

Financial (1899) Department.

ORDINARY MS.

G.O., No. 1144

DATED 20. 8. 99

12/12

[Despatch Abstract.]

Stating, with remarks, that the proposal of
the Accountant General, that the treasury
forms may be supplied by the Supdt. of
Stationery direct, is impracticable.

BACK PAPERS.

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

FURTHER PAPERS.

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

Financial

Public (1899) Department.



²⁸⁸⁸
CURRENT No. 2257



From
*The Accountant General
to the Government of Madras.*

Order *Cudt No 2110717-8-99*

No. *C.R. 129*
5286

*Referred to the Superintendent
of Stationery & to the Superintendent
of the Government Press for
remarks.*

Dated *14th August 1899*

Received *16*

Registered *17*

Enclosures *1*

Spare copies —

Chief Secretary

*encd.
18/8/99*



The Supdt of Stationery

To be passed on to

The Supdt. Govt. Press

SUBJECT.

*Suggesting that the supply of 73
Madras Treasury forms from this
office may be supplied by the Super-
intendent of Stationery as the present
system is cumbersome and expensive.*

BACK PAPERS.

G.O.	No.	Department.	Date.
Rs	294	Finl	24.2.99

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Indent for Printed Forms required for the official year 189 -190

Serial No.	Description of forms.	Number used for past 12 months.	Number on hand on date of Indent.	Number required for the above year.	Number supplied.	REMARKS.
1	Salary Bill, for ^{Gazetted} Covenanted Officers					
2	Do. for Military, Medical and Ecclesiastical Officers					
3	Do. for Uncovenanted Officers					
4	Certificate of Transfer of Charge					
5	Last Pay Certificate					
6	Establishment Bill, Form, half sheet					
7	Do. full sheet					
8	Do. inner do.					
9	Periodical Increment Certificate					
10	Leave Statement, full sheet					
11	Gazetted Officer's Travelling Allowance Bill.					
12	Ministerial Officer's do.					
13	Batta to Witnesses					
14	Bill for Rents, Rates and Taxes					
15	Contingent Bill, payable, half sheet (Form 12)					
16	Do. not payable, half sheet (Form 11)					
17	Abstract of Contingent Charges without Certificate (Form 11)					
18	Contingent Register Sheets (blank)					
19	Permanent Advance Transfer Certificate					
20	Do. Annual do.					
21	Refund of Revenue, half sheet					
22	Do. full do.					
23	Indent for forms					
24	Completion Report for Petty Works (under Rs. 500)					
25	Completion Report for works (exceeding Rs. 500)					
26	Application for refund of lapsed deposits					
27	Covering list of Government Promissory Notes, &c.					
28	Land Revenue Contingent Bill, payable					
29	Do. not payable.					
30	Customs Contingent Bill, payable					
31	Do. not payable					
32	Magisterial Contingent Bill, payable					
33	Do. not payable					
34	Miscellaneous Contingent Bill, payable					
35	Do. do. not payable.					
36	Land Revenue Contingent Register					
37	Customs do.					
38	Magisterial do.					
39	Provincial Miscellaneous Contingent Register					
40	List of Payments, full sheet					
41	Treasury Account Forms					
42	Schedule of Public Works Receipts					
43	Interest Register, Form 24					
44	Receipts for Interest, Form 22					
45	List of Military Cheques and Transfer Receipts paid					
46	List of Miscellaneous Military Payments					
47	Deposits, Register of Receipts					
48	Do. of Repayments					
49	Do. List of Repayments					
	Carried over					

Serial No.	Description of forms.	Number used for last 12 months.	Number on hand on date of Indent.	Number required for the above year.	Number supplied.	REMARKS.
	Brought forward ...					
50	List of Mahomedans in Superior Service					
51	Deposits, Payment Voucher (English and Tamil)					
52	Do. Payment Voucher (English and Telugu)					
53	Do. Payment Voucher (English and Malayalam)					
54	Do. Personal Ledger of Deposits					
55	Do. Daily Register of Personal Deposits					
56	Do. Register of orders on Sub-Treasuries					
57	Do. Extract Register of Receipts (Form 32)					
58	Do. Clearance Register					
59	Do. Extract Register of Personal Deposits					
60	Statement of Lapsed Deposits					
61	Abstract of Contingent Charges (Lock-ups) without certificate					
62	Contingent Bill, not payable, half sheet (Lock-ups)					
63	Contingent Register Sheets (Jails)					
64	Do. (Police)					
65	Do. (Judicial)					
66	Do. (Salt, &c.)					
67	Abstract of Contingent Charges (Police)					
68	Do. do. (do.) not payable					
69	Detailed bill of Contingent Charges, Form 12, one side (Forest)					
70	Detailed bill of Contingent Charges, Form 12, two sides (Forest)					
71	Docket sheet of Monthly Accounts (Forest)					
72	List of Payments (Forest)					
73	List of Receipts of Revenue Deposits					
74	Memorandum of Receipts (Forest) A.					
75	Do. do. (do.) B.					
76	Abstract of Contingent Charges (Salt)					
77	Do. do. not payable (Salt)					
	Total ..					

