

No.

P. W. D. Code, Chapter III.

Add to para 282 [38] "see also para 310A"

15/11/17
02/15/17

[For General Distribution.]

Circular No. 30 Public Works.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Fort William, November 29, 1881.

The Governments of Madras, Bombay, Bengal, North Western Provinces and Oudh, and Punjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Central India, Rajputana and Biluchistan.
The Accountant General, Public Works Department.
The Inspector General of Military Works.
The Director General of Railways.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore and Lucknow.
The Director General of Telegraphs in India.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.

Copy of the following forwarded to the Local Governments, Administrations and Officers marginally noted, for information and guidance.

(By order)

W. S. Sampson

Under Secy. to the Govt. of India.

No. 4028, dated 4th November 1881.

RESOLUTION,—By the Government of India, Department of Finance and Commerce.

The Governor General in Council directs that the following rules be observed in future for the storage of coins in strong rooms :—

1. The following are the authorised methods of storing coin in strong rooms :—

- (1).—In bags of uniform contents, placed in strong iron boxes or safes, or wooden chests, or built recesses or wells, each of which has two independent locks, both of which must be opened before access is obtained to the contents. One of the keys to remain in charge of the Treasurer, the other of the gazetted Officer in charge.
- (2).—In boxes of uniform contents piled upon trestles. This method is not admissible unless every door, window, drain, sky-light, ventilator or other aperture in the walls of the strong room are so closed as to prevent the insertion of any rod or instrument within the room.
- (3).—Temporarily in boxes prepared for remittance, in the manner prescribed in the Account Code.

II. Without the special permission of the Local Government, no place shall be used as a strong room, unless it is first certified to be secure and fit for use as such by an Officer of the Public Works Department not under the grade of an Executive Engineer. The Executive Engineer in certifying the room may prescribe any necessary conditions as to the manner of storing the coin, as, e. g., "that it must not be piled in trestles, but must be in boxes; that no bags or boxes be placed within a prescribed distance of the wall or in any particular part of the room." The Executive Engineer must especially examine the condition of any of the enclosing walls which are so situated that they are not, on the outside, under observation of the guard.

III. The District Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the positions of the sentries, and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, &c.; but the responsibility for the security of the building and its fixtures shall remain with the Executive Engineer, and that for the security of chests and other treasury furniture not being part of the building or fixtures shall remain with the Officer in charge of the Treasury.

IV. Copy of the Executive Engineer's certificate and of the District Superintendent's (or Commanding Officer's) order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the Officer in charge of the Treasury to see that any conditions as to manner of storage expressed in these documents are acted up to.

V. The Executive Engineer's certificate will be in force for 12 months only, and it is the duty of the Officer in charge of the Treasury to cause it to be renewed when the period is expired.

VI. The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. The Officer in charge must be personally present during the whole time between the opening and shutting of the strong room. The strong room must be closed if meantime he is called away on any duty.

VII. As an exception to the last rule, the opening of shutters is permitted during office hours, in the aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building: provided that coin or valuables remain securely packed under lock and key.

2. His Excellency in Council also directs that when large amounts of coin are stored, as, for instance, in the reserve treasuries and currency strong rooms, the following rules be observed:—

The following rules regulate the management of reserve treasuries and currency strong rooms:—

1. The bulk of the coin is to be kept in a reserve strong room, of which one of the keys, both of the room and of the boxes, remains in custody of the Accountant General or Deputy Commissioner of Currency; the other in charge of the Treasurer. Every such strong room, in addition to being locked, shall be sealed in such fashion that the locks by which entrance can be obtained cannot be opened without the seals being broken, and the outer door must never be opened, shut, sealed or unsealed, otherwise than in the presence of the Non-Commissioned Officer in charge of the guard.

2. Coin sufficient for carrying on the work for a fortnight shall remain in charge of the Officer in charge of the Treasury or Currency, the bulk of this being kept in a strong room under the double lock of the Officer in charge and Treasurer; but a sufficient quantity being given out every day to the Treasurer, and received back after the close of business under the rules applicable to ordinary treasuries.

3. When the Officer in charge desires access to the reserve strong room, he is to make a requisition upon the Accountant General or Deputy Commissioner for the keys of the strong room, and of any boxes or safes to which he may desire to have access. In this requisition he is to specify exactly what the purpose of his visit is. The keys will be sent to him in a closed box or cover, or will be delivered personally.

