Report (C. R.) 災情報告—A general report on damage done by a catastrophe and its effect on the people.
- Dependents' Ration (D. B.) 家糧 (工服用)—One installment of relief, in cash or in kind, issued to the dependents of laborers at work.
- Gang (Gg) 工排—A group of 31 laborers, one of whom is the Paj Tou.
- Gang No..... (G. No.....) 排號—The serial number for each gang.
- Grain Dump (G. D.) 糧站—A temporary station established to store and distribute grain or other relief articles. Name to be prefixed by name of place, or by a number.
- House to House Investigation (H. H. I.) 查戶—A systematic inquiry to be made before distribution of relief tickets, to estimate the degree of need in every home in the effected area, with a view to selection.
- Individual No. (I. No.) 人號—The serial number for each laborer in a gang.
- Issue Office (I. O. C.) 工程處支應組—The cashier's department or supply department at works.
- Labor Office (L. O. C.) 工程處編工組—The office of the registrar at the works, where the labor recruits report and the gangs are dealt with.
- Labor relief (L. R.) 工賑
- Office (.....O. C.)組—A sub-division of "Works", for instance, Accounting Office, Issue Office.
- Pay Advice (P. A.) 家糧通告書—The authorization issued by the Accounting Office to the Grain Dump to pay dependents of laborers.
- Pay Order (P. O.) 工資證—The authorization issued by the Accounting Office to the Issue Office to pay a gang.
- Ration 口額—One installment of relief, either in cash or in kind, for one person.
- Relief Laborer (R. L.) 災工—A refuge who is recruited from an affected area to do manual work at an engineering undertaking for which he and his family receive relief at intervals.
- Relief Ticket (R. T.) 賑票—A certificate entitling its holder to draw relief in cash or in kind.
- Survey Party No..... (S. P.....) 第..... 測量隊
- Work Certificate (C. W.) 驗工證—The engineers' statement of amount of work done by each gang during the period covered, and recommendation for the payment of wages.
- Works W.工程處
(Name of Project) (Initials of name of project) (工程名稱)

107. Recruiters should so arrange their work as to avoid as much as possible the necessity of the application of 104-G.

108. Recruiters should as far as possible, complete and return the Gang Register prepared in 100, by the safest and quickest means of convey, to the office of the works whence they are sent, to enable the office to make additional copies of the Gang register.

109. If it is impractical for the recruiters to complete the Gang Register in the field, return the incomplete Gang Register as prepared in 100 *together with* the corresponding lists (form 168).

EQUIPMENT ISSUED TO GANGS

121. Requisitions for all equipment needed by the Gang are issued in triplicate to the Pai Ton by the Labor Office, (Form 219)

122. One copy is to be retained by the Labor Office.

123. Two copies are sent to the Accounting Office by the applying Pai Ton.

124. The Accounting Office keeps one copy and sends the other copy to the Issue Office by the Pai Ton, *after stamping it*.

125. The Issue Office issues the requisitioned equipment on presentation of the *stamped* copy.

BUYING EQUIPMENT FROM LABORERS

131. The purchase will be made by the Accounting Office.

132. For this purpose, the Accounting Office will send a delegate with cash to the Issue Office.

133. This delegate buys at assessed value such equipment as the men have brought to the works.

134. All equipment thus purchased will remain in the custody of the Accounting Office till the end of the day.

135. At the end of the day, the delegate from the Accounting Office turns over all his day's purchases to the Issue Office for which the Issue Office signs a field receipt.

136. The delegate reports to the Accounting Office with this receipt and the balance of cash that still remains in his hands. The cost of equipment bought and turned over for the day and the balance in hand should be the original amount of cash with which he started.

INDIVIDUAL RECEIPTS FOR RATIONS DISTRIBUTED

81. The Issue Office at the works and the Grain Dumps in the villages are responsible to obtain proper receipts for the rations distributed by them.
82. In the case of free relief, the finger prints are secured on the back of relief ticket (Form 169 or 170) and in the corresponding spaces in Form 178. (see rule 59).
83. In the case of labor relief, the Issue Office obtains receipt by getting the Pai Tou's finger print in corresponding spaces in Form 178. Use Form 170 in the following manner:
- Enter Gang number in the first right-hand column, marked "No.". Information concerning the Pai Tou should be filled in the columns marked "Name" and "Village". Leave the fourth right-hand column blank and enter the number of Pay Order in column marked "Amount".
84. The Pay Order and the book of Form 178 showing these finger prints constitute the receipts for rations drawn on the Issue Office.
85. The Grain Dumps when distributing rations to laborers' dependents, obtain receipts precisely as in the case of free relief. (see rule 59).

