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MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. <u>3117</u>	Press ☒ Mis.
<u>3117-578</u>	
Dated <u>31-10-1864</u>	

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
31st October 1864.*

No. 577. Read the following Proceedings of the Governor General of India in Council, Public Works Department, dated Simla, 12th September 1864, Circular No. 67 :—

Imprest Cash Account and other modifications in the accounts of Public Works Subordinates.

Read again Report of Commission of Enquiry into the system of Public Works Accounts.

Read note by the Accountant General, Public Works Department, No. 462, dated 18th August 1864.

RESOLUTION.—His Excellency the Governor General in Council is pleased to order the introduction of the following changes, in continuation of those already made on the recommendation of the Public Works Accounts Commission.

Imprest Accounts.

The recommendations of the Commissioners regarding Imprest Accounts will be found at pp. 20-21 of their Report. There can be little doubt that, when carried out, they will constitute a valuable reform.

Executive Divisions are usually divided into two or more sub-divisions, each in charge of an Assistant or Subordinate, who receives advances from the Executive, and keeps a Cash-book and monthly Account-current of the recognized Code Form.

The sub-divisional officer is the last link in the departmental chain, so far as the accounts are concerned, and the Code prescribes (paragraph 7, Chapter XI,) that he shall embody in his accounts the transactions of all the subordinates employed under him. Thus, all the separate day-books or figured abstracts of a sub-division come up under the signature of the sub-divisional officer, and all the disbursements appear recorded in his Cash-book. But it often happens that the disbursements are not all made by him; a sub-division may consist, e. g., of 50 or 60 miles of road or canal with scattered works, and practically a large part of the disbursements is made by subordinates, from advances made to them by the sub-divisional officer. These payments are usually shown in the latter's Cash-book as advances, and consequently there is often no correspondence between the detailed charges upon different works, for which he takes credit in his Account-current, and the entries in his Cash-book. While on the other hand there is no recognized form of Cash-book for the subordinate under the sub-divisional officer.

This is the first case which the proposal regarding Imprest Accounts was intended to meet. It is therefore now ordered, that henceforward every subordinate (not being a sub-divisional officer) having to disburse money shall be placed in funds only by means of a fixed imprest from the sub-divisional officer, the maximum amount of which shall be fixed by the Executive Engineer. The subordinate will render an account of his disbursements to the sub-divisional officer daily, twice a week, or weekly as may be ordered by the Executive Engineer, and the sub-divisional officer will recoup him, thus bringing up the standing imprest to its original amount, and will enter the payments of the subordinate in detail in his Cash-book, so that the Cash-book charges will correspond with the separate accounts of works. A form of imprest cash account accompanies this circular, together with a form of sub-divisional Cash-book and monthly Account-current, showing how the entries in an imprest account are to be brought into the sub-divisional accounts.

It should, however, be distinctly understood that though the practice of making disbursements through subordinates may be allowed wherever it is found to be absolutely necessary, the Government of India desires that the issue of funds to subordinates of lower standing than that of a sub-divisional officer shall be discontinued as far as possible. Much importance is attached to this point.

Next, Imprest Accounts may in many places be made to take the place of the ordinary sub-divisional accounts. In the case of head quarter sub-divisions, and of military stations which are divided into sub-divisions, there appears to be no sort of need for running Accounts-current between the Executive Engineer and Sub-divisional Officers. Standing imprests are, especially

2 *Proceedings of the Madras Government, Public Works Department,
31st October 1864.*

suitable to such cases, and would greatly reduce the labour and bulk of the accounts. The figured abstracts (or detailed accounts of individual works) might still be compiled by the sub-divisional officer, and sent up under his signature, countersigned as at present by the Executive Engineer. The Governor General in Council requests that imprest accounts may now be substituted for sub-divisional accounts to the furthest practicable extent. Local Governments and Administrations are requested to ascertain in how many places separate sub-divisional accounts may be replaced by imprest accounts; the sub-divisions remaining unaltered, as respects the supervision of works, and to give the necessary instructions for carrying out the change. Hereafter the approval of the Superintending Engineer should be required for the constitution of any new sub-division of account, and that officer should satisfy himself that such an arrangement is absolutely necessary before sanctioning it.