4. After each visit to the reserve strong room, the Officer in charge will return the keys to the Accountant General or Deputy Commissioner, and will make a report of his proceedings stating in what condition he found and left the strong room, the locks and the seals.

5. The reserve strong room must never remain for 20 days continuously without being visited and inspected. If, therefore, the Officer in charge has no occasion to move coin to or from it for that time, he must pay it a visit of inspection.

6. The requisition and the reports will be kept in a book set apart for the purpose and in the custody of the Officer in charge.

ORDERED, that these rules be communicated for information and guidance as follows:—

To the Military and Public Works Departments.

To the several Local Governments and Administrations.

To the Comptroller General and the several Accountants General.

Ordered also, that the rules be published in the *Gazette of India* for general information.

To
The Secretary to the Govt of Madras
P.W. Department

No

P. W. D. Code, Chapter III.

Add the following as para 310 A.

310 A— The inspection of all Government Treasuries in their respective charges should form an important part of the duties of Superintending and Executive Engineers while on tour. The results of such examinations should be communicated through the usual channel to Government in all cases in which it is considered that treasuries are not safe as regards the buildings themselves or the manner in which treasure is stored.

[G.O. Secy to Govt of Madras 18-7-81].

W.D. 15/12
16/12

2110574/81

1/20
C.
N^o 1105 N of 9-12-81.

do you think
that this should issue
in the shape of a
standing order?

9-12-81
N^o 9578/16th Dec 1881
To W. Encls. 2 D.W.
A S.O. including
these detailed instructions
does not appear necessary.
Two S.Os. have been
prepared bringing into
our code the orders
contained in Govt
of India P.W.D. Cir
No 11 of 18/7/81, which
have been approved
of and returned
for print and
issue - see

ed C
15/12/81

10 DEC 81
GOVERNMENT OF INDIA
PUBLIC WORKS DEPARTMENT.
GENERAL.

To

Circular No. 30 Public Works.

Dated November 29, 1881.

Received 8 Dec 81
P.H. Encl. 4/82
27/11/82
D.O. Sec

Rules for the storage of coins in strong rooms.

No. 448, P. W. D. Press—30-11-81—1,325.

Entd in Recd of Regt

1277 W

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 11th January 1882
Read the following:—

G. of I. Circular No 30 dated 29 November 1881.

The subject of the
foregoing Circular being
of general application,
it will be suggested
to the Govt. of India that
its provisions be em-
bodied in a Standing
Order to the P. Works
Code.

2. Meanwhile it will
be communicated to
Supty Engineers for in-
formation and guidance
in continuation of G.O.
No 1965 W of 9 August 81.

H.B. by 78 W of 11 Jan 82

Suply Engineer
Encl. P.W.D. with 19652/1
with 2000/1

Copy

III. The District Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the positions of the sentries, and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, &c. ; but the responsibility for the security of the building and its fixtures shall remain with the Executive Engineer, and that for the security of chests and other treasury furniture not being part of the building or fixtures shall remain with the Officer in charge of the Treasury.

IV. Copy of the Executive Engineer's certificate and of the District Superintendent's (or Commanding Officer's) order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the Officer in charge of the Treasury to see that any conditions as to manner of storage expressed in these documents are acted up to.

V. The Executive Engineer's certificate will be in force for 12 months only, and it is the duty of the Officer in charge of the Treasury to cause it to be renewed when the period is expired.

VI. The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. The Officer in charge must be personally present during the whole time between the opening and shutting of the strong room. The strong room must be closed if meantime he is called away on any duty.

VII. As an exception to the last rule, the opening of shutters is permitted during office hours, in the aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building: provided that coin or valuables remain securely packed under lock and key.

2. His Excellency in Council also directs that when large amounts of coin are stored, as, for instance, in the reserve treasuries and currency strong rooms, the following rules be observed:—

The following rules regulate the management of reserve treasuries and currency strong rooms:—

1. The bulk of the coin is to be kept in a reserve strong room, of which one of the keys, both of the room and of the boxes, remains in custody of the Accountant General or Deputy Commissioner of Currency; the other in charge of the Treasurer. Every such strong room, in addition to being locked, shall be sealed in such fashion that the locks by which entrance can be obtained cannot be opened without the seals being broken, and the outer door must never be opened, shut, sealed or unsealed, otherwise than in the presence of the Non-Commissioned Officer in charge of the guard.

