

Public DEPARTMENT.

List showing the distribution of the Proceedings of Government
dated *10th December 1894* No. 937 in *Presum.*
90 N 1447 d/15 November 1894

	Revenue Department	..	..	..	..
	Public Works Department	..	..	..	..
	Military Department	..	..	..	..
	Local and Municipal Department	..	..	..	..
<i>His</i>	JUDICIAL.	Honorable the Chief Justice with C.L.	..	..	31
		Inspector-General of Police	..	..	30
		Do. of Prisons	..	..	30
		Do. of Registration	..	..	25
		Chief Presidency Magistrate	..	..	3
		Commissioner of Police	..	..	3
		Judges of the Madras Court of Small Causes	..	..	3
		Advocate-General	..	..	1
		Government Solicitor	..	..	..
		Administrator-General	..	..	..
		Sheriff of Madras	..	..	1
		Government Pleader	..	..	1
		Registrar of Joint Stock Companies	..	..	1
		Surgeon-General	..	..	6
	PUBLIC.	Meteorological Reporter	..	..	1
		President, Board of Examiners	..	..	1
		Private Secretary to the Right Honorable the Governor	..	..	1
		Government Astronomer	..	..	1
		Superintendent, Government Central Museum	..	..	1
		Chemical Examiner	..	..	1
		Superintendent of Stationery	..	..	1
		Protector of Emigrants	..	..	1
		Superintendent, Government Press	..	..	1
		Tamil Translator to Government	..	..	1
		Telugu do. to do.	..	..	1
		Malayalum do. to do.	..	..	1
		Canarese do. to do.	..	..	1
		Hindustani do. to do.	..	..	1
	POLITICAL.	British Consular Agent, Pondicherry	..	..	1
		Superintendent, Archaeological Survey	..	..	1
		Government Epigraphist	..	..	1
		Resident in Travancore and Cochin	..	..	6
		Paymaster, Carnatic Stipends	..	..	1
		Political Agent, Pudukota	..	..	1
		Do. Sandur	..	..	1
		Do. Banganapalli	..	..	1
		Government Agent, Tanjore	..	..	1
	ECCLESIASTICAL.	Special Agent, South Arcot	..	..	1
		The Right Reverend the Bishop of Madras	..	..	1
		Venerable Archdeacon of Madras	..	..	1
	MARINE.	Senior Chaplain of the Church of Scotland	..	..	1
		Presidency Port Officer	..	..	20
		Chairman, Harbour Trust Board	..	..	1

dash 2
19/11/94

FINANCIAL.

Accountant-General
Commissioner of Paper Currency

EDUCATIONAL.

Director of Public Instruction
Commissioner for Government Examinations 20
1

THE DISTRICT MAGISTRATE OF

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

DISTRICT AND SESSIONS 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 (Palamcottah)
 Trichinopoly
 Vizagapatam

15TH NOVEMBER 1894, No. 1447, PENSION.

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—again G.O., dated 11th August 1894, No. 991, Pension.

READ—also the following letter from J. ANDREW, Esq., President, District Board, Trichinopoly, to the Chief Secretary to Government, dated Trichinopoly, 1st November 1894, No. 48:—

I have the honour to submit herewith the statement called for in G.O., No. 1775 L., dated 11th September 1894.

2. Some of the appointments were made pensionable only in October 1893—*vide* G.O., No. 2079 L., dated 19th September 1893. A circular, of which I enclose a copy, on the subject of the verification and maintenance of service registers, was recently issued by me as Collector. It was proposed to adopt the same circular with necessary modifications in the Local Fund Department also, but as there was a difficulty in respect as to who should have custody of the service books there was delay in preparing it. Out of the 26 books that were unverified at the end of September, 20 have been since verified, and the remaining 6 will be done shortly.

No. 1192.

Transferred to the Pension Department.

FORT ST. GEORGE,
7th November 1894.(Signed) W. FRANCIS,
Ag. Assistant Secretary.

ORDER—dated 15th November 1894, No. 1447, Pension.

Recorded.

2. The Government notes with satisfaction the action taken by Mr. Andrew in the matter of the verification of service books and of the prompt submission of pension applications.

(True Extract.)

Under Secretary to Government.

