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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Revenue DEPARTMENT

G.O. No. 801 / B.P. No. — Press. / Mis.

Dated 26 - 2 - 1878 197

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PROCEEDINGS of the MADRAS GOVERNME

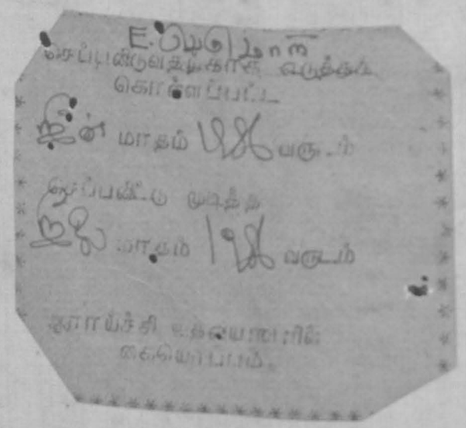
Rev. Mis Sy. C. D/25 Feby/1796 No 801

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Form 1—Gz.

(On a quarter sheet of demy, lengthways.)

SALARY BILL.

Audit Number

District of	Head of Service.	*Voucher No.* *of* *list of payments,* *for* 187 .

	Monthly Rate.	Amount.
Received for (*month or other period*)		
My pay as		
Acting allowance as		
Local allowance as		
Fixed travelling allowance as		
Total claim		
Less annuity fund deduction at 4 per cent. if a covenanted civil servant		
Net claim		
Less fund deductions, as detailed on reverse		
Net amount payable		

Rupees

Dated 187 , Signature
Office

Stamp.

Pay Rupees

Treasury Officer.

Dated

The names of the funds, and a money column, would be printed on the reverse; also a note that the period for which the subscription was due should be specified when it differs from the period for which pay is drawn. The total of fund deductions should be signed.

Note also that the fund deductions of a covenanted civil servant are taken upon his allowances before annuity fund deduction.

Form 2—Gz.

(On foolscap size, both sides.)

District of	Travelling allowance of Mr. _____ office.	Month of
	Head of Service chargeable.	*Voucher No.* *of list of payments for* 187 .

Date of journey.	Route. From	Route. To	Purpose of journey.	Distance travelled. By rail.	Distance travelled. By road.	Days halted.	Remarks.

(Columns continued to other side of page and the last three totalled; then form continued as follows):—

(Space for printing any certificates required to entitle to allowance.)

Miles by rail at

„ road at

Days' halt at

TOTAL

Signature

Office

Stamp

Of officer who travelled.

Memo.

Allotment for 187 -7

Expenditure including this Bill.

Balance ...

Passed (*date*)

District officer.

Countersigned (*date*).

Fixed deductions, if any . . .

Net claim . . .

Rupees

Date

Controlling Officer.

Pay Rupees

Dated

Treasury Officer.

3

Form 3—Est.

(To be printed on light paper, royal size.)

Detailed Statement of the Establishment of the of *as it stood on 1st April* 187 .

Government Orders creating post.	Passed Gazetted, date of Appointment to present post.	Promotion to present Pay.	Name of post.	Name of Incumbent.	Pay of post. Minimum.	Pay of post. Maximum.	Pay of present incumbent.
				Brought forward . . .	...	1,800	1,804
				Lela Lachma Dai . . .	60	90	93
				Arthur Tulloch Chitava . . .	...	...	40
				Gangai Tiwari (Acting) . . .	...	...	35
G. I., H. D., 1096, 17th February 1880.	1st Feb 1878		Mussalmoo Talent.	Ajeedhia Pershad . . .	50	90	35
	11th June 1879			Burwari Lall . . .	...	...	32
	6th Nov 1879			Bissesur Dial . . .	...	...	18
	18th Aug 1880			Babee Ram . . .	...	...	15
	3rd June 1874			Abdool Hoq . . .	...	...	35
	7th Sept. 1870			Ramgopal Mitr . . .	...	...	20
G. I., H. D., 1109, dated 7th April 1871.	7th March 1870	7th March 1874	Deputy Tahsildar . . .	...	...	...	55
			„ (Acting) . . .	...	...	...	50
			Cauntigo, Pergana Mundahoo . . .	...	...	...	33
			„ Topiah Barsati . . .	...	...	...	33
			Tahsildar . . .	Gopalpur . . .	...	...	60
			Departmental Clerk . . .	...	...	...	55
			16 Peons . . .	...	...	...	50
				Total Talent. . . .			

At foot of the return should be entered all items of establishment sanctioned but not yet incurred.

The date of Government order by which each item was sanctioned should be given in the first column.

The date of Government order by which the establishment of the district, but the roads named was transferred from another district of which the establishment was last shown in this simple, too, these have been two changes since the general revision: an additional clerk has been sanctioned, and the treasurer's pay has been raised; the orders will be quoted against each of the two appointments, but when a new general revision shall have taken place, only the number and date of the order confirming it need be cited.

A personal allowance should be entered as a separate line immediately below the pay of the officer who received it, and not in the same column.

The rule about entry of Government orders may be modified in any case of necessity; thus, the general order is to be entered once only, say other order will be entered against every entry which it supports.

Form 4—Est.

(To be printed on open foolscap.)

STATEMENT of Proposition for revision of Establishment.

Order sanctioning present establishment.		Office to which the proposition relates.	NATURE OF CHARGE.	PROPOSITION.														ORDERS OF THE GOVERNMENT OF INDIA.			
Government of	Department.			Present Scale.			Proposed Scale.			Permanent.			Temporary.			Local Government's recommendation.	Grounds of proposition.	Amount.	Home Department.		Financial Department.	
No.	Date.			No.	Designation.	Pay.	No.	Designation.	Pay.	Increase per month.	Decrease per month.	Amount.	Increase per month.	Decrease per month.	Amount.				Remarks.	Orders.	Remarks.	Orders.
																		Period.				

If Local Government is competent to sanction, its order will be written across those four columns.

* Money columns.

Form 5—Est.

(To be printed on foolscap.)

Detail bill of permanent establishment of the *for the month of June.*

Name of Section and of Incumbent.	Name of post.	Pay.	Fines.	Net charge for each section.	Fund deductions.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Brought forward .	...	2,061 7 3	7 6 0	2,054 1 3	61 4 9
MUNDIAHOO TAHSIL.					
Lala Lachman Das .	Deputy Tahsildar.	On deputation.			
Ganpat Tiwari . .	Acting	40 0 0 * 14 0 0			
Ajoodhia Pershad .	Canungo	40 0 0			
Banawari Lal . .	ditto	25 0 0			
	ditto	30 0 0	2 8 0		
Bisesur Dial . .	Tahvildar	15 0 0			
Baboo Ram . .	Clerk	35 8 0			
Abdool Huq . .	ditto	On leave.			
Ramgopal Misr . .	10 Revenue peons.	56 0 0	0 11 6		
		255 0 0	3 3 6	251 12 6	
GHISWA TAHSIL. In like detail .	...	384 7 9	...	384 7 9	
	TOTAL .	2,700 15 0	10 9 6	2,690 5 6	61 4 9
Deduct undisbursed pay . .		...	...	60 0 9	
Net sum required for payment . .		...	...		

Two thousand six hundred and twenty-nine, and nine pies only.

* 20 days at Rs. 21.

Received contents.
Collector.

Certified that all salaries drawn on former bills (with the exception of those detailed on the reverse, whereof the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that the receipts have been taken in acquittance rolls filed in my office with receipt stamp duly defaced for every payment in excess of Rs. 20.

Collector.

Pay (Rs. 2,629-0-9) two thousand six hundred and twenty-nine, and nine pies only.

Treasury Officer.

Detail of pay of absentees refunded.

Section of Establishment.	Name.	Period.	Amount.

Form 6—Est.

Form for Leave and Deputation Statement.

Name of absentee.	Post held by absentee.	Pay of absentee.	Nature and term of leave granted.										Actual date of				Excess of pay over leave allowance for days of actual absence in month.	Name of every person acting in higher post by reason of absence herein noted.	Acting allowance of each acting officer.	Total consequent on each absence.	Excess charge.	Remarks.
			Sick, F. 3.		Private affairs, F. 5.		Furlough, F. [illegible]		Privilege, F. 12.		Other leave, F. 9, 10, 13.		Departure.		Returns							
			M.	D.	M.	D.	M.	D.	M.	D.	M.	D.	Month.	Day.	Month.	Day.						

Certified that all leaves granted to any person in superior service on this establishment, and the total absence on such leave, or without leave, during the month, and temporary appointments and promotions consequent on such absence, are detailed in the above statement; that no leave has been granted until, by reference to the applicant's service book and to the Civil Leave Code, I had satisfied myself that it was admissible; and further, that all grants of leave, and departures on, and returns from, leave, and all appointments and promotions, temporary or permanent, have been recorded in the service book of the persons concerned under my initials.

N. B.—When leave is granted under section 9, 10, or 13, the particular section should be noted across the other columns.

5

Form 7—Ctt.

(To be printed on open royal.)

Register of Contingent Charges of the Department of the District, 1877-78.

Left-hand page.

Date.	To whom paid.	No. of {Sub-voucher. Contingent abstract.	Detailed heads of Budget.											
			Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.											
	Budget grant for each head.													

Right-hand page.

Detailed heads.		Unusual charges.		Total of each contingent abstract.	Total of each month's bill.	Date of detailed bill.	Date of admission with initials.	Remarks.
Sub-division of detailed heads.		Description.	Amount.					

PROCEEDINGS of the MADRAS GOVERNME

Read the

Form 8—Ctt.

(To be printed on foolscap.)

NOT PAYABLE AT THE TREASURY.

Government of	Bill for contingent charges of	Month 187 .
Head of Service.		Nos. of Vouchers.
Nos. of Sub-vouchers	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	The abstract contingent bill will contain the same detail of sub-vouchers and description of charge. The heading will state, instead of the above, the fact that a detailed bill is to be sent for countersignature on a named date. The memorandum at foot of this form also will be omitted. *In the case provided for in para. 15, the words* not payable at the Treasury *will be struck out.* Received payment *will be inserted above the signature, and the form for use by the countersigning officer, i. e., all below the line marked * *, will be omitted.*	
	TOTAL Rs. (words)	

Collector.

Name } of disbursing officer Date
Office }
Allotment of 187 . Rs.
Expenditure, including this bill ,,
Amount of work bills annexed ,,
Balance available . Rs.

Drawn on abstract bill No. dated Rs.
Ditto ,,
Ditto ,,
Ditto ,,
Add amount of disallowance refunded
Total of contingent bill . Rs.

* Passed for Rs.

Name } of countersigning officer
Office }
Date

Disallowed from sub-vouchers No. . Rs.
Ditto
Ditto

PROCEEDINGS of the MADRAS GOVERNME

Read the

Form 9—Mis.

DISTRICT OF

REFUND OF FINES.

Voucher No. of
List of payments
for 187 .

3.—REFUNDS & DRAWBACKS.
MISCELLANEOUS REVENUE—LAW AND JUSTICE.
Other Fees and Fines.

Authority for refund.

As per annexed copy* of order of Court.

Head of Service chargeable.	Name of Payee.	Amount to be refunded.
Names of offenders.	Amount of fine realized.	Date on which remitted to treasury and shown in the fine statement.
	TOTAL Rs. (words)	

Claimant's

Passed for payment. This order of refund has been registered, and previous order for refund of this same sum has not been issued.

Stamp, if required.

Magistrate or other Officer.
(. .) *only.*

Officer in charge of Treasury.

* *Copy of the order, not of the reasons.*

Signature.

Pay Rupees Net
The 187 .
Examined. *Accountant.*

Read the

Examined

Form 12—Tr.

Gr. Cash Book of Treasury Government of 18 Gr.

Date.	Reference Number of	Item.	From whom received.	Particulars.	Amount.	Daily Total.	Date.	Reference Number of	Voucher.	Register.	To whom paid, &c.	Particulars.	Amount.	Daily Total.
					Rs. A. P.	Rs. A. P.							Rs. A. P.	Rs. A. P.

The form for the cash account will be the same as that of the receipt side of the cash book, the column for daily total being left blank for use in the Accountant General's Office and headed "Head of Service." The form for the receipt of Receipts" will be the same as that of the charge side of the "cash book," the column for daily total being left blank for use in the Accountant General's Office, and headed "Head of Service." If any register be wanted for frequent payments, this form may be used if none other has been prescribed.

Form 11—Bl.

Payee's receipt for Serjoy's remittance.

Received from the Collector of _____ the sum of Rupees _____ being the amount of a remittance from _____ of the _____ Company _____ Regiment.

Dated _____

To _____

Signature of Payee.

Form 10—Bl.

List of Remittance Receipts issued this day, Payable at the Treasury.

To THE OFFICER IN CHARGE OF THE TREASURY AT _____

Circle Paymaster. _____

No. of Receipt.	By whom remitted.	To whom remitted.	Amount.	Remarks.

Form 13—Tr.
(Land Revenue) Receipts.
Treasury for the month of

Date of Receipt.	Number of Claim.	Date of Sub-Treasury Returns.	Name of Treasury.	Detailed Head.			Daily Total of each Treasury.			Daily Total carried to Cash Book.		
18												
1st May ...	70 to 80*	April 27	Head	7,500	0	0	12,072	0	0	16,546	0	0
			A. pore	1,000	0	0						
		30	B. pore	400	0	0	4,080	0	0			
			Head	...			474	0	0			
2nd May ...	81 to 93*											
				1,072	0	0						
				3,000	0	0						
				...								
				74	0	0						
Total ...												

* These entries would be in detail, although here shown in lumps.

Form 14—Tr.
(Foolscap or Demy).

Accountant's Daily Balance Sheet for 187 .

