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# MADRAS RECORD OFFICE.

Government of Madras.

*Public Works* DEPARTMENT.

|                      |               |
|----------------------|---------------|
| G.O. No. <u>2468</u> | Press         |
| <u>570-611</u>       | Mis.          |
| Dated <u>24-8-</u>   | <u>18.64.</u> |

Not to be folded or roughly handled

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*Proceedings of the Madras Government, Public Works Department,  
24th August 1864.*

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No. 510. Read the following Proceedings of the Governor General of India in Council, Public Works Department, dated Simla, 15th July 1864, Circular No 45.

*Rules and Forms for Accounts of Purchases.*

Read the following letter from the Accountant General, Public Works Department, No. 193, dated 25th June, 1864:—

1. With reference to paragraph 13 of Public Works Resolution No. 4 A—1408 of the 24th March 1864, ordering that for the future all the accounts of the Department shall be based upon the cash payments made, I beg to submit an amended form of purchase account for introduction after approval into the Department, in substitution for Form No. 34 of the Code.

2. Rules for guidance in dealing with the accounts for purchases are also attached.

**RULES FOR PURCHASE ACCOUNTS.**

I.—The accounts of purchases to be rendered monthly to the Central Office will embrace all the articles received during the month by the Executive Engineer or his subordinates, but only the actual payments made will be taken credit for in the account current.

II.—The account of purchases will be rendered in the accompanying form in supersession of Form No. 34 of the Code.

III.—Dealers supplying stores should be encouraged to send in their own bills monthly, blank forms being supplied to them for the purpose. In such cases the original bill should go up to the Controller's Office, and receipts for the payments made should be taken on the back of it. The dealer may supply a separate bill for the goods supplied to each sub-division, or one for the whole division as may be most convenient. The paying officer will be responsible that the proper stamp is affixed to the receipt in every case.

IV.—In cases where the dealer is unable to submit his own bill, a list of purchases of the accompanying form will be prepared by the Department Officer. This list may either be made to comprise the whole of the purchases made in the division during the month, or separate lists may be prepared for each sub-division, as may be most convenient.

V.—Payments for bazaar materials purchased for a particular work may be charged either in the purchase account or in the day-book of the work; when they are charged for in the former they must be also entered in the day-book, and their cost deducted from the entry of total cash payments on account of the same work in the latter, to prevent a double charge.

VI.—When purchases are made on regular contracts, as for instance, a contract to supply a station or division with any articles required at schedule rates for a fixed term, such transactions should be recorded in the divisional contract accounts rather than in the Purchase List.

VII.—All purchases should, as far as possible, be paid for directly by the Executive Engineer. Superintending Engineers and Controllers are enjoined to see that this rule is maintained.

*Proceedings of the Madras Government, Public Works Department,  
21th August 1861.*

Also, that a copy be forwarded to the Accountant General in this Department, for information, and for the issue of such further orders as may appear necessary.

Also to the Financial Department for information.

(Signed) R. STRACHEY, Colonel, R. E.,  
*Secretary to the Government of India.*

(Signed) E. C. S. WILLIAMS, Captain, R. E.,  
*Under Secretary to the Government of India.*

To the Secretary to the Government of Madras, in the Public Works Department.

No. 511.

ORDER THEREON, 21th August 1861, No. 2,440.

Communicated to the Controller ~~and Auditor~~ of Public Works Accounts.

(True Extract.)

(Signed) J. H. M. SHAW STEWART, Major, R. E.,  
*Deputy Secretary to Government.*

To the Controller ~~and Auditor~~ of Public Works Accounts.

Exd. S. T. Augustin.

CIRCULAR No. 45 of 1864.

PUBLIC WORKS.

PROCEEDINGS OF THE GOVERNOR GENERAL OF INDIA IN COUNCIL.

PUBLIC WORKS DEPARTMENT,  
SIMLA, 15th July, 1864.

Account.

*Rules and Forms for Accounts of Purchases.*

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With reference to paragraph 13 of Public Works Resolution No. 4 A—1408 of the 24th March 1864, ordering that for the future all the accounts of the Department shall be based upon the cash payments made, I beg to submit an amended form of purchase account for introduction after approval into the Department, in substitution for Form No. 34 of the Code.

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- II.—The account of purchases will be rendered in the accompanying form in supercession of Form No. 34 of the Code.
- III.—Dealers supplying stores should be encouraged to send in their own bills monthly, blank forms being supplied to them for the purpose. In such cases the original bill should go up to the Controller's Office, and receipts for the payments made should be taken on the back of it.

List of purchases during the month of May 1864 (For which Bills on the authorized form have not been received from the persons supplying the materials.)

DIVISION, PUBLIC WORKS.

