M.R.O. 1—77,603—3-6-37.

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.	544.	Press. / Misc.
14-15		
Dated	1 — 4 —	1896.

2/8

Not to be folded or roughly handled

No. 14. Read the following circular from E. F. HARRISON, Esq., Comptroller-General, to all Accountants-General, dated Calcutta, 15th March 1874, No. 163 :—

My Circular, No. 148, laid down precise instructions, not only as to the use of transfer entries, but as to the manner of recording them ; and while no deviation from the rules on the former head (contained in paragraphs 9 to 16 of the circular) can be allowed, I have no objection to your substituting for the *procedure* of the earlier paragraphs that which I will now detail. But you will observe that I am not cancelling those paragraphs ; I am only sanctioning an alternative practice.

2. For the file of original transfers and its index would be substituted divisional sections, for the ledger and index would be substituted an abstract sheet. The form for the former would be a journal form with debtor and creditor columns, and might with advantage be printed on paper of the size used for your district classified abstracts. Full particulars must be given for each entry, as is laid down in the italic note on the transfer entry form attached to my former circular, and paragraph 3 of that circular lays down a restriction which, for the sake of clearness of record, must still be observed.

3. Each division of an office usually making transfers will, for each of the two branches, viz., Imperial and Provincial, each month use a pair of these sections, each of which will bear a distinctive letter or mark to be repeated conspicuously at the head of each page; as the necessity for any transfer is discovered, it will be made in one of these and passed by the Superintendent of the Division ; and at convenient intervals—the close of each day or the close of each week—the used section will be transferred to the book (or compilation) division for compilation, future entries being made in the other section, which, at the end of a like period, will be exchanged for the former one. Immediately on the return of either, the Superintendent of the Division making the transfer must examine each entry to see that the word *posted* is written across it with the initials of the poster, and that each of the items whereof it is composed is marked off. The transfer book will ordinarily be closed as soon as the last classified abstract of the month is sent in, and then each Superintendent will total both sides of each of his sections, agree these totals, and sign each. Each division of an office should number its entries for each of the branches in a continuous series, commencing anew each year.

4. When one of these sections is received in the Book Department, it will be examined by the Superintendent, who, if none of the entries be imperfect, unusual or objectionable, will initial it as authority for the poster; if any entry be imperfect, he will send back the section to the department concerned ; if any be unusual or objectionable, he will submit it for the orders of a gazetted officer with any necessary documents. On receiving the orders of such an officer, he will restore the documents to the other department requiring it to withdraw the entry if it be rejected. On receipt of the new section initialled by his own Superintendent, the poster will surrender the other and proceed to post the new entries in the abstract now to be described.

5. Its form is annexed. As it will be laid with the divisional sections of each month, and at the end of the year bound up into one volume with them, it must be on paper of the same size ; the royal paper generally used for classified

abstracts, and therefore recommended for the divisional sections kept on this plan, is broad enough for double columns. In it a sufficient space will be left in order for each detailed head on which transfers are expected, and the space will be bounded above by the name of the head (written across the centre one of the three divisions) and below by a red ink line (across the same space). Each entry will be separately posted; note will be given of the original entry, and, if it be desired, the district (or the departmental account) to which it pertains may be entered; the original figures will be given in the proper column to the left; and when the book is being closed, the figures for the detailed book would be carried out into the proper column on the right. These figures will be for service heads the balance of the two columns to the left, but for debt heads the total of each; the detailed book poster should tick each entry in the right-hand column as he posts it. In case the space provided for a head be insufficient, a note in the margin will carry the eye to the place where the entries are continued, which may with convenience be after all the usual heads, but a little foresight would avoid this necessity, and would be well expended. Similarly, if a transfer be made under a head not commonly affected and therefore not prepared for, a note in the margin will refer the poster to the place where it will be found. The abstract would be proved by agreement between the totals of each pair of columns, and the totals of the right-hand pair would be the totals to be posted in the consolidated statement of account (Appendix XXVIII. of the C. G.'s form book).

Abstract of Transfers admitted in the Account of the Month of

Original.		Transfer entry.			Detailed Book Post.	
Debit.	Credit.	Book.	No.	District.	Debit.	Credit.

6. Month by month the abstract will be laid before the Accountant-General for signature, and at the end of the year the sections of each division will be brought together and bound in one volume closed by the abstracts in order of the months.

7. The divisional sections of the transfer book (and consequently the abstracts and the annual volumes) for the two branches, Imperial and Provincial, will be separate, but the details of any entry affecting both branches need not be repeated in both books; the two abstracts can be posted from the same book, but the fact of the double posting must in this case be certified across the entry, and the Superintendent who passed it will be responsible for seeing that it is so certified. Since it is thus possible that the abstract may contain some entries taken from the transfer books of the other branch, the totals of the left-hand columns of the abstract may not be the same as the sum of the totals of the divisional sections

of the transfer book as made up, and signed for, by the several Superintendents; it should, however, be proved by picking out the entries (which will all be found under the linking head) taken from the other book and seeing whether the deduction of their *sum* will reduce the figures of the abstract to those of the sum of the transfer books.

