

Local & Munl. (1896) Department.

MISCELLANEOUS.

G.O., No. 570 M

DATED 31st March 1896

[Despatch Abstract.]

Account Forms.

Informing the Chairman, Municipal Council Palni that government sees no sufficient reason to alter the existing arrangement regarding the supply of ---- by the V.H. Jubilee Press Madras and bringing to the notice of the Accountant-General the municipality's complaint against the present contractors, the V.H. Jubilee Press.

BACK PAPERS.

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

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INDEXED.

Miscellaneous.

LOCAL AND MUNICIPAL DEPT.

G.O., DATED 30-3-96.

No. 570 M.

When given for copying.

[Despatch Abstract.]

Account forms-

Informing the Chairman,
Mun. Council, Palni, that
Govt. sees no sufficient
reason to alter the
existing arrangement
regarding the supply
by the V. N. Jubilee Press,
Madras & bringing to the
notice of the Acctt. Genl.
the Municipality's complaint
against the present contractor,
the V. N. Jubilee Press.

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and the Conveyance charge &c of the forms will, I think, be something more than the saving caused in printing charge.

3. I have sent in my indent to the V.R. jubilee Press this year also, as directed by the Inspector of Local Fund Accounts.

I have the honor to be

Sir

Your most obedient servant

G. S. Ponnambalam,
Chairman

Copies of Correspondence from & to the Inspector of Local Fund Accounts, Madras, about the supply of account forms.

Fort Saint George

Accountant General's Office

General letter No. 10

21st December 94

(1) From

D. D. Burbridge Esquire

Assistant Accountant General and
Inspector of Local Fund Accounts,

To

All Chairmen, Municipal Councils

Sir, With reference to the question of the supply of account forms to your Municipality for next year, I have the honor to request that you will be good enough to send in your indent direct to the V.R. jubilee Press, Madras, immediately after Christmas holidays. The forms will be supplied to you by March 1895, and the charge for these will be adjusted in your accounts for next year.

I have the honor to be

Sir

Your most obedient servant

(Signed) D. D. Burbridge

Assistant Accountant General &
Inspector of Local Fund Accounts.

(2) No. 316

Municipal Office, Palni, 16th Jan 95

From

The Chairman, Municipal Council, Palni

The Inspection of Local Fund accounts
Madras

Siv.

In reply to your general letter No 10 of 21st Decr 1894, I have the honor to enclose, herein an indent for forms required for the use of this Municipality for the year 1895-96, and to offer the following remarks in connection therewith.

1. Ledger forms — The Charge forms do not contain columns for exhibiting the totals of each franchise.
 2. Horse and Land Tax Bills — These forms are unnecessarily too large. The receipts notices for both the half years may be in one & the same form, the Counterfoil exhibiting the necessary information for both half years. The forms may be in triplicate as at present and the foil receipt and demand notice split up into two halves across the middle by perforation, the upper half containing the receipt and demand notice for the 2nd half year and the lower half for the first half year. The form also may be smaller if printed in small types.
- Great difficulty is experienced in keeping two sets of books for one & the same year and then check it by the auditor & in the office is found very difficult. It

is enough if the Counterfoils are in English only. Provision should be made in the form for entry of the door numbers also.

3. Registration Certificate for Carts — The form at present prescribed is unnecessarily too large and unwieldy. It may very conveniently and safely be printed in less than half the size, there being blank space unnecessarily left in the present form. The length also may be cut down by one third at least. The fee levied is Rupee one per Cart for each half year, and it must be so printed.

4. Licence forms — These forms for so many kinds of vehicles and animals, and for them different rates are levied. I suggest that they may be printed on paper of different colors. The forms as at present are too big and can conveniently be printed in less than half the present size. This Municipal Council had these forms printed in the American Press and the forms were so small and in so many different colors that it was very easy to distinguish and make use of them. Now again the rates that the Council levy is only half the schedule rates. The Counterfoils of certain forms now supplied by the L. & J. Bates Press contain one rate and the foils another, and thus the necessary corrections have often to be made. If it

is found difficult to print the forms as suggested. I request that I may be allowed to have them neatly and properly printed in any other press.

5. ^{Application} Certificate for license - The form prescribed is not in conformity with that prescribed in Schedule C of the Act and does not contain the declaratory Certificate required by that schedule.

6. License form for dangerous trades - This form also may be of smaller size. The Counterfoil does not contain separate column for amount of fees realized and date of credit and the foil does not contain any column for date.