Proceedings of the Madras Government, Public Works Department,  
21th August 1864.

| DIVISION, PUBLIC WORKS.                                                                                                                                                                                                             |     |           |       |           |                         |           |               |                                        |                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------|-----------|-------------------------|-----------|---------------|----------------------------------------|---------------------------------------------|
| During the month of May 1864 (for which Bills on the authorized form have not been received from the persons supplying the materials.)                                                                                              |     |           |       |           |                         |           |               |                                        |                                             |
| DESCRIPTION OF MATERIALS.                                                                                                                                                                                                           |     | PRICE.    |       |           |                         | PAYMENTS. |               | For what account purchased.*           | By whom received, as per receipts attached. |
|                                                                                                                                                                                                                                     |     | Rate.     | Per.  | Amount.   | Total from each Dealer. | Amount.   | When paid.    |                                        |                                             |
| From Ghulam Ally.                                                                                                                                                                                                                   |     | Rs. A. P. |       | Rs. A. P. | Rs. A. P.               | Rs. A. P. |               |                                        |                                             |
| 3,000 Bricks                                                                                                                                                                                                                        | ... | 8 0 0     | 1,000 | 40 0 0    | .....                   | .....     | .....         | Stock.                                 | Overseer E.                                 |
| 200 Cubic feet lime (stacked)                                                                                                                                                                                                       | ... | 20 0 0    | 100   | 100 0 0   | 140 0 0                 | 140 0 0   | May 30, 1864. | Stock.                                 | Overseer B.                                 |
| From Ram Pershad.                                                                                                                                                                                                                   |     |           |       |           |                         |           |               |                                        |                                             |
| 20,000 Bricks                                                                                                                                                                                                                       | ... | 8 4 0     | 1,000 | 165 0 0   | .....                   | .....     | .....         | Stock.                                 | Store-keeper C.                             |
| 25,000 Tiles                                                                                                                                                                                                                        | ... | 3 12 0    | 1,000 | 93 12 0   | 258 12 0                | .....     | .....         | Stock.                                 | Store-keeper C.                             |
| From Dazar.                                                                                                                                                                                                                         |     |           |       |           |                         |           |               |                                        |                                             |
| 21 Seers twine                                                                                                                                                                                                                      | ... | 0 4 0     | Seer  | 5 4 0     | 5 4 0                   | 5 4 0     | May 26, 1864. | Annual repairs to Staging Bungalow at— | Overseer D.                                 |
| Total                                                                                                                                                                                                                               | ... | .....     | ..... | .....     | 404 0 0                 | 404 0 0   |               |                                        |                                             |
| Deduct payments                                                                                                                                                                                                                     | ... | .....     | ..... | .....     | 145 4 0                 | 145 4 0   |               |                                        |                                             |
| Amount remaining unpaid.                                                                                                                                                                                                            |     | .....     | ..... | .....     | 258 12 0                | 258 12 0  |               |                                        |                                             |
| * Except in the case of bazar materials, all purchases will, for the present, be made for stock, but under the rule which will issue shortly, this column will be required for showing the works to which the stores are delivered. |     |           |       |           |                         |           |               |                                        |                                             |
| Paid in June 1864                                                                                                                                                                                                                   |     |           |       |           |                         |           |               |                                        |                                             |

Paid in June 1864

Do. July "

Rs. 150 0 0  
" " 108 12 0  
258 12 0

8th May 1864.

These entries would be made by the Office of Account.

P. Q.,  
Executive Engineer.

Proceedings of the Madras Government, Public Works Department,  
21th August 1864.

BILL FOR MATERIALS.

The Executive Engineer, Division, Public Works. Dr.  
To Mata Deen, for materials supplied by him during the month of May, 1864.

| To Mata Deen, for materials supplied by him during the year 1881-82. |           |       |           |                            |           |            |                              |                                            |  |
|----------------------------------------------------------------------|-----------|-------|-----------|----------------------------|-----------|------------|------------------------------|--------------------------------------------|--|
| DESCRIPTION OF MATERIALS.                                            | PRICE.    |       |           |                            | PAYMENTS. |            | For what account purchased.  | By whom received as per receipts attached. |  |
|                                                                      | Rate.     | Per.  | Amount.   | Total of each description. | Amount.   | When paid. |                              |                                            |  |
|                                                                      |           |       |           |                            |           |            |                              |                                            |  |
|                                                                      | RS. A. P. |       | RS. A. P. | RS. A. P.                  | RS. A. P. |            |                              |                                            |  |
| 12,000 Bricks.                                                       | 8 0 0     | 1,000 | 96 0 0    | ...                        | ...       | ...        | Stock.                       | Assistant Engineer A.                      |  |
| 9,000 Bricks                                                         | 8 0 0     | 1,000 | 72 0 0    | 168 0 0                    | ...       | ...        | Stock.                       | Overseer B.                                |  |
| 18,000 Tiles...                                                      | 4 0 0     | 1,000 | 72 0 0    | 72 0 0                     | ...       | ...        | Stock.                       | Store-keeper C.                            |  |
| 3,800 Tacks, tin... ..                                               |           | £ 00  | 4 12 0    | 4 12 0                     | ...       | ...        | ...                          | ...                                        |  |
|                                                                      |           |       |           |                            | ...       | ...        | ...                          | ...                                        |  |
| Total...                                                             | ...       | ...   | ...       | 244 12 0                   | 244 12 0  | May, 8.    | Additions to Court House at— | Overseer B.                                |  |
| Deduct payments ...                                                  | ...       | ...   | ...       | 244 12 0                   | ...       | ...        | ...                          | ...                                        |  |
| Amount remaining unpaid. ...                                         | ...       | ...   | ...       | ...                        | ...       | ...        | ...                          | ...                                        |  |

