

(1) Number of pages 10

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(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Public works DEPARTMENT.

G.O. No. 1362	Press Mis.
30-31	
Dated 2 5 1868.	

Not to be folded or roughly handled

12

*Proceedings of the Madras Government, Public Works Department,
2nd May 1868.*

No. 30. Read the following Circular from the Government of India, Public Works Department, (Account,) dated Fort William, 3rd April 1868, No. 31:—

Form of Indent for Stores from England.

Read again the following papers:—

Public Works Department Circular No. ⁶³⁶⁵₆₃₇₅, dated 17th December 1860.

" " " " 53 of 1863.

Despatch from Secretary of State, No. 5, dated 31st January 1865.

" to " " 54, " 13th May 1865.

" from " " 38, " 30th June "

Standing Order No. 29 of 1865.

Paragraphs 16 and 17, Section ii, Chapter XVII of Public Works Code.

Read also:—

Despatch from Secretary of State, No. 127, dated 23rd November 1867.

RESOLUTION.—According to the rules at present in force, the form* of indent used for indenting for stores from England differs somewhat from that prescribed by the Secretary of State in his Despatch in the Military Department, No. 393, dated 24th October 1860, but by recent orders it is required that this form should be strictly adhered to.

* No. 126 of Code Forms.

2. It is therefore directed that Provincial indents, both annual and special, for stores required from England, are to be submitted in duplicate in the accompanying form by the various Local Governments and Administrations concerned, to the Government of India, for transmission to the Secretary of State, and that a triplicate thereof, re-cast in the form† at present in use, is likewise to be forwarded at the same time for record in this Department.

† Code Form No. 126.

3. Care should be taken that the various columns of the form of indent are duly filled in, except when the column is not applicable to the circumstances of the case. Attention should likewise be paid to describing the stores required in full and explicit terms, in accordance with the instructions issued on this subject in Public Works Department Circular No. 5 of 1868.

4. In order to avoid misconception, it has to be explained that only one annual indent should be submitted for the whole of the Public Works Department in a Province. This should be submitted at the same time as the Public Works Imperial Budget-Estimate, and should be authenticated, in token of its correctness, as well as of the necessity for the stores indented for, by the Chief Engineer and Secretary in the Public Works Department to the Local Government or Administration, in the manner prescribed in the form now issued.

5. A like procedure should be followed in the case of special indents, but it may be remarked that the submission of such indents should be avoided as much

30-

*Proceedings of the Madras Government, Public Works Department,
2nd May 1868.*

as possible, and that endeavours should be made to provide for all the possible requirements of the Department in the matter of stores required from England in the annual indent.

ORDER.—Ordered, that this 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.
Chief Commissioners of Central Provinces, British Burmah, and Oudh.
Resident at Hyderabad.
Governor General's Agents at Rajpootana and Central India.
Commissioner of Mysore.

Ordered also, that a copy be forwarded to the Governments of Madras and Bombay for information, and with the remark that these orders do not affect the instructions for the preparation of indents issued in Public Works Department letter No. ^{543A} ~~543~~, dated 14th June 1865.

(Signed) C. H. DICKENS, Colonel, R. A.,
Secy. to the Govt. of India.

*Proceedings of the Madras Government, Public Works Department,
2nd May 1868.*

No. _____

INDENT for STORES required for the Public Works Department in the Province of _____ for the service of the Indian Government.

I HEREBY CERTIFY that the stores enumerated in this Indent are absolutely required for the service of the Public Works Department for a period of twelve months; and I further certify that I have, by a personal inspection of Books and Stores, satisfied myself that they comprise the least possible quantity necessary for the above period.

Dated the _____ day of _____ 186 , at _____

(Signature)

Secretary to _____

P. W. D.

NOTE.—The Indent should be paged, and the signature be also annexed to the last line of the Indent.

RECEIVED by the DIRECTOR GENERAL in England, the _____ day of _____ 186 .

Proceedings of the Madras Government, Public Works Department.
2nd May 1868.

2nd May 1868.

-PROVINCE

INDENT No.

PROVINCE			INDENT No.	
Description of Stores.	Established Proportion.	Balance in Store.	Due on former Indents.	Quantity now indented for.

NOTE.—The columns with *Italic* leadings to

*Proceedings of the Madras Government, Public Works Department,
2nd May 1868.*

2nd May 1868.

PUBLIC WORKS DEPARTMENT.

DATED

[illegible]

be left blank for filling up in England,

(Signature)

Secretary to-

P. W. D.

*Proceedings of the Madras Government, Public Works Department,
2nd May 1868.*

Instructions for the preparation of the Indent.

