

(1) Number of pages 12

(2) Date of repair 12/1/51

(3) Initials of the Referee W.D.

MADRAS RECORD OFFICE.

Government of Madras.

RECEIVED DEPARTMENT

G.O. No.	1228	Page
		No.
Dated	13	

Not to be folded or roughly handled

GOVERNMENT OF MADRAS.
PENSION DEPARTMENT.

25th April 1878, No. 139.

Pension.

Read the following paper:—

From Major L. CONWAY-GORDON, R.E., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Chepauk, 9th March 1878, No. 225-W.

I have the honor to forward for an expression of an opinion of Government in the Pension Department a copy of a letter, No. 15—I-A, dated 7th November 1876, addressed by me to the Accountant-General, Public Works Department, containing certain suggestions with the object of reducing the delay that now occurs in verifying the services of applicants for pension.

2. Looking at the length of time a Service Book has to last, I have had the Service Books of the Public Works Department prepared in a more permanent form than those which are issued by the Superintendent of Stationery. I enclose a specimen of each. At the end of the Public Works Service Book, Government will observe I have added some pages (see 36 to 39) which will be required were Government to approve of my suggestions.

3. I have however taken no further steps in the matter pending a reply from the Accountant-General, Public Works Department.

ENCLOSURE No. 1.

Copy of a letter from the Examiner, Public Works Accounts, Madras, to the Accountant-General, Public Works Department, No. 15—I-A, dated 7th November 1876.

The accompanying G.O., No. 55, dated 9th October 1876, in which the Madras Government has animadverted on the delay that occurred, in a particular case, in disposing of a pension application, had led me to consider whether nothing further can be done to expedite matters in this respect.

2. It has struck me that one way of avoiding delay would be to attach at the end of the Service Book a history of service similar to that contained in Form A in Appendix A of the Civil Pension Code; and to let each *employee* send in his Service Book every three or four years to the Examiner's Office to have his service up to date duly verified, and his history of service written up to date and certified to by the Examiner for the time being.

3. This would leave but little to do when the final application was received; it would secure all the Service Books being properly kept written up to date, and would probably facilitate matters by the investigation of all doubtful points being carried on when all the officers concerned were still on the spot.

4. I have therefore the honor to inquire whether you approve of the suggestion, and whether in that case I may bring the matter forward for the approval of Government.

No. 1234.

Transferred to the Pension Department.

FORT ST. GEORGE,
11th March 1878.

(Signed) E. A. FOORD, Colonel, R.E.,
Secretary to Government, P.W.D.

ORDER THEREON, 25th April 1878, No. 139.

The Government observe that the Examiner has already made his suggestion in the proper quarter and see no reason to move in the matter.

(True Extract.)

L. A. CAMPBELL,
Under Secy. to Govt.

To the Examiner of Public Works Accounts.
Public Works Department.

date.

Have no objection & am
in accordance
8/11/1878

It was not
proposed to take
any notice of
this letter from
the Examiner
for he has already
made his report
in the proper
quarter & this
application & this
for has the
appearance of an
endeavour to
compel attention
to it.
Moreover his
plan is but a

Govt. of 1878: 31/1/1878

PENSION.

20

THE EXAMINER OF PUBLIC
WORKS ACCOUNTS.

For Aug. 1878

Dated April 21/1878.

Received

Per

20

G.O. 25th April 1878, No. 129.

APRIL

Private. — Informing that the Examiner of Public Works Accounts has already made his suggestion for avoiding the delay in verifying the services of applicants for pension, and that Government see no reason to move in the matter.

can become
instructed for visiting
the delays
The Pension Code
has in Rule 1 to
§73 provided a
very simple one
which if followed
will effectually
prevent the evil
complained of.

The provision is
that when an
officer is likely to
retire his application
should be prepared
& submitted to &
checked by the

Account-Report
before he is actually
discharged.

To said service takes
backwards & forwards
every 3 or 4 years
as now suggested
would be a costly
& troublesome business.
Lad

State

54
9
I am myself inclined to
make the matter in the
recommendation of Messrs
Gordon. He knows how
often & successfully matters
of course if it can be
done it is most impor-
-tant & that both of them
have an abiding interest
in it & so on.

29/3

J. D. Brown

13

1. The opening page should be divided for entries in the following form :

(1) Name of Employé. (2) Caste or race. (3) Residence. (4) Father's name and residence. (5) Age. (6) Exact height by measurement. (7) Personal marks for identification. (8) Date on which page is filled up. (9) Signature of Employé. (10) Signature and designation of the head of the office.

The entries in this page should be renewed or re-attested at least every five years.

2. The remaining pages should be divided for entries in the following form :

(1) Name of appointment. (2) Whether substantive or acting, and whether permanent or temporary. (3) If acting, here state the substantive appointment. (4) Pay. (5) Acting allowance. (6) Date of commencement of appointment. (7) Signature of Employé. (8) Character of Employé. (9) Signature and designation of the immediate head of the Office. (10) Date of termination of appointment. (11) Reason of termination (such as promotion, transfer, dismissal, &c). (12) Signature of immediate head of the office.