Found correct and paid this day as per receipt on reverse.

P. Q.,

Executive Engineer.

8th May 1864.

Received from P. Q., Executive Engineer, Division, Public Works, the sum of Rupees (244-12-0) two hundred and forty-four, and annas twelve only, being payment in full for materials supplied by me, as per Bill on other side.  
8th May 1864.

Stamp

Mata Deen.

RESOLUTION.—His Excellency the Governor General in Council is pleased to approve of the proposed rules, and to order their introduction and adoption from 1st October 1864.

Governments of Bengal, N. W. P., and Punjab.  
Chief Commissioners, Central Provinces, Oudh, and British  
Burmah.  
Commissioner of Mysore.  
Governor, Straits Settlements, and Resident, Hyderabad.  
Agents to Governor General in Rajpootana and Central  
India.  
Superintendent of Lighthouses.

ORDER.—Ordered, that a copy of this Resolution be forwarded to the Local Governments and Administrations marginally noted, for information and guidance, and to the Governments of Madras and Bombay for information.

## BILL FOR MATERIALS.

The Executive Engineer, ————— Division, Public Works. ————— Dr.  
 To Mata Deen, for materials supplied by him during the month of May, 1864.

| DESCRIPTION OF MATERIALS.   | PRICE.    |       |           |                            | PAYMENTS. |            | FOR WHAT ACCOUNT PURCHASED.  | BY WHOM RECEIVED AS PER RECEIPTS ATTACHED. |
|-----------------------------|-----------|-------|-----------|----------------------------|-----------|------------|------------------------------|--------------------------------------------|
|                             | Rate.     | Per.  | Amount.   | Total of each description. | Amount.   | When paid. |                              |                                            |
|                             | Ra. A. P. |       | Ra. A. P. | Ra. A. P.                  | Ra. A. P. |            |                              |                                            |
| 12,000 Bricks ...           | 8 0 0     | 1,000 | 96 0 0    | ...                        | ...       | ..         | Stock.                       | Assistant Engineer A.                      |
| 9,000 Bricks ...            | 8 0 0     | 1,000 | 72 0 0    | 168 0 0                    | ...       | ...        | Stock.                       | Overseer B.                                |
| 18,000 Tiles ...            | 4 0 0     | 1,000 | 72 0 0    | 72 0 0                     | ...       | ...        | Stock.                       | Store-keeper C.                            |
| 3,500 Tacks, tin..          | 0 2 0     | 100   | 4 12 0    | 4 12 0                     | 244 12 0  | May, 8.    | Additions to Court House at— | Overseer B.                                |
| Total ...                   | ..        | ...   | ...       | 244 12 0                   | 244 12 0  |            |                              |                                            |
| Deduct payments ...         | ...       | ...   | ...       | 244 12 0                   |           |            |                              |                                            |
| Amount remaining unpaid ... | ...       | ...   | ...       | ...                        |           |            |                              |                                            |

Found correct and paid this day as per receipt on reverse.

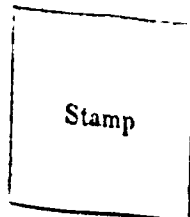
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( 6 )

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Also to the Financial Department for information.

(Signed) T. STRACHEY, Colonel, R. E.,  
Secy. to the Govt. of India.

*[Signature]* Captain, R. E.,  
Under Secy. to the Govt. of India.

*To*  
*The Secy. to the Govt. of Madras*  
*in the Public Works Dept.*

927 1864 Duka  
Account.

Circular No. 45.

To

No 2629

From

SECT. TO GOVT. OF INDIA,  
IN THE PUBLIC WORKS DEPT.

Dated SIMLA, 15th July, 1904.

Received

17 Aug 1904

Q1.

Rules and Forms for Accounts of Purchases.

No 570 & 571.

No 24110-2412 Aug 1904

With an order.

No 24140-

Communicated to the

Control and Audit Office

with Accounts.

Reparents?

2412 Aug 1904

No 24110-2412 Aug 1904

No 87

No 24110-2412 Aug 1904

No 24110-2412 Aug 1904