

Government  of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 857, 10th July 1919

University Library

Communicating, with remark, to the Syndicate of the University of Madras the report on the audit of accounts of the — for 1918-19.

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ORIGINAL

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ORIGINAL

# Government of Madras

HOME (EDUCATION) DEPARTMENT

G.O. No. 857, 10th July 1919

## University Library

Communicating, with remark, to the Syndicate of the University of Madras the report on the audit of accounts of the — for 1918-19.

READ—the following paper:—

**Report on the audit of the accounts of the Madras University Library for the year 1918-19 by the Assistant Accounts Officer, in charge of Outside Audits, Accountant-General's office, Madras.**

1. The accounts of the Madras University Library for the year 1918-19 have been audited and found correct.
2. All charges incurred during the year were debited in the first instance to the revenue account from which a sum of Rs. 228 on account of temporary establishment charges was transferred to the capital account at the end of the year.
3. The balances shown in the cash books agree with those worked out in the Bank Pass Books and the securities held on the 31st March 1919 in the safe custody of the Bank of Madras have also been acknowledged.
4. All the books purchased during the year were traced into the register of books acquired and the periodicals supplied in 1918 have also been traced into the register of periodicals.
5. The stock of books and periodicals was last verified by two officers specially appointed by the Syndicate during the summer vacation of 1915. Since then there seems to have been no verification of stock by a responsible officer though in 1917-18 the Assistant Librarian is said to have verified the same. The sum of Rs. 100 contributed annually from the fee fund for the specific purpose of stock-taking would thus appear to have not been utilized for that purpose.
6. The usual statements are appended.

T. K. ACHARYA,  
*Assistant Accounts Officer*  
*(in charge of Outside Audit).*

## ENCLOSURES

A.—Statement of the Madras University Library capital account for the year ending the 31st March 1919.

| 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 .. | 19,460                     | ..                     | ..             | ..                |
| Do. in cash with the Bank ..                         | ..                         | ..                     | 1,031 9 0      | ..                |
| Interest on Government promissory notes (net) ..     | ..                         | ..                     | 677 5 0        | ..                |
| Temporary establishment (by adjustment) ..           | ..                         | ..                     | ..             | 228 0 0           |
| Total ..                                             | 19,460                     | ..                     | 1,708 14 0     | 228 0 0           |
| Balance in promissory notes with the Bank ..         | 19,460                     | ..                     | ..             | ..                |
| Balance in cash with the Bank ..                     | ..                         | ..                     | 1,480 14 0     | ..                |

## B.—Statement of the Madras University Library revenue account for the year ending the 31st March 1919.

| 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                     | ..                     | 3,595 3 5      | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 50 0 0         | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 5,650 0 0      | ..                |
| University grant to the Library towards the cost of books, stock-taking, etc., for 1918-19 .. | ..                         | ..                     | 1,494 1 0      | ..                |
| Interest on Government promissory notes (net) ..                                              | ..                         | ..                     | 78 1 0         | ..                |
| Miscellaneous receipts ..                                                                     | ..                         | ..                     | ..             | 228 0 0           |
| Temporary establishment (relating to the capital account adjusted at the end of the year) ..  | ..                         | ..                     | ..             | 1,287 12 9        |
| Purchase of books ..                                                                          | ..                         | ..                     | ..             | 1,843 9 8         |
| Purchase of periodicals including advance of £100 to Messrs. Henry Southeran & Co. ..         | ..                         | ..                     | ..             | 627 9 9           |
| Binding charges ..                                                                            | ..                         | ..                     | ..             | 143 8 3           |
| Stationary charges ..                                                                         | ..                         | ..                     | ..             | 33 11 3           |
| Printing charges ..                                                                           | ..                         | ..                     | ..             | 149 6 9           |
| Miscellaneous charges ..                                                                      | ..                         | ..                     | ..             | 228 0 0           |
| Amount adjusted from the capital accounts ..                                                  | ..                         | ..                     | ..             | ..                |
| Total ..                                                                                      | 42,800                     | ..                     | 10,868 5 5     | 4,085 4 5         |
| Balance in promissory notes with the Bank ..                                                  | 42,800                     | ..                     | ..             | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 6,783 1 0      | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 50 0 0         | ..                |

