(1) பக்கங்களின் எண்ணிக்கை 58

(2) புதுக்கித் திருப்பிய நாள் 3/92

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

PWD துறை

அரசாணை எண்.
மு. கோப்புத் தாள் எண். 305/-52 அச்சகம் பலவகை

நாள் : 8.11.1892 198X.

கவோ கண்டபடி கையாளவோ கூடாது

. கா-1—18,006—15-6-87.

3057-52
1

INDIAN INLAND MONEY ORDER.

Pay to the Payee named the sum specified on the reverse

Received Payment of the sum specified on the reverse

Date 189 Signature of Payee (in ink).

Signature of Witness (only required in the case of an illiterate Payee).

ACKNOWLEDGMENT.

I acknowledge to have received Payment of Money Order No. for the sum specified on the reverse.

Date 189

Signature of Payee (in ink).

All the entries on this side to be filled up by the Post Office.

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2

Stamp

INDIAN INLAND [illegible] MONEY-ORDER.

Payable at the Office named the sum specified on the reverse.

Signature of Drawer, Counter-signature

Received Payment of the sum specified on the reverse.

Date 189

Signature of Payee (in ink).

Paid by me Rs

Signature and designation of Official who pays the money.

Signature of Witness (only required in the case of an illiterate Payee).

(COUPON.)

ACKNOWLEDGMENT.

This is to be signed and sent by the Payee to the Post Office at the time of receiving the money.

I acknowledge to have received Payment of Money Order No for the sum

remitted to me from

Date 189

Signature of Payee (in ink).

Enclosure A.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

[To be filled up by Post Office.]

M.O. Name. _____ Stamp.

3051-52/3

Money Order Stamp of the H. O. or S. O. of Issue.

No. _____ Date _____ 189 .

To the Head Office / Sub-Office at _____

For Rs. _____ As. _____ (in words) _____

Signature of M.O. Clerk or Sub-Postmaster. Signature of Issuing Postmaster.

(All the entries below this line to be filled up by the Remitter in English or Vernacular.)

Amount of Order (in words). } *Rupees One hundred and Eighteen, Annas Twelve, and Pies Nine*

Name and Address of the Payee (in full). } *Chockalinga Pillay,*
Kallandai.

[*Signature*]

Signature of Remitter _____ } Executive Engineer,
Periyar No. II Division.

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE AS AUTHORITY FOR APPLICATION FOR PAYMENT.

Official designation of the Remitter. } Executive Engineer,
Periyar No. II Division,
Madura Province.

Name Stamp to be impressed by Post Office of Issue.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

All the entries on the upper portion of this side to be filled up by the Post Office.

Paid Month Stamp.

Pay to the Payee named the sum specified on the reverse.

Cash-paid Stamp. Signature of Paying Postmaster

Received payment of the sum specified on the reverse.

Date 189 .

Signature of Payee (in ir

TO BE RETURNED TO THE REMITTER.

ACKNOWLEDGMENT.

Received from the Executive Engineer, *Periyar No. II* Division, the sum of R. *One hundred and Eighteen, Annas Twelve and Pies Nine* _____

on the following account.

Estimate No 11 of 1891. Excavation Main Channel, 6th Reach.

Signature and designation of the official who made the payment.

Signature of Payee

Dated, the _____ 189 .

ENCLOSURE B.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

No. _____ Date _____ 189 .

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4

To the Head Office / Sub-Office at _____

Amount of Order (in words). _____

Name and Address of the Payee in full. _____

Signature of the Remitter. _____

Executive Engineer,
_____ Division,
_____ Province.

M.O. Name Stamp.

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE AS AUTHORITY FOR APPLICATION FOR PAYMENT.

Official designation of the Remitter.

Executive Engineer,
_____ Division,
_____ Province.

Name Stamp to be impressed by Post Office of Issue.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

All the entries on the upper portion of this side to be filled up by the Post Office.

Paid Month [   ] Stamp.

Pay to the Payee named the sum specified on the reverse.

Cash-paid Stamp. [   ] Signature of Paying Postmaster.

Received payment of the sum specified on the reverse.

Date ____________ 189 .   Signature of Payee (in ink).

ACKNOWLEDGMENT.

TO BE RETURNED TO THE REMITTER.

Received from the Executive Engineer ____________ Divisio

the sum of Rupees ____________

____

____

on the following account.

Signature and designation of the official who made the payment.   Signature of Payee.

Dated, the ____________ 189 .

3057.52 / 5

Enclosure C.

Register of money orders issued.

No.	Date.	Post office on which drawn.	In whose favour.	On what account (e.g., number of estimate or name of work).	Amount.			Date of payment.	Month in which brought to account.	Remarks.
1	2	3	4	5	6			7	8	9
					RS.	A.	P.			

3051-52
6

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers:—

From A. U. FANSHAWE, Esq., C.S., Director-General of the Post Office of India, to the Secretary to the Government of Madras, Public Works Department, dated Simla, 17th May 1892, No. 144 C.

I have the honour to acknowledge receipt of your endorsement No. 1113 W., Public Works, dated the 5th April 1892, forwarding, for favour of remarks, a copy of the Madras Government Proceedings No. 1112 W., Public Works, of the same date, which reached my office in Calcutta on the 30th April 1892.

2. It is proposed, as I understand, that the Public Works Department should regularly make use of the post office money order system for the payment of petty contractors and piece-workers, and I am asked whether a special form of what would be in effect a Public Works Department money order could be introduced, providing the necessary space in the acknowledgment part of the form for filling in details as regards the work for which payment would be made by the money order.

3. The subject of paying contractors through the post office has been under discussion with the Government of India on a previous occasion and I have reason to believe that, if the Public Works Department is willing to pay the money order commission, the system will be very largely used. Certainly contractors and others will be willing to take every advantage of it. It would seem, therefore, that there will be sufficient justification for providing a special form of money order, and I shall be glad to be favored with a sheet of specimen entries such as would be required to be made on the acknowledgment to enable me to have a suitable form drawn up.

4. At the same time I think that a system of this kind can hardly remain one of local application only and I have, therefore, the honour to suggest that the matter should be submitted to the Government of India for consideration as a general scheme should His Excellency the Governor in Council see no objection to this.