PROCEDURE FOR THE RECRUITERS

91. Before entering the village from which to recruit, the checked lists (Form 168) resulting from a house to house investigation are carefully examined and graded. The most needy families are selected.
92. Make out recruit cards (Form 218) and relief tickets (either form 169 or 170 to be predetermined) from these selected lists, with as much needed information as the lists so selected happen to contain.
93. Go to the village and distribute the cards and tickets to persons concerned after completing them with any information still lacking, and securing the finger prints on the cards.
94. The new recruits should be gathered at a designated place. They should bring their recruit cards. Their families can stay at home.
95. When the distribution of cards and tickets within one village is completed, go back to the place where the new recruits are waiting. Separate them into groups of 31.
96. Tell those who are left over from this grouping by 31, to stand aside and treat them as detailed in 104-6 below.
97. Assign to each group of 31 a gang number, from the block of numbers assigned by the chief recruiter. (see rule 42).
98. Get the 31 men to name their leader, the Pai Tou.
99. Enter Pai Tou's name on Form 180 and secure his finger print (right middle) in space provided in that form.
100. Prepare Gang Register by entering names and ticket (family ration) numbers in Form 186.
101. Enter in recruit card, the Gang number and individual number now ascertained (Spaces 10 and 11 in Form 218).
102. When all are thus organized, give the gangs any information necessary for them to know, including when and where to report.
103. Let them go and proceed to the next village.
104. Those new recruits whose number does not make up a gang, should be dealt with by one of the following ways:
105. If number is above 25, issue additional cards and tickets to make up a gang to those whose records show sufficient need to merit relief.
106. If number is less than 25, tell them to go to the next village with the recruiters and be incorporated in the first gang to be organized there.

HOW FAMINE LABORERS AND THEIR DEPENDENTS GET PAID

51. The payment of the famine laborers and their dependents is on a piece work basis, the gang being the unit dealt with.
52. Every ten days the engineer issues a "Work Certificate" indicating the amount of work done by each gang during the period, and amount of pay (in grain or in cash as the case may be) each gang is entitled to for that period. One is issued for each gang.
53. This said Work Certificate is sent to the Accounting Office at the job.
54. The Accounting Office then issues a "Pay Order" on the Issue Office. One Pay Order is issued for each gang in accordance with Engineer's Work Certificate. The leader of the gang concerned obtains the grain (or cash) to which his entire gang is entitled, from the Issue Office, on presentation of this Pay Order.
55. The Accounting Office also issues, as recommended by the Work Certificate, a "Pay Advice" on the grain dumps in the villages. One "Advice" is issued for each gang and is to be made in four copies, marked respectively, O, D, T, and Q.
56. Copies O and D are to be sent to the Grain Dump in question, by two different messengers, one of whom can be the regular post man if the village concerned is served by the postal system.
57. The Grain Dump issues the family rations (i.e. to the dependents of laborers) according to the copy of the Pay Advice received. Each family draws the issue at stated intervals on presentation of the relief ticket issued to each family (in this case, for purpose of identification). The amount of grain drawn by each family is that stated in the advice.
58. The Grain Dump should post one of the two copies of the Pay Advice at a conspicuous place before, or soon after, the distribution.
59. The receipt by each family of the grain (or cash as the case may be) shall be witnessed by the finger prints on the back of the relief ticket (Form 163 or 170) and in the corresponding spaces on the "List of Relief Tickets Issued" (Form 178). Together with the copies (preferably Copy O) of Pay Advice for each gang for each period, this list serves as an official receipt for every ration and is to be passed upon by the auditors.
60. Copy T of the "Pay Advice" is to be posted at a conspicuous place at the job.
61. Copy Q of the "Pay Advice" is to be retained for reference by the Accounting Office at the job.

GRAIN PURCHASE, DISTRIBUTION AND ACCOUNTS

71. A central Grain Purchase Division will be organized.
72. In conjunction with labor relief the Grain Dumps will be controlled by the manager of the labor project. The report forms which have been specified by the Auditors will be used—same being provided by the Head Office of the Commission.
73. Those in charge of these centers should spend a few days in training to get familiar with the forms and routine before assuming their duties in the field.
74. In order that the accounting may be uniform and all exigencies met as they arise, a trained accountant must be engaged to assume full responsibility.
75. Grain will be received and distributed by weight. Unless otherwise stated, the unit of weight is a catty, *Ku Ping*. (*chin* 斤).
76. Table of equivalent weights is as follows:

1 catty or chin=0.6 Kilogram=1.32 lbs.
 1 ton=2240 lbs=1016 Kgs or 1702.5 catties.