No entries need be made in column 8 except when there is something especially good or bad to be recorded.

3. Leave of every description (except casual), every period of suspension from employment, and every other break of service, should be noted, with full detail of its duration, by an entry written across the page, and attested by the head of the office.

4. A service book is supplied, at his own cost, to every Employé on his first appointment.

5. The service book of an Employé is to be kept in the office in which he is serving, being transferred with him from office to office. It may be given up to the Employé if he resigns or is discharged without fault, an entry being first made therein to this effect.

6. Every Employé is charged with the duty of seeing that his service book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, should the Employé afterwards apply for pension or gratuity.

7. Entries on pages 36 to end are to be made only by the Examiner of Public Works Accounts.

Service book with a
note. J
JUN

cin: 5-4-78
Re 8-4-78

SECTION 70 CIVIL PENSION CODE.—An applicant for pension or gratuity, not being gazetted officer, should submit to the authority, whose duty it would be to fill up his appointment if vacant, his service book, and a statement of the following particulars :

- (a).—The date of the Christian era on which the applicant was born. (b).—List of appointments, substantive and acting, held during the service for which pension or gratuity is claimed, showing, when any appointment was only an acting one, what substantive appointment was held at the same time. The dates of the beginning and end of each appointment should be stated, and the pay and acting allowance drawn in each. (c).—Dates of beginning and end of each period of leave. (d).—An explanation of each break in continuity of service.

5

3

15

[Exr. Wks. Form No. 273.]

SERVICE BOOK

OF

Name

Caste or Race

Residence

Father's { Name

Residence

Date of birth

Exact height.		Date of entry.	Signature of Employé.	Signature and designation of the Head of the Office.
Feet.	Ins.			

Exact height.		Date of entry.	Signature of Employé.	Signature and designation of the Head of the Office.
Feet	Ins.			

[illegible]

urs. Each attestation should be carefully ruled off that the date may be clearly shown.

Exact weight.	Date of entry.	Signature of Employé.	Signature and designation of the Head of the Office.
Ins.			

12						
1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Employee.

13				
8	9	10	11	12
Character of Employé. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

54

14

1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.

15

55

8	9	10	11	12
Character of Employé. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

22

1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Employee.

23

8	9	10	11	12
Character of Employee. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Employee.

8	9	10	11	12
Character of Employé. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

26

1	2	3	4	5	6	7
Name of appointment.	Nature, <i>i.e.</i> , whether substantive or acting, permanent or temporary.	Substantive appoint- ment, if the new appointment be acting only.	Pay.	Act- ing allow- ance.	Date of ap- point- ment.	Signa- ture of Em- ployé.

27

8	9	10	11	12
Character of Employee. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

5

30

1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Employee.

31

8	9	10	11	12
Character of Employee. <i>No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.</i>	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfers, promotions, return of permanent incumbent.	Signature and designation of immediate head of the Office.

ca 5-4-78
Re 8 4/78

CIVIL PENSION CODE—CHAPTER XIV.

APPLICATION FOR PENSION OR GRATUITY.

SECTION 69.—Every non-gazetted officer, with the exception of police officers whose pay does not exceed 20 rupees, and officers in the post office department and the inland customs department, whose pay does not exceed ten rupees, is required to keep a service book in which should be entered a statement of every step in his official life, each entry being attested at the time by the immediate head of the office in which he is serving. For officers of the inland customs department, whose pay does not exceed ten rupees, a roll must be kept such as is prescribed in Section 109 (a) for the police.

If the officer is himself at the head of an office (*e.g.*, a deputy post-master or a sub-inspector of police), the attestation should be made by his immediate superior.

[illegible]

1	2	3	4	5	6	7
Name of appointment.	Nature, i.e., whether substan- tive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allow- ance.	Date of ap- point- ment.	Signature of Officer.

1	2	3	4	5	6	7
Name of appointment.	Nature, <i>i.e.</i> , whether substan- tive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allow- ance.	Date of ap- point- ment.	Signature of Officer.

[illegible]

8	9	10	11	12
Character of Officer.	Signature and designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination, e.g., transfer, promotion, return of permanent incumbent.	Signature and designation of immediate head of the Office.
<i>No entry need be made in this Column except when there is any thing either good or bad to be recorded. Suspensions should be noted here when the order of suspension is passed.</i>				

SERVICE BOOK

OF

Name.	Caste or Race.	Residence.	FATHER'S
			Name.
Date of birth.	Residence.	Residence.	

See page 139

FROM THE EXAMINER, P. W. DEPARTMENT,

MAHARAJA.

TO THE SECRETARY TO GOVERNMENT,

PUBLIC WORKS DEPARTMENT,

CUTTACK, INDIA.

225-11

CUTTACK, 9th MARCH 1873.