From I. S. SHERLOCK-HUBBARD, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 11th June 1892, No. 809 S.A.

With reference to letter, No. 144 C., dated 17th May 1892, from the Director-General of the Post Office in India, received with your endorsement No. 1615 W., dated 27th May 1892, I have the honour to submit a specimen form (enclosure A) of money order which I think will be suitable to the requirements of the Public Works Department.

same head, and, if it be necessary that Imperial funds should bear a portion of the charge, the amount might be distributed between Provincial and Imperial in the ratio of expenditure, or in some other empirical manner.

15. It may be considered that the system just described involves too radical a change. It will certainly require the sanction of the Government of India in the Public Works Department as well as the concurrence of the Comptroller-General and it would probably take considerable time to have the details fully considered.

16. My own opinion is that, however suitable the procedure just described may be on an open line of railway, where the Examiner is the disbursing officer, it does not commend itself for a department where cash transactions filter through several returns from the accounts of Executive Engineers to an Examiner's books, and, after three years' further experience, I still adhere to the opinion expressed in February 1889 (see para. 8 of this letter) as far as the Public Works Department is concerned.

17. The simplification in procedure by an extended use of money orders will be apparent from the following. Under present rules, if the Executive Engineer, Tanjore division, wants a payment made in Negapatam division, the routine based on Government of India Public Works Department Code, volume II, chapter XIII, paras. 78 to 86 B. and 99, is this:

(i) Tanjore writes a letter to Negapatam requesting that the payment may be made.

(ii) Negapatam makes the payment and sends Tanjore an advice of transfer on half a sheet of foolscap paper, supported by the voucher.

(iii) In exchange for this, Tanjore sends Negapatam an acceptance of transfer also on half a sheet of paper.

(iv) Each of the divisions passes the amount through its accounts, one as a debit and the other as a credit, to "Transfers divisional."

(v) Tanjore then debits the work or service head concerned in the accounts of the month in which the payment was made by Negapatam.

(vi) Negapatam furnishes the Examiner with a monthly schedule of transfers debited.

(vii) Tanjore furnishes the Examiner with a monthly schedule of transfers credited.

(viii) The Examiner has to watch and secure the adjustment of all these transactions.

18. All this is troublesome enough, but, in the payment of leave allowances to an officer or subordinate of another division, the procedure is more elaborate and the disbursing officer has to undertake the responsibility of identifying the payee, while the payment of *each* month's leave allowance has to be adjusted in the manner detailed in para. 17.

19. A system of payment by money order would dispense with the whole of the procedure described in paras. 17 and 18, and, as the Director-General of the Post Office in India is willing to introduce a special form of acknowledgment for the Public Works Department, any objection that may have existed to the use of money orders on the ground of the insufficiency or invalidity of the acknowledgment as a voucher disappears.

20. The only cases in which transfer adjustments appear desirable are those in which no cash disbursement takes place, as, for instance, (*a*) when one division purchases stores or materials from the stock of another division or (*b*) where cash has already and unavoidably been disbursed by one division on account of another division, or (*c*) when percentages, &c., have to be adjusted. These are *bonâ fide* book transactions and the transfer account is the legitimate channel for their adjustment; but, where cash has to be disbursed, the money order suggests itself as the most convenient mode of remittance. The commission should of course be deducted from the leave allowances admissible.

21. In the case of transfer transactions between different *provinces*, the procedure is even more elaborate, for, in addition to the operations described in para. 17, the following processes take place.

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(i) In cases in which it is not known to what particular division the charge should be debited, the advice of transfer is sent through the Examiner (Government of India Code, volume II, chapter XIII, para. 83).

(ii) The Examiner of the province in which the payment is made sends the Examiner of the debtor province—

(*a*) a monthly list } of transfers debited.
(*b*) an annual list }

(iii) The Examiner of the debtor province sends the Examiner of the province in which the payment was made—

(*a*) a monthly list } of transfers credited.
(*b*) an annual list }

All this would be saved by an extended use of the money order system, by which the order for payment would be sent direct to the payee, without the intervention of any other officer of the department.

Order—dated 8th November 1892, No. 3051 W., Public Works.

His Excellency the Governor in Council has already * expressed himself in favour of the employment of money orders for payments on behalf of the State. The forms drawn up by the Examiner, Public Works Accounts, to give effect to the system seem suitable and the matter will now be referred for the orders of the Government of India, as suggested by the Director-General of the Post Office of India, as the system, if introduced, would probably be extended beyond the limits of the Madras Presidency.

* G.O., No. 1112 W., dated 5th April 1892.

2. With regard to the stamping of payee's acknowledgments, it is observed that such acknowledgments endorsed on postal orders are exempt from stamp duty. No reply is therefore required to para. 3 of G.O., No. 1112 W., dated 5th April 1892.

(Here enter No. 3052 W., Public Works, dated 8th November 1892.)

(True Extract.)

Major, R.E.,
Under-Secy. to Govt., P.W.D.

To the Examiner, Public Works Accounts.
„ Superintending Engineers.
„ the Consulting Architect.
„ the Superintendent of Works, Periyár Project.
„ the Chief Engineer for Irrigation.
„ the Government Solicitor.

Exd. A. D. Xavier.
Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1892} Madras.

PUBLIC WORKS.

Dated November, 8th.

Recd. *Encl.*

G.O., 8th Nov. 1892, No. 2051 W.

NOVEMBER.

Money Order Forms

Passing orders on the specimen — drawn up for use in the Public Works Department.

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GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General:
Account.

READ—the following papers:—

From A. U. FANSHAWE, Esq., C.S., Director-General of the Post Office of India, to the Secretary to the Government of Madras, Public Works Department, dated Simla, 17th May 1892, No. 144 C.

I have the honour to acknowledge receipt of your endorsement No. 1113 W., Public Works, dated the 5th April 1892, forwarding, for favour of remarks, a copy of the Madras Government Proceedings No. 1112 W., Public Works, of the same date, which reached my office in Calcutta on the 30th April 1892.