The entries under the linking head taken from the books of the other branch will probably be some debits and some credits; but the fact that the abstract proves itself will show that the debits have answering credits elsewhere, the credits answering debits; thus the deduction to be made from each column will be the *sum* of the borrowed entries under the linking head, and this deduction will leave only the entries taken from the books of the same branch and whose totals consequently should agree with those of the abstract. The *borrowed* entries will be known by their quoting as authority a book assigned to the other branch. Thus the three divisions of an office may not improbably have assigned to their pairs of transfer sections the letters A and B, E and F, J and K, for the Imperial branch, against C and D, G and H, L and M, for the Provincial. Thus in the provincial transfer abstract A 28 would show that entry to have been taken from the Treasury Account Imperial section A, and to be No. 28 of that division, and that its amount, added to others similarly borrowed, must be deducted from the total transfers under Provincial, in order to agree the latter with the total of Provincial sections.

8. It will be clearly understood that this alternative plan is sanctioned only on the condition that in working it be found no more troublesome and no less clear than the other. It is believed that the plan of Circular, No. 148, will be found to work with little supervision, without any clashing of departments, without any confusion, and without any double copying, *i.e.*, without any fairing of draft entries or records; and its ledger has been found useful in the successive stages of estimate and for purposes of statistics. The new form of abstract, however, will be found to serve the last end much in the same way.

9. A third plan would work the index and separate entries of Circular; No. 148, with the abstract form described in the present circular substituting the latter for the ledger and abstract of the other plan. This also may be admitted. The abstract will, as is prescribed in the commencement of paragraph 5, be on paper of the same size as is used for the original separate entries.

No. 1423.

Copy forwarded to the Secretary to the Government of Madras for information.

(Signed) E. GAY,
Deputy Comptroller-General.

Comptr.-Genl.'s Office,
19*th March* 1874.

No. 15.

Order thereon, 1st April 1874, No. 544.
To be recorded.
(True Extract.)
D. F. CARMICHAEL,
Acting Chief Secretary.

Exd. J. Wright.

Govt. of 1874 Madras.

FINANCIAL.

Dated April, 1st.

Read.

Encl.

G.O., 1st April 1874, No. 544.

APRIL.
Nos. 14-15.

Accounts.—Comptroller-General's circular regarding alternative forms of transfer book, &c., recorded.

ALTERNATIVE FORMS OF TRANSFER BOOK, &c.

Comptroller General's Office,
Calcutta, the 15th March 1874.

CIRCULAR No. 163.

FROM

THE COMPTROLLER GENERAL,

To

ALL ACCOUNTANTS GENERAL.

SIR,

My circular 148 laid down precise instructions, not only as to the use of transfer entries, but as to the manner of recording them; and while no deviation from the rules on the former head (contained in paragraphs 9—16 of the circular) can be allowed, I have no objection to your substituting for the *procedure* of the earlier paragraphs that which I will now detail. But you will observe that I am not cancelling those paragraphs; I am only sanctioning an alternative practice.

2. For the file of original transfers and its index would be substituted divisional sections, for the ledger and index would be substituted an abstract sheet. The form for the former would be a journal form with debtor and creditor columns, and might with advantage be printed on paper of the size used for your district classified abstracts. Full particulars must be given for each entry, as is laid down in the italic note on the transfer entry form attached to my former circular, and paragraph 3 of that circular lays down a restriction which, for the sake of clearness of record, must still be observed.

3. Each division of an office usually making transfers will, for each of the two branches, *viz.*, Imperial and Provincial, each month use a pair of these sections, each of which will bear a distinctive letter or mark to be repeated conspicuously at the head of each page; as the necessity for any transfer is discovered, it will be made in one of these and passed by the Superintendent of the Division; and at convenient intervals—the close of each day or the close of each week—the used section will be transferred to the book (or compilation) division for compilation, future entries being made in the other section, which, at the end of a like period, will be exchanged for the former one. Immediately on the return of either, the Superintendent of the Division making the transfer must examine each entry to see that the word *posted* is written across it with the

initials of the poster, and that each of the items whereof it is composed is marked off. The transfer book will ordinarily be closed as soon as the last classified abstract of the month is sent in, and then each Superintendent will total both sides of each of his sections, agree these totals, and sign each. Each division of an office should number its entries for each of the branches in a continuous series, commencing anew each year.

4. When one of these sections is received in the Book Department, it will be examined by the Superintendent who, if none of the entries be imperfect, unusual or objectionable, will initial it as authority for the poster; if any entry be imperfect, he will send back the section to the department concerned; if any be unusual or objectionable, he will submit it for the orders of a gazetted officer with any necessary documents. On receiving the orders of such an officer, he will restore the documents to the other department requiring it to withdraw the entry if it be rejected. On receipt of the new section initialled by his own Superintendent, the poster will surrender the other and proceed to post the new entries in the abstract now to be described.

