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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

G.O. No. 2407 ~~Press~~
~~B.P. No.~~ Mis.

Dated 15-11-1875 196 .

Not to be folded or roughly handled

Stores.

No. 251. Read the following letter from J. A. BOURDILLON, Esq., Officiating Under Secretary to the Government of India, Financial Department, to the Hon. D. F. CARMICHAEL, Officiating Chief Secretary to Government, Fort St. George, dated Simla, 14th October 1875, Circular No. 3991 :—

I am directed to forward, for information and guidance, the accompanying compilation of Rules to be observed in obtaining European or American Stores and Books, Newspapers, or other Periodical publications.

ORDER.—Ordered, that a copy of the above, together with a copy of the Rules, be forwarded to the several departments of the Government of India for information and guidance.

RULES to be observed in obtaining European or American Stores and Books, Newspapers or other Periodical publications.

PART I.

GENERAL STORES.

1. Articles required for the Public Service in India from Europe or America must be obtained by indent on the Secretary of State, and must not be bought in India except as provided for in Rule 12.

2. This Rule does not apply to Port Fund Commissioners or Municipalities, whose finances are distinct from those of the Supreme and Local Governments; but it applies to all Corporations whose revenues (as, for instance, Local Funds) are raised under the control of Government.

3. Indents must be transmitted to England in duplicate in the following form, an additional copy for record being forwarded of those indents only which, under these rules, require to be forwarded through the Government of India. The grant to which the cost of stores required for Imperial Service is chargeable should be specified in the indent :—

Column 1.—Names of articles.
,, 2.—Revenues to which cost is chargeable (Imperial, Provincial, Local, Mysore or Berar).
,, 3.—Imperial head of Account, or Grant, to which chargeable.*
,, 4.—Established proportion.
,, 5.—How established proportion is calculated.
,, 6.—Number or quantity in store on
,, 7.—Number or quantity due on previous indents.
,, 8.—Number or quantity now indented for.
,, 9.—Rate.
,, 10.—Values { of number or quantity due on previous indents. / of number or quantity now indented for.
,, 11.—Remarks.
,, 12.—Shipped or under provision.
,, 13.—Proposed to be provided.
,, 14.—Remarks by the Director-General of Stores. } †

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* *N. B.*—This column will be blank if the charge is not debitable to the Imperial Revenues.

† These are to be left blank for the Director-General of Stores to fill up.

4. As a general rule, the established proportion should be the average of the previous three years' consumption. Demands in excess of established proportion should be explained.

5. A separate covering letter must be sent with each indent.

6. Patterns or samples of articles required should accompany the indent, in cases where the description given of the article in the indent is unavoidably vague or too general for guidance without the help of samples; and when paper is demanded, it should be explained whether it is wanted for drawing, writing, or printing.

7. Indents for stores required for Provincial or Local Services, excepting Medical and Public Works Stores, should be transmitted in duplicate in a Secretary's letter direct to the address of the Assistant Under Secretary of State for India, copies being forwarded to the Local Accountant-General.

8. Medical Stores, whether required for Imperial or Provincial Services, should be included in the indents of the Medical Department.

9. Chemicals which do not pass through the accounts of the Medical Store Department, *viz.*, those required by the Medical College, Calcutta, and by the Chemical Examiner, Lahore, may be obtained direct by the Governments of Bengal and the Punjab.

10. Indents for stores required for Imperial Services should be forwarded as follows:—

Nature of Stores.	*To be forwarded to the Secretary of State by the—*
Military, Marine, and Medical	... Military Department.
Stamps, Post Office, Calcutta Mint, and the Paper Currency Department	... Financial Department.
Other Civil Stores for use in Bombay	... Bombay Government.
" " Madras	... Madras Government.
" " elsewhere	... The Department of Supreme Government concerned.

11. Indents for articles of a special or unusual nature must be forwarded through the Financial Department of the Government of India.

12. In the following cases stores which it would be necessary by these rules ordinarily to obtain through the Secretary of State may be bought in India, *viz.*,—

1st, with the previous sanction of the Government of India or (if the officer who wishes to buy is subordinate to a Local Government) of the Local Government;—when stores indented for from England have not arrived, and inconvenience to the Public Service is anticipated from any delay in the supply;

2nd, with the previous sanction of the Head of the Department;—when small supplies of stores, usually procured from England, are urgently necessary;

3rd, perishable articles;

4th, articles of occasional consumption to keep which in stock would be obviously less economical than to pay the extra cost involved in an occasional purchase in India.

13. Pecuniary arrangements with persons in England concerning contemplated works or purchases of stores should not be made in India.

14. Indenting officers should bear in mind the necessity of allowing sufficient time for compliance with their requisitions.

15. A review of the expenditure of stores in each Imperial Department should be annually submitted to the Government of India in the Financial Department as prescribed in the Resolutions of 21st July 1871, No. 1267, and (for the Military and Marine Departments) No. 5487, dated 10th September 1874.

PART II.

Books, Newspapers, &c.

