

No 2424 W. of 1st October
1884

Govt. of (1884) Madras
PUBLIC.

Communicated to
officers of the P.W. Dept

154 J.S.S.
W.

Issued

Recd.

Encl.

G.O., 10th September 1884, No. 2007.

No 2424 W. of 1st October
1884

SEPTEMBER.

C. E. for S
C. B. for Pys

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Supt of Works S. in

C. A. to Govt

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Engin. S. to Ry. Accts

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Books and Publications.

Communicating to the departments of the Secretariat and to all heads of departments resolution of the Government of India regarding the rules for regulating the purchase of books and newspapers or other periodicals published in or out of India.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

Proceedings of the Government of India, Department of Finance and Commerce, dated Simla, 25th August 1884, No. 2980.

Accounts and Finance—Stores.

Read—again the following papers, viz. :—

Resolution No. 2359, dated 30th August 1872 (Expenditure Proceedings, October 1872, Nos. 1—4).

Resolution No. 2367, dated 16th November 1875 (Expenditure Proceedings, December 1875, No. 1).

Resolution No. 1359, dated 1st July 1878 (Account Proceedings, December 1878, Nos. 877—884).

Resolution No. 1548, dated 9th July 1879 (Account Proceedings, July 1879, Nos. 516—519).

Resolution No. 185, dated 10th January 1883, paragraphs 13 to 19 (Account Proceedings, January 1883, Nos. 3—6).

Resolution—

The rules for regulating the purchase of books and newspapers or other periodical publications at the public expense are now contained in various orders and circulars, some of which are of old date and apt to be overlooked. It has therefore been considered desirable to consolidate them, and the rules in the succeeding paragraphs should in future guide all such purchases.

2. These rules apply to books or newspapers purchased at the cost of the Imperial and Provincial Revenues and of Incorporated Local Funds, but not to those purchased on account of Excluded Local Funds.

3. Books and newspapers or other periodical publications, whether published in or out of India, shall not be purchased or subscribed for at the public expense by any public officer without the previous sanction of the local Government, or, in the case of officers under the Government of India, of the department to which the officer is subordinate.

4. Books for regimental schools, regimental and prison libraries, and military offices will, so far as the requisitions are in accordance with the rules in force in the Military department, be brought under the orders of the Government of India in the Military department for the Bengal Army, and of the Governments of Madras and Bombay for the armies in those presidencies.

5. Books for the Educational department should be obtained under the present rules and usage of the several local Governments concerned.

6. The officers of the Account department are enjoined to require proof of such sanction before admitting charges of this character.

7. Government does not undertake to supply books and newspapers indiscriminately, and supplies must be confined to what is found actually necessary for the public service independently of the desire of officers for improvement on subjects

connected with their duties. Purchases of hand-books, manuals, practical guides, and the like should be rarely, if ever, made for executive officers, but mainly for officers charged, among other duties, with important deliberative duties of advising Government on special or important subjects.

8. Commentaries or annotations on Acts of the Legislature will in no case be supplied by Government.

9. Directories and works of a cognate character can only be allowed under special circumstances where there may be evident inconvenience to the public service if they are not at hand for reference.

10. Official publications issued in India, such as the Postal Guide, the Civil Lists, the Codes of the Financial or Public Works Departments, the Army Lists, &c., are to be supplied only under instructions from the local Governments or departments of the Government of India. No payment should be required for books of this class.

11. Official publications * (other than Parliamentary papers) published in England should be procured by the departments of the Government of India, and by the local Governments and Administrations requiring them for their own use and for the use of the officers subordinate to them, by indents forwarded to the address of the Assistant Under Secretary of State for India; the revenues (Imperial, Provincial, or Local) to which the cost is chargeable, and, if Imperial, the head of account or grant to which it is debitable, being specified in the requisition.

12. Parliamentary papers required for departments and officers elsewhere than in the presidencies of Madras and Bombay will be supplied as published by the Secretary despatch, No. 5, dated 13th January 1876. All communications regarding their distribution should be made to the Secretary to the Government of India in the Home department.

13. Parliamentary papers required by the Governments of Madras and Bombay should be obtained direct from the Secretary of State.

14. All books and periodicals procured for any office should be registered or filed, and must not be permanently removed from the office for which they were intended.

15. Payments for books, newspapers, and periodicals procured from abroad should be preference be made in India either through an agent or a bank on bills drawn by the supplier. When this is not practicable, the remittance should be made invariably through the local Accountant-General and the accounting officers of the Military and Public Works Departments, who should be responsible for the purchase of bills.

Order—

Ordered that the foregoing resolution be communicated as follows:—

* Original papers returned.

To the Public Works Department *
and the other departments of the Government of India.

To all local Governments and Administrations.

To the Comptroller and Auditor General, the Comptroller of Indian Treasuries,
and to all Accountants-General and Comptrollers.

To the Head Commissioner, Paper Currency.

To the Mint Masters, Calcutta and Bombay.

To the Director-General of the Post Office.

To the Commissioner, Northern India Salt Revenue.

(Signed) J. E. O'CONOR,
Asst. Secy. to the Govt. of India.

ORDER—dated 10th September 1884, No. 2007, Public.

Communicated to the departments of the Secretariat, and to all heads of departments, for information and guidance.

(True Extract.)

Chief Secretary.

To the Revenue Department.
" the Military do.
" the Public Works Department.
" all Heads of Departments under the Chief Secretary.
" the Financial Department.
" the Accountant-General.
" the Educational Department.

Exd. C. Howarth.