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MADRAS RECORD OFFICE.

Government of Madras.

Finance DEPARTMENT.

G.O. No. 255 Press Mis.
12-13.

Dated 8-6- 1869.

11/11

12-13

Not to be folded or roughly handled

Proceedings of the Madras Government, Financial Department, 3th June 1869.

No. 12. Read the following Proceedings of the Government of India, Financial Department; dated Simla, 7th May 1869, No. 409.

Accounts.

Read the undermentioned correspondence regarding the forms of last-pay certificates to be granted to public officers in the Civil Department:—

Letter to the Comptroller General of Accounts, No. 3777, dated the 29th December 1868.
Do. from do. No. 911, do. 24th February 1869, and enclosures.

RESOLUTION.—The following rules with regard to last-pay certificates are substituted for those now in force:—

2. Last-pay certificates are given—*first*, to an officer proceeding on leave to Europe, and embarking for Europe at a port in the presidency or province in which he is employed; *second*, to an officer proceeding on leave to Europe, and embarking for Europe at a port in another presidency or province; *third*, to an officer proceeding on leave from one presidency or province to another; *fourth*, to an officer proceeding on leave from one district to another of the same presidency or province; *fifth*, to an officer proceeding on duty from one presidency or province to another; *sixth*, to an officer proceeding on duty from one district to another of the same presidency or province.

3. In the *first* case, the Accountant General of the absentee's presidency or province should furnish him with a last-pay certificate in the form A. appended to this resolution, and simultaneously forward a duplicate of the form to the local Government for transmission to the Secretary of State, unless the absentee embark at a port in British Burmah, in which case the Accountant General should forward the duplicate of the form at once to the Financial Department of the Government of India for transmission to the Secretary of State, or unless the absentee embark at Calcutta, in which case the Accountant General should forward the duplicate form to the Financial Department after filling up the blanks in the pilot's certificate at the foot of it.

4. In the *second* case, the procedure should be as follows:—

5. If the absentee be employed at, or have to pass through, the station of the Accountant General of his presidency or province, the Accountant General must pay him up to the date of his departure from that station, and furnish him with a document in the form B. appended to this resolution, leaving the fifth, seventh, and eighth spaces on the face of the document blank, and sending a duplicate of it to the Accountant General, or (if there be no Accountant General) to the District Officer in charge of the treasury at the port at which the absentee intends to embark for Europe. The Accountant General or District Officer at the port of embarkation to whom the letter on the back of form B. should be addressed, must act up to the instructions contained in that letter, and return the original form to the absentee. If he be an Accountant General, he must, moreover, forward the duplicate of the form to the local Government for transmission to the Secretary of State, and address a letter in the form C. appended to this resolution to the Accountant General of the absentee's presidency; but if he be a District Officer, he must forward the duplicate of form B. to the Accountant General of his own presidency, who must forward it on to the local Government for transmission to the Secretary of State, and send a letter to the Accountant General of the absentee's presidency in the form D. appended to this resolution.

6. If the absentee be not employed at the station of the Accountant General of his presidency, and have not to pass through that station on his way to the port at which he intends to embark for Europe, the Accountant General must send him a document in the form E appended to this resolution, leaving the fifth, seventh, and eighth spaces on the face of the form blank, and forward a duplicate of it to the Accountant General or District Officer at the port at which the absentee intends to embark for Europe. Before the absentee's departure from his station, the District Officer in charge of the treasury from which he last drew pay must fill up and attest the certificate at the end of the original form E. The Accountant General or District Officer at the port at which the absentee intends to embark for Europe must act up to the instructions in the

letter to his address on the back of form E., must copy the entries and signature from the certificate at the end of the original form into the duplicate, and must return the original form to the absentee. If he be an Accountant General, he must, moreover, forward the duplicate form to the local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency, with a letter in the form F. appended to this resolution ; but if he be a District Officer, he must forward the duplicate form E. to the Accountant General of his own presidency, who must send it on to the local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency with a letter in the form G. appended to this resolution.

7. In the *third* and *fourth* cases, the Accountant General of the absentee's presidency must furnish him with a certificate in the form A. appended to this resolution ; but in the *fourth* case, the tenth space in the form may be left blank.

8. In the *fifth* case, the transferred officer should be furnished with a certificate in the form H. appended to this resolution. If he be employed at the station of the Accountant General of his presidency, the certificate should be given by that officer. If he have to pass through that station on his way to his new presidency, the certificate should be given by the District Officer in charge of the treasury from which he last drew pay, and countersigned by the Accountant General. If he be not employed at, and have not to pass through, the Accountant General's station, the certificate should be given by the District Officer in charge of the treasury from which he last drew pay, and a duplicate of it should be forwarded by the District Officer to the Accountant General for countersignature and transmission to the Accountant General of the transferred officer's new presidency.