2. It is proposed, as I understand, that the Public Works Department should regularly make use of the post office money order system for the payment of petty contractors and piece-workers, and I am asked whether a special form of what would be in effect a Public Works Department money order could be introduced, providing the necessary space in the acknowledgment part of the form for filling in details as regards the work for which payment would be made by the money order.

3. The subject of paying contractors through the post office has been under discussion with the Government of India on a previous occasion and I have reason to believe that, if the Public Works Department is willing to pay the money order commission, the system will be very largely used. Certainly contractors and others will be willing to take every advantage of it. It would seem, therefore, that there will be sufficient justification for providing a special form of money order, and I shall be glad to be favored with a sheet of specimen entries such as would be required to be made on the acknowledgment to enable me to have a suitable form drawn up.

4. At the same time I think that a system of this kind can hardly remain one of local application only and I have, therefore, the honour to suggest that the matter should be submitted to the Government of India for consideration as a general scheme should His Excellency the Governor in Council see no objection to this.

From I. S. SHERLOCK-HUBBARD, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 11th June 1892, No. 809 S.A.

With reference to letter, No. 144 C., dated 17th May 1892, from the Director-General of the Post Office in India, received with your endorsement No. 1615 W., dated 27th May 1892, I have the honour to submit a specimen form (enclosure A) of money order which I think will be suitable to the requirements of the Public Works Department.

2. I have endeavoured not to increase the size of the present form or to alter any of the essentials that are required by the post office, but it is necessary—

(i) that the space allotted to the "acknowledgment" should be not less than that given to it in the specimen form, as any smaller size would be inconvenient as a voucher in the accounts of this department;

(ii) that the "acknowledgment" shall contain full particulars of the payment to be entered by each Executive Engineer when filling up the form;

(iii) that as the "acknowledgment" is to be the only voucher to this department for a payment, it should be authenticated by the signature and designation of the official who paid the amount.

All this is provided for in the specimen form, the red ink entries in which represent what the Executive Engineer would fill up in preparing the form.

3. The schedule of commission, however useful to the public, is unnecessary in a form to be used by a Government department which has other ready means for ascertaining it, and the particulars now given in the "coupon" will be embodied in the proposed form of acknowledgment. I have, therefore, utilized this space in increasing the size of the acknowledgment.

4. It is, I think, desirable that the Public Works Department form of money order should be printed on some distinguishing colour of paper which should be of not less durability than the paper now used.

5. The validity of unstamped acknowledgments for sums over Rs. 20 will need to be decided before the form can be brought into use, unless it be decided that stamps should be affixed to the acknowledgment as to an ordinary voucher for payment. I see no reason why payees through the medium of a money order should escape stamp duty, as this acknowledgment will be the only voucher they will be required to give to the department.

6. With reference to para. 4 of the Director-General's letter, in which he expresses the opinion that a system of this kind can hardly be made one of local application only, and suggests that the matter should be submitted to the Government of India for consideration as a general scheme, I venture to suggest that the system would be more readily accepted generally if it were tried experimentally and its suitability proved in one province that was ready to adopt it.

7. In connection with this subject, my attention has been drawn to a recommendation made by Mr. J. Lightfoot the present Examiner of Guaranteed Railway Accounts, Madras) in his evidence before the Railway Accounts Committee in 1891, *vide* page 114, appendix D, of the Committee's report, where his suggestion is thus abstracted:—

"Cash payments by treasury remittance notes or by post office order cause duplication of work; suggests that Railway Examiners be authorized to issue orders of this nature and be in account direct with the Comptroller-General for them."

To make this applicable to the Public Works Department, it will be necessary merely to substitute "Executive Engineers" for "Railway Examiners."

8. I am not at present prepared to advocate the introduction of such a system. Indeed, in my own evidence before the Public Works Accounts Committee, I expressed a distinctly contrary opinion. I said:

"It is worth considering whether the paper, time, and labour involved in accounting for transfer transactions is not more costly than a system of payment by post office order would be, especially when it is remembered that the premium paid for a post office order is simply money passed from one Government pocket to another. Transfer transactions would be restricted to a minimum if payments of actual cash, whether between divisions or provinces, were strictly enjoined. The present system has nothing to recommend it."

To this opinion, I advert in para. 16 of this letter; but, in order that Government may have an opportunity of judging of the merits or demerits of the system referred to in the preceding paragraph I venture, after consultation with the Chief Engineer, Public Works Department, to give a general sketch of its features.

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9. From enclosure B it will be seen that the form to be used would be practically the same as that proposed in para. 1 of this letter as the "Public Works Department money order form," and the great advantage of such a system would be that cash transactions between this department and the post office would be avoided; but I do not think it would be fair to the disbursing postmaster, especially at small distant stations, to be required to identify the signature of an Executive Engineer, and, unless he were able to do this, the door for fraud would be wide open. If therefore the system proposed by Mr. Lightfoot be introduced, it will, in my opinion, still be necessary to transmit money orders through the post office at the station of issue, in order that the precautions now used against fraud (*e.g.*, "money order name stamp," "signature of issuing postmaster") may be continued. The only difference between the present and proposed methods would be that instead—

(i) of an Executive Engineer drawing out a cheque and tendering it to the post office in exchange for a money order;

(ii) of the post office either cashing the cheque or paying it into treasury to credit of the post office;

the total value of money orders issued during a month would be adjusted by transfer between the Examiner and the Comptroller-General.

10. This would increase the transfer transactions in what is know as the Central Adjusting Account, but the number of cheques now adjusted through the Civil Exchange Accounts would be reduced.

11. The detailed procedure to be followed if this system be adopted may thus be sketched:—

(i) An Executive Engineer would fill up the money order form, enclosure B.

(ii) He would next enter it in a register of money orders issued, enclosure C, filling up columns 1 to 6 of the register.

(iii) He would then forward the money order to the post office for transmission to the disbursing post office.

(iv) The transmission of the money order would be conducted as at present.

(v) On return from the disbursing post office of the acknowledgment duly receipted, the Executive Engineer would complete column 7 of the register referred to above and debit the work concerned.

(vi) At the end of each month, he would—

(*a*) make an abstract of the sums for which acknowledgments had been received;

(*b*) carry such amounts through his accounts by debit to the departmental head concerned and credit to Central Adjusting Account;

(*c*) enter all such items in his schedule of credits to that account which accompanies his monthly accounts;

(*d*) fill up column 8 of the register.