## C.—Statement of the Madras University Library establishment charges for the year ending the 31st March 1919.

| Particulars.                                                    | Receipts. | Charges.   |
|-----------------------------------------------------------------|-----------|------------|
| Opening balance ..                                              | 412 5 9   | ..         |
| University grant to the Library office for 1918-19 ..           | 1,000 0 0 | ..         |
| University additional grants to the Library office for 1918-19— |           |            |
| 1 ..                                                            | 450       | ..         |
| 2 ..                                                            | 90        | ..         |
| 3 ..                                                            | 198       | ..         |
| 4 ..                                                            | 120       | ..         |
| Establishment charges ..                                        | 858 0 0   | 1,880 10 7 |
| Total ..                                                        | 2,270 5 9 | 1,880 10 7 |
| Balance ..                                                      | 389 11 2  | ..         |

\* This is in excess of the closing balance of 1917-18 by Rs. 147-8-0 which represents the salary charges for March paid in April 1919, but included wrongly in the last year's account since rectified.

## D.—Summary of expenditure for the year 1918-19.

| Particulars.                                                                          | Establishment account. | Revenue account. | Capital account. |
|---------------------------------------------------------------------------------------|------------------------|------------------|------------------|
|                                                                                       | RS. A. P.              | RS. A. P.        | RS.              |
| Establishment charges ..                                                              | 1,880 10 7             | ..               | ..               |
| Temporary establishment ..                                                            | ..                     | ..               | 228              |
| Purchase of books ..                                                                  | ..                     | 1,287 12 9       | ..               |
| Binding, etc., charges ..                                                             | ..                     | 804 7 3          | ..               |
| Purchase of periodicals ..                                                            | ..                     | 512 9 4          | ..               |
| Advance to Messrs Henry Southeran & Co. for periodicals to be supplied during 1919 .. | ..                     | 1,331 0 4        | ..               |
| Other charges ..                                                                      | ..                     | 149 6 9          | ..               |
| Total ..                                                                              | 1,880 10 7             | 4,085 4 5        | 228              |
| Grand total ..                                                                        | ..                     | 6,193 15 0       | ..               |

No. O.A. 9/6221, dated 27th June 1919.

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

T. K. ACHARYA,  
for Accountant-General.

## Order—No. 857, Home (Education), dated 10th July 1919.

The report is communicated to the Syndicate of the University of Madras whose attention is invited to the remarks of the Accountant-General in paragraph 5 thereof.

(True extract)

R. RAMACHANDRA RAO,  
Secretary to Government.

To the Registrar, University of Madras.

Copy to the Accountant-General.

,, Director of Public Instruction.

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Home DEPARTMENT.

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to the Syndicate of the uni-  
versity of Madras whose  
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remarks of the Chamberlain  
General in favor thereof.

To the Regs. Univ. of Madras  
copy to the Lib. 

- D. P. 9. ✓

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 $\frac{10}{47.19}$

$\frac{98}{877/19}$   
 ✓  
 $\frac{100}{977/19}$

HOME (EDUCATION) DEPARTMENT  
G.O. No. 857, 10th July 1919  
University Library

Communicating, with remark, to the Syndicate of the University of Madras the report on the audit of accounts of the — for 1918-19.

Read—the following paper:—

Report on the audit of the accounts of the Madras University Library for the year 1918-19 by the Assistant Accounts Officer, in charge of Outside Audits, Accountant-General's office, Madras.