	Rs.	A.	P.
Opening Balance as per last page			
Receipts as per cash book			
TOTAL			
Disbursements as per cash book			
CLOSING BALANCE ...			
ADD the appropriated balance of the Public Works Department, as per pass book of Executive Engineer, division ...			
Do. do., do. ...			
Do. do., do. ...			
Do. do., do. ...			
Do. do., do. ...			
TOTAL			
DEDUCT balances in Sub-treasuries as follows:—			
Sub-treasury, as per daily sheet of (*date*)			
Do. do. of			
Do. do. of			
Do. do. of			
Do. do. of			
Do. do. of			
Cash remittances within the district as per following detail:—			

From	To	Date of charge in sub-treasury sheet or treasurer's cash book.	Rs.	A.	P.

NET BALANCE, BEING CASH IN DISTRICT TREASURY ... | | | |

(Signed.) Agreed with Treasurer's balance sheet.

Accountant.

Treasury Officer.

Form 15—Pen.

(Condensed by compression of column marked*; to be printed on ordinary foolscap taken lengthways.)

Register of Permanent Payable Orders for pensions payable at Treasury.

No. of P. O.	Name and Caste of pension*	Class of pension.	Monthly amount.	Date of		Height.	Residence.	Personal marks of pensioner.	Remarks.
				Govt. Order.	Birth.				

Form 16—Pen.

(To be printed on ordinary foolscap long way.)

Bill for pensions chargeable to (*major head*) paid at the Treasury between and 187 .

We do hereby acknowledge to have received the amounts set against our respective names as pensions due for the periods noted, under the orders quoted in our respective permanent payable orders.

Payment.		No. of Permanent Payable Order.	Name of Pensioner.	Monthly Amount.	Period of Claim.	Amount paid.	Signature of payee with stamp, if payment exceed Rs. 20.
Date.	No.						

Form 17—Int.

(Foolscap lengthways.)

INTEREST REGISTER.

_____ *per cent. Loan of* _____ *dated* _____

We do hereby acknowledge to have received from the officer in charge of the _____ Treasury the sums shewn against our respective names as follows, being the amount of interest due to us as specified:—

Date.	Numbers of the Notes.	Amounts of the Notes.	Interest		Holders' Names.	Amount of Interest.	Income Tax recovered.	Holder's Signature.
			For the half-year last due.	For all previous half-years.				

N. B.—Separate statements should be furnished for the payments in each month and on account of each Loan.

Read the

Form 19—Dp.

(To be printed on royal.)

Register of Repayments of *Deposits at* *Treasury.*

Details of Original Deposit										Details of Repayments.										Remarks.
Date of receipt.	Number as per Register of receipts.	Amount of balance of deposit.	Date of present repayment.	No. of repayment voucher.	To whom repaid.	Whether paid in cash or by transfer.	Amount repaid.	Initials of		Daily total carried to cash book.	
								Account.	Treasury or disbursing officer.	

If even form will serve for the List of Repayments required each month, the last four columns may be struck out by hand and the heading changed to List of Repayments of
Deposit at *Treasury, for the month of*

Form 18—Dp.

(To be printed on royal paper broadway, and ruled across into separate spaces about ¼ inch deep.)

Register of Receipts of *Deposits in the month of* *at* *Treasury.*

Date of receipt.	No. of cash deposit.	From whom received.	Nature of deposit.	Amount of cash deposit.	Initials of T. O.	Daily total carried to cash book.	Details of Repayments.										Signed and credited to Government.
							Date.	Initials of T. O.	Amount of cash repayment.	Date.	Initials of T. O.	Amount of cash repayment.	Date.	Initials of T. O.	Amount of cash repayment.	Total Repayments.	

Form 20—Dp.

Treasury, Month of _____ *187* .

HEAD OF SERVICE CHARGEABLE.	DEPOSITS.	VOUCHER No. _____ OF PAYMENTS.	LIST OF
Original Number.	Date of Deposit.	Name of Depositor.	Amount Rupees.

In this space a translation of the receipt form into the current vernacular should be given.

Examined and entered.

_____

Accountant, Treasury.

Approved for payment

Claimant's Signature.

_____

Treasury Officer.

Received this _____ day of _____ 187 ____

the sum of Rupees _____

Annas _____ Pies _____

being the amount payable to _____

on account of the deposit described above.

Passed for payment.

Rs. _____

Stamp if required.

_____

Judge, Magistrate, or Collector.

Form 21—Dp.

(Full size; to be printed on foolscap.)

Treasury , Register of Personal Deposits on account of

Date.	No. of payment cheque.	Amount received.	Amount paid.	Balance after each transaction.	Treasury officer's initials.

The columns could no doubt be more compressed, and so would leave space for a continuation of the account. In one province columns are added shewing the *name* of the remitter or payee, and the object of the transaction; these details are only for the convenience of the administrator of the account, and are open to objection in a mere banking pass book, but need not be objected to.

Read the

Approved

Form 22—Dp.

(To be printed on open foolscap, two pages.)

Register of Daily Receipts and Repayments of Personal Deposits at the Treasury in the month of

Date.	Receipts. Account.	Daily Total to Cash Book.	Date.	Payments. Account.	Daily Total to Cash Book.
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		
16			16		
17			17		
18			18		
19			19		
20			20		
21			21		
22			22		
23			23		
24			24		
25			25		
26			26		
27			27		
28			28		
29			29		
30			30		
31			31		
Total			Total		

A separate column on each side will be assigned to each account, wherein the daily gross receipt and gross charge will be entered from the personal ledger. Thus, there will be but a single line in this register for the transactions of all personal ledger accounts each day, and its gross total will give the figures to pass into the cash book. A page of foolscap has probably breadth enough for nine such accounts; if there be more than one page can accommodate, either the two sides may be separated into distinct parts of the same columns being carried across both pages; or more than one register may be opened, and the totals of the second, third ... carried into separate columns of the first.

Form 23.—Dp.

(To be printed on ordinary foolscap.)

Register of Orders on Sub-Treasuries issued and adjusted.

Personal Ledger Account with *Sub-Treasury.*

Orders Issued.									Orders Paid.			
Date.	No. of order.	Payee.	Value how received.	Initials. Accountant.	Initials. Treasurer.	Amount of each order.	Initials of Treasury Officer.	Daily total to register of personal deposits.	Payment at Sub-Treasury. Date.	Payment at Sub-Treasury. Amount.	Date.	No. of order.	Amount of order.	Daily total to register of personal deposits.

The column of 'payment at sub-treasuries' is provided under Orders Issued, in order to give space for marking off paid orders and ascertaining whether the total of the orders outstanding agrees with the balance on the books. The balance month by month (the difference between the sums of the two columns of daily totals) should be carried forward to the new month to the column of daily total under Orders Issued. Under orders paid, the entries will be made in the order in which the paid orders are received back from the sub-treasury without reference to the period of issue, and the total will be agreed with the total charge in the sub-treasury account; the payments will afterwards be marked off in the issue column from the original paid orders. The orders may be numbered in a general series for the whole district, but those on each sub-treasury must also be numbered in a separate annual series. The column "Value how received" is intended for marks denoting cash or transfer.

Read the

Read the

Examined

FORMS. XXV

Form 25—Dp.

(To be printed on ordinary foolscap.)

Extract Register of Receipts and Payments of Personal Deposits at the Treasury in the month of

Accounts.	Opening balances.	Receipts of month.	Total credits.	Payments.	Closing balances.
Total.					

FORMS. XXIV

Form 24—Dp.

(To be printed on royal paper so that the headings on the left side of the open double page, and that the columns run continuously across pages 2 and 3, 4 and 5, &c.)

Extract Register of Receipts *Deposits at the* *Treasury in the month of*

Date.	No. of each deposit.	From whom received.	Nature of each deposit.	Brought forward	Carried forward	The name of the person from whom not that of the officer through whom the deposit is received: the district must be given.	Details of Amounts of Deposits in the month.								Total.	Balances of each deposit remaining to credit of parties at close of month.
							Amounts.	First quarter.	Amounts.	Second quarter.	Amounts.	Third quarter.	Amounts.	Fourth quarter.		
							In the year of receipt.									
							In the following year.									
							Amount.	First quarter.	Amount.	Second quarter.	Amount.	Third quarter.	Amount.	Fourth quarter.		

Details of Heads of Expenditure (To be posted in the Accountant General's Office.)

April	July	Oct.	Jan.	April	July	Oct.	Jan.
May	Aug.	Nov.	Feb.	May	Aug.	Nov.	Feb.
June	Sept.	Dec.	Mar.	June	Sept.	Dec.	Mar.

Read the

Examined

14

Form 264—Bl.

OFFICE OF COMPTROLLER GENERAL.

No. _____ Date _____ Payee _____ Drawee _____ Rupees _____ For value received _____ The Officer in charge of the Treasury at _____ Under Rs. Assistant Comptroller General.

FIRST.

No. _____ Date _____ Payee _____ Drawee _____ Rupees _____ For value received _____ The Officer in charge of the Treasury at _____ Under Rs. Assistant Comptroller General.

SECOND.

To. (FIRST) BILL ISSUE DEPARTMENT. Rs. (FIRST)

(Calcutta, _____ 18)

AT SIGHT of this FIRST of Exchange (Second Unpaid) pay to the order of _____ Rupees _____ For value received _____ The Officer in charge of the Treasury at _____ Under Rs. Assistant Comptroller General.

To. (SECOND) BILL ISSUE DEPARTMENT. Rs. (SECOND)

(Calcutta, _____ 18)

AT SIGHT of this SECOND of Exchange (First Unpaid) pay to the order of _____ Rupees _____ For value received _____ The Officer in charge of the Treasury at _____ Under Rs. Assistant Comptroller General.

FIRST.

No. _____ Date _____ Payee _____ Drawee _____ Rupees _____ Value reed. IN CASH. _____ Do. BY TRANSFER.

Form 26—Bl.

PUNJAB.

PUNJAB.

To. (SOLE) Rs.

(Umballah, _____ 18) (SOLE)

AT SIGHT PAY this SOLE Bill of Exchange to the order of _____ Rupees _____ For value received _____ The Secretary & Treasurer, Bank of Bengal, Calcutta. Head Clerk. Accountant. Treasurer. Under Rs. In charge of Treasury.

FORMS. xxvi

Form 27—M.

REMITTANCE TRANSFER RECEIPT.

No._____

Date_____

Payee_____

Drawee_____

Rupees_____

Value received IN CASH_____

Do. BY TRANSFER_____

In case of a transfer receipt granted for public purposes, the name and office of the remitter, the date of his application, the number it bears in the file, and the purpose of the application, should be stated below.

REMITTANCE TRANSFER RECEIPT.

No. Rs

NOT NEGOTIABLE.

PUNJAB.

Office of_____ date_____ 187

Received from_____

the sum of Rupees

payable to (or to be transferred to the credit of)

To

The Officer in charge of the Treasury at

Under Rs.

Officer in charge of Treasury.

FORMS. XXVIII

Form 28—Bl.

(Condensed form.)

*Register of Bills issued on*_____ *Treasury,*_____ *Government.*

Date.	NUMBERS. Special or district.	NUMBERS. Printed or general. Supply bill.	NUMBERS. Printed or general. Transfer receipt.	Authority for issue.*	To whom granted and on what account.	To whom payable.	Amount of bill.	Amount of premium or discount.	Initials of treasury officer.	Remarks.

*The letter of the Accountant General or a clause of the rules, authorizing issue of bill, should be quoted in this column.

There is ample space for this form in the length of a half sheet of foolscap (about 13 inches), which should accordingly be used instead of book paper, the latter being four times as expensive. The ruling machine-made foolscap supplied by the Stationery Office is abundantly good for the purpose. The register should be printed and bound before issue, the sheets being bound by the middle (as received from the Stationery Office) not by the edge.

FORMS. XXX

Form 30—Bl.

(Condensed form.)

LOCAL BILLS ISSUED.

LIST of ✱ *Treasury of the Treasurer during the month of* 1873-74

on local treasuries.

Date.	Number. The amount for remittances only should be entered in this column.	Authority for issue.	To whom granted.	To whom payable.	Treasury drawn upon.	Amount of each bill.	Daily total carried to cash book.	Premium charged.	The columns to right of this space should be left blank for use in the Accountant-General's Office.	Amount paid in 1873-74.	Balance at close of 1873-74.	Amount paid in 1874-75.	Balance at close of 1874-75.	Amount paid in 1875-76.	Balance at close of 1875-76.	Amount paid in 1876-77.	Balance at close of 1876-77.	Remarks.	Cost of payment.

* Here insert Supply Bills, or Remittance Transfer Receipts, as the case may be.

† The letters in this column should be inserted to record at Government or the Accountant General in the final account of March 1876-77.

‡ Either a letter or Accountant-General's rule and clause (not rule only) of Chapter 3 rule 3 also if the clause quoted be 3(a) or 6(b), the nature of the public purpose must be stated as shortly as possible.

FORMS. xxxi

Form 29—Bl.

(Full size form.)

ADVICE LIST.

xxx

To

THE OFFICER IN CHARGE OF THE TREASURY,

AT

Sir,

I beg to advise having to-day issued upon you the under-noted Supply Bills and Remittance Transfer Receipts amounting to Rs.*

TREASURY.

The 187

Officer in charge of Treasury.

Special	NUMBERS. Voucher for cancellation. Supply Bills.	Transfer Receipts.	To whom payable.	Amount.	Details of Treasury Cheque drawing issue.	Last Payment date.	Payment to be noted in this column.

* Total to be entered in words.

FORMS.

Form 31—Bl.

(Condensed form.)

FOREIGN BILLS ISSUED.

LIST of* drawn on Treasuries under other Governments by the Govt. of, during the month of 18 Treasury of

Date of Bill.	Number.	Under what authority issued.†	To whom granted.	To whom payable.	Treasury drawn upon.	Treasuries under the Government of												
						India.	Central Provinces.	Burmah.	Assam.	Bengal.	N. W. Provinces and Oudh.	Punjab.	Madras.	Bombay.	Daily Total carried to Cash Book.	Premium charged on Sale of Bills.	Discount.	Remarks.

