

Fort Saint George,
Accountant General's Office,
5th March 1868.

OFFICIAL MEMORANDUM.

1. THE undersigned has the honor to forward the Forms for the Annual Returns of Establishments as they stand on 31st Current, which, after being filled up, are to accompany the Salary Bills for March.

2. Two of the Forms, (those required for Government,) are alike and are the same as of old, the third (that for this Office,) has to serve a double purpose; it has to be the Audit Register as well as the Office record for verifying Service, &c. In the former, the names of Gazetted Officers along with those of the members of their Establishments must be exhibited; in the latter, only the details of each Establishment; in both, Peons and servants are to be entered in lump, their designation, numbers and rates of Pay only being given, as in the monthly bills, but a separate nominal roll of them is to be submitted on the accompanying Form. All names must be very legibly written in full, on the lines, not in the middle of each space, especially in the Audit Register List, Christian and Surname, house or family name being given as well as personal name: the date of appointment to PRESENT post must be entered, not that of first appointment: the name of the permanent incumbent of each post must be inserted, or, if the appointment be vacant, it must be shown as such; the name of the Acting Officer, if any, being entered above the line, only in the list required for this Office not in those for Government; Nos. and dates of Government of India Orders must in all cases be quoted.

3. It is not unfrequently necessary to ascertain whether Members of an Establishment have passed the requisite Test Examination,—General or Special,—and as lists of passed candidates are published in the Gazette, it is requested that on the *left-hand* margin of the list intended for the Audit Register of this Office, and on the *right-hand* margin of the others, the Examination passed and the Gazette page substantiating the fact be noted: thus G. T. Supp. '61, January 15, p. 25, S. T. Supp. '61, February 20 p. 35, would shew that, on reference to page 25 and page 35 of the Supplements to the Gazette of 1861, dated 15th January and 20th February respectively, it will be seen that the respective individuals have passed the General and Special Test Examinations.

4. Besides the above returns, the accompanying Lists have to be filled up and forwarded at the same time.

5. Salary Bills for the current month will not be paid unless the several lists above specified accompany them.

6. Forms for pay, contingent and other bills, leave-statements, &c. in sufficient quantities for the ensuing Official year's consumption will be supplied on application in writing. Each application must distinctly specify the number of each Bill required and the number of Pages for the Establishment Pay and Contingent Bills, &c. It is to be distinctly understood that Forms for rough copies will not be supplied and that no second supply will *except under special circumstances*, be made before the expiry of the Official year.

Applications from Heads of Offices who have more than one Department under their control, such as the Mint Master, Superintendent of Marine, &c., should specify the Department for which Bill forms are required.

W. DONALD,
Examiner of Claims.

To

THE

Secretary of State
Per. Secy.

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