Station

District

Dated

189 .

No. C. B. A.

Signature

Full Designation

of Indenting Officer.

Passed for supply.

(By Order.)

General Superintendent.

Fort St. George,
Accountant-General's Office,
189 .

NOTE.—1. Forms herewith sent are sufficient for one year; if more are required they may be indented for after the present supply has been exhausted.

2. Forms for which columns 1, 2 and 3 of the indent have not been filled up, have not been supplied in full.

To
The

Acknowledgment.

The above forms have been duly received.

Signature of
Receiving Officer.

Dated

189 .

Cor. 2,000—8-11-98.

189 .
Ind. Part. Dept.
Encl. No. 1
To 2888
2257

CURRENT No. 2257288

Correspondence Department.

FORT ST. GEORGE.

/4th August 1899

No. C.B. 129

2257288

From

T. HESKETH BIGGS ESQ.,

ACCOUNTANT-GENERAL TO THE

GOVERNMENT OF MADRAS,

To

The Chief Secretary to Government

Public Department.

Sir,

I have the honour to bring to notice that of the 173 Madras Treasury forms shown in appendix K to the Madras Treasury Manual those marked with an asterisk amounting in all to 73, are supplied by this Office and the rest are obtained through the Superintendent of Stationery or are printed locally.

Encl. one

From the accompanying form of annual indent for printed forms it will be seen that the stationery Office arranges for the supply of over 500 different kinds of forms including 150 Treasury Account forms as shown in the margin, and

Majesterial — 138

Revenue — 209

Treasury Account — 150

Miscellaneous — 25

522

I have to suggest that the 73 forms now supplied by this Office may be included in the general indent referred to above and be supplied in the same way as the rest of the forms entered therein. The present arrangement for their supply is most unsatisfactory as I have to indent on the stationery Office at the beginning of the year for the paper required for these forms, store the same and supply it to the Government Press as required, receive the forms when printed and then I have to issue them to indenting Officers.

In accordance with G.O.No.294 Financial, dated 24th February 1899 the number of indents for forms received in this Office has been very greatly reduced and although the

5
change proposed might result in a small increase of work in the stationery Office and Government Press, it will obviate the necessity for two separate indents being submitted annually by the several heads of departments and indenting Officers and two separate batches of forms being received by them, and there will be also economy in packing and carriage. As the forms in question will be printed and supplied at the same time as the other forms specified in the annual indent, the question of additional storage accommodation in the Press on their account, does not arise and my proposal merely contemplates the substitution of an uniform system of supply for all the Treasury Account forms for the present cumbrous and expensive system under which one third of the forms are obtained from this Office and the rest from other sources.

I have the honour to be,

Sir,

Your most obedient servant,

W. M. Balfour
Accountant-General.

6
Financial (189 9) Department.

CURRENT No. 3577

From

*The Superintendent of
Stationery,
Madras.*

Dis No 2336

Dated 5-10-99
Recd 6-10-99
Received
Registered 9-11-99

Enclosures 2 c. ho 2888 Enclos
Spare copies - act?

SUBJECT.

*Submitting
that no advantage
would be gained
by the Accountant
General's proposal
that the supply of 73
Madras Treasury forms
may be supplied by
this office*

9th Nov 1899
CHIEF SECRETARY
-9. OCT. 1899
GOVERNMENT OF MADRAS

Res. S. M. M.
Order

7.

Stationery Office,

Madras, 5th October 1899.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Ref. No. 2336 of 99
Dis.

Enclosures.

Papers.