7. Receipts for Private Scavenging fees - This form must be of only half its present size, as so many different books are to be issued for the four quarters of the year. It can be conveniently printed in a very small size and in duplicate.

8. Miscellaneous receipts - This form also is unnecessarily big. It does not provide for the signature of Chairman.

9. Establishment bill - The forms are too big & broad and have to be so cut as to admit of being folded conveniently for file along with other vouchers.

Leave Statement. Also too broad.

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1. Wrapper or cover sheet - Detailed measurement sheet - Abstract - Contract Certificate. All too broad to be folded along with other vouchers.

2. In Conclusion, I have the honor to request that all the forms indicated for may be sent before the 15th of March, so that they may be ready for use by 1st of April, and that the forms may be sent at one and the same time, so as to avoid needless expenditure and labour incurred in having to go to Sindupal Railway Station 36 miles remote.

Yours
(Signed) V. Srinivasaswami
Chairman

Municipal Office. Palni, 8th April 95

(3) No 17

From The Chairman, Municipal Council
Palni

To The Inspector, Local Fund Accounts
Madras

Sir,
In continuation of my letter No 316 dated 16th Jan. 95, I have the honor to state as follows:-

1. The forms were not supplied in time and so license forms were not available for issue precisely on the 1st, when people rushed in for licenses. I could not refuse to grant them licenses, and

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accordingly I had to arrange for the issue of the same by giving manuscript receipts to be returned to me after licenses are duly supplied to them in form. Thus I was put to great inconvenience, and I beg to point out that the procedure adopted by me was not also safe, even though it was unavoidable. There are no cheque forms available for use now.

2. On the evening of the 4th, I got some license forms and on the 5th I got some. I am indeed very sorry to represent that to my great disappointment, the forms are still of the same unwieldy size as before, and do contain full rates as per act where as only half the rates are levied in this Municipality; - which fact has already been duly communicated to you in my letter referred to above. I am therefore in a dilemma, as to what I am to do. As the forms contain full rates as against the rate which is levied here, the rates printed have to be scored out and fresh rates entered - instead, and I am thus afraid I cannot sign them beforehand and entrust them to the office establishment for ready use as it is likely to give rise to fraud, while on the other hand, there is no check on credit of proper receipts in the absence of receipts to be granted to parties then and there. I therefore request that the

the forms may be taken back, and I may be allowed to have them printed conveniently and neatly in any other press which may be recommended.

3. In spite of my previous timely request the forms are being sent piecemeal; there is a Consignment in the Railway Station which I have arranged to get, and some forms I got by post, the postal charge being one Rupee and more which will also of course be charged on the Municipal funds. Moreover the Contractor of the V. L. Press says that the book forms are being numbered and will be supplied soon. I need scarcely represent to you the difficulty which will be experienced for want of book forms, some of which are most important such as Cash book etc, and sending for the forms from District Railway Station which is 36 miles off. I solicit the favor of a very early reply.

I have to

(Sd), V. Srinivasachariar

Chairman

Municipal Office - Palni 26th April 95

(4)

No 37

From The Chairman, Municipal Council, Palni

To The Inspector of Local Fund accounts

Madras

Sir, In continuation of my letter No 36 of the 16th Dec. 95, and 17 dated 8th April 95, I have the honor to state as follows: -

1. The Consignment of forms from V. & J. Public Press, was got from the Sindigul Railway Station. I am very sorry to say that many of the important forms such as Chittas, Ledger, Arrears Demand Register, Licenses for bullocks, licenses for dangerous trades, Receipts for Private Scavenging, & Miscellaneous Receipts, have not been supplied. The forms above enumerated are the most essential and the work cannot be got through without them even for one moment, even though it is now a month since the official year has commenced.

2. There has been no improvement in the House and Land Tax Bill forms as suggested by me and the forms are still unnecessarily unwieldy.

3. The Registration Certificate and license forms for animals and vehicles contain full rates as per Schedule in the act, although only half levied in this Municipality, and they are unfit for use as pointed in my No 17 dated 8th April 95.

4. The form of application for license is not in conformity with that prescribed in the Schedule to the act, as already pointed out in para 5 of my No 316 dated 16.1.95.

5. The forms are generally very big and unwieldy and they are sent piecemeal so that the Council has to incur unnecessary expenditure and inconvenience to get them from Sindigul Railway Station - 36 miles off.

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6. I am of opinion that the cost of the forms if printed in any other Press, may not amount to anything more than that charged by the V. & J. Press, as there will decidedly be a saving in the cost of paper, and the Convenience charge from Sindigul to Patna on more than one occasion in respect of the matters and accuracy & Convenience by timely supply for ready use which may also be secured.