9. In the *sixth* case, the transferred officer should be furnished with a last-pay certificate in form H. by the District Officer in charge of the treasury from which he last drew pay.

ORDER.—Ordered that the foregoing Resolution be published in the *Gazette of India* and communicated to the Foreign and Home Departments ; the Governments of Bengal, Madras, Bombay, the North-Western Provinces, and the Punjab ; Comptroller General of Accounts ; Director General of the Post Offices of India ; Mint Master, Calcutta ; Head Commissioner of Paper Currency, Calcutta ; Accountants General in Bengal, Madras, Bombay, the North-Western Provinces, the Punjab, and British Burmah ; and the Deputy Accountants General in the Central Provinces, Hyderabad, and Mysore.

(Signed) R. B. CHAPMAN,
Offg. Secy. to the Govt. of India.

ENCLOSURES.—Forms A. to H.

No. 13.

ORDER THEREON, 8th June 1869, No. 255.
To be recorded.
(True Extract).

R. S. ELLIS,
Chief Secretary.

Exd. A. S. Rodgers.

Govt. of India, 1869.

FINANCIAL.

Dated June, 8th.

Recd.

Read.

G. O., 8th June 1869, No. 255.

JUNE.
Nos. 12-13.

Recording resolution of the Government of India laying down rules with regard to last-pay certificates to be substituted for those now in force.

No. 409.

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

Accounts.

SIMLA, THE 7TH MAY 1869.

READ the undermentioned correspondence regarding the forms of last-pay certificates to be granted to public officers in the Civil Department:—

Letter to the Comptroller General of Accounts, No. 3777, dated the 29th December 1868.
Ditto from ditto No. 911, „ 24th February 1869, and enclosures.

RESOLUTION.—The following rules with regard to last-pay certificates are substituted for those now in force:—

2. Last pay certificates are given, *first*, to an officer proceeding on leave to Europe, and embarking for Europe at a port in the presidency or province in which he is employed; *second*, to an officer proceeding on leave to Europe, and embarking for Europe at a port in another presidency or province; *third*, to an officer proceeding on leave from one presidency or province to another; *fourth*, to an officer proceeding on leave from one district to another of the same presidency or province; *fifth*, to an officer proceeding on duty from one presidency or province to another; *sixth*, to an officer proceeding on duty from one district to another of the same presidency or province.

3. In the *first* case the Accountant General of the absentee's presidency or province should furnish him with a last-pay certificate in the form A appended to this resolution, and simultaneously forward a duplicate of the form to the Local Government for transmission to the Secretary of State, unless the absentee embark at a port in British Burmah, in which case the Accountant General should forward the duplicate of the form at once to the Financial Department of the Government of India for transmission to the Secretary of State, or unless the absentee embark at Calcutta, in which case the Accountant General should forward the duplicate form to the Financial Department after filling up the blanks in the pilot's certificate at the foot of it.

4. In the *second* case, the procedure should be as follows:—

5. If the absentee be employed at, or have to pass through, the station of the Accountant General of his presidency or province, the Accountant General must pay him up to the date of his departure from that station, and furnish him with a document in the form B appended to this resolution, leaving the fifth, seventh and eighth spaces on the face of the document blank, and sending a duplicate of it to the Accountant General or (if there be no Accountant General), to the district officer in charge of the treasury at the port at which the absentee intends to embark for Europe. The Accountant General, or district officer at the port of embarkation, to whom the letter on the back of form B should be addressed must act up to the instructions contained in that letter, and return the original form to the absentee. If he be an Accountant General, he must, moreover, forward the duplicate of the form to the Local Government for transmission to the Secretary of State, and address a letter in the form C appended to this resolution to the Accountant General of the absentee's presidency; but if he be a district officer, he must forward the duplicate of form B to the Accountant General of his own presidency, who must forward it on to the Local Government for transmission to the Secretary of State, and send a letter to the Accountant General of the absentee's presidency in the form D appended to this resolution.

6. If the absentee be not employed at the station of the Accountant General of his presidency, and have not to pass through that station on his way to the port at which he intends to embark for Europe, the Accountant General must send him a document in the form E appended to this resolution, leaving the fifth, seventh and eighth spaces on the face of the form blank, and forward a duplicate of it to the Accountant General or District Officer at the port at which the absentee intends to embark for Europe. Before the absentee's departure from his station, the District Officer in charge of the treasury, from which he last drew pay, must fill up, and attest the certificate at the end of the original form E. The Accountant General or District Officer at the port at which the absentee intends to embark for Europe, must act up to the instructions in the letter to his address on the back of form E, must copy the entries and signature from the certificate at the end of the original form into the duplicate, and must return the original form to the absentee. If he be an Accountant General, he must, moreover, forward the duplicate form to the Local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency, with a letter in the form F appended to this resolution; but if he be a District Officer, he must forward the duplicate form E to the Accountant General of his own presidency, who must send it on to the Local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency, with a letter in the form G appended to this resolution.