* (Here insert Supply Bills, or Remittance Transfer Receipts, as the case may be).
† The printed (or general) number only will be given.
‡ See note under Form 30.

Form 32—Bl.

(Full size form. This form should be printed on foolscap.)

CHECK Register of Bills payable and drawn by Treasury of the Government.

Date of Bill.	NUMBER.			Amount of each Bill.	Date of payment.	Remarks.	Amount paid.
	Special (or District).	Printed (or General).					
		Supply Bills.	Transfer Receipts.				

When a bill is endorsed for payment at a sub-treasury, the date of such endorsement and the name of the sub-treasury should be entered in the column of Remarks.

PROCEEDINGS of the MADRAS GOVERNME

Read the

Form 34—BL.

(Condensed Form.)

FOREIGN BILLS PAID.

LIST of drawn by Treasuries under other Governments on the Treasury, and cashed from 187

Voucher Number.	Date when paid.	Particulars of Bills. Number.	Particulars of Bills. Date.	By what treasury drawn.	Chargeable to Government of India.	Central Provinces.	British Burmah.	Assam.	Bengal.	N. W. Provinces and Oudh.	Punjab.	Madras.	Bombay.	Daily Total to Cash Books.	Remarks.

FORMS.

Form 33—BL.

(Full size form.)

LOCAL BILLS PAID.

LIST of drawn by Treasuries under the Government of Bengal on the Treasury of that Government, and cashed from to

Voucher Number.	Date of Payment.	Number.	Date of Bill.	Treasury drawn by.	Amount.	Daily total carried to Cash Book.

* Here insert Supply Bills, or Remittance Transfer Receipts, as the case may be.

Form 35—Mo.

INTIMATION of ISSUE of ORDERS in EXCESS of Rs. 500.

To

THE TREASURY OFFICER

at

Sir,

I have the honor to inform you that Money Orders for Rs. _____ have been this day drawn upon your Treasury as a special case.

I have the honor to be,
Sir,
Your most obedient Servant,

Treasury Officer.

(Reverse of Form.)

Rd. O. Dept. *On Her Majesty's Service only.*

To

The Treasury Officer

at

TREASURY OFFICER
AT

Form 36—Mo.

REQUISITION FORM.

For *Rupees* _____ *As.* _____

Payable at _____

To whom _____

Name of Remitter _____

Address _____

The _____ 187 .

These forms are supplied gratis.

(Reverse of Form.)

COMMISSION.

On sums not exceeding Rs.	10	...	...	Rs. 0 2 0	No Order can be granted for more than Rs. 100.
Ditto ditto	„ 25	...	...	„ 0 4 0	
Ditto ditto	„ 50	...	...	„ 0 8 0	
Ditto ditto	„ 75	...	...	„ 0 12 0	
Ditto ditto	„ 100	...	...	„ 1 0 0	
Ditto ditto	„ 125	...	...	„ 1 4 0	
Ditto ditto	„ 150	...	...	„ 1 8 0	

No application can be entertained for compensation for alleged injury from the non-payment of a Money Order at the expected time. When a Money Order is applied for, it must be on the clear understanding that no such claim will be allowed, and that the Money Order Office is not liable under any circumstances to more than one payment of a Money Order, even when, notwithstanding the precautions that are taken, the Order has been paid to a person not entitled to receive the money.

Form 37—Mo.

Journal of Money Orders issued at _____ *on the* _____ 187

Number of Order.	Date of Issue.	Where issued.	Amount of Order.		Daily Totals carried to Cash Book.		Number of Order.	Date of Issue.	Where payable.	Amount of Order.		Daily Totals carried to Cash Book.	
			Rs.	As.	Rs.	As.				Rs.	As.	Rs.	As.

This form is for use in the Treasury only.

Form 38—Mo.

Journal of Money Orders paid at _____ *on the* _____ 187

Number of Order.	Date of Issue.	Where issued.	Amount of Order.		Daily Totals carried to Cash Book.		Number of Order.	Date of Issue.	Where issued.	Amount of Order.		Daily Totals carried to Cash Book.	
			Rs.	As.	Rs.	As.				Rs.	As.	Rs.	As.

This form is for use in the Treasury only.

Form 39—Mo.

MEMORANDUM calling for Second Advice.

No. of Order.	Date.	Amount. Rs.	Amount. A.	Where issued.

MEMO.

The 187

The Advice of the above Money Order has not been received; please send Second Advice by first Post.

Treasury Officer.

To

THE TREASURY OFFICER

OF

Form 40—Mo.

MEMO. BOOK of Corrected and Cancelled Advices.

No. of Advice.	Date of Advice.	Office of Issue.	Amount. Rs.	Amount. A.	Initial of Treasury Officer.	REMARKS.

This form is for use in the Treasury only.

Form 41—Mo.

LIST of MONEY ORDERS issued at *Treasury for week ending* 187

Date of Issue.	Number.	Name of Remitter.	Where payable.	To whom payable.	Amount of Order. Rs.	A.	1st Commission. Rs.	A.	Bombay. Rs.	A.	Madras. Rs.	A.	Mysore. Rs.	A.
				Brought forward Grand Total of last week			1st							
							2nd							
				Total of this week										
				Second commission										
				Add—Amount short credited on account of										
				Total ...										
				Deduct—Amount excess credited on account of										
				Total ...										
				Grand Total of the week ...			1st							
							2nd							

For use in Head Office only.

Treasury Officer.

The of 187 .

Form 42—Mo.

LIST of MONEY ORDERS paid at *Treasury for week ending* 187

Date of Payment.	Number.	Date of Issue.	Station of Issue.	Amount Paid. Issues of current year. (From 1st April.) Rs.	A.	Issues of past year. (Prior to 1st April.) Rs.	A.	Total of past and current year. Rs.	A.	Bombay. Current. Rs.	A.	Bombay. Past. Rs.	A.	Madras. Current. Rs.	A.	Madras. Past. Rs.	A.
				Brought forward Grand Total of last week													
				Total of this week													
				Add—Amount short charged on account of ...													
				Total ...													
				Deduct—Amount excess charged on account of ...													
				Total ...													
				Grand Total of the week													

For use in Head Office only.

Treasury Officer.

The of 187 .

Read the

FORMS.

Form 43—Mo.

Form of Application for Duplicate, &c.

_____ 187

Dated _____

PARTICULARS OF ORDER REFERRED TO.

Number of Order _____

Date of Issue _____

Amount of Order, Rs. _____

Where issued _____

Where payable _____

By whom remitted _____

To whom payable _____

SIR,

I request that the above order may be

* *Here state whether—*

1. Re-issued in duplicate
2. Renewed
3. Repaid
4. And fresh order granted in favor of
5. Payable at (*place*)

(*A form for Treasury Officer's acknowledgment of receipt of additional commission is printed overleaf upon this form.*)

I hereby tender _____ as commission for the above.

Signed _____

Address _____

To _____

* Where a duplicate is required, the applicant must send his application to the Head Office of the Circle, and either remit with it the amount of commission in postage stamps or pay such amount into the local treasury, taking an acknowledgment from the treasury officer as shown in the pattern. Applications on which Items 2, 3, 4 and 5 are made to the issuing office direct. A single fee only is charged when more than one of the alterations, 1 to 5 in the pattern, is asked for.

PROCEEDINGS of the MADRAS GOVERNME

READ the

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Form 44—Mo.

MEMO. enquiring if duplicate has been issued.

No.

_____, *the* _____ 18

Please inform the undersigned whether a duplicate of the

No. _____

Dated _____

For Rs. _____

Payable at _____

_____ Order noted in the margin has been issued, as application for re-payment has been made.

Treasury Officer.

To

THE _____

_____

REPLY.

No.

Assistant to Comptroller General,
In charge M. O. Department.

The _____ 18

Form 45—Mo.

NON-PAYMENT CERTIFICATE.

Dated _____, the ____ of _____ 18

If the _____ Money Order, noted marginally, is still unpaid, please certify by return of post that it has not been cashed, and that the Advice has been cancelled and returned to the Head Office.

No. _____
Dated _____
For Rs. _____
Remitter _____
Payee _____

Application has been made for re-payment of the same.

_____

Treasury Officer.

I hereby certify that the above Order has not been cashed, and that the Advice has this day been cancelled and returned to the Head Office.

_____

_____, the ____ of _____ 18 . *Treasury Officer.*

A copy of this form should accompany the cancelled Advice sent to the Head Office, another copy in reply to the Issuing Office.

Form 46—Mo.

Statement of lapsed Orders drawn on the Money Order Office for the Month of 187

Date of Issue.	Number of Order.	Office of Issue.	Name of Payee.	Amount. Rs.	Amount. A.	Name of Remitter.	When lapsed.	Remarks.

Treasury Officer.

The _____ 187

This Form, together with the Advices of the lapsed Orders, is to be submitted to the Head Office of the Circle, immediately after the close of each Calendar month.

PROCEEDINGS of the MADRAS GOVERNME

READ the

Form 47—Mo.

Statement of Money Orders outstanding on the 31st of March 187
as per Advices in hand.

Date of Advice.	Number of Advice.	Where issued.	Amount Rs.	A.
		TOTAL Rs. ...		

The ________________ 187 } *Treasury Officer.*

This Form should be submitted to the Head Office of the Circle on or before the 15th April of each year.

Form 48—Mo.

MONEY ORDER DEPARTMENT.

INDENT for Money Order Forms required for the use of the Treasury at ________ *Dated the* ________ *of* ________ 18

Due on former Indent.	Description of Form.	Number of Form.	Balance in hand. Serviceable.	Balance in hand. Unserviceable.	Date of receipt of unserviceable articles, and No. of Indent on which received.	Indenting officer's explanation how articles became unserviceable.	Quantity. Indented for.	Quantity. Passed.	Issued.	Due.	Issued.	Due.	Issued.	Due.	Issued.

N.B.—These columns are for Store-keeper's use, and are to be left blank.

Indenting Officer.

Asst. Comptr. General.

Store No.

Form 49—Mo.

No. *RECEIPT for Forms supplied.*

Calcutta, 187

Money Order Forms issued for use of the Treasury at
in *of Indent No.* *dated*

Remarks by Issuing Officer.	Number of Form.	Description of Form.	Number issued.	Number of Packages, and how marked and sealed.	Remarks by Receiving Officer.

Received.

Asst. Comptr. General.

Treasury Officer.

Form 50—Mo.

OVERLAND MONEY ORDER APPLICATION.

For £ s. d.

Payable to

Residing at

Name of Remitter

Address

The 187

These forms are supplied gratis.

(*Reverse of Form.*)

The name of the Payee, or person to whom the Order is made payable, should include the surname, and at least the initial of one Christian name. If the Payee be a Firm or Company, the name of the Firm or Company will suffice.

The address of the Payee should be full and precise, as on it depends the determination by the British Office of the particular Money Order Office at which the order is made payable.

As respects the name of the Remitter, the same instructions apply; and if the Remitter be a native, his name, tribe or caste, and father's name, should be given.

No order may contain the fraction of a penny.

Form 52—Mo.

Register of Issues of Money Orders.

No. of Receipt.	Date of Issue.	Tariff Schedule, giving date of alteration.	Name of Remitter.	Name of Payee.	Address	Cost of Order in			Amount payable in		
						Rs.	A.	P.	£.	s.	d.

FOLIOS.

* This is also used for the weekly statement (Note 18).

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Form 51—Mo.

Fee Certificate of Overland Money Order Receipt to be given to Remitter. (See instructions on back, Note 10.)

Overland Money Order Receipt for credit to the Accountant General, Bombay.

Money Order Office at _____

Dated the _____

Received from—

Remitter's name _____

Remitter's address _____

The sum of ... Rs. As. P.

on account of an Overland Money Order for ... £. s. d.

Payee's name _____

Payee's address _____

Treasury Officer.

Money Order Office at _____

Dated the _____

Received from—

Remitter's name _____

Remitter's address _____

The sum of ... Rs. As. P.

on account of an Overland Money Order for ... £. s. d.

Payee's name _____

Payee's address _____

Treasury Officer.

Money Order Office at _____

Dated the _____

Received from—

Remitter's name _____

Remitter's address _____

The sum of ... Rs. As. P.

on account of an Overland Money Order for ... £. s. d.

Payee's name _____

Payee's address _____

Treasury Officer.

Fee Certificate of Overland Money Order Receipt to be given to Remitter.

Overland Money Order Receipt for credit to the Accountant General, Bombay.

Money Order Office at _____

Dated the _____

Received from—

Remitter's name _____

Remitter's address _____

The sum of ... Rs. As. P.

on account of an Overland Money Order for ... £. s. d.

Payee's name _____

Payee's address _____

Treasury Officer.

FOLIOS.

Form 53—Mo.

Register of Payments of *Money Orders.*

No. of Order.	Date of Issue.	Name of Payee.	Amount in Rs.	A.	P.

* This form is used also for the weekly statement (Rule 19).

Form 54—Mo.

MEMORANDUM.

WEEKLY REGISTERS of Overland Money Orders issued and paid.

No transactions have taken place during the week ending

Treasury Officer.

Dated _____ }
_____ 187 . }

Forms 55 and 56.

(Blank.)

Form 57—SB.

To

THE SECRETARY, DISTRICT SAVINGS BANK,

_____

Dated _____ *the* _____ *187* .

SIR,

I have the honor to apprise you that I have authorized the _____* to deposit the sum of Rs. _____ in the District Savings Bank at _____ as my security to Government, and that the same will not be payable to me until I shall produce to you the express written sanction of the _____ _____* under whom I may be serving for payment of the same. I have also agreed not to object to the payment by the Bank of this deposit to such _____ _____* upon his claiming it; and not to make any claim for interest after such _____ _____* shall have revoked the authority for the District Savings Bank to pay me the interest.

