L. & M.
1,700—10-8-96.

~~Local~~ & Munl. (1896) Department.

PRINTED.

G.O., No. 2402 L

DATED 18-12-96

INDEXED.

[Despatch Abstract.]

Accounts

Approving the rules and forms proposed by the Accountt. Genl for the maintenance of a register of Local Fund deposits.

BACK PAPERS.

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

FURTHER PAPERS.

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

30 L

Proof

Government {1896} of Madras.

LOCAL AND MUNICIPAL.

Proof for approval

Recd.
Regd.
} 1896.

Enclosures
Spare copies

G.O., No. 2402 L., 18th December 1896.

DECEMBER.

Accounts.

Approving the rules and forms proposed by the Accountant-General for the maintenance of a register of Local Fund deposits.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

Read—again the following paper :—

G.O., Mis. No. 2027 L., dated 29th October 1896.

Read—the following letter from F. C. HARRISON, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 9th October 1896, No. L.F.D.—376.

In inviting attention to G.O., No. 1049 L., dated the 17th June 1895, laying down the rules under which security is to be taken from local fund employés, I have the honour to state that there is at present no rule requiring information to be available in the audit department of the Treasury Deputy Collector's office, as to the securities taken from the district and taluk board and union servants. It is not possible, therefore, for my inspecting staff, with the limited time at their disposal, to see whether the requirements of the above Government Order have been fully complied with, nor whether all security deposits have been properly brought to account. In a recent inspection this was pointed out, but the President in his reply remarked that no such information was required according to rule, and that the audit clerk attended to this during his tours.

2. If, however, Government considers that these are points which might usefully be looked to by the local fund inspecting staff, I would suggest the issue of orders for the maintenance of a register in the audit office, in a form which might be settled hereafter, containing information as to the securities taken from local fund servants throughout the district. Each local board and union would maintain a similar register with regard to their own employés, and extracts therefrom would be sent to the audit office from time to time, as fresh entries were made or old ones closed.

Order—Mis. No. 2027 L., dated 29th October 1896.

The Accountant-General's suggestion is approved. He is requested to prepare the proposed forms and submit them for the information of Government.

(True Extract.)

(Signed) A. T. ARUNDEL,
Ag. Chief Secretary.

To the Accountant-General.

Read—also the following paper :—

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Secretary to Government, Local and Municipal Department, dated Fort St. George, 27th November 1896, No. L.F.D.—461.

In compliance with the request contained in G.O., Mis. No. 2027 L., dated the 29th October 1896, I have the honour to forward herewith forms of the register referred to therein as well as of the extracts to be furnished to the audit office. The three forms are marked A, B, and C, respectively, and in partial modification of the proposal contained in my letter of the 9th October, I would suggest that the register itself (Form A) be maintained only in the several local offices. If the extracts therefrom in Forms B and C be filed in consecutive order in the audit office, there will be no necessity for the maintenance of a separate register in that office, and a saving of labour will thus be effected.

2. The following rules describe in detail the manner in which the forms are to be used :—

(*a*) A register in Form A should be maintained in every local board, union and engineer's office, for the record of all transactions relating to deposits, whether made in cash or otherwise. On receipt of any such item, the first six columns should be filled in, and if it be a *cash* deposit, the amount should be remitted to the treasury without delay. The remittance should be accompanied with a letter or challan furnishing information as to the party from whom the amount was received and the nature of the deposit, to enable the Treasury officer to make the necessary entries in his deposit registers.

(*b*) As soon as the time has arrived for the adjustment or repayment of an amount, the necessary entries should be made in the register in red ink against the item concerned. Similarly, at the end of the year, the items of that year still outstanding in the register should be carried forward to a new register, or a fresh set of pages, as the case may be, and the fact noted in red ink across the unused columns of the old register against each item so carried forward.

(*c*) In the case of deposits received as security from local fund servants under G.O., No. 1049 L., dated the 17th June 1895, an extract in Form B should be sent to the audit office with the first six columns filled in. In like manner, whenever any such deposit is repaid or adjusted, a statement in Form C will be furnished to that office. These extracts will be filed in the Treasury Deputy Collector's office in separate files (one for each office) and the necessary entries will be made in Form B, on receipt of information in Form C, as to the repayment or adjustment of any such deposit.

ENCLOSURES.

FORM A.

REGISTER of Deposits maintained in the _____ Office of the _____ District for the year 189 .