2. Coin sufficient for carrying on the work for a fortnight shall remain in charge of the Officer in charge of the Treasury or Currency, the bulk of this being kept in a strong room under the double lock of the Officer in charge and Treasurer; but a sufficient quantity being given out every day to the Treasurer, and received back after the close of business under the rules applicable to ordinary treasuries.

3. When the Officer in charge desires access to the reserve strong room, he is to make a requisition upon the Accountant General or Deputy Commissioner for the keys of the strong room, and of any boxes or safes to which he may desire to have access. In this requisition he is to specify exactly what the purpose of his visit is. The keys will be sent to him in a closed box or cover, or will be delivered personally.

4. After each visit to the reserve strong room, the Officer in charge will return the keys to the Accountant General or Deputy Commissioner, and will make a report of his proceedings stating in what condition he found and left the strong room, the locks and the seals.

5. The reserve strong room must never remain for 20 days continuously without being visited and inspected. If, therefore, the Officer in charge has no occasion to move coin to or from it for that time, he must pay it a visit of inspection.

6. The requisition and the reports will be kept in a book set apart for the purpose and in the custody of the Officer in charge.

ORDERED, that these rules be communicated for information and guidance as follows:—

To the Military and Public Works Departments.

To the several Local Governments and Administrations.

To the Comptroller General and the several Accountants General.

Ordered also, that the rules be published in the *Gazette of India* for general information.

To

Col R. H. Sankey R. C. B.

The Hon. W. H. H. H. H.

17.12.81

This being matter of general application should I think have been embodied in our S.O. by the Govt to whom I think I would now apply as we wish to embody in our code

In paras 310 & 1399 of our Code lead up to the matter & no doubt the proposed S.O. should follow immediately in the form, but as drafted it does not seem to me to cover nearly all the ground required by the Govt Resolution

17.12.81

Alt

MH

SMS

Circ 17.12.81 R-21-12-N

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. 30 Public Works.

Dated November 29, 1881.

Received

h.o. No 77 W 7/11-82
The subject of the
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Standing Order to the
P.W. Code -

2. Meanwhile it will
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Supg. Engrs for in-
formation & guidance
in continuation of
h.o. No 1965 W dated
9-8-81 -

(S) Pass Humphson
By: Jy: W

H.E. No 78 W 11-1-82

Rules for the storage of coins in strong rooms.

No. 448, P. W. D. Press—30-11-81—1,325.

18TH NOVEMBER 1881, No. 2263, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

Proceedings of the Government of India, Department of Finance and Commerce,
dated Simla, 4th November 1881, No. 4028.

Accounts and Finance.

Resolution.—

The Governor-General in Council directs that the following rules be observed in
future for the storage of coins in strong rooms :—

1. The following are the authorized methods of storing coin in strong rooms :—
 - (1.) In bags of uniform contents, placed in strong iron boxes or safes, or wooden chests, or built recesses or wells, each of which has two independent locks, both of which must be opened before access is obtained to the contents. One of the keys to remain in charge of the treasurer, the other of the gazetted officer in charge.
 - (2.) In boxes of uniform contents piled upon trestles. This method is not admissible unless every door, window, drain, sky-light, ventilator or other aperture in the walls of the strong room are so closed as to prevent the insertion of any rod or instrument within the room.
 - (3.) Temporarily in boxes prepared for remittance, in the manner prescribed in the Account Code.
2. Without the special permission of the Local Government, no place shall be used as a strong room, unless it is first certified to be secure and fit for use as such by an officer of the Public Works Department not under the grade of an Executive Engineer. The Executive Engineer in certifying the room may prescribe any necessary conditions as to the manner of storing the coin, as, e.g., "that it must not be piled in trestles, but must be in boxes; that no bags or boxes be placed within a prescribed distance of the wall or in any particular part of the room." The Executive Engineer must especially examine the condition of any of the enclosing walls which are so situated that they are not, on the outside, under observation of the guard.
3. The District Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the positions of the sentries, and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, &c.; but the responsibility for the security of the building and its fixtures shall remain with the Executive Engineer, and that for the security of chests and other treasury furniture not being part of the building or fixtures shall remain with the officer in charge of the Treasury.
4. Copy of the Executive Engineer's certificate and of the District Superintendent's (or Commanding officer's) order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the officer in charge of the Treasury to see that any conditions as to manner of storage expressed in these documents are acted up to.
5. The Executive Engineer's certificate will be in force for twelve months only, and it is the duty of the officer in charge of the Treasury to cause it to be renewed when the period is expired.
6. The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. The officer in charge must be personally present during the whole time between the opening and shutting of the strong room. The strong room must be closed if mean time he is called away on any duty.