1. The accounts of the Madras University Library for the year 1918-19 have been audited and found correct.
2. All charges incurred during the year were debited in the first instance to the revenue account from which a sum of Rs. 228 on account of temporary establishment charges was transferred to the capital account at the end of the year.
3. The balances shown in the cash books agree with those worked out in the Bank Pass Books and the securities held on the 31st March 1919 in the safe custody of the Bank of Madras have also been acknowledged.
4. All the books purchased during the year were traced into the register of books acquired and the periodicals supplied in 1918 have also been traced into the register of periodicals.
5. The stock of books and periodicals was last verified by two officers specially appointed by the Syndicate during the summer vacation of 1915. Since then there seems to have been no verification of stock by a responsible officer though in 1917-18 the Assistant Librarian is said to have verified the same. The sum of Rs. 100 contributed annually from the fee fund for the specific purpose of stock-taking would thus appear to have not been utilized for that purpose.
6. The usual statements are appended.

Assistant Accounts Officer  
(in charge of Outside Audit).

ENCLOSURES

A.—Statement of the Madras University Library capital account for the year ending the 31st March 1919.

| 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                     | ..                     | 1,051 9 0      | ..                |
| Do. in cash with the Bank ..                         | ..                         | ..                     | 677 5 0        | ..                |
| Interest on Government promissory notes (net) ..     | ..                         | ..                     | ..             | 228 0 0           |
| Temporary establishment (by adjustment) ..           | ..                         | ..                     | ..             | ..                |
| Total ..                                             | 19,400                     | ..                     | 1,708 14 0     | 228 0 0           |
| Balance in promissory notes with the Bank ..         | 19,400                     | ..                     | 1,480 14 0     | ..                |
| Balance in cash with the Bank ..                     | ..                         | ..                     | ..             | ..                |



UNIVERSITY LIBRARY  
G.O. No. 857, 10th July 1919  
HOME (EDUCATION) DEPARTMENT

Communication with regard to the accounts of the University of Madras the report on the audit of accounts of the year 1918-19.

1. The accounts of the Madras University Library for the year 1918-19 have been audited and found correct.

2. All charges incurred during the year were debited in the first instance to the revenue account from which a sum of Rs. 228 on account of temporary establishment charges was transferred to the capital account at the end of the year.

3. The balance shown in the cash books with these worked out in the Bank Pass Books and the securities held on the 31st March 1919 in the safe custody of the Bank of Madras have also been acknowledged.

4. All the books purchased during the year were traced into the register of books and the periodicals supplied in 1918 have also been traced into the register of periodicals.

5. The stock of books and periodicals was last verified by two officers specially appointed by the Librarian during the summer vacation of 1918. Since then there seems to have been no verification of stock by a responsible officer though in 1917-18 the Librarian is said to have verified the same. The sum of Rs. 100 contributed annually from the fee fund for the specific purpose of stock-taking would thus appear to have not been utilized for that purpose.

6. The annual statement is appended.

Assistant Librarian  
(in charge of Outside Audit)

Statement of the Madras University Library capital account for the year ending the 31st March 1919.

| Particulars.                                                                                  | Promissory notes received. | Promissory notes sold. | Cash receipts.      | Cash expenditure. |
|-----------------------------------------------------------------------------------------------|----------------------------|------------------------|---------------------|-------------------|
| Opening balance in promissory notes with the Bank ..                                          | Rs. 42,800                 | ..                     | Rs. A. P. 3,596 3 5 | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 50 0 0              | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 5,650 0 0           | ..                |
| University grant to the Library towards the cost of books, stock-taking, etc., for 1918-19 .. | ..                         | ..                     | 1,494 1 0           | ..                |
| Interest on Government promissory notes (net) ..                                              | ..                         | ..                     | 78 1 0              | ..                |
| Miscellaneous receipts ..                                                                     | ..                         | ..                     | ..                  | 228 0 0           |
| Temporary establishment (relating to the capital account adjusted at the end of the year) ..  | ..                         | ..                     | ..                  | 1,287 12 9        |
| Purchase of books ..                                                                          | ..                         | ..                     | ..                  | 1,843 9 8         |
| Purchase of periodicals including advance of £ 100 to Messrs. Henry Southeran & Co. ..        | ..                         | ..                     | ..                  | 627 3 9           |
| Binding charges ..                                                                            | ..                         | ..                     | ..                  | 143 8 3           |
| Stationery charges ..                                                                         | ..                         | ..                     | ..                  | 33 11 3           |
| Printing charges ..                                                                           | ..                         | ..                     | ..                  | 149 6 9           |
| Miscellaneous charges ..                                                                      | ..                         | ..                     | ..                  | 228 0 0           |
| Amount adjusted from the capital accounts ..                                                  | ..                         | ..                     | ..                  | ..                |
| Total ..                                                                                      | 42,800                     | ..                     | 10,868 5 5          | 4,085 4 5         |
| Balance in promissory notes with the Bank ..                                                  | 42,800                     | ..                     | ..                  | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 6,733 1 0           | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 50 0 0              | ..                |

