(1) பக்கங்களின் எண்ணிக்கை 14

(2) புதுக்கித் திருப்பிய நாள் 15-1-89

(3) ஆதாரங்குறிப்பவர் கருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D துறை

அரசாணை என். 255
மு. கோப்புத் தாள் என்.

அச்சகம்
பலவகை

நாள் : 31-1-1889

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மடிக்கவோ கண்டபடி கையாளவோ கூடாது

7 Sheets

ஆவண. எண்-1—18,000—15-6-87.

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—the following papers :—

From the Accountant-General, Madras, dated 16th July 1887, No. 132-I.A.E.
From the Collector of Madura, dated 7th May 1888, No. 33.

ORDER—dated 29th June 1888, No. 717, Pension.

The applicant in this case retired on the 17th July 1886 and his pension papers were received by Government only on the 19th December 1887. The statement showing the various stages in the preparation and submission of the application sets out that everything "was done in regular course" and that there was no delay; but if this is the case, it would be difficult to conceive any more complete condemnation of the regular course of official business in the Madura district.

2. Most of the delay is said by the Collector to have been due (1) to the frequent return of the application to the Tahsildar for further information, and (2) to the late receipt of verified lists from various offices in which the applicant served. As regards the first of these causes, the Government observe that if all the errors and omissions had been pointed out in the first instance it should have been possible to obtain the requisite information by a single reference; and as regards the second cause, the attention of the Collector will be drawn to the orders requiring the verification of services before retirement. The applicant in the present case was 60 years of age when he left the service, so it cannot even be pleaded in excuse that his retirement was sudden and unexpected.

3. Again, the application was finally received in the Collector's office in August 1887, but it was not submitted to the Accountant-General until the 18th October, and even then it had to be returned for the supply of two extremely careless omissions.

4. The hardship which must be caused by such long delay in the grant of the retiring allowances upon which, in the majority of cases, the applicants depend for their means of livelihood, will perhaps best be conceived if Heads of offices apply the circumstances to themselves. Although the displeasure with which Government view delay in these cases has been frequently expressed, pension applications still continue to be treated as papers which may be dealt with leisurely instead of their disposal being regarded as a matter of urgency. His Excellency the Governor in Council, however, cannot permit his orders on this point to be disregarded and he will in future hold every Head of an office responsible for any delay that was avoidable.

5. That delay is, as a rule, preventible admits of no doubt, for applications from Police officers are almost invariably received within a few weeks after retirement. This is rendered possible by the careful manner in which the record and verification of the services of Police officers is maintained. A method of annual verification, which commends itself to Government, has already been introduced in the Chingleput district and His Excellency in Council is pleased to direct that this practice shall be extended to all other Civil departments. The Collector's circular explaining the procedure is annexed to this order for the information of all other Collectors and Heads of offices. The only difficulty in introducing this system will be the initial verification, which must of course deal with the whole of the previous service of each individual, and in many cases involve references to other offices and the taking of affidavits

and oral evidence. But this will have to be done only once, and each subsequent verification will be concerned only with the incidents that have occurred since the date of the last annual certificate of the verifying officer. Moreover, when an officer retires, the detailed verification which now takes place will not be required, so that the introduction of the system of annual check will entail no extra work in the long run, except in cases of retirement without pension, but will probably result in much saving of labor.

6. For the Land Revenue establishments the verifying officer will be the Treasury Deputy Collector, but as regards other branches of the Administration, the Government must leave it to Heads of Departments to direct by whom this duty is to be undertaken. Copies of the instructions issued by Heads of Departments should be forwarded for the information of Government.

7. The orders issued from time to time regarding the maintenance of service books and the prompt preparation of applications for pensions or gratuities have been so frequently disregarded that His Excellency in Council is compelled with regret to require for a time the submission of returns showing how far effect has been given to the instructions contained in the preceding paragraphs. These should be furnished by each Department every quarter and each should specify the name of the office, the total number of employés for whom service books are required to be maintained, and the number of these which were verified up to the end of the preceding quarter and in the quarter to which the return relates. Any delay that may have occurred in the progress of the work should be explained in a note. When the verification of services has once been brought up to date in any office, the return may be discontinued, but all inspecting officers should be careful to see when they examine the records of an office that the annual verification required by this order has been duly made.

(True Extract.)

H. A. STUART,
Under Secretary to Government.

To all Heads of Departments.

[Annexure

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ANNEXURE.

CIRCULAR MEMORANDUM.