(vii) The adjustment of the transactions would rest between the Comptroller-General and the Examiner.

12. One disadvantage of this plan would be that money orders posted on the last day or two of a month could not be disbursed until the following month and could not therefore be charged off as expenditure in the Public Works Department accounts until the following month. This would make no difference to an Executive Engineer in the first 11 months of a year, but, if the amount of unpaid money orders at the end of March amounted to a large sum, it would mean a considerable lapse of grant.

13. This difficulty could be met by allowing Executive Engineers to charge off the amount of each money order as soon as it was drawn in the same way as cheques on a treasury are charged off, but this would necessitate an additional column in the cash book.

14. As regards commission, the simplest way to adjust this would, I think, be for the Examiner to add 1 per cent. to the total of each month's transactions when making the adjustments with the Comptroller-General. Works would, it is true, escape debit for this charge, but the cost of telegrams and postage labels are debited to "Establishment, Contingencies," and this commission might be charged to the

same head, and, if it be necessary that Imperial funds should bear a portion of the charge, the amount might be distributed between Provincial and Imperial in the ratio of expenditure, or in some other empirical manner.

15. It may be considered that the system just described involves too radical a change. It will certainly require the sanction of the Government of India in the Public Works Department as well as the concurrence of the Comptroller-General and it would probably take considerable time to have the details fully considered.

16. My own opinion is that, however suitable the procedure just described may be on an open line of railway, where the Examiner is the disbursing officer, it does not commend itself for a department where cash transactions filter through several returns from the accounts of Executive Engineers to an Examiner's books, and, after three years' further experience, I still adhere to the opinion expressed in February 1889 (see para 8 of this letter) as far as the Public Works Department is concerned.

17. The simplification in procedure by an extended use of money orders will be apparent from the following. Under present rules, if the Executive Engineer, Tanjore division, wants a payment made in Negapatam division, the routine based on Government of India Public Works Department Code, volume II, chapter XIII, paras. 78 to 86 B. and 99, is this:

(i) Tanjore writes a letter to Negapatam requesting that the payment may be made.

(ii) Negapatam makes the payment and sends Tanjore an advice of transfer on half a sheet of foolscap paper, supported by the voucher.

(iii) In exchange for this, Tanjore sends Negapatam an acceptance of transfer also on half a sheet of paper.

(iv) Each of the divisions passes the amount through its accounts, one as a debit and the other as a credit, to "Transfers divisional."

(v) Tanjore then debits the work or service head concerned in the accounts of the month in which the payment was made by Negapatam.

(vi) Negapatam furnishes the Examiner with a monthly schedule of transfers debited.

(vii) Tanjore furnishes the Examiner with a monthly schedule of transfers credited.

(viii) The Examiner has to watch and secure the adjustment of all these transactions.

18. All this is troublesome enough, but, in the payment of leave allowances to an officer or subordinate of another division, the procedure is more elaborate and the disbursing officer has to undertake the responsibility of identifying the payee, while the payment of *each* month's leave allowance has to be adjusted in the manner detailed in para. 17.

19. A system of payment by money order would dispense with the whole of the procedure described in paras. 17 and 18, and, as the Director-General of the Post Office in India is willing to introduce a special form of acknowledgment for the Public Works Department, any objection that may have existed to the use of money orders on the ground of the insufficiency or invalidity of the acknowledgment as a voucher disappears.

20. The only cases in which transfer adjustments appear desirable are those in which no cash disbursement takes place, as, for instance, (*a*) when one division purchases stores or materials from the stock of another division or (*b*) where cash has already and unavoidably been disbursed by one division on account of another division, or (*c*) when percentages, &c., have to be adjusted. These are *bonâ fide* book transactions and the transfer account is the legitimate channel for their adjustment; but, where cash has to be disbursed, the money order suggests itself as the most convenient mode of remittance. The commission should of course be deducted from the leave allowances admissible.

21. In the case of transfer transactions between different *provinces*, the procedure is even more elaborate, for, in addition to the operations described in para. 17, the following processes take place:—

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(i) In cases in which it is not known to what particular division the charge should be debited, the advice of transfer is sent through the Examiner (Government of India Code, volume II, chapter XIII, para. 83).

(ii) The Examiner of the province in which the payment is made sends the Examiner of the debtor province—

(*a*) a monthly list } of transfers debited.
(*b*) an annual list }

(iii) The Examiner of the debtor province sends the Examiner of the province in which the payment was made—

(*a*) a monthly list } of transfers credited.
(*b*) an annual list }

All this would be saved by an extended use of the money order system, by which the order for payment would be sent direct to the payee, without the intervention of any other officer of the department.

ENCLOSURE A.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

[To be filled up by Post Office.]

M.O. Name. [ ] Stamp.

Money Order Stamp of the H. O. or S. O. at Issue.

No. ____ Date ____ 189

To the Head Office / Sub-Office at ____

For [Rs. | As.] (in words) ____

Signature of M.O. Clerk or Sub-Postmaster. Signature of Issuing Postmaster.

(All the entries below this line to be filled up by the Remitter in English or Vernacular.)

Amount of Order (in words). } *Rupees One hundred and Eighteen, Annas Twelve, and Pies Nine.*

Name and Address of the Payee (in full). } *Chockalinga Pillay,*
Kallandai.

[*Signature*]
Signature of Remitter ____ } Executive Engineer,
Periyar No. II Division.

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE AS AUTHORITY FOR APPLICATION FOR PAYMENT.

Official designation of the Remitter. } Executive Engineer,
Periyar No. II Division,
Madras Province.

Name Stamp to be impressed by Post Office of Issue. [ ]

PUBLIC WORKS DEPARTMENT MONEY ORDER.

All the entries on the upper portion of this side to be filled up by the Post Office.

Paid Month [ ] Stamp.

Pay to the Payee named the sum specified on the reverse.

Cash-paid Stamp. [ ] Signature of Paying Postmaster.

Received payment of the sum specified on the reverse.

Date 189 . Signature of Payee (in ink).

TO BE RETURNED TO THE REMITTER.

