

DEPARTMENT

C.O. No.	Page
	No.
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Dated	18

Not to be folded or roughly handled

அறிவிட்டவர் பெறுப்பெிருக்கும் பதிவுக் கட்டினின்றும் எடுக்கப்பட்ட தாள்.

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*Proceedings of the Madras Government, Public Works Department,
for the month of January 1860.*

No. 46. From R. P. HARRISON, Esq., Accountant General; to T. PYCROFT, Esq., Chief Secretary to Government, dated 11th January 1860, No. 385.

I have the honor to submit the accompanying draft of a circular, which I propose, if it is approved by the Government, to issue to all officers in charge of civil stores.

2. The value of such stores purchased by the State, entered on the books of this office, amounted on the 1st of May 1858, up to which date the books are closed, to Rupees 4,96,016 or nearly to five lacs of Rupees, this sum is the accumulation of years, is included in the book balance, and is shewn as a portion of our assets in the quick stock statement.

3. These stores stand at the debit of the officers in charge of twenty-six separate offices, but nothing has ever been done to shew the responsibility of individual officers for them. When charge of an office is assumed or relinquished, no certificate of receipt, or delivery, of civil stores, is furnished to this office; and when a "no demand" certificate is applied for, it has not generally been considered, that such stores constitute a demand for which an acquittance is necessary. The consequence is, that the amount debited against officers or offices, on account of stores, remains unreduced, and the original invoice value continues upon the books, although stores may have been transferred to other departments, (an instance of which was recently brought to notice, by the Government Astronomer) lost, or become unserviceable.

4. In order to insure a more correct account of civil stores for the future, and to enable this office to fix the responsibility, for their custody, upon the proper persons, it appears to be necessary that all officers who have stores in their charge, should submit annually at the close of each official year, a detailed statement of stores received, shewing the original cost, the present state, value of such as have been transferred under authority to other departments, or have been lost, or become unserviceable. With this view, I propose, with the sanction of Government, to issue the circular herewith forwarded.

GENERAL DEPARTMENT.

No.

CIRCULAR.

To

SIR,

With the view to the more correct record, in the books of this office, of the stores in possession of civil officers, and in order that the responsibility may be more directly fixed on the officer for the time being in charge of them, I have the honor to request that you will furnish me annually, at the close of the official year, with a detailed statement, in the form annexed, of the stores in your department, shewing the original cost, present condition, and particulars, of such as have during the year been transferred, under authority, to other departments, or been lost, injured or become useless. The value of the transferred stores, will be removed to the debit of the officer to whom they have been made over; for which purpose the receipt of the officer to whom transferred, should be forwarded with the detailed statement—the value of those lost, injured, or become unserviceable, will be either recovered from the officer in charge, or written off to "profit and loss," as the Government may decide, on a representation, which shall be made by him to that authority.

2. On all occasions of a change in the head of the office, an acquittance specifying in detail, the stores made over, should be sent to this office, by the officer delivering over charge, signed by the relieving officer; and a similar acquittance will also be necessary when a No Demand certificate is applied for.

3. The first detailed statement to be sent under these instructions, should be forwarded to this office, at the close of the present official year 1859-60.

(Signed) R. P. HARRISON,
Accountant General.

Proceedings of the Madras Government, Public Works Department,
for the month of January 1860.

Form
Detailed Statement of Civil Stores in the custody of
year ended 30th April 1860 for the

Description of Stores.	Original cost.	Present condition.	Remarks.

No. 47.

ORDER THEREON, 23rd January 1860, No. 179.

Referred for the remarks of the Chief Engineer and the officers named below.

Mint Master.

Deputy Superintendent Electric Telegraph.

Superintendent of Marine.

Superintendent of Stationery.

(Signed) T. DYCKOFF,
Chief Secretary.

General Department

N^o.

