M.R.O. 1—20,002—12-8-65.

(1) Number of Pages 10.

(2) Date of repair 8-7-67.

(3) Initials of the Referencer 22.1.68

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue. DEPARTMENT

G.O. No.	132.	Press
B.P. No.		Mis.
Dated	16.7-1874	196 .

Not to be folded or roughly handled

1/132

No. 35. Read the following circular from E. F. HARRISON, Esq., Comptroller-General, to all Accountants-General, dated Calcutta, 16th April 1874, No. 172 :—

Treasury Inspection.

By Financial Resolution, No. 3461, dated 5th December 1873 (published on page 999 of the *Gazette of India*), the Government of India relieved the Account Department of the duty of ordinary Treasury Inspection, instructing the Local Governments to impose it on their Superintending Officers, and directing that the observations of these officers "on all matters connected with the accounts and treasury branches of revenue treasuries shall be communicated to the Accountant-General of the province, together with any orders which on the occasion of such inspections they may give to the officers in charge of the treasuries;" and Accountants-General are to forward these reports with their remarks to the Comptroller-General.

2. Paragraph 3 of the Government Resolution above quoted lays down that the responsibility for every branch of treasury management rests primarily with these officers, and, as their inspection must be correspondingly wide and thorough, it is thought that they would be greatly aided by receiving in the shape of a table of questions hints as to the chief points they should notice. Accordingly, such a table has been prepared and is circulated herewith, but only as a pattern; in every province some further questions will no doubt be added, while others will be struck out as unsuitable.

3. The questions should, as a rule, be so framed that they can be answered by "yes" or "no," and they should not touch on points concerning which the Accountant-General has sufficient information in his own office. A few objectionable questions have been printed in italics; thus 17 throws discredit on the monthly certificate of the district officer; 45 is a question for an examination paper rather than an inspection report; 53 can practically be answered by reference to the issue registers in the Accountant-General's office; 136 is a less desirable form than 137. It is of course an object so to facilitate inspection as to leave no justification for its delegation to a clerk; the questions might no doubt be reduced in number, but not without loss of simplicity and increase of trouble to Superintending Officers. It will probably be a convenience to such officers to receive a sufficient number of half-margin copies to allow one for each treasury; but the Accountant-General's return may bring together the reports of all in parallel columns on one sheet, and his remarks would indicate how far the reported condition of the several treasuries agrees with his expectation based on the completeness and accuracy of the returns, and the punctuality of their submission.

4. Three copies of the questions circulated should be forwarded to the Comptroller-General's office for information. It will probably be well to print few copies more than will be required for a single year's use, as the experience of the first reports may suggest either new points or a new way of putting old ones.

5. In case of the special inspections spoken of in the last paragraph of the Resolution, an officer will of course as heretofore draw a deputation allowance of Rupees 5 a-day in addition to actual travelling expenses. These include passage and railway fare for self and servant and for luggage, subject of course to deduc-

tion of table money for passages by sea, boat, cooly, and carriage hire to and from the place of the officer's sojourn, though not for visiting the office inspected; tolls, but not presents to coachmen or others; hotel charges or dâk bungalow hire, or servant's batta or table money on boardship, are of course inadmissible. An officer so deputed will of course travel with all reasonable speed as if he were travelling exclusively on his own urgent business.

QUESTIONS FOR TREASURY INSPECTIONS.

CASH—

1. What is the amount under double locks ?
2. What is the amount in the treasurer's hands ?
3. Are the different kinds of coin kept apart ?
3*a*. Is each kind kept in bags of uniform size ?
4. Is there any bag or store of coin in the treasury kept apart from the general balance ?
5. Is there any money or valuable placed in the treasury for safe custody by private persons or other departments ?
6. Does the amount of cash in the treasury, including currency-notes, agree with the balance as shown in the last entry in the cash-balance-book ?
7. Does the cash-balance-book show correctly its distribution between treasure under single and under double locks ?
8. Are pains taken to empty the treasure-chests in the same order as they were filled ?
9. Has each chest a memorandum of its contents altered and initialled by the Treasury Officer when money is put in or taken out ?
10. What uncurrent coin is there in the treasury ?
11. Under what orders received ?
12. How is silver coin cut under the Coinage Act held ?
13. Have any ¼ or ½ Rupees been cut as light ?
14. Is small silver readily obtainable on application ?
15. Do officers in charge of tahsil, taluq, or subdivisional treasuries send a monthly certificate of personal verification of their balances ?
16. Are the balances at such treasuries verified during the tours of District and Inspecting Officers ?
17. *Is the balance in the chief treasury verified every month by the Collector ?*
18. Are requisitions for copper coin ever received from tahsils ?
19. Are they promptly answered ?
20. Is the supply of copper at each tahsil ample to meet all demands ?
21. Is Government copper coin freely taken without limit of amount ?
22. Is it freely issued to all applicants seeking it in exchange for silver or in payment of claims against Government ?
23. What record is kept of the copper so received and issued at the headquarter and subordinate treasuries ?
24. How much uncurrent and defaced copper coin is there on hand ?
25. Is it kept so apart from the current copper that it cannot be issued by mistake ?
26. Is it broken or so defaced that it could never pass again ?

