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(3) Initials of the Referencer [Signature]

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

G.O. No. 943
B.P. No.

Press
Mis.

Dated 28-7-1874 196.

Not to be folded or roughly handled

943

*Proceedings of the Madras Government, Revenue Department,
28th July 1874.*

No. 243. Read the following letter from R. W. LODWICK, Esq., Accountant-General, Madras, to C. G. MASTER, Esq., Acting Secretary to Government, Revenue Department, dated Fort St. George, 16th July 1874, No. 40:—

I HAVE the honor to acknowledge receipt of G. O., No. 871, dated 13th instant, and, with reference to its fifth paragraph, to state that I am not aware of the existence of any disorder at the present time in the Stamping Department of my office.

2. I submit copies of orders which I have, from time to time, issued relative to the management of that department, from which it will be seen that the careful taking and delivery over of charge*, the safe storage of all material and its issue in a manner to prevent any loss, † the personal superintendence of the Assistant on occasions when dies are issued and delivered back, and when muster papers are destroyed, ‡ have all been provided for.

* *Vide A.*

† „ *B.*

‡ *Vide C.*

3. Careful lists have been framed of stamp dies and of all articles in stock, and every precaution has been taken against fraud in the purchase of material§,

§ *Vide A.*

while the Assistant in charge has been warned that he will be held personally responsible for the smallest infringement of the orders issued.

4. The department is, therefore, I consider now in the most perfect working order, and I am unable to suggest any additional precautionary measure.

No. 244. ORDER THEREON, 28th July 1874, No. 923.

Miscellaneous.

HIS EXCELLENCY the Governor in Council trusts that the remedial measures adopted by the Accountant-General will prevent future irregularities.

(True Extract.)

(Signed) C. G. MASTER,
Acting Secretary to Government.

To the Accountant-General.

„ G. Thornhill, Esq., First Member of the Board of Revenue.

Edw. F. R. Bantleman.

A

Stamping Dept. Wash.
Dec 23rd 1874.

I learn on inquiry that there is at present no proper check on the individual who purchases things for the stamping department. The rates he charges for these things are apparently in all cases allowed without question. This is not right and for the future the Assistant in charge will consider it part of his duty to examine the rates charged carefully and to ascertain by inquiry whether they are those at which the things are really sold in the market. If the person entrusted with the duty of purchasing for Government charges more than is found to be right, he is to his reported loss at once. It is his duty to buy as cheaply as possible and he has no right whatsoever to make any profit.

If the man is not reported and it is afterwards found that things have been entered in the bill at too high a rate and admitted, the Assistant in charge will of course be held responsible.

4 lbs of black ink having been found missing and Mission being unable to account for this loss and stating that he did not take stock on assuming charge, all assistants who take charge in future are to understand that stock taking is to be most carefully gone through with and that nothing is in future to be given out of stock without the order of the Assistant and his initials to be entered in the book.

Signed R. W. Odum
and Seal

P. The assistant on taking charge should be informed.
I hereby certify that
J

1/2/97 I have examined all the stock of the Stamping Department as under.

Quantity found	Balance on last stock taking	Remarks.
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Plates
Dies
Iron
Brass
Steel
Lath
Paper &c.

(True Copy)

R. W. Odum
Assistant General

B.

Orders for the Stamping Department

All the iron belonging to Government whether in bars or pieces is to be got together weighed, and put away by itself in separate boxes to be legibly marked with the nature of their contents and not a piece is to be given out for use without an entry being made in a regular register of the weight and nature of the iron and of the stock from which the quantity is taken.

The keys of these boxes are to be in the Manager's keeping who is to initial every entry in the register and personally superintend all weighings.

The men of the Stamping Department are to be fully searched whenever they leave the office even for a few minutes.

When a surplus sheet of government paper is found the Counter is to call out aloud so that everyone may hear and immediately hand it over to the Manager who is to return it to the Stamp Office immediately reporting the Circumstances to the Accountant General.

No payments of Salary are to be made except in the presence of the Assistant in charge of the Department.

No work of any kind except for office use is to be done in the Department.

No dies are to be broken up unless under the written Order of the Assistant in charge of the Department.

The Assistant is weekly to examine the register of iron used, and sign it.

12th November
1873

Wm R. M. L. L. L.
Accountant General

(True copy) Wm R. M. L. L. L.
Accountant General

C.

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Stamping Department order
December 17th 1873.

- It is ordered for the future
- 1st That the almirahs are never to be opened unless the Assistant in charge is present.
 - 2nd That the dies taken out for the days use are all to be counted and entered in a memo which the Assistant is to sign.
 - 3rd In the evening the Assistant is to see every thing put back, and to sign the memo as correct.
 - 4th These Memos are to be in a book kept for the purpose.