I have the honor to be,
SIR,
Your most obedient Servant,

(Signature of Depositor) _____
(Designation of ditto) _____

Form 58—SB.

Depositor's No. _____ Bank No. _____
Name _____
_____
Occupation _____
Residence _____

_____ { *Signature of Depositor.*

* Here insert designation of Government Officer.

Form 59—SB.

DISTRICT SAVINGS BANK.

District Savings Bank.

No. of Bank.

Journal of Deposits received.

Date.	Depositor's Number.	Depositor's Name.	Amount of Deposit.	Daily Total.

PROCEEDINGS of the MADRAS GOVERNME

Read the

Forms 61 and 61a—SB.

Depositor's No. _____ District Bank No. _____ Year 187 . 7 .

NAME.		RESIDENCE.		OCCUPATION.	

Month.	Deposits.			Total each Month.			Month.	Withdrawals.						Total each Month.			Principal.			Interest.		
	Balance brought forward			Rs.	A.	P.		1st	8th	15th	22nd	29th		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
April	3rd 1 0 0	10th 1 0 0	17th 2 0 0	6	0	0	May	3 0 0	3 0 0	3 0 0	...	7th 7 0 0		13	0	0	93	6	10	0	4	8
May	...	...	24th 1 0 0	...	...	...	June	...	...	...	...	...		...	...	...	93	6	10	0	4	8
June	30 0 0	...	...	30	0	0	July	...	...	...	...	...		...	...	...	113	6	10	0	5	8
July	...	10th 10 0 0	...	10	0	0	August	...	...	...	...	...		...	...	...	133	6	10	0	6	8
August	...	...	31st 10 0 0	...	...	...	September	...	...	...	...	...		...	...	...	133	6	10	0	6	8
September	...	...	...	...	...	...	October	...	...	...	...	...		...	...	...	133	6	10	0	6	8
October	1 0 0	2nd 3 0 0	23rd 2 0 0	6th 4 0 0			November	2 0 0	...	5th 4 0 0	27th 8 0 0			13	0	0	181	6	10	0	6	8
November	...	...	...	...	...	...	December	...	...	...	...	...		...	...	...	181	6	10	0	6	8
December	...	...	30th 4 0 0	...	...	...	January	...	...	...	...	29th 10 0 0		10	0	0	191	6	10	0	7	8
January	1st 9 0 0	8th 6 0 0	16th 9 0 0	22nd 6 0 0	...	...	February	...	...	...	...	...		...	...	...	191	6	10	0	7	8
February	...	...	...	...	...	...	March	...	...	...	...	...		...	...	...	191	6	10	0	7	8
March	...	...	...	...	...	...																
Total Deposits during the Year				82	0	0	Total Withdrawals							37	0	0						
" Interest at 4 per to Price Date				4	10	6	Closing Balance							183	1	4	Total Interest			4	10	6
" Including Balance				191		4	Total							191	1	4						

FORMS.

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Form 60—SB.

District Savings Bank.

No. of Bank

DISTRICT SAVINGS BANK.

Journal of Deposits paid.

Date.	Depositor's Name.	Amount withdrawn.	Daily Total.	Interest paid (on closed Accounts only).	Rupees.
	Number.				

District Savings Bank.

Form 62—SB.

DISTRICT SAVINGS BANK.

No. of Bank.

Statement of Receipts.

Date 187 .

Date	Depositor's No.	Depositor's Name.	Amount received.
		Total received ...	
		Total withdrawn ...	
		Amount { paid into / recd. from } Treasury ...	

District Savings Bank.

Form 63—SB.

DISTRICT SAVINGS BANK.

No. of Bank.

List of Deposits withdrawn.

Date 187 .

[Note.—When an account is closed, the whole amount paid, including interest, is to be entered in the column "Amount withdrawn," the interest *(of the current year only)* being at the same time entered separately in the adjoining column.*]

Depositor's No.	Depositor's Name.	Amount withdrawn.	* Interest paid on closed accounts.	Signature of Depositor (A receipt stamp should be affixed when the amount withdrawn exceeds Rs. 20.)

For use in Head Office

Entered in day-book ... of ... , by

Posted in district ledger by

,, depositor's

Total deposited in the Bank during the day

,, withdrawn from do. do.

Balance Treasury

Here enter { paid to or / received from }

Forms 64 and 64a—SB.

No. of District Savings Bank.

_____ District Savings Bank.

Statement of daily transactions for the month of 18 .

Date.	Deposits received.	Deposits paid.	Paid to Treasury.	Received from Treasury.

Form 65—SB.

No.

_____ District Savings Bank.

No transaction this day

*_____ day the† _____ 187 .

Officer in charge of the Treasury

at _____

* Enter day of week.
† Enter date of month.

Form 66—SB.

No. of District Savings Bank.

Annual Statement of Depositors' Balances 187 -7 .

Depositor's No.	Name.	Balance on 1st April 18 .	Deposits during the year.	Interest allowed.	Total.	Withdrawn.	Balance on 31st March 18 .

PROCEEDINGS of the MADRAS GOVERNME

Read the

Form 67—SB.

No. _____

FROM

THE SECRETARY TO THE _____ DISTRICT / PRESIDENCY SAVINGS BANK

AT _____

To

THE SECRETARY TO THE _____ DISTRICT / PRESIDENCY SAVINGS BANK

AT _____

SIR, _____, the _____ 187 .

I HAVE the honour to forward herewith a Remittance Transfer

Receipt for Rs. _____

being the amount of principal and interest at credit of _____

Depositor No. _____ in the _____ District / Presidency Savings Bank at this station, who desires to have his account transferred to the _____ District / Presidency Savings Bank at _____ under Rules 48 and 49 of the District Savings Bank Rules.

I have the honour to be,

SIR,

Your most obedient Servant,

_____ Depositor.

Signature of Depositor.

*To include current year's interest.

MEMO.

No. _____, dated _____ 187

Depositor's No. _____

Ditto Name _____

Rs. _____

transferred to the District Savings Bank at _____

Form 68—SB.

WHEREAS [illegible] deposited in the Government Savings Bank [illegible] and WHEREAS [illegible] Will or Letters of Administration [illegible] of 1860 (for facilitating the collection of debts on successions, &c.) has applied to me for certificate under Section 8 of Act V of 1873 (The Government Savings Banks Act, 1873), I HEREBY certify that the amount of the deposit belonging to the estate of the said [illegible] is [illegible]

Dated this [illegible] day of [illegible] 187

Secretary,
Government District Savings Bank.

Form 69—SB.

WHEREAS (name, residence, occupation) [illegible] deposited in the Government Savings Bank at [illegible] and WHEREAS [illegible] Will or Letters of Administration [illegible] of 1860 (for facilitating the collection of debts on successions, &c.) has applied to me for certificate under Section 8 of Act V of 1873 (The Government Savings Banks Act, 1873), and I hereby direct the said sum of [illegible] to be paid to [illegible]

Dated this [illegible] day of [illegible] 187

Secretary,
Government District Savings Bank.

Form 70—PWD.

PASS BOOK.

The Treasury or the Bank of in Account Current with A. B., Executive Engineer, Division.

Dr. Cheque Book No. Advised 7th May. Cr.

1875.			Initials of Treasury Officer.	Rs.	As.	P.	1875.			Initials of Treasury Officer.	Rs.	As.	P.
May	1	To Balance ...		1,039	7	11	May	6	By Cheque No. 1 ...		500	0	0
	3	„ Credit Order for May ...		25,000	0	0	„	8	„ Ditto „ 2 ...		140	0	0
							„	10	„ Ditto „ 4 ...		10,000	0	0
		Total ...		26,039	7	11	„	18	„ Ditto „ 5 ...		[illegible]	0	0
									Total ...		11,090	0	0
									By Balance ...		14,949	7	11
June	1	„ Balance ...		14,949	7	11			Total ...		26,039	7	11

N. B.—To be kept in duplicate and balanced *monthly*, and signed in full after being balanced.

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PROCEEDINGS of the MADRAS GOVERNME

Read the

Form 71—Ml.

_____ GOVERNMENT.

MILITARY RECEIPTS ARMY.

List of Receipts on account of Military Services credited in Accounts of Treasury for the month of 187 .

No. of Chalan.	Date.	From whom received.	Description of Miscellaneous Receipts.	Amount		Daily Total carried to Cash Book.
				Of Commissariat Deposit.	Of Miscellaneous Receipts.	

_____ GOVERNMENT.

MILITARY PAYMENTS ARMY.

List of Payments on account of Military Services at Treasury between the and of 187 .

Date.	General consecutive No. of Voucher.	Cheques and Transfer Receipt.		Drawer or Claimant.	Description of Miscellaneous Payment.	Amount.			Daily Total carried to Cash Book.
		Office.	Date.			Cheque.	Transfer Receipt.	Miscellaneous Payments.	

Form 72—Tl.

Telegraph Form No. 20.

(Treasury Officers are not to pay more than 250 Rupees on any certificate of this form.)

*No.*_____

IMPREST CERTIFICATE, *dated*_____ 18 .

I certify that the cash account of_____

_____, for _____ 18 .

has been checked by me; that its opening balance agrees with the closing balance of the previous account, and that its closing balance is correctly calculated.

Rs.	A.	P.

I further certify that the Imprest at present allowed him is _____, and that his actual cash balance last reported to me is _____, leaving a deficiency of Rupees_____

_____, which sum I hereby authorize him to draw from the_____ Treasury.

(NOTE.—If the balance is more than the Imprest allowed, no certificate is to be granted. The Superintendent is responsible that he orders payment into Treasury of all unnecessary excess.)

Superintendent of Telegraphs,

_____ *Division.*

Form 73—Tl.

Telegraph Form No. 22.

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the Telegraph Master_____

is authorized to draw from the_____ Treasury the sum of _____

(Rs._____) on account of advance, as detailed below, to be made to _____

proceeding to_____

_____

*Superintendent*_____ *Division.*

Dated _____ *the* _____ *of* _____ 187 .

Rs.

On account of salary for_____

On account of travelling expenses ... ... _____

Total ... _____

Form, 74—Tl.

Telegraph Form No. 23.

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the _____

_____

_____ is authorized to draw from the _____

Treasury the sum of Rupees (_____)

_____

to enable him to refund Deposits of _____

_____

_____

_____

_____

Controller of Telegraph Accounts.

Dated Calcutta, the _____ *of* _____ *187* .

Director General of Telegraphs in India.

Received from the Officer in charge of the Government Treasury at _____ the sum of Rupees (_____) on account of refund of Deposits, as authorized in the accompanying Certificate, dated _____ 187 , by the Comptroller of Telegraph Accounts and the Director General of Telegraphs in India.

Signature _____

Dated _____ 187

Form 75—Tl.

Telegraph Form No. 18.

No. _____, *dated* _____

FROM THE SUPDT. OF TELEGRAPHS, _____ DIVISION,

To

THE OFFICER IN CHARGE OF GOVT. TREASURY

AT _____

SIR,

I have the honor to inform you that Mr. _____

_____ has been ordered to take charge of the _____

_____, and to request that

no further payments may be made to his predecessor, Mr. _____

_____, or on any documents bearing Mr. _____

_____'s signature. The probable maximum amount of salary

bills payable to Mr. _____ monthly

will be Rupees _____

Superintendent of Telegraphs.

Form 76—Tl.

Telegraph Form No. 13.

To

THE OFFICER IN CHARGE OF THE TREASURY

AT _____

SIR,

This Letter of Credit is granted on the Treasury at _____ in favor of _____ for Rs. _____. It will remain in force till 31st March next,

I have, &c.,

Accountant General.

Copy forwarded to _____ for information.

Accountant General.

Form 77—Tl.

Telegraph Form No. 17.

GOVERNMENT TELEGRAPH DEPARTMENT.

Advice No. _____, dated _____

To the Officer in charge of the Treasury at _____, *the* _____ 18 .

I hereby advise you that I have this day drawn the under-mentioned Cheque on your Treasury, payable out of the amount placed at my disposal in Letter of Credit No. _____, *dated* _____ 18 :—

No.	Amount. Rs.	A.	P.	In whose favor.

This advice must be sent to the Treasury by post as soon as possible after the Cheque is signed.

Signature _____

GOVERNMENT TELEGRAPH DEPARTMENT.

Cheque No. _____, dated _____ 19 . Rs. [redacted]

To the Officer in charge of the Treasury at _____

Pay to _____

or order Rs. _____

dated _____, *in part of Letter of Credit No.* _____

This Cheque is current for three months only. 18 , *and on account of* _____

Signature _____

An advice of this Cheque will be sent to the Treasury by Post, unless the Cheque be payable to the officer who signs it. The Cheque should not be presented for payment before the advice has had time to reach the Treasury.

When requested by the payee, the word "bearer" may be substituted for "order" (on condition that the Cheque be, in such cases, made over by the Officer signing to the payee, without the intervention of a third person). The Cheque may be crossed for payment only through a bank, if requested by the payee.

Form 78—Cn.

(To be printed on 4to foolscap.)

STATEMENT OF SMALL SILVER AND COPPER COIN

showing the actual results of 1876, *and the probable requirements of* 1877.

PARTICULARS.	SMALL SILVER (VALUE).			COPPER (VALUE).			
	Half Rupees.	Quarter Rupees.	Eighth Rupees.	Double-Pice.	Pice.	Half-pice.	Pies.
Balance on 1st December 1875							
Received from other treasuries or depôts in 1876 ...							
TOTAL							
Remitted to other treasuries or depôts in 1876							
Balance on 1st December 1876							
TOTAL							
Difference being *net* local ... { Receipt ... ... / Issue ...							
Additional supply required for 1877							

TREASURY,

The 2nd December 1876.

Collector.

Note that "in 1876" in this form means "between 1st December 1875 and 30th November 1876."

Read the

Form 79—Cur.

