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MADRAS RECORD OFFICE

Government of Madras

Revenue DEPARTMENT

G.O. No.	51	Press
B.P. No.		Mis.
Dated	8. 4. 1872	195

Not to be folded or roughly handled

151
Detailed Annual List of Establishments, &c.

CIRCULAR No. 32.

AUDIT DEPARTMENT.

Fort Saint George,
Accountant General's Office,
5th March 1872.

FROM THE DEPUTY ACCOUNTANT GENERAL,
MADRAS,

TO ALL OFFICERS DRAWING PAY FOR ESTABLISHMENTS FROM
CIVIL TREASURIES.

SIR,

I HAVE the honor, by direction of the Officiating Accountant General, to forward herewith the usual forms for the Annual Returns of Establishments to be submitted to this Department on 1st April next.

2. These Returns should be prepared exactly as in last year, and the "Detailed List" of each Establishment, however small, should be upon a separate paper.

3. In one copy of the Detailed List provision is made for the record of the age of Uncovenanted Servants of all grades entitled to pension: this information should be carefully supplied, and the age shown should be that of each individual on his last birth day.

4. Attention should also be given to the column headed "Period of residence in India" in the list of Uncovenanted Servants, the figures

in which should indicate only the period of residence in India while in the service of Government.

5. If there should be no Uncovenanted Servants of the descriptions named, nor any Temporary Establishment, the printed forms now sent on these two accounts should still be returned with a note upon each stating that fact.

6. These Returns should be forwarded to this Department as soon after 1st April as possible, and to ensure their being despatched on due

date, the standing rule of with-holding payment of the salary bill for March will be enforced, unless you certify* that they have been submitted. The certificate sent as a wrapper should accompany your first

* At the Presidency this Certificate is not required as Bills are presented at this Office for payment.

bill to the Treasury in April, and be therewith forwarded to this Department.

7. The Returns in question are not required from the Postal and Telegraph Department, and in the Educational Department the Inspectors of Schools will furnish them. There will therefore be no objection to the Pay bills of the various schools being disbursed as usual.

8. Pay Bill, Leave Statement, &c., forms, will be supplied to you on Indent in sufficient quantities for the new year's consumption.

I have the honor to be,

Sir,

Your most obedient Servant,

D. TEAGIAH,

For Deputy Accountant General.

The Chief Secretary Govt
W. G. G. G.
Per. M.

Revenue 1872. Rept.
No 950.

From
The Deputy Acct^t. General.

Waked 5th }
Rec^d 18th } March 1872
No 32

Forwarding usual
forms for Annual Returns
of Establishments to be
submitted on 1st April next.

N. 51

London

8th April 1872.