To the President, District Board, Trichinopoly.

Copy to the Accountant-General.
 " " Public Department, with 200 s.c.
 " " Revenue Department,
 " " Military Department.
 " " Public Works Department,
 " " Local and Municipal Department,

for communication to Heads of Departments under them.

Exd. C. M. Brisson.

700 Copies.

[Annexure.]

ANNEXURE.

COLLECTOR'S STANDING ORDER.

REVENUE CIRCULAR No. 11.

The following consolidated instructions regarding the maintenance and verification of service books and the submission of pension applications are published for the information and guidance of all concerned.

The attention of all officers concerned is called to the provision of the Civil Service Regulations which requires that all changes affecting the position of an officer should be recorded within the month in which the change takes place, and that in the "Service Book" every step in an officer's official life should be recorded *contemporaneously* with its occurrence, and be at once attested by the Head of his office. The Collector, therefore, issues the following instructions for the preparation and upkeep of the service registers.

A Clerk or Accountant of each office will be especially entrusted with the duty of seeing to the correct preparation and maintenance of service registers and will be held personally responsible for any errors or neglect.

In the Collector's office—

Forest Department	...	...	The second Clerk, Forest Branch.
Sheristadar's and Vernacular Correspondence Departments.			The 25 rupees Clerk.
English Correspondence Department, with the English Record Department.			Do.
English and Vernacular Account Departments.			The 25 rupees English Accountant.
Press Department	...	...	The Clerk who keeps the Press Accounts.
Treasury Department	...	...	The Treasury Accountant.
Political Department	...	...	Second Clerk.
In the Head Assistant Collector's and Deputy Collector's offices.			The third Clerk.
In the Tahsildars' Cutcherries	...	...	The second 20 rupees Gumastah (Nagadi Gumastah).
In the Deputy Tahsildars' Cutcherries.			The first Gumastah.

2. It will be the duty of these several Clerks, Accountants and Gumastahs to note in each servant's book every change as it takes place, and then to take the book to his departmental superior and have the change initialled and duly attested, viz., in the Sheristadar's or Vernacular Correspondence Departments, to the Huzur Sheristadar; in the English Correspondence Department, to the English Head Clerk; in the Head Assistant and Deputy Collectors' offices, to the Head Clerk; in taluks, to the Taluk Head Accountant.

11. Whenever an officer employed in offices subordinate to a Divisional officer applies for pension, or whenever it is thought desirable to retire him, the immediate Head of his office should prepare a draft application for pension, and forward it with the officer's service register through the Divisional officer to the Treasury Deputy Collector, who, after due scrutiny and such further enquiry as may be necessary, will return the service register to the Divisional officer certifying that all information is ready for the immediate completion of the pension application. Then and not till then may the retirement of the officer be recommended, or his application for pension be accepted. In either case the Divisional officer will at once address the Collector for orders. On receipt of the Divisional officer's communication, the Collector will pass final orders as to the date from which the officer should retire or be pensioned, which order will be communicated to the Divisional officer to be given effect to, and to the Treasury Deputy Collector for the preparation of the final application for pension and for its submission to the Collector for signature. This procedure will prevent delay in the submission of pension applications and guard against officers being retired who may have yet a few months to complete service entitling them to a higher rate of pension.

12. Where the immediate head of an office subordinate to the Divisional officer finds an officer unfit for service and his examination by a Medical officer is considered imperative, he should at once report the fact to the Divisional officer forwarding a draft application for pension or gratuity, as the case may be, along with the service register. The Divisional officer will forthwith send them to the Treasury Deputy Collector who after such further enquiry (if any) as may be necessary should certify that the pension or gratuity application is ready for signature. On receipt of this certificate (but not until then) the Divisional officer will address the Medical officer requesting him to examine the officer and furnish him (Divisional officer) with a certificate as to his fitness or otherwise for further service. A copy of his letter to Medical officer should be sent to the Treasury Deputy Collector through Collector. Immediately on receipt of the Medical officer's certificate the Divisional officer will issue the necessary orders in case the officer is declared fit. In case the certificate declares him unfit for further service the Divisional officer will, without delay, forward it to the Treasury Deputy Collector through the Collector who will pass orders for the immediate preparation of the final application for pension or gratuity and communicate them to the Divisional officer so that effect may be given thereto by dispensing with the officer's services from the date of the Medical certificate. The Treasury Deputy Collector will, without delay, prepare the pension or gratuity application, and obtain the Collector's signature to the same. As soon as the pension or gratuity application is submitted to the Accountant-General, the Treasury Deputy Collector will at once inform the Divisional officer. The Divisional officer will—if in any case there appears to be undue delay in the submission of the pension application (*i.e.*, if the Treasury Deputy Collector delays more than a month in informing him),—invite the attention of the Treasury Deputy Collector to the delay, and avoid the chance of a pension application being mislaid, as happened recently in a certain office.

