

Financial (1895) Department.

ORDINARY MS.

G.O., No. 304

Dated 8th April 1895.

INDEXED. 6/7

[Despatch Abstract.]

Forest Revenue.-

Recording Proceedings, Revenue Department, approving and ordering to be published in the Fort St. George and all the District Gazettes, the draft rules for the remittance of by postal money orders, and requesting the Board of Revenue to print them as an appendix to the new Forest Code.

BACK PAPERS.

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

FURTHER PAPERS.

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

Govt. of {1895} Madras.

REVENUE.

11

Order: 8 April 195 A 300

Recorded.

Issued

Recd. 2/4/95
Rep 2/4

Encl.

G.O., 18th March 1895,
Nos. 165, 165A.

MARCH.

Forest Revenue.

Draft rules for the remittance of — by postal money orders, approved and ordered to be published in the Fort St. George and all the District Gazettes and the Board of Revenue requested to print them as an appendix to the new Forest Code.

(120)

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ--the following letter from H. FARRER, Esq., Postmaster-General, Madras, to the Secretary to Government, Revenue Department, dated Madras, 21st December 1894, No. 28567, R.L. 10 No. 11 :—

With reference to the Resolution of the Board of Revenue (Land Revenue), dated 29th August 1894, Forest No. 566, I have the honour to forward herewith a set of rules which have finally been accepted by the Board in their Proceedings (Land Revenue), dated 5th December 1894, No. 1600, Mis., and to request that Government will be pleased to authorise their publication in the *Fort St. George Gazette* for the information of all departments. Similar rules when first introduced in the Bengal Postal Circle were published in the *Calcutta Gazette* under a notification of the Government of Bengal, dated 11th May 1888.

Endorsement thereon—No. 60-R.

Referred to the Board of Revenue for remarks.

FORT ST. GEORGE,
17th January 1895.

(Signed) R. C. C. CARR,
Under Secretary to Government.

READ—also the following Proceedings of the Board of Revenue (Land Revenue), dated 7th February 1895, Forest No. 164, Mis. :—

Read—endorsement of the Under Secretary to Government, dated 17th January 1895, No. 60-R., on letter from the Postmaster-General, Madras, dated 21st December 1894, No. 28567/R.L. 10 No. 11.

Resolution—dated 7th February 1895, Forest No. 164, Mis.

The rules forwarded by the Postmaster-General with his letter referred for remarks in the Government endorsement read above were discussed by the Board in its Proceedings, dated 28th June 1894, Forest No. 423, and 29th August 1894, Forest No. 566,* and, as stated in the latter of those Proceedings, the Board in the Forest Branch has no objection to their publication.

* Recorded in G.Os., dated 24th July 1894, Mis. No. 2889, and 22nd September 1894, Mis. No. 3716, respectively.

2. In submitting the rules to Government, the Postmaster-General appears to have overlooked the modification to clause 2 of rule 28 proposed in his letter disposed of in Board's Proceedings, dated 19th September 1894, Forest No. 1219,† Mis. No. 3716. The necessary correction has now been made in the Board's office.

3. With reference to paragraph 2 of G.O., dated 22nd September 1894, No. 3716, Revenue, the Board takes the present opportunity to submit to Government the following draft notification containing the departmental rules drawn up by it for the guidance of Forest officers and requests that it may be published in the *Fort St. George Gazette* as a supplement to, and in continuation of, the Postmaster-General's rules. The special rules will, after approval by Government, be embodied as an appendix to the Revised Forest Code.

(True Extract.)

(Signed) L. M. WYNCH,
Secretary.

To the Secretary to Government, Revenue Department,
with Postmaster-General's letter and its enclosure returned.

ORDER—dated 18th March 1895, No. 165, Revenue.

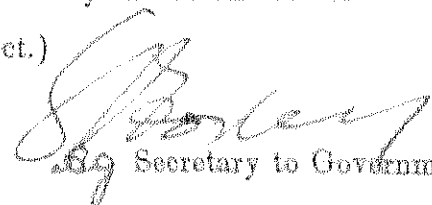
Forest No. 66.

The draft rules submitted by the Postmaster-General, as amended by the Board of Revenue and the notification

submitted by the latter authority, are approved and will be published in the Fort St. George and all the District Gazettes.