Further, the abolition of even imprest accounts in the case of subordinates employed at the lead quarters of divisions must now be carried out as far as possible. The way has been prepared for this measure by the extension of the use of contracts, and the banking system, and provincial heads of the Department are enjoined to see that this is done. In such case, the subordinate would merely send in daily reports and muster rolls from which the day-books of works would be written up in the Executive Engineer's Office, and on which the Cashier would make payments. Everywhere the separation of the agency for disbursements from that engaged on reporting and measuring work should be maintained as far as possible.

Cashiers.

Under the plan referred to in the last paragraph, Cashiers may be necessary in some large stations where contract is not fully in use, but such Cashiers would be also available for general clerk work. Local Governments and Administrations should submit at an early date tabular statements, on the usual form, of the establishment of Cashiers that may be considered necessary for each province.

Check on Cash Balances.

The Executive Engineer, when visiting the sub-divisions of his division should very frequently count the cash in the hands of subordinates, and compare the amount with the balance shown in the cash-books. His Excellency in Council is of opinion, that this check on the proper custody of the departmental cash is very important. The Executive Engineer should note in the subordinates' cash-book, whenever it has been inspected

Daily Report of Work done (paragraph 88 of Report.)

This was proposed in the text of the report as a substitution for the monthly figured abstract, and, as has been noticed above, it will probably be found quite practicable at sudder stations, or where one subordinate is working under another. But in the explanatory remarks accompanying the forms prepared by the Commission, it is stated that the monthly figured abstract should be supplied in addition. The check of the daily account might be useful in ensuring that proper and *bona fide* monthly figured abstract are kept and posted punctually; and Executive Engineers are authorised to call for such daily reports whenever they consider it desirable to do so, and that they can be rendered in addition to the monthly abstract without entailing undue labour on the disbursers.

The daily report may also be substituted for the figured abstract, whenever practicable, the latter being in such cases written up in the Executive Engineer's Office.

Under any circumstances the practice should be at once put a stop to, which is believed to be now far too common, of leaving the figured abstracts to be written up at the end of the month with fictitious entries. Executive Engineers should everywhere be required, when going about their divisions, to see that the Subordinates' accounts are written up day by day.

Check on measurements of work done.

Every day-book or figured abstract sent up to the Central Office bears the signature of the Executive Engineer, signifying that the account is correct and satisfactory for anything he knows to the contrary. For the future, the Executive Engineer when attaching his signature, should also specifically record what check has been made of the measurements shown.

*Proceedings of the Madras Government, Public Works Department, 3
31st October 1864.*

Note Books (paragraph 91 of Report.)

The entries made in the accounts are seldom, if ever, original entries. If it relate to a gang of labourers, or payment for materials purchased, or measurement of work done, there is probably a rough entry or memorandum made first, before the fair entry is made in the cash-book or other account. There can be no doubt of the advantage of methodizing such entries, and making the note book of original memoranda a recognized record, available for inspection whenever required, and His Excellency in Council desires that these note books may be at once generally introduced as far as practicable as official records of the department. Every subordinate capable of keeping up a note book should be made to do so.

As regards Executive and Assistant Engineers; the present diary kept by them is usually very brief, being simply a record of the journeys made; but a note book showing exactly when and what works had been measured up, when and what accounts of out-stations had been examined; this, kept in pen and ink, in however rough a form, to be examined by the Superintending Engineer on his inspections, would be a very useful record, and there should be no difficulty in keeping it.

The whole of the changes ordered in this Resolution should take effect from the 1st November 1864.

Governments of Bengal, North Western Provinces, and Punjab,
Governor, Straits Settlements, Chief Commissioners, Central
Provinces, Oudh, and British Burmah.
Resident, Hyderabad.
Commissioner, Mysore
Agents to the Governor General, Central India and Rajpootana.

