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(3) Initials of the Referencer [Signature]

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

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

943

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

Rev. 2
Rev. 2

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6
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.

J. R. W. 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 Annas

Date

No of dies issued
No of plates issued
Initials of Assistant in
charge
of Prof. of Paper
value Paper Annas

Date

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7

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

}

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

Date	Set of papers in charge of other than members	Initials of Assistant in charge
	of papers taken to deposit except before them of members	

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 of the office in charge Large & small
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(True copy)

W. A. Rodwell
Accountant General

Receipts of issue
of iron & other
stock

November 1873.

~~General~~

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 an order
 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

Wm. B. G. 20/12/73
 Wm. B. G. 20/12/73
 Wm. B. G. 20/12/73

Wm. B. G. 20/12/73
 Wm. B. G. 20/12/73
 Wm. B. G. 20/12/73

No. 40

Account of the General's Office,
 Paper Stamping Department,
 Port of Saint George, 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.
 and with reference to its 5th para. 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 re-
 lative to the management of that
 department, from which it will be seen
 that the careful taking and delivery
 over of a large, the safe storage of all
 material and its issue in a manner
 to prevent any loss, the personal super-
 intendence of the Assistant in receiving
 when they are issued and delivered
 back and when smaller papers are
 destroyed have all been provided for.

3. Careful list 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 which the Assistant in
 charge

charges have been assumed 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 pre-
cautionary measure.

I have the honor to be
Sir

Your obedient servant

W. H. Goddard

Accountant General

1863
The Department
of the Treasury
Washington
D.C.
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Enclosure
Submitting Copies
of orders issued from
time to time relative to
the management
of the Paper & Printing
Department

2. S. The Com. C. trusts that
the remedial measures adopted
by the Accountant General will
prevent future irregularities

W. H. Goddard
Accountant General