

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1907.

Enclosures

Spare copies

G.O., No. 281, 10th May 1907.

Security bonds.

Stating that the Government see no reason to dispense with the execution of proper — in the case of the clerks and officials who are entrusted with public money in certain Government colleges and schools.

Legislative (1907) Department.

ORDINARY PRINTED.

G.O., No. 281

DATED

10-5-7

[Despatch Abstract.]

Security bonds

Stating that the first reason to dispense with the execution of proper security bonds in the case of the Clerks and officials in certain first instances who are entrusted with public money

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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Spare copies

G.O., No. 281, 10th May 1907.

Security bonds.

Stating that the Government see no reason to dispense with the execution of proper — in the case of the clerks and officials who are entrusted with public money in certain Government colleges and schools.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 633, Educational, dated 11th November 1897.

II

Letter—from the Hon'ble Mr. T. T. LOGAN, B.A., Acting Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 7th January 1907.

No.—Ref. on Cur. No. 8780 of 1906.

In G.O., No. 633, Educational, dated 11th November 1897, some of the officers of this department were required to furnish cash security of Rs. 250 each in view of the fact that they are entrusted with the charge of cash transactions or of valuable stores; and these officers have furnished the securities in the form of a Post Office Savings Bank Deposit. But they have never been required to execute security bonds hitherto.

2. With reference to G.O., No. 560, Financial, dated 7th September 1906, communicated with endorsement No. 491, Educational, dated 1st October 1906, I have the honour to enquire whether these officers have now to execute security bonds. As the extent of their responsibility is very much less than that of treasurers or shroffs in the Revenue department, I think that the safe-guard now taken in respect to them is sufficient and that the execution of the bonds by them may be dispensed with.

III

Memorandum, No. 48-1, Educational, dated 29th January 1907.

With reference to his letter R.C. No. 8780, dated 7th January 1907, the Director of Public Instruction is requested to state exactly the extent of the responsibility in the matter of cash transactions of the officers of the Educational department referred to.

(By Order.)

C. A. SOUTER,
Asst. Secretary to Government.

To the Director of Public Instruction.

IV

Letter—from the Hon'ble Mr. T. T. LOGAN, B.A., Acting Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 5th April 1907.

No.—Ref. on Cur. No. 8780 of 1906.

I have the honour to furnish in the accompanying statement the information required in Government Memorandum No. 48-1, Educational, dated 29th January 1907, regarding the extent of the responsibility in the matter of cash transactions of certain officers of this department.

2. It will be seen from this statement that except in the case of valuable stock the responsibility of the officers concerned will not generally extend beyond the amount of the cash security now furnished by them if care is taken by the Principals of the several institutions to see (1) that the fee-collections of a day are remitted the same afternoon into the treasury, (2) that the salaries of establishment are disbursed the same day that they are drawn and (3) that what money cannot be so remitted or disbursed is not kept with the clerk but that other arrangements are made for its safe keeping.

ENCLOSURE.

Name of institution.—Presidency College, Madras.

Designation of officer.—Clerk.

Duties involving cash responsibility of which the officer is in charge.—The receipts and disbursements of the college (1) connected with school-fees, (2) salaries of establishment and scholarships, (3) contingent charges; the chief exceptions being the salaries of gazetted officers the endowed scholarships and prizes and the expenditure on Europe stores.

Extent of such responsibility.—The term fees are remitted to the bank in sums of Rs. 1,000 or Rs. 2,000 at a time; but at certain times they are said to accumulate rapidly. During the course of a week from 18th to 24th July 1906 the clerk is reported to have had with him over Rs. 16,000.

(2) Under contingencies the laboratory charges vary much from month to month; the largest sum drawn under this head last term was Rs. 399.

Remarks.—Arrangements may be made for the daily remittance into the Madras Bank of the fee-collections.

Name of institution.—Rajahmundry College.

Designation of officer.—Clerk.

Duties involving cash responsibility of which the officer is in charge.—(1) Contingent charges of the college

(2) The salaries of the establishment.

(3) School-fees.

The clerk is also steward to the college hostel and to the college recreation club. But these form no part of his regular duties.

Extent of such responsibility.—As the Taluk Treasury is in the next building, it is presumed that the day's fee-collections are remitted into it. The salaries of the establishment are disbursed as soon as they are drawn.