ORDER.—Ordered, that copies of the foregoing Resolution be forwarded to the Local Governments and Administrations noted in the margin, for information and guidance.

Ordered, also, that copies be forwarded for information to the Financial Department, the Governments of Madras and Bombay, and the Accountant General, Public Works Department.

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

(Signed) E. C. S. WILLIAMS, Captain, R. E.,
Under Secy. to the Govt. of India.

Imprest Cash Account of Assistant Overseer T. BROWN, for the month of November 1864.

Day of Month.	Transactions.	No. of Voucher.	Amount of each Disbursement.	Total.
			Rs.	Rs.
1	Imprest cash in hand	...	...	100
7	Paid for labour on brick-making	1	18	
18	" " on bridge No. 3.	2	28	
				46
				54
21	Received from Assistant Engineer J. Smith	1 & 2	...	46
				100
29	Paid for labour on brick making	3	16	
				16
30	Balance cash in hand	...	...	84
	<i>December 1864.</i>			
1	Portion of imprest cash in hand	...	...	84
2	Received from Assistant Engineer	3	...	16
	(&c. &c. &c.)			

SUB-DIVISION _____ DIVISION, PUBLIC WORKS DEPARTMENT.

Cash Book of Assistant Engineer J. SMITH, for the month of November 1864.

Date of Receipt.	No. of Voucher.	From whom received, &c.		RECEIPTS.		Head of Service to be credited	Folio in Ledger.	Date of Payment.	No. of Voucher.	To whom Paid, &c.		PAYMENTS.				Head of Service to be Debited.	Folio in Ledger.
		Cash.	Bank or Treasury.	Cash.	No. of check.					Bank or Treasury.	Cash.	No. of check.	Amount.				
1	...	Balance from previous month...	Rs. 200	Rs. 500				4	...	Salaries, Assistant Engineer J. Smith ... Overseer T. Brown...	Rs.	1	350				
		Ditto Imprest with As- sistant Overseer Brown ...	100					5	...	Cash drawn from Treasury ...	...	2	100				
		Placed at my credit by Execu- tive Engineer, per letter No. dated ...	...	2,000				6	...	Labour on ...	...	3	1,500				
								19	...	Ditto ...	...		800				
4	...							21	1 & 2	Labour, per Assistant Overseer Brown— On brick-making ...	450		46				
								28		Bridge No. 3.	...		100				
5	...	Cash drawn from Treasury ...	1,500					23	...	Purchase of fuel ...	...		16				
								30	3	Labour, per Assistant Overseer Brown, on brick-making ...	...		...				
								30	...	Balance ...	1,412	...	...	1,950			
										Imprest with Assistant Overseer Brown ...	304	...	...	550			
											84	...	...				
		Total...	1,800	2,500							1,800	...	...	2,500			

Assistant Engineer,
in charge of Sub-division.

*Assistant Engineer,
in charge of Sub-division.*

To the Superintending Engineers.
 „ Controller of Public Works Accounts,

No. 578.

ORDER THEREON, 31st October 1864, No. 3,117.

1. Communicated to the Superintending Engineers and to the Controller of Public Works Accounts.

2. Orders will hereafter be passed regarding the introduction of the changes adverted to.

(True Extract)

(Signed) CHARLES A. ORR, Colonel, R. E.,
Secretary to Government.

*Proceedings of the Madras Government, Public Works Department, 7
31st October 1864.*

CIRCULAR No. 67 of 1864.

PUBLIC WORKS.

PROCEEDINGS OF THE GOVERNOR GENERAL OF INDIA IN COUNCIL.

PUBLIC WORKS DEPARTMENT,

SIMLA, 12th September, 1864.

Accounts.

Imprest cash account and other modifications in the accounts of Public Works Subordinates.

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Read note by the Accountant General, Public Works Department, No. 462, dated 18th August 1864.