7. As an exception to the last rule, the opening of shutters is permitted during office hours, in the aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building: provided that coin or valuables remain securely packed under lock and key.

His Excellency in Council also directs that when large amounts of coin are stored, as, for instance, in the reserve treasuries and currency strong rooms, the following rules be observed:—

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2. Coin sufficient for carrying on the work for a fortnight shall remain in charge of the officer in charge of the Treasury or Currency, the bulk of this being kept in a strong room under the double lock of the officer in charge and treasurer; but a sufficient quantity being given out every day to the treasurer, and received back after the close of business under the rules applicable to ordinary treasuries.

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Order—

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To the several Local Governments and Administrations.

To the Comptroller-General and the several Accountants-General.

Ordered, also, that the rules be published in the *Gazette of India* for general information.

(Signed) STEPHEN JACOB,
Offg. Under Secy. to the Govt. of India.

ORDER—dated 18th November 1881, No. 2263, Financial.

Communicated to the Revenue Department and to the Board of Revenue for communication to all officers concerned.

(True Extract.)

R. DAVIDSON,
Chief Secretary.

To the Revenue Department.
,, Board of Revenue.

Exd. J. Wright.

[For General Distribution.]

Circular No. 30 Public Works.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Fort William, November 29, 1881.

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
GENERAL.

To

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No. 448, P. W. D. Press—30-11-81—1,325.

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1. The bulk of the coin is to be kept in a reserve strong room, of which one of the keys, both of the room and of the boxes, remains in custody of the Accountant General or Deputy Commissioner of Currency; the other in charge of the Treasurer. Every such strong room, in addition to being locked, shall be sealed in such fashion that the locks by which entrance can be obtained cannot be opened without the seals being broken, and the outer door must never be opened, shut, sealed or unsealed, otherwise than in the presence of the Non-Commissioned Officer in charge of the guard.

2. Coin sufficient for carrying on the work for a fortnight shall remain in charge of the Officer in charge of the Treasury or Currency, the bulk of this being kept in a strong room under the double lock of the Officer in charge and Treasurer; but a sufficient quantity being given out every day to the Treasurer, and received back after the close of business under the rules applicable to ordinary treasuries.

3. When the Officer in charge desires access to the reserve strong room, he is to make a requisition upon the Accountant General or Deputy Commissioner for the keys of the strong room, and of any boxes or safes to which he may desire to have access. In this requisition he is to specify exactly what the purpose of his visit is. The keys will be sent to him in a closed box or cover, or will be delivered personally.

4. After each visit to the reserve strong room, the Officer in charge will return the keys to the Accountant General or Deputy Commissioner, and will make a report of his proceedings stating in what condition he found and left the strong room, the locks and the seals.

5. The reserve strong room must never remain for 20 days continuously without being visited and inspected. If, therefore, the Officer in charge has no occasion to move coin to or from it for that time, he must pay it a visit of inspection.

6. The requisition and the reports will be kept in a book set apart for the purpose and in the custody of the Officer in charge.

ORDERED, that these rules be communicated for information and guidance as follows:—

To the Military and Public Works Departments.

To the several Local Governments and Administrations.

To the Comptroller General and the several Accountants General.

Ordered also, that the rules be published in the *Gazette of India* for general information.

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
GENERAL.

To

Circular No. 30 Public Works.

Dated November 29, 1881.

Received

Rules for the storage of coins in strong rooms.

No. 448, P. W. D. Press—30-11-81—1,325.

[For General Distribution.]

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GENERAL.

Fort William, November 29, 1881.

