

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 907, 22nd December 1911.

University of Madras

Communicating to the Syndicate of the — the report on the audit of accounts of the University Library for the year ending 31st March 1911.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O. No. 907, 22nd December 1911.

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Communicating to the Syndicate of the — the report on the audit of accounts of the University Library for the year ending 31st March 1911.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper :—

Report on the audit of the accounts of the Madras University Library for the year ended the 31st of March 1911 by the Officiating Chief Superintendent in charge of Outside Audits, Accountant-General's Office.

I have the honour to report that the accounts of the Madras University Library for the year ended the 31st March 1911 have been audited and found correct.

2. The usual statements are appended.

3. Referring to statements A and B, it will be seen from the foot-note thereof that there were on the 31st March 1911 differences amounting to Rs. 266-8-7 between the office accounts and the Bank Pass books, similar to those referred to in the last audit report, due to the mixing up of the Capital and Revenue expenditure. Of this, Rs. 16-10-7 has since been adjusted in October 1911. It will be well if the balance of Rs. 249-14-0 be also adjusted as early as possible.

4. According to my statement C, the balance available on the 31st March 1911 credited to the Revenue account is Rs. 84-9-4, whereas only Rs. 9-4 was transferred to the Revenue account in June 1911. This is due to the pay for March 1911, viz., Rs. 84 having been erroneously taken as a charge falling within the year 1910-11 though it ought to be charged against the budget grant of 1911-12.

5. The following points were noticed in the course of audit :—

(a) *Voucher No. 102, dated 25th April 1910.*—The pay of the temporary establishment for April, May and June 1910 were drawn in advance, the reason alleged being that the convener, one of the signatories to the cheque, went on leave during the period. It is objectionable to draw pay before it becomes due by being actually earned. In special circumstances of the kind in question, the sanction of the syndicate may be obtained to dispense with the convener's signature, and the same may be communicated to the Bank which may be asked to temporarily cash cheques signed by the Registrar only; or one of the remaining members of the Library Committee may be appointed as a temporary convener and authorised to sign cheques.

(b) *Cheque No. 010025, dated 9th December 1910.*—Corrections in the counterfoil should also be attested by those that sign the cheque.

6. The balance of Rs. 48-2-0 referred to in paragraph 10 of the last year's report, has since been adjusted.

7. The balance under the Revenue account on the 1st April 1911 with the Bank of Madras was Rs. 8,225-6-2, and it rose in September 1911 to about Rs. 13,500. If this large balance is not required for immediate use, I would suggest that a reasonable portion of it may be temporarily invested in Government securities, as in the case of the funds of the Capital account.

V. NAMBERUMAL,
Offg. Chief Superintendent in charge
of Outside Audits.

ENCLOSURES.

A

STATEMENT of the Madras University Library Capital account for the year ending 31st March 1911.

Receipts.	Promissory- notes received.	Promissory- notes sold.	Cash receipts.	Cash expenditure.
	RS.	RS.	RS. A. P.	RS. A. P.
With the Bank .. { Opening balance in promissory- notes.	75,100	..	..	..
Do. in cash	..	..	2,557 9 2	..
Sale of promissory-notes	..	5,000	4,831 15 2	..
Interest on Government paper	..	..	2,534 10 6	..
Miscellaneous receipts	..	..	7 3 0	..
Purchase of books, etc.	..	..	..	9,711 14 4
Total	75,100	5,000	10,021 5 10	9,711 14 4
With the Bank .. { Balance in promissory-notes	70,100	..	..	..
Do. in cash	..	..	* 319 7 6	..

B

STATEMENT of the Madras University Library Revenue account for the year ending 31st March 1911.

Receipts.	Amount.	Expenditure.	Amount.
	RS. A. P.		RS. A. P.
Opening balance with the Bank	2,536 1 11	Purchase of current periodicals, etc. ..	5,411 11 9
Permanent advance with the Chairman ..	50 0 0	Permanent advance with the Chairman ..	50 0 0
University grant to the Library towards the purchase of books, etc., at Rs. 5,550 for 1909-10 and 1910-11	11,100 0 0	Total	5,461 11 9
Miscellaneous receipts	1 0 0	Balance with the Bank	* 8,225 6 2
Total	13,687 1 11	Total	13,687 1 11

The totals of the balances agree; but the difference in the details is made up of two items, viz., Rs. 249-14-0 and Rs. 16-10-7. Rs. 249-14-0—side remark in the last year's report embodied in G.O. No. 91, Educational, dated 9th February 1911 (Foot-note to Statement B). Rs. 16-10-7 adjusted in October 1911.

C

STATEMENT of the Madras University Library Establishment charges for the year ending 31st March 1911.

Receipts.	Amount.	Expenditure.	Amount.
	RS.		RS. A. P.
University grant to the Library office at Rs. 1,000 for 1909-10 and 1910-11 ..	2,000	Debit balance in the previous year ..	910 14 10
Total	2,000	Establishment charges for 1910-11 ..	1,004 7 10
		Total	1,915 6 8
		Balance to be credited to Revenue accounts	84 9 4
		Total	2,000 0 0

D

SUMMARY of expenditure for the year 1910-11.

	Establishment account.	Revenue account.	Capital account.
	Rs. A. P.	Rs. A. P.	Rs. A. P.
Establishment charges	1,004 7 10	..	..
Temporary charges	..	..	423 5 9
Purchase of books and old periodicals	..	..	8,809 4 7
Purchase of current periodicals	..	5,000 6 8	..
Other charges	..	321 5 1	979 4 0
Total	1,004 7 10	5,411 11 9	9,711 14 4
Grand Total	..	16,128 1 11	..

No. O. A. 9-15081.

Forwarded to the Secretary to Government, Educational Department.

A. NEWMARCH,
Accountant-General.

Order—No. 907, Educational, dated 22nd December 1911.

The report will be communicated to the Syndicate of the Madras University whose attention will be drawn to the suggestions of the auditor in paragraphs 5 and 7 of the report.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Registrar, Madras University.
" Accountant-General.

~~PLAGUE~~

[Pl. 33.]
1,200-10-1-11

Educational
~~LOCAL AND MUNICIPAL~~ DEPARTMENT

Papers to be read in Proceedings :—

Again G.O., No.	, dated	19
Again G.O., No.	, dated	19
Current No. 3147	of 1911, dated	, from the Ag. no. 247-15081
" "	" 19, "	" "
" "	" 19, "	" "

ORDER. No 907 of 22. 12. 11
P.S.

The report will be communicated to the Syndicate of the Madras University whose attention will be drawn to the suggestions B
21-12-11 of the Auditor in paras 5 & 7 of the report.

Re
21.12.11.

Note. no remarks seem to be called
for.
78.
21-12-11

J

The Registrar in

12/1/12

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 707, dated 22-12-1901

Number of MS. pages sent { Correspondence including order or orders
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(b)
Notes

Docket: University of Madras.
Communication to the Press.
The account of the University of Madras for the year ending 31st March 1901.

Number (c) of copies required when struck off (not including copies for columns and editors' table which are retained in the Press).

FOR RECORD.*			
Madras Records	...	...	30
Ooty Records	...	...	3
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(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or reference concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

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(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

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(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

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(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

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L.T.O.

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.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

Press.

Please send 3 signature copies of the fo. ~~report~~ as soon as possible

SAR
3-1-1912

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