ORDER OF FIELD WORK TO BE UNDERTAKEN

31. When house-to-house data is at hand proceed with the pre-arranged program in the following order:

32. Step I. Recruit men for major engineering project, if work is ready to start. (for details, see rules 91 et seq.)

33. Step II. Send staff to look into the needs of the weak, unfit, sick and pregnant women of the advanced stage. Give them relief tickets and let them draw free relief.

34. After step II is completed, start factories of some kind (such as sewing, weaving, etc.) for the women and famine schools for the children under labor age.

35. Step III. Recruit women able to work and children under labor age and fill the factories and schools with them.

36. Step IV. While Steps II and III are going on, if labor is not recruited from this district, plan small local improvement projects such as, street leveling, ditch construction, well digging, small road building projects, etc. and utilize able bodied men.

37. If no large labor relief, Step II should be the starting point, then followed by Steps III and IV.

38. Steps II, III, and IV should not be taken up in villages from which laborers have been recruited. Homes in these villages which merit free relief, such as those having no able bodied men to be sent to the engineering works, should be carefully discovered soon after recruiting and be given relief tickets. In these cases, apply Step II. Apply Step III only when necessary and possible.

HANDLING THE LABOR FOR MAJOR PROJECTS

41. After labor has been recruited the men should be grouped in gangs of 31. They will elect their own leader or "Pai Tou" when so grouped. All the members of a gang (31 in number) should be from the same village, if possible.

42. The gang shall be numbered serially and each member of the gang shall be given a number composed of the gang number and one individual number from 0 to 30, 0 being the Pai Tou's individual number. In order to avoid confusion, the gang numbers should start with 40 and are to be assigned only by the recruiters who obtain blocks of numbers from the chief recruiter. Thus, No. 44/00 is the number for the leader of the 44th Gang and No. 76/23 is the number for the 23rd member of the 76th Gang, etc. (see rule 47).

43. The accounting shall be done by gangs and at the end of each 10 days the engineers will certify the amount of work done by each gang and a "Work Certificate" shall be given it, which shall entitle its members to draw grain or money. 1/3 of the total shall be paid by the Accounting Office on the job and 2/3 shall be issued to the dependents of the gang at the grain dumps near their home villages.

44. Under special circumstances an advance of grain or cash may be given the workmen on their departure for the job, but they must be kept track of to make sure that they report.

PROCEDURE FOR HOUSE-TO-HOUSE INVESTIGATION

1. Prepare from information and statistics on hand two lists of Hsiens: (1) worst affected and (2) less badly affected.
2. Write each magistrate of the worst affected Hsiens to do the following specific things:
 - A. Prepare two lists: (1) of names of worst affected villages and (2) of names of less badly affected villages,
 - B. Call a meeting of local missionary representatives, leaders of local merchants, local leaders of other pursuits who know conditions among the villages.
 - C. Present the two lists to the aforesaid meeting and secure their approval on them. When accepted, these leaders should certify their correctness by affixing their names to them.
 - D. Induce the village elders named in the first list to prepare two lists: (1) of homes needing immediate relief (Class 1, below) and (2) of homes poor but not yet in destitute state (Class 5, below).
 - E. Collect these lists and send them as soon as possible to China International Famine Relief Commission in Peking or the office of a provincial committee handling the work.
 - F. Induce the elders of villages named in the second list to prepare list of homes needing immediate relief (Class 3).
 - G. Collect these lists and send them as stated in 2-E above.
3. Repeat "2" in the case of less badly affected Hsiens. The whole procedure summarized is:
 - A. Obtain two lists of villages from magistrates.
 - B. Call a representative meeting.
 - C. Get the local approval of the lists.
 - D. Get elders of worst affected villages to prepare a list of worst families (Class 2).
 - E. Collect the lists and send them as stated in 2-E above.
 - F. Get the elders of less badly affected villages to prepare lists of worst families (Class 4).
 - G. Collect these lists and send them as stated in 2-E above.
4. Upon receipt of the lists mentioned under 2-D, 2-F, 3-D, and 3-F, copy the names onto Form 168 and start the house-to-house investigation as described in Chapter IV of the "Hand book for Relief Workers", (advance edition, 1924).