Number.	Date of receipt.	Depositor's name.	Depositor's designation.	Nature of deposit.	Amount received.			Date of payment into treasury in case of cash deposits.	Initials of head of office.	Date when refunded or adjusted.	Amount refunded or adjusted.	Under what head of service adjusted.	Depositor's signature or date of separate acknowledgment (to be filed).	Initials of head of office.	Balances.		Remarks.
					In pass book.	In promissory notes.	In other securities (to be specified).								Amount credited to local funds as lapsed.	Amount carried forward to the next register.	
1	2	3	4	5	6			7	8	9	10	11	12	13	14		19

FORM B.

EXTRACT Register of Deposits received from Local Fund employés in the _____ office of the _____ District during the month of _____ 189 .

For use in Audit Office.

Number.	Date of receipt.	Depositor's name.	Depositor's designation.	Nature of deposit.	Amount received.			Date when refunded or adjusted.	Amount refunded or adjusted.	Under what head of service adjusted.	Balance.	Number and date of application for the refund of lapsed deposit.	Number and date of Government Order sanctioning the refund.	Number and date of the voucher on which payment was made.	Initials of Treasury Deputy Collector.	Remarks.
					In pass book.	In promissory notes.	In other securities (to be specified).				Amount carried forward to the next register.					
1	2	3	4	5	6			7	8	9	10	11	12	13	14	15

Forwarded to the Treasury Deputy Collector, _____ District.

Head of office.

FORM C.

STATEMENT of repayments or adjustments of Local Fund employés' deposits effected in the Office of the _____ District during the month of _____ 189 .

Serial number as per register in Form A.	Date when refunded or adjusted.	Amount refunded or adjusted.	Under what head of service adjusted.	Remarks.
		Rs. A. P.		

Forwarded to the Treasury Deputy Collector, _____ District.

Head of office.

ORDER—No. 2402 L., dated 18th December 1896.

The rules and forms proposed by the Accountant-General are approved.

(True Extract.)

Secretary to Government.

To all Presidents of District Boards.
„ the Accountant-General.

Exd. C. M Thambuswamy.

Local & Munl. (1896) Department.

CURRENT No. 32512

SECRETARY TO GOVERNMENT
27. NOV.-1896
LOCAL & MUNICIPAL DEPARTMENT

Again G.O. No. 2027L
dated 29th October 1896
and C. No. 32512

From The Accountant General
Madras

P.S.
Order No. 2402 Lewis 4/18-12-96

The rules and forms proposed by the Accountant General are approved.

V.R.
16/12/96

No. L70
461

Dated 27th November 1896
Received
Registered
Enclosures 2.
Spare copies

SUBJECT.

Forwarding forms of the Register of Deposits as desired in G.O No. 2027L dt 29.10.'96.

To all Presidents of District Boards
" the Accountant General.

Disptd. 8/1/97

BACK PAPERS.

G.O.	No	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Rec'd - also the Enclosure

LOCAL FUND DEPARTMENT.

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

No. Local Dept. 32572

From

J. C. Harrison Esquire,
~~Offg~~ ACCOUNTANT-GENERAL
TO THE GOVERNMENT OF MADRAS,

To

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

SIR,

In compliance with the request contained in Government Order No. 2027 L, dated the 29th October 1896, I have the honour to forward herewith forms of the register referred to therein, as well as of the extracts to be furnished to the Audit office. The three forms are marked A. B. and C. respectively, and in partial modification of the proposal contained in my letter of the 9th October, I would suggest that the register itself (Form A) be maintained only in the several local offices. If the extracts therefrom in Forms B. and C. be filed in consecutive order in the Audit office, there will be no necessity for the maintenance of a separate register in that office, and a saving of labour will thus be effected.

2. The following rules describe in detail the manner

Ref. P. 2027 L 29-10-96

manner in which the forms are to be used.

(a). A register in Form A should be maintained in every Local Board, Union, and Engineer's office, for the record of all transactions relating to deposits, whether made in cash or otherwise. On receipt of any such item, the first 6 columns should be filled in, and if it be a cash deposit, the amount should be remitted to the Treasury without delay. The remittance should be accompanied with a letter or Challan furnishing information as to the party from whom the amount was received, and the nature of the deposit, to enable the Treasury officer to make the necessary entries in his deposit registers.