The whole of the dies not in use are to be counted and after a careful test of them has been made to be broken up and melted forthwith the brass to be then put in the stock box.

A list of all the dies kept is to be framed each die being particularized and whenever a fresh die is made the date on which it was made and its value $\frac{1}{16}$ $\frac{1}{8}$ $\frac{1}{4}$ is to be entered in the list.

Whenever an Assistant in charge is changed he is to give over the dies by the list to the man who relieves him together with all keys and everything in his charge and is to take a written receipt from him. These receipts are to be carefully dated and filed.

Particulars of all musters and papers burnt are to be kept in a separate book which is to be signed daily by the Assistant in charge.

(Signed) R. W. Lovvick
Accountant General

(True copy)

W. H. Lovvick
Accountant General

Recd 2/2/24

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Register of issue
& return of dies
signed daily
by Apt in charge

The Assistant in charge is to be present when dies are taken out and put back. He is to count them on each occasion carefully and not to initial this book till he has done so.

Whenever high value dies are taken out by him he is to make an entry in this book of having taken them out and returned them with his initials.

December 18th 1873.

W. H. Lodwick
Accountant General

(True Copy)

W. H. Lodwick
Accountant General

No of dies returned
No of plates of apats
returned in charge
of Prof. of Paper
Value Paper Issues

Date

No of dies issued
No of plates issued
Initials of Assistant in
charge
of Prof. of Paper
Value Paper Issues

Date

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Form of certificate
for
signature of the
Assistant
when muster papers
are destroyed

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The Assistant in charge is to put the word Do with his initials after the first day of signing, thereby signifying that the Certificate is repeated.

187 R. W. Lodwick
Accountant General

P.S. All corrections of entries are to bear the initials of the Officer in charge.

(True Copy)

R. W. Lodwick
Accountant General

Set of papers in charge of
other than
members
of the
of papers
in charge of
except before
them
of papers
of papers

Initials of Assistant in charge

I Certify that I saw the whole of these heretofore
me this day having previously examined and counted
them.

24/9

Book showing the issue of iron, Brass, Steel &c for the use of the Paper Stamping Department.

Date	Description of articles	Iron in rods	Old iron pieces	Steel consisting in rods & old file	Die steel in rods	Lead pieces	Copper pieces	Brass in pieces	Brass mountings	Brass filings	Cast iron Cop. wheels Large & small	Initials of the officer in charge
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(True copy)

W. A. Rodwell
Accountant General

Receipts of issue
of Iron & other
Stock

November 1873.
Circular

The following notice is
to be written out large and
the conspicuous posted
in every room of this office
occupied by clerks. The
signature of every person
occupying the room being
affixed to the paper
therein posted in to him
of the meaning of the
paper being thoroughly
understood.

Notice

The Clerks of the As-
sistant General's office
of every grade are to
understand that the
commission by them of
an act which is well
known to be contrary to
rules or the order of a
Superior Clerk will not
be excused or remitted.
It is the duty of every
person in Government
employ, if he sees or
hears of anything being
done or is told to do any
thing manifestly wrong
to report the matter im-
mediately to the head of
the office and if he does
not do so he will be held

and liable for his acts.
 It is desired that the
 workmen and underlings
 of every single one should
 also be made to report it is
 their duty to report im-
 mediately to a Government
 Assistant or to the Account-
 ant General himself
 any irregularity which
 they may see or hear
 of and to obey as orders
 from any one but a
 Government Assistant
 which is of an unusual
 nature or appears con-
 trary to standing rules.

Signed to the Assistant
 Accountant General

James L. L. L.
 William L. L. L.
 Assistant General

Recd 20 July 1874
 20 July 1874
 20 July 1874

From
 The
 To
 The
 Sir,
 Accountant General
 Madras
 Acting Secretary to Government
 Revenue Department

I have the honor to acknow-
 ledge receipt of S. D. No. 871 of 13th inst.
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2. I submit copies of orders which
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 material and its issue in a manner
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3. Careful list have been framed
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 stock and every precaution has been
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 of material which the Assistant in
 charge

in A
 B

A

4. The Department is therefore I consider now in the most perfect working order and it was unable to suggest any additional precautionary measure.

Dated 16 July 1954
 No. 17 }
 2040
 Enclosed?
 1. With only
 Submitting Copies
 2. Carriers issued from
 3. Time to time relations
 4. Regulator management
 of the Paper & Printing
 Department.

W. H. L. & Co.
Submitting Copies
of orders issued from
time to time relative to
regular management
of the Paper & Printing
Department.

the regular management
of the Paper & Printing
Department.

[illegible]

H. S. McLean C. trusts that the
the remedial measures adopted
in the Economic and General acts
will be a true regularization.

1777
18/12/1777
B. 1777
1777