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dt. 18.10.1893

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GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—again the following paper :—

G.Os., dated 12th August 1893, Nos. 871 and 875.

READ—also the following paper :—

From J. ANDREW, Esq., Collector and District Magistrate of Salem, to the Secretary to Government, Pension Department, dated 29th August 1893, No. 2470 :—

Referring to paragraph 2 of G.Os., dated 12th instant, Nos. 871 and 875, I have the honour to submit, herewith, copies of the explanations received from the Head-quarters Deputy Collector and the Tahsildar of Atur regarding the delay in the submission of the pension applications in question, as also copies of my orders passed on them.

2. I have recently issued a circular inviting the attention of all officers in the district to the necessity for the prompt disposal of pension applications and laying down clearly the procedure to be adopted in all cases of proposed retirement or invalidation. I submit, for the information of Government, a copy of this circular, and I trust that the instructions issued will prevent all delays in future.

ENCLOSURES.

Circular No. 1879.

The Collector has had occasion to notice great delay in the transmission of pension applications to Government. The delay is due in most cases to—

- (1) the disregard on the part of Divisional officers, Tahsildars and Deputy Tahsildars, of the instructions contained in the Collector's Circular No. 2309, dated 6th September 1881 ;
- (2) the service registers not being forthcoming in the office in which the applicant for pension last served ; and
- (3) the want of promptitude in furnishing information and records regarding the suspension or degradation of applicants.

As regards (1), the Collector observes that officers have been made to retire or sent for medical examination without first getting prepared, or even taking any steps whatever towards getting prepared, their pension applications ready as required by the orders. The attention of all Divisional officers, Tahsildars and Deputy Tahsildars is again drawn to the Collector's Circular quoted above, which was recirculated with this office No. 656-Acct., dated 17th March 1893, and is now annexed to this circular, and they are requested to see that it is strictly observed. No officer should be ordered to retire or sent up for medical examination until after a certificate has been obtained from the Treasury Deputy Collector to the effect that the pension application is ready for signature. When the application is so certified as ready, the officer may be sent for medical examination or ordered to retire, the date of the officer's relief being reported to the Treasury Deputy Collector by the post of the same day. In cases where it may be necessary to send the applicant to the District Medical Officer for examination, he should be sent with a letter in which the District Medical Officer should be asked to send the certificate direct to the Treasury Deputy Collector. The Divisional or Taluk officer should, at the same time, send to the Treasury Deputy Collector a copy of his letter to the medical officer. The Collector warns all Tahsildars, Deputy Tahsildars, Taluk Sheristadars, Taluk Head Accountants and Head Clerks of all Divisional offices that he will hold them personally responsible and will take the severest notice of their omission in any case in which these orders have been disregarded.

The Collector has also noticed great delay owing to service registers having been mislaid or not being available in the office in which the officer retiring served at the time of his retirement. Attention is drawn to the Collector's circular memo. No. 2387-B.&G., dated 29th September 1888 (annexed to this circular), prescribing rules for the custody and annual verification of service registers. These rules should be strictly observed and all heads of Revenue and Magisterial offices in the district are requested to report before the 1st of August next

20TH SEPTEMBER 1893, No. 1026, PENSION.

that all service registers have been properly covered and are complete for the whole establishment, as also the name of the officer who has been entrusted with their custody.

There is great delay also in furnishing copies of correspondence relating to suspensions and degradations of applicants for pension. As such copies have invariably to accompany pension applications, the Collector directs that copies of all orders relating to suspensions, &c., be filed with the service registers. In the case of suspensions, &c., ordered before the issue of this circular, complete copies should be obtained and secured with service registers.

The Treasury Deputy Collector is requested to see, when service registers are received for annual verifications, that copies of correspondence relating to suspensions, &c., are attached to them, and to bring to the Collector's notice any case where they are not so filed.

10th June 1891.

(Signed) J. ANDREW,
Ag. Collector.

To all Divisional officers,

- Tahsildars,
- Deputy Tahsildars,
- Taluk Sheristadars,
- Taluk Head Accountants,
- Head Clerks of Divisional offices,

with copies of circulars Nos. 2309 of 1881,
2387-B.A.G. of 1888, and 656-Acet. of 1893.

Circular No. 2309.

The practice now observed generally by Divisional officers in this district when a man is about to be pensioned is to retire him first and then send his service register for verification to the Treasury Deputy Collector, and after it is received from that officer to prepare his application for pension and forward the papers connected with the pension application to this office. As this procedure causes great delay in the submission of the application for pension which is viewed with great displeasure by this Government and Government of India (vide G.O. No. 2275, dated 7th December 1890) and is opposed to section 126 of Civil Pension Code (5th Edition), all officers submitting applications for pension will observe the following procedure.

When a man applies for pension or it is thought desirable to retire him, his service register and a draft application for pension should be sent to the Treasury Deputy Collector, who, after due scrutiny, will return them to the officer concerned certifying as to their completeness. Then the man may be retired or his application for pension accepted and the final application for pension sent to this office. Divisional officers are requested to give strict effect to the above procedure, which will not only prevent delay in the submission of applications for pension, but will also prevent officers being retired, who may have yet a few months to complete service entitling them to a higher rate of pension.