(b). As soon as the time has arrived for the adjustment or repayment of an amount, the necessary entries should be made in the register in red ink against the item concerned. Similarly at the end of the year, the items of that year still outstanding in the register should be carried forward to a new register, or a fresh set of pages, as the case may be, and the fact noted in red ink across the unused columns of the old register against each item so carried forward.

(c) In the case of deposits received as security from Local Fund Servants under Government Order No. 1049 L dated the 17th June 1895, an extract in Form B should be

Sent

sent to the Audit office, with the first 6 columns filled in. In like manner, whenever any such deposit is repaid or adjusted, a statement in Form C will be furnished to that office. These extracts will be filed in the Treasury Deputy Collector's office in separate files (one for each office) and the necessary entries will be made in Form B, on receipt of information in Form C, as to the repayment or adjustment of any such deposit.

I have the honour to be,
Sir,
Your Obedient Servant,

J. Maccon

Offg Accountant-General.

in the _____ office of the _____

_____ 189 .

For use in Audit office.

Service affected.	Balance		Number and date of application for the refund of lapsed deposit	Number and date of Government Order sanctioning the refund.	Number and date of the voucher on which payment was made	Initials of Treasury Deputy Collector	Remarks.
Amount credited to Local funds as lapsed.	Amount carried forward to the next right.						

_____ District.

Head of office.

3251 M 96

Form

Extract Register of Deposits received from Local Fund Employe
District during the month of ——

Date of receipt.	Depositor's Name.	Depositor's designation.	Nature of deposit.	Amount received.			Date when refunded or adjusted.	Amount refunded or adjusted.
				In Pass Book.	In Promissory Notes.	In other securities (to be specified)		

Forwarded to the Treasury Deputy Collector ——

Form A

Register of Deposits manufactured in the _____ Office of the _____ District for the year 189

Numbers.	Date of receipt	Depositor's name.	Depositor's designation.	Nature of deposit	Amount received			Date of payment into Treasury in case of Cash deposit	Initials of Head of office.	Date when refunded or adjusted.	Amount refunded or adjusted.	Under what head of Service adjusted.	Depositor's Signature or date of separate acknowledgment (to be filed)	Initials of Head of office.	Balance		Number and date of application for the refund of lapsed deposit.	Number and date of Government order sanctioning the refund.	Number and date of Voucher on which payment was made	Initials of Head of office.	Remarks.
					In Pass Book	In Promissory Notes.	In other Securities (to be specified)	In cash							Amount credited to Local Funds as lapsed.	Amount carried forward to the next register.					
1	2	3	4	5	6				7	8	9	10	11	12	13	14	15	16	17	18	19

Form C.

Statement of repayments or adjustments of Local Fund Employ's deposits effected in the ——— Office of the ——— District during the month of ——— 189.

Serial number as per register in Form A.	Date when refunded or adjusted.	Amount refunded or adjusted.	Number and head of Service adjusted.	Remarks

Forwarded to the Treasury Deputy Collector ——— District.

Head of office.

Government {1896} of Madras.

LOCAL AND MUNICIPAL.

Recd.
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2. The following rules describe in detail the manner in which the forms are to be used :—

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					In pass book.	In promissory notes.	In other securities (to be specified).	In cash.							Amount credited to local funds as lapsed.	Amount carried forward to the next register.	
1	2	3	4	5	6			7	8	9	10	11	12	13	14		15

FORM B.

EXTRACT Register of Deposits received from Local Fund employés in the _____ office of the _____ District during the month of _____ 189 .

For use in Audit Office.

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					In pass book.	In promissory notes.	In other securities (to be specified).								Amount credited to local funds as lapsed.	Amount carried forward to the next register.	
1	2	3	4	5	6			7	8	9	10	11	12	13	14		15

Forwarded to the Treasury Deputy Collector, _____ District.

Head of office.

FORM C.

STATEMENT of repayments or adjustments of Local Fund employés' deposits effected in the Office of the _____ District during the month of _____ 189 .

Serial number as per register in Form A.	Date when refunded or adjusted.	Amount refunded or adjusted.	Under what head of service adjusted.	Remarks.

Forwarded to the Treasury Deputy Collector, _____ District.

Head of office.

ORDER—No. 2402 L., dated 18th December 1896.

The rules and forms proposed by the Accountant-General are approved.

(True Extract.)

G. S. FORBES,
Secretary to Government.

To the Accountant-General.
„ all Presidents of District Boards.

Ex.d C. M. Thumbuswamy.