

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.	708	Press No.
Dated	7	18

Not to be folded or roughly handled

*Proceedings of the Madras Government, Pension Department,
11th September 1872.*

Read letter from the Officiating Accountant-General, dated 23rd August 1872,
No. 333.

ORDER THEREON, 11th September 1872, No. 703.

The Government are of opinion that, for the preliminary verification of service referred to in Section 71 of the Civil Pension Code, some separate form is advisable for the reason stated by the Accountant-General, viz., in order to keep the formal application as free from superfluous matter and correction as possible. It does not appear necessary, however, to prescribe any new form, as the history of service on the second page of Form A., Appendix A., of the Code satisfies all the requirements of the case.

2. A supply of blank statements in that form should be kept in each office. On the eve of the retirement of a subordinate, the Head of the Office in which he is serving should call upon the Head of any other Office in which the subordinate in question has previously served to verify the service claimed from his records, and furnish a statement thereof. This course will enable Heads of Offices to collect the materials for a history of the service of their subordinates *previous to* the date of their retirement in most cases, and will obviate the delay, which at present too often occurs, in submitting applications for pension and gratuity on the plea of references being necessary to other departments for the verification of the applicant's previous service.

3. It does not appear necessary to require the Superintendent of Stationery to furnish these forms, as they can easily be struck off as required at the Collectorato Presses, and at the Presidency the Government Press will supply them on indent.

(True Extract.)

R. S. ELLIS,
Chief Secretary.

To the Accountant-General.
,, Controller of Military Accounts.
,, Superintendent of Stationery.
,, Collector of
,,

Exd. J. Wright.

Statement of the verified Services of

[illegible]

Audit DEPARTMENT.

No. 1304

Fort Saint George,
Accountant General's Office,

20 May 1872.

FROM

THE ACCOUNTANT GENERAL, MADRAS,

TO

THE

Superintendent
of Stationery

SIR,

As I referred to you in an official communication on me for a supply of pension application forms I think it reasonable to remind you of the steps which should properly be followed in making application for pension - The man to be pensioned should prepare a full detail of his service (Pension Code Section 70) on receipt whereof the head of his office should verify the details in communication with the account and other offices (Section 71) and should afterwards prepare the formal application (form A) appending thereto the verification certificate already spoken of forwarding the case thus completed through his official Superior (Section 72) and the Accountant General (Section 73) to the Local Government. For the Statements to be sent to the different offices under Section 74, which might conveniently be called "Service Statement for preliminary check" the form in ordinary use in my office might be used, with modification and I therefore

therefore enclose a copy, as it is of no permanent interest it might be printed on common printing paper: perhaps three of these should be issued for each one of Form A, as the particular demand which I returned for submission to you was simply outrageous, I suggest that you should supply no more than 50 of Form A at a time and on receipt of a fresh indent should ask how many pension cases have been submitted during the currency of the exhausted supply -

I have &c
 Sd/ R. Taylor
 Asst. General

True Copy
 Peacock
 Asst. to the Accountant General

OK

Enc. to Mr. Taylor

DEPARTMENT
 ACCT. GENL'S OFFICE, MADRAS.

FROM
 THE DEPT. ACCOUNTANT GENERAL, MADRAS.

No.

For

Date
 Recd.
 Ansd.

No. of answer

(Subject)

Audit DEPARTMENT.

Provision

No. 333

Fort Saint George,
 Accountant General's Office,
 23rd August 1872.

FROM THE ACCOUNTANT GENERAL
 TO THE GOVERNMENT OF MADRAS

To The Secretary to Government
 Revenue Department

Sir,

I have the honor to forward a copy of my letter 1304 dated 20th May to the address of the Superintendent of Stationery, to which I am informed by the Inspector General of Ordnance and Magazines (in his 2078 dated 20th instant) that the Controller of Military Accounts does not think the forms required and declines to forward to Ordnance (in the Military Department) a recommendation for the issue of a suitable form for preliminary check. Its object is evidently to keep the formal application as free from unnecessary matter and correction as possible, all the forms would be supported by vouchers on each of which the Accountant General might insert a brief remark if necessary. These forms could of course be used for preliminary

a preliminary inquiry so that the material
facts in support of a man's claim might
be collected and duly verified before his
formal application would be prepared;
the ordinary excuses for delay was given
would then be quite inadmissible.

I must admit that I do not at-
tach any great value or importance to this
procedure, and only pressed it on the Superin-
tendent of Stationery as obviously required
by the Code. At the same time it is curious
that the department which has least need to
use these forms should have been able to
delay their preparation for three months.

I may add that as my own stock
is exhausted I have now had to ask the
Superintendent of the Press to set up the form
and print off some copies for my use.

Have the honor to be
Sir

Your Obedient Servant

Harvey

Offy Account General

Pension Department

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the *Offr*
Accountant-General, dated
23rd August 1872. *Ch. 383.*

Order thereon of *21 Sept 1872* *1872*

The Government are
of opinion that for the prelimi-
nary verification of service re-
ferred to in Section 71 of the
Civil Pensions Code, some
separate form is advisable
for the reasons stated by the
Accountant-General namely
in order to keep the formal
Application as free from
superfluous
unnecessary matter and
correction as possible. It does
not appear necessary however
to prescribe any new form
as the history of service on
the second page of Form
A Appendix A of the Code
satisfies
justifies all the requirements
of

Madras 1872 DEPARTMENT.
FROM THE ACCT. GENERAL

TO THE GOVT. OF MADRAS.

To the Secretary to Govt.
Pension Department

Dated 23rd August 1872.
Received *23rd August 1872*

No. 383
ENCLOSURE. One

Relative to the adop-
tion of certain forms
for verification of the
service of applicants for
pension *1872*

Ch. 383

of the case.

2. A supply of Blank Statements in that form should be kept in each office. As the end of the retirement of a subordinate, the Head of the Office, in which he is serving, should call upon the Heads of other Offices in which the subordinate in question has previously served to verify the service claimed from his records and furnish a statement thereof. This course ^{will} ~~will~~ enable heads of Offices to collect the materials for a history of the service of these Subordinates previous to the date of their retirement in most cases, and ^{will} ~~will~~ obviate the delay which at present too often occurs in submitting Applications for pension and gratuity to the plea of references

18
references being necessary to other departments for the verification of the Applicant's previous service.

3. It does not appear ~~it is~~ necessary to require the Superintendent of Stationery to furnish these forms as they can easily be struck off as required at the Collobrate Presses, and at the President's the Government Press will supply them on indent.

cel.
L.R.

To the Accountant General }
" Controller of Military Accounts } Des^d 15/9
" Superintendent of Stationery }
To the Collectors of }
" }

Vol. of 1872 *Minutes.*

To

London

The Account

General

11/11/23

Reed.

1872, No 3

11/11/23 Nos. 703

*Reading contents see
specifying the following
verification of source*