

9799

Govt. of Madras.

PUBLIC WORKS.

22/12/1895

Dated

Recd.

Encl.

G.O. 12/12/1895, No. 3174.W

Accounts.

Office Note from the Ex-
P.W. Accts submitting a
revised memorandum of
points which may be use-
ful as a guide to Executive
Engineers in applying
checks to their monthly
accounts. Comd. to Supt.
Engineers for the information
of Divisional Officers.

218
14

1-4

INDEXED

Te 12/12

Revised Copy .

Memorandum of points which may be useful as a guide to Executive Engineers in applying checks to their monthly accounts.

1. See that the entries under opening and closing cash balance of cash book, and under total receipts and charges in the cash abstract book agree with the corresponding figures of the account current.
2. See that the closing cash balance of the account current agrees with the cash balance as shown in the divisional cash balance statement.
3. See that the treasury balances as shown in the divisional cash balance statement agree with the figures in the Executive Engineer's cash book, the counterfoil of cheque books, the pass books and the treasury balance certificates.
4. See that the figures shown in the storekeepers daily account of receipts and issues of stock are correctly carried through the monthly stock returns, forms Nos. 10 and 11 into the stock abstract book and the stock account current.
5. Trace one or two entries in each of the following:-
 - (1) Monthly register of revenue,
 - (2) ,, return of public buildings rented,
 - (3) ,, return of rent of boats
 - (4) ,, schedule of transfersinto the cash book, or as the case may be, adjustment book or the stock account.
6. Examine the day books and the Register of Works and see that work slips wherever necessary are duly submitted to Superintending Engineer. See that no works are undertaken without estimate or appropriation or in excess thereof and that steps have been taken to regularise such irregularities if any.

7. See that the occupation of all buildings and boats in the division are accounted for in the monthly returns and that prompt & effective measures have been taken for the realization of all outstandings.

8. See that the unadjusted items both under "Audited but not paid" as well as under "Paid but not audited" in part II of the Schedule of Establishment charges are not too long outstanding.

9. See that the balance shown in the suspense accounts, viz.

(1) Schedule of deposits

(2) " stock purchases

(3) " stock sales.

(4) " miscellaneous advances

are not long outstanding, and that steps have been taken to adjust them within a reasonable time.

10. See that balances outstanding in contractors ledger and piece-workers accounts are all recoverable, and are not too long outstanding.

II. See that all completed workshop jobs have been billed for and adjusted and that for all jobs undertaken for outsiders a sufficient deposit has been made where such a deposit is required by rule and that accepted estimates are on record containing the extra percentages required by rule.

No. 3174 W., 12TH DECEMBER 1895.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 7th December 1895, No. 4332 B.

With reference to paragraph 6 of G.O., No. 518 W., dated 6th March 1895, I beg to herewith submit a revised memorandum, which if considered necessary, might be issued to Divisional officers as a help to them in applying checks to their monthly accounts.

ENCLOSURE.

Revised Copy.

MEMORANDUM of points which may be useful as a guide to Executive Engineers in applying checks to their monthly accounts.

See that the entries under opening and closing cash balance of cash book, and under total receipts and charges in the cash abstract book agree with the corresponding figures of the account current.

2. See that the closing cash balance of the account current agrees with the cash balance as shown in the divisional cash balance statement.

3. See that the treasury balances as shown in the divisional cash balance statement agree with the figures in the Executive Engineer's cash book, the counterfoil of cheque books, the pass books and the treasury balance certificates.

4. See that the figures shown in the storekeepers' daily account of receipts and issues of stock are correctly carried through the monthly stock return, Forms Nos. 10 and 11 into the stock abstract book and the stock account current.

5. Trace one or two entries in each of the following :—

(1) Monthly register of revenue.

(2) " return of public buildings rented,

(3) " return of rent of boats,

(4) " schedule of transfers,

into the cash book, or as the case may be, adjustment book or the stock account.

6. Examine the day books and the register of works, and see that work slips, wherever necessary, are duly submitted to Superintending Engineer. See that no works are undertaken without estimate or appropriation or in excess thereof and that steps have been taken to regularise such irregularities, if any.

7. See that the occupation of all buildings and boats in the division are accounted for in the monthly returns, and that prompt and effective measures have been taken for the realization of all outstandings.

8. See that the unadjusted items both under "Audited but not paid" as well as under "Paid but not audited" in part II of the schedule of establishment charges are not too long outstanding.

9. See that the balance shown in the suspense accounts, viz.—

(1) Schedule of deposits,

(2) " of stock purchases,

(3) " of stock sales,

(4) " of miscellaneous advances,

are not long outstanding, and that steps have been taken to adjust them within a reasonable time.

DL 8-1
9798/25

10. See that balances outstanding in contractors' ledger and piece-workers' accounts are all recoverable, and are not too long outstanding.

11. See that all completed workshop jobs have been billed for and adjusted and that for all jobs undertaken for outsiders a sufficient deposit has been made, where such a deposit is required by rule, and that accepted estimates are on record containing the extra percentages required by rule.

ORDER—No. 3174 W., dated 12th December 1895.

Communicated to Superintending Engineers for the information of Divisional officers.

(True Extract.)

Under Secy. to Govt., P.W.D.

To Superintending Engineers.
 „ the Consulting Architect to Government.
 „ the Superintendent of Works, Periyár Project.
 „ the Examiner, Public Works Accounts.

P.W. CURRENT No. 9799

6.3.85 No. 568

Encls 1

Recd: 9.12.95

Genl Secy

No. 3174 W. 12 Dec: 1895

A
 12.12.95

3 P.

Communicated to
 Supy Engrs for the
 information of divisional
 officers

comd
 11.12.95

Sun

Supy Engrs
 C. S. to Govt.
 S. of W. P. P.
 Engrs P. W. a

GENERAL.
ACCOUNT.

Gobt. of {1895} Madras.
PUBLIC WORKS.

Dated December, 12th.

Recd.

Encl.

G.O. No. 3174 W., 12th Dec. 1895.

DECEMBER.

Accounts

Office-note from the Examiner, Public Works Accounts, submitting a revised memorandum of points which may be useful as a guide to Executive Engineers in applying checks to their monthly accounts, communicated to Superintending Engineers for the information of Divisional officers.

E. No. 27.
500-30-7-95.

P. W.
DEPT.