16. Books, maps, and newspapers or other periodicals, which are published in Europe or America, whether required for Imperial, Provincial, or Local Services, should be bought only through the Secretary of State.

Proceedings of the Madras Government, Financial Department,
30th October 1875.

17. No charge for any European or American publication will be passed in any bill for contingent expenditure incurred in India, except under the rules in paragraphs 25 and 26.

18. The Government do not undertake to supply books and newspapers indiscriminately; and requisitions must be confined to what is found actually necessary for the Public Service.

19. Books and periodicals, whether obtained through the India Office or purchased in the local market, should be registered or filed, and must not be permanently removed from the office for which they were intended.

Books.

20. Requisitions for books required for Imperial Services in the Presidency of Bengal, and for Officers and Departments under the Government of India, should be forwarded through the Government of India in the Financial Department to the address of the Assistant Under Secretary of State for India. The head of account to which the cost of the books is chargeable should be stated in the requisition.

21. Requisitions for books required for Imperial Services in the Madras or Bombay Presidency, or for Provincial or Local Services in any Presidency, should be forwarded by the Local Government, in a Secretary's letter, direct to the address of the Assistant Under Secretary of State for India,—a copy of the requisition for Provincial or Local Fund Stores being furnished to the Local Accountant-General, who will report annually to the Government of India, in the Financial Department, the instances in which it may be probable that the India Office has omitted to debit, in the remittance account with India, the cost of any supplies for Provincial Services or Local Funds. In debiting such cost to the Provincial Service or Local Fund concerned, the Local Accountant-General will add thereto the amount of loss by exchange on the Secretary of State's bills on India which will have to be incurred in paying for the supplies.

22. Half-yearly general indents for school-books to be procured from England should be transmitted to the Secretary of State, instead of separate indents for each school.

23. Books will be sent as far as possible from England by book-post direct to their destination.

24. The Photographic Branch of the Surveyor-General's Office may buy new books and experimental materials direct from England or the Continent, within the sum of Rupees 150 a month, from tradesmen selected by the Surveyor-General, who will make his own arrangements for paying the bills for the articles supplied.

25. The Superintendent of the Geological Survey of India may buy books at his discretion in Europe or in India.

26. Local purchases are allowed in the following cases:—

I.—Books of reference, urgently wanted for a particular occasion of adequate importance, but which cannot be obtained for that occasion from any other Government Office, may, with the sanction of any Heads of Departments, or other authorities, to whom the Local Governments may delegate this power, be bought in India.

II.—With the sanction of the Local Government, second-hand books may be bought in India when they can be got for less than the English publishing price.

III.—English books may be bought from the Calcutta School Book Society whenever such purchase is found convenient or profitable.

IV.—Prize books which the Calcutta University may desire to give in lieu of money prizes may be purchased in the local market.

V.—Scientific bodies and departments may buy, under proper sanction, rare publications and books not recently published; lists of publications so bought, and of their cost, being forwarded yearly to the Secretary of State for India.

Newspapers, &c.

27. Requisitions for newspapers or other periodical publications, from the several Officers and Departments of the Government of India, and from Officers in Assam, Bengal, Burmah, North-Western Provinces, the Punjab, Central Provinces, Oudh, Hyderabad and Mysore, should

be submitted yearly to the Financial Department of the Government of India, by the first week of August at the latest, for revision, and for eventual consolidation into a general list, which will be despatched to the Assistant Under Secretary of State early in October in each year.

28. The Governments of Madras and Bombay are to forward like yearly lists direct to the Assistant Under Secretary of State for India, and to send a copy thereof to the Government of India in the Financial Department.

29. The requisitions should be in two columns—one showing the existing supply which is still required, and the other the periodicals required for the first time; the address of the officers for whom they are required, and the head of account to which their cost is chargeable, being clearly stated in both cases.

No. 252. ORDER THEREON, 30th October 1875, No. 2119.

Communicated to all Departments for information and guidance.

(True Extract.)

Officiating Chief Secretary.

To the Revenue Department.
" Military Department.
" Public Works Department.

1000 L

Exd. T. O'Connor.

G.O. 30 August 76 Nos 12-13

30/8/801

Revenue Department 1875 Septr
No 4354

Govt. of {1875} Madras.

FINANCIAL.

To

THE REVENUE DEPARTMENT,

&c., &c., &c.

Mes

Dated October, 30th.

Issued Nov 8

Recd — 8.

Encl.

G.O., 30th October 1875, No. 2119.

OCTOBER.
Nos. 251-252.

Stores.—Rules to be observed in obtaining European or American Stores, Books, Newspapers or other Periodical publications, communicated to all departments for guidance.

No 2407 - 15 November 1875

Vide Pros 117/76
— 295/76

No 2407
Communicated to the Board of Revenue, Director of Rev. Settlement, Supdt of Rev. Survey and Superintendent of Land Records for information and guidance

60 T.O.Ds Board of Revenue Director of Rev. Settlement
13 Mr. C. F. Desika Chari
15 Mr. Supdt of Rev. Survey
3 Mr. Supdt of Land Records