B.—Statement of the Madras University Library revenue account for the year ending the 31st March 1919.

| Particulars.                                                                                  | Promissory notes received. | Promissory notes sold. | Cash receipts.      | Cash expenditure. |
|-----------------------------------------------------------------------------------------------|----------------------------|------------------------|---------------------|-------------------|
| Opening balance in promissory notes with the Bank ..                                          | Rs. 42,800                 | ..                     | Rs. A. P. 3,596 3 5 | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 50 0 0              | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 5,650 0 0           | ..                |
| University grant to the Library towards the cost of books, stock-taking, etc., for 1918-19 .. | ..                         | ..                     | 1,494 1 0           | ..                |
| Interest on Government promissory notes (net) ..                                              | ..                         | ..                     | 78 1 0              | ..                |
| Miscellaneous receipts ..                                                                     | ..                         | ..                     | ..                  | 228 0 0           |
| Temporary establishment (relating to the capital account adjusted at the end of the year) ..  | ..                         | ..                     | ..                  | 1,287 12 9        |
| Purchase of books ..                                                                          | ..                         | ..                     | ..                  | 1,843 9 8         |
| Purchase of periodicals including advance of £ 100 to Messrs. Henry Southeran & Co. ..        | ..                         | ..                     | ..                  | 627 3 9           |
| Binding charges ..                                                                            | ..                         | ..                     | ..                  | 143 8 3           |
| Stationery charges ..                                                                         | ..                         | ..                     | ..                  | 33 11 3           |
| Printing charges ..                                                                           | ..                         | ..                     | ..                  | 149 6 9           |
| Miscellaneous charges ..                                                                      | ..                         | ..                     | ..                  | 228 0 0           |
| Amount adjusted from the capital accounts ..                                                  | ..                         | ..                     | ..                  | ..                |
| Total ..                                                                                      | 42,800                     | ..                     | 10,868 5 5          | 4,085 4 5         |
| Balance in promissory notes with the Bank ..                                                  | 42,800                     | ..                     | ..                  | ..                |
| Do. in cash with the Bank ..                                                                  | ..                         | ..                     | 6,733 1 0           | ..                |
| Do. permanent advance with the chairman ..                                                    | ..                         | ..                     | 50 0 0              | ..                |

C.—Statement of the Madras University Library establishment charges for the year ending the 31st March 1919.

| Particulars.                                                    | Receipts. | Charges.   |
|-----------------------------------------------------------------|-----------|------------|
| Opening balance ..                                              | 412 5 9   | ..         |
| University grant to the Library office for 1918-19 ..           | 1,000 0 0 | ..         |
| University additional grants to the Library office for 1918-19— | ..        | ..         |
| 1 ..                                                            | Rs. 450   | ..         |
| 2 ..                                                            | 90        | ..         |
| 3 ..                                                            | 198       | ..         |
| 4 ..                                                            | 120       | ..         |
| Establishment charges ..                                        | 858 0 0   | 1,880 10 7 |
| Total ..                                                        | 2,270 5 9 | 1,880 10 7 |
| Balance ..                                                      | 389 11 2  | ..         |

\* This is in excess of the closing balance of 1917-18 by Rs. 147-8-0 which represents the salary charges for March paid in April 1919, but included wrongly in the last year's account since rectified.