The above procedure is laid down for strict observance, so that in future there may be no delay in the submission of pension application to Government, and that there may be no room for one officer throwing blame on another. The Collector warns all Tahsildars, Deputy Tahsildars and Taluk Head Accountants that he will hold them personally responsible and take very severe notice of neglect or disobedience in respect of these orders.

13. In the case of the Collector's office, the procedure above laid down will be the same and the Treasury Deputy Collector will, as Personal Assistant to the Collector, see that the orders are strictly carried out in the case of all the departments under the control of the Collector.

14. Under article 881 of the Civil Service Regulations, service books of non-gazetted officers must be kept in the custody of the head of the office in which they are serving. As regards the Collector's office, the Collector is the head and all the books of his office establishment must remain in his custody. The Treasury Deputy Collector will, as his Personal Assistant, undertake their custody and all the books will be deposited in the strong room of the Huzur treasury and issued by the Treasury Deputy Collector from time to time, for the purpose of making the necessary entries, to the clerk or accountant entrusted with that duty in the various departments of the Collector's office and to the Record-keeper for verification in the month of the year fixed for it. Taluk Head Accountant will be the custodian of the books of the entire taluk establishment including the Tahsildar and Stationary Sub-Magistrate; but the books of a Deputy Tahsildar in independent charge and his establishment will remain with the Deputy Tahsildar. The books should be kept in a separate box with a list in which all issues, re-deposits and re-issues of the books will be noted then and there and initialled by the officer in whose custody they are. In the case of Divisional offices, the Divisional officer will be the custodian of the books of his establishment. The books should be kept in a separate box with a list in which all issues, re-deposits and re-issues should be noted. The key of this box will remain with the Divisional officer who will be at liberty to keep the box in his

own custody or in his record room or to deposit it for safe custody in any sub-treasury within his jurisdiction, withdrawing and re-depositing it there as occasion may require.

In the case of the District Forest office, the Treasury Deputy Collector will be the custodian of the books of the establishment.

15. The Treasury Deputy Collector is requested to see, when inspecting the sub-treasuries, if the service books are brought up and verified in accordance with the foregoing instructions and will bring to the notice of the Collector cases of negligence of this work.

16. There is great delay also in furnishing copies of correspondence relating to suspensions and degradations of applicants for pension. As such copies have invariably to accompany pension applications, the Collector directs that copies of all orders relating to suspension, &c., be filed with the service registers. In the cases of suspensions, &c., ordered before the issue of this circular complete copies should be obtained and secured with service registers. The Treasury Deputy Collector is requested to see, when service registers are received for annual verification, that copies of correspondence relating to suspensions, &c., are attached to them and to bring to the Collector's notice any case where they are not so filed.

17. In Board's Proceedings, No. 378, dated 3rd July 1890 (Land Revenue), communicating Government Order, Pension Department, all heads of departments are directed to see that the rules suggested by the Examiner of Public Works Accounts for the better verification of the service registers are followed *mutatis mutandis* in all offices under their charge. Under the above order whenever portions of counting period of the service of an official are, for want of pay abstracts, not capable of verification, a certificate must be recorded to the effect (1) that with the exception of certain periods to be detailed thereunder, service from such date to such date has been verified, and (2) that for the excepted periods, statements in writing are attached to the book.