SIR,

I HAVE THE HONOR TO FORWARD FOR AN EXPRESSION OF AN
OPINION OF GOVERNMENT IN THE PENSION DEPARTMENT. A COPY
OF A LETTER NO. 111, A. DATED 7TH NOVEMBER 1872, ADDRESSED
BY ME TO THE ACCOUNTANT GENERAL, PUBLIC WORKS DEPARTMENT,
CONTAINING CERTAIN SUGGESTIONS WITH THE OBJECT OF REDUCING
THE DELAY THAT NOW OCCURS IN VERIFYING THE SERVICES OF
APPLICANTS FOR PENSION.

LOOKING AT THE LENGTH OF TIME A SERVICE BOOK HAS
TO LAST, I HAVE HAD THE SERVICE BOOKS OF THE PUBLIC WORKS
DEPARTMENT PREPARED IN A MORE PERMANENT FORM THAN THOSE
WHICH ARE ISSUED BY THE SUPERINTENDENT OF STATIONERY. I
ENCLOSE A SPECIMEN OF EACH. AT THE END OF THE P. W. SERVICE
BOOK, GOVERNMENT WILL OBSERVE I HAVE ADDED SOME PAGES
(SEE 30-39) WHICH WILL BE REQUIRED WHEN GOVERNMENT TO
APPROVE OF MY SUGGESTIONS.

I HAVE HOWEVER TAKEN NO FURTHER STEPS IN THE

WATER, BEING A COPY OF THE ACCOUNTS GENERAL, AND THE
WORKS OF THE DEPARTMENT.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBLIGED SERVANT,

Lowry-Jordan

EXAMINER, P. W. ACCOUNTS AND MAINTENANCE, N.

ENCLOSURE NO. 1.

COPY OF A LETTER FROM THE EXAMINER, P. W. ACCOUNTS,
MADRAS, TO THE ACCOUNTANT GENERAL, P. W. DEPARTMENT, GOVT. OF INDIA,
DATED 27TH. SEPTEMBER 1890.

THE ACCOUNTANT GENERAL, GOVT. OF INDIA, DATED 9TH. OCTOBER 1890,
IN WHICH THE ACCOUNTANT GENERAL HAS ADMITTED THAT THE
DELAY THAT OCCURRED, IN A PARTICULAR CASE, IN DISPOSING
OF A PENSION APPLICATION, HAD LED ME TO CONSIDER WHETHER
ANYTHING FURTHER CAN BE DONE TO FACILITATE MATTERS IN THIS
RESPECT.

2. IT HAS STRUCK ME THAT ONE WAY OF AVOIDING DELAY
WOULD BE TO ATTACH AT THE END OF THE SERVICE BOOK A HISTORY
OF SERVICE SIMILAR TO THAT CONTAINED IN FORM 1 IN APPENDIX
A OF THE CIVIL PENSION CODE; AND LET EACH EMPLOYEE SEND
TO HIS SERVICE BOOK EVERY 3 OR 4 YEARS TO THE EXAMINER'S
OFFICE TO HAVE HIS SERVICE UP TO DATE FULLY VERIFIED, AND
HIS HISTORY OF SERVICE WRITTEN UP TO DATE AND CERTIFIED TO
BY THE EXAMINER FOR THE TIME BEING.

3. THIS WOULD LEAVE BUT LITTLE TO DO WHEN THE PENSION
APPLICATION WAS RECEIVED. IT WOULD SECURE ALL THE
SERVICE BOOKS BEING PROPERLY KEPT WRITTEN UP TO DATE, AND
WOULD PROBABLY FACILITATE MATTERS BY THE INVESTIGATION
OF ALL CONTROL POINTS BEING CAUGHT ON WHEN ALL THE
CASES CONCERNED WERE STILL ON THE SPOT.

4. I HAVE THEREFORE THE HONOR TO INQUIRE WHETHER YOU
APPROVE OF THE SUGGESTION, AND WHETHER IN THAT CASE, I
MAY BRING THE MATTER FORWARD FOR THE APPROVAL OF

GOVERNMENT.

(RECEIVED BY)

Measdox

CHIEF, ASST. TO EXT. B. R. COOPER.

10/16

on 58

No 1234

Pension 1878 Department

Transferred to the
Pension Department

N. 155

Genl. Co. 1st Reg.
Sers. to Foot
P.W. Dept.

H. Sharp

225

Sec 2.

2

Order

ENCLOSURES. 2.

The Government
has already made his
petition to the proper
quarters & see no reason
to make in the
matter.

RECEIVED A COPY OF LETTER
FROM THE DEPT. OF SERIAL P.W.D. REPLY
MAKING THE CASE THAT THE DEPT.
HAVING THE SERVICES OF A
DEPT. OF PENSIONS.

Revised

Gold of 1878 Madras.
PENSION.

To *Lt Col 418*
The *Commissary of Accounts*

Dated *25th April 1878*
Respd.

G. O. *25th April* 1878. No. 139

Nos.

Intimating that the Commissary of Accounts has already made his suggestion for avoiding the delay in receiving the names of applicants for pension and that I am not aware of any reason to move in the matter.