2. The rules and the notification being executive orders intended for the guidance of Government servants, should be printed as an appendix to the new Forest Code and the Board is requested to issue the necessary addendum thereto.

(True Extract.)


Secretary to Government.

To the Board of Revenue (Land Revenue).
„ the Postmaster-General, Madras.
„ the Financial Department.
„ the Accountant-General.
„ the Superintendent, Government Press.

Endorsement No. 165A.

Copy to the Government of India, Revenue and Agricultural Department.

(Signed) E. GIBSON,
Secretary to Government.

APPENDICES.

NOTIFICATION I.

The following rules relating to Government dues money orders are published for general information:—

[In these rules "Treasury" includes Sub-treasury, "Treasury officer" includes Sub-Treasury officer, and "Postmaster" includes Sub-Postmaster at sub-treasury stations.]

Section A.—Procedure in office of issue.

Money orders in favour of Government officers or of any local body entitled to bank at a treasury or sub-treasury in payment of money (other than land revenue) due to Government are termed Government dues money orders.

2. When a money order is presented for issue it will be the duty of the money order clerk, or Sub or Branch Postmaster, to see that the form of ordinary inland money order is properly filled in and that it is complete in every respect. He should specially see that the coupon of the money order form contains full particulars showing clearly the object of the remittance. If the object of the remittance is not clearly stated in the coupon, the money order clerk or Sub or Branch Postmaster should not accept the order until the omission is rectified and the object clearly stated. The money order clerk or Sub or Branch Postmaster should give any aid that the remitter may require to fill up the coupon, and shall not demand or accept any gratification in return on pain of dismissal.

3. The rule prohibiting the inclusion of pies (fractions of an anna) is not applicable to Government dues money orders. Such money orders may contain any fraction of an anna not less than one pie. Remittances of amounts including fractions of pies are not allowed. The limit of the amount of a single money order is the same as of any ordinary money order.

4. A separate money-order form must be used for each class of Government due remitted or in other words remittances on two or more accounts may not be included in one money order.

5. After the money order has been properly filled up, it should be received and dealt with in the same way as any ordinary inland money order. The letter "G" should be written before the number of every Government dues money order, and this mode of distinguishing Government dues money orders should be adopted whenever the number is entered.

6. Every remitter of a Government dues money-order should be informed that he will not receive the ordinary money-order acknowledgment signed by the payee, but that the usual departmental receipt will be forwarded to him direct by post, and that he should address the payee regarding it if he does not receive it in due course. He should also be advised to keep the carbonic receipt carefully until he receives the formal departmental receipt from the payee.

Section B.—Procedure in the Post office of payment.

7. The following rules apply only to Post offices at treasury or sub-treasury stations. Other Post offices which receive for payment ordinary money-orders in favour of officers of Government or local bodies in their official capacities will pay them in cash under the procedure applicable to money orders in favour of private individuals.

8. All Government dues money orders received for payment in a day in favour of different officers will be paid by a single treasury voucher in favour of the Treasury officer.

9. All Government dues money orders received for payment will be entered in detail in the register of money orders received, and if any money order is not included on the day of its receipt in the list sent to the treasury (*vide* rule 10) a note should be made in the last column of the register of the date of the list in which it is included. The money orders entered in the list sent each day to the treasury must be grouped together and the total amount they represent, which will agree with the total of the list for that day, will be entered against the group.

10. When the Government dues money-orders are in all respects ready to be handed over to the postman, a list in triplicate (Form 1-G.D.M.O.) will be made out by the money-order clerk or Sub-Postmaster with the help of carbonic paper; and the entries in the money column of the list should be carefully totalled. No money order should be included in the list unless the object of the remittance is entered on the coupon.

11. The Postmaster should then check the entries in the list with those on the money orders and also check the total of the money column. He will then give the postman the duplicate list and the money orders and a treasury voucher representing the total value of the money orders as entered at the foot of the list.

12. The amount represented by the treasury or sub-treasury voucher will not be charged against the letter of credit, but will be paid quite independently of the balance of any letters of credit held by the treasury in favour of the Post office.

13. The postman will take the list and money orders and the treasury voucher to the Treasury officer and will receive back from the Treasury officer the money-orders without the coupons and acknowledgments. He must be careful to see that he receives back all the money-orders and that they are all duly receipted by the Treasury officer or such other officer as may be authorised to sign money orders on his behalf.