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The sub-divisional officer is the last link in the departmental chain, so far as the accounts are concerned, and the Code prescribes (para. 7, chapter XI,) that he shall embody in his accounts the transactions of all the subordinates employed under him. Thus, all the separate day-books or figured abstracts of a sub-division come up under the signature of the sub-divisional officer, and all the disbursements appear recorded in his Cash-book. But it often happens that the disbursements are not all made by him; a sub-division may consist, *e. g.*, of 50 or 60 miles of road or canal with scattered works, and practically a large part of the disbursements is made by subordinates, from advances made to them by the sub-divisional officer. These payments are usually shown in the latter's Cash-book as advances, and consequently there is often no correspondence between the detailed charges upon different works, for which he takes credit in his Account Current, and the entries in his Cash-book. While on the other hand there is no recognized form of Cash-book for the subordinate under the sub-divisional officer.

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The whole of the changes ordered in this Resolution should take effect from the 1st November 1864.

ORDER.—Ordered, that copies of the foregoing Resolution be forwarded to the Local Governments and Administrations noted in the margin, for information and guidance.

Governments of Bengal, North Western Provinces, and Punjab.
Governor, Straits Settlements, Chief Commissioners, Central Provinces, Oudh, and British Burmah.
Resident, Hyderabad.
Commissioner, Mysore.
Agents to the Governor General, Central India and Rajpootana.

Ordered, also, that copies be forwarded for information to the Financial Department, the Governments of Madras and Bombay, and the Accountant General, Public Works Department.

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

A. P. Williams: Captain, R. E.,
Under Secy. to the Govt. India.

To The Secy to the Govt of Madras
Public Works Department

Assistant Engineer,
in charge of Sub-division

DATE OF RECEIPT	No. OF VOUCHER.	FROM WHOM RECEIVED, &c.	RECEIPTS.		HEAD OF SERVICE TO BE CHARGED.	FOLIO IN LEDGER.	DATE OF PAYMENT	No. OF VOUCHER.	TO WHOM PAID, &c.	PAYMENTS		HEAD OF SERVICE TO BE DEBITED.	FOLIO IN LEDGER.
			Cash	Bank or Treasury						CASH	BANK OR TREASURY.		
										No. of check.	Amount		
1	...	Balance from previous month ...	Rs. 200	Rs. 500			4	...	Salaries, Assistant Engineer J Smith	Rs. ...	Rs. 350		
4	...	Ditto Imprest with Assistant Overseer Brown ...	100				5	...	Cash drawn from Treasury	...	100		
5	...	Placed at my credit by Executive Engineer per letter No. dated ...		2,000			6	...	Labour on	...	800		
		Cash drawn from Treasury	1,500				19	...	Ditto	...	450		
							21	1 & 2	Labour, per Assistant Overseer Brown—	...			
							23	3	On brick-making	...	40		
							30		Purchase of fuel	...	100		
							30		Labour, per Assistant Overseer Brown, on brick-making	...	16		
									Balance	...	1,412		
									" Imprest with Assistant Overseer Brown	...	804		
										...	84		
Total			1,800	2,500									
											2,500		

DAY OF MONTH	TRANSACTIONS.	No. of VOUCHER	AMOUNT OF EACH DISBURSEMENT.	TOTAL
1	Imprest cash in hand	...	Rs. 100	Rs. 100
7	Paid for labour on brick-making	1	Rs. 18	Rs. 18
18	" " on bridge No. 3	2	Rs. 28	Rs. 46
21	Received from Assistant Engineer J Smith	182	Rs. ...	Rs. 54
29	Paid for labour on brick-making	3	Rs. 16	Rs. 100
30	Balance cash in hand	...	Rs. ...	Rs. 16
1	Portion of imprest cash in hand	...	Rs. ...	Rs. 8
2	Received from Assistant Engineer	3	Rs. ...	Rs. 1

477 1864 Dept
15 No. of Govt for October
No 4548.

Account.

CIRCULAR No. 67.

To

FROM

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

Dated SIMLA, 12th September, 1864

Received

20 Oct

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Imprest Cash Account and other modifications in
the accounts of Public Works Subordinates.

No 577. 578

No. 3117 - 31st Oct/64.

With an order

C. 22nd Oct 1864 - No. 25