

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No. <i>438</i>	Press Misc.
Dated <i>30 - 6 - 1858</i>	

B. No. 21. 22. 6. 1

Not to be folded or roughly handled

Fort Saint George, Financial Consultation, 2nd July 1858.

No. 21. From J. L. LUSHINGTON, Esq., Acting Civil Auditor; to T. PYCROFT, Esq.,
Chief Secretary to Government, dated 22nd June 1858, No. 93

SIR,

To give effect to the Orders of the Supreme Government, No. 4796, dated 9th November 1857, communicated in Extract Minutes of Consultation, No. 764, dated the 30th Idem, my predecessor issued a printed Circular on the 17th December 1857, No. 421, (copy of which was furnished to the Government) to all the Authorities, to which was annexed the form of Leave Statement they were required to submit with their monthly Abstracts of Establishments commencing from the 1st January last.

2. The requirements of this Office in the submission of the monthly Statements of Leaves granted to Uncontented Servants in all Establishments has obliged me in opening the new Audit Registers for 1858-9, to cause four additional Columns to be added, one for the names of every individual borne upon the Establishment together with their designation of Officers similar to the detailed list furnished by every Head of Office on the 1st May of every year, which when copied in my Audit Registers extend over on an average 21 pages for each Collectorate. The three other Columns are required for the purpose of noting and entering the several descriptions of Leaves obtained by them as prescribed by the Government.

3. Hitherto it has been the practice to submit a Bill for the sanctioned totals of each Department ranging from 2 to 4 pages of Foolscap paper, the sums on account of Fines, Stoppages, Allocations and Changes in appointments affecting the Salaries being all exhibited on the reverse in detail. The Audit Registers were accordingly prepared and this method enabled this Office to check, calculate, audit and return a Bill within a day. But owing to the recent modifications of the rules of the Uncontented Service and to the changes introduced in the Leave reports, the Audit Registers also required to be modified and copied afresh from the 30th April list furnished by the Medical Authorities within one month's time, i. e., from the date of the receipt thereof to the date of the submission of the first month's Bill for the Official year. My Establishment was taxed to the fullest extent to prepare these Registers punctually so that no delay might occur in passing the Bills after their receipt. This has been accomplished, but I regret to say at the expense of some of my most useful hands who from being overtaxed have been obliged to be absent on account of sickness. The Government, I trust, will at once recognise the arduousness of the work now devolving on this Office when compared with the system hitherto pursued.

4. Every endeavor has been made by my predecessor, as well as by myself, to avoid imposing any additional labor upon any of the Establishments under
* Dated 23rd April 1858. Government, but to carry out the views contemplated in the Orders* of the Supreme Government efficiently, I much fear I shall be necessitated to call upon the Heads of Offices to draw out their Bills in detail, not only for safety sake but for facility of check and audit, unless the propositions which have been made in the latter part of this letter be sanctioned. My utmost endeavors shall be exerted to avoid this, as it will necessarily impose much additional labor upon all Establishments, more particularly the Collectors, who probably will never be able to prepare and submit their Bills accompanied by the leave reports before the 15th or 20th of every month, which, with the time occupied in transit to and fro, as well as in checking, calculating and passing a Bill in this Office, will postpone the issue of pay to the Huzoor and Talook Establishments to the first or second week of the 2nd month after it is due.

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2. As there are in round number 200 large Office Establishments in this Presidency, from each of which a list of Absentees will be sent in monthly containing, on the lowest average, 5 names; and there are but 5 Auditors of Salary and Establishment Bills in this Office, the examination of 200 cases of absence will fall on an average to each Auditor's share monthly. As it is highly desirable that every possible delay should be avoided in auditing and returning Bills, it appears to me that this end would be frustrated by requiring the examination of the leaves to be made by the Auditors, pressed as they are by their many distinct and special duties as Auditors. It occurs to me, that the safest and simplest way of meeting the wishes of the Government of India is to set apart one or two hands specially for the task of examining the leaves, opening a Register to contain all the leaves enjoyed by each Officer. This plan will serve not only for the purposes of Audit, but will also aid in checking the absence which is admissible to count as service for a pension. But before taking any measures on this matter, I should wish to be informed of the means which you have adopted for this purpose. I beg therefore to be pressing, that I may be favored with your reply as early as possible.