14. The original and triplicate lists will be kept with the journal of money orders paid until the next list of money orders paid is sent to the Comptroller, when the corresponding or triplicate list of Government dues money-orders paid will also be sent, the paid money orders being arranged in order and attached to the list. The original list will then be filed, a separate file of original lists being kept with the appropriate journal of money orders paid, so that the dates of the journal and of the file of Government dues money order lists may correspond.

15. Payees of Government dues money orders should not refuse acceptance of such money-orders for want of any information in the coupons. In any case of refusal of a Government dues money order, the Treasury officer should be referred to rule 24 of these rules and the money order again offered for payment.

16. The paid money orders received back from the treasury will be examined by the money-order clerk or Sub Postmaster in the same way as other ordinary money orders. It will not be necessary to enter in detail Government dues paid money orders received back from the treasury in the journal of money orders paid since the triplicate list will contain this information. Only the total of the list should be entered in the journal of money orders paid, thus:—

"As per Government dues money-order list" RS. A. P."

The triplicate list will be sent to the Comptroller with the money-order journal as directed in rule 14, care being taken to fill in the classification columns correctly in the list for April.

17. (i) The amount of the treasury voucher will be entered by head offices in the cash day book and the cash account on the receipt side opposite the item "drawn from treasury," and will be included in the sum entered on the disbursement side under the head "amount of money orders paid." The amount will also appear in the treasury account as money drawn from the district treasury. All these entries must be made on the same date. But in the case of entries in the treasury account regarding the amount of Government dues money-orders, the letters "G.D.M.O." should be written against these entries to distinguish them from ordinary drawings from the treasury.

(ii) Sub-offices at sub-treasury stations will enter the amounts of these sub-treasury vouchers separately in the sub-office account and daily account, distinguishing them from other sums drawn from the sub-treasury by the letters G.D.M.O. On the disbursement side the amount will be included each day under the head "amount of money-orders paid."

18. If it should happen that a money order is received without the object of the remittance being entered on the coupon the money order will, as stated in rule 9, not be included in the day's list. The Postmaster will retain the money order in deposit and make a reference to the office of issue to ascertain the object of the remittance. On the receipt of a reply he will attach it to the coupon, and the reply will be considered as part of the coupon. The money order will

then be included in the next list sent to the Treasury officer. If, notwithstanding a reference to the office of issue, the object of the money order cannot be ascertained, the Postmaster of the office of payment will treat the money order as refused and return it under the usual procedure to the office of issue, noting across the coupon the words "refused, as object of remittance not stated." Every case in which a money order is received without the object being entered on the coupon should be reported by the office of payment to the Superintendent of the division in which the office of issue is situated.

19. On the 1st of every month each Sub-Postmaster paying Government dues money-orders will prepare a return (Form 2-G.D.M.O.) of all Government dues money orders received during the previous month and submit it to the head office. The head office will prepare a similar return for itself and on receipt of all the returns from sub-offices compile a general return (Form 4-G.D.M.O.) and submit it to the Postmaster-General by the 8th of the month following that to which the return appertains.

Section C.—Procedure to be followed in the treasury.

20. On receipt of the list, money orders and treasury voucher, the Treasury officer will check and compare the documents. If there is any error, he will return all the documents to the Post office with a note of the error or errors. When the documents are correct, the Treasury officer will at once cut off the strip of each money order containing the coupon and acknowledgment, sign and date the money orders as payee, and return them to the postman. The Treasury officer will retain the strip (including the coupon and acknowledgment), the list of money orders (Form 1-G.D.M.O.), and the treasury voucher.

21. The Treasury officer will be responsible that the total of the amounts of the money-order lists corresponds with the amount of the treasury voucher received from the Post office and debited to the Postal Department.

22. The Treasury officer will, on the same day, adjust the amount of the treasury voucher by transfer, debiting the amount to the Post office and crediting the amounts of the several money orders as shown in the list and on the acknowledgments to the appropriate departments. If the amount of any money order cannot, for any reason, be credited at once in the treasury accounts, the amount should be disposed of according to the standing rules and practice of the Account department, or be made over in cash to the officer to whom it would have been paid had payment been made in cash instead of by money order, or if the amount had been sent as cash in an ordinary or registered letter.