CURRENCY—

27. Are notes of foreign circles freely taken when tendered in payment of Government demands ?

Note that payment for supply bills on other treasuries are not payments of Government demands.

28. Is the placard in English and the vernacular (touching encashment of notes) exhibited in a conspicuous place when the balances allow such encashment ?

Proceedings of the Madras Government, Financial Department,
4th May 1874.

29. Are currency-notes of the home circle arranged in bundles according to their denominations ?
30. Are they placed in order of receipt ?
31. Are they regularly reissued in the order of their receipt ?
32. Is the prohibition to demand the name of the payer or receiver of notes obeyed ?
33. Is the note-register punctually kept up ?
34. Is it in English or the vernacular ?
35. Does it separate the different denominations of notes ?
36. Does it separate notes of the home circle from those of foreign circles ?
37. Are the notes of foreign circles kept apart but in bundles and with care in arrangement similar to that observed for home notes.
38. Are they ever reissued without special application from the person receiving them ?

STAMPS—

39. Is the store account of stamps kept regularly up to date ?
40. What stock is left with the treasurer or official stamp vendor ?
41. What is under the Treasury Officer's charge ?
42. When was stock last actually taken ?
43. By whom ?
44. Was it found to agree with the balances in the registers ?
45. *Describe fully the charges paid from the treasury for the sale of stamps ?*

EXCISE OPIUM—

The questions might be the same as those regarding stamps.

BILLS—

46. Where are spare stores of bill forms kept ?
47. Under whose key ?
48. By what precautions maintained in order ?
49. Is the numerical series of each class unbroken ?
50. Are the books of forms required for the day's use issued in the morning ?
51. And are they checked by the Treasury Officer on return in the evening ?
52. Are issue registers ruled, paged, and initialled by the Treasury Officer before the year begins ?
53. *Is clause and section of clause, or Accountant-General's letter, giving authority for issue of each bill, noted in the issue register ?*
54. Are the counterfoils of bills issued initialled by the Treasury Officer ?
55. Do they agree with entries in the issue register on the experience of a few taken at random ?
56. Are the issues of duplicates noted in the issue register ?

Note that the counterfoils of duplicate of bills will make it easy to test the observance of rule in this matter.

57. Are the cross checks given in paragraph 13 of the bill rules understood and applied ?
58. Where are files of original advices of bills drawn on the treasury kept ?
59. Are those from each treasury laid together in order of date ?
60. Is the check register of bills payable written up daily from the advices received ?
61. Does the Treasury Officer ever check the entries by the original advices ?
62. Is the column of amount totalled as soon as each page is filled, and the total carried forward ?
63. When bills are presented for payment are they checked with the check register of bills payable ?
64. Are the date and amount of payment entered in the check register ?
65. Is it also marked off in the original advice ?
66. Are paid bills numbered in order of payment and attached to the paid bills schedule for transmission to the account office ?

67. In old check registers of bills payable are lapses marked off ?

MONEY ORDER—

68. Where are the spare forms of money orders kept ?
69. In whose charge ?
70. Is the series complete ?
71. Where are advices of money orders payable kept ?
72. How arranged ?
73. Who can get access to them ?
74. Where is the dating stamp ? Are all its moveable letters and figures forthcoming ?
75. Are funds for money order use kept in a separate bag still, or are the gross receipts and the gross payments carried to the cash-book daily ?
76. How are those receipts and payments recorded in the treasurer's cash-book ?

DEPOSITS—

77. Are new receipt registers opened every year ?
78. Does the Treasury Officer initial each deposit in the receipt register ?
79. Does he ever question the admissibility of a deposit ?
80. Is the order for repayment passed without previous reference to the receipt register ?
81. Is each repayment entered in the receipt register at the time of payment ? and initialled by the treasury officer ?
82. *What personal ledgers are kept ?*
83. Is there a periodical agreement of the balance on Government books at credit of a Municipality and that claimed by the Municipality ?
83*a*. Is a formal acknowledgment of the correctness of the Government balance periodically passed by the Municipal Committee and recorded in the treasury ?

PENSIONS—

84. Is there a register kept of the permanent orders payable at the treasury ?
85. Is the file of permanent orders complete according to that register ?
86. Is it accessible to strangers ? to anyone but the Treasury Officer ?
87. Are the orders in good condition ?
88. Are all payments noted on them ?
89. Are any over-full of notes of payment ?
90. Are any improperly detained, new payment of pension having been more than six months due ?
91. Does the Treasury Officer regularly check the pensioner's marks with the original order before paying him ?
92. In case of pensioners permanently exempted from personal attendance, is proof every year obtained of their continued existence (*Pension Code*, 82*b*) and recorded ?