Statement of Currency Notes received into, and issued from, the Treasury during the quarter ending

	Value received from	Value issued to
General Treasury, Bank of ...	For the purposes of this statement, remittance of notes is considered to be received as soon as their first halves arrive.	For the purpose of this statement notes are regarded as issued as soon as their first halves are despatched to another treasury.
Other Treasuries ...		
Public in payment of Govt. dues. Home Notes		
Public in payment of Govt. dues. Foreign ,,		
Public for silver ...		
Ditto in exchange for Notes of other values ...		
Total Transactions ...		
Balances as per Cash Balance Report		
GRAND TOTAL ...		

The opening balance should be shewn under Receipts, the closing under Issues, in order that the equality of the grand totals may be made to prove the statement.

The value of notes *received* in exchange for notes will, of course, agree with the value so *issued*.

Form 80—Cur.

(*To be printed on foolscap taken lengthways.*)

CURRENCY CHEST BOOK.

Government Paper Currency ____ *Agency.*

Date, &c.	Currency Notes for Rupees 5	10	20	50	100	500	1,000	Total Notes.	Total Value Notes.	Silver Coin Value in Rupees.	8 Annas.	4 Annas.	2 Annas.	Total Value	Total Value of Notes and Coin.	Initials of Officers holding keys of Chest.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Balance of 18 Withdrawn Deposited																
Balance of 18 Withdrawn Deposited																
Balance of 187 Withdrawn Deposited																
Balance of 187 Withdrawn Deposited																
Balance																

Form 81—Rm.

Remittance Order No.

Amount to be stated in words.

NUMBER.	PARTICULARS.	VALUE.
	SILVER—Whole rupees ...	
	Half rupees ...	
	Four-anna pieces ...	
	Two-anna pieces ...	
	COPPER—Double pice ...	
	Single pice ...	
	Half pice ...	
	Pie pieces ...	
	NOTES—*Home Circle*—	
	of Rs. 1,000 ...	
	„ 500 ...	
	„ 100 ...	
	„ 50 ...	
	„ 20 ...	
	„ 10 ...	
	Foreign Circle.	
	UNCURRENT COINS.	
	TOTAL ...	

Remittance Order No.

Amount to be stated in words.

NUMBER.	PARTICULARS.	VALUE.
	SILVER—Whole rupees ...	
	Half rupees ...	
	Four-anna pieces ...	
	Two-anna pieces ...	
	COPPER—Double pice ...	
	Single pice ...	
	Half pice ...	
	Pie pieces ...	
	NOTES—*Home Circle*—	
	of Rs. 1,000 ...	
	„ 500 ...	
	„ 100 ...	
	„ 50 ...	
	„ 20 ...	
	„ 10 ...	
	Foreign Circle.	
	UNCURRENT COINS.	
	TOTAL ...	

To THE

Please make the remittance noted in the margin, to the

Immediately on receipt of this notice, you should, if you require an escort, inform the District Superintendent of Police, even though you be unable to notify the probable date on which the remittance will be ready for despatch; and you should warn him again of the exact date as soon as

I have, &c.,

Accountant General.

Please { From
To

Date of *Remittance order.*
Amount despatched.
„ received.
Remittance charge bill for Rs.
passed
Bill of receiving Remittance for Rs.
passed on

To THE

, the

Sir,
The
to make you the remittance noted in the margin.

has this day been instructed

I have, &c.,

Accountant General.

Form 82—Rm.
(Foolscap size.)

Invoice of Currency Notes *Circle, remitted from*
to *under orders of* *dated*

Value of Note.	SERIES AND NUMBER.

ABSTRACT OF ABOVE.

Draw a line across the page to separate different values of Notes.

Brought forward Rs.	
pieces value ...	„
ditto ...	„
ditto ...	„
ditto ...	„
Carried forward Rs.	

PROCEEDINGS of the MADRAS GOVERNME
READ the

Form 83—Ga.

(Condensed, representing an open sheet.)

Survey Department, Audit No.

Lieut.-Col. J. J. Boon, M. S. C.

No.	Date.	Gazette.	Orders of Government affecting the officer. Substance of order as briefly as possible.	Date from which each several rate taken effect, with name of superintendent.	Days of payment of bills for months of official.	Copy for note of perusal for each month of three years.	Particulars of objection.	Space left vacant for notes explanatory of peculiar payments.	Date of order.	Gazette.	Date of Transfer. Section of Code.	Period granted.	Period of absence.	Particulars of Leave and Transfers. Leave.	Date of Report. Taking charge.	Relieving charge.	Joining time claimable.	To	From	No. of voucher.	Date of payment.	Amount of allowance.	Admitted or re-covered.	Month for which claimed.
			Details of emoluments and deductions— Salary ... Acting Allowance. Gross claims ... Deductions* ... Nett claim ... * Particulars—Civil Service annuity deduction ... Medical Retiring Fund ... Unpensionable Service deferred annuities ... Civil (or Provincial) Fund, Ordinary ... Military Fund ... New Military Fund (Wife) ... Discontinued Family Pension Fund ... Civil Fund, Additional ... Military Orphan Fund ... New Military Fund (Children) ... Unpensionable Service Insurance Fund.																						

Form 84—Gz.

Register of Officers lent to Native States and Public Bodies.

I.—To whom lent.	*Joudpore State*							
II.—Name of Officer lent.	*Nilmadhub Sen*							
III.—Official designation.	*Sub-Assistant Surgeon*							
IV.—Monthly rate of salary.	*Rs.* 500							
V.—Number and date of Government order.	*10th January* 1872, *No.* 175 ...							
VI.—Rate of monthly contribution towards leave and pensionary allowances.	*One hundred rupees*							
VII.—When lent.								
VIII.—Where recovered	*Indore Treasury*							
	* Month.	Amount.	* Month.	Amount.	* Month.	Amount.	* Month.	Amount.
IX.—Realization of contribution.								
	Total ...		Total ...		Total ...		Total ...	
	Total due...		Total due...		Total due...		Total due...	

* The month in which realized, not for which realized, to be given.

The official designation is that of the post held before his transfer by the officer lent, and should be given in full. The officer's name should still be recorded in the annual book of establishments against his proper post, though no pay should be shewn against it, and distinct note should be made that he has been lent for such service. On appearance of the Government order sanctioning the loan of an officer, entry should be made in the register and completed as far as possible, care being especially taken to ascertain and to record the treasury into which the contribution should be paid. As soon as the officer gives up his old duties, entry of the date should be made on line VII. A remarks column may be left if it be thought desirable to note *also* the period *for* which *each* recovery is made.

To adopt the form for record of deductions for family payments, heading I should be omitted, heading VI should be "Rate of monthly contribution for family payment," and heading VII, "Date of commencement."

Form 85—Gz.

(Condensed, representing a sheet of foolscap taken the long way.)

SERVICE REGISTER OF (*full name*) *Robert Taylor,* *Bengal Civil* SERVICE.

Date of { Arrival in India (*for C. S.*) *16th November 1856.* Brought forward from page...
Birth (*in case of a Military or Uncovenanted Officer*). Carried forward to page ...

Date of Gazette of Government Order.	Appointments.		Non-effective.					Period.		Monthly Pay.	
	Permanent.	Acting.	Transit.	Privilege leave.	Subsidiary leave.	Furlough or (sick leave).	Other leave or absence.	From.	To.	Permanent.	Special or Acting.
C. G. 22 Nov. 56 ...	Student, unpassed ...	.....	...	...	...	...	.....	16 Nov. 56 ...	6 Mar. 57 ...	250	...
„ 10 Mar. 57 ...	„ passed in one language	.....	...	...	...	...	.....	7 Mar. 57 ...	10 Oct. „ ...	300	...
„ 13 Oct. 57 ...	Attached to N. W. P., Punjab, and Oudh	.....	...	...	...	...	.....				
N. W. P. G., 11 Nov. 57.	Assistant Magistrate-Collector, Benares	.....	Transit.	...	...	...	.....	11 Oct. ...	24 „ „ ...	300	...
„ 7 June 58 ...	Ditto, Jaunpur, with full powers	.....	...	...	...	...	.....	25 „ ...	1 June 58 ...	400	...
„ 5 July 59 ...	Ditto, Mirzapur, with full powers	.....	...	...	...	...	.....	2 June 58 ...	26 „ 59 ...	500	...
N. W. P. G., 1 Oct 59.	Assistant Magistrate-Collector, Meerut	.....	Transit.	...	...	...	.....	27 „ 59 ...	29 „ „ ...	500	...
„ 8 Oct. 59 ...	Ditto, Allighar	.....	...	...	...	...	.....	30 „ „ ...	10 Sept. „ ...	500	...
„ 30 Sept. 60 ...	Transferred to Punjab ...	.....	Transit.	...	...	...	.....	.....	.....	...	...
								11 Sept. 60 ...	19 Sept. 60 ...	500	...
								20 „ „ ...	15 Oct. „ ...	500	...
								16 Oct. ... R.	24 „ „ ...	...	...

P. G., 10 Oct. 60 ...	3rd Class A. C., Lahore ...	.....	...	...	...	...	.....	25 Oct. ...	28 July 61 ...	500	...
„ 28 July 61 ...	... ...	D. C., Gogaira ...	...	...	...	...	.....	27 July 61 ...	20 Oct. „ ...	500	243 10 8
... ...	... ...	.....	Transit	...	...	...	.....	21 Oct. „ ...	10 Nov. „ ...	500	...
... ...	... ...	.....	...	...	...	...	.....	11 Nov. „ ...	25 Jan. 62 ...	...	...
P. G., 10 Jan. 62 ...	... ...	.....	...	...	...	...	6 ms. private.	.....	.....	...	...
„ 29 „ 62 ...	... ...	D. C., Gogaira ...	...	...	...	...	.....	26 Jan. 62 ...	10 Feb. 63 ...	500	243 10 8
... ...	... ...	.....	...	...	...	...	.....	11 Feb. „ ...	13 April „ ...	500	...
P. G., 10 Jan. 63 ...	... ...	.....	...	...	30 days	...	.....	14 April „ ...	27 „ „ ...	250	...
.....	... ...	.....	...	...	14 „	...	6 ms. private ...	28 „ „ ...	27 Oct. „ ...	250	...
... ...	... ...	.....	...	...	...	...	Without leave.	28 Oct. „ ...	.....	...	...
.....	Out of employ ...	.....	...	...	...	...	.....	29 „ „ ...	30 Nov. „ ...	180	...
P. G., 5 Nov. 62 ...	3rd Class A. C., Lahore ...	.....	...	...	...	...	.....	1 Dec. „ ...	10 April 63 ...	500	...
„ 15 April 63 ...	Transferred to Oudh Province	.....	Transit	...	...	...	.....	11 April 63... C	25 „ „ ...	500	...
C. G., 20 „ 63 ...	To be Assistant Settlement Officer, Hardoi ...	.....	...	...	...	...	.....	26 „ „ ...	.....	500	...
G. I. For. Dept. 217, dated 1 May 63.	With personal allowance of Rs. 75 from date of taking charge ...	.....	...	...	...	...	.....	... ...	1 April 64 ...	...	75 ...
C. G., 10 April 64 ...	Assistant S. O., 2nd Grade	.....	...	...	...	...	.....	2 April 64 ...	20 July 65 ...	700	...
G. I. For. Dept. 341, dated 10 June 64.	Invested with powers of Deputy Commissioner for hearing appeals from Tahsildars.	.....	...	...	...	...	.....	.....	.....	...	...
C. G., 1 Sept. 64 ...	... ...	.....	...	...	...	...	.....	.....	.....	...	...
„ 25 July 65 ...	Transferred to Punjab ...	.....	Transit	...	...	...	.....	21 July 65 ...	5 Aug. 65 ...	700	...
P. G., 25 „ 65 ...	Assistant Commissioner, 2nd Class...	D. C., Jhang ...	...	...	...	...	.....	6 Aug. „ ...	22 May 66 ...	700	243 10 8

In October 1837 the Civil Auditor, Fort William, should have sent to the Civil Auditor, Agra, an extract as far as A, striking the name out of his index: in October 1860, the Civil Auditor, North-Western Provinces, should have sent an extract as far as B (including A) to the Civil Auditor, Punjab, also striking the name out: in 1863 the latter should have sent an extract as far as C (including A and B) to the Civil Paymaster, Allahabad, who should have brought the name on his index again and posted at the new entries, similarly with the new transfer to the Punjab. The Civil Paymaster at Allahabad audited the bills of the Oudh Province as well as North-Western Provinces, but it would not be necessary to keep separate volumes for the service registers of the officers of the two Governments.

Leave *granted* should in this form be entered in red ink, on its expiry, actual absence should be noted in black.

PROCEEDINGS of the MADRAS GOVERNME

Form 86—Gz.

Scale Register of Magistrate-Collectors, III Grade. Sanctioned number 5. Part II, Actual incumbents, permanent or acting.

Name of officer.	1st Jan. 1875.	10th Feb. 1875.	3rd May 1875.	20th April 1875.																		
A. B.																						
C. D.				E. F.																		
E. F.		L. M.																				
G. H.																						
I. K.			N. O.																			
Total No.	5	5	5	5																		

NOTE.—The register is supposed to open on 1st January 1875, on which date A. B., C. D., E. F., G. H., I. K., are the actual incumbents, permanent or acting, of the five offices the lines are drawn on that date in the column headed 1st January 1875. No change takes place till 10th February, when E. F. goes on leave, L. M. being appointed to succeed for act (e) the vacancy; the next column therefore is headed 10th February 1875, and the entries made, and lines drawn, in it as shown. On 3rd March 1875, and the lines drawn in it. Next, E. F. returns from furlough, and takes up one of the offices, and I. K. is thus ousted, the next column is therefore headed 3rd March 1875, April 20th, but as C. D. dies on the next day, L. M., who officiated for him, does not lose the step, the entries are made accordingly. The total 5 is made up by counting the entries, whether names or lines, in the columns, and shows whether the number of incumbents exceeds sanction or not.