It has hitherto been the practice of the District to have Service Registers of officers, whether in the "superior" or "inferior" grades, brought up annually to the end of each official year, and then to have them verified by the Divisional Officer or Treasury Deputy Collector according as the individual concerned might be employed under a Divisional Officer or in the Collector's office, but the Accountant-General has recently drawn the attention of the Collector to the fact that this practice is not in accordance with the terms of the Civil Pension Code, which requires that all changes affecting the position of an officer should be recorded within the month in which the change takes place, and not after the close of the official year, and that in the "Service Book" every step in an officer's official life should be recorded *contemporaneously* with its occurrence, and be at once attested by the Head of his office. The Collector, therefore, issues the following instructions for the preparation and upkeep of the Service Registers :—

A Clerk or Accountant of each office will be especially entrusted with the duty of seeing to the correct preparation and maintenance of Service Registers and will be held personally responsible for any errors or neglect.

In the Collector's office—	
Sheristadar's and Vernacular Correspondence Departments, with the Vernacular Record Department.	The 25 rupees Clerk.
English Correspondence Department, with the English Record Department.	Do.
English and Vernacular Account Departments.	The 25 rupees English Accountant.
The Press Department	The Clerk who keeps the Press Accounts.
Treasury Department	The Treasury Accountant.
In the Sub-Collector's and General Charge Deputy Collector's offices.	Any Clerk whom the Sub-Collector or Deputy Collector may depute.
In the Tahsildars' Cutcherries	The second 20 rupees Gumastah.
In the Deputy Tahsildars' Cutcherries	The first Gumastah.

2. It will be the duty of these several Clerks, Accountants and Gumastahs to note in each servant's book every change as it takes place, and then to take the book to his Departmental Superior and have the change initialled and duly attested, viz., in the Sheristadar's or Vernacular Correspondence Departments, to the Huzur Sheristadar; in the English Correspondence Department, to the English Head Clerk; in the Sub-Collector's office, to the Sub-Division Sheristadar; in Taluks, to the Taluk Sheristadar, &c.

3. Such Departmental Superior will, after satisfying himself that the entry made by the Clerk is correct, take the book to the Head of his office, viz., Collector, Sub-Collector, Deputy Collector, Tahsildar or Deputy Tahsildar, as the case may be, and have the entry duly attested.

4. Once a year the books must be sent to be verified by the Treasury Deputy Collector in accordance with Board's Standing Order No. 257, and as all the books of the District cannot be done at once, the following distribution of the work is ordered :—

Offices.	When to be sent to the Treasury Deputy Collector.
Collector's office, all Departments	5th January.
Sub-Collector's office	15th February.
General Charge Deputy Collector's office	15th March.
Madurántakam Taluk and Uttramerur Deputy Tahsildar ...	5th April.
Chingleput Taluk	5th May.
Conjeeveram Taluk and Striperumbudur Deputy Tahsildar..	5th June.
Tiruvallúr Taluk and Sattiavedu Deputy Tahsildar ...	5th July.
Saidápet Taluk and Poonamallee Deputy Tahsildar ...	5th August.
Ponneri Taluk	5th September.

5. The Treasury Deputy Collector will arrange to have the books verified with as little delay as possible and return them to the office whence received, bringing to the notice of the Head of the office or Divisional Officer any instance of error or neglect that may be observed in the upkeep of any book.

6. The Clerks entrusted with the duty of keeping these books, as above, will bear in mind that the chief points to be attended to by them are to see that—

(1) all dates of commencement and termination of service in an appointment with the rate of pay are correctly noted,
(2) all leaves (except casual) duly recorded,
(3) suspensions noted,
(4) cause of termination of service, whether by promotion, transfer, degradation, &c., duly given,

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(5) that all erasures or interpolations are duly initialled by the Head of the office,
(6) that the necessary signatures of the officers, &c., in the proper columns are obtained,
(7) that no certificates of a personal character are entered in column 8, and
(8) that the surname or house name is always correctly given in column 1, page 1.

7. When a servant is transferred from one office to another the necessary entry of termination, reason, &c., will be made in the office from which the transfer is made, the entry will be duly attested by the Head of that office and the book will then be transmitted to the Head of the office to which the servant has been transferred, who will thenceforward have the book duly kept up in his office. The officer thus receiving the book will, however, be at liberty to return it if he should find any error or omission in it and have the error rectified or omission supplied, and the book retransmitted.

8. The date of commencement of service will be the date from which a servant draws the pay of an appointment, and the date of termination the date from which he ceases to draw the pay of that appointment. Periods occupied in transit from one appointment to join another will thus be reckoned as service in the appointment, the pay of which the servant is allowed during transit.