7. In the *third* and *fourth* cases, the Accountant General of the absentee's presidency must furnish him with a certificate in the form A appended to this resolution, but in the *fourth* case the tenth space in the form may be left blank.

8. In the *fifth* case, the transferred officer should be furnished with a certificate in the form H appended to this resolution. If he be employed at the station of the Accountant General of his presidency, the certificate should be given by that officer. If he have to pass through that station on his way to his new presidency, the certificate should be given by the District Officer in charge of the Treasury from which he last drew pay, and countersigned by the Accountant General. If he be not employed at, and have not to pass through, the Accountant General's station, the certificate should be given by the District Officer in charge of the treasury from which he last drew pay, and a duplicate of it should be forwarded by the District Officer to the Accountant General for countersignature and transmission to the Accountant General of the transferred officer's new presidency.

9. In the *sixth* case, the transferred officer should be furnished with a last-pay certificate in form H by the District Officer in charge of the treasury from which he last drew pay.

ORDER.—Ordered, that the foregoing Resolution be published in the *Gazette of India*, and communicated to the—

Foreign and Home Departments;

Governments of Bengal, Madras, Bombay, the North-Western Provinces and the Punjab;

Comptroller General of Accounts;

Director General of the Post Office of India;

Mint Master, Calcutta;

Head Commissioner of Paper Currency, Calcutta;

Accountants General in Bengal, Madras, Bombay, the North-Western Provinces, the Punjab and British Burmah;

Deputy Accountants General in the Central Provinces, Hyderabad and Mysore.

R. B. CHAPMAN,
Offg. Secy. to the Govt. of India.

Enclosures – Form A & F.

7a

FORM A.

LAST-PAY CERTIFICATE OF *(title and name)* OF THE *(Corps or Service)* PROCEEDING ON *(nature and period of leave)* TO *(place)*.

1.	Government under which employed ...	1.
2.	Substantive appointment	2.
3.	Acting appointment, if any ...	3.
4.	Period of leave	4.
5.	Date of commencement of leave ...	5.
6.	Rate of absentee allowance, and place of payment.	6.
7.	Date from which first payment is to be made.	7.
8.	Amount, if any, paid in advance ...	8.
9.	Service from which absentee allowance is payable.	9.
10.	Period for, and terms on, which leave may be extended or commuted.	10.

(Place) the (date)

(SIGNATURE)
Accountant General.

NOTE.—In the case of Officers on other than privilege leave, embarking for Europe at Calcutta, the entry in the fifth and seventh spaces should be—"The date of the pilot quitting the vessel as certified below." This and the certificate below should be in the following form :—

"This is to certify that (*title and name*) is a passenger on board the (*name of vessel*) proceeding to *destination*), and left by me at sea this day.

(Place) the (date)

(SIGNATURE)
Pilot.

FORM B.

Last-pay Certificate of (title and name) of the (Corps or Service) proceeding on (nature of leave) to Europe.

1. Government under which employed ... 1.
2. Substantive appointment... ... 2.
3. Acting appointment, if any ... 3.
4. Period of leave ... ... 4.
5. Date of commencement of leave ... 5.
6. Rate of absentee allowance, and place of payment. 6.
7. Date from which first payment is to be made. 7.
8. Amount, if any, paid in advance ... 8.
9. Source from which absentee allowance is payable. 9.
10. Period for, and terms on, which leave may be extended or commuted. 10.

(place) the (date)

(SIGNATURE)
Accountant General.

Certified that the above-named officer appeared before me on this date, that he stated his intention of embarking for Europe on the *(name of vessel)* which leaves this port on the *(date)*, that he drew an (or no) advance of salary, and that the fifth, seventh and eighth spaces in the above certificate have been filled up by me accordingly.

(*place*) *the* (*date*)

(SIGNATURE)
Accountant General or Collector.

(Reverse).

From

The Accountant General,

(*Place*)

To

The Accountant General (or Collector) of

(*Name of port of embarkation.*)

Dated (place) the (date).

Sir,

I have the honor to request that when (*title and name of absentee*) produces this letter, you will pay him at the rate of per month from the (*date of departure from Accountant General's station*) to the day not later than the (*date of expiry of subsidiary or preparatory leave*) preceding his departure from (*name of port of embarkation*), that you will grant him an advance of if required, and will fill up the certificates on the reverse accordingly. The date to be shown in the fifth and seventh spaces of the last-pay certificate, is that of (*title and name*)'s departure from (*name of port of embarkation*).

I have, &c.,

(*place*) *the* (*date*)

(Signature)

Accountant General,

(*place*).

Form C.

From

The Accountant General,

(Name of port of embarkation).

To

The Accountant General,

(Name of absentees' presidency).

