

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 842, 23rd June 1917

University Library

Communicating, with remarks, to the Syndicate of the Madras University the report on the audit of the accounts of the Madras — for 1916-17.

INDEXED

ORIGINAL

Government of Madras

HOME DEPARTMENT (EDUCATION).

G.O. No. 842, 23rd June 1917

University Library

Communicating, with remarks, to the Syndicate of the Madras University the report on the audit of the accounts of the Madras — for 1916-17.

READ—the following paper :—

Report on the audit of the accounts of the Madras University Library for the year 1916-17 by the Chief Superintendent in charge of Outside Audits, Accountant-General's office, Madras.

The accounts of the Madras University Library for the year 1916-17 have been audited. The minor defects noticed in the accounts have been pointed out from time to time to the Registrar of the University for rectification.

2. The usual statements are appended.

3. The balances shown in the cash books agree with those worked out in the bank pass books and the stock of securities on the 31st March 1917 in safe custody with the Bank of Madras have also been acknowledged by the bank.

4. All charges during the year were debited finally to the revenue account with the exception of a sum of Rs. 198 on account of temporary establishment charges which was debited to the capital account at the end of the year.

5. All the books purchased in the year were traced into the register of books acquired and the periodicals supplied in 1916 have also been traced into the register of periodicals. A sum of £100 advanced to Messrs. Henry Southeran & Co., London, for periodicals supplied to the University Library in 1917 remains, however, to be accounted for.

6. As regards the register of books purchased, it is observed that a fresh serial number commencing from 1 is given for all the books purchased in a year instead of the numbers being continued year after year. Thus the register does not show in one view the total number of books in stock on a particular date; nor does it show their total value. This defect should be remedied as the register is really a stock book.

7. No stock was taken during the year under report; the last verification was made during the summer vacation of 1915.

N. SETURAMA AYYAR,
Chief Superintendent in charge of Outside Audits.

ENCLOSURES

(1)

A.—Statement of the Madras University Library capital account for the year ending the 31st March 1917.

Particulars.	Promissory notes received.	Promissory notes sold.	Cash receipts.	Cash expenditure.
	RS.		RS. A. P.	RS. A. P.
Opening balance in promissory notes with the bank ..	19,400	..	..	..
Opening balance in cash with the bank ..	..	..	72 15 0	..
Interest on Government promissory notes (5½) ..	..	..	677 5 0	..
Temporary establishment (by adjustment) ..	..	..	..	198 0 0
Total ..	19,400	..	750 4 0	198 0 0
Balance in promissory notes with the bank ..	19,400	..	..	..
Balance in cash with the bank ..	..	..	562 4 0	..

(2)

B.—Statement of the Madras University Library revenue account for the year ending the 31st March 1917.

Particulars.	Promissory notes received.	Promissory notes sold.	Cash receipts.	Cash expenditure.
	RS.		RS. A. P.	RS. A. P.
Opening balance in promissory notes with the bank ..	42,800	..	56 0 8	..
Do. in cash with the bank ..	..	..	50 0 0	..
Do. in permanent advance with the Chairman ..	..	..	5,650 0 0	..
University grant to the library towards the cost of books, stock-taking, etc., for 1916-17. ..	..	..	1,493 13 0	..
Interest on Government promissory notes (net) ..	..	..	34 9 6	..
Miscellaneous receipts ..	..	..	..	198 0 0
Temporary establishment (relating to the capital account adjusted at the end of the year). ..	..	..	..	1,619 14 8
Purchase of books ..	..	..	..	2,608 8 7
Purchase of periodicals including advance of £100 to Messrs. Henry Southern & Co. ..	..	..	..	890 9 6
Binding charges ..	..	..	..	247 1 0
Stationery charges ..	..	..	..	542 10 7
Printing charges ..	..	..	..	150 0 0
Remuneration (for preparing catalogues) ..	..	..	..	160 12 0
Miscellaneous charges ..	..	..	..	268 0 0
Amount adjusted from the capital account ..	..	..	..	..
Total ..	42,800	..	7,284 7 2	6,214 8 4
Balance in promissory notes with the bank ..	42,800	..	..	..
Do. in cash with the bank ..	..	..	1,019 14 10	..
Do. in permanent advance with the Chairman ..	..	..	50 0 0	..

(3)

C.—Statement of the Madras University Library establishment charges for the year ending the 31st March 1917.

Particulars.	Receipts.	Charges.
	RS. A. P.	RS. A. P.
Opening balance ..	289 0 8	..
University grant to the Library office for 1916-17 ..	1,000 0 0	..
University additional grants to the Library office for 1916-17—		
(1) ..	450	..
(2) ..	90	..
(3) ..	198	..
Establishment charges ..	738 0 0	1,670 5 0
Total ..	2,027 0 8	1,670 5 0
Balance ..	356 11 8	..

(4)

D.—Summary of expenditure for the year 1916-17.

Particulars.	Establishment account.	Revenue account.	Capital account.
	RS. A. P.	RS. A. P.	RS. A. P.
Establishment charges ..	1,670 5 0	..	..
Remuneration (for preparing catalogue) ..	..	160 0 0	..
Temporary establishment (relating to the capital account adjusted at the end of the year). ..	..	198 0 0	..
Temporary establishment (by adjustment) ..	..	..	198 0 0
Purchase of books ..	..	1,619 14 8	..
Binding, etc., charges ..	..	1,680 5 1	..
Purchase of periodicals ..	..	1,129 7 1	..
Advance to Messrs. Henry Southern & Co. for periodicals to be supplied during 1917. ..	..	1,474 1 6	..
Amount adjusted ..	..	198 0 0	..
Other charges ..	..	160 12 0	..
Total ..	1,670 5 0	6,214 8 4	198 0 0
Grand total ..	..	8,082 13 4	..

No. O.A.G. 4137, dated 14th June 1917.

Forwarded to the Secretary to the Government of Madras, Home (Education) Department.

A. NEWMARCH,
Accountant-General.

Order—No. 842, Home (Education), dated the 23rd June 1917.

The report will be communicated to the Syndicate of the University of Madras, whose attention will be invited to paragraphs 5 and 6 thereof.

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Registrar, University of Madras.

Copy to the Accountant-General.

" the Director of Public Instruction.

URGENT (a).

Scott. II-⁹⁴38-2-15

Home Row DEPARTMENT

Current No., dated..... 191

G.O. No. 842, dated 23 — 6.....191 7

Number of MS. pages sent { (b) Correspondence..... 6
(b¹) Notes..... —

Brief subject... University Lib. (and) access

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	E.T. copies to supply require- ments for purchase by the public.	Complete correspondence and orders.	Note
FOR RECORD.*			
Madras Records	4	20	
Ooty Records		4	
For filing with original		1	
Total ..		25	

FOR ISSUE.†

		For Issue.		(b)	
Letter only.	Complete G.O.	Special issue copies of G.O.		Notes	
		No.	Papers.		
Signature copies.....			3		
India Office.....					
Govt. of India.....	Dept.				
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....					
	Dept.				
Public Dept.....	} Total				
Judicial Dept					
Political					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept..					
				Total ..	

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Total ...			21

INSTRUCTIONS FOR THE
SECRETARIAT.

(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 number 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 number (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 enfolded. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

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

INSTRUCTIONS FOR THE PRESS.

(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 Registrar with a remark to that effect.

(d) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

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

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

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

* Copies distributed on ‡(Press Clerk)

† Copies distributed on March 15 ‡ (Press Despatcher)

† To be initialled and dated

TO PRESS, MADRAS COTY.

A

Please send proof in duplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				