9. Effect is to be at once given to these instructions, and the transmission of the books to the Treasury Deputy Collector for verification in accordance with paragraph 4 above will begin from the commencement of 1882.

10. Divisional Officers are further requested to make it convenient, either during the Jamabundy, or when on tour in their Taluks, to inspect the Service Books kept in the Tahsildar's and Deputy Tahsildar's Cutcherries in their Divisions and to see that they are duly kept in accordance with these instructions, and take due notice of any instance of neglect or omission.

Saidápet, 10th November 1881.

J. F. PRICE,
Collector.

Exd. P. L. Pereira.

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Govt. of {1888} Madras.

PENSION.

Issued

Read.

Encl.

G.O., 29th June 1888, No. 717.

JUNE.

Verification of Applications for Pensions.

Issuing instructions to the Heads of Departments regarding the maintenance of service books and the prompt —, and requesting the submission for a time of returns showing how far effect has been given to these instructions.

255.
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21st July 1888, No. 2231 W., Public Works.

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GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following paper :—

Proceedings of Government, Pension Department, dated 29th June 1888, No. 717.

Order—dated 21st July 1888, No. 2231 W., Public Works.

Communicated to officers of the Public Works Department for information and guidance, in continuation of G.O. No. 680 W., dated 15th March 1886.

2. With reference to paragraph 6, controlling officers of the department and Examiners of Accounts will be responsible for seeing that the service books of the subordinates in their own offices are verified in each year, the actual duty of verification being delegated to a responsible clerk. In each division the Executive Engineer will be responsible for the annual verification of the service books of every subordinate for whom such book should be kept.

3. The quarterly returns prescribed in para. 7 should be prepared in tabular form, a consolidated return by divisions being submitted to the Chief Engineer by each Superintending Engineer. The returns from other controlling officers and Examiners should also be forwarded to the Chief Engineer, Public Works Department, who will submit an abstract consolidated statement to Government in the Pension Department.

4. The returns for the quarter ended 30th June 1888 should be prepared and submitted at once.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
To Superintending Engineers.
To the Consulting Architect to Government.
" Examiner, Public Works Accounts.
" Examiner, Railway Accounts.
" Pension Department.

Exd. F. R. Bantleman.
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Govt. of {1888} Madras.

PUBLIC WORKS.

Dated July, 21st.

Read.

Encl.

G.O., 21st July 1888, No. 2231 W.

JULY.

Verification of Applications for Pensions

Orders on Proceedings of the Pension Department issuing instructions to the heads of departments regarding the maintenance of service books and the prompt —; and requesting the submission for a time of returns showing how far effect has been given to these instructions.

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GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers:—

From the Superintending Engineer, Periyár Project, No. 717 P.R., dated 14th Sept. 1888.
Endorsement by the Public Works Department, No. 3548 C., dated 19th September 1888.
Office-note from the Examiner, Public Works Accounts, No. 2357, dated 3rd October 1888.
Endorsement in the Public Works Department, No. 3827 C., dated 10th October 1888.
Office-note from the Examiner, Public Works Accounts, No. 2522, dated 2nd Nov. 1888.

No. 4310 C.

MEMORANDUM.

Referred to the Pension Department for consideration whether, in the circumstances stated by the Examiner, the partial verification suggested by that officer will meet the requirements of orders in the Pension Department, No. 717, dated 29th June 1888, the complete verification necessary to establish claim to pension being deferred till the necessity actually arises.

(Signed) H. R. MEAD, Colonel, R.E.,
Ag. Secretary to Govt., P.W.D.

6th November 1888.

To the Pension Department.

No. 100.

OFFICIAL MEMORANDUM.

Memo. from the Public Works Department, No. 4310 C., dated 6th November 1888.

The undersigned has the honor to state that it was not the intention of Government that account officers should be saddled with the duty of verifying the service books of officers before their retirement. Such a course would be opposed to the spirit of the provisions of the Civil Pension Code.

2. The initial verification directed in para. 5 of G.O., dated 29th June 1888, No. 717, need not involve references to account officers other than those relating to service rendered under those officers themselves.

3. All that the orders issued by this department from time to time require is that every step in an officer's official life should be entered in the service register contemporaneously with its occurrence and attested by the head of office, and that the entries so made should be verified once a year with reference to pay abstracts, acquittance rolls or other record of a similar nature, the object being that applications for pension may be forwarded to the Account Department immediately on a servant's retirement. The verification by the account officer will then be made and the application submitted to Government.