Form 87—Gz.

(Full breadth.)

STATEMENT SHOWING THE SANCTIONED SCALE OF GAZETTED APPOINTMENTS UNDER THE GOVERNMENT OF ON 31ST MARCH 187 .

Orders of Government.		Appointment.		Salary of each officer per mensem.	Remarks.
No.	Date.	No.	Designation.		
				Rs. A. P.	
H. D. 1763 ...	23rd Dec. 1866 ...	1	Lieutenant-Governor		
		2	Opium Agents	8,333 5 4 2,800 0 0	Rs. 2,500, rising to Rs. 3,000 by annual increments.
F. D. 174 ...	12th Feb. 1868 ...	2	Members of Revenue Board	2,500 0 0	To be reduced to Rs. 4,000 on occurrence of a vacancy.
„ 1346 ...	27th Sept. 1860 ...	23	Magistrates and Collectors, 1st grade ...	4,166 10 8	
		14	„ „ 2nd „ ...		
		49	Assistant Magistrates passed by second standard	1,916 10 8	One vacant.
		20	„ „ first standard	1,500 0 0	
		17	„ „ unpassed ...	500 0 0 450 0 0	These numbers fluctuate, but the existing strength is as shown.
				400 0 0	Actually entertained—
„ 2712 ...	26th Nov. 1867 ...	11	Assistant Commissioners, 1st grade ...		1st grade 7
		11	„ „ 2nd „ ...	800 0 0	2nd „ 1
		6	„ „ 3rd „ ...	700 0 0	3rd „ 7
		2	Cathedral Chaplains	500 0 0	Salary Rs. 500, house-rent Rs. 90,
				640 0 0	Jail allowance Rs. 50.

NOTE.—The entries here are given as specimens, but are not in the prescribed order.

Form 88—Gz.

(Condensed, to be printed on open demy.)

List of Her Majesty's servants belonging to the Bengal Civil Establishment, specifying their numbers, names, original and present ranks, commencement and term of residence in Bengal, non-residence, offices, dates of appointments, monthly and annual salaries, &c., actually drawn, completed up to 31st March 1874.

N. B.—Residence at Haileybury College to be reckoned as actual residence in India is distinguished in red ink in column of Actual residence.

No.	Name.	Dates of			Subsequent non-residence.			Actual residence.	Appointments.	Specification of allowances.					
		Original rank.	Present rank.	Commencement of service.	On furlough.	On medical certificate.	On private affairs.				Monthly amount in rupees.	Total monthly income in rupees.	Total annual income in rupees.	Annual income taxable by law in rupees.	

The date of original rank is that of arrival in India of the first civil servant of the same season.

Under medical certificate will be entered all sick leave taken under old rules, under private affairs all that appears in column of Other Leave of Form 85.

FORMS

Form 89—Gz.

List of Family allotments made by Officers serving in the Department during the year which ended 30th June 18 , and recovered in India.

Name of Officer.	Designation or Office.	Monthly Amount. £ s. d. R. A. P.	Latest month for which recovery was made.	Remarks. Date, nature and reference to Report of any suspension, commencement, discontinuance, change of amount, &c.

Form 90—Est.

(To be printed on open royal.)

Fixed Establishment of the Collector of *for the four years commencing April 1, 1874.*

Orders of Government.	Section.	Pay of Section. Maximum.	Minimum.	Actual of 1st April.	Amount and date of Payments for the month of March.				Remarks.
	1874-75. Mundlahoo Tahsil...	301	251	301	Five months' columns, each 1¼ inch broad.	Six months' columns, each ¼ inch broad. ..... The payments on arrear bills should be noted across the entry of short-drawal or refund.	(7-6) Ramgopal, Peon (41-5)	301 13 6	
								271 13 6	
							Refunded on April's bill, Rangoram. Rgmid (1-6)	15	
								286 13 6	
	1875-76.								

This form shows only the upper quarter of the page.

FORMS. lxxxiv

Form 91—Tv.

(To be printed on foolscap long way.)

Travelling Allowance Register of the Collector of and his Establishment. Budget Grant Rs.

Date of payment.	Number of Voucher	Names of Officers.	Date and object of journey.	Officers. Mileage.	Officers. Daily allowance.	Establishment. Batta.	Establishment. Mileage.	Establishment. Railway fare.	Total.	Admission. Date.	Admission. Initials.	Remarks.
		Tentage is an allowance made to enable an officer to provide tents, not a daily allowance.										

Separate registers must not be opened for the several gazetted officers of the district establishment; the travelling bills of the Collectors, the Joint-Magistrates, the Assistants and Deputies and their establishments will be passed in a single page.

FORMS. lxxxv

PROCEEDINGS of the MADRAS GOVERNME

Read D

Form 92—Pn.

(Condensed by compression of columns marked *; to be printed on open foolscap, ten lines to page.)

REGISTER OF PERMANENT PAYABLE ORDERS ISSUED FOR PENSIONS CHARGEABLE to 26, *Allowances, &c., or* 28, *Superannuations.*

Number of P. P. O.	Particulars of Government orders.	Date of P. P. O. and initials of G. O.	Name and Caste.	Date of birth, Christian era.	Designation of last employment and office.	Date on which employment ceased.	Period counted as service.
	i. e., No. and date, name of Government issuing, and register No. on record file.						

Average emoluments.	Class of pension.	Monthly amount.	Height, ft. and inch.	Residence, showing village and pergunnah.	Personal Marks.	Where payable.	REMARKS.
							i. e., date of issue of duplicate, with initials of officer signing, or cancellation of order (date and cause).

Form 93—Pn.

(To be printed on [illegible])

Audit Register of pensions payable at Treasury. Date of payment of pension for the month of

No. of P. P. O.	Name of pensioner.	Monthly amount.	Class of pension.	REMARKS.—(*All spare space on the page should be added to this column.*)

Year.	April.	May.		January.	February.	March.
1872-73.			Columns for intermediate months.			
1873-74.						
1874-75.						

Form 94—Pn.

(Full size; to be prepared on ordinary foolscap.)

GRATUITY REGISTER.

Government orders.	Name of payee.	Place of payment.	Amount.	PAYMENT. Date.	PAYMENT. Voucher No.	REMARKS.

The first four columns should be filled up on receipt of the order from Government. In the remarks column the fact of re-payment of a gratuity (*Code* 91-1) should be noted when re-payment is complete. If a Local Government require the account departments to prepare in part the quarterly return of gratuities required for the Government of India, it may be desirable to record all necessary particulars in this register; a form may in that case be adapted from Form 92; the smaller size of the present form renders it undoubtedly more convenient in use, and this may be set against the inconvenience of preparing the returns from the present form and filling in necessary information by reference to the original orders.

PROCEEDINGS of the MADRAS GOVERNME[illegible]

Form 95—Int.

The Secretary and Treasurer, Bank of Bengal,

CALCUTTA.

SIR,

I have the honor to forward the following Registers of Payments on account of Interest on the Public Debt of India, paid at Treasuries under my control, during the month of _____ 18__ :—

No. of Register.	Names of Treasuries.	3-4 on 1853-53.	4-4 on 1853-56.	5-4 on 1856-58.	6-4 on 1857-58.	7-4 on 1858.	8-4 on 1859-60.	31 on 1853-54.	4-4 on 1870.	4-4 on 1871.	4-4 on 1872.	4-4 on 1873.	Amount.
		1st May 1852.	31st March 1856.	1st February 1858.	30th June 1854.	1st May 1863.	31st May 1860.	28th February 1854.	16th July 1870.	4th July 1871.	1st January 1872.	13th Sept. 1873.	
	Total Rs.												

Station _____

Accountant General.

Form 96—Int.

Payment on account of Interest on Imperial Loans, made at the Treasuries under my control, during the month of February 1877.

Particulars of Loans.	Date of Issue.	Periods of Interest. Half-years.	To	Amount paid. R.	A.	P.	Total for each Loan. R.	A.	P.	Remarks.
		37	August 31, 1872, or earlier.							
		38	February 28, 1873 ...							
		39	August 31, 1873 ...							
		40	February 28, 1874 ...							
3½ per cent. of 1853-54	Feb. 28, 1854	41	August 31, 1874 ...							
		42	February 28, 1875 ...							
		43	August 31, 1875 ...							
		44	February 28, 1876 ...							
		45	August 31, 1876 ...							
		46	February 28, 1877 ...							
		80	May 1, 1872, and earlier.							
		81	November 1, 1872 ...							
		82	May 1, 1873 ...							
		83	November 1, 1873 ...							
4 per cent. 1832-33	May 1, 1832 ...	84	May 1, 1874 ...							
		85	November 1, 1874 ...							
		86	May 1, 1875 ...							
		87	November 1, 1875 ...							
		88	May 1, 1876 ...							
		89	November 1, 1876 ...							

Other Loans in order with like detail.

		10	June 1, 1872, and earlier.							
		11	December 1, 1872 ...							
		12	June 1, 1873 ...							
		13	December 1, 1873 ...							
		14	June 1, 1874 ...							
5 per cent. Debenture Loan of 1867-68 for Reproductive Works.	June 1, 1867 ...	15	December 1, 1874 ...							
		16	June 1, 1875 ...							
		17	December 1, 1875 ...							
		18	June 1, 1876 ...							
		19	December 1, 1876 ...							
			Total ...							

Forwarded to Comptroller General.

Dated at _____ _____

_____ *of* _____ 18 *Accountant General.*

Form 97—MO.

GENERAL ACCOUNT OF MONEY ORDER EXCHANGES BETWEEN THE UNITED KINGDOM AND INDIA, PREPARED BY THE BOMBAY OFFICE OF EXCHANGE.

For the month of _____ *187* .

To the Credit of the United Kingdom.						To the Credit of India.					
For Orders drawn by India upon the United Kingdom by means of the following Homeward Lists bearing dates in the above month :—						For Orders drawn by the United Kingdom by means of the following Outward Lists acknowledged in the Homeward Lists of the above month :—					
Homeward Lists.		Monthly Numbers.		Amount of Orders.		Outward Lists.		Monthly Numbers.		Amount of Orders.	
No.	Date.	From	To	£.	s. d.	No.	Date.	From	To	£.	s. d.
Total											
Orders on Canada.											
Total of Canada Orders ...											
(1) Grand Total ...				1,200		(9) Total ...				300	
(2) Commission on above at 1 per cent.				12		(10) Commission on above at 1 per cent. ...				3	
(3) Extra commission at 2 per cent. on amount of Canada Orders ...						(11) Orders for the re-payment of which to remitters in India authority was given in the Outward Lists above-mentioned ...				46	
(4) Orders for the re-payment of which to remitters in the United Kingdom authority was given in the Homeward Lists above-mentioned ...				16		(12) Orders drawn by India upon the United Kingdom reported as void in the Outward Lists above-mentioned ...				14	
(5) Orders drawn by the United Kingdom upon India reported as void in the Homeward Lists above-mentioned ...				34		Total ...					
Total ...						(13) Corrections of Outward Lists as detailed within ...					
(6) Corrections of Homeward Lists as detailed within ...						Net or Total ...					
Net or Total ...						(14) Special items detailed within ...					
(7) Special items detailed within ...						(15) Balance in favour of United Kingdom ...				899	
(8) Balance in favour of India ...						Total ...				1,262	
Total ...				1,262							

Chief Office,

Bombay _____ *187* .

Assistant to Accountant General.

Form 98—Rem.

(Condensed form representing a demy page.)

Register of Cash Remittances.

Under the _____ Government in the year 1873-74.

Date of remittance.	Remitting Treasury or Office.	Amount debited. Rs.	A.	P.	Payable at Auditor.	Receiving Treasury or Office.	Date of credit.	Amount credited. Rs.	A.	P.	Payable at Auditor.	Amount Shore. Debited. Rs.	A.	P.	Credited. Rs.	A.	P.	When and how adjusted.

Form 99—Rem.

Month of _____ 187

Memorandum of the Adjustment of Remittances within the Province (or to other Provinces).

Remittances outstanding at end of last month, transferred from columns 4 and 7 of last month.				Remittances charged this month but not credited.			
1	2	3	4	5	6	7	
Remitting Treasury.	Amount outstanding, namely each separate remittance, and not a total for each Treasury.	Amount credited by Receiving Treasury this month.	Amount still outstanding at end of month.	Remitting Treasury.	Receiving Treasury.	Amount of Remittance.	Remarks.
Total ...							

Form 100—Misc.

(Full size; to be printed on foolscap.)

Register of permanent advances in the _____ District.

Sanction for advance.		Acknowledgment.		Amount advanced.	Holder of advance.		Amount adjusted.	How adjusted.
Order.	Amount.	File No.	Date.		Office.	Name.		

PROCEEDINGS of the MADRAS GOVERNME

Form 101—Obj.
(Condensed.)

OBJECTION STATEMENT SHOWING THE RESULT OF THE AUDIT AND EXAMINATION OF THE LIST OF PAYMENTS
(AND OF THE CASH ACCOUNT) OF ____ TREASURY FOR ____ 187

N. B.—This statement must be returned within a week of its receipt, or the cause of any delay in doing so explained by docket.

Date of receipt or payment.	No. of voucher.	Nature of receipt or payment.	Amounts placed under objection.				Nature of error or objection.	Explanation or remarks of the Officer in charge of the Treasury.
			Advances recoverable.	Receipt.	Charge.	Advance eliminated.		

Form 102—Obj.

(Full size.)

OBJECTION STATEMENT FOR

Accountant General's Office,
Dated 187

To

THE { COLLECTOR / DEPUTY COL... } OF

PLEASE RECOVER from the next bill presented by the Officer named, the amount noted below :—

Officer retrenched

No. and date of Voucher

Amount Rs. As. P.

Reason	Disallowed by countersigning Officer.
	Pay and acting allowance overdrawn.
	Travelling allowance overdrawn.