No form of certificate is prescribed, but the unverified periods to be specified underneath the certificate should, in the case of officials who have served in more than one office, include periods not verified by the heads of the other offices for want of bills. In respect of all such periods passed in other offices, references should be made by the Treasury Deputy Collector, with reference to paragraph 2 of the Government Order above quoted, to the respective heads of departments as to the existence or otherwise of contemporaneous official records, and if no such record exist, the heads in question should be requested by the Treasury Deputy Collector to obtain and forward statements in writing (that is affidavits) from other officials to him (Treasury Deputy Collector) for the purpose of being attached to the respective service books. In the case of unverifiable periods of service in this office and in the Divisional and Taluk offices the needful will be done by the Treasury Deputy Collector himself. Under clause 2 of the article 989 of the Civil Service Regulations statements in writing (affidavits) containing the testimony of contemporary servants need only be taken whenever application for pension from a servant (whose period of service is not wholly verifiable by bills) is pending; but, according to Examiner's letters recorded in the present Government Order, this testimony has to be obtained now at once and attached to the service books irrespective of the fact whether an application for pension is pending or not.

18. A form of certificate which the Treasury Deputy Collector should record in such cases is given below with fictitious entries.

Certified that with the exception of the period specified below in list A, service for the period noted has been verified and that for the excepted periods statements in writing (affidavits) are attached to the book. List B gives particulars of the verified portion of the service and the manner in which the periods passed in various offices have been verified:—

A.

	From	To	Office in which served.	Officer who reports his inability to verify.	Date and No. of letter.	Names of the persons whose affidavits have been taken.
Service not verified by bills but by affidavits.	1-2-65	30-6-65	Revenue Survey office.	Superintendent, Revenue Survey, No. III Party.	Letter No. date.	Ramaswami, Clerk, Survey office, same party. Viraswami, attender, same office.
	1-1-69	31-7-69	Collector's office, Trichinopoly.			

B.

	From	To	Each period.	The office in which each period was passed.	By whom verified.	Date and No. of letter with which the extracts were received back verified.
Service verified by bills.	1-3-70	30-6-70	Y. M. D. 0-4-0	Engineer's office ..	Engineer	Letter from No. date. Official Memo. No. date.
	1-7-70	31-12-75	5-6-0	Board's office ..	Secretary, Commissioners, Land Revenue.	
	1-1-76	30-6-77	1-6-0	South Arcot Collector's office.	Treasury Deputy Collector, South Arcot.	Letter No. date.
	1-1-77	31-12-77	0-6-0	Trichinopoly Collector's office.	Treasury Deputy Collector, Trichinopoly, through Vernacular Record-keeper.	
	1-1-78	31-12-78	1-0-0	Revenue Survey office.	Superintendent, Revenue Survey, No. Party.	Letter No. date.
	1-1-79	31-3-90	11-3-0	Collector's office, Trichinopoly.	Treasury Deputy Collector, through Vernacular Record-keeper.	
	Total ..		20-1-0			

(Signed) J. ANDREW,
Acting Collector.

Gobt. of {1894} Madras.
PENSION.

C.S.
This

Order S. 10th Decr 1894 N^o 93
Comm^d to all Heads
of Dep^ts under the Chief
Secy

J.A.B.
7/12

7-1-94

Issued

Recd.

Recd

Encl.

G.O., 15th November 1894, No. 1447.

NOVEMBER.

Verification of service books.

Recording letter from the President, District Board, Trichinopoly, submitting a return of the verification of service books of the District Board establishment and copy of a circular on the subject issued by him; and noting with satisfaction the action taken by Mr. Andrew in the matter of the — and of the prompt submission of pension applications.

All Heads of Dep^ts - disp^d
19/11/94

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

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT. A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

N.B.—

A — Copy in full.
B — Not to be copied.
P — Copy abstract only.
Q — Copy heading only.

BACK PAPER, No.

OF 189

FURTHER PAPER, No.

OF 189

ORDINARY, MS.

Pub DEPARTMENT.	
G.O., DATED	10 Dec-1899
No.	937

INDEXED

When given for copying. 11/12

[Despatch Abstract.]

to all heads of dept
under the Chief Secretary
proceedings. Previous dept
according letter from the
Ancient Board, Trichy
copy submitting a return
the verification of service
of the Board Establis
and copy of acci-
has on the subject
himself a collector and noting with
the faction the action
taken by Mr. Under
the matter