4. In the first instance all service up to date of the verifying officer's certificate must be verified in the manner stated above and the fact noted on each service book.

Subsequent verifications will be annual and will relate only to the service of the one year that has elapsed since last verification.

(By order.)

Fort St. George,
26th November 1888.

(Signed) H. A. STUART,
Under Secy. to Govt.

To the Public Works Department.

No. 4866 C.

MEMORANDUM.

With reference to memorandum from the Pension Department, No. 100, dated 26th November 1888, the undersigned has the honor to state that in the Public Works Department all salary bills throughout the Presidency are audited in the Central Office of Accounts, *i.e.*, the Office of the Examiner, Public Works Accounts, there being no district audit officers in the Public Works Department as is the case in other Civil Departments; and that all salary bills and acquittance rolls are finally lodged in the Examiner's office. It is not practicable, therefore, for Public Works officers, without reference to the Examiner's office, to verify the service books of their subordinates with respect to past service in the manner indicated in the Pension Department memorandum, No. 100, and G.O., No. 1047, dated 6th September 1888.

2. It is submitted, for consideration, therefore, whether in the Public Works Department it will be sufficient for officers to see that all service books are written up to date, and that subsequent events are entered contemporaneously with their occurrence, an annual report being made that these orders have been attended to.

4th December 1888.

(Signed) H. R. MEAD, Colonel, R.E.,
Ag. Secretary to Govt., P.W.D.

To the Pension Department.

No. 1.

OFFICIAL MEMORANDUM.

In reply to the official memorandum noted on the margin, the undersigned has the honor to state that, in view of the system of audit obtaining in the Public Works Department, the Government will not insist upon the annual verification being made in the manner suggested in para. 5 of G.O., dated 29th June 1888, No. 717. But the verification of past service of the subordinates of the department should be made at least with reference to the office copies of the pay bills, which, it is presumed, are on record in the several divisional and other offices. This will, at any rate, ensure that the entries in a service book approximate to the actual state of things. Some such verification is presumably now made before pension applications are submitted to the Examiner, and all that is required is that this should be done from year to year instead of being postponed until after retirement.

No. 4866 C., dated 4th December 1888.

2. As regards inferior servants, the records, by means of which services can be verified, are even in the Examiner's office unusually defective, and the Government has consequently to rely largely upon affidavits. If these are taken now, there will be much more probability of their being true than if they are deferred until the time of retirement, when it is known how much service an applicant requires (in addition to service otherwise established) to entitle him to a pension. It is not known in this department to what extent inferior service in the Public Works Department can be verified by records, but the Examiner is aware how far back those records go and it must be left to him to draw up the necessary instructions on this point.

3. A return for the quarter ending 31st March 1889 should be submitted showing the progress made in the bringing up of the service books. Should the work be completed before that period, an intimation of the fact may be given to this department in lieu of the return.

(By order.)

Fort St. George,
8th January 1889.

(Signed) H. A. STUART,
Under Secy. to Govt.

To the Secretary to Government, Public Works Department.

Order—dated 14th January 1889, No. 80 W., Public Works.

Communicated to officers of the Public Works Department for information and guidance, in continuation of G.O., No. 2988 W., dated 24th September 1888.

2. The verification of the service books of subordinates of the Public Works Department should now be proceeded with in the manner laid down in memorandum from the Pension Department, No. 1, dated 8th January 1889, above recorded.

3. The Examiner will issue the necessary instructions on the subject of para. 2 of the same memorandum.

4. The next return of progress should be for the quarter ending 31st March 1889 and should be submitted so as to reach the Chief Engineer's office by the 15th April 1889.

(True Extract.)

(Signed) H. R. MEAD, Colonel, R.E.,
Ag. Secretary to Govt., P.W.D.

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
" Superintending Engineers.
" Consulting Architect to Government.
" Examiner, Public Works Accounts.
" Examiner, Railway Accounts.

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PUBLIC WORKS.

Dated January, 1889.

Read.

Encl.

G.O., 14th Jan. 1889, No. 80 W.

JANUARY.

Service Registers

Orders on the subject of verification of — and the submission of a return of progress made for the quarter ending 31st March 1889.

SECRETARY TO GOVERNMENT, MADRAS.
P.W. DEPARTMENT.
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GO 255 W dt 31-10-89.

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reference to G.O
Reference to G.O
No 88 W dt 14 January
No 88 W dt 14 January
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GO 255 W dt 31-10-89

Ch. E for favour of return 31/1