

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 964	Press Mis.
Dated 24-4-	1866.

Not to be folded or roughly handled

No. 381. Read the following letter from the Conservator of Forests, to the Secretary to Government, Revenue Department, Fort Saint George, dated Madras, 24th March 1866, No. 1,691 :—

1. With reference to the Proceedings of Government, dated 1st ultimo, No. 273, I have the honor to submit a specimen of all the forms now used by this Department with a statement of the number annually required.

2. SALARY BILL.—Of the several forms exhibited in the accompanying Memorandum, No. I. to VII. were printed at the Asylum Press, and supplied by the Accountant General. Since the abolition of the pre-audit system, the form of salary bill previously in use became obsolete, one hundred and sixty copies had been struck off at the Government Press in February 1865, only a few were used, and the rest became useless. While the bills for travelling allowances and office contingencies were submitted in manuscript prior to the introduction of the post audit system.

3. MONTHLY ACCOUNT CURRENT.—A new form was printed in March 1865, and used from the commencement of the current year. This form was revised agreeable to the resolution in paragraph 5 of the Circular from the Financial Department, No. 167 F 4,154, dated 31st August 1864, communicated in G. O. dated 10th October 1864, No. 1,850. No copies of the old form marked B. were printed last year.

4. STATEMENT OF TIMBER FELLED AND SOLD.—The Statements of timber felled and sold, at present furnished by the Range Officers, is somewhat complicated, and the substitution of one return for the two hitherto rendered is very desirable; a specimen is herewith sent.

5. CASH BALANCE REPORT.—The Accountant General having, under instructions from the Financial Department, introduced the new form No. XV., the old one marked C. is useless.

6. MONTHLY REPORT OF MATERIAL CHANGES. (*Vide page 39 of the revised Forest Manual.*)—This Return is not now required by the Accountant General monthly but annually. It can be prepared in the Central Office, and submitted to that functionary without reference to District Officers.

7. I may here remark that, besides the periodical Returns shown in the accompanying statement, there is from time to time miscellaneous job work executed by the Government Press, viz., vouchers, licenses, tickets, pass-ports, Circulars, letter heads, dockets and covers, &c., which are required by the Officers of the Department. The Superintendent of Stationery, I am informed, gets all returns, for the several office establishments in the Presidency, printed at the Government Press. If I indent on this Officer, he sends the forms to the Press, and the proofs are transmitted to this Office through him, thereby occasioning unnecessary delay and impeding the work. Under these circumstances, I request that Government may be pleased to allow me as heretofore to have these forms printed and supplied direct from the Government Press.

No. 382. ORDER THEREON, 24th April 1866, No. 964.

Miscellaneous.

Recorded, with reference to paragraph 12 of the Order of Government in the Public Department, dated 30th March 1865, No. 331, a copy of which was furnished to the Conservator of Forests with the Order in the Revenue Department, dated the 18th instant, No. 889.

(True Extract.)

(Signed) J. D. SIM,
Secretary to Government.

To the Conservator of Forests.
„ the Inspector General of Ordnance and Magazines.
Exd. S. T. Augustin.

W-964.

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19/4/66
4 Cons. of Forests on 25 April
8 Insp. Gen. of Ordce. 24th April 1866
V Maffes

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