From

HERBERT BRADLEY, Esq., I.C.S.,

ACTING SUPERINTENDENT OF STATIONERY,

Madras,

To

The Chief Secretary to Government,
Financial Department,

STONEHOUSE HILL.

SIR,

In returning herewith your endorsement No. 2110 dated 19th August 1899 on letter No. C.R. 129 dated 14th 5285 idem from the Accountant General, I have the honour to state that annual indents referred to in para 2 of his letter are received by me from Collectors only and are passed on after scrutiny to the Press for being printed and supplied to them direct. No stock of forms is maintained in this office. Officers other than Collectors do not indent on me for forms. The Accountant General on a reference made by this office says that Collectors should be required to include in their indents on this office the 73 forms now supplied by him to all Heads of Departments, ^{including Collectors} but that officers who do not now indent on me should continue to indent on him. This proposal if carried out, would throw much unnecessary work on the Government Press. The forms would have to be printed twice, once on indents from this office and again on those of the Accountant General. Unlike magisterial, Revenue, Miscellaneous and other Account forms, these forms are not required by Collectors in large quantities. The revision and alterations

to

8

to these forms which are made by the Accountant General himself will have to be communicated to me. Under these circumstances, I have the honour to submit that I do not consider that any advantage would be gained by the Accountant General's proposal which involves the division of the duty of supplying certain forms between two agencies.

I have the honour to be,

Sir,

Your most obedient servant,

Henry Stanley

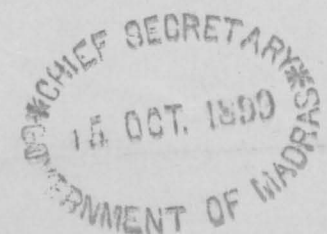
Ag. Superintendent of Stationery.

H

9

Financial (1899) Department.

CURRENT No. 3660



PA. 16. 52.

From
Chief Secretary
Government Press

The Superintendent,
Government Press,
Madras

Order

No. 4024.

Dated 13 October 1899.

Received 15 " "

Registered 16 " "

Enclosures -

Spare copies -

SUBJECT.

Submitting remarks upon proposals of Accountant General regarding the despatch of certain Treasury Account forms

circulating throughout the year,

Government Press,
MINT BUILDINGS, MADRAS,
13 October 1899.

OFFICE NOTE.

With reference to Endorsement

C No. 2110, dated 19th August 1899,

The Superintendent, Government Press
submits that he has received a
file of the 73 forms referred to,
in the Accountant-General's letter
No. C.R. 129, dated 14th August 1899,
and he finds that there are
88 additional sub-forms which
have been printed as part of the
73 forms, making a total of 161 forms.

2. The Superintendent submits
that the present system of the
Accountant-General getting these
161 forms printed in large
quantities at one time, which
enables the Superintendent to free
the type of all these forms for
use in other work, is an economic
and convenient arrangement.
If however the Accountant-General's
proposal is accepted, it means
keeping the type of all these forms
standing throughout the year,

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS

G.O.	No.	Department.	Date.

No. of form.	Forms	Sub-forms.
1 a - -	1 - -	15
2 a - -	1 - -	8
3 a - -	1 - -	32
4 to 22 - -	19 - -	nil
23 a - -	1 - -	1
24 to 49 - -	26 - -	nil
50 a - -	1 - -	3
51 a - -	1 - -	27
52, 53 & 67 - -	3 - -	nil
54 to 62 - -	9 - -	"
63 a - -	1 - -	1
64 to 66 & 68 to 72 - -	8 - -	nil
73 a - -	1 - -	1
	<u>73</u>	<u>88</u>

which the Superintendent cannot do without purchasing some extra material to, and it necessitates the frequent striking off of the same forms, when the Accountant General's consolidated indent for heads of other departments and when each of the 22 Collectors' indents are received, as it is not practicable for the Stationary Office to check all the Collectors' indents at one time.

3. The Superintendent further submits that if each Collector was to forward a consolidated indent for his district of these 167 forms, the work of the Accountant-General's Office would be lessened as he desires it to be, and it would be in accord with his suggestions as given in paragraphs 3 and 4 of his letter No. 6148 dated 29th November 1898 embodied in G.O. No. 294 Financial dated 26th February 1899.