Circular

To

Sir,

With the view to the more correct record, in the Books of this office, of the stores in possession of Civil officers, and in order that the responsibility may be more directly fixed on the Officer for the time being in charge of them, I have the honor to request that you will furnish me annually, at the close of this official year, with a detailed statement, in the form annexed, of the stores in your Department, showing the original cost, present condition, and particulars of such as have during the year been transferred, under authority, to other Departments, or been lost, injured or become useless. The value of the transferred stores, will be removed to the debit of the Officer to whom they have been made over, for which purpose the receipt of the Officer to whom transferred, should be forwarded with the detailed statement. The value of those lost, injured, or become unserviceable, will be either recovered from the Officer in charge, or written off to "Profit and Loss," as the Government may

may

may decide, on a representation, which should be made by him to that authority.

2. On all occasions of a change in the head of the office, an acquittance specifying in detail, the stores made over, should be sent to this office, by the officer delivering over — change, signed by the relieving officer, and a similar acquittance will also be necessary when a No Demand Certificate is applied for.

3. The first detailed statement to be sent under these instructions, should be forwarded to this office at the close of the present financial year 1859/60.

Las Lyons

[Signature]

Form
tailed Statement of Civil Stores in the
body of _____ for the year ended 30th April 186.

Statement of Stores	Original Cost	Present Condition	Remarks

General Department

N^o 385.

Port Saint George.
Account^t Gen^l Office.
11th January 1860.

From

The Accountant General.

To The Chief Secretary

to Government

Port Saint George

Sir,

I have the honor to submit the accompanying draft of a Circular, which I propose, if it is approved by the Government, to issue to all Officers in charge of Civil Stores.

2. The value of such stores purchased by the State, entered on the books of this Office, amounted on the 1st of May 1858, up to which date the books are closed, to R^{ds} 49,606 or nearly to five tens of Pipers: this sum is the accumulation of years, is included in the book balance, and is shown as a portion of our assets in the Quick Stock Statement.

3. These stores stand at the debit of the Officers in charge of twenty six separate Offices, but nothing has ever been done to show the responsibility of individual Officers for them. Where
charge

Delivered to Mr. & Mrs. C. J. 1860-1861/1861-1862

1860-1861/1861-1862

1861-1862

charge of an office is assumed or relinquished, no Certificate of receipt, or delivery, of Civil Stores, is furnished to this office, and when a "no demand" Certificate is applied for, it has not generally been considered, that such Stores constitute a demand for which an acquittance is necessary. The consequence is, that the amount debited against Officers or Offices, on account of Stores, remains unreduced, and the original invoice value continues upon the books although Stores may have been transferred to other Departments, (an instance of which was recently brought to notice, by the Government Astronomer) lost, or become unserviceable.

4. In order to insure a more correct account of Civil Stores for the future, and to enable this office to fix the responsibility for their custody upon the proper personnel, it appears to be necessary that all Officers who have Stores in their charge, should submit annually at the close of each official year, a detailed statement of Stores received, showing the original cost, the present

State, value of such as have been transferred under authority to other Departments, or have been lost, or become unserviceable. With this view, I propose with the sanction of Government to issue the Circular herewith forwarded.

I have the honor to be,

Sir,

Your obedient servant,

W. M. M. M.
Accountant General

Comp. J. H. M.

Delivered to the
18th of June 1858

From the Assistant Post
Office to the Office
of the Post Office
at New York

1858
1858
1858

From the Assistant Post
Office to the Office
of the Post Office
at New York

1858
1858
1858

From the Assistant Post
Office to the Office
of the Post Office
at New York

From the Assistant Post
Office to the Office
of the Post Office
at New York

From the Assistant Post
Office to the Office
of the Post Office
at New York

1858

Received for the
of the Chief Engineer and the
Officers named below
Wm. H. H. H.
Capt. H. H. H.
Lieut. H. H. H.
Supt. of H. H. H.

1858
1858
1858

From the Assistant Post
Office to the Office
of the Post Office
at New York