

Local & Munl. (1895) Department.

MISCELLANEOUS.

G.O., No. 495m

DATED 19th March 1895

[Despatch Abstract.]

Accounts.

Recording letter from the Chairman, Municipal Council,
Calicut, reporting on the steps taken to improve the state of
the----in the municipality.

BACK PAPERS.

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

FURTHER PAPERS.

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

[7] INDEXED.

Miscellaneous.

LOCAL AND MUNICIPAL DEPT.	
G.O., DATED	19-3-95
No.	495m

When given for copying.

[Despatch Abstract.]

Accounts.

According letter
from the C.M.C. Calicut
reporting on the steps
taken to improve the state
of the — in the municipality.

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

BACK PAPER, No.

OF 189

FURTHER PAPER, No.

OF 189

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
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Municipal Dept.

PR. CURRENT NO. 149

J. Parada Rho. Esq. S. C. S.

Chairman Municipal Council

Shro to Revenue Divisional officers
Calcutt

The Honorable J. F. Price. Esq. S. C. S.

Chief Secretary to Government

Public and Municipal Department
Madras.

Budget 1895-96
1613 h. 3-11-94
1470 h. 16-10-94

Current No. 51

No. 8

Submitted

Submitted to

Deputy Collector

12-2-95
Calcutt 3

Forwarded

Dated 9th February 1895.

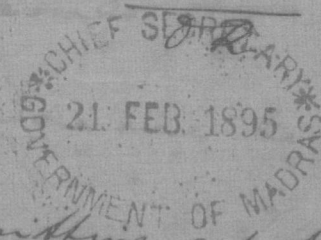
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Received

Calcutt 3
18.2.95

For collector

No. 111



Submitting report regarding
the steps taken to improve
the state of the accounts
in the Calcutt municipality.

n/misc

Order. 149-3-95 No. 1495

Recorded.

149-3-95
16/3/95

(with order)

note the additional attachment
referred to in the chairman's letter dated
16/3/95

him to make a monthly examination
of the several registers (which means
posting them) and to exercise a greater
control over the work of the Shroff.

This prevents me from giving
my attention to out-door work and
supervision which is the most important
thing to do in a municipality.

I have the honor to be,
Sir,

Your most obedient servant

J. Naradas Rao.

Chaiman.

12.2.21

delayed for a month or two. As
the work which ought to have been
done from day to day was got
through in a couple of months after
office hours, the accounts were kept
very perfunctorily and errors
crept in large numbers.

The necessity for employing
an accountant and a D. C. B. clerk
was pointed out by the Auditor in
his notes on the audit of the accounts
of 93-94 recently submitted to
Government. I have also submitted
proposals to Government in my budget
to increase the staff.

If those proposals are
sanctioned I can promise to put the
accounts in proper order in a very short
time.

By taking upon my self a large
portion of the duties of the Head Clerk,
I have been able to depute

him

them with the payment order affixed
thereof before the chairman for signature.

Besides these daily avocations, the
accountant has to write the monthly
establishment bills, contingent bills,
monthly account current and a number
of miscellaneous statements and returns
which are required for submission
to Government, the Director of Public Instruction
and the Sanitary Commissioner.

In the Calicut municipal office
there being no accountant, the Shroff
was compelled to perform the work
falling upon an accountant, in addition
to his own. I found, as a result, that
the demand registers were not filled
up till late in the year, the ledgers not
written up and the monthly account current
not submitted to the collector for several
months. All these things were done by working
overtime ~~up to~~ about the close of the
official year and the annual report

delayed

relating to past years, he would
have to make these entries in the
previous arrears lists. Taking the
case of the books of the Bill collectors
alone, I find on examination that
the accountant has to deal with
Registers - each register containing
5 sections and to make 500 entries
therein every day against the proper
demand numbers. (N.B. my rule is
that each Bill collector should collect
on 25 vouchers per diem at the least).

He has then to post the ledger
under each head of account - the
course of his examination of the
vouchers if he finds defects therein,
he will have to rectify them
or bring them up for orders.

The payment vouchers have
to be checked by the Accountant
and placed before the Head Clerk,
who after examination places
them

by parties applying for licenses,
Contractors &c. - on an average the
shroff deals with about 50 cheques
every day. The work is nearly as heavy
as that of the shroff attached to a
Collector's Treasury who keeps the treasury
cash chitta. The transactions may not
represent a very large sum of money,
but in number and complexity the
municipal shroff has perhaps more to do.

If the shroff I submit is expected
to perform his work accurately and well
his hands should not be encumbered
with any other work for he has sufficient
to occupy himself with.

2. Accounts. The receipt vouchers
are handed to the accountant, who
has to make the necessary entries in
the several permanent registers (House
property and land tax registers) in the
Profession tax, vehicles and animals,
license and other registers - and the
cable of the payments relating

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It is also observed that there has
been no improvement since the previous
year.

All cash receipts are paid
into the hands of the shroff who enters
them in the chitta and files the cheques
in order for check the next day
either by me or some municipal
Councillor. A bill presented by
a bill collector contains entries
under 3 or 4 different heads - of
accounts and may also contain
entries of taxes relating to the
past year. The shroff's duty is to
correctly apportion the remittance
under the various heads, classifying
them at the same time under arrears
or current as the case may be.

There are 8 bill collectors
in this municipality and one leaving
free collector. Besides these men
monies are paid into the office by

No 111
O.R.

Municipal Office

Calicut 9th February 1895

Local & Municipal Dept.

CURRENT No. 6197

Sir,

J. Varada Rao Esq. M.C. S.

Chairman, Municipal Council

This. The Revenue Divisional Officer, Calicut

The Honorable G. I. Rice, C. S. I., C. S.

Chief Secretary to Government

Local and Municipal Department

Madras

Sir,

Adverting to G.O. dated 16th

October 1894 no 1470. Local and Municipal

calling upon me to report what

steps I propose to take to effect

an improvement in the maintenance

of the accounts in the Calicut Municipality.

I have the honor to state that the

defects noted against the Calicut

Municipality in 92-93 are distributed

as follows-

Receipts	11
D. C. B. Statement	3
Payments	16
Advances	2
Records	3
Total	35

Defects in connection with

Receipts

D. C. B. Statement

Payments

Advances

Records

Total

When given for copying
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When signed

189

READ AGAIN G.O., No.
189

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DFTO.

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