These forms are prescribed and can only be modified by the Accountant-General who alone is competent to check them -

Consumption, and he will still
indent upon the Press for these
forms to supply to heads of other
departments, so I fail to see
the gain by passing the Collectors
indents for Treasury forms through
the office of the Superintendent of
Stationery; it would cause
additional correspondence by
correction of forms passing through
the Superintendent of Stationery;
and it means additional work
for the printing department
besides keeping a quantity of
forms standing in type for which
there is no occasion under the
present system.

4. The 150 Treasury and Account forms, referred to by the Accountant General in paragraph 2 of his letter under reply, appear to me to be of quite a different nature to those now supplied by him; they include season reports, S. C. B. statements, &c.

R. Hile

Superintendent

24

The Chief Secretary
to Government

From

THE SUPERINTENDENT,
GOVERNMENT PRESS,

To

THE CHIEF SECRETARY TO GOVERNMENT,

Madras.

Dated

Received

189

ENCLOSURE.

Subject.

C. Nos. 2888, 3577 &
3660.

Financial Department.

NOTE.

The Accountant-General proposes that the 73 Madras Treasury forms now supplied by him may be included in the general indent for printed forms sent to the Superintendent of Stationery and be supplied in the same way as other forms. He considers that the present arrangement is unsatisfactory as he has to indent on the stationery office at the beginning of the year for the paper required for these forms, store the same and supply it to the Govt. Press as required, receive the forms when printed and issue them to indenting officers. The following further arguments are adduced by the Accountant-General.

1. ~~The number of indents for forms~~
~~has been greatly reduced.~~

- (1) The course suggested will obviate the necessity for two separate indents being submitted annually by heads of depts. &c.
- (2) There will be economy in packing and carriage.
- (3) There will be no question of additional storage accommodation

in

124
in the ^Press, as the forms in question will be printed and supplied at the same time as other forms.

5. The ^{which} proposal, ~~namely~~ contemplates the substitution of an uniform system of supply for all the Treasury account forms for the present cumbrous system now in force.

~~This proposal~~ was referred to the Superintendent of Stationery and to the Superintendent of Government Press for remarks. The Superintendent of Stationery considers that no advantage would be gained by the Accountant-General's proposal. He states that no stock of forms is maintained by him and that officers other than Collectors do not indent on him for forms. The Accountant-General's proposal would throw unnecessary work on the Govt. Press. The forms would have to be printed twice, once on indents from the Stationery office and again on those of the Accountant-General. ~~the~~ revision and alterations to these forms, which are made by the Accountant-General himself, will have to be communicated to the Stationery Office..

The Superintendent, Govt. Press, states that there are 33 additional sub forms which have been printed as ^a part of the 73 forms, making a total of 161 forms; that the present system of the Accountant-General getting these forms printed in large quantities

15
quantities at one time is an economic and convenient arrangement; that, if the Accountant-General's proposal is accepted, it means keeping the type of these forms standing throughout the year which the Superintendent cannot do without purchasing extra material &c.; that if each Collector was to forward a consolidated indent for ~~the~~ ~~disturbance~~ of these forms, the work of the Accountant-General's office would be lessened; and that there is no gain in passing the Collector's indents through the office of the Supt. of Stationery as the Accountant-General alone is competent to check the consumption. The Accountant-General's proposal would further involve additional correspondence by correction of forms passing through the Supt. of Stationery, ~~and~~ ^{and} additional work for the printing department beside keeping a quantity of forms standing in type.

Submitted that the system now in force may continue.

16/10/11

Rem see Draft below

Cm
17.11.11

[F. 20]
500-25-9-90.

16

5000

C. No 2818.
- 3577
- 3660.

W2
W2

NOTE FOR THE

Order No 1144 of 20.8.99.
Mm

For the reasons given to the
Supdt of Stationery & the
Supdt. of the Govt Press, the
Govt considers that ^{the} ~~an~~ allocation
~~can be made~~ proposed by the
Act. Genl. is not practicable
The A.G. would probably be
able to reduce the amount of
work connected with the
distribution of the forms
in question by arranging
for annual consolidated
indent, if this is in the
present
practice

Cm. S.
17. x 99

Almond.

Acct Encl / 48 2888 a of 3577 a of 3660
Supdt of Stationery (a full)
Supdt Govt Press (a full)

Collected
21.8.99

Des / 28 / 99

quantity

READ AGAIN G.O., No. , DATED
189 .

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	..	..	..	A	A	A	A	A	A	A
---------------------	----	----	----	---	---	---	---	---	---	---

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPEES 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.