From W. P. PALMER, Esq., Civil Auditor, Fort William; to F. LUSHINGTON, Esq., Civil Auditor, Fort Saint George, dated 12th March 1858, No. 726.

Sir,

I have the honor to acknowledge the receipt of your letter, No. 541 of the 16th Ulmo, and in reply beg to inform you that on receipt of the Orders of the Government of India, dated 24th November last, I issued Circulars* to all Officers who have any Abstracts of Establishments or Abstracts to this Office for Audit, to draw out their Bills in detail, together with a statement of Leave of Absence granted in each month, in order to carry out the Checks therein prescribed. It is my intention further to instruct the said Officers to introduce an additional column into their Pay Abstracts, adjoining the date of appointment, as well as the Office, or Department, in which the parties previously held employment, to enable me without difficulty, and by a reference only to the file of leave Statements, to ascertain what previous leave had been enjoyed.

2nd. These changes have reference to the Bills alone. The Audit Register will also undergo a slight alteration. An additional column will be introduced into them, contiguous to the column* of "Names of Officers" headed "Leave of Absence" and subdivided into three columns headed, "Private," "Privilege" and "Medical;" and the Leave of Absence that will be shown in the future month after month.

3. The Checking of these Matrs, the noting of the same, in the Audit Register, the detail entries, and the calculation of the Absence Allowances, in any working of the increase of correspondence, to which they will give rise, will render the work of Audit extremely onerous, and the Establishment having already enough to engage their attention and time. I have deemed it necessary to provide separately for the various duties enumerated above and accordingly I have applied to Government for an extra Establishment of 7 Checkers with ~~separately~~ Calculators to check the absence and calculate the Absence Allowances ~~as above~~ perform all the additional work incidental thereto.

4th. In reply to the query contained in your 1st Para: I beg to state, that the practice of this Office, respecting the report on the eligibility of applicants for leave of absence, accords with that of your own, and is of a long standing, except, in so far, as ~~regards~~ Officers who do not receive their appointment direct from Government, and who are, by the orders of 24th November last, brought under the operation of the same Checks as are examined your Honor who receive their appointments.

No. 22.

ORDER THEREON, No. 428; dated 30th June 1858.

The Right Honorable the Governor in Council directs that it will be for the Civil Auditor to apply direct to the Government of India, under whose orders his Department is now placed,

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for such an increase of Establishment as he may find necessary to carry out their orders of 24th November and 30th April last.

	Rs.	2. Meanwhile, pending the receipt of orders from the Supreme Government, and to prevent obstruction to the despatch of business in his Office, the Governor in Council sees no objection to his entertaining the additional Servants specified in the margin of paras: 9 and 10 of his letter at an aggregate monthly cost of Rupees 225 and Rupees 210 respectively.
5 Checkers at 20 Rupees each.....	100	
5 Calculators at 25 Rupees each.....	125	
4 Copyists at 25 Rupees each.....	80	
1 Calculator.....	30	
1 Compiler.....	60	
1 Assistant.....	60	

(Signed) T. PYCROFT,
Chief Secretary.

Ed. J. A. Wilson.

Extract from the Minutes of Consultation

Dated 30 June 1858

From Act & Civil Auditor 22 June 1858.

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 5 Calculators 25 R — 125
 4 Copyists at 20 R — 80
 1 Calculator — 50
 1 Compiler — 60
 1 Ass't — 40
210

the receipt of orders from
 the Supreme Court, and
 to prevent obstruction
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 in his office, the
 G. C. sees no objection
 to his continuing
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 specified in the memo.

- for 2 paras of 2
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Civil Auditor — { S. P. S. 1st
 Secy General

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