23. To each department in favour of which any money-order or money-orders have been received and credited, the Treasury officer will, on the same day, send an advice list in Form 3-G.D.M.O., together with the corresponding strips consisting of the coupons and acknowledgments. In the case of officers and local bodies to whom daily advice lists are sent of other receipts on their accounts, the total amount of each money-order advice list will be entered (with a reference to the money-order advice list) in the daily advice list.

24. No money order received from the Post office may be refused. If the particulars given are not sufficient to enable the Treasury officer to credit the amount under the proper sub-head of account, he must credit it, or treat it in the same way as he would have credited or treated a currency note received by post with a letter furnishing only the particulars given in the money-order coupon.

Section D.—Procedure in the offices of the payees of the money orders.

25. On receipt of an advice list (see rule 23) with the corresponding strips consisting of the coupons and acknowledgments, the usual entries will be made in the prescribed registers, and the prescribed receipts will be sent to the remitters by post, the postage being prepaid by service or ordinary stamps, according as the department or local body is or is not entitled to use service stamps.

26. The prescribed form of receipt should be sent to each remitter at the latest on the first open day after the receipt of the advice list from the treasury.

27. If the amount of a money order is more than is due from the remitter, the excess should be entered as an advance on account of future dues or be dealt with in such other way as the rules of the department or local body may prescribe; if the amount is less than is due, it should be credited as a payment in part; if the period on account of which the remittance is made is specified, the amount should be credited on account of that period; and if the period is not specified, the remittance should be set off against those dues which have been longest outstanding.

Section E.—Rules relating to money orders issued by Government officials or local bodies who bank at a treasury or sub treasury.

28. Money-orders issued by Government or District or Local Bodies in favour of officials, contractors, &c., will be received at the Post office of issue along with either—

(1) cash to the amount mentioned in the money order *plus* the commission, or

(2) when the Post office of issue is at a treasury or sub-treasury station, a cheque for the amount of the money order and the commission drawn on the treasury in favour of the Postmaster of the office of issue. The remitter must have a banking account with the treasury or sub-treasury, as the case may be, on which the cheque is drawn.

Note.—The rule prohibiting the inclusion of pies (fractions of an anna) does not apply to these money orders. They may include any fraction of an anna not less than one pie.

29. When cash is sent along with the money order, the latter will be dealt with in every respect as if it were an ordinary money order.

30. When the money order is received with a cheque for the amount, the Postmaster will treat the cheque as part of the cash balance of his office, and should take the earliest opportunity of presenting it at the treasury either for encashment or as a remittance to the credit of the Post office.

31. These money orders will be paid to the payees in cash and dealt with in every respect as ordinary inland money orders.

Form ¹
G.D.M.O.

Original.

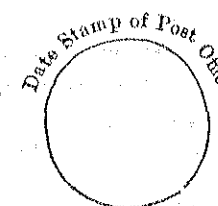
[This list will be filed in the Post office.]

List of ordinary Money Orders sent from
Treasury on

Post office to the

Serial number.	Post office of issue.	Number of Money order.	Date of Money order.	Amount of Money order.		
				Rs.	A.	P.

Total amount in figures and words.



Signature of Money-order Clerk.

Signature of Postmaster.

Form ¹
G.D.M.O.

Duplicate.

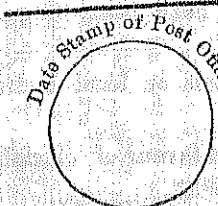
[This list will be filed in the Treasury.]

List of ordinary Money Orders sent from
Treasury on

Post office to the

Serial number.	Post office of issue.	Number of Money order.	Date of Money order.	Amount of Money order.		
				Rs.	A.	P.

Total amount in figures and words.



Signature of Money-order Clerk.

Signature of Postmaster.

Form ¹
G.D.M.O.

Triplicate.

[This list will be sent to Comptroller, Post Office.]

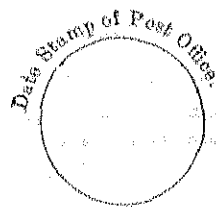
List of ordinary Money Orders sent from

Post office to the

Treasury on

Serial number.	Post office of issue.	Number of Money Order.	Date of Money Order.	Amount of Money Order.			Head and sub-head in the treasury accounts to which amount has been credited.
				RS.	A.	P.	