1. This form of indent should invariably be adhered to, discarding entirely any other mode of application, and specially avoiding a practice which has of late years crept in, of making requisitions in the body of letters, which may be overlooked or misunderstood.
2. The columns (which sufficiently explain their own meaning) must be filled up without alteration, and others are not to be substituted; confining any remarks that may be considered necessary to the column for that purpose, and which should contain every explanation that may guide in the supply and pattern of articles required.
3. Where an established proportion has not yet been fixed, it should consist of a three years' ordinary expenditure, and if the quantities in store at the date of requisition are added to the quantities due upon former indents, the difference between the aggregate of those two columns and the established proportion is the proper quantity to be asked for. This, if duly attended to, will always keep up an ample supply for general service; if, however, in exceptional instances, it may be found desirable to exceed the established proportion, then the reason for so doing must be inserted in the column of Remarks.
4. The columns printed in Italics are to be left blank for filling up in England.
5. In the column of Remarks, the port to which the stores are to be consigned should be stated.
6. In preparing the Indent, attention should be paid to the orders contained in Public Works Department Circular No. 5 of 1868.

No. 31. ORDER THEREON, 2nd May 1868, No. 1,362.

ACCOUNT, No. 3.

Communicated to the General
Superintendent of Public Works Stores
and Workshops.

(True Extract.)

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

To the General Superintendent of Public Works Stores and Workshops.

Exd. S. T. Augustin.

CIRCULAR No. 31 PUBLIC WORKS.
GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
COUNT

FORT WILLIAM, APRIL 3, 1868.

Form of Indent for Stores from England.

Read again the following papers:—

Public Works Department Circular No. ⁶³⁶⁵₆₃₇₅, dated 17th December 1860.

" " " 53 of 1863.
Despatch from Secretary of State, No. 5, dated 31st January 1865.
" to " 54, " 13th May 1865.
" from " 38, " 30th June 1865.

Standing Order No. 29 of 1865.
Paras. 16 and 17, Section ii, Chapter XVII of Public Works Code.

Read also:—

Despatch from Secretary of State, No. 127, dated 23rd November 1867.

RESOLUTION.—According to the rules at present in force, the form* of indent used for indenting for stores from England differs somewhat from that prescribed by the Secretary of State in his Despatch in the Military Department, No. 393, dated 24th October 1860, but by recent orders it is required that this form should be strictly adhered to.

2. It is therefore directed that Provincial indents, both annual and special, for stores required from England, are to be submitted in duplicate in the accompanying form by the various Local Governments and Administrations concerned, to the Government of India, for transmission to the Secretary of State, and that a triplicate thereof, re-cast in the form† at present in use, is likewise to be forwarded at the same time for record in this Department.

3. Care should be taken that the various columns of the form of indent are duly filled in, except when the column is not applicable to the circumstances of the case. Attention should likewise be paid to describing the stores required in full and explicit terms, in accordance with the instructions issued on this subject in Public Works Department Circular No. 5 of 1868.

9d.

4. In order to avoid misconception, it has to be explained that only one annual indent should be submitted for the whole of the Public Works Department in a Province. This should be submitted at the same time as the Public Works Imperial Budget-Estimate, and should be authenticated, in token of its correctness, as well as of the necessity for the stores indented for, by the Chief Engineer and Secretary in the Public Works Department to the Local Government or Administration, in the manner prescribed in the form now issued.

5. A like procedure should be followed in the case of special indents, but it may be remarked that the submission of such indents should be avoided as much as possible; and that endeavours should be made to provide for all the possible requirements of the Department in the matter of stores required from England in the annual indent.

ORDER.—Ordered, that this 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.
Chief Commissioners of Central Provinces, British Burmah, and Oudh.
Resident at Hyderabad.
Governor General's Agents at Rajpootana and Central India.
Commissioner of Mysore.

Ordered also, that a copy be forwarded to the Governments of Madras and Bombay for information, and with the remark that these orders do not affect the instructions for the preparation of indents issued in Public Works Department letter No. ^{543 A}_{544 A}, dated 14th June 1865.

William Colonel, R. A.,
Secy. to the Govt. of India.

2.
The Secretary to the Government of Madras:
P.W. Department

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

To

CIRCULAR No. 31 PUBLIC WORKS.

Dated April 3, 1868.

Received 15 April 1954

Exc: one ✓

7/3/62

Form of Indent for Stores from England.

No 1362 - 2^d May 1865

With an order

Communicates to the General Superintendent of
Public Works & Bridges.

60-61

Thos. Ward Joseph
2 May 1888

30-31

20th April 168