Remarks.—Thus the extent of the responsibility is within the cash security furnished.

Name of institution.—Kumbakonam College.

Designation of officer.—Clerk.

Duties involving cash responsibility of which the officer is in charge.—(1) Contingent charges of the college.

(2) The disbursement of the salaries of the establishment.

(3) School-fees.

Extent of such responsibility.—The school-fees are remitted every day into the Taluk Treasury as they are collected and the salaries of the establishment are disbursed as soon as they are drawn.

Remarks.—Thus the extent of the responsibility is within the cash security furnished.

Name of institution.—Teachers' College, Saidapet.

Designation of officer.—Clerk.

Duties involving cash responsibility of which the officer is in charge.—(1) Contingent charges.

(2) The disbursement of the salaries of the establishment.

(3) The disbursement of the stipends of the normal students.

(4) The collection of fees from the normal students and from the pupils of the practising school.

The clerk conducts also the monetary transactions of the college hostel; but it is no part of his regular duties.

Extent of such responsibility.—The daily fee-collections may be remitted every afternoon into the District Treasury and the salaries of the establishment may be required to be paid as soon as they are drawn.

Remarks.—Thus the extent of the responsibility is within the cash security furnished.

Name of institution.—College of Engineering, Madras.

Designation of officer.—Accountant.

Duties involving cash responsibility of which the officer is in charge.—(1) Collection of tuition fees, entrance and final examination fees and recreation club fees.

- (2) Collection of deposits of students.
- (3) Payment of salaries of establishment.
- (4) Collection of fines and miscellaneous.
- (5) Payment of stipends and scholarships.

(6) Maintains the cash book, keeps the cash balance, pays contingent bills, issues imprests to the Superintendent of Military Students and the Workshop Instructor and is responsible for all letters and statements on financial matters.

Extent of such responsibility.—The amount of ready money which the accountant may be said to have at any time is Rs. 4,500. Such an amount is collected twice a year when new admissions of students are made and it is paid into the bank as soon as possible. On such occasions it may be required that the daily collections should be remitted into the Madras Bank the same afternoon. At all other times the amount in his charge is less than the amount of the security he has deposited.

Remarks.—Thus the extent of the responsibility is within the cash security furnished.

Designation of officer.—Librarian.

Duties involving cash responsibility of which the officer is in charge.—He is in charge of valuable stock of instruments, apparatus and books.

Extent of such responsibility.—No cash responsibility now required.

Remarks.—I think Rs. 100 of cash security should be required.

Name of institution.—School of Arts.

Designation of officer.—Head clerk.

Duties involving cash responsibility of which the officer is in charge.—(1) To receive and disburse monthly the pay of establishment and stipends of apprentices.

2. To collect and remit to the treasury fees paid by students.
3. To receive and disburse bi-monthly wages of coolies.
4. To pay bills for materials.

He has with him an imprest of Rs. 500 which the Superintendent says can well be reduced to Rs. 250.

Extent of such responsibility.—(1) Amounts to Rs. 1,200.

2. Averages Rs. 400 monthly.
3. Extends to about Rs. 100.
4. Also extends to Rs. 100.

If the disbursements under No. 1 are made as soon as the bills are drawn the extent of the responsibility will get greatly reduced.

Remarks.—I think Rs. 100 of cash security should be required.

Designation of officer.—Storekeeper.

Duties involving cash responsibility of which the officer is in charge.—To be in charge of stores.

Extent of such responsibility.—The stores never exceed Rs. 1,000 in value. He handles no cash except a small imprest of Rs. 10 for paying petty transaction with regard to the despatch and receipt of parcels.

Remarks.—I think Rs. 100 of cash security should be required.

V

Letter—from W. O. DAVID, Acting Government Solicitor, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 3rd May 1907.
No.—437.

I have the honour to return herewith the file of papers accompanying your reference No. 840-1, dated the 26th ultimo.

2. The orders both of the Government of India and the Local Government on the subject appear to contemplate security bonds being taken from all Government officers entrusted with the charge of public money and I see no reason why the taking of bonds should be dispensed with in the cases of the officers of the Educational department mentioned by the Director of Public Instruction only for the reason that their responsibility is very much less than that of treasurers or shroffs in the Revenue department.

