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# MADRAS RECORD OFFICE.

## Government of Madras.

**DEPARTMENT.**

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| G.O. No. 621 | Press / Mis. |
| Dated 13-5 | 18 . |

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***Not to be folded or roughly handled***

*Proceedings of the Madras Government, Financial Department,*
*13th September* 1865.

No. 39. Read the following :—

RESOLUTION.

FORT WILLIAM, FINANCIAL DEPARTMENT, THE 29TH DECEMBER 1864, No. 4238.

In order to secure the admission of qualified persons to the subordinate situations in the establishments of the offices of Account and Audit, the Governor General in Council is pleased to determine that the following Rules shall be observed :—

*1st.*—The minimum age of admission will be eighteen years.

*2nd.*—Every candidate must be certified by competent medical evidence to be of sound bodily health.

*3rd.*—The respectability of his character must be attested by two trustworthy persons.

*4th.*—He must pass a satisfactory examination in—

English orthography and hand-writing—tested by writing from dictation.

English composition.

Arithmetic up to, and inclusive of, vulgar and decimal fractions.

Reading and speaking the Vernacular language of the Province.

2. When a vacancy occurs in the lowest class in any office of Account or Audit, the Head of the office, after selecting one or more candidates, will require from each the necessary certificates under headings 1, 2, and 3.

3. If these certificates are satisfactory, the Head of the office will, with the permission of the Local Government, arrange with the Director of Public Instruction for the candidates being examined in the subjects described under the 4th head, and for the result of the examination being reported to him.

4. The best of the candidates who are reported to be properly qualified will then be appointed to the vacancy, and the Head of the office will, at the same time, enter the candidate's name and date of appointment in a Register, in which should also be recorded, as it occurs, every notice, favorable or unfavorable, taken by any of his official superiors of the conduct of the person appointed. These Registers should be regularly inspected by the officers of the Account Department when on tour.

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Ordered that a copy of this Resolution be transmitted to the Auditor and Accountant General, and the Deputy Auditors and Accountants General, for their information and guidance;

That a copy be communicated to the Military Department, with a request that instructions may be issued for the observance of these Rules in the offices of Military Account and Audit;

And that a copy be sent to each of the Local Governments and Administrations, with a request that the Rules may be applied, under their directions, to the subordinate Establishments of the Treasuries in their respective Provinces, with such modifications as they may consider proper;

Also, that the Resolution be published in the *Gazette of India*.

(Signed) J. E. COOKE,
*Assistant Secy. to the Govt. of India.*

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No. 40. ORDER THEREON, 13th September 1865, No. 431.

To be recorded.

(True Extract).

A. J. ARBUTHNOT,
*Chief Secretary.*

Exd. J. H. Burns.

Accountant General's Office,

Madras, 30th June 1865.

30

My dear Arbuthnot,

I have been in correspondence with the Secretary to the Commissioners for the H. C. S. Examinations, and have arranged with him the subjects on which Candidates for employment in this Office are to be examined.

I hope you will be able to gazette Mr. Donald as Acting Examiner of Claims this evening

or we shall be in a fix tomorrow.

No. 4238.

FORT WILLIAM,

FINANCIAL DEPARTMENT,

*The 29th December* 1864.

## Resolution.

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3rd. The respectability of his character must be attested by two trustworthy persons.

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English orthography and hand-writing—tested by writing from dictation.

English composition.

Arithmetic up to, and inclusive of, vulgar and decimal fractions.

Reading and speaking the vernacular language of the Province.

2. When a vacancy occurs in the lowest class in any Office of Account or Audit, the Head of the Office, after selecting one or more candidates, will require from each the necessary certificates under headings 1, 2, and 3.

3. If these certificates are satisfactory, the Head of the Office will, with the permission of the Local Government, arrange with the Director of Public Instruction for the candidates being examined in the subjects described under the 4th head, and for the result of the examination being reported to him.

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And that a copy be sent to each of the Local Governments and Administrations, with a request that the Rules may be applied, under their directions, to the subordinate Establishments of the Treasuries in their respective Provinces, with such modifications as they may consider proper ;

Also, that the Resolution be published in the *Gazette of India*.

J. R. Cooke

Assistant *Secretary to the Government of India.*

[Exd. N. C. Coar.]
204. 29-12-64.

Rec'd 28 Sept 35

Financial 1835 Septr.
Proc of September
Resolution of Govt of India
Finl Deptt
No. 4238.

Dated 29 Decr 34.
Rec'd 11 Janry 35

Sd C Prinsep

No. 12

Laying down rules for the admission of persons to the subordinate situations in the Establishments of the Genl Pay & Audit Dept.

L No. 431 dy 13 to Sept. 35.

Recorded

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