

Local & Munl. (1895) Department.

MISCELLANEOUS.

G.O., No. 1634M

DATED 11th October 1895

[Despatch Abstract.]

Cheques and Appellant's Deposits.

Approving the instructions of the Accountant-General contained in the circular proposed to be issued to all municipalities on the subject of-----.

BACK PAPERS.

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

FURTHER PAPERS.

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

INDEXED.

Miscellaneous.

LOCAL AND MUNICIPAL DEPT.

G.O., DATED 11-10-95
No. 1634 m.

When given for copying.

[Despatch Abstract.]

Cheques and Appellants Depots

Approving the instructions of
the A. General, contained
in the Circulars, proposed to
be issued to all Municipalities
on the subject of ———.

READ AGAIN ORDER OF GOVERNMENT, DATED
189, No. MISCELLAN

BACK PAPER, No. of 119

FURTHER PAPER, No. of 189

ENCLOSURES

CURRENT No

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH
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B - Copy in full
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Copied by *Ch*
Examined by *R*

Local Fund Department.

From

The Accountant General to
the Government of Madras.

*C.S.
Nico*

To

The Chief Secretary to Govern-
ment Local and Municipal
Department Fort. St. George.

Order 11-10-95 No 1600

The proposed
instructions are approved.

No $\frac{L.F.D.}{274}$

*V.B.
4/10/95* *W.V. 10-95* *12
9/10/95*

Dated 14 } September 1895

Received

proposing the instructions of
the Accountant General, Madras
on the Subject proposed to
be issued to the Municipalities.

Forwarding for approval
copy of a circular proposed
to issue to Municipalities on
on the subject of cheques and
Appellants deposits.

To

The Accountant General
120
2/23/95

with enclosures

2/23/95

LOCAL FUND DEPARTMENT.

Fort St. George,
Accountant-General's Office,
14 September 1895.

No. $\frac{L.F.D.}{274}$

From

J. C. Harrison Esquire, C.S.
Offg. ACCOUNTANT-GENERAL

TO THE GOVERNMENT OF MADRAS,

To

THE Chief Secretary to Government
Local and Municipal Department
Fort Saint George.

SIR,

I have the honor to forward for approval Copy of a Circular which I propose to issue to Municipalities on the subject of Cheques and Appellants Deposits. The Circular explains itself and I need only add that practical experience has ^{shown} ~~been~~ the desirability of issuing some such instructions as these. Those relating to Cheques are taken verbatim from the Government of India, Public Works Department Code, Chapter I, paras 90-92.

I have the honor to be,
Sir,
Your most obedient Servant,
J. Harrison
Offg. Accountant-General

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176 SEP 95

1/28/96
H. H. H. H. H.

Same numbers and date as the original and the Treasury Officer Concerned should be immediately informed of the loss of the original. The Duplicate should not be issued until the Drawing Officer has satisfied himself that the original Cheque has been noted as invalid at the Treasury. Reference should be made in the Cash book against the original entry to the issue of the Duplicate and also on the counterfoil of the lost Cheque.

l. l.

J. Manion
Offg. Accountant General

request the Treasury Officer to stop -
payment of the cheque and he
should write back the entry in his
Cash book by exhibiting the amount
of the cheque on the receipt side in
the Treasury Column as "Refunds of
expenditure." A counter-reference should
be given in the Cash book, against
the original, to the second entry of
the cheque - When the amount is
thus adjusted, it will be deducted from
the total amount of cheques issued during
the month for purposes of balancing the
Cash book - a cheque remaining unpaid
from any cause for twelve months
from the date of its issue, should
be cancelled and the amount written
back in a similar manner.

Lost cheques - When a cheque is
lost during the period of its currency
and it becomes necessary to issue
a duplicate, the duplicate in the
regular printed form should bear the

Not being presented at the Treasury for payment within three months from the date of its issue, it may be returned to the Chairman who will destroy it and draw a new cheque in lieu of it. The fact of the destruction and the number and date of the new cheque will be recorded on the Counterfoil of the old cheque and the number and date of the old cheque that is destroyed will be recorded on the Counterfoil of the new one - The fact of the new cheque having been issued will be entered on the date of issue in red-ink parenthetically in the Cash book but not in the Column for payment. A note will also be made against the original entry in the Cash book -

Cancellation of cheques. When it is necessary to cancel a cheque, the Cancellation should be recorded on the Counterfoil and the cheque, if in the drawer's possession, should be destroyed - If not in his possession he should promptly

to whom refunds are to be made
 requiring them to be present at the
 office, in person or by their duly autho-
 -rized agents, to receive payment.

Serial No of the Receipts of Deposits	Name of Depositor	Amount deposited	Amount of tax remitted	Amount Credits to Municipal Funds	Amount refunded	Signature of the party in support of refund.	Remarks.
1	2	3	4	5	6	7	8

To meet these payments, sums of money
 will have to be drawn from the Treasury
 from time to time and kept in the
 office. The Chairman should carefully
 see that the sums drawn for this
 purpose, are not larger than are likely
 to be immediately required and that
 they are refunded into the Treasury
 if the payees do not soon appear. On
 a payment being made, the payee's
 signature should be taken in the list
 in the Column provided for the purpose.

Cheques - Government cheques. If the currency
 of a cheque should expire owing to its

Local Fund department.

Circular

To

All Chairmen of Municipal Councils.

Sir,

As the procedure in regard to the treatment of appellants deposits and of lost and cancelled cheques, varies in different Municipalities and is often defective, I have the honour to issue the following instructions for your guidance and to request that they may be carefully followed.

Appellants deposits received under Section 99 of the Act. These should be entered in the Cash Book and deposit register immediately they are received. On the appeals being disposed of, a number of which will, it is supposed, be generally taken up together - a list of the deposits made in connection with them should be prepared in the following form and notices should be sent to the parties

When given for copying
When copied
When examined
When signed

189.

READ AGAIN G.O., No.
189,

DATED

CURRENT No.

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