

ORDINARY, MS. *but print*

Public DEPARTMENT.
G.O., DATED *24-6-90*
No. *1,46.*

When given for ^{printing} copying *27/6*

[Despatch Abstract.]

Service Books.

Communicate to *Big Pussim*
Dept. proceeding regarding
certain rules suggested by
the Examiners of P. W. Assets
for the guidance of
inspecting accounts officers
in the matter of the verifica-
tion of —

GOVERNMENT OF MADRAS.
PENSION DEPARTMENT.

READ—again the following G.O., dated 18th March 1890, No. 328, Pension :—

(Read—the following office-note from the Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 11th February 1890, No. 708 :—

With reference to Pension Department G.O.,* No. 1385, dated 18th November

* Communicated with Public Works Department G.O., No. 3324 W., dated 22nd November 1889.

1889, I should like to know somewhat more definitely what is expected from inspecting accounts officers in the matter of verification of service books. It cannot, I think, be intended that these

officers shall themselves verify the service books; indeed this would be impossible; and as I understand the order, all that is wanted is that they shall satisfy themselves that Executive Engineers and other heads of offices have done what is expected of them (heads of offices) and have recorded in a suitable manner the fact of their having done so.

2. In order that this may be possible, it seems desirable to prescribe that the Executive Engineer or other verifying officer shall certify annually (or as nearly so as may be possible) by an endorsement written across the service book that the prescribed verification has been made, and that the inspecting accounts officer shall see that these endorsements are so made and shall satisfy himself by inquiry or otherwise as to certain points in connection with them, as to which more hereafter.

3. It seems necessary, however, to distinguish between past periods and future ones. With annual verifications by heads of offices, such as have now been prescribed, and with suitable means for seeing (through inspecting officers) that these annual verifications are regularly and properly made, there ought not to be any occasion hereafter for statements in writing, because there ought not to be any unverified periods. It seems necessary, therefore, to provide for two distinct forms of certificates or endorsements as the basis of the check of the inspecting officer; one certificate to be given and checked once for all in respect of the past and another to be given annually hereafter.

4. I would, therefore, suggest that, as regards the past, it be laid down that every Executive Engineer or other head of office shall certify, by endorsement to be written across each service book, that, with the exception of certain periods mentioned below, service from a stated date to a stated date has been verified by himself, or other named person, and that for the excepted periods statements in writing are attached to the service book. It would then be the duty of the inspecting officer

- (a) to see that the certificate is given in proper form by the proper officer and that the person by whom the verification is stated to have been made is a suitable person to be entrusted with the duty;
- (b) to satisfy himself by inquiry or otherwise as to the method of verification adopted; and
- (c) to see that the statements in writing are actually forthcoming for the unverified periods, and that such statements are sufficient for the requirements of the case.

5. As regards subsequent services, the Executive Engineer or other head of office would certify by a similar endorsement that he, or other named person, has personally verified the service from the date of last endorsement to the date of the

new endorsement, and the inspecting accounts officer, besides satisfying himself as to points (a), (b) and (c) of paragraph 4, would see that the certificates are given at proper intervals.

6. In the absence of some definite ruling, such as is suggested above, it will, I think, be very difficult for inspecting officers to "satisfy themselves that the verification has been properly carried out;" but there may perhaps be other points to which Government would wish inspecting officers to give their attention, and, on the other hand, they may consider it unnecessary that inspecting officers should concern themselves with some of the points mentioned above, for instance they may consider that the certifying officer should be entirely responsible for the method of verification, and, when the verification is not made by himself, for the selection of the person to make it.

No. 833-C.

Transferred to the Pension Department for consideration.

(Signed) R. R. E. DRAKE-BROCKMAN, Lt.-Col., R.E.,
14th February 1890. Ag. Joint Secy. to Govt., P.W.D.

Order—dated 15th March 1890, No. 328, Pension.

The suggestions made by the Examiner of Public Works Accounts appear to the Government to meet all requirements. It is certainly desirable that an uniform system of verifying service books should exist in all departments, but before passing definite orders, the Government desires to be furnished with the views of the Accountant-General on the subject.

(True Extract.)

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

To the Joint Secretary to Government, Public Works Department,
,, the Accountant-General.