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(By order)

A. B. SAMPSON,

Under Secy. to the Govt. of India.

No. 4028, dated 4th November 1881.

RESOLUTION,—By the Government of India, Department of Finance and Commerce.

The Governor General in Council directs that the following rules be observed in future for the storage of coins in strong rooms :—

1. The following are the authorised methods of storing coin in strong rooms :—

(1).—In bags of uniform contents, placed in strong iron boxes or safes, or wooden chests, or built recesses or wells, each of which has two independent locks, *both* of which must be opened before access is obtained to the contents. One of the keys to remain in charge of the Treasurer, the other of the gazetted Officer in charge.

(2).—In boxes of uniform contents piled upon trestles. This method is not admissible unless every door, window, drain, sky-light, ventilator or other aperture in the walls of the strong room are so closed as to prevent the insertion of any rod or instrument within the room.

(3).—Temporarily in boxes prepared for remittance, in the manner prescribed in the Account Code.

II. Without the special permission of the Local Government, no place shall be used as a strong room, unless it is first certified to be secure and fit for use as such by an Officer of the Public Works Department not under the grade of an Executive Engineer. The Executive Engineer in certifying the room may prescribe any necessary conditions as to the manner of storing the coin, as, *e. g.*, "that it must not be piled in trestles, but must be in boxes; that no bags or boxes be placed within a prescribed distance of the wall or in any particular part of the room." The Executive Engineer must especially examine the condition of any of the enclosing walls which are so situated that they are not, on the outside, under observation of the guard.

III. The District Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the positions of the sentries, and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, &c.; but the responsibility for the security of the building and its fixtures shall remain with the Executive Engineer, and that for the security of chests and other treasury furniture not being part of the building or fixtures shall remain with the Officer in charge of the Treasury.

IV. Copy of the Executive Engineer's certificate and of the District Superintendent's (or Commanding Officer's) order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the Officer in charge of the Treasury to see that any conditions as to manner of storage expressed in these documents are acted up to.

V. The Executive Engineer's certificate will be in force for 12 months only, and it is the duty of the Officer in charge of the Treasury to cause it to be renewed when the period is expired.

VI. The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. The Officer in charge must be personally present during the whole time between the opening and shutting of the strong room. The strong room must be closed if meantime he is called away on any duty.

VII. As an exception to the last rule, the opening of shutters is permitted during office hours, in the aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building: provided that coin or valuables remain securely packed under lock and key.

2. His Excellency in Council also directs that when large amounts of coin are stored, as, for instance, in the reserve treasuries and currency strong rooms, the following rules be observed:—

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2. Coin sufficient for carrying on the work for a fortnight shall remain in charge of the Officer in charge of the Treasury or Currency, the bulk of this being kept in a strong room under the double lock of the Officer in charge and Treasurer; but a sufficient quantity being given out every day to the Treasurer, and received back after the close of business under the rules applicable to ordinary treasuries.

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II. Without the special permission of the Local Government, no place shall be used as a strong room, unless it is first certified to be secure and fit for use as such by an Officer of the Public Works Department not under the grade of an Executive Engineer. The Executive Engineer in certifying the room may prescribe any necessary conditions as to the manner of storing the coin, as, *e. g.*, "that it must not be piled in trestles, but must be in boxes; that no bags or boxes be placed within a prescribed distance of the wall or in any particular part of the room." The Executive Engineer must especially examine the condition of any of the enclosing walls which are so situated that they are not, on the outside, under observation of the guard.

III. The District Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the positions of the sentries, and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, &c.; but the responsibility for the security of the building and its fixtures shall remain with the Executive Engineer, and that for the security of chests and other treasury furniture not being part of the building or fixtures shall remain with the Officer in charge of the Treasury.

IV. Copy of the Executive Engineer's certificate and of the District Superintendent's (or Commanding Officer's) order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the Officer in charge of the Treasury to see that any conditions as to manner of storage expressed in these documents are acted up to.

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VI. The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. The Officer in charge must be personally present during the whole time between the opening and shutting of the strong room. The strong room must be closed if meantime he is called away on any duty.

VII. As an exception to the last rule, the opening of shutters is permitted during office hours, in the aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building: provided that coin or valuables remain securely packed under lock and key.

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GOVERNMENT OF INDIA.
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