M.R.O. 1—32,000—16-10-29.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 2676 Press ~~Mis.~~
328-9
Dated 21-10-1868.

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department,
21st October 1868.

No. 328. Read the following Proceedings of the Board of Revenue :—

Issuing instructions relative to preparation of Budgets and other Accounts in connexion with "Petty Construction and Repairs." (Here enter 29th September 1868, No. 6,910.)

No. 329. ORDER THEREON, 21st October 1868, No. 2,676.

Miscellaneous. Ordered to be recorded.

(True Extract.)

(Signed) H. SEWELL,
Acting Under Secretary to Government.

To the Board of Revenue.

Exd. S. T. Augustin.

Govt. of 1868 [illegible]

REVENUE.

To

THE BOARD OF REVENUE.

Dated October, 21st.

Rect.

Rect.

G. O., 21st October 1868, No. 2,076.

OCTOBER.

Nos. 328-329.

Budgets and Accounts in connection with Petty Construction and Repairs.—Board's Circular issuing instructions relative to their preparation, recorded.

Statement showing the expenditure under Petty Construction and Repairs in the District of
up to the month of 18 .

Items.	Budget allotment for 1868-69.	Expenditure.			Accounted for by Bills.			Bal
		Up to last month.	In this month.	Total.	Up to last month.	In this month.	Cash recoveries up to the month.	Total.	
	Rs.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs.
Land Revenue..									
Customs									
Salt.....									
Miscellaneous...									
Total...									

LIST OF BILLS ACCOMPANYING THE STATEMENT.

Land Revenue.

Collector's Office,
18 .

Collector

CIRCULAR ORDER, No. XXVII. of 1868.

STANDING CIRCULAR No. 207

PROCEEDINGS OF THE BOARD OF REVENUE, dated 26th September 1868, Board No. 6,910.

1. The following instructions relating to the preparation of the Budgets and other Accounts in connexion with "Petty Construction and Repairs" are issued for the guidance of the Collectors, particularly of those in charge of Salt districts.

2. Previous to the submission of the Budget, the Collector will, in consultation with the Superintending Engineer, decide what works should find place in the Budget for the ensuing year. In selecting these works, preference should be given to those which are considered emergent, and the completion of which within the next official year is desirable, and next to such as have been already commenced and remain unfinished.

3. The several works should be distinguished in the Budget under the two distinct heads of Original Works and Repairs, arranged under the several major heads of Land Revenue, Customs, Salt, and XXVII. Miscellaneous. All the works entered in the Budget should be such as can be executed by the Revenue Department with the unskilled labour available on the spot. This list of works should invariably accompany the Revenue Budget.

4. Large works the cost of which may exceed 1,000 Rupees, and which cannot be executed without the Agency of the Professional Department, the Superintending Engineer should be requested to embody in the Budget submitted by him to Government, Public Works Department. Collectors will take care that this requisition is made in time to the Superintending Engineer.

5. Petty repairs to office-buildings of Collectors, and their Subordinates, Talook Cutcherries, Sub-Magistrates' offices, etc., should be entered under the head of Land Revenue. Charges* for erecting pandals at present incurred in some districts and included in the Land Revenue Contingent bills should henceforth be provided for under Petty Construction and Repairs. The construction and repair of Sea Custom buildings and Sayer or Land Custom Chowkies should find place under the head of Customs. Communications for the development of the Salt Revenue, Platforms, Cutcherries of Superintendents, Watch towers, Police huts, etc., should be entered under Salt; and Tappal huts and the like, which do not properly find place under any of the three heads abovementioned, shall invariably be entered under XXVII. Miscellaneous.

* C. O., dated 26th May 1868, No. 1,460.

6. Subsequent or prior to the entry of the works in the Budget, estimates for them should be submitted for the sanction of the Board or Government as the case may be, and should bear the countersignature of the Collector and the Superintending Engineer.

7. After the necessary sanction is obtained for the estimates, the execution of the works may be proceeded with; but in no case shall the allotment in the Budget for the year be exceeded. If in the course of the year the allotment assigned for a particular work is found insufficient, and its completion within the year is indispensable, the Collector will apply for the sanction of the Board to transfer the allotment of some other work of less importance, the execution of which can be deferred till another year without inconvenience.

Entered in Acct Book of the Board of Rev
to the Army to Sept 1868 No 6910-

FROM

THE COLLECTOR OF

Rev. 3245/68

To

THE SECRETARY TO THE
BOARD OF REVENUE.

Dated

Received

Statement showing the expenditure incurred under "Petty Construction and Repairs" up to the month of 18 .