ACKNOWLEDGMENT.

Received from the Executive Engineer, *Periyar No. II* Division, the sum of Rupees *One hundred and Eighteen, Annas Twelve and Pies Nine*

on the following account.

Estimate No 11 of 1891. Excavation Main Channel, 6th reach.

Signature and designation of the official who made the payment.

Signature of Payee.

Dated, the 189 .

ENCLOSURE B.

PUBLIC WORKS DEPARTMENT MONEY ORDER.

No. Date 189 .

To the Head Office / Sub-Office at

Amount of Order (in words).

Name and Address of the Payee in full.

Signature of the Remitter.

Executive Engineer,
Division,
Province.

M.O. Name [ ] Stamp.

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12

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE AS AUTHORITY FOR APPLICATION FOR PAYMENT.

Official designation of the Remitter.

Executive Engineer,
Division,
Province.

Name Stamp to be impressed by Post Office of Issue. [ ]

PUBLIC WORKS DEPARTMENT MONEY ORDER.

All the entries on the upper portion of this side to be filled up by the Post Office.

Paid Month [ ] Stamp.

Pay to the Payee named the sum specified on the reverse.

Cash-paid Stamp. [ ] Signature of Paying Postmaster.

Received payment of the sum specified on the reverse.

Date 189 . Signature of Payee (in ink).

TO BE RETURNED TO THE REMITTER.

ACKNOWLEDGMENT.

Received from the Executive Engineer Division.

the sum of Rupees

on the following account.

Signature and designation of the official who made the payment.

Signature of Payee.

Dated, the 189 .

ENCLOSURE C.

REGISTER of money orders issued.

No.	Date.	Post office on which drawn.	In whose favour.	On what account (*e.g.*, number of estimate or name of work).	Amount.	Date of payment.	Month in which brought to account.	Remarks.
1	2	3	4	5	6	7	8	9
					RS. A. P.			

ORDER—dated 8th November 1892, No. 3051 W., Public Works.

His Excellency the Governor in Council has already * expressed himself in favour of the employment of money orders for payments on behalf of the State. The forms drawn up by the Examiner, Public Works Accounts, to give effect to the system seem suitable and the matter will now be referred for the orders of the Government of India, as suggested by the Director-General of the Post Office of India, as the system, if introduced, would probably be extended beyond the limits of the Madras Presidency.

* G.O., No. 1112 W., dated 5th April 1892.

2. With regard to the stamping of payee's acknowledgments, it is observed that such acknowledgments endorsed on postal orders are exempt from stamp duty. No reply is therefore required to para. 3 of G.O., No. 1112 W., dated 5th April 1892.

(Here enter No. 3052 W., Public Works, dated 8th November 1892.)

(True Extract.)

Major, R.E.,
Under-Secy. to Govt., P.W.D.

To the Examiner, Public Works Accounts.
" Superintending Engineers.
" the Consulting Architect.
" the Superintendent of Works, Periyár Project.
" the Chief Engineer for Irrigation.
" the Government Solicitor.

Extd. A. D. Xavier.
Spare Copies

3051-52
13

GENERAL.
ACCOUNT.

Govt. of {1892} Madras.

PUBLIC WORKS.

Dated November, 8th.

Read. *Encl.*

G.O., 8th Nov. 1892, Nos. 3051 W.

NOVEMBER.

Money Order Forms

Passing orders on the specimen — drawn up for use in the Public Works Department.

8TH NOVEMBER 1892, No. 3052 W., PUBLIC WORKS.

3051-52/14

PUBLIC WORKS DEPARTMENT.

General.
Account.

LETTER—from

G. T. WALCH, Esq.,
Acting Secretary to the Government of Madras,
Public Works Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
PUBLIC WORKS DEPARTMENT.

SIR,

I am directed to forward copies of the Proceedings of this Government as noted in the margin and to request the orders of the Government of India in regard to the introduction of the system of payment of money orders therein discussed. The forms drawn up by the Examiner, Public Works Accounts, for use in the case of Government transactions seem suitable, and, if approved by the Director-General of the Post Office of India, to whom a reference on this point is suggested, might be adopted should there be no objection on other grounds to the introduction of the proposed method of payment on behalf of the State.

G.O., No. 1113 W., dated 5th April 1892.
„ „ 3051 W., „ 8th Nov. „

I have the honour to be,
Sir,
Your most obedient servant.

Ag. Secretary to Govt., P.W.D.

OOTACAMUND,
8th November 1892.

Exd. A. D. Xavier.
Spare Copies

Enclosure

GENERAL
ACCOUNT.

Govt. of {1892} Madras.

PUBLIC WORKS.

Dated October, 8th.

Read. Encl.

G.O., 8th Nov. 1892, No. 3052 W.

NOVEMBER.

Payments by Money Order

The Government of India requested to issue orders regarding the introduction of the system of — on behalf of the State.

Enclosure A

Public Works Department Money Order

M. O. Name | Stamp

No. Date 189

To the Head Office / Sub-Office at

Rs. As. (in words)

For

3052-52 / 16

Signature of M. O. Clerk or Sub-Postmaster | Signature of Issuing Postmaster

(All the entries below this line to be filled up by the Remitter in English or Vernacular)

Amount of Order (in words) } Rupees one hundred and eighteen, annas twelve, and pies nine

Name and Address of the Payee (in full) } A. Ramalinga Pillay.
Kallandai

Signature of Remitter { [Signature]
Executive Engineer
Periyar No. II Division

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE
AS AUTHORITY FOR APPLICATION FOR PAYMENT

Official designation of the Remitter } Executive Engineer
Periyar No. II Division
Madras Province

Name & Stamp to be impressed by Post Office of issue

Public Works Department Money Order

All the entries on the upper portion of this side to be filled up by the Post Office

Paid Month [ ] Stamp

Pay to the Payee named the sum specified on the reverse.

Cash-paid stamp [ ] Signature of Paying Postmaster

Received Payment of the sum specified on the reverse

Date 187 . Signature of Payee (in ink)

TO BE RETURNED TO THE REMITTER

Acknowledgment

Received from the Executive Engineer, Periyar No II Divn the sum of Rupees one hundred and eighteen, annas twelve and pies nine

on the following account

Estimate No 11 of 1891. Excavation Main Channel, 6th year

Signature and designation of the official who made the payment

Dated, the 187 .