For explanation, see reverse.

No.

Copy forwarded for information to

He should immediately forward any representation he may have to make, in order that, if it is accepted, the retrenchment order may be withdrawn.

Assistant Accountant General.

COUNTERFOIL.

Form 103—Obj.

Condensed form representing an open sheet of dam

Period of account.	No. of Voucher or Date of receipt	Nature on item.	Amount kept Suspense. Advances recoverable.	Credits.	Payments.	Receipts.	Items adjusted, but awaiting final clearance.	Service Payments for Recovery. Head of service charged.	Nature	Amount.
		To whom the record, or payment must be clearly stated in every case; the objection will be stated on the other page.								*To be clearly stated in every case.*
		Total of month's objections								
		Balance from past months								
		Total Rupees								
		Deduct amount adjusted during the month as per separate Register								
		Balance carried forward								

I certify that I have compared the entries of addition and deduction under Advances Recoverable and Suspense Account in this form with those in the classified abstract for the month of ——, and that they agree after the correction detailed in paragraphs 13 and 14.

Superintendent.

Form 104—Obj.

(Condensed form representing a demy page.)

Register of Adjustments.

Month of adjustment.	No. of voucher or date of receipt or of recredit.	Original. Period of account.	No. of voucher or date of receipt.	Amount adjusted under Advances recoverable.	Suspense. Credits.	Suspense. Debits.	Items adjusted, but awaiting final clearance.	Cash recoveries of service payments.	Initials of Superintendent.	How adjusted.
Note.—This month is, of course, the account month, the month in whose accounts adjustment is made.										
	Aug. 3.	31 of Aug. 10								Recovered in Cash, by Collector.
	04	of Aug. 9								Deducted from bill.
										By Transfer Entry No. 1365.
										Refunded to A. B.
										Admitted on detailed bill.
										Admitted on completed voucher.
										Admitted on completed voucher.
										Admitted on explanation in Objection Statement, (or
										Vide Collector's No. dated

The specimen entries contain all that is required to be stated in the greater number of cases.

Form 105—Obj.

(If presenting on open sheet of demy.)

Abstract of objections of _____ *District for the year 1878-79.*

Month of Objection.	Amount objected to.	Adjusted in April.	Adjusted in May.	Adjusted in March.	Total adjusted.	Balance outstanding.
Balance before 1878.						
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
TOTAL						

Form 106—PA.

(To be printed on ordinary foolscap.)

Cheque Register *of the Presidency Audit Department.*

No. of Cheque.	To whom payable.	Amount.	No. of Cheque.	To whom payable.	Amount.

Form 107—PA.

(To be printed on ordinary foolscap.)

Cash Book *of the Presidency Audit Department.*

To whom paid.	Amount.	To whom paid.	Amount.

Form 108—A.

Cash Book. Drawing Account of the Accountant General, , at the Bank of

Date.	No. of write-off.	Amount of write-off.	Total payments of day.	Available balance of drawing account.	Outstanding cheques.	Bank balance with cash in pay room.
1						
2						
3						
4						
...						

This will always be Rs. 2,000 in excess of the Book balance, save under the case of like note in Chapter 49, Rule 6.

Columns 2 and 3 should be filled up when a write-off is despatched; column 4 before office closes at the time of signing the agreement slip; the balance should be struck at the same time. But column should be filled up after the pass book and the paid cheques have been examined next morning; column 6 can be filled up only after the value of outstanding cheques has been worked out by comparison of the paid cheques with the lists of cheques issued.

Form 109—PA.

(To be printed on foolscap taken lengthways.)

Payments by the Presidency Audit Department on 187 . *No. of vouchers.*

Payments made in cash.		Payments made by cheques.	
		By cheques	
		By cash	
		TOTAL ...	

Form 110—PA.

(To be printed on open royal.)

Presidency Payments on account of *(Minor head).*

Date of payment.	Folio of Audit Register.	Name.	Charge or disburse.	Period.	Detailed.	Heads of charges.	Gross claims.	Deductions.	Net amount paid.	Daily net total of payments.	No. of voucher.
					Twelve money columns.	Fourteen money columns for detailed heads. It is found that the above number of money columns, seven-eighths of an inch broad, each be provided, and columns of this breadth are found sufficiently roomy by the experience of the Calcutta Office.					

For heads having less than eight detailed headings, a single page form may be used.

Form 111—PA.

(To be printed on open royal.)

Detail of deductions from bills paid by the Presidency Audit Section during the month of 187 .

Date.	Minor head.	No. of voucher.	Name of subscriber or of person retrenched.	Period of subscription or allowances.	Nature of allowances.	Money columns.	Total deductions from each voucher.	Daily total of deductions from each minor head.
						At least thirteen money columns are required for the funds named on Form 83 and for General Pension Fund; it would be well to leave one or two more for any peculiar deductions.		

Form 112—PA.

(To be printed on open royal.)

Abstract of daily totals of Presidency Payments for the month of 187 .

Major and Minor heads.	Sixteen Money Columns.	Total. Rs.	A.	P.
Brought forward ...				
3.—Refunds and Drawbacks.				
Revenue Refunds. Miscellaneous Refunds. Drawbacks.	One column will be assigned to the transactions of each day: in the abstract for the second half of the month, the first of these should be used for the figures shown in the total column of the first half of the month. The figures herein entered are the *net* figures for each head.			
4.—Land Revenue.				
Collectors and Establishments. Charges on account of Government Estates.				
Carried forward ...				

Form 113—PA.

(To be printed on the paper used for Classified Abstracts.)

Monthly Abstract of Presidency Payments.

Major, Minor, and detailed heads of service.	Gross charge on each detailed head.	Deductions on each minor head.	Net charge on each minor head.	
				A total can be made for each minor head in red ink in the column of detailed heads.

Form 114.

Statement of disbursers' accounts for the month of 187 .

Office or District.	Opening balance.	Receipts during month.	Total.	Disbursement during the month.	Closing balance.	Remarks.
The names of all accounting officers should here be printed in the order followed in the cash balance and other detailed returns.						
Total ...						
Transfers Writes-back ...						
Grand Total						

FORMS.

Form 115—Tr.

TRANSFER ENTRY.

Date ____ *No.* ____

Dr.

MAJOR HEAD AND MINOR HEAD.

DETAILED HEAD.

To

Heads in two lines as before.

Cr.

Full description of the item should here be given, with a reference to the district account from which the entry now corrected was taken (if it be not one of the ordinary monthly entries), and also to the correspondence leading up to the correction. The explanation may, if necessary, be continued on the reverse.

Debit Post.
Page of T. B. Ledger.
Date of post.
Initials of poster.

Credit Post.
Page of T. B. Ledger.
Date of post.
Initials of poster.

Supdt. Book Dept.

Supdt. of Divn. drawing the entry.

Omitted officer.

Form 116—Tr.

INDEX OF TRANSFER ENTRIES, 1877-78.

Date of entry.	Number of entry.	Amount.	Major Head.		Initials of Clerk	
			Debited.	Credited.	Who brought the entry.	Who receives and enters it here.

FORMS.

Form 117—Tr.

TRANSFER BOOK LEDGER, 1877-78.

Major and Minor Head affected.			Detailed Head.			
Number of entry.	Debit.		District.	Credit.		

Month of adjustment.

Form 118—Tr.

Abstract of Transfer Entries brought into the accounts of the month of .

			I. LAND REVENUE—		
19,000	0	0	Ordinary Revenue Collections from Government Estates.		
			Sale of Government Estates	19,000	0
800	0	0	Rent of Resumed Lands ...		
			II. TRIBUTES—		
			Contributions from Petty States ...	800	0
			and so on.		

Form 119—Act.

Register of Adjustments of Accounts Current with *for 18 -S.*

Month of adjustment.	Inward account current in which written back.	Original account current in which accepted.	Amount adjusted under: Debits. Items rejected.	Debits. Items accepted but awaiting clearance.	Credits. Items rejected.	Credits. Items accepted but awaiting clearance.	Item or voucher under objection.	Period of account.	Initials of Superintendents.

Form 120—PWD.

Return of Grants, Expenditure, and Balances on 20th February.

	Ordinary.	Extra-ordinary.	Provincial Services and Local Funds.
	Rs.	Rs.	Rs.
GRANT.			
1.—Grant as per return for 20th January 187 ...			
2.—Alterations in the interim ...			
3.—State of grant on 20th February 187 ...			
EXPENDITURE.			
4.—Cash outlay against grant from April to 31st December ...			
5.—Cash expenditure (approximate) for January			
6.—Total cash expenditure to end of January ...			
BALANCE.			
7.—Balances available for expenditure ...			
8.—Credits already issued for February 187 ...			
9.—Balance for which further credits may be issued ...			
10.—Credits now applied for ...			

Other columns for different classes of works have recently been added to this form; the principle is unchanged.

Examiner, P. W. Accounts.

Form 121—PWD.

PROVINCE

Statement of Cash Balances of the Public Works Department on the 187

Division.	Treasury or Bank.	Drawing Account.					Cash.				
		In Treasuries, as per Treasury Officer's certificates.	Balances in Presidency or Branch Bank.	(A) Total Balances per Civil Accounts.	(A) (Less) Unpaid Cheques.	Total Balance as per Public Works Accounts.	(A) In hands of Public Works Disbursers.	(B) In hands of Civil Officers.	Total Cash.	Total Balance as per Public Works Accounts.
	Total ...									

Note.—This statement will be compiled in Examiner's Office from the Divisional Cash Balance Return, with which Treasury Officers' certificates should be submitted.

A. The amounts entered in these columns will be totals for each division.

B. The provincial total should be entered in this column.

Examiner.

Form 122—For.

Statement of Forest Remittances received in the Treasuries under the Government of *during the month of* 187 .

Date of Receipt.	From what Forest Division received.	Amount.	Total on account of each District.	Remarks.

Form 123—For.

Statement of Cheques drawn by Forest Officers and paid at Treasuries under the Government of *during the month of* 187 .

Date of Payment.	Particulars of Cheque.		By whom drawn.	Amount.	Total on account of each District.	Remarks.
	No.	Date.				

PROCEEDINGS of the MADRAS GOVERNME
56.

Form 124—For.

FOREST DEPARTMENT, CENTRAL PROVINCES, CENTRAL DIVISION.

Cash Balance Report of the Central Division on the _____ *187* .

GOVERNMENT CURRENCY NOTES.	For Rupees 1,000	...	...
	" " 500	...	...
	" " 100	...	...
	" " 50	...	...
	" " 20	...	...
	" " 10	...	...
	" " 5	...	...
	TOTAL CURRENCY NOTES		...
SILVER ...	Rupees	...	...
	Half Rupees	...	...
	Quarter Rupees	...	...
	Two-anna pieces	...	...
COPPER ...	Double Pice	...	...
	Single Pice	...	...
	Half Pice	...	...
	Pie pieces	...	...
	TOTAL CASH IN HAND		...
	GRAND TOTAL		...

I hereby certify that the balance in my hands amounted on the _____ 187 to Rupees _____ as shewn above, and that I personally ascertained that the said balance was actually in my custody.

DATED _____ } *Deputy Conservator of Forests,*
The _____ *187* . } *Central Division.*

Form 125—Mi.

(To be printed on open foolscap.)

Abstract Statement of Receipts and Disbursements under the Government of _____ *on account of the Military Department.*

RECEIPTS.						DISBURSEMENTS.					
No. of detailed schedule.	Name of Treasury.	Remarks.	Total of Treasury Receipts ...	Indian Family Pension Funds ...	Total Receipts, Rs.	No. of detailed schedule.	Name of Treasury.	First List of Payments.	Second List of Payments.	Total.	Remarks.
							Total of Treasury Payments ...				
							Transfers ...				
							Write-back ...				
							Total Disbursements, Rs.				

Dated _____
The _____ *187*

H

Accountant General,

Form 126—PO.

Estimate of Cash Requirements of the Post Office in *for the quarter ending* 187 .

Name of Treasury.	Name of Post Office.	Estimate of Year's Requirements.			Estimate of Requirements for the Quarter ending 187 .			Balance unexpended for previous Quarters of 187 . 7			Total Balance of Budget Grant available at close.		
		Fixed.	Contingent.	Total.	Fixed.	Contingent.	Total.	Fixed.	Contingent.	Total.	Fixed.	Contingent.	Total.

Form 127—PO.

Dr. *Statement of Postal Receipts and Charges of the Government of* 187 . **Cr.**

From what Treasury paid.	To what Post Master paid.	Nature of Post Office Expenditure.	Amount of Expenditure of each Post Office.	Total Post Office Expenditure of each District.	Discount on sale of Postage Stamps.	Miscellaneous.	Total charges of each District.		In what Treasury received.	From what Post Master received.	Amount of Revenue of each Post Office.	Total Post Office Revenue received in each Treasury.	Sale of Postage Stamps.	Sale of Service Postage Stamps.	Miscellaneous.	Total Receipts of each District.
		TOTAL OF THE MONTH								TOTAL OF THE MONTH						
		ADD PROGRESSIVE TOTAL OF THE PREVIOUS MONTHS OF THE YEAR ...								ADD PROGRESSIVE TOTAL OF THE PREVIOUS MONTHS OF THE YEAR ...						
		PROGRESSIVE TOTAL UP TO THIS MONTH								PROGRESSIVE TOTAL UP TO THIS MONTH ...						

The column "Miscellaneous" on both sides of this statement is intended to shew items of Postal Receipts and Charges which do not pass through the Post Office, but through the civil accounts, such as cost of land, freight on stores from Europe, Jail Press charges, Dockyard charges, medical stores, steam postage, &c., &c.

FORMS.

RECEIPTS of the MADRAS GOVERNME

Form 128—Tl.

Telegraph Form No. 8.

Cash Requirement Statement shewing the amounts that will probably be required by the Government Telegraph Department from Treasuries under the Government of *during* 187 -7 .