ORDER OF ISSUING RELIEF

21. *As to families* work or relief tickets should be issued in the following order:
 - Class 1—Worst families in worst village of a worst Hsien.
 - Class 2—Worst families in worst village of a less bad Hsien.
 - Class 3—Worst families in less bad village of a worst Hsien.
 - Class 4—Worst families in less bad village of a less bad Hsien.
 - Class 5—Less bad families in a worst village of a worst Hsien.
 - Class 6—Less bad families in a worst village of a less bad Hsien.
 - Class 7—Less bad families in less bad village of a worst Hsien.
 - Class 8—Less bad families in less bad village in a less bad Hsien.
22. *As to members of a family*, in case of free relief preference should be given by the following order:
 - Grade 1. Disabled, aged, sick and pregnant women.
 - Grade 2. Women and Children.
 - Grade 3. Able bodied men.
23. The chief of operation should determine, before he sends out distributing parties, the extent of relief to be given or the number of men to be employed.
24. Grades proceed classes. Thus Grade 1 of first four classes should be served before Grade 2 of Class 1 can be admitted. When all of Grade 2 are enlisted then look after Grade 3 for all classes, unless they are taken care of by labor recruiting.
25. Probably with even reasonably large resources, only the first four classes can be served. The less bad families should be helped only when Grades 1 and 2 of the first four classes are fully taken care of.

CHINA

INTERNATIONAL FAMINE RELIEF COMMISSION

Functions: (1) To handle relief measures in time of famines due to natural causes and (2) to promote ways and means to prevent future famines.

Head Office: 6 Ts'ai Ch'ang Hutung, East City, Peking.

Telegraph Address: "Famrel" or "2495".

Code: Bentley's.

Telephone: 3284 and 4404, East.

Provincial Committees: Chihli, Shanghai, Shantung, Honan, Hupeh, Szechu, Hunan, Shensi, Kiangsi and Metropolitan Area.

Standing Sub-Committees Organized: On Relief Projects; on Credit and Economic Improvement; on Publicity; on Famine Investigation and Relief; on Forestation; on Colonization; on Constitutions; Technical Board.

Executive Body: One Executive Committee, consisting of Chinese and foreigners in equal numbers, elected annually by and among representatives from the Provincial Committees.

Executive Committee: J. E. Baker, J. H. Berrayer, S. H. Chuan, G. D. Gray, (W. E. Southcott, acting) J. C. Harlow, M. T. Liang, W. H. Mallory, Tsai Ting Kan, Teeng Wu 'cho, W. C. White (E. L. Hall, acting), W. W. Yen.

Officers: M. T. Liang, *Chairman*.

Dr. G. Douglas Gray, (W. E. Southcott, acting) *Vice Chairman*.

Admiral Tsai Ting Kan } *Treasurers*
J. E. Baker

W. H. Mallory, *Executive Secretary*.

Y. S. Djang, *Associate Executive Secretary*.

Auditors: Messrs. Thomson & Co. **Engineer Representative:** O. J. Todd. **Accountant:** G. Halsall.

PUBLICATIONS

- Series A. No.**
- 1—Annual Report 1922.
 - 2—浙災急募賑款大會報告書
 - 3—民國十一年度賑務報告書
 - 4—Report on the Earthquake Disaster in Japan by S. W. Lao. (*In both Chinese and English*).
 - 5—Annual Report 1923.
 - 6—民國十二年度賑務報告書
 - 7—Engineering Accomplishments, 1921-23.
 - 8—華洋賑團工賑成績概要
 - 9—Hand Book for Relief Workers. (*Advance edition, 1924*).
 - 10—賑務指南 (初本)
 - 11—Field Practice Rules, with samples of blank forms. (*In both Chinese and English*).
- Series B. No.**
- 1—A Synopsis of the program that is before the China International Famine Relief Commission. (*In both Chinese and English*).
 - 2—Position with reference to claim upon proposed Customs Increase. (*Out of print*).
 - 3—History, Organization & Policy.
 - 4—Same as Series B, No. 1 above, but issued for distribution abroad.
 - 5—農村信用合作社是什麼
 - 6—中國華洋賑災總會之大概
 - 7—農村信用合作社空白章程 (50 cents).
 - 8—Model Constitution for Rural Co-operative Credit, Savings and Marketing Societies. (20 cents).
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