PUBLIC WORKS DEPARTMENT—

93. Is every credit order charged off on due date and credited in the Executive Engineer's pass-book ?
94. Is it (*improperly*) charged off also in the treasurers' cash-book ?
95. Is anything credited in the Public Works pass-book but the amounts of credit orders issued by the Accountant-General ?
96. Is the original pass-book with the Executive Engineer ?
97. How often does he send it to be written up ?
98. Is the treasury duplicate kept up to date ?
99. Is it laid before the Treasury Officer before any new cheque is passed for payment ?
100. When are cheques paid at tahsil or subdivisional treasuries posted in it ?

TREASURY FURNITURE—

101. How many spare Chubb's locks are there in store ?

Proceedings of the Madras Government, Financial Department,
4th May 1874.

102. What is their condition ?
103. Who keeps their keys ?
104. What is the state of the treasure-boxes ?
105. Are they of uniform size ?
106. Have those in use Chubb's locks ?
107. Where is the set of minimum weights and test scales ?
108. In what condition are the scales ?
109. Are there minimum weights for sovereigns and half sovereigns as well as Rupees and half Rupees ?
110. Are Rupees supposed to be light tested by those scales before being cut ?

ESTABLISHMENT—

111. Are receipts taken in a register for all pay and allowances issued ?
112. Is a stamped receipt required wherever the amount exceeds Rupees 20 ?
113. Have service books been prepared for the whole establishment ?
114. Are they kept up to date ?
115. What security does the treasurer give ?
116. Where is the bond kept ?
117. When was it last tested ?
118. What amount is ordinarily left in the treasurer's hands ?
119. Who appoints *tehvildars*, shroffs, or cash-keepers at sub-treasuries ?
120. And on what security ?

MISCELLANEOUS—

121. Is a register kept of Government paper on which interest has been made payable at the treasury ?
122. Is every payment made on the authority of a letter of credit noted thereon at the time of payment ?
123. Are printed forms (*chalans*) available readily to persons having to pay money into the treasury ?
124. Is money ever received without one ?

The treasurer's account of *cash* transactions is not a second account.

125. Are payments made *before* a formal order is obtained from the Treasury Officer ?
126. Are they at once noted in the cash-book ?
127. Are standing orders transgressed by the maintenance of a second set of accounts in the vernacular ?
128. Is the circular file of the account office complete ?
129. Is it accessible ?
130. Does the Treasury Officer take pains to see that important new circulars are understood ?
131. Are returns for the account office written up day by day ?
132. How are vouchers stored between the date of payment and transmission to the account office ?
133. What record is kept of the Accountant-General's orders of retrenchment ?
134. In whose custody is it ?
135. Is reference made to it before new pay is issued ?
136. *How is adjustment made of remittances between Tahsil and Sadr treasury ?*
137. Are remittances between Tahsil and Sadr treasuries adjusted by help of Comptroller-General's form IV. ?
138. Is the daily cash sheet *fully* agreed with the accounts and the treasurer's cash-book before the establishment leaves office each evening ?
139. Does the Treasury Officer see that the cash balance shown against each tahsil agrees with that admitted by the Tahsildar on the last returns embodied ?
140. Are the office registers and records in good order ?

Proceedings of the Madras Government, Financial Department,
4th May 1874.

No. 64.

Copy forwarded to the Secretary to the Government of Madras for information.

(Signed) E. GAY,
Deputy Comptroller-General.

No. 66. ORDER THEREON, 4th May 1874, No. 766.

Communicated to the Board of Revenue.

(True Extract.)

Acting Chief Secretary.

To the Board of Revenue.

Exd. J. Wright.

Govt. of {1874 May
FINANCIAL.

To The Board of Revenue.

Dated May, 4th.
Read.

G.O., 4th May 1874, *No.* 766.

MAY,
Nos. 35-36.

Accounts.—Comptroller-General's circular on the subject of Treasury Inspection, communicated to the Board of Revenue.

No. 1,551.

Proceedings of the Board of Revenue, dated 24th June 1874.

Read the following Proceedings of the Madras Government, dated 4th May 1874, No. 766, Financial Department:—

Abstract.—*Accounts.*—Comptroller-General's circular on the subject of Treasury Inspection, communicated to the Board of Revenue.

Recorded pending the orders of Government regarding the inspection of all Revenue Treasuries in this Presidency with reference to the Resolution of the Government of India, dated 5th December 1873, No. 3,461, published on page 999 of the Gazette of India, dated 6th December 1873.

(A true Extract.)

Secretary.

To the Acting Secretary to Government, Revenue Department.

Copy to all Collectors, with G. O.

Exd. F. R. Bantleman.

Go 4 May 1874 No 35-36
Vide B/R No. dated 21/4/74 & 11/a.

No 132.

From the Board of Revenue
to Collr of Trichinopoly
Forwarding Gazette Notification
No 2319 of the
23rd December 73 &c

Rec'd 21 Jan 74

No 72

No 2319.

Revenue 1874. Department.

Board of Revenue,

MADRAS.

PROCEEDINGS, 24TH JUNE 1874, No. 1,551.

Dep.t 28 July 74

Encl.

Received 9 July 74.

JUNE.

No. 1,551.

Treasury Inspection.—Proceedings of Government communicating Circular from Comptroller-General of Accounts on subject of — recorded.

Write order.