Telegraph Officer or Office.	From what Treasury required.	On account of ordinary expenses payable on presentation of Bills or Certificates.	On account of Presidency or Construction Establishment, reconstruction, or extensive repairs payable on Letters of Credit.	Total amount required from each Treasury.

Telegraph Form No. 12.

To THE ACCOUNTANT GENERAL,

Sir,

I have the honor to request that you will grant me a Credit on the Treasury at for Rs. The amount is within the sanctioned Budget allotment for 187 -7 .

I have, &c.,

Director General of Telegraphs.

Examr. of Telegraph Accounts.

Form 129—Act.

(To be printed on foolscap.)

Civil Department *in account current with London for the quarter ending* *of* 18

Heads (Credits / Debits	For the Month of: No. of Schedule.	For the Month of: Amount.	For the Month of: No. of Schedule.	For the Month of: Amount.	For the Month of: No. of Schedule.	For the Month of: Amount.	Total.	British Currency.	Indian Currency.

Form 130.

Dr. _____ in account current with the Board of Trade.

(Here state title of office and nature of office.)

RECEIPTS.	Sterling.	Sterling.	Bills drawn on the owners.	PAYMENTS.	Currency.	Sterling.	Bills drawn on the owners.
		£ s. d.	£ s. d.			£ s. d.	£ s. d.
Receipts in respect of seamen having charge of Effects of seamen who have died while under the Agency, and for conveyance and wages of Runners in respect of deceased seamen dying on the voyage home, and for whom no expenses have been incurred by the officer, etc.—				By amount paid as per Statement C. C. 10 for maintenance of distressed British seamen, vouchers Nos. to			
For wages and effects of deceased seamen, as per Statement and Form C. C. 15				By amount for clothing, as per Statement C. C. 11, vouchers Nos. to			
TOTAL RECEIPTS				By amount for medical attendance, as per Statement C. C. 12, vouchers Nos. to			
Balance due by the Board of Trade to the Secretary of State for India				By amount for travelling expenses, as per Statement C. C. 13, vouchers Nos. to			
GRAND TOTAL				By amount paid for balance of wages due to seamen and paid to them on their recovery, as per Statement and Form C. C. 7, Nos. to			
				TOTAL PAYMENTS			
Total in bills drawn on the owners of British registered ships				Balance due to the Board of Trade by the Secretary of State for India			
				GRAND TOTAL			

I hereby certify that the above account is just and true according to the best of my knowledge and

at _____ this _____ day of _____

(Signed) _____

Here state title of Officer.

Form 131—Bk.

(To be printed on open royal.)

Dr. _____ Month.

Month.	Journal Page.	Debit.	Credit.	Eight money columns for detailed heads.	Ten money columns for detailed heads allowing 1¼ inches to each.
Balance ...					
To or By sundry Accounts					
April ...					
May ...					
June ...					
July ...					
Aug. ...					
Sept. ...					
Oct. ...					
Nov. ...					
Dec. ...					
Jan. ...					
Feb. ...					
Mar. ...					
Balance ...					
Totals ...					

PRICE ... of the MADRAS GOVERNME...

Form 132.—PS.

Dr. *The Government of India in account with the Provincial Government of* _____ *for the month of* _____ Cr.

	Current month.	Progressive Total.	Budget Estimate.		Current month.	Progressive Total.	Budget Estimate.
PROVINCIAL SERVICES (OR LOCAL FUNDS).				PROVINCIAL SERVICES (OR LOCAL FUNDS).			
To sundry revenue heads as detailed—				By sundry charge heads as detailed—			
Land Revenue ...				Refunds and Drawbacks ...			
Excise ...				Land Revenue ...			
&c.				&c.			
				&c.			
Total Ordinary Receipts as per Civil Books ...				Total Ordinary Charges as per Civil Books ...			
To Public Works receipts (last account, month of)				By Public Works charges (last account, month of)			
Ordinary ...				Ordinary ...			
State Railways ...				State Railway ...			
Irrigation ...				Irrigation ...			
To receipts under adjusting Heads ...				By disbursements under adjusting Heads ...			
TOTAL ...				TOTAL ...			
Add Opening Balance of the year ...				Add Closing Balance ...			
TOTAL ...				TOTAL ...			
* INCORPORATED LOCAL FUNDS DEBT ACCOUNTS.				INCORPORATED LOCAL FUNDS DEBT ACCOUNTS.			
Receipts				Disbursements			
Closing balance due by Local Funds				Opening balance due by Local Funds			
TOTAL ...				TOTAL ...			

* This addendum applies only to the Local Funds Abstract, and not to the Provincial Services.

Form 133—Ln.

Statement of Special Loans to Municipalities, &c., during 1869-70.

Corporations receiving loans.	Amount of Loans sanctioned.	Rate of Interest.	Date of Orders authorising the loans.	Balance from last year.	Amount advanced this year.	TOTAL.	Amount repaid.	Balance of loan at close of year.	Amount of Interest received and credited to Revenue.	Balance of Interest unpaid.
	Rs.			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	33,20,000 0 0	4½		42,00,000 0 0	9,50,000 0 0	51,50,000 0 0	.....	51,50,000 0 0	1,82,821 14 8	
	6,20,000 0 0	6		.....	.....	.....	.....	.....	.....	
	2,00,000	5		.....	25,154 10 11	25,154 10 11	10,000 0 0	25,154 10 11	968 0 1	
	12,80,000 0 0	4a		.....	50,000 0 0	50,000 0 0	.....	50,000 0 0	1,000 0 0	
	.....	6		6,19,283 8 8	.....	6,19,283 8 8	6,19,283 8 8	.....	1,14,226 14 7	
	.....	4		37,91,175 0 4	.....	37,91,175 0 4	11,248 0	37,79,927 0 4	1,61,591 13 4	
	.....	5½		1,22,724 0 0	.....	1,22,724 0 0	92,800 0 0	29,924 0 0	.....	
	11,000 0 0	5		.....	11,006 12 8	11,006 12 8	.....	11,006 12 8	.....	

(a) Two per cent. additional appropriated to form a Sinking Fund.

The columns not fully filled up, as simple entries only are required for guidance,

Form 134—In.

Sinking Funds for redemption of Loans during 1869-70.

Corporations.	Balances.		Receipts.		Total.		Payments.		Total.		Balance.		Balance.	
	Government Securities.	Cash.	Government Securities.	Cash.	Government Securities.	Cash.	Government Securities.	Cash.	Government Securities.	Cash.	Government Securities.	Cash.	Government Securities.	Cash.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	54,500 0 0	805 2 4	84,000 0 0	96,471 3 1	1,38,500 0 0	97,276 5 5	.....	97,276 5 5	1,38,500 0 0	97,276 5 5	600 0 0	90 2 2	600 0 0	90 2 2
	.....	.....	600 0 0	500 0 0	600 0 0	500 0 0	.....	479 4 11	600 0 0	479 4 11	600 0 0	20 11 1	600 0 0	20 11 1

Form 135—Act.

CENTRAL PROVINCES IN ACCOUNT CURRENT WITH N. W. PROVINCES AND OUDH.

Particulars of outstandings for the year 1877-78.

	Credits.			Debits.		
Net outstanding brought forward from last year's statement	...	...	...	654	0	0
Totals of outward Account Current for 1877-78	1,004	0	0	447	0	0
Totals of inward Account Current for 1877-78 ...	345	0	0	1,046	0	0
TOTAL	1,349	0	0	...	...	0
Net outstanding for explanation	...	...	...	977	0	0
Particulars of unadjusted items—						
Credits in outward account, List A	1	0	0	...	...	...
Debits in outward account, List B	...	...	...	46	0	0
Credits in inward account, List C	348	...		...	...	...
Debits in inward account, List D	...	...	...	1,280	0	0
TOTAL	349	0	0	1,326	0	0
Net outstanding as above ...	...	...	...	977	0	0

Lists A, B, C, D, would follow, either upon the same sheet, if they are only few in number, or upon an annexure. They would show, under each head,—1. Month of origination; 2. Nature of item; 3. Amount; 4. Explanation. The explanation may be left blank when the item clearly awaits the action of the other party to the account.

PROCEEDINGS of the MADRAS GOVERNME

Form 187—Msc.

Account of Receipts and Issues of the Small Silver and Copper Depôts and Sub-Depôts in the _____

for the month of _____ 18

Receipts.										Issues.									
Date.	Name of Depôt.	Depôt or Treasury from which received.	Small Silver.	Copper.	Total.		Date	Name of Depôt.	Depôt or Treasury to which issued.	Small Silver.	Copper.	Total.	
			Rs.	Rs.	Rs.					Rs.	Rs.	Rs.	
		Balance ...											
		Total for Treasuries ...							Total for Treasuries ...				
		Total for Mints, &c. ...							Total for Mints, &c. ...				
		Total for Mint, &c. ...							Balance (detail as overleaf) ...				

FORMS. CXXV

Accountant General.

187

Form 136—Bet.

(TO BE RULED ON FOOLSCAP LAID LENGTHWAYS).

Annual Account of Revenues and Expenditure compared with the Estimates for 187 -7

Number of Head.	HEAD OF SERVICE.	Sanctioned grant.	Expenditure as per books.	Less than grant.	More than grant.	REMARKS.
	Major and Minor heads ...					
						Original grant ... 000
						New grant under No. ... 000
						Total as per column 1 000
						Add transfer to or from grant No. 000
						TOTAL ... 000

Number of Head.	REVENUE.	Budget Estimate.	Revenues and Receipts as per books.	Less than Estimate.	More than Estimate.	REMARKS.
	Major and Minor heads ...					
	The custom.					

FORMS. CXXIV

(Reverse of Form 137.)

Details of Balances of Small Silver and Copper Depôts and Sub Depôts on the last day of _____ 18

Name of Depôt.	Value in								
	½ Rupees.	¼ Rupees.	Total Silver.	Double Pice.	Single Pice.	Half Pice.	Pie Pieces.	Total Copper.	Grand Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
TOTAL ...									

REMARKS.

Form 138.—Msc.

Report of Audit of Accounts of _____ *Commissioner of Currency Circle for the month of* _____ 18

	HOME NOTE ACCOUNTS.	BALANCE. Opening.	Closing.
	I. HOME CIRCLE ONLY. *Names of Accounts.*		
	Total Balance ...	0 0 0	0 0 0
	ADD— Note forms received	0 0 0	
	Written off under warrant ...		0 0 0
	GRAND TOTAL ...		
	II. SUB-CIRCLE A. *Same as above.*		
	III. SUB-CIRCLE B. *Same as above.*		

Certified:

(1) that the accounts have been maintained in the forms prescribed in the Rules for currency accounts, and are closed and balanced for the month and signed.

(2) that, &c., &c.

Asst. to Accountant General.

On Reverse.

CLOSING BALANCES OF VALUE ACCOUNTS.

Name of account.	*Amount.*	*Name of account.*	*Amount.*

Total balance, being equal to that under circulation account.

Asst. to Accountant General.

Form 139—Misc.

MEMORANDUM OF NOTE BALANCES IN THE CURRENCY DEPARTMENT AT ... ON ...

PARTICULARS OF NOTE STOCK ISSUED FROM THE CURRENCY DEPARTMENT.

	Rs. 5.	Rs. 10.	Rs. 20.	Rs. 50.	Rs. 100.	Rs. 500.	Rs. 1,000.	Rs. 10,000.	Total Number of Pieces.	Value.	GRAND TOTAL.	Denomination.	Series.	Numbers. From	Numbers. To
ISSUE DEPARTMENT—															
Note Stock Account.															
(A separate slip of particulars annexed.)															
Home Notes cancelled												Five	H 8	14001	100000
Sub-circle Notes cancelled													H 9	00001	14000
EXCHANGE DEPARTMENT—															
Home Notes Exchange Acct.												Ten	H 10	17001	67000
Foreign Notes—															
Calcutta												Twenty	H 5	15101	68000
Allahabad													H 4	03601	28000
Lahore												Fifty			
Madras												Hundred	H 3	11401	18000
Cuttack												Fifty hundred	H 2	08201	03600
Cocanada															
Bombay												Thousand	H 1	04501	03600
Nagpore															
Akola															
Karachi															

Certified that the balances of the Currency Office have been verified by me on ... in the presence of the Assistant to the Commissioner of Paper Currency; that the Currency notes and the coins have been counted by me personally, the contents of a number of bags taken indiscriminately being counted out and weighed; and that I have thus satisfied myself that the balances of specie and notes on this date are as detailed below:—

	Balance taken from Books.	Balance ascertained by counting.
NOTE ACCOUNTS—		
Stock		
Exchange		
Cancelled		
TOTAL ...		

	Balance taken from Books.	Balance ascertained by counting.
SILVER ACCOUNTS—		
Reserve coin and small coin ...		
Exchange coin		
Foreign Notes		
TOTAL ...		

(Totals to be stated in words.)

The above is exclusive of an advance of Rs. ... for copper exchange transactions.

Rwt 5/79

8 79.

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PROCEEDINGS of the MADRAS GOVERNME...

Read th...

The Offg. Deputy Comptroller ...
Calcutta, dy 13th February ...

With reference to ...
para 7 Circular No 29, dat...
December last, I have the ...
forward 2 copies of Forms ...
use of your Office.

—

Order thereon 24th February 1879.

One copy of the Forms ...
sent to the Revenue Departm...
mation of G.O. dated 26th Dec...
1878, No 2334. / True Extract /

A. B. Fell
Actg Under Secty to ...

To
The Revenue Department ...
(with Forms)

1878

Archives I 10,006—16-8 71.

4 10-1982

WES NADU MENT

No 175

Govt. of {1879} Madras.

Rec: of Govt Fin! Dep!

Mis

Dated 24th } Feby 1879, No. 338.
Recd. 25th }

Nos.

Forwarding one copy of certain forms in continuation of G.O. dated 26 Dec! 78 No 2334.

No 801.

801