3. Though possibly the Post Office Savings Bank deposits may form an adequate security without taking bonds, the terms of the contract between the parties as to how the depositor is to be dealt with in cases of default would be left undefined in the absence of bonds.

Order—No. 281, Educational, dated 10th May 1907.

The Government see no reason to dispense with the execution of security bonds in the case of the clerks and officials referred to.

2. In the absence of bonds the terms of the contract between the parties as to how the depositor is to be dealt with in cases of default would be left undefined.

(True Extract.)

H. D. TAYLOR,
 Ag. Secretary to Government.

To the Director of Public Instruction.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 281, EDUCATIONAL, DATED
10TH MAY 1907.

[SUBJECT.—*Execution of security bonds by certain officers of the Educational department*]

Previous papers.

G.O., No. 633, Edl. dated 11th November 1897.
" " 560, Finl. " 7th September 1906.

From the Director of Public Instruction, dated 7th January 1907, No. 8780.

With G.O., No. 560, Financial, dated 7th September 1906, the Government circulated a model form of security bond (issued by the Government of India) to be taken from treasurers or other officials of Government entrusted with the charge of public money and directed that security bonds in the revised form should be executed by existing officers entrusted with the charge of public money.

2. With reference to the above orders, the Director of Public Instruction *Vide* page 2 of G.O., No. 633, Educational, enquires whether the officers of the dated 11th November 1897. Educational department, namely, the

A clerk is not an "officer!" the clerks of the three first-grade colleges G. S. F[ORBES]. (Presidency, Kumbakonam and Rajah-mundry), the head clerks of the Teachers' College, the College of Agriculture, the College of Engineering and the School of Arts, the Librarian and storekeeper of the College of Engineering and the pottery assistant at the School of Arts, who were required in G.O., No. 633, Educational, dated 11th November 1897, to furnish cash security of Rs. 250 each, in view of the fact that they are entrusted with the charge of cash transactions or of valuable stores, should now be required to execute security bonds.

3. The Director of Public Instruction states that these officials have furnished securities in the form of Post Office Savings Bank deposits but have never been required to execute security bonds hitherto, and as "their responsibility is very much less" than that of treasurers or shroffs in the Revenue department", he thinks that the safeguard now taken in respect to them is sufficient and that the execution of security bonds by them may be dispensed with.

4. It is for consideration whether the recommendation of the Director of Public Instruction may be accepted.

T.K.—18-1-07.

K. RANGASWAMI AIYANGAR—18-1-07.

The Director of Public Instruction merely states that the responsibility of these men is less than that of shroffs, etc. That may be, but what is the extent of their responsibility?

C. A. SOUTER—25-1-07

It is submitted that the Director of Public Instruction may be asked to state the extent of the clerks' responsibility.

A draft is placed below for approval.

T.K.—25-1-07.

K. RANGASWAMI AIYANGAR—28-1-07.

Issue.

C. A. SOUTER—28-1-07.

[Memorandum No. 48-1, dated 29th January 1907.]

From the Director of Public Instruction, dated 5th April 1907, No. 8780.

The Director of Public Instruction states that, except in the case of valuable stock, the responsibility of the officers concerned will not generally extend beyond the amount of the cash security now furnished by them if care is taken by the Principals of the several institutions to see—

(1) that the fee collections of a day are remitted the same afternoon into the treasury;

(2) that the salaries of establishment are disbursed the same day that they are drawn; and

(3) that what money cannot be so remitted or disbursed is not kept with the clerk, but that other arrangements are made for its safe keeping.

2. The Director forwards also a statement showing the extent of responsibility in the matter of cash transactions of the officers concerned—*vide* pages 6 to 9 of current file.

3. As regards (1) in paragraph 1 *supra*, the remittance of the fee collections into the treasury, attention is invited to Dr. Duncan's letter of the 2nd October 1897 on page 3 of G.O., No. 633, Educational, dated 11th November 1897, from which it will be seen that the heads of institutions are primarily responsible to Government in the matter of cash transactions and that, because the heads of institutions have, to a certain extent, depend upon their subordinates, these clerks were required to furnish security.

4. As to (2), disbursement of salaries, attention is invited to article 63 of the Civil Account Code which says—

"The head of an office is personally responsible for every salary drawn on a bill signed by him until he has paid it to the person entitled to receive it and has had the acquittance roll signed by the payee, with, if necessary, a stamp."