Signature of Payee

4:3
P.W.S/6116/92

Enclosure B

Public Works Department Money Order.

No. Date 189 .

To the Head Office / Sub-Office at

Amount of order in words

Name and address of the Payee in full

Signature of the Remitter

3051-57/17

Executive Engineer
Division
Province

M. O. Name [ ] Stamp

TO BE SENT TO THE PAYEE BY THE PAYING POST OFFICE AS AUTHORITY FOR APPLICATION FOR PAYMENT

Official designation of the Remitter

Executive Engineer
Division
Province

Name stamp to be impressed by Post Office of issue [ ]

Public Works Department Money Order

All the entries on the upper portion of this side to be filled up by the Postmaster

Paid Annas ... Rupees ... Stamp

Pay to the Payee named the sum specified on the reverse

Book-Paid stamp ... Signature of Paying Postmaster

Received Payment of the sum specified on the reverse

Date ... 19... Signature of Payee (in ink)

Acknowledgment

Received from the Executive Engineer ... Division the sum of Rupees ...

on the following account.

Signature and designation of the official who made the payment ... Signature of Payee

P.W. 6115/47 Dated the ... 19...

TO BE RETURNED TO THE REMITTER

Enclosure 5

Register of Money Orders issued

No.	Date	Post Office on which drawn	In whose favour	On what account (e.g. No. of estimate or Name of work)	Amount	Date of payment	Month in which brought to account	Remarks
1	2	3	4	5	6	7	8	9
1	5	8	8	9	6	6	6	8
								81/ 25-5-50
2								

No. 1144 C

Post Office.

In any further correspondence on this subject, the No. and date of this letter should be quoted.

Simla the 17th May 1892

3051-52
19

FROM

THE DIRECTOR-GENERAL OF THE POST OFFICE OF INDIA,

TO

The Secretary to Govt
Government of Madras
Public works Department.
Madras.

Sir,

I have the honor to acknowledge receipt of your endorsement No. 1113 W — Public-works, dated the 5th April 1892, forwarding for favor of remarks a copy of the Madras Government proceedings No. 1112 W — Public works, of the same date, which reached my office in Calcutta on the 30th April 1892.

2.— It is proposed, as I understand, that the Public works Department should regularly make use of the Post office money order system for the payment of petty contractors and piece workers, and I am asked whether a special form of what would be in effect a Public works Department money order

order could be introduced, providing the necessary space in the acknowledgment part of the form, for filling in details as regards the work for which payment would be made by the money order.

3.— The subject of paying contractors through the Post office has been under discussion with the Government of India on a previous occasion, and I have reason to believe that if the Public works Department is willing to pay the money order commission, the system will be very largely used. Certainly contractors and others will be willing to take every advantage of it. It would seem therefore, that there will be sufficient justification for providing a special form of money order, and I shall be glad to be favoured with a sheet of specimen entries such as would be required to be made on the acknowledgment to entitle me to have a suitable form drawn up.

4.— At the same time I think that a system of this kind can hardly remain one of local application only, and I have, therefore, the honor to suggest that the matter should be submitted to the Government of India for consideration as a general scheme, should His Excellency the Governor in Council see no objection to this.

3051-52/29

I have the honor to be
Sir
Your most obedt servt

Aut Aushand
Director General
Ctn

P. W. CURRENT No. 5403

No. 212 W 4/ 23-1-90
" 913 W - 20-3-90
" 4048 - 11-7-90
No. 3053 W 4/ 14-11-91
" 5645 C - 15-12-91
" 1112-3 W - 5-4-92

P 29.5.92

From

I.S.Sherlock-Hubbard Esq.

Examiner,P.W.Accounts,Madras.

To

The Secretary to Government,

Public Works Department.

30 over

No. 809 SA 3051-5V/21 Madras, 11 June 1892.

Sir,

With reference to letter,No.144 C.dated 17th. May 1892 from the Director General of the Post Office in India,received with your endorsement No.1615 W, dated 27th.May 1892, I have the honour to submit a specimen form (enclosure A)of money order which I think will be suitable to the requirements of the P.W.Department.

2. I have endeavoured not to increase the size of the present form,or to alter any of the essentials that are required by the Post office,but it is necessary -

(i) that the space allotted to the "acknowledgment" should be not less than that given to it in the specimen form, as any smaller size would be inconvenient as a voucher in the accounts of this Department.

(ii) that the "acknowledgment"shall contain full particulars of the payment, to be entered by each Executive Engineer when filling up the form.

(iii) that as the "acknowledgment" is to be the only voucher to this Department for a payment,it should be authenticated by the signature and designation of the official who paid the amount.

All this is provided for in the specimen form,the red ink entries in which represent what the Executive Engineer would fill up in preparing the form.

3. The schedule of commission,however useful to the public,is unnecessary in a form to be used by a Government Department which has

other ready means for ascertaining it; and the particulars now given in the "coupon" will be embodied in the proposed form of ackno[illegible]ment. I have therefore utilized this space in increasing the size of the acknowledgment.

4. It is, I think, desirable that the P.W.D. form of Money Order should be printed on some distinguishing colour of paper, which should be of not less durability than the paper now used.

5. The validity of unstamped acknowledgments for sums over Rs. 20 will need to be decided before the form can be brought into use, unless it be decided that stamps should be affixed to the acknowledgment as to an ordinary voucher for payment. I see no reason why payees through the medium of a Money Order should escape stamp duty, as this acknowledgment will be the only voucher they will be required to give to the Department.

6. With reference to para 4 of the Director General's letter, in which he expresses the opinion that a system of this kind can hardly be made one of local application only, and suggests that the matter should be submitted to the Government of India for consideration as a general scheme, I venture to suggest that the system would be more readily accepted generally if it were tried experimentally, and its suitability proved, in one Province that was ready to adopt it.

