

NOTES.

Reference to P. W. D. Code.

Vol. I., Chapter X, paras. 83 to 86 and Appendix O.

All articles required for the public service, which cannot be manufactured in India, are, as an almost invariable rule, to be obtained by indenting from England on account of the Government of India, and, excepting the cases mentioned below, stores of European manufacture must not be obtained direct from Europe independently of the India Office.

The special cases in which, with the previous sanction of the Government of India or of the Local Government, as the case may be, stores of European manufacture may be obtained in India, are:—

- 1) When for any special reason it may be more economical to do so;
- 2) When stores indented for from England have not arrived, and inconvenience to the public service is anticipated from the delay in the supply;
- 3) When the stores are perishable.

4. Indents for public works stores, other than railway stores, so long as they are within the grant assigned for the purpose, should be sent direct by Secretaries in the Public Works Department of the several Local Governments and Administrations to the India Office; three copies of printed and of manuscript indents should be sent, and a copy be submitted to the Government of India.

Note.—Copies of indents chargeable to Provincial and Local Funds are not required to be sent to the Government of India.

5. This form of indent should invariably be adhered to, other modes of requisition being entirely discarded, and requisitions in the body of letters, which may be overlooked or misunderstood, being specially avoided.

6. The columns (which sufficiently explain their own meaning) must be filled up without alteration, and others are not to be substituted, any remarks which may be considered necessary being confined to the column for that purpose, which should contain every explanation that may guide in the supply pattern of the articles required.

7. Where an established proportion for general stores has not yet been determined, it should consist of three years' ordinary expenditure: the quantities in the column at the date of requisition being added to the quantities due upon former requisitions, the difference between the aggregate of these two columns and the established proportion is the proper quantity to be asked for. This procedure, if attended to, will always keep up an ample supply for general service; however, in exceptional circumstances, it is found desirable to exceed the established proportion, the reason for so doing must be inserted in the column of remarks. The calculation of the established proportion on the basis of three years' ordinary expenditure is not applicable in the case of railways.

8. The columns printed in red ink are to be left blank for completion from England.

9. In the column of remarks, the port to which stores are to be consigned should be stated, and also the names of the last two or three vessels whose consignments have been included in the quantity in store as shown in column of remarks.

10. Each indent must be accompanied by a certificate of the necessity for the stores indented for, and that they cannot be advantageously procured from local manufacture or from surplus stores of other departments, railways or Administrations.

11. In the case of stores for imperial purposes (including all state railways) in a year not yet begun, the sanction of the Government of India must be obtained to the proposed allotment before the Examiner can give his certificate; but for stores for provincial services (except provincial state railways) the sanction of the Local Government or Administration will suffice for the Examiner.

12. When it is expected that the outlay will be provided partly in one year and partly in another, the following addition should be made to the Examiner's certificate—“and that the balance of the estimated outlay in the year 189—9— will be provided by the Government of India in the estimates of the year 189—9—.” *Vide* Government of India letter No. 1000.

13. In preparing indents attention should be paid to the rules on the subject in Appendix O. (P. W. Code, vol. I.)

P. W. D. Form

Outer

Implicate

Annual indent on England for Stores

Annual indent for Sto

* Imperial, Provincial, Local, Mysore, or Berar.
† This column will be filled in by the Government.

† This column will

Special Indent on England for stores required for the Public Works Department in the Province of
Madras, for the service of the Indian Government.

I hereby certify that the stores enumerated in this indent are absolutely required for the service of the I
Works Department for a period of
months, and I further certify that I have, by a personal inspection of works and stores, satisfied myself
they comprise the least possible quantity necessary for the above period, and they cannot be procured
of Local Manufacture or from Surplus stores of other Departments, Railways,
and Administrations.

Dated this *18th* day of *February* 1895, at *Madras*

[Signature]
General Superintendent Public Works

- Note—1. In cases in which a personal inspection of books and stores cannot be made, the portion of the certificate relating thereto shall
be scored through.
2. The Indent should be paged, and the signature attached to the last line of the Indent.
3. The quantities entered in the indent should invariably be given in English weights and measures.

I certify that funds to meet the outlay which it is estimated will be incurred in England in connection with
this indent during the year 1895-96. (a) *have been provided for in the estimates*
the Public Works Department to the extent of Rs. 314-12-0

(Sd) J. S. Sherlock
Examiner of P. W. Accounts
Madras *Province*

No. *597 D/B* dated the *18th* February 1895

* Signature.

† Rank.

(a).—Here insert either "have been provided for in the estimates of the Public Works Department to the extent of £

"will be provided by the Government of India in the estimates of that year, vide Government of India No. dated