5. From the above it will be seen that the responsibility of the clerks in the matter of the remittance of fees into the treasury and of the disbursement of salaries is very little; and from page 8 of the current file it will be seen that the librarian of the College of Engineering and the store-keeper of the School of Arts have no cash transactions. In these circumstances the proposal of the Director of Public Instruction to dispense with the execution of security bonds in the case of these officers may perhaps be accepted.

T.K.—20-4-07.

There seems little reason why these men should be specially treated, and if they are honest the taking of a bond from them can be no hardship.

C. A. SOUTER—22-4-07.

Presumably the Savings Bank deposits are in the names of the parties themselves, and in the absence of a bond it is not clear what control the Director of Public Instruction exercises over those deposits. A security bond, specifically pledging the deposits as security, should be executed.

H. D. TAYLOR—23-4-07.

The Director of Public Instruction can have a hold over these deposits. Please see the procedure laid down for security deposit accounts—clause (f) on page 174 of the Indian Postal Guide.

C. A. SOUTER—24-4-07.

I can see no objection to the acceptance by Director of Public Instruction of Postal Savings Bank deposits up to the extent of the security required, instead of the formal execution of security bonds, provided that the accounts are duly pledged to the Director of Public Instruction under rule 45 (f) of the Post Office Savings Bank rules.

H. D. TAYLOR—24-4-07.

I am not a Solicitor: please send the file u.o. to the Government Solicitor.

G. S. F[ORBES]—25-4-07.

To the Government Solicitor u.o. for favour of remarks.

H. D. TAYLOR—25-4-07.

* I have the honour to return herewith the file of papers accompanying your reference No. 840-1, dated the 26th ultimo.

2. The orders both of the Government of India and the Local Government on the subject appear to contemplate security bonds being taken from all Government officers entrusted with the charge of public money and I see no reason why the taking of bonds should be dispensed with in the cases of the officers of the Educational department mentioned by the Director of Public Instruction only for the reason that their responsibility is very much less than that of treasurers or shroffs in the Revenue department.

3. Though possibly the Post Office Savings Bank deposits may form an adequate security without taking bonds, the terms of the contract between the parties as to how the depositor is to be dealt with in cases of default would be left undefined in the absence of bonds.

This is the legal point.

G. S. [FORBES].

W. O. DAVID—3-5-07.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Please draft accordingly stating that the Government see no reason to dispense with the execution of proper security bonds in the case of the servants referred to.

H. D. TAYLOR—6-5-07

A draft is placed below for approval.

T.K.—7-5-07.

C. A. SOUTER—7-5-07.

H. D. TAYLOR—8-5-07.

G. S. F[ORBES]—9-5-07.

Issue.

H. D. TAYLOR—10-5-07.

[G.O., No. 281, Educational, dated 10th May 1907.]

* This reply has also been printed in the proceedings.

CURRENT FILE.

CONTENTS.

From	Number.	Date.	Pages.
[48] The D.P.I.	8780	7-1-07	142
Memo.	48-1-	29-1-07	3
[540] The D.P.I.	8780	5-4-07	4 to 9

PAPERS PUT UP WITH CURRENT No. _____

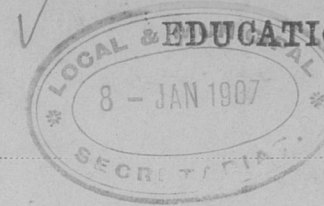
Papers of the department to which the current belongs.

Number.	Date.	Original (=O) or spare copy (=S. C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
Encl. 491	1-10-06.	0		
560	7-9-06.	with notes		
633	11-11-97	0.		

Papers of other departments.

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.).	Despatcher to note the return of the papers to the departments concerned.

Stock Form No. 135
8,700-17-5-05.



Received _____ 1907, Registered 8-1-1907.

Subject.

Enquiring whether the execution of security bonds is
necessary in the case of certain officers of this department.

ENCLOSURES.

No. _____

Spare copies _____

Ref. on cur. No. 8780 of 06.

Station Madras, Dated the 7th January 1907.

From (Name) The Hon'ble Mr. T.T. LOGAN, B.A.,

(Designation) AG. Director of Public Instruction.

To The Secretary to the Government of Madras,
Educational Department.