READ—also the following letter from T. W. RAWLINS, Esq., Accountant-General, to the Secretary to Government, Pension Department, dated Fort St. George, 5th May 1890, No. I.A.E-51:—

With reference to the Proceedings of Government, No. 328, dated the 15th of March 1890, calling on me to express my views on the rules framed by the Examiner, Public Works Accounts, Madras, for the guidance of inspecting accounts officers in the matter of verification of service books, I have the honor to state that in the Civil Department there are no such inspecting accounts officers as those in the Public Works Department, and, consequently, the rules framed by the Examiner are not of much use to officers of my department; but they appear to me to be sufficient for the purpose of securing a proper verification of services and may be regarded as subsidiary to those already prescribed by Government in its Order, No. 717, dated 29th June 1888, Pension Department. They will probably be of great use to officers charged with the duty of inspecting service registers.

2. I would add that, in making an endorsement in the service book in respect of the portion of an officer's service, which cannot be proved by reference to pay bills or acquittance rolls, the Government may perhaps see fit to require inspecting officers to enforce the manner of verification suggested by me in my letter No. 36, dated 10th January 1890.

The enclosures to the Proceedings of Government under reply are herewith returned.

ORDER—dated 9th June 1890, No. 659, Pension.

The papers read above will be communicated to all heads of departments, who will see that the rules suggested by the Examiner of Public Works Accounts are followed, *mutatis mutandis*, in all offices under their charge.

2. Referring to paragraph 2 of the Accountant-General's letter read above, it is observed that instructions have already been issued in G.O., dated 10th February 1890, No. 190, directing the utilization of contemporaneous official records, whenever possible.

(True Extract.)

R. C. C. Carr
Ag. Under Secretary to Government.

To all Heads of Departments. (*Publick Dept. for information and communication to the Dept. under them.*)

Exd. A. D. Xavier.

200 Square Equi

Public 1811.

Govt. of {1890} Madras.

PENSION.

Issued

Recd. 18th June 1890. Encl.

G.O., 9th June 1890, No. 659.



JUNE.

Verification of service books.

Communicating to heads of departments the rules suggested by the Examiner of Public Works Accounts for the guidance of inspecting officers of accounts regarding the —.

6/12/89 a-999

I
26/6

Order 47.24 June/90 No. 446.

Communicated to
all heads of depts under
the Chief Secy Govt, for
information & guidance.

To all heads of depts. / Despt
22/6

[37]

DEPARTMENT.

List showing the distribution of the Proceedings of Government,
dated 24th June/90 No. 446.

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	Commissioner of Police	..	..	..	3
	Judges of the Madras Court of Small Causes	..	..	..	3
	Advocate-General	..	..	..	1
	Government Solicitor	..	..	..	1
	Administrator-General	..	..	..	1
	Sheriff of Madras	..	..	..	1
	Government Pleader	..	..	..	1
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	Chemical Examiner	..	..	..	26
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FINANCIAL

Accountant-General
Commissioner of Paper Currency

EDUCATIONAL

Director of Public Instruction
Commissioner for the Uncovenanted Civil Service Examinations

THE DISTRICT MAGISTRATE OF

Anantapur ..
North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput (Saidápet) ..
Coimbatore ..
Cuddapah ..
Ganjam (Chatinpur) ..
Godavari (Cocanada) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
Malabar (Calicut) ..
Nilgiris (Ootacamund) ..
Nellore ..
Salem ..
Tanjore ..
Tinnevely ..
Trichinopoly ..
Vizagapatam ..

DISTRICT AND SESSION JUDGE
OF

North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput ..
Coimbatore ..
Cuddapah ..
Ganjam (Berhampore) ..
Godavari (Rajahmundry) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
North Malabar (Tellicherry) ..
South Malabar (Calicut) ..
Nellore ..
Nilgiris (Ootacamund) ..
Salem ..
Tanjore (Tanjore) ..
Tinnevely (Palamecottah) ..
Trichinopoly ..
Vizagapatam ..

24TH JUNE 1890, No. 446, PUBLIC.

GOVERNMENT OF MADRAS.

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12/6/90 446
24-6-90

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(True Extract.)

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

To all Heads of Departments.

ORDER—dated 24th June 1890, No. 446, Public.

Communicated to all heads of departments under the Chief Secretary to Government, for information and guidance.

(True Extract.)

Chief Secretary.

To all Heads of Departments.

Exd. A. Raitt.

PUBLIC DEPARTMENT.

(Miscellaneous.)

G.O., 24th June 1890, No. 446.

Service Books.—Communicating Pension Department Proceedings regarding certain rules suggested by the Examiner of Public Works Accounts for the guidance of inspecting accounts officers regarding the verification of —.

BACK PAPER, No.

OF 16

FURTHER PAPER, No.

OF 18

READ AGAIN ORDER OF GOVERNMENT, DATED
18 , No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No. 1811 — a

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

A A

STATEMENT WITH DITTO.

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