GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

2567 H 20-10 84

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

BN. 2567 58 20/10/84

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 197 P. W. D.—6-10-84.—1,028.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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

The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

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 of 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.

* The following are not to be considered official publications:—
Acts of Parliament (except Mutiny Acts, which the Secretary of State will supply).
London Gazette.
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British Postal Guide.
British Code List.
Royal Navy List.
Mercantile Navy List.

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 of State to the Home Department of the Government of India under the terms of his 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 by 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.

ORDERED, that the foregoing Resolution be communicated as follows:—

To the Public Works Department† and the other Departments of the Government of India.

† Original papers returned.

To all Local Governments and Administrations.

To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, an 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.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,026.

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To the Director General of the Post Office.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

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[*For Heads of Departments.*]

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GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

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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.

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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 by 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.

ORDERED, that the foregoing Resolution be communicated as follows:—

To the Public Works Department† and the other Departments of the Government of India.

† Original papers returned.

To all Local Governments and Administrations.

To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, an 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.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,026.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

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GENERAL.

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The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

Read again the following papers, *viz.*:—

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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 of 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.

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J. E. O'CONOR,

Asst. Secy. to the Govt. of India.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

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The Accountant General, Public Works Department.
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The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2930 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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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.

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To the Director General of the Post Office.

To the Commissioner, Northern India Salt Revenue.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

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Received

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Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,026.

[*For Heads of Departments.*]

Circular No. IXP.W.

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Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

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Under-Secy. to the Govt. of India.

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GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

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GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

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The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

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 of 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.

* The following are not to be considered official publications :—
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Royal Navy List.
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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 of State to the Home Department of the Government of India under the terms of his 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 by 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.

ORDERED, that the foregoing Resolution be communicated as follows :—

To the Public Works Department† and the other Departments of the Government of India.

† Original papers returned.

To all Local Governments and Administrations.

To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, an 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.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. P. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,026.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.
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The Resident, Hyderabad.
The Agents to the Governor General for Central India, Rajputana, and Biluchistan.
The Accountant General, Public Works Department.
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The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2930 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

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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.

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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 of State to the Home Department of the Government of India under the terms of his 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.

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To the Mint Masters, Calcutta and Bombay.

To the Director General of the Post Office.

To the Commissioner, Northern India Salt Revenue.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,025.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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

The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Panjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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Read again the following papers, *viz.*:—

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

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To the Mint Masters, Calcutta and Bombay.

To the Director General of the Post Office.

To the Commissioner, Northern India Salt Revenue.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 137 P. W. D.—6-10-84.—1,025.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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Under-Secy. to the Govt. of India.

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GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

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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.

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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.

J. E. O'CONOR,
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GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,026.

[*For Heads of Departments.*]

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The Accountant General, Public Works Department.
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The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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Read again the following papers, *viz.*:—

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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,

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

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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.

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By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

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 of 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.

* The following are not to be considered official publications :—
Acts of Parliament (except Mutiny Acts, which the Secretary of State will supply).
London Gazette.
War Office Army List.
British Postal Guide.
British Code List.
Royal Navy List.
Mercantile Navy List.

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 of State to the Home Department of the Government of India under the terms of his 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 by 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.

ORDERED, that the foregoing Resolution be communicated as follows :—

To the Public Works Department† and the other Departments of the Government of India.

† Original papers returned.

To all Local Governments and Administrations.

To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, an 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.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 187 P. W. D.—6-10-84.—1,024.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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

The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2930 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

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).
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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 of 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.

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British Code List.
Royal Navy List.
Mercantile Navy List.

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 of State to the Home Department of the Government of India under the terms of his 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 by 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.

ORDERED, that the foregoing Resolution be communicated as follows :—

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† Original papers returned.

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To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, an 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.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

Dated Simla, September 19, 1884.

Received

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

Govt. C. B. Press, Simla.—No. 137 P. W. D.—6-10-84.—1,026.

[*For Heads of Departments.*]

Circular No. IXP.W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, September 19, 1884.

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

The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident, 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 Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.

Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

By order,

A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2080 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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

Read again the following papers, *viz.*:—

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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.

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To the Mint Masters, Calcutta and Bombay.

To the Director General of the Post Office.

To the Commissioner, Northern India Salt Revenue.

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

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

Circular No. IX P.W.

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PUBLIC WORKS DEPARTMENT.

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The Director, Persian Telegraph.
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Also to the Directors General of Railways and Telegraphs, and the Director in Chief, Indo-European Telegraph, with intimation that the Government of India is pleased to invest them with the powers of a Local Government for the purposes of the Resolution.

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A. B. SAMPSON,

Under-Secy. to the Govt. of India.

No. 2980 $\frac{\text{Accounts and Finance}}{\text{Stores}}$, dated 25th August 1884.

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