6th September 1891.

(Signed) H. E. STOKES,
Collector.

Memo. No. 656 Acet.

A copy of the Collector's circular No. 2309, dated 6th September 1891, regarding the procedure to be observed in cases where it is proposed to retire or invalid a public servant is again circulated to Divisional officers for information and guidance. Their attention is also invited to the provisions of articles 986 to 992 of the Civil Service Regulations. The provisions laid down in the above articles should be strictly followed in future, and in no case should an infringement of their provisions be passed unnoticed by the Divisional officers.

17th March 1893.

(Signed) G. STOKES,
Collector.

Memo. No. 2387 B.A.G.

Board's Proceedings, No. 728, dated 23rd August 1888, is communicated to Divisional officers, Tahsildars and Deputy Tahsildars for information and guidance.

2. Hitherto it was the practice in this district for the Treasury Deputy Collector to send the entries of changes in the service books of all non-gazetted officers. But rule 6, section 1 of the Civil Pension Code, prescribes that the service book of an officer should be kept in the office in which he is serving, and transferred with him from office to office. To give effect to this rule and to carry out the intentions of Government on the subject, the following instructions for the preparation and maintenance of service books are issued for the guidance of Divisional officers, Tahsildars and Deputy Tahsildars.

(a) Service books should be maintained for all non-gazetted officers, whether in superior or inferior service.

(b) A clerk or gumastah in each office should be entrusted with the duty of keeping the service books in his custody under lock and key, and of preparing and making the entries in them. He will be held primarily responsible for errors or neglect. Ordinarily the clerk or gumastah who prepares the monthly pay bills may be entrusted with this work, but the Collector will leave the choice of an office hand for this work to the officers concerned, who will report the designation of the clerk or gumastah selected to this office.

(c) The instructions given in paragraphs 2, 3, and 5 to 10 of the Circular Memo. of the Collector of Chingleput, printed in the Board's Proceedings under reference should be carefully observed.

3. For annual verification the books should be sent to the Treasury Deputy Collector's office as detailed below:—

Service books of Divisional offices to be sent on	10th January.
" several branches in the Huzur office	5th February.
" Salem taluk and Salem, Rasipuram and Yercaud Deputy Tahsildar's offices	5th April.
" Atur taluk and Omalur division	5th May.
" Namakal taluk and Paramathi division	5th June.
" Tiruchengod taluk and Sankaridrug division	5th July.
" Tirupatur taluk and Vaniyambadi division	5th August.
" Uttankarai taluk and Harur division	5th September.
" Hosur taluk and Denkanikotta division	5th October.
" Dharwadpur taluk and Pennagaram division	5th November.
" Krishnagiri taluk	5th December.

4. The entries in the service books up to date have been noted in this office and the books will be forwarded by the Treasury Deputy Collector. If the heads of offices find discrepancies in the entries already made, they are requested to bring the matter to the notice of the Treasury Deputy Collector.

5. The Treasury Deputy Collector is requested to see, when inspecting the sub-treasuries, if the service books are brought up and verified in accordance with the foregoing instructions, and will bring to the notice of the Collector cases of negligence of this work.

29th September 1888.

(Signed) G. McWATTERS,
Collector.

In the Huzur, the Vernacular Record-keeper will note down the entries in, and be the custodian of, the service books of the general branch, and the Accountant who verifies the service books in the Account branch will note the entries in the books relating to that branch. The second Treasury Accountant and the Press Clerk will be responsible for the maintenance of the service books of the Treasury and Press branches.

(Signed) G. McWATTERS,
Collector.

ORDER—dated 20th September 1893, No. 1026, Pension.

Recorded.

2. The Government notes with satisfaction that the Collector has taken steps to obviate delay in the submission of future pension applications.

(True Extract.)

(Signed) R. C. C. CARR,
Under Secretary to Government.

To the Collector of Salem.

" Accountant General.

" All Departments of the Secretariat for communication to Heads of Departments.

Exd. S. J. Pereira.

600 Copies.

Gobt. of (1893) Madras.
PENSION.

22654 Waf 18 October 1893
Communicated to officers
of the P.W.D
(Lud) J.H.

G.O., 20th September 1893,
No. 1026.

SEPTEMBER.

Pension.

Recording a letter from the Collector of Salem submitting explanation of the delay in the submission of certain pension applications, and observing with satisfaction that the Collector has taken steps to obviate delay in the submission of future applications.

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(True Extract.)

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To the Collector of Salem.
" Accountant General.

" All Departments of the Secretariat for communication to Heads of Departments.
Public works Department with 100 spare copies

Ed. S. J. Pereira.

600 Copies.

P. W. CURRENT No. 8501

Gobt. of {1893} Madras.
PENSION.

Issued 6/10. 1005c
Recd. 6.10.93 Encl.

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No. 1026.

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N-2654 Waj 18 October 1893
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Communicated
to officers of the Res.
Dept.

14/12.10

sent
21.10.93

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18 OCT. 93

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