Sir,

In G.O. No. 633, Educational, dated 11th
November 1897, some of the officers of this department were
required to furnish cash security of Rs. 250 each in view of the
fact that they are entrusted with the charge of cash transactions
or of valuable stores; and these officers have furnished the
securities in the form of a Post office Savings Bank Deposit.
But they have never been required to execute security bonds
hitherto.

With reference to G.O. No. 560, Financial,

dated

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8/1/07

2 9 28

dated 7th September 1906 communicated with endorsement No. 491, Educational, dated 1st October 1906, I have the honour to enquire whether these officers have now to execute security bonds. As the extent of their responsibility is very much less than that of treasurers or shroffs in the Revenue Department, I think that the safe-guard now taken in respect to them is sufficient and that the execution of the bonds by them may be dispensed with.

I have the honour to be,

Sir,

Your most obedient servant,

R. K. A. A. A. A. A.

For Director of Public Instruction.

b.p.
5-1-07

K.P.D.

Educational Dept.

With reference to his letter
Re. no. 8780 dated 7th January 1907
the D.P.I. is requested to state exactly
the extent of the responsibility in
the matter of cash transactions of
the officers referred to.

28.1.07
25.1.07

To the D.P.I.

To the D.P.I.
28/1/07

(Keep file in last)

28/1/07

3

10
Educational Dept.
38

Re. no. 48-1 Edl d/29-1-07

With reference to his letter
Re. no. 8780 dated 7th January 1907
the D.P.I. is requested to state exactly
the extent of the responsibility in
the matter of cash transactions of
the officers referred to.

25.1.07
28.1.07

28.1.07

Stock Form No. 135.
4,000-27-4-06.

EDUCATIONAL DEPARTMENT.

Received 7. 4. 1907, Registered 8. 4. 1907.

Subject.

Submitting information called for in Government Memorandum No. 48-1 Educational dated 29th January 1907 regarding the extent of the responsibility in the matter of cash transactions of certain officers of the Educational Department.

ENCLOSURES.

No.

Spare copies

Ref on Current

No. 8 7 8 0 /06

Station M a d r a s , Dated the 5th April 1907.

From (Name) The Hon'ble Mr. T.T. Logan, B.A.,

(Designation) Ag: Director of Public Instruction,

M a d r a s.

To the Secretary to the Government of Madras,
Educational Department

Sir,

I have the honour to furnish in the accompanying statement the information required in Government Memorandum 48-1 Educational dated 29th January 1907 regarding the extent of the responsibility in the matter of cash transactions of certain officers of this department.

It will be seen from this statement that except in the case of valuable stock the responsibility of the officers concerned will not generally extend beyond the amount of the cash security now furnished by them if care is taken by the Principals of the several institutions to see (1) that the fee-collections of a day are remitted the same afternoon into the treasury (2) that the salaries of establishment are disbursed the same day that they are drawn and (3) that what money cannot be so remitted or disbursed is not kept with the

clerk

12

Your most obedient servant,

Lithuanian

For Director of Public Instruction.

N. V. S.

Name of institution.

6
Presidency College, Madras. 6 S.P.

Designation of Officer.

Clerk. 13

Duties involving cash responsibility of which the officer is in charge.

The receipts and disbursements of the college (1) connected with school fees (2) salaries of establishment and scholarships (3) contingent charges; the chief exceptions being the salaries of gazetted officers, the endowed scholarships and prizes and the expenditure on Europe stores. X

Extent of such responsibility

The term fees are remitted to the bank in sums of Rs 1000 or 2000 at a time; but at certain times they are said to accumulate rapidly. During the course of a week from 18th to 24th July 1906 the clerk is reported to have had with him over Rs 16,000.
(2) Under contingencies the laboratory charges vary much from month to month-the largest sum drawn under this head last term was Rs 399.

Remarks

Arrangements may be made for the daily remittance into the Madras Bank of the fee-collections.

Name of institution

Rajahmundry College.

Designation of officer

Clerk

Duties involving cash responsibility of which the officer is in charge

1 Contingent charges of the college.
2 The salaries of the establishment.
3 School fees.
The clerk is also steward to the college Hostel and to the college Recreation Club. But these form no part of his regular duties.

Extent of such responsibility

As the Taluk Treasury is in the next building it is presumed that the day's fee-collections are remitted into it. The salaries of the establishment are disbursed as soon as they are drawn.