7. In connection with this subject, my attention has been drawn to a recommendation made by Mr. J. Lightfoot (the present Examiner of Guaranteed Railway Accounts, Madras) in his evidence before the Railway Accounts Committee, in 1891, vide page 114, Appendix D of the Committees Report, where his suggestion is thus abstracted :

P.W.D. 1379 R 15-7-92

> " Cash payments by Treasury Remittance Notes, or by Post Office Order, cause duplication of work. Suggests that Railway Examiners be authorized to issue orders of this nature, and be in account direct with the Comptroller General for them".

To make this applicable to the P.W.D. it will be necessary merely to substitute "Executive Engineers" for "Railway Examiners".

3051-52/22

8. I am not at present prepared to advocate the introduction of such a system. Indeed, in my own evidence before the Public Works Accounts Committee, I expressed a distinctly contrary opinion. I said -

> " It is worth considering whether the paper, time, and labour involved in accounting for transfer transactions is not more costly than a system of payment by Post Office Order would be, especially when it is remembered that the premium paid for a Post Office Order is simply money passed from one Government pocket to another. Transfer transactions would be restricted to a minimum if payments of actual cash, whether between Divisions or Provinces, were strictly enjoined. The present system has nothing to recommend it".

To this opinion, I advert in para 16 of this letter; but in order that Government may have an opportunity of judging of the merits or demerits of the system referred to in the preceding para, I venture, after consultation with the Chief Engineer P.W.D, to give a general sketch of its features.

9. From enclosure B it will be seen that the form to be used would be practically the same as that proposed in para I of this letter as the " P.W.D. Money Order form", and the great advantage of such a system would be that cash transactions between this Department & the Post office would be avoided. But I do not think it would be fair to the disbursing Post Master, especially at small, distant stations to be required to identify the signature of an Executive Engineer, and unless he were able to do this the door for fraud would be wide open. If therefore the system proposed by Mr. Lightfoot be introduced, it will, in my opinion, still be necessary to transmit Money Orders through the Post Office at the station of issue, in order that the precautions now used against fraud (e.g. "Money Order Name stamp", " Signature of Issuing Post Master) may be continued. The only difference between the present and proposed methods would be that, instead -

(i) of an Executive Engineer drawing out a cheque, and tendering it to the Post Office, in exchange for a Money Order;

(ii) of the Post Office either cashing the cheque, or paying it into Treasury, to credit of the Post Office;

the total value of Money Orders issued during a month would be adjusted by transfer, between the Examiner and the Comptroller General.

10. This would increase the transfer transactions in what is known as the Central Adjusting Account, but the number of cheques now adjusted through the Civil Exchange Accounts would be reduced.

11. The detailed procedure to be followed if this system be adopted may thus be sketched:

(i) an Executive Engineer would fill up the money order form, enclosure B.

(ii) he would next enter it in a Register of Money Orders issued, enclosure C, filling up columns 1 to 6 of the register.

(iii) he would then forward the money order to the Post Office, for transmission to the disbursing Post Office

(iv) the transmission of the money order would be conducted as at present.

(v) on return from the disbursing Post Office, of the acknowledgment duly receipted, the Executive Engineer would complete column 7 of the register referred to above, and debit the work concerned;

(vi) at the end of each month, he would -

(a) make an abstract of the sums for which acknowledgment had been received;

(b) carry such amounts through his accounts, by debit to the Departmental head concerned, and credit to Central Adjusting Account;

(c) enter all such items in his Schedule of credits to that account which accompanies his monthly accounts.

(d) fill up column 8 of the register.

(vii) the adjustment of the transactions would rest between the Comptroller General and the Examiner.

12. One disadvantage of this plan would be that money orders posted on the last day or two of a month could not be disbursed until the following month, and could not therefore be charged off as expenditure in the P.W.D. Accounts until the following month. This would

3051-52/23

make no difference to an Executive Engineer in the first 11 months of a year, but if the amount of unpaid money orders at the end of March amounted to a large sum, it would mean a considerable lapse of grant.

13. This difficulty could be met, ~~and the procedure simplified~~ by allowing Executive Engineers to charge off the amount of each money order as soon as it was drawn in the same way as cheques on a Treasury are charged off, but this would necessitate an additional column in the Cash-book.

14. As regards commission, ~~I think~~ the simplest way to adjust this would, I think, be for the Examiner to add 1 per cent to the total of each month's transactions when making the adjustments with the Comptroller General. Works would, it is true, escape debit for this charge, but the cost of telegrams and postage labels are debited to "Establishment, Contingencies", and this commission might be charged to the same head; and if it be necessary that Imperial funds should bear a portion of the charge, the amount might be distributed between Provincial and Imperial in the ratio of expenditure, or in some other empiricalmanner.

15. It may be considered that the system just described involves too radical a change. It will certainly require the sanction of the Government of India in the P.W.D, as well as the concurrence of the Comptroller General; and it would probably take considerable time to have the details fully considered.

16. My own opinion is that, however suitable the procedure just described may be on an open line of Railway, where the Examiner is the disbursing officer; it does not commend itself ~~to me~~ for a Department where cash transactions filter through several returns, from the accounts of Executive Engineers to an Examiner's books; & after three years further experience I still adhere to the opinion expressed in February 1889 (see para 8 of this letter), as far as the P. W. D. is concerned.

17. The simplification in procedure by an extended use of money orders, will be apparent from the following. Under present rules, if

...anjore Division wants a payment made in Nega-
patam... routine, based on Government of India, P.W.D. Code, volume II, chapter XIII, paras 78 to 86 B, and 99, is this :

(i) Tanjore writes a letter to Negapatam, requesting that the payment may be made.

(ii) Negapatam makes the payment, and sends Tanjore an Advice of Transfer, on half a sheet of foolscap paper, supported by the voucher.

(iii) in exchange for this, Tanjore sends Negapatam an Acceptance of Transfer, also on half a sheet of paper.

(iv) each of the divisions passes the amount through its accounts, one as a debit, and the other as a credit, to "Transfers Divisional".

(v) Tanjore then debits the work or service head concerned in the accounts of the month in which the payment was made by Negapatam.

(vi) Negapatam furnishes the Examiner with a monthly schedule of transfers debited.

(vii) Tanjore furnishes the Examiner with a monthly schedule of transfers credited.

(viii) the Examiner has to watch and secure the adjustment of all these transactions.