7. In view of the Circumstances, I request the favor of a very early reply.

I am Sir,
(Signed) V. Srinivasasthanam
Chairman

(5)

Fort Saint George. Accountant,
General Office. 3rd May 1895

From L. E. Orichand Esquire
Assistant Accountant General &
Superintendent of Local Fund accounts, Madras

To The Chairman, Municipal Council, Patna.
Sir,

With reference to your letter No 17 of the 8th April 1895, I have the honor to observe as follows:-

Para 1. The Press has been called upon to explain the delay in supply of forms complained of.

Para 2. Your suggestion to print license containing half the rates as elsewhere, having

having come in too late to be given effect
to in the supply of forms for the current year,
there is therefore no other alternative
left but to have the forms corrected
for the present to suit the requirements
Para 3. The attention of the Press has been
drawn to this

I have to

(Sd) J. Dakoff Gordon

for Insp of A. & Accounts

No. $\frac{178}{78}$

Fort Saint George. Accountant
General's Office. 18th May 95

(6)

From L. E. Orchard Esq.
Assistant Accountant General &
Inspector of A. & Accounts
Madras

To The Chairman Municipal Council Palni

Sir, In Continuation of this office $\frac{178}{51}$

dated 3rd May 95 I have the honor to inform
you that the matters set forth in your
letters No 316 dated 16th Jan. 95, 17 dated
8th April 95, and 37 dated 26 April 95, are
under Consideration and that you will
be addressed hereafter

I have to

(Sd) J. Dakoff Gordon

Assistant Account. General
for Insp of A. & Accounts

Fort Saint George

General's Office No 14

22nd Nov. 1895

(7)

From

From

L. E. Orchard Esq.

Assistant Accountant General &

Inspector of Local Fund Accounts
Madras

To

All Chairmen Municipal Councils

Sir,

I have the honor to request that you
will send your indent for forms for the
Official year 1896-97 direct to the V. &
Jubilee Press, Madras so as to reach it
on or before the 1st January 96. The forms
will then be supplied so as to reach you
before the last week of March following,
the charge for them being adjusted in
your accounts for 1896-97

I have to

(Signed) W. E. Melton

Assistant Accountant General
for Insp of Local Fund Accounts

Municipal Office Palni, 26 Dec 95

No 239

(8)

From The Chairman, Municipal Council Palni

To The Assistant Accountant General &
Inspector of Local Fund Accounts
Madras

Sir

With reference to your General letter
No 14 dated the 22nd Nov. 95 I have the honor
to state that I have not heard anything
from you as promised in your letter

No

No L. 78 dated 18th May 95, about the changes
in rates, size &c to be made in the forms
now supplied by the V. L. in the Press, as
proposed in my letters No 81 dated 16th Jan.
95, 97 dated 8th April 95, and 37 dated 26th
April 95.

2. I request to be favored with a reply
and specimen forms as corrected, before
I send in my indent.

3. The forms as they now are cannot
be used by me for reasons explained
in my letters quoted above.

I have &c,
(Signed) W. P. Wood
Chairman, District

Reminded to the above letter No 268 dated (9)
23rd Jan. 96.

For Saint George
No L. 78 Accounts General's Office (10)
490 27th Jan. 96

From L. E. Outchard Esq.
Assistant Accountant General
Inspector of Local Fund Accounts
Madras

To The Chairman, Municipal Council
Palni

Sir,
In reply to your letter No 239 dated the
26th Dec. 1895, I have the honor to state
that the forms are general for all
Municipalities, and have been approved
of

of by Government. Their revision must
therefore be a general question. Your
suggestions have been noted for reference
when a general revision is undertaken.

The above reply to your letter No 316 of
the 16th Jan. 96, has been delayed through
an oversight.

You should comply as early as
possible with this Office General letter
No 14 of 22nd November 1895.

I have &c
(D) M. E. Nelson
Assistant Accountant General
for District of accounts

(True Copy)

G. S. Ponnambalam,
Chairman

Pape

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(1) There is information on this point in this office. It has however been ascertained from the Accountant General's Office that the Contract with the V. N. Press is made annually & that the Contract for 1967 has been concluded. This Contract is entered into by the Accountant General and under the orders in Nos. 2109 in d/30. 11 91 and No. 2041 in d/13. 12 92.

(2) Accountant General

27/3

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Vol. 2

The Government has been informed to obtain the necessary information from the Accountant General's Office.

1/8/44