Remarks

Thus the extent of the responsibility is within the cash security furnished.

Name of institution

Kumbakonam College

Designation of officer

Clerk

Duties involving cash responsibility of which the officer is in charge

1 Contingent charges of the college
2 The disbursement of the salaries of the establishment
3 School fees

7 14 75.8

Extent of such responsibility The school fees are remitted every day into the Taluk Treasury as they are collected and the salaries of the establishment are disbursed as soon as they are drawn.

Remarks Thus the extent of the responsibility is within the cash security furnished.

Name of institution Teachers' College, Saidapet

Designation of officer Clerk

Duties involving cash responsibility of which the officer is in charge

- 1 Contingent charges
- 2 The disbursement of the salaries of the establishment
- 3 The disbursement of the stipends of the normal students
- 4 The collection of fees from the normal students and from the pupils of the practising school. The clerk conducts also the monetary transactions of the college hostel; but it is no part of his regular duties.

Extent of such responsibility The daily fee-collections may be remitted every afternoon into the District Treasury and the salaries of the establishment may be required to be paid as soon as they are drawn.

Remarks Thus the extent of the responsibility is within the cash security furnished.

Name of institution College of Engineering, Madras

Designation of officer Accountant

Duties involving cash responsibility of which the officer is in charge

- 1 Collection of tuition fees, entrance and final examination fees and recreation club fees.
- 2 Collection of deposits of students
- 3 Payment of salaries of establishment
- 4 Collection of fines and miscellaneous
- 5 Payment of stipends and scholarships
- 6 Maintains the cash book, keeps the cash balance, pays contingent bills, issues imprests to the Superintendent of Military students and the workshop instructor and is responsible for all letters and statements on financial matters.

Extent of such responsibility The amount of ready money which the accountant may be said to have at any time is Rs 4500. Such an amount is collected twice a year when new admissions of students are made and it is paid into the Bank as soon as possible. On such occasions it may be required that

8 15 8 S.P.
the daily collections should be remitted into the Madras Bank the same afternoon. At all other times the amount in his charge is less than the amount of the security he has deposited.

Remarks

Thus the extent of the responsibility is within the cash security furnished.

Name of institution

College of Engineering /Continued

Designation of officer

Librarian

Duties involving cash responsibility of which the officer is in charge

He is in charge of valuable stock of instruments apparatus and books

Extent of such responsibility

No cash responsibility now required.

Remarks

I think Rs. 100 of cash security should be required.

Name of institution

School of Arts

Designation of officer

Head clerk

Duties involving cash responsibility of which the officer is in charge.

- 1 To receive and disburse monthly the pay of establishment and stipends of apprentices
- 2 To collect and remit to the Treasury fees paid by students
- 3 To receive and disburse bimonthly wages of coolies
- 4 To pay bills for materials
He has with him an imprest of Rs 500 which the Superintendent says can well be reduced to Rs 250.

Extent of such responsibility

- 1 Amounts to Rs 1200
- 2 Averages Rs 400 monthly
- 3 Extends to about Rs 100
- 4 Also extends to Rs 100
If the disbursements under No. 1 are made as soon as the bills are drawn the extent of the responsibility will get greatly reduced.

Remarks

I think Rs 100 of cash security should be required.

Name of institution

School of Arts

Designation of officer

Store-keeper

Duties involving cash responsibility of which the officer is in charge

- 1 To be in charge of stores.

Extent of such responsibility

- 1 The stores never exceed Rs 1000 in value. He handles no cash except a small imprest of Rs 10 for paying petty transaction with regard to the despatch and receipt

Handwritten text, possibly a signature or title, located in the upper right quadrant of the right page.

Encl. 1
840 Sd. 1.

I think Rs 100 of cash security should be required.

Arkansas to Chicago

Office of the D.P.I. I
Madras d/5th April 1907 I

For Director of Public Instruction.

61.

N. V. S.

Print here

Ad Genl's letter from
pals 6 quote file

NOTES.

Handwritten notes at top right:
 560 Jul 97-9-06 70 10 16 / P
 633 2nd 11-11-97
 Educational Department.

C. No.48, from the Director of Public Instruction, No.8780, dated 7-1-07.

Subject.

Enquiring whether the execution of security bonds is necessary in the case of certain officers of the Educational Department.