I8. All this is troublesome enough, but in the payment of leave allowances to an officer or subordinate of another division, the procedure is more elaborate, and the disbursing officer has to undertake the responsibility of identifying the payee, while the payment of each months leave allowance has to be adjusted in the manner detailed in para I7.

I9. A system of payment by money order would dispense with the whole of the procedure described in paras I7 and I8, and as the Director General of the Post Office in India is willing to introduce a special form of acknowledgment for the P.W. Department, any objection that may have existed to the use of money orders, on the ground of the

insufficiency

3051-52/24

insufficiency or invalidity of the acknowledgment as a voucher disappears.

20. The only cases in which transfer adjustments appear desirable are those in which no cash disbursement takes place, as for instance (a) when one division purchases stores or materials from the stock of another division or (b) where cash has already and unavoidably has been disbursed by one division on account of another division, or (c) when per-centages etc. have to be adjusted. These are bona fide book transactions, and the Transfer account is the legitimate channel for their adjustment; but where cash has to be disbursed, the Money Order suggests itself as the most convenient mode of remittance. The commission should of course be deducted from the leave allowances admissible.

6 Para

2I. In the case of transfer transactions between different Provinces, the procedure is even more elaborate, for in addition to the operations described in para I7, the following processes take place:

(i) in cases in which it is not known to what particular division the charge should be debited, the Advice of Transfer is sent through the Examiner (Government of India Code, volume II, chapter XIII, para 83).

(ii) the Examiner of the Province in which the payment is made sends the Examiner of the debtor Province -

(a) a monthly list
(b) an annual list
} of transfers debited.

(iii) the Examiner of the debtor Province sends the Examiner of the Province in which the payment was made -

(a) a monthly list
(b) an annual list
} of transfers credited.

All this would be saved by an extended use of the Money Order system, by which the order for payment would be sent direct to the payee, without the intervention of any other officer of the Department.

I have the honour to be, Sir,
Your Most Obedient Servant.

L. S. Shuloed-Hubbard

Examiner, P.W. Accounts, Madras.

9/6 (Enc 3)

P. W. CURRENT No. 6115

Fr. B no 1110 W dy 8-5-80 Fr. Bno 212 W 22-1-90
" A " 3052 W dy 14-11-91 " A " 913 W dy 2-3-92
Memo no 5645 C dy 15-12-91
" " 1471 C dy 19-2-92
Fr. Bno 1112/1113 W dy 6-4-92
" B " 1615 W dy 27-5-92

(7)

From

The Examiner, P.W. Accounts,

Madras.

To

The Secretary to Government,

P.W. Department.

No. 809 SA

Encls 3

Dated 11 June 1892.

Recd. 11-VI-92

Money Order. Submits a speci-

men form of-------

OS 5-11
H 12-11
M 4-11.

O/1577 dy 11-92

(7)

Government of Madras.

1892

P. W. DEPARTMENT.

CURRENT No. 6115

3051-52/24

From

Ex Pw A

No. 809 SA.

Dated 11-VI-92

Received 11-VI-92

Enclosures 3.

SUBJECT.

Money order forms

When the proposal for the introduction of a special form on behalf of the State was referred to the P.G. of Post offices that officer called on the P.W.D. for a specimen form suitable for its requirements until the Ex has not submitted

3051 W 91

O.P. Home M4-11.

No 3051 W dated 18th November 1892 PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

3051-52/27

READ the following

Letter from the Director Genl of the Post Office of India (H.E. No 164 dated 17.V.92)

Letter from the Examiner P.W.A. ... 8095.A. dated 11.VI.92

9 Rs

His Excellency the Governor in Council has already expressed himself in favor of the employment of money orders for payments on behalf of the State. The forms drawn up by the Examiner P. W. Accounts to give effect to the system seem suitable, and the matter will now be referred for the orders of the Govt of India, as suggested by the

P. No 1112 dated 5th April 1892

Director General of the Post offices of India; as the system, if introduced, would probably be extended beyond the limits of the Madras Presidency.

2. The Government Solicitor will expedite his reply to para 3 of G.O. No. 1112 W dated 5th April 1892 in regard to the validity from a legal point of view of the unstamped receipts issued in connection with Money Orders. But there seems no reason why the receipts should not be stamped by the peons, if this be necessary.

(H.E. No. 3052 W. dated 12th Nov 1892.

To the Secretary to the Govt of India P.W.D.

Sir,

I am directed to forward copies of the Proceedings of this Government as noted in the margin, and to request the orders of the Govt of India in regard to the introduction of the system of payment of money orders therein discussed. The forms drawn up by the Examiner P.W. Accounts for use in the case of Government transactions, seem suitable, and if approved by the Director General of Post

Transcribed by [illegible] Receipt endorsed by the Surgeon General Postal money orders are exempt from stamp duty. Vide A.S. Nos. 20 & 21 of 22 May 1860, Fin. Dept. Verified Govt. of India HCS 3 Nov.

2. With regard to the stamping of payees acknowledgments it seems that such acknowledgments are exempt from stamp duty. Postal orders are exempt from stamp duty. No reply is therefore required to para 3 of G.O. No. 1112 W. dated 5th April 92.

HCS

To The Ex. W. Accts. — Supdg Engineer Consg Architects Supdg P. Project C Engr Irrigation Govt Solicitor 11/12/92

G.O. No. 1113 W dated 5th April 1892 W dated 30th Nov 92 (on C.N. 6015)

HCS 3 Nov

Letter issued

of India, Offices, to show a reference on this point is suggested, might be adopted, should there be no objection on other grounds to the introduction of the proposed method of payment on behalf of the State.

2. The opinion of the Govt. Solicitor as to the validity of the unstamped receipt issued in connection with money orders will be transmitted in due course.

3051-52/29

C. Dep. 6115

20-7-15

Govt. of India
PUBLIC WORKS.



Rec'd. Exd.

8.08 November 1892 3951 Ef
3952

Money order forms.

Passing orders on the specimen ——— drawn up for use in the P.W.D.

Payments by money order

The Govt of India, requested to issue orders regarding the introduction of the system of ——— on behalf of the State.

1574

380
14
52
V

J 8/11

J.C. 8/11