5. Its form is annexed: as it will be laid with the divisional sections of each month, and at the end of the year bound up into one volume with them, it must be on paper of the same size: the royal paper generally used for classified abstracts, and therefore recommended for the divisional sections kept on this plan, is broad enough for double columns. In it a sufficient space will be left in order for each detailed head on which transfers are expected, and the space will be bounded above by the name of the head (written across the centre one of the three divisions) and below by a red ink line (across the same space). Each entry will be separately posted; note will be given of the original entry, and, if it be desired, the district (or the departmental account) to which it pertains may be entered; the original figures will be given in the proper column to the left; and when the book is being closed, the figures for the detailed book would be carried out into the proper column on the right. These figures will be for service heads the balance of the two columns to the left, but for debt heads the total of each; the detailed book poster should tick each entry in the right hand column as he posts it. In case the space provided for a head be insufficient, a note in the margin will carry the eye to the place where the entries are continued, which may with convenience be after all the usual heads, but a little foresight would avoid this necessity, and would be well expended: similarly, if a transfer be made under a head not commonly affected and therefore not prepared for, a note in the margin will refer the poster to the place where it will be found. The abstract would be proved by agreement between the totals of each pair of columns, and the totals of the right hand pair would be the totals to be posted in the consolidated statement

of account (Appendix XXVIII of the C. G.'s form book).

Abstract of transfers admitted in the account of the month of

Original.		Transfer entry.			Detailed Book Post.	
Debit.	Credit.	Book.	No.	District.	Debit.	Credit.

6. Month by month the abstract will be laid before the Accountant General for signature, and at the end of the year the sections of each division will be brought together and bound in one volume closed by the abstracts in order of the months.

7. The divisional sections of the transfer book (and consequently the abstracts and the annual volumes) for the two branches, Imperial and Provincial, will be separate, but the details of any entry affecting both branches need not be repeated in both books; the two abstracts can be posted from the same book, but the fact of the double posting must in this case be certified across the entry and the Superintendent who passed it will be responsible for seeing that it is so certified. Since it is thus possible that the abstract may contain some entries taken from the transfer books of the other branch, the totals of the left hand columns of the abstract may not be the same as the sum of the totals of the divisional sections of the transfer book as made up, and signed for, by the several Superintendents; it should however be proved by picking out the entries (which will all be found under the linking head) taken from the other book and seeing whether the deduction of their *sum* will reduce the figures of the abstract to those of the sum of the transfer books.

The entries under the linking head taken from the books of the other branch will probably be some debits and some credits; but the fact that the abstract proves itself will show that the debits have answering credits elsewhere, the credits answering debits; thus the deduction to be made from each column will be the *sum* of the borrowed entries under the linking head, and this deduction, will leave only the entries taken from the books of the same branch and whose totals consequently should agree with those of the abstract. The *borrowed* entries will be known by their quoting as authority a book assigned to the other branch: thus the three divisions of an office may not improbably have assigned to their pairs of transfer sections the letters A. and B, E. and F, J. and K, for the Imperial branch, against C. and D, G. and H, L. and M, for the Provincial: thus in the provincial transfer abstract A 28 would show that entry to have been taken from the Treasury Account Imperial section A and to be No. 28 of that division and that its amount, added to others similarly borrowed, must be deducted from the total transfers under Provincial, in order to agree the latter with the total of Provincial sections.

8. It will be clearly understood that this alternative plan is sanctioned only on the condition that in working it be found no more troublesome and no less clear than the other. It is believed that the plan of circular 148 will be found to work with little super-

vision, without any clashing of departments, without any confusion, and without any double copying, *i. e.*, without any fairing of draft entries or records; and its ledger has been found useful in the successive stages of estimate and for purposes of statistics. The new form of abstract however, will be found to serve the last end much in the same way.

9. A third plan would work the Index and separate entries of circular 148 with the abstract form described in the present circular substituting the latter for the ledger and abstract of the other plan. This also may be admitted: the abstract will, as is prescribed in the commencement of paragraph 5, be on paper of the same size as is used for the original separate entries.

I have the honor to be,
SIR,
Your obedient Servant,
E. F. HARRISON,
Comptroller General.

No. 1423.

Copy forwarded to the *Secretary to the Govt of Madras* for information.

COMPTR. GENL.'S OFFICE;
The 19th March 1874. } *Deputy Comptroller Genl.*

O. S. G. P.—No. 762 C. G.—20-3-74—150.

18 74 DEPARTMENT.

From

The Dy. Contr Genl.
Calcutta

No. 1423.

Dated 19 } March 1874
Received 27 }

1874

No. 725

Forwards for information
Copy Montr Genls Cir-
cular regarding
Alternative forms
of Transfer books &c

1st April /74 No 574

Recorded

27/3/74.

c-28/3.
D.27/3.

Govt. of {1874 Madras.

Financial

G. O. 1 April, 1874, No. 544

Nos. 14. 15.

Accomts. Comptroller Genls. Circular regarding alternative forms of transfer book recorded.

(With 1 spare copy)