C 1-7

With G.O., No.560, Financial dated 7th September 1906, the Government circulated a model form of security bond (issued by the Government of ^{India} ~~India~~) to be taken from Treasurers or other officers ^{ials} of Government entrusted with the charge of public money and directed that security bonds in the revised form should be executed by existing officers entrusted with the charge of public money.

Handwritten notes on left margin:
 v. i. e. pages of G.O. 633 2nd - E
 11.11.97
 A clerk is
 not an officer.

2. With reference to the above orders, the Director of Public Instruction enquires whether the officers of the Educational Department, namely, the clerks of the three first-grade Colleges (Presidency, Kumbakonam and Rajahmundry), the head clerks of the Teachers' College, the Colleges of Agriculture, ~~and the College~~ of Engineering and the School of Arts, the Librarian and Storekeeper of the College of Engineering and the Pottery assistant at the school of Arts, who were required in G.O.No.633 Educational, dated 11th November 1897 to furnish cash security of Rs.250 each, in view of the fact that they are entrusted with the charge of cash transactions or of valuable stores, should now be required to execute security bonds.

3. The Director of Public Instruction states that these officers have furnished ~~the~~ securities in the form of Post Office Savings Bank deposits but have never been required to execute security bonds hitherto, and as their responsibility is very much less than

than that of treasurers or shroffs in the Revenue Department, he thinks that the safe-guard now taken in respect to them is sufficient and that the execution of security bonds by them may be dispensed with.

4. It is for consideration whether the recommendation of the Director of Public Instruction may be accepted.

7H
18-1-07
RR
The D.P.I. merely states that the responsibility of these men is less than that of Shroffs etc. That may be, but what is the extent of their responsibility?

CR
25-1-07

It is submitted that the D.P.I. may be asked to state the extent of the Clerks' responsibility.

A draft is placed below for approval.

7H
25-1-07
RR
28-1-07

issue
CR
28-1-07

[Memo no. 48-1 dated 29-1-07]

From the D.P.I. no. 8780 dt 5-4-07

The D.P.I. states that except in the case of valuable

7H
18-1-07
RR
The D.P.I. merely states that the responsibility of these men is less than that of Shroffs etc. That may be, but what is the extent of their responsibility?

7H
25-1-07

It is submitted that the D.P.I. may be asked to state the extent of the Clerks' responsibility.

7H
25-1-07
RR
28-1-07

[Memo no. 48-1 dated 29-1-07]

From the D.P.I. no. 8780 dt 5-4-07

valuable stock the responsibility of the officers concerned will not generally extend beyond the amount of the cash security now furnished by them if care is taken by the Principals of the several institutions to see

- (1) that the fee collections of a day are remitted the same afternoon into the treasury
- (2) that the salaries of establishment are disbursed the same day that they are drawn &
- (3) that what money cannot be so remitted or disbursed is not kept with the clerk but that other arrangements are made for its safe keeping.

2. The Director forwards also a statement showing the extent of responsibility in the matter of cash transactions of ~~the~~ ^{the} officers concerned - vide pp. 6 to 9 of current file.

3. As regards (1) in para 1 supra, the remittance of the fee collections into the treasury, attention is invited to Dr. Duncan's letter of the ^{on page 3 of G.O. no. 633 Ed. 8 11th Nov. 1897} 2nd October 1897, from which it will be seen that the heads of institutions are primarily responsible to Govt. in the matter of cash transactions and that, because the heads of institutions have to a certain extent, depend upon their subordinates, these clerks were required to furnish security.

4. As to (2) disbursement of salaries

E.

15-13

1948

attention is invited to article 63 of the Civil Account Code which says

"The head of an office is personally responsible for every salary drawn on a bill signed by him until he has paid it to the person entitled to receive it and has had the acquittance roll signed by the payee, with, if necessary, a stamp."

5. From the above it will be seen that the responsibility of the clerks in the matter of the remittance of fees into the Treasury and of the disbursement of salaries is very little, and from page 8 of the current file it will be seen that the librarian of the College of Engineering and the Store-keeper of the School of Arts have no cash transactions. In these circumstances the proposal of the D.P.I. to dispense with the execution of security bonds in the case of these officers may perhaps be accepted.

7th.
20.4.07.

Rec.