Dated (place) the *(date)*

Sir,

In reply to your letter No.——— of the ————, I have the honor to state as follows *(Title and name of absentee)* appeared before me on the ————, and received pay at the rate of ——— per month from the ——— to the ———, amounting to ———; he drew an (or no) advance of pay; and his last pay certificate was filled up as follows :—

5.	Date of commencement of leave ...	5
7.	Date from which first payment is to be made	7
8.	Amount, if any, paid in advance ...	8

I have, &c.,

(place) the *(date)*

(Signature)

Accountant General.

Form D.

From

The Accountant General,

(Name of presidency from which the absentee embarked for Europe).

To

The Accountant General,

(Name of absentee's presidency).

Dated *(place)* the (*date*).

Sir,

In reply to your letter No. ——— of the ——— to the *(designation of the District Officer at the port of embarkation)*, I have the honor to state as follows:—*(Title and name of absentee)* appeared before the above-mentioned officer on the ———, &c., *(as in Form C)*.

FORM E.

LAST PAY CERTIFICATE, &c., (*as in Form B*).

REVERSE.

FROM

THE ACCOUNTANT GENERAL,
(Name of absentee's presidency).

To

THE ACCOUNTANT GENERAL, (or Collector of).
(Name of port of embarkation).

Dated *(place) the (date).*

SIR,

I HAVE the honor to request that when *(title and name of absentee)* produces this letter, you will pay him at the rate of ——— per month, less the deduction shewn in the margin, from the date up to which he last drew pay from the ———treasury to the date on which he may make over charge of the office of ——— as shewn below, and at the rate of —— per month for the period not exceeding *(maximum of subsidiary or preparatory leave)* from the date on which he may make over-charge of that office to the day preceding his departure from *(name of port of embarkation)*, that you will grant him an advance of ———, if required, and fill up accordingly the certificates on the reverse. The date to be shewn in the fifth and seventh spaces of the last-pay certificate is that of *(title and name of absentee's)* departure from *(name of port of embarkation)*.

Rs.	A.	P.
———		
———		

I have, &c.,
(SIGNATURE)
Accountant General.

(Title and name of absentee) received his salary from the —— treasury at the rate of ———, less the deductions shown in the margin up to the ———, and to no later date. He made over charge of the office of ——— on the fore (or after) noon of the ———

(Place) the *(date)*

Collector of ——

FORM F.

FROM

THE ACCOUNTANT GENERAL,
(Name of port of embarkation).

To

THE ACCOUNTANT GENERAL,
(Name of absentees presidency.)
Dated *(place)* the *(date)*.

SIR,

I HAVE the honor to forward a copy of the District Officer's certificate subjoined to your letter No. ——— of the ——— with the following information. *(Title and name of absentee)* appeared before me on the ——— and received pay at the rate of —— per month, less the deductions shown in the margin from the ——— to the ——— amounting to ——— and at the rate of ——— per month from the ——— to the ———, amounting to———. He received an (or no) advance of pay and his last-pay certificate was filled up as follows :—

Rs.	A.	P.
———		
———		

5. Date of commencement of leave ... 5.
7. Date from which first payment is to be made. 7.
8. Amount, if any, paid in advance ... 8.

I have, &c.,
(SIGNATURE)
Accountant General.

FORM G.

FROM

THE ACCOUNTANT GENERAL,
(Name of presidency from which the absentee embarked for Europe).

To

THE ACCOUNTANT GENERAL,
(Name of absentee's presidency).
Dated *(place)* the *(date)*.

SIR,

I HAVE the honor to forward a copy of the District Officer's certificate subjoined to your letter No. ——— of the ——— to the *(designation of District Officer at the port of embarkation)* with the following information :—*(Title and name of absentee)* appeared before the above-named officer on the ——— and received, &c., *(as in Form F)*.

FORM H.

Last-pay certificate of *(title and name)* of the *(Corps or Service)* proceeding to *(place)* to join the appointment of ——— *or* to officiate as ——— *or* on duty.

(Title and name) ——— has drawn salary as ——— at the rate of ——— per month, and acting allowances as ——— at the rate of ——— per month, less the deductions shown below up to the ———. He made over charge of the office of ——— on the fore (or after) noon of the

Deductions.

Rs.	A.	P.
———		
———		

Financial Dep.t
Form

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

Accounts.

To

No. 409.

Dated Simla, 7th May 1869.

Received — 2 June

38

No 243

Laying down rules with
regard to last pay Certifi-
-cates, to be substituted
for those now in force
Rs 257 - 8 June/69
- Recorded.

12 4 13.

Govt. of {1869} Madras.

Jail

Dated June 8.

Recd.

Encl.

G. O. 8 June. 1869, No. 255.

Nos. 12. 13.

Recording Resolution of the Govt. of India laying down rules with regard to Last pay certificates to be substituted for those now in force.