Total amount in figures and words.



Signature of Money-order Clerk.

Signature of Postmaster.

Form ²
G.D.M.O.

RETURN showing the total number and value of Government Dues Money Orders received at Post office during the month of 189

	Total number of Government Dues Money Orders.	Total value of Government Dues Money Orders.		
		RS.	A.	P.
(1) Remaining undisposed of at the close of last month				
(2) Received during this month				
(3) Total to be accounted for				
(4) Paid by Treasury voucher				
(5) Finally treated as refused and returned to offices of issue for repayment to remitters				
(6) Remaining undisposed of at the close of the last day of this month				
(7) Total of items 4, 5 and 6				

Note.—Item 3 should agree with item 7.

The

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Postmaster.

Form ³
G.D.M.O.

Advice list of

Treasury on the

Money Orders received in the

, and credited to the

Department on the same date.

The coupons and acknowledgments are annexed.

Serial number in Post office list of this date.	Post office of issue.	Amount of Money Order.			Head and sub-head in the Treasury accounts to which amount has been credited.
		RS.	A.	P.	

Total number of Money Orders.

Total amount of Money Orders (in words).

Signature of Treasury Officer.

Form ⁴
G.D.M.O.

RETURN showing the total number and value of Government Dues Money Orders received at month of 189 Head office and its Sub-offices during the

	Total number of Government Dues Money Orders.	Total value of Government Dues Money Orders.		
		RS.	A.	P.
(1) Remaining undisposed of at the close of the last month				
(2) Received during the month				
(3) Total to be accounted for				
(4) Paid by Treasury vouchers				
(5) Finally treated as refused and returned to offices of issue for repayment to remitters				
(6) Remaining undisposed of at the close of the month				
(7) Total of items (4), (5) and (6)				

Note.—The entries in lines (3) and (7) should agree.

The

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Postmaster.

NOTIFICATION II.

In pursuance of Notification No. _____ published on page _____ of the *Port St. George Gazette*, dated _____, the following departmental rules are issued for the remittance of Forest revenue to treasuries and of advances to disbursers by means of postal money orders. Money should be remitted through the Post office only in cases where the existing method of remittance is unsafe or otherwise inconvenient.

Rules for the remittance of Forest Revenue to treasuries and of advances to disbursers.

(i) *Remittance of Revenue.*—District Forest-officers should provide themselves, as well as their range and other revenue remitting officers, with ordinary inland money-order forms in books with counterfoils, such as are obtainable at all Post offices, and these alone should be used, all particulars of the remittance being noted on the counterfoil.

2. The remitter should make out a money order on one of these forms, filling in the name of the most convenient Post office and other particulars and making it payable to the officer in charge of the Treasury and should send it with the cash to the Post office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury officer's information.

3. The Treasury officer, on receipt from the Post office of the money order, will sign and date the money order and return it to the Post office after cutting off the strip containing the coupon and acknowledgment. He will forward to the District Forest-officer the advice list prescribed in the rules published in the notification referred to at the head of these rules, together with the corresponding strips consisting of the coupons and acknowledgments of all money orders received during the day.

4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the Post office when the money order was issued.

5. The commission paid on money orders will be charged to the budget head B III (f) in the departmental accounts.

6. (ii) *Remittance of advances.*—In remitting advances to disbursers, the same procedure as that prescribed in rules 1 and 5 above should be followed; but the amount of the money order and the commission may be paid into the Post office either in cash or, where the Post office is at a treasury or sub-treasury station, by a cheque drawn in favour of the Postmaster on such treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

7. The money order will be treated by the Post office as an ordinary inland money order and acknowledgment sent to the remitter in due course. The remitter's accounts will be supported by this acknowledgment as well as the receipt referred to in rule 4 above.

Exd. C. M. Brisson.

80 Copies.

When given for copying

When copied

When examined

When signed

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READ AGAIN G.O. No.

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DATED

CURRENT No.

ENCLOSURE TO G. No.

ORDER OF GOVERNMENT

LETTERS OF GOVERNMENT.

STATEMENT WITH DETAIL.

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

N.B.—

A = Copy in full.

B = Not to be copied.

P = Copy abstract only.

Q = Copy heading only.