There seems little reason why these men should be specially treated & if they are honest the taking of a bond from them can be no hardship.

Chd

24.4.7.

Presumably the Savings bank deposits are in the names of the parties themselves, and in the absence of a bond it is not clear what control

The D.P.O. exercises over these deposits. A
 security bond, especially regarding the
 deposits as security should be executed
 The D.P.O. can have a hold over
 these deposits. Please see the
 procedure laid down for security
 deposit accounts clause (f) on p
 174 of the Indian Postal Guide.
 I can see no objection to the acceptance by
 D.P.O. of postal saving bank deposits up to the
 extent of the security required, instead of the
 formal execution of security bonds, provided
 that the accounts are only pledged to the D.P.O.
 under rule 45 (f) of the P.O. Saving Bank rules.
 I am not a solicitor: please
 send the file no. to the
 for the solicitor no. in favour of remarks

Ed. No. 840-1
 26-4-07

Read

20 5 8

the D.P.O. exercises over these deposits. A
 security bond, especially regarding the
 deposits as security should be executed

23.4.07

Sec.

The D.P.O. can have a hold over
 these deposits. Please see the
 procedure laid down for security
 deposit accounts clause (f) on p
 174 of the Indian Postal Guide.

24.4.7.

I can see no objection to the acceptance by
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 formal execution of security bonds, provided
 that the accounts are only pledged to the D.P.O.
 under rule 45 (f) of the P.O. Saving Bank rules.

24.4.07.

I am not a solicitor: please
 send the file no. to the
 for the solicitor no. in favour of remarks

25.4
 25.4.07

Post

Take printed as a current

85 15
No. 437

21

10 P 80
684 etc

Madras 3rd May 1907.

From,

W. O. David,

Ag: Government Solicitor,

M a d r a s.

To,

The Secretary to Government,

Educational Department,

OOTACAMUND.

Sir,

1. I have the honor to return herewith the file of papers accompanying your endorsement No.840-1 dated the 26th Ultimo.
2. The orders both of the Government of India and the Local Government on the subject appear to contemplate security bonds --- being taken from all Government officers entrusted with the charge of public money and I see no reason why the taking of bonds should be dispensed with in the cases of the officers of the Educational Department mentioned by the Director of Public Instruction only - for the reason that their responsibility is very much less than - that of Treasurers or Shroffs in the Revenue Department.
3. Though possibly the Post Office Savings Bank deposits may form an adequate security without taking bonds, the terms of the contract between the parties as to how the depositor is to be dealt with in cases of default would be left undefined in the -- absence of bonds.

*This is the
local
point
877*

I have the honor to be,

Sir,

Your Obedient Servant,

B. O. David

Ag: Government Solicitor.



*Please see accordingly stating that the local
has reason to dispense with the execution of proper
security bond in the case of the servant referred to
H.O. for*

Recd

To 16 22 78

A draft is placed below for approval

7.74.
7.5-07

Rec
Cld
7.5.7.

Has
8.3-07

Has

8/20/5

Home
157
10.5.7

Submitting to Ad for perusal

7.73
10.5-7

all
6/5

READ AGAIN G.O., No. 633 Ed, dated 11th Nov. 1897

190

READ ALSO:—

C. No. 48, From the D.P.I., No. 8780, dated 7th Jan'y 1907.

77 77 540 77 77 O.P.I. 77 8780 77 6th April 1907

Grav. Solicitor 437 3rd May 1907

ORDER.

No. 281, dated 10-5- 1907.

P. S.

2. In the absence of bonds the line
of the contract between the parties
as to how the deposit is to be
dealt with in cases of default
would be left undefined.

The Govt. see no reason to
dispense with the execution of proper
Security bonds in the case of the
clerk &
officers referred to.

7K
7-5-07

Chas

7.57

405

857

879/

Sept 14/5:7

To The D.P.I. of forest again etc, etc.

First copy sent to Press.

Returned for signature.

Despatched in print.

NUMBER OF COPIES REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

READ AGAIN G.O., No. 190 .

DATED

CURRENT No.

ENCLOSURES to G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—

- A = Print in full.
- B = Not to be printed
- P = Print abstract only.
- Q = Print heading only.

Handwritten: 40

Handwritten: memo A

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Handwritten: A 115

Handwritten: 12P
note 1-7P