Recd 21 October 68 L. Dy 328

ENCLOSURE A.

Memorandum of Advances made and their adjustment.

Names of Officers to whom advances were made	ADVANCES MADE.			EXPENDITURE.				Balance.
	Up to last month.	In this month.	Total.	Up to last month.	In this month.	Returned to the Treasury up to this month.	Total.	
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.

8. All payments on account of these works, as well as the regulation of the outlay incurred on them from the revenue allotment, will rest entirely with the Revenue Officers to whom the Officers of the Department of Public Works will afford such aid and advice only as may be necessary. In the Madras district, the execution of most of these works is intrusted to the Executive Engineer, under a special arrangement, the funds required for them being provided by the Collector from the revenue allotment.

G. O., dated 26th June 1868, R. D., No. 1,794.

9. In cases in which works may be executed at a distance from the Talook Cutcherry, or in which they may be entrusted to Deputy Collectors having no Treasuries under their charge, or to Public Works Officers, it will become necessary to make advances for the execution of the works. In modification of Rule II. of the Standing Order, No. 207-2, the Board direct that all such advances be entered in the Treasury Accounts furnished to the Accountant General as actual charges under "Petty Construction and Repairs," subordinate to the major head of Land Revenue, etc., to which they may appertain. The advances should be made separately for each major head.

10. The Progress Reports submitted to the Collectors every month by the Executive Officers should show only the actual expenditure inclusive of any advances which may have been unavoidably made to work-people or for materials. Under the present system the necessity for these advances must be very rare. Officers who may draw advances from any Treasury for the execution of works under their charge will append to the monthly Progress Reports submitted by them, a Memorandum in the following form, showing the adjustment of advances drawn by them for each major head of Land Revenue, etc.:—

	RS.	A.	P.
Advances drawn up to the end of last month	0	0	0
Do. in this month	0	0	0
Total ...	0	0	0
Expenditure on works up to the end of last month...	0	0	0
Do. on do. in this month	0	0	0
Total ...	0	0	0
Balance of cash remaining in hand ...	0	0	0

11. All Executive Officers also will submit with their monthly Progress Reports a Memorandum, in the following form, of the adjustment of expenditure incurred by them by the submission of bills, a list of which should be given at the foot of the Memorandum:—

Items.	Budget allotment for 1868-69.	Expenditure.			Accounted for by submission of bills, etc.				Balance.
		Up to last month.	In this month.	Total.	Up to last month.	In this month.	Cash recoveries up to the end of the month.	Total.	
1	2	3	4	5	6	7	8	9	10
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.
Land Revenue									
Customs									
Salt									
Miscellaneous									

12. After the receipt of the bills from the Executive Officers, Collectors will forward them to the Superintending Engineer for countersignature and return as in the case of Local Fund Works.

G. O., 26th September 1867, No. 2,263, R. D.

13. On the 10th of each month, Collectors will submit to the Board a Statement in the accompanying form, showing the expenditure incurred in the previous month on account of "Petty Construction and Repairs," and their adjustment by the submission of bills. The bills, which should bear the countersignature of the Superintending Engineer, will invariably accompany the Statement, and will be regularly numbered and entered at the foot of the Statement. An Enclosure A will be attached to the Statement showing the advances made to different Executive Officers, and the adjustments of such advances up to the end of the month. The [illegible]ment now called for should be punctually despatched from August 1868. Each Collector will be furnished with forty copies of the blank form of the Statement: this supply will be sufficient to last till the end of 1869-70.

(A true Extract.)

J Brandt.

Acting Sub-Secretary.

To the Acting Secretary to Government, Revenue Department.
" all Collectors.
" the Accountant General.
" the Acting Controller of Public Works Accounts.

Exd. J. Wright.

Rec'd 17th Sept/68 No 450-451
" 26th May/68 " 580-581
" 26th June " 605-606

Rev = 1868. Oct 1st
Pro of Govt Sanction for Estb
V. 3245

CIRCULAR ORDER, No. XXVII. OF 1868.

PROCEEDINGS OF THE BOARD OF REVENUE,

To all Collectors, etc.,

Dated 29th September 1868.
Received 12th Oct
F. 1.

STANDING CIRCULAR, No. 207/3

V. 2676.

REGISTERED.

21st Octr/68

Issuing instructions relative to preparation of Budgets and other Accounts in connexion with "Petty Construction and Repairs."

14 Copies to the Ds of Rev Circle &c

3284 329
A 300 1868

Balance.

RS.