2270 5 9  
1478 0 0  
389 11 2

43 13  
42 18  
40 8 5

# No. 857, HOME (EDUCATION), 10th JULY 1919

D.—Summary of expenditure for the year 1918-19.

| Particulars.                                                                        | Establishment account. |       | Revenue account. |       | Capital account. |
|-------------------------------------------------------------------------------------|------------------------|-------|------------------|-------|------------------|
|                                                                                     | RS.                    | A. P. | RS.              | A. P. | RS.              |
| Establishment charges ... ..                                                        | 1,880                  | 10 7  | ...              | ...   | ...              |
| Temporary establishment ... ..                                                      | ...                    | ...   | ...              | ...   | 228              |
| Purchase of books ... ..                                                            | ...                    | ...   | 1,287            | 12 9  | ...              |
| Binding, etc., charges ... ..                                                       | ...                    | ...   | 804              | 7 3   | ...              |
| Purchase of periodicals ... ..                                                      | ...                    | ...   | 512              | 9 4   | ...              |
| Advance to Messrs. Henry Southern & Co. for periodicals to be supplied during 1919. | ...                    | ...   | 1,331            | 0 4   | ...              |
| Other charges ... ..                                                                | ...                    | ...   | 149              | 6 9   | ...              |
| Total ...                                                                           | 1,880                  | 10 7  | 4,085            | 4 5   | 228              |
| Grand total ...                                                                     | ...                    | ...   | 6,193            | 15 0  | ...              |

No. O.A. 9/6221, dated 27th June 1919.

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

for Accountant-General.

Order—No. 857, Home (Education), dated 10th July 1919.

The report is communicated to the Syndicate of the University of Madras whose attention is invited to the remarks of the Accountant-General in paragraph 5 thereof.

(True extract)

R. RAMACHANDRA RAO,  
Secretary to Government.

To the Registrar, University of Madras.  
Copy to the Accountant-General.  
" Director of Public Instruction.

T. K. Achary

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228  
6193-151.0.

No. 857, HOME (EDUCATION), 10th JULY 1919  
D.—Summary of expenditure for the year 1918-19.

| Particulars.                                                                        | Establishment account. |       | Revenue account. |       | Capital account. |
|-------------------------------------------------------------------------------------|------------------------|-------|------------------|-------|------------------|
|                                                                                     | RS.                    | A. P. | RS.              | A. P. | RS.              |
| Establishment charges ... ..                                                        | 1,880                  | 10 7  | ...              | ...   | ...              |
| Temporary establishment ... ..                                                      | ...                    | ...   | ...              | ...   | 228              |
| Purchase of books ... ..                                                            | ...                    | ...   | 1,287            | 12 9  | ...              |
| Binding, etc., charges ... ..                                                       | ...                    | ...   | 804              | 7 3   | ...              |
| Purchase of periodicals ... ..                                                      | ...                    | ...   | 512              | 9 4   | ...              |
| Advance to Messrs. Henry Southern & Co. for periodicals to be supplied during 1919. | ...                    | ...   | 1,331            | 0 4   | ...              |
| Other charges ... ..                                                                | ...                    | ...   | 149              | 6 9   | ...              |
| Total ...                                                                           | 1,880                  | 10 7  | 4,085            | 4 5   | 228              |
| Grand total ...                                                                     | ...                    | ...   | 6,193            | 15 0  | ...              |

No. O.A. 9/6221, dated 27th June 1919.

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

for Accountant-General.

Order—No. 857, Home (Education), dated 10th July 1919.

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(True extract)

R. RAMACHANDRA RAO,  
Secretary to Government.

To the Registrar, University of Madras.  
Copy to the Accountant-General.  
" Director of Public Instruction.

T. K. Achary

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ORDINARY.

PREFERENCE.

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DEPARTMENT

